

DATE: January 20, 2023

SUBJECT: **Request for Proposals – University Park Campus Sustainable Landscape Implementation Plan, University Park, PA**

TO:

1. Andropogon
2. Biohabitats
3. Jonathan Ceci Landscape Architects
4. Sasaki
5. STIMSON

Dear Invited Firms:

The Pennsylvania State University (Penn State) is excited to begin the selection of a landscape consultant to help develop a Sustainable Landscapes Implementation Plan for the University Park Campus, Penn State's flagship location. Penn State is utilizing our standard qualification-based selection process for this project.

Penn State takes great pride in providing a high-quality landscape setting for the approximately 46,000 students and 25,000 faculty and staff who live and work at our 1500-acre University Park campus. These constituents and other members of our university community utilize and revere our heritage trees, iconic lawns, and historic Hort Woods. Considering the growing global climate crisis and shrinking university budgets, we would like to reevaluate and recalibrate our expectations and operations to better meet these demands, while preserving and enhancing the aspects of our campus landscape we value most.

A. SELECTION PROCESS

The Screening Committee will review responses to this Request for Proposals, which is due in my office at Noon on February 13, 2023. The Screening Committee will identify a shortlist of two or three teams to be interviewed on March 17, 2023. If you are selected to interview, you will receive more specific information, but generally, OPP would like to interview in a workshop-like event that should include a high-level amount of interaction between the design team and the selection committee. Interviews will focus on submitting the team's specific approach, methodology, and planning ideas to be utilized in the execution of the implementation plan.

A fee proposal is not required for this RFP. Interviewing teams will complete a PSU Non-Binding Fee Form, before interviews.

Participation in this selection process by submitting firms shall be at no cost or obligation to The Pennsylvania State University. The University reserves the right to waive any informality in any or all proposals and to reject or accept any proposal or portion thereof. In support of the best interests of the University, OPP may hold all proposals for up to 45 days, reject any proposal, or award any by technical merit.

B. PROJECT OVERVIEW

The Office of Physical Plant (OPP), in partnership with Eco Action, Penn State's oldest student environmental club, has received a \$75,000 matching grant from the Student Fee Board for a total project budget of \$175,000 to develop a Sustainable Landscapes Implementation Plan and a first phase of implementation. This total amount will also be used to purchase plants and implement the pilot project outlined in Task 4 in Section D.

This funding partnership with the Student Fee Board illustrates student support for a more ecologically healthy campus. This plan will focus and direct the efforts of OPP Landscape Services and University Landscape Architects and provide students with research and service opportunities.

We envision this planning process will include facilitation of a steering committee comprised of students, professors and stakeholders from Penn State's Physical Plant who are responsible for the design, funding, and maintenance of the campus landscape. Strategies that are fiscally responsible, realistically implementable, and operationally sustainable are desired.

Project stakeholders with representation on the steering committee include:

- Eco Action Student Environmental Club (2-4 from the executive group)
- Professors representing allied academic departments (2-3)
- OPP Landscape Services (2-3 incl. Grounds Supervisor, Planner/Estimator, & Manager)
- OPP Planning, Design, + Properties (3 incl. University Planner, & University Landscape Architects)

C. GENERAL REQUIREMENTS

We provide the following requirements to assist teams with initial thinking and to show the magnitude of the scope required.

1. **A Multi-Disciplined Team:** Penn State is looking for consultants with specialized knowledge and expertise on elements of the implementation plan including, but not limited to, group facilitation, ecological plant communities, life cycle cost analysis, and landscape management practices.
2. **University Engagement:** Establish a platform for productive dialogue and effective communication with Penn State decision-makers through in-person meetings at Penn State and telephone/video meetings to support the master plan process.
3. **Sustainability:** Consider Penn State's sustainability goals.
4. **Balance the Diverse Needs of the University Community:** Penn State desires a plan that not only provides environmental benefits but also balances the need for functionality and performance. The selected team should plan on providing metrics for all proposed phases of the plan that outline the ecological benefits as well as potential long and short term economic impacts in terms of implementation and maintenance practices.

D. SCOPE PARAMETERS

The following is relatively chronological, but efforts will be overlapping, as required.

1. Task 1: Assessment and Base Map

Campus Analysis

- Understand and map the main landscape typologies on campus.
- Learn how the campus landscape is currently maintained.

Base Map

Create needed base maps with planimetric data obtained from Penn State's Physical Plant (OPP).

Strategic Vision and Site Program

- Work with PSU stakeholders to review objectives, design drivers, and priorities.
- Begin to create a vision statement, guiding principles, and site objectives for the implementation plan.
- Begin to collect precedent images of landscape typologies that might be included.

Deliverables for Task 1

- Base map
- Strategic vision summary with precedent images
- Summary of landscape typologies and landscape maintenance practices

2. Task 2: Facilitation and Establish Priorities

Planning Scenarios

- Work with Steering Committee to determine planting options for each landscape typology.
- Work with Steering Committee to determine maintenance scenarios for each landscape typology.

Success Metrics

The consultant will need to provide a way to quantify the efficacy of new planting strategy and maintenance plan that may consider such things as:

- Reduction of maintenance time
- Reduction of greenhouse gas emissions
- Carbon sequestration
- Stormwater runoff benefits

Deliverables for Task 2

- Plan options for each landscape typology
- Success metrics for new planting types and maintenance strategies

3. Task 3: Phased Implementation

- Work with the Penn State project team to determine a phased approach to implement a sustainable landscape plan.
- Facilitate a discussion with OPP personnel to understand the strategy for properly managing the campus landscape in the short and long term.

Deliverables for Task 3

- Phased plan.

4. Task 4: Pilot Project

- With the help from OPP, the consultant will create a schematic-level planting design for an area on campus to demonstrate concepts and strategies.
- This project will not include hard scape improvements or changes.
- The schematic plan will be finalized by OPP and implemented with student volunteers.

Deliverables for Task 4

- Schematic planting plan

5. Task 5: Final Report

- Create a final document that summarized the planning effort process as well as introduces the implementation plan that may include the following:
 - Management considerations for each landscape typology
 - Cost per SF to install each landscape typology.
 - Long term savings against up front costs (installation and maintenance) to convey to University leadership the benefits of implementing these landscape improvements.
 - Planting list and precedent images for each landscape typology
- Create an executive summary document to be used for donor relations. This should have high-level site improvements, graphics, precedent images to convey to intent.

Deliverables for Task 5

- Final plan report
- Executive summary document

E. RFP ATTACHMENTS AND REFERENCED STANDARDS

Enclosed, you will find the following supplemental documents:

- Form of Agreement:
The Owner's "Form of Agreement 1-S" will be used for this project. The prime firm (contract holder) of the awarded team will sign the 1-S Form of Agreement in eBuilder. By submitting a letter of interest, firms pledge to agree to the Agreement's terms and conditions without exception or modification.
- Office of the Physical Plan (OPP) Standards:
Provides information regarding specific design submission requirements and standards of the University. Please review to ensure that your team can deliver a compliant Master Plan.
<https://opp.psu.edu/>
<https://wikispaces.psu.edu/display/OPPDCS/Design+and+Construction+Standards>

F. PROPOSAL ORGANIZATION

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 the Selection Committee. Limit

submission to thirty (30) single-sided pages maximum (15 double-sided). The cover letter, table of contents, and divider pages will not count towards the page limitation. OPP encourages 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, and landscape architect) for all projects discussed within the proposal and for all project images shown.

Collate and bind proposals according to the following three (3) Sections:

1. Team Structure

- a) Identify prime firm and key consultant firms, size of the prime firm, each firm's role on this project, and each firm's qualifications and experience on similar projects.
- b) Provide an organizational chart.
 - Include prime and key consultant firms and provide the name and role of key team members.
 - Identify which team members are designated for leadership positions.
- c) Identify past collaboration between the prime firm and key consultants.
- d) Provide resumes of key team members identified in the organizational chart.
 - Include registrations/certifications, educational background, years of experience, relevant project experience.
 - Define each key team member's role on the project.
 - If a company's team (either prime or consultant) will be formed from people in multiple offices, please identify the office location on each resume.

2. Team Qualifications

- a) Provide a summary of the qualifications and expertise of the firms with a specific emphasis on:
 - Design excellence, including recognition
 - Distinguishing factors of team differentiation
 - Expertise and/or industry recognition for master planning efforts in support of land-use planning, sustainable site planning, or similar entities (See Note 1 above)
- b) Present example projects (no more than ten (10) maximum), which best exemplify qualifications and expertise listed above for the proposed team.
 - Include a brief description of each project, project size, list of programmatic elements, the completion date of project/study, scope related to phasing, and costing scenarios. Due to the page limit, consider providing this in a summary format, as opposed to project sheets (See Note 1 above).
 - Provide client references for each project; and
 - Identify one project as a detailed case study. Discuss similarities and relevance to our project, project goals, aspirations, and parameters, critical project success factors that were anticipated and achieved, innovations in planning and/or design ideas,

how planning scenario analysis and evaluation resulted as a synthesized master plan. Highlight any lessons learned, especially if the plan was implemented.

- c) Include the following information in a matrix format that illustrates:
 - Similarities between your project examples and this plan.
 - The participation of individuals from the proposed team on the identified projects.
- d) List errors and omissions insurance coverage limits of the lead/prime entity of the candidate team.
- e) Acknowledgment of your review and acceptance of the attached Form of Agreement 1-S, ensuring that your firm accepts all terms and conditions as written.

3. Project Approach

- a) Demonstrate your understanding of the project. Provide any observations of the project approach or program.
- b) As a part of the RFP responses as described herein, provide your proposed scope of work outline:
 - Helping to define project vision, goals, and expectations and methodology for achieving goals and expectations through ideation.
 - Planning, managing, and executing the project. Include an approach to including the decision-making process(es), consensus building, and tools that you will utilize.
 - Use of technology and digital tools in support of data organization/ visualization, programming, and master planning efforts.
 - Creating a collaborative environment between your design team and PSU stakeholders.
- c) To indicate your understanding of the uniqueness of this project, describe key project drivers your team has identified as a priority for this specific project. Discuss how you addressed similar issues on other projects.

G. SELECTION AND IMPLEMENTATION MILESTONES

RFP Issued to Long-Listed Teams:	January 20, 2023
Submissions Due:	Noon, February 13, 2023
Short-List results and Interview notice:	February 24, 2023
Team Interviews:	(Video)
Contract Award and Letter of Intent:	March 21, 2023 (approximately)
Kickoff:	Mid April (approximately)
Completion of Implementation Plan:	End of January 2024 (approximately)

H. PRE-PROPOSAL SUBMISSION CONTACT

Feel free to contact myself (dlk153@psu.edu), or Facilities Project Manager, Kurt Coduti (khc3@psu.edu), with any questions.

I. PROPOSAL DEADLINE

Digital copies of the Proposals are due February 13, 2023, 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 (15 double-sided).

Deliver one (1) PDF copy (mail a thumb drive or email) to:

Derek Kalp
The Pennsylvania State University
204 Physical Plant Building
University Park, PA 16802
(814) 571-0152 (mobile)

Thank you for your anticipated participation in this RFP process. The Pennsylvania State University looks forward to reviewing your responsive proposal for this important project.

CC: Screening Committee