

DATE: February 28, 2025

SUBJECT: Construction Management – Request for Proposals (RFP)  
UP-Henderson Building Renovation

PSU PROJECT No: 00-09600.00

TO: Construction Management (CM@R) Firms

The Pennsylvania State University (University) invites your firm to submit qualifications to provide Construction Management Services for the above-referenced project.

## **PART 1**

### **PROJECT INFORMATION**

#### **A. PROJECT OVERVIEW:**

The renovation is a building system and program renewal project intended to reduce backlog and modernize portions of the Henderson Building. Penn State considers the 1933 Henderson Building designed by Charles Z. Klauder historically significant. It is a prominent freestanding 3 story brick and structural steel building with a roman motif facing the Pugh Street Mall and Old Main Lawn. The approximately 56,215 square foot 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 Social Science Research Institutes (SSRI).

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 Henderson Building System Renewal Master Plan, dated April 2020, serves as the foundation for the Henderson Building Renovation project. The CM@R and A/E Team should become familiar with the Master Plan and generally follow its phased implementation regarding the preferred options, 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 CM@R and A/E Team must develop the Master Plan into a detailed and

validated project plan, ensuring that improvements are sequenced appropriately and updated as needed during the design process. Penn State will share an abridged version of the Building System Renewal Master Plan at the Interview step of the selection process.

## **B. PROJECT SCOPE / OBJECTIVES:**

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. Based on the preliminary evaluation from the Building System Renewal Master Plan, we estimate that around two-thirds of the project scope will involve building systems, while the remaining one-third will focus on program renewal.

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 CM@R and A/E Team will bridge the high-level Master Plan vision with the realities of the current budget, existing building uses, and project requirements.

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 to landscape plaza.
- Convert ground floor GPC to 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 study outlines modifications to the Henderson mechanical, electrical, plumbing, and vertical transportation systems. This includes the installation of a new Variable Air Volume (VAV) Air Handling Unit (AHU), new energy-efficient fixtures and appropriate equipment power connections and controls, and replacement of older domestic hot-water, cold-water, and hot-water return pipes. Recommendations include the removal of the existing passenger elevator, and installation of a new hydraulic elevator adjacent to the North Stair Tower.

The scope of work for the Chandlee Lab, as part of the Henderson Renovation project, includes a Chandlee Lab research laboratory and office modifications necessary to accommodate the Henderson Food Lab. This includes modifications to the existing Chandlee Lab supply and exhaust systems, new lighting, controls, fire alarm, telecommunications, domestic water, sanitary and vent piping.

While Penn State and HHD will work with the selected teams to verify the program, refine the scopes of work, and phase the construction, OPP has identified some significant project attributes that will influence project outcomes including:

- Existing Infrastructure Age, System Deficiencies, and Regulatory Compliance.
- Precise Budget Allocation and Funding Assessment Between Systems and Program.
- Achieving Design Consensus and Managing Scope Creep.
- Academic Calendar and Construction Phasing Alignment.
- Minimizing Disruptions to Normal Operations During Construction.

The selected CM@R and A/E Team will begin by understanding the System Renewal Mater Plan program and evaluate 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.

The selection of the Architecture / Engineering (A/E) design team for this project is currently following a similar schedule to the CM selection process. The University intends to select the CM firm prior to the A/E, therefore a representative of the selected CM firm is expected to participate as part of the screening committee during the interviews of the short listed A/E firms, which are currently scheduled for May 1<sup>st</sup>, 2025.

### C. PROJECT BUDGET

A preliminary Total Project Budget for the project is as follows:

Construction	\$07.3M*
Indirect / Soft Costs / Contingency:	\$02.7M
FFE / AV	\$00.7M**

**Total: \$10.7M**

\* Includes cost of any required demolition, swing space and relocation, CM’s staffing, fees, insurance, general requirements, general conditions and construction contingency.

\*\* Furniture, Fixtures, and Equipment

### D. DESIGN & CONSTRUCTION SCHEDULE

RFP Issued: .....	February 28, 2025
RFP Submission Date.....	12:00 PM (ET), March 17, 2025
CM Interviews .....	April 16, 2025
Design Kick-Off / Program Validation .....	May 2025
Pre-Construction / Design.....	April 2025 - December 2025
Establish GMP .....	January 2026
Construction Start.....	April 2026
Substantial Completion.....	April 2027

**PART 2**  
**SUBMISSION INFORMATION**

**SUBMISSION REQUIREMENTS:**

Provide the following information per the requirements detailed below:

1. Technical Requirements (one PDF):
  - a. One (1) A3 page, single sided, 10-font min. (**A. Project Team**).
  - b. One (1) A3 page, single sided, 10-font min. (**B. Experience/Reference Projects**).
  - c. Two (2) A3 pages, single sided, 10-font min. (**C. Project Approach**).
  - d. One (1) A3 page, single sided, 10-font min. (**D. Open A3**).
  
2. Non-Binding CM@R Cost Proposal, per Attachment A, **submit under separate cover** (one PDF).

Email your submission, as a PDF attachment, **by 12:00 p.m. on March 17, 2025**, to my attention at [jgw124@psu.edu](mailto:jgw124@psu.edu), with a copy to Jason Little at [jxl291@psu.edu](mailto:jxl291@psu.edu). The University should receive two (2) emails from each team with the following file names and subject lines in your emails:

1. PSU Henderson Building Renovation - Tech Req - [*your firm's name*].
2. PSU Henderson Building Renovation - Cost - [*your firm's name*]. (*per Attachment A*)

Here is a summary of the information requested for each A3. We encourage you to be as concise as possible without sacrificing accuracy and completeness.

**A. Project Team**

1. Identify the specific construction management personnel, any sub-consultants proposed for all phases of this project, and how many projects they have successfully completed together. By submission of proposal, your firm commits to the Owner that the proposed team members will be those who will be assigned to the project through completion.
  
2. Outline the proposed personnel's roles, describe why they have been selected for this team, and how their experience aligns directly with this project, specifying who will be the single point of contact during design and construction (lead project manager), and identify which

office or offices of your company will be directly involved with supporting the assigned field staff for this project.

**B. Experience/Reference Projects**

1. Provide a selection of projects (min of 4) that were managed by the core team members proposed for this project and further demonstrates the strength of the proposed team participants. Provide a matrix to illustrate core team involvement on each project. Include the following for each project, at a minimum:
  - a. Project Owner Contact Information (must be current)
  - b. Total Gross SF
  - c. Year Completed
  - d. Construction Duration
  - e. Project Cost (specifically construction volume)
  - f. Services Provided (including the contractual delivery method)
  - g. DBE (Diverse Business Enterprise) % achieved
  - h. Why you chose to highlight this particular project

**C. Project Approach**

1. Safety:
  - a. Safety is essential during the construction and post occupancy maintenance/operation of the facility. Therefore, the University is requiring Prevention Through Design (PtD) on this project. Share your specific approach to PtD.
  - b. Identify your company's current EMR rating.
  - c. Discuss your company's experience and approach towards working in an area with challenging site logistics adjacent to heavy pedestrian traffic.
2. As a CM@R on this project, highlight your specific approach to the following:
  - a. Design / Pre-construction Phase
    - i. Describe the aspects of this project that are most concerning, identify the most challenging project requirements within the project scope, and propose possible solutions to address them.
    - ii. Explain your approach to utilizing Building Information Modeling (BIM) to facilitate interactive constructability workshops and interdisciplinary design reviews, ensuring an optimal interactive experience for integrated cost estimation and minimizing potential cost overruns during construction. Please note the project team will utilize the Penn State AE Icon Lab for collaborative design.

- iii. Identify your team’s ability to apply Target Value Delivery during design and other value-adding lean principles to the project.
- b. Construction Phase
  - i. Describe how your team will plan, manage, and coordinate construction phases and sequences, including the prioritization of swing space, to ensure efficient construction and minimize disruptions to ongoing building and site operations, as well as adjacent occupied facilities. Please note – a preliminary site logistics plan will be required for presentation by the short-listed interview firms and is not required for this RFP.
  - ii. Identify proactive measures you take to effectively minimize the number of change orders and manage unforeseen conditions, and design changes to help ensure that the project stays on track and within budget, while also maintaining transparency and collaboration with the owner during construction.
  - iii. Expand on your specific approach to project QA/QC.
- 3. Describe how you will identify, analyze, and present 5 similar, recently completed projects to estimate the cost of the new project, provide a reliable benchmark and comparison (comps) for project cost approval, and demonstrate that the Guaranteed Maximum Price (GMP) aligns with market rates for similar projects by comparing their features, size, and location.
- 4. Highlight the unique qualities, innovations, practices, and techniques that make your firm particularly suited for this project and explain how your firm's values foster an environment that promotes effective communication and timely decision-making between project teams, users, and the owner.

**D. Open A3**

- 1. Provide any information you feel relevant that demonstrates your firms fit for the project.

**SITE ACCESS:** No formal site visits will be accommodated at this time, you are welcome to walk the exterior of the building.

**CONFIDENTIALITY/NEWS RELEASES:** News releases pertaining to this project will not be made without prior approval by the University, and then only in coordination with the University. Additionally, the contents of this correspondence are to remain confidential and are not to be made public.

Included is the link to our [Form of Agreement 1-CM-GMP](#), along with the related [General Conditions](#):

Review this Agreement and related General Conditions to ensure that your firm accepts all terms and conditions as written. In submitting a proposal for this project, you acknowledge that you concur, without exception, with all terms, conditions and provisions of Form of Agreement 1-CM-GMP (v. 10/2023) and the related General Conditions (v. 10/2023).

The University reserves the right to waive any informality in any or all proposals, and to reject or accept any proposal or portion thereof. The University's intent is to identify the firm that provides the best overall fit with the perceived need. **Additionally, the above dates are target dates established by the University. The University reserves the right to modify the dates as/if it deems necessary.**

If you have any questions regarding this RFP please contact me via email.

Sincerely,

*Jesse G. Wells*

Jesse G. Wells – PSU Construction & Contract Specialist

cc: J. Bechtel; Robert Lingenfelter; CM Selection Committee

## Attachment A: Non-Binding CM@R Cost Proposal

Henderson Building Renovation

Project No. 00-09600.00

CM@R Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Provide a summary of proposed costs as indicated below. The estimated direct construction cost of this project is **\$7,300,000**. This value includes CM@R costs associated with staffing, fee, insurance/bonds, reimbursables, pre-construction, and construction contingency.

### Summary of CM@R Cost Proposal:

1. Pre-construction Phase Services ..... \$ \_\_\_\_\_
  - a. Provide a listing of pre-construction services your construction management team will provide for the fee above and be specific on how your fee applies to each service.
  - b. Include a monthly schedule/staffing bar chart indicating projected hours for each proposed staff member, along with a grand total, for Pre-construction services for the project.
  
2. CM@R staff costs (bidding + construction through closeout) ..... \$ \_\_\_\_\_
  - a. Include a monthly schedule/staffing bar chart indicating projected hours for each proposed staff member for the bid phase and Construction services for the project. This schedule shall summarize total hours for the bid phase and construction services separately.
  
3. CM@R Fee (if proposing a fee in addition to costs above)
 

\_\_\_\_\_ % ..... \$ \_\_\_\_\_
  
4. CM@R Insurance cost
 

\_\_\_\_\_ % ..... \$ \_\_\_\_\_

  - a. Cost to include all required insurances as required by contract. Please list products/policies as required.
  
5. Provide a preliminary estimated amount for GC's / GR's based on your understanding of the project.

General Conditions ..... \$ \_\_\_\_\_

General Requirements ..... \$ \_\_\_\_\_





6. Provide an hourly billable rate schedule for your staff, including off-site and home office staff typically used to serve your projects.
- 

**TOTAL CM@R Costs** (totals from above, including pre-con)

\$ \_\_\_\_\_