



Office of Physical Plant
Physical Plant Building
University Park, PA 16802-1118

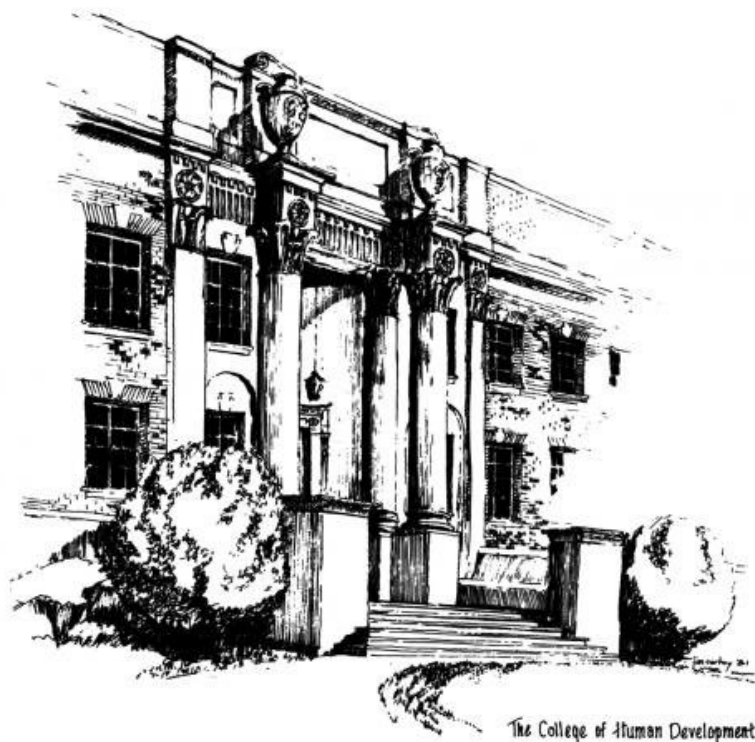
DATE: January 30, 2025

SUBJECT: Request for Letters of Interest - Architecture/Engineering Team Selection
Henderson Building Renovation – University Park Campus
University Park, PA

TO: Architectural/Engineering Firms

The Pennsylvania State University (Penn State) is excited to begin the Architecture/Engineering (A/E) Team selection process for the anticipated Capital Plan project in support of Henderson Building renovations. The project is a building system and program renewal effort intended to reduce backlog and modernize the building. PSU is utilizing its standard qualification-based A/E Team selection process for this project.

Penn State considers the 1933 Henderson Building designed by Charles Z. Klauder historically significant. It is a prominent freestanding building facing The Pugh Street Mall and Old Main Lawn. The Klauder Building, named after Grace Henderson, Penn State's first female dean, houses important units. These include the College of Health and Human Development (HHD) Undergraduate Student Services, which encompasses Student Affairs, Academic Advising, Wellbeing and Belonging, Career Development, and Recruitment. Additionally, the building contains General Purpose Classrooms (GPC) and the Social Science Research Institute (SSRI).



PROJECT OVERVIEW

The project will address deferred maintenance issues that have accumulated over time, ensuring the Henderson Building is in good repair and reducing future maintenance costs. The project will also address critical infrastructure needs, improving the building's functionality. The renovation involves a complex sequence of work on a core campus building, including mechanical and plumbing upgrades, elevator and restroom improvements, and related program space renovations in both Henderson and Chandlee, all while maintaining operations. **The total anticipated project cost is \$10.7 million.**

The Henderson Building System Renewal Master Plan, dated April 2020, serves as the foundation for the Henderson Building Renovation. The A/E Team should become familiar with the Master Plan and follow its implementation regarding the preferred design options and recommendations, including relocating Henderson Food Labs to Chandlee Lab, relocating a General-Purpose Classroom (GPC) and Student Services spaces within Henderson, and potentially repurposing former SSRI spaces. However, the A/E Team must develop the Master Plan into a detailed and validated project plan, ensuring that the improvement work is sequenced appropriately and updated as needed during the design process.

The total scope of work depends on the economic climate at bidding and construction commensurate with the program and design that optimizes the established budget and Penn State's and College of Health and Human Development's needs. Due to budget limitations, the repurposing of former SSRI spaces requires further evaluation. In addition, the re-use of an existing ground exterior door must consider the existing precinct landscape design. The A/E Team will bridge the high-level Master Plan vision with the realities of the current budget, building uses, and project requirements.

PROJECT GOALS AND PROGRAM

The project aims to reduce the Henderson Building backlog by:

- Increasing building accessibility.
- Improving the building's comfort and performance.
- Modernizing the student facing spaces.

The preliminary program comes from the Building System Renewal Mater Plan, dated April 2020, and includes the following:

- Relocate elevator (increase size) and reconfigure/upgrade restrooms.
- Relocate ground floor Food Labs to Chandlee Lab, reconfigure ground floor Undergraduate Student Services spaces, and reopen original exterior doorway.
- Convert the ground floor GPC to a mechanical room and relocate GPC to 1st floor. Relocate 1st floor Undergraduate Student Services spaces to accommodate GPC.
- Evaluate HHD needs in relation to recently vacated SSRI spaces.

The selected A/E Team will begin by understanding the System Renewal Mater Plan program and evaluating potential added programs and/or spaces. The project will follow the standard design phases – SD, DD, CD and CA Phases in accordance with Penn State's standard 1-P agreement. PSU will share the Building System Renewal Master Plan at the Request for Proposal (RFP) step of the selection process.

PROJECT SCHEDULE AND DELIVERY METHOD

PSU will execute the Architect-Engineer contract shortly after the A/E firm selection. The program validation and design will begin immediately after. The Design Development Phase target completion date is August 2025, and construction will be done by January 2027.

The successful A/E Team will work in conjunction with PSU's selected third-party Construction Manager (CM) throughout the design and construction phases. The CM selection process will be concurrent with the AE selection. The project will be delivered by the CM at risk, with a Guaranteed Maximum Price (GMP). PSU will manage the design and construction process in a manner similar other Penn State funded capital projects.

ARCHITECTURE/ENGINEERING (A/E) TEAM SELECTION PROCESS AND SCHEDULE

The University will perform a three-step A/E Team selection process for this project with three assessments: Letters of Interest (LOI), Request for Proposals (RFP), and In-Person Interviews. Each assessment will be separate and distinct. The result selects the full Architectural and/or Engineering design team, including the architectural team, engineering team, and specialty consultants. Firms will need to decide the makeup of the full or partial team at this initial LOI phase. However, the next step will require a long list of teams to identify the entire design team.

A/E Team Selection Schedule

- Letters of Interest are due from lead firms by Noon, Eastern Standard Time (EST), **February 21, 2025**.
- The Screening Committee will review the Letters of Interest received and determine a long-list of firms.
- The Screening Committee will send the long-listed firms a Request for Proposal. The long-list of firms and the RFP will be on the OPP website by the end-of-day, **March 7, 2025**.
- Proposals from the long-listed teams are due at Noon, Eastern Standard Time (EST), **March 21, 2025**.
- The Screening Committee will choose three firms from the RFP respondents. The short-list results and interview notice will be on the OPP website by the end-of-day, **April 11, 2025**.
- On **May 1, 2025**, in-person interviews will be scheduled at a location yet to be determined. This date will not change, so please plan accordingly. The venue will be shared at the RFP stage.
- The A/E Team selection process results will be on the OPP website in **May 2025**. We plan to start immediately after contract negotiation to align with the project schedule.

LETTER OF INTEREST SUBMISSION REQUIREMENTS

If your firm/team is interested in pursuing this project, please submit a Letter of Interest that, at the least, includes the following:

1. A brief statement detailing the firm/team's profile (size, characteristics, unique qualifications, etc.). The architectural and/or engineering major team members should be known at this stage.
2. Outline the firm/team's experience in the planning/design/execution of facilities of similar higher education programs, scope, size, and complexity. Convey how building renovations within historic buildings can transform a building, unit, and college.
3. Narrate the firm/team's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. Then, discuss the unique and critical issues in designing a project of this type.
4. Include images (captions encouraged) of the firm/team's most relevant design experience related to this project. Highlight projects with renovations/additions done in a historical context and/or projects where a renovated historic building reinforces its original design and character.

*** As applicable throughout the Letter of Interest, provide professional credit to architectural partners (including design architect, architect of record, and academic planning partners) for all projects discussed within the proposal and for all project images shown.**

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Submit a PDF version of the Letter of Interest by Noon, Eastern Standard Time (EST), **February 21, 2025**. Limit the submission to five (5) total letter-size pages, single-sided. A cover letter, if included, must be within the five (5) total pages. Send a PDF of the submission electronically to rrl144@psu.edu and jvh6712@psu.edu by the submission deadline. Include the team's primary contact name and email address for the A/E selection process.

PSU encourages the teams to visit the site during this selection process. However, guided campus/ site tours will not be given at this step in the selection process but will be scheduled later with the long-listed or short-listed teams.

Participation in this A/E Team selection process is voluntary and at no cost or obligation to PSU. PSU reserves the right to waive any informality in any submissions and reject any submission or portion thereof. PSU reserves the right to modify dates as is necessary.

CONFIDENTIALITY AND NON-DISCLOSURE

A/E Teams may not make news releases about this project without prior approval from PSU and then only in coordination with PSU. In addition, all information, documents, and correspondence shared within the A/E selection process are to remain confidential and, as such, are not made public in any manner.

Please contact me (information below) or the Project Manager Robert Lingenfelter (rrl144@psu.edu or 814-867-1536) with any questions.

Kindest Regards,

Julie Hedgeland

Julie Hedgeland, RA
Sr. Architect
The Pennsylvania State University
Direct: 814-863-5474
Email: jvh6712@psu.edu

cc: Selection Committee