



Date: December 8, 2021

Subject: **Request for Proposals (RFP) – Architect/Engineering (A/E) Team Selection**
NK Student Union Building Renovation and Addition
Upper Burrell Township, PA

To: Bostwick Design Partners
Digsau
DLA/MMA
Ewing Cole
Ikon 5 Architects
Kimmel Bogrette
LGA Partners
MGA Partners
R3A/brightspot
WTW

REQUEST FOR PROPOSALS - PART 1

PROJECT INFORMATION and OWNER REQUIREMENTS

The Pennsylvania State University (PSU) wants to thank the 25 A/E teams that submitted Letters of Interest for this important project. After careful review of the submitted Letters of Interest, PSU would like to congratulate the above **10 teams** who were selected to continue to the next step in the process; invitation to respond to this Request for Proposal (RFP).

The A/E Selection process is as follows. **Proposal responses are due in my office by Noon on January 5, 2022.** The Screening Committee will review the Proposal responses to determine the Short-list of three (3) teams to continue to the next stage in the process. On, or before **January 19, 2022** the Short-List/ Interview Notice will be posted to this website. **In-person interviews will occur on February 7, 2022 at The Penn Stater Hotel and Conference Center in State College, PA. Please plan accordingly, this date will not change.** Non-Binding Fees for your entire A/E Team will be requested of the three Short-Listed teams, which will be due just prior to the in-person interviews. The results of the A/E Team selection process will be posted to this website.

Participation in this RFP and selection process is voluntary and at no cost or obligation to PSU. PSU reserves the right to waive any informality in any or all Proposals, and to reject or accept any Proposal or portion thereof. PSU reserves the right to modify dates as/if it deems necessary.

Confidentiality and Non-Disclosure. News releases pertaining to this project will not be made without prior approval from PSU, and then only in coordination with PSU. The contents of all A/E selection process correspondence are to remain confidential, and as such, not be made public.

A. PROJECT OVERVIEW

This project hopes is intended to reorganize and create new spaces centered around student life. The critical spaces desired by the New Kensington Campus are;

1. a new student centered space for indoor recreation and lounge,
2. meeting spaces,
3. Location for Health and Wellness,
4. Location for student organizations,
5. Multipurpose/events space,
6. Create a new front entrance to campus.

An outline of the project scope and program was provide in the RFQ. Please reference this document for a complete summary of the project and desired program. A critical aspect of the initial design services will be to evaluate the study and adjust based on the revised budget, updates to program priorities and consideration for construction challenges such as utilities, temporary facilities and cost escalations.

Though this project is modest in scale it is a critical and highly anticipated addition to the New Kensington campus. This project will provide much needed improvements to student facilities and ADA accessibility to campus. The hope is to provide a needed front door to campus, a space for students to utilize for multiple purposes from down time, study space, collaboration and entertainment. This addition and renovation will be a cornerstone for the campus into the future and will allow PSU New Kensington to remain competitive for prospective students.

The New Kensington campus is currently going through additional renovations and to lab spaces, administration offices and infrastructure improvements. The campus also has a partnership with the Economic Growth Connection of Westmoreland on a downtown New Kensington project. This project is a state-of-the-art digital innovation lab that will serve regional manufacturers, K-12 schools, college students and entrepreneurs. Information on this project can be found at the following link:

<https://newkensington.psu.edu/story/9241/2020/03/02/new-kensington-campus-westmoreland-county-create-digital-innovation-lab>

B. PROJECT-SPECIFIC INFORMATION AND PROGRAM

Please review the study provided with the RFQ for details of the program and proposed renovations and additions. The original study was completed with a \$10M budget in mind. With the reduction in funding and the current construction environment reduction in programming is anticipated.

The study identifies a renovation of 13,940 sf of existing space and an addition of 14,390 square feet. PSU anticipates the renovation space to remain the same (or potentially increase) so the scope reduction will be achieved through reducing the proposed addition. To achieve the proposed budget a reduction down to 10,000 sf is anticipated.

The selected design firm, in conjunction with the selected CM will be tasked with identifying the required reduction in scope while maintaining as much of the desired program as possible.

Prioritization of program space will need evaluated along with the potential of utilizing other existing spaces that may be able to be utilized as part of the renovation.

Some critical aspects that will likely not reduce in scope are utility relocations and required mechanical and electrical upgrades. As part of considerations to the construction of this project an evaluation of potential swing spaces or possibly even phasing of the project will need to be investigated to allow areas such as the bookstore to remain operational during construction.

(Note: Due to the size and scope of this project PSU does not plan on making this a LEED project, however we maintain our commitment to sustainable design and meeting PSU construction standards)

C. A/E TEAM SELECTION PROCESS and PROJECT SCHEDULE MILESTONES

•	RFP Issued to Long-Listed Teams:	December 6, 2021
•	Optional Site Tours:	To be determined
•	Submission of A/E Proposals Due: Noon (Eastern Standard Time)	January 5, 2022
•	Post Short-List results + Interview notice:	January 19, 2022
•	A/E Team Interviews:	February 7, 2022 (The Penn Stater in State College PA)
•	Website notice of results:	February 11, 2022
•	Contract Award / Letter of Intent:	February, 2022
•	Construction Start Date	January, 2023
•	Construction Completion	(Revised from RFQ) June 2024
•	Final Occupancy	(Revised from RFQ) July to August, 2024

D. PROJECT DELIVERY METHOD and PROJECT DELIVERY REQUIREMENTS

Penn State University and the Office of the Physical Plant (OPP) require a high level of collaboration and LEAN principles to ensure project success. **The final selected A/E design team must establish a process for the design, documentation, and execution of the project.**

PSU anticipates executing the Architect-Engineer contract shortly after confirmation at the **February 2022 Interviews**. Construction is anticipated to begin in **January 2023**, with planned occupancy of the new building between **July and August 2024**. **(This is revised from the RFQ)**

The successful A/E Team will work in conjunction with PSU's selected third-party Construction Manager (CMaR) throughout the design and construction phases. The A/E team and CMaR will separately develop parallel cost estimates, which will be reconciled at the end of project phases. Confirmation of being within the project budget is required before PSU will allow the A/E Team to proceed to each subsequent project phase.

The selected A/E Team will begin this project with a validation of the aforementioned program. The program to verify will include tabular/space program, space adjacency diagrams, site impact diagrams, and room data sheets that provide detailed room-by-room info. PSU will work with the selected A/E to determine the level of program validation required. Depending on the approach of the specific design team, the program validation phase could be combined with a Concept Design or Schematic Design Phase. We are interested in finding synergies and space/planning efficiencies between the programs in the building.

After program validation, PSU typically follows industry-standard design Phases (Schematic Design, Design Development, Construction Documents, Bidding Phase, and Construction Administration) in accordance with Penn State's standard 1-P agreement. **If your team proposed altering these project phases to meet the project's schedule, describe this in Proposal Section 3.** The project budget and cost estimate(s) are aligned before advancing to the next phase of the project.

Given the change in funding and anticipated adjustments in programing, Penn State will require at least three (3) distinct design options be developed for PSU's review and approval. These options will be developed at least to a Concept Design level and may be developed Schematic Design level. We ask that you describe your approach to developing options in Proposal Section 3.

E. RFP ATTACHMENTS and PENN STATE STANDARDS

- **NK Student Union Renovation and Addition study**, Not include but provided previously with RFQ.
- **Form of Agreement.** Included is the link to our Form of Agreement 1-P:
<https://wikispaces.psu.edu/display/OPPDCS/Division+00+-+Procurement+and+Contracting+Requirements>.
Please review this agreement 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-P.
- **Design Phase Deliverables.** Reference this document under the heading *00 51 00 MISCELLANEOUS FORMS* at the following link:
<https://wikispaces.psu.edu/display/OPPDCS/Division+00+-+Procurement+and+Contracting+Requirements>
- **Office of the Physical Plan (OPP) Standards.** The web sites www.opp.psu.edu and <https://wikispaces.psu.edu/display/OPPDCS/Design+and+Construction+Standards> provide information regarding specific design submission requirements and standards, of the University. Please review to ensure that your team is able to deliver a compliant building.
- **OPP High Performance Standards.** The University has a commitment to environmental stewardship with a focus on University and campus-wide carbon reduction and total-cost-of-ownership. Our projects require maximum consideration of potential sustainable and energy-efficient designs and specifications for architectural, site, utility, structural, mechanical, electrical, and plumbing disciplines. Refer to the following link for the University's high performance standards that exceed building code minimum requirements:
<https://wikispaces.psu.edu/display/OPPDCS/01+80+00+PERFORMANCE+REQUIREMENTS>

A part of this is PSU's High-Performance Building Design Standards: Building projects shall comply with ASHRAE Standard 90.1 Energy Standard for Buildings Except Low-Rise Residential Buildings, 2010 version AND as superseded by more stringent requirements of ASHRAE Standard 189.1 Standard for the Design of High-Performance Green Buildings, 2011 version. The standard defines a minimum requirement of LEED Certified for this project. The project will consider additional sustainability or high-performance measures and innovations.

F. SITE TOURS AND PRE-PROPOSAL SUBMISSION CONTACT

We encourage you to visit the campus and proposed project site. In order to further allow the A/E Teams to discuss the project with representatives of the user group(s), we will schedule site tours of the non-public existing spaces. We encourage you to also visit the new project site and other publicly accessible spaces on your own time.

The tours are not mandatory, and the tour dates are being finalized. Teams will be allowed to bring three (3) people maximum to the tour. Contact Facility Administration Sara Leith (sel307@psu.edu), as soon as possible, to schedule a tour date. The available dates for this meeting will be either Wednesday December 15th from 9:00 am to 11:00 am, or Thursday December 16th from 9:00 am to 11:00 am.

Also, contact Marcus Marasco (mam326@psu.edu) with any additional questions regarding the project or the project program.

Contact Greg Kufner, University Architect, for any questions related to campus planning, design, or general questions on the A/E selection process questions.

Please do not wait until the tours to ask any questions that may be time-sensitive to your Proposal submission.

REQUEST FOR PROPOSALS - PART 2 PROPOSAL REQUIREMENTS

Deliver your proposal as a PDF via email to Greg Kufner (gak21@psu.edu) and copy Marcus Marasco (mam326@psu.edu). Please reference the project in the subject line of your email as "PSU NK Student Union Renovation and Addition Proposal PN 6841".

Electronic submission of your Proposals are due **January 5, 2022 at Noon, Eastern Standard Time**. Proposals received after this date and time may be automatically rejected. Proposals shall be provided in an 8.5"x 11" format. **Limit submission to thirty (30) single-sided pages maximum fifteen (15 double-sided), plus two-page cover letter.** Double-sided printing is encouraged. 10-point type minimum font.

A cover letter shall be provided from the proposed leader of the Prime (contract holding) A/E Team. The cover letter should be two-page maximum. The cover letter should include, at least, the following:

- A. Legal name of the Prime A/E Team. If separate, legal name of Architect of Record (stamping)
- B. Primary office location of Prime A/E Team and Architect of Record, if applicable
- C. Contact information for A/E team's main point of contact (name, address, phone, and e-mail)
- D. A concise summary as to why your team is best suited for this project
- E. Statement of certification that all information provided in your submittal is accurate

Collate and bind proposals according to the following Proposal Sections:

Proposals shall follow the below format, in the order stated to ensure that all pertinent information necessary for evaluation is included and easily comparable by Selection Committee. The cover letter, table of contents, and divider pages will not count towards the RFP page

limitation. We encourage you to be as brief as possible without sacrificing accuracy and completeness.

*** Note 1: As applicable throughout the proposal, provide professional credit to architectural partners (including design architect, architect of record, academic/lab planning partners) for all projects discussed within the proposal and for all project images shown.**

PROPOSAL SECTION 1 – TEAM STRUCTURE

A. Identify your entire proposed design team including: Prime (Contract Holding) firm, Lead Design firm (if different), architectural partners (as applicable), building system engineering firms, lab/academic planning consultants, and proposed specialty consultant firms. **If your team proposes an architectural partner – either as an Architect of Record (stamping architect) or Associate Architect (where the Prime firm remains lead designer and Architect of Record) – identify the roles and split/ sharing of project responsibilities for all firms involved.** As you finalize your proposed team, please note that it is required that a Pennsylvania registered architect stamp the final construction and bidding documents.

Provide insights into the firm’s unique qualifications/ characteristics, firm personality, design ethos/ philosophy, client notations of previous project success, etc.

For each firm, identify the firm differentiators, size of firm, each firm’s qualifications and experience on similar projects, and clearly identify each firm’s role on this project.

Identify past collaboration between prime firm and key engineers/consultants, including number/ value of projects, and the added benefit the key consultants provide to your team. It is encouraged to create A/E teams that demonstrate previous successful collaboration and execution of projects similar to this project. While we appreciate firms with experience at PSU we do not have a preferred vendor list and encourage the selection of high-quality engineers and specialty consultants. If proposed architectural/engineering/consultant firms do not have PSU experience, convey how your team has previously incorporated owner’s design standards similar to the Penn State Design and Construction Standards.

B. Provide team organizational chart. Include all firms and consultants and provide the name and role of key team members. Clearly identify which team members are designated for leadership positions on the team. Please highlight Diverse Business Enterprise Program (DBE) representation on your team. Refer to RFP Section 2.F., below.

C. Provide role descriptions and resumes of key team members identified in the Organizational Chart. Include registrations/ certifications, educational background, years of experience, and relevant project experience. Relevant project experience should include project size/cost, program type, project overview, and define what each team member’s role was on each project listed on their resume. Emphasize each team member’s most relevant experience and ideally highlight that the team member has had comparable roles on similar projects. Include at least two client references for each key team member. If possible, please avoid using Penn State employees as references. **Include resumes for, at least, the following key team members. If individuals are serving multiple roles, identify multiple roles on Organization Chart and on resumes.**

1. Principal in Charge (Project Team Lead)
2. Lead Design Architect (Lead Designer)
3. Project Manager (PSU’s day-to-day point of contact)

4. Project Architect (Architectural Technical Lead)
5. Construction Administration Leader (Construction oversight leader)
6. Academic programmer/planner
7. Lead Interior Designer
8. Lead Landscape Architect
9. Sustainability Leader and/or energy modeler (please note, energy modeling is required on PSU projects and must provide evaluation of energy usage before and after proposed project)
10. Lead Mechanical, Electrical, Plumbing/FP, Structural, Civil, design engineers
11. Cost Estimator

PROPOSAL SECTION 2 – TEAM QUALIFICATIONS

- A. Provide a summary of qualifications and expertise of the firms with specific emphasis on:
1. Design Excellence, including national recognitions.
 2. Distinguishing factors of team differentiation.
 3. Experience delivering programs, studies and projects of a similar scope, scale, and complexity. **(See Note 1)**
 4. Expertise in the planning, design, and delivery of state-of-the-art academic and workplace facilities. Highlight team experience and/or insights into Student Union and relevant programming to this project. **(See Note 1)**
- B. **Identify a maximum of six (6) example projects within approximately the last ten (10) years, which BEST exemplify qualifications and expertise listed above for the proposed team.** Include brief description of each project, project gross square feet, project budget, final project cost, and completion date of project and a client reference(s). **Show illustrative representation of the example projects, particularly those highlighting the work of your team’s proposed Lead Design Architect, captions encouraged. (See Note 1)**
- (Optional) If important to your team, discuss any of the example project(s) that are highly relevant to our project, in more detail. Include insights into what made these project(s) successful, including how those design intentions were translated into a meaningful and synthesized/successful solution.
- C. **Project Relevancy Matrix.** Develop a matrix that illustrates the similarities between the example projects and this project. Please be as specific to our project, as possible.
- D. **People-Projects Matrix.** Develop a matrix to show the participation of key individuals from your proposed team on the example projects. List individual’s role on example projects.
- E. **Diverse Business Enterprise.** The Pennsylvania State University is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. Therefore, we encourage the participation of Minority Business Enterprises, Women Business Enterprises, Veteran Business Enterprises, Service-Disabled Veteran Business Enterprises, and LGBT Business Enterprises (collectively referred to as Diverse Business Enterprise (DBE) for Design Professionals.

Submitting A/E teams are encouraged to include at least one (1) certified DBE design professional firm as part of their team. If the proposing firm itself is a current Diverse Business Enterprise, the firm should state that fact in their proposal. Below is a partial list of acceptable certifying agencies:

1. * Department of General Services Bureau of Small Business Opportunities (DGS BSBO)
2. Federal Department of Transportation
3. National Minority Development Council (NMSDC) or its affiliates
4. Southern PA Transportation Authority (SEPTA)
5. Women Business Enterprise National Council (WBENC)
6. Pennsylvania Unified Certification Program (PA UCP)
7. National Women Business Owners Corporation (NWBOC)
8. Minority Business Enterprise Council (MBEC)
9. National Gay and Lesbian Chamber of Commerce (NGLCC)
10. U. S. Department of Veteran Affairs (VOB/SDVOB)

* Or comparable state agencies or regulating bodies in other states or local jurisdictions.

- F. List errors and omissions insurance coverage limits of the lead/ prime entity of the candidate team. Provide information on errors and omissions claims in the last (7) seven years.
- G. Provide historic breakdown of project performance for Prime Firm and Architect of Record (as applicable). Include list of projects, delivery method, history of project budgets compared to completed construction cost, history of change orders, average response time to RFIs, and any other key project metrics you deem most relevant to this project.
- H. Acknowledgment of your review and acceptance of the attached Form of Agreement 1-P, ensuring that your firm accepts all terms and conditions as written. In submitting a proposal for this project, you concur, without exception, with all terms, conditions and provisions of this Form of Agreement.

PROPOSAL SECTION 3 – PROJECT APPROACH AND SCHEDULE

- A. **Describe your team’s proposed design approach for this project. Given the change in funding and anticipated adjustments in programing, the awarded A/E team would be required to provide at least three (3) distinct design options be developed for PSU’s review and approval.** Options will be developed at least to a Concept Design level and could be developed to Schematic Design level. Be as specific to our project as possible. Discuss, at the least, your approach to the following:
 1. Project visioning and project mission/goal setting. And, your approach to then establishing a design process that works to achieve the project vision and goals.
 2. Validating the project program and gaining knowledge of the project brief. Additionally, describe any programming/building planning tools, benchmarking tools, and/or other firm-specific methodologies to assist in the design of our project.
 3. How the initial project phase leads into the Concept Design and/or Schematic Design Phase of the project.
 4. Developing building planning options and/or overall building design schemes. Approach to developing programmatic ‘blocking and stacking’ options that explore gallery and/or programmatic adjacencies.

5. Working with PSU to analyze, compare/contrast different design options.
6. Developing the interior/ exterior “look and feel” of the new building, particularly the level of advancement at the various project phases.
7. Use of BIM, “predictive modeling”, analytical/ digital tools, and other technologies.
8. Describe your experience meeting with students and using their feedback to augment your designs.
9. How do you handle conflicting design needs from various stakeholders?
10. How will you meet the needs of multiple student types interested in utilizing this space, including commuters, local of campus housing, entrepreneurial students commuting downtown, etc.

- B. Approach to project delivery.** At least, describe your team’s overall approach to:
1. Achieving the project schedule.
 2. Identify key risks to project schedule and strategy for mitigating such risks.
 3. Planning, managing, and executing the project.
 4. Consensus building and guiding stakeholders through decision-making process(es).
 5. Creating a collaborative environment between architects, building/site planners, engineering consultants, and PSU/OPP stakeholders.
 6. Working with PSU’s third-party Construction Manager at Risk (CMaR) throughout design and construction phases. Describe previous success delivering projects with a CMaR. Identify potential innovative strategies that you consider using in the design, procurement, and construction of the project, while maintaining quality and uncompromised project goals (example: Design Assist).
- C. Approach to Cost Control.** Delivering our project on budget is critical. So, provide your approach to manage costs through all design and construction phases, especially considering currently escalating construction costs. Additionally, provide the following:
1. Highlight your process of cost estimating, scope/budget alignment and cost/quality control through the design and construction phases.
 2. Define critical factors with respect to the project budget.
 3. Provide your impression of the project budget.
 4. Identify key risk to project budget and strategy for mitigating
- D. Approach to MEP and building system design.** Narrative approach to MEP planning/ design/ delivery of facility that will contain programs and space types as noted herein. Be specific with your experience and highlight your project type expertise.
- E. Approach to Sustainability.** After reviewing PSU’s High-Performance Standards, describe your team’s approach to driving towards PSU’s sustainability goals on the project, including exceeding our standards. Highlight your experience meeting similar high-performance standards and describe overall team commitment to sustainable design. Among other applicable topics, discuss your team’s approach and experience applying advanced sustainability measures, ability to apply best practice in sustainable design, applications of creative innovations to obtain the optimum performance for projects, and experience using energy models to drive design thinking.
- F. Briefly describe your approach to Penn State reviews, PSU design reviews, and jurisdictional reviews.** Anticipated jurisdictional reviews will include State of PA Labor & Industry. Local municipal reviews/ permits may be required, and the professional shall be

responsible for securing these permits with assistance of the University. Any fees associated with permits shall be paid for by the Professional and will be reimbursed by the University.

- G. **Approach to Prevention Through Design (PtD).** Safety is essential to the University during the construction and post occupancy maintenance / operation of the facility. Therefore, the University is stressing implementation of Prevention through Design on this project. Share your thoughts, experiences, and approach to PtD.
- H. **Project Staffing/Workload.** Verify the entire A/E team's availability to successfully staff the project, immediately, given our project schedule and other A/E Team workload.
- I. **Graphic Schedule.** Create a graphic project schedule showing phase durations, owner engagement and review periods, and identify critical path items, milestones, and schedule drivers. This can be printed on an 11x17 fold-out and will only count as a single page.

PROPOSAL SECTION 4 – PROJECT-SPECIFIC KEY DRIVERS AND IDEAS

- A. **Project Understanding and Drivers.** Demonstrate your understanding of the project. Provide observations of the project program, project goals, or other provided information.

Describe key project drivers, critical design elements, and potential constructability considerations your team has identified as a priority for this specific project. Discuss how you addressed similar issues on other projects.
- B. **Project Insights.** Provide your thoughts specific to design of facilities, like described in this RFP. Provide your team's vision of what, beyond purely functional issues, constitutes the essence of project, such as we envision.
- C. **Program and Programmatic Goals.** Delivering a facility that successfully accommodates the various Departments and programs, within state-of-the-art facilities, is of the upmost importance. Describe your programming, planning, benchmarking tools and methodologies that your team will use to test, and ultimately achieve, the stated project goals.
- D. **Provide your initial design ideas, thoughts or considerations regarding our specific project.** We are not seeking design solutions. We would rather you convey your "design thinking" or unique insight you have regarding our project. Considerations may include your thoughts/opinions related to the following:
 - 1. The project site, master planning and/or campus-making aspects
 - 2. Building siting, massing, and/or environmental considerations
 - 3. Any other design considerations and/or inspirations
 - 4. The impacts of current work, learning, environment and how this impacts future needs in a student union?
 - 5. Future proofing a space considering the rate of change regarding current technologies and educational tools.

(OPTIONAL) PROPOSAL SECTION 5 – ADDITIONAL PROJECT IMAGERY

- A. **(Optional) Additional Project Imagery.** If pages remain within your proposal, please feel free to include additional project images. Photo captions are strongly encouraged.

In closing, thank you for your participation in the A/E Team Selection process for this exiting project. We understand the commitment that each team puts into their submissions. The Screening Committee reciprocates this effort in our detailed review and analysis of each Proposal. We look forward to learning more about the Long-Listed A/E Teams and their project-specific approaches to determine which three (3) Short-Listed teams continue to the In-Person Interviews.

Kindest Regards,

Greg Kufner, AIA, NCARB



University Architect

The Pennsylvania State University (Note: shipping address for Proposals listed above)

CC: Screening Committee