

DATE: June 16, 2021

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering Team Selection  
Animal Diagnostic Laboratory (ADL) New Building Feasibility Study**  
University Park, PA

TO: **Short-Listed Teams**  
HGA  
Perkins & Will  
SMP Architects

Short-Listed Teams:

Thanks to all teams that submitted Proposals. The Screening Committee has selected the above three (3) teams as the short-list for this project. These three (3) firms will interview for the project at The Penn Stater Hotel and Conference Center in State College, PA on **July 13, 2021** with the following schedule. The order of interviews was randomly selected.

<u>Room</u>	<u>Time</u>	<u>Interviewing Team</u>
<b>The Penn Stater - Room 106</b>	<b>10:30 A.M. – 11:45 A.M.</b>	<b>Interview #1 – SMP Architects</b>
<b>The Penn Stater - Room 106</b>	<b>12:30 P.M. – 1:45 P.M.</b>	<b>Interview #2 – Perkins &amp; Will</b>
<b>The Penn Stater - Room 108</b>	<b>2:00 P.M. – 3:15 P.M.</b>	<b>Interview #3 – HGA</b>

The interview rooms will be available half an hour before your assigned time. A projection screen will be provided for your use with connectivity via laptop (IBM compatible) or USB thumb drive. Projector, access to internet, or technology needs are your responsibility. Teams can correspond with The Penn Stater directly, for assistance. [Bring an extra copy of your presentation, via thumb drive, for Penn State’s use.](#)

The interview format will be 45-minute presentation (including your team introductions), followed by a 30-minute question and answer session. If time is left within your Q+A time, you will be given time for a closing. Your team should clearly describe why you believe you are the best team for the project, including explanation of your team’s differentiators. To the extent possible, we request an interactive interview that exemplifies how your team “will work” with PSU in executing this feasibility study. As a part of the presentation, we request that you address the following topics. Present this information in the format, topic duration, and arrangement of information, best suited to your team:

- **Team and Experience.** Briefly introduce interviewees and their role on the project. Review overall team (organizational chart) and identify the role of key team members/ consultants. Recap overall lead firm and team experience with projects of a similar size, complexity and programmatic uses.
- **Project Approach.** Describe your approach to project success, including, but not limited to:
  - Describe the role of the client/user in your process, including what you need from us.
  - Describe how the architectural, engineering, and lab planning teams will interact with each other and with project stakeholders. Identify which team members will lead critical efforts, tasks, etc.
  - Discuss your approach to identifying actionable project drivers with project stakeholders and your team’s experience and/or ability to connect project drivers into realized design solutions. Identify criteria (and/or the approach) to establish priorities and make design decisions.
- **Project Schedule/ Staffing.** Describe your approach to achieving the project schedule, including:
  - Discuss how you propose to begin your efforts on this project (project’s first ~90 to ~120 days).

- Overall impression of the schedule. Do you have proposed revisions?
- Identify critical path items, milestones, risks, and/or schedule drivers.
- Directly address your team's availability, especially considering other project/firm workload.
- **Cost Control.** Describe your cost control approach, including, but not limited to:
  - Outline critical factors to consider with respect to the project budget.
  - Discuss your impression of the budget.
  - What strategies will be used to ensure the Feasibility Study will be executable within the project budget? How will project cost/scope be managed dynamically through the study phase?
- **Project-Specific Consideration, Program and Project Goals**
  - Provide a project understanding and your impression of provided project information.
  - Describe key project drivers and/or critical design elements that your team has identified as a priority for this specific project.
  - Describe your unique knowledge about Animal Diagnostic Facilities and Labs.
    - What makes them unique, what are the programmatic or design drivers?
    - How will you assess and evaluate the process flow (materials, people, waste) within the existing ADL then how you would use this information to inform the program/design/arrangement of the new facility in creating a comprehensive ADL complex?
    - Describe how you assess the O&M/life cycle costs and also use this criterion to design a facility that is highly-functioning, easy to maintain, and has a low(er) operating budget.
    - Provide your understanding of MEP building systems and other technical & sustainability aspects, important for the feasibility study. Summarize your opinion if, and/or how, the mechanical and electrical systems may influence the overall design of this facility.
  - If not addressed previously, highlight expertise in delivering buildings with similar programs, including the lab types identified in the RFP.
  - If important to your team, discuss trends and/ or benchmark data specific to this project type.
- **Site/ Design Ideas**
  - Discuss the site, including: existing conditions, building arrangement/siting and ways to create a comprehensive/connected overall ADL complex (the new ADL amongst existing ADL buildings).
  - Utilizing or expanding on the design ideas presented in your proposal, present project specific design ideas and/or considerations for this project. We do not expect final design solutions.

Limit your team's attendance to six (6) people. We strongly prefer to meet with the key contacts for the project that will be working with us on a regular basis. Executive level representation that will not actively participate in the design and construction phases should not attend.

In preparation for these interviews, the following supporting documents are provided:

- *Sample Interview Room layout*
- *OPP Design and Construction COVID-19 Guidance (updated: 06/07/2021)*

The result of the interviews will be posted to our website by July 19, 2021. Questions, comments, or information requests should be directed to myself or Jeff Spackman (814-863-2496, 814-826-8461 or [djs47@psu.edu](mailto:djs47@psu.edu)).

Sincerely,

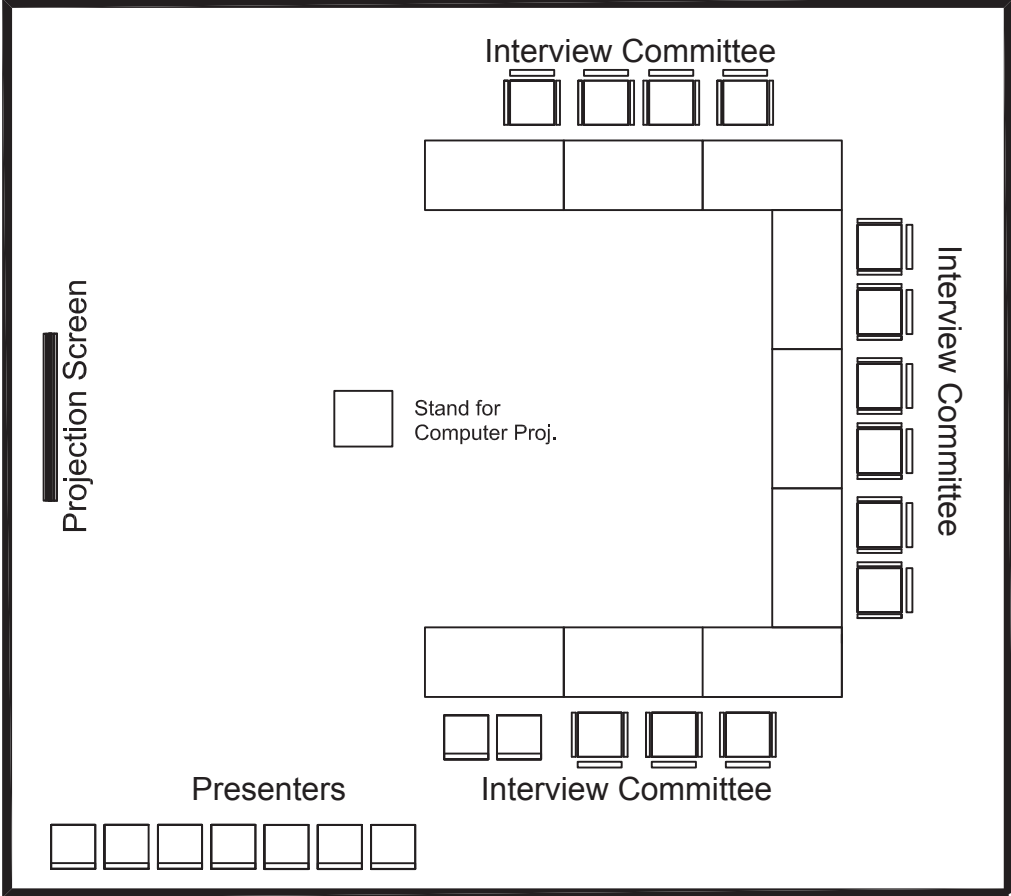
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CC: ADL Screening Committee

# Interview Room - Sample Room Layout



## OPP Design and Construction COVID-19 Guidance (updated: 06/07/2021)

As we continue to adjust to the conditions brought forth by the current COVID-19 pandemic, this document has been developed to provide guidelines for all third-party construction managers, contractors, subcontractors, design professionals, suppliers and consultants who conduct work on PSU property in furtherance of design and construction projects, inclusive of all Commonwealth Campuses (“Vendors”).

OPP is committed to maintaining a safe environment for the entire project team on-site, as well as faculty, staff, students, and the public in the vicinity of all construction sites. With respect to active job sites, the construction manager or contractor shall at all times be in control of job site activities, including the means and methods of performing the work, and also with respect to implementation of COVID-19 related mitigation measures.

All reasonable and necessary steps must be taken to mitigate the risk of transmission of COVID-19, including the following guidelines, which have been developed in accordance with federal, state, local, and University requirements.

All Vendors are required to immediately report any COVID-19 related incidents to the PSU Project Leader (PL) and follow-up by filing a Safety Incident Report (SIR) in e-Builder. The COVID-19 related incidents requiring such reporting include, but are not limited to, circumstances where a Vendor team member: (1) has tested positive for COVID-19; (2) is experiencing symptoms of COVID-19; (3) has left or been removed from the job site due to COVID-19 test results, contact tracing, or symptoms; or (4) has stayed home from work due to concerns over COVID-19 infection. Please refer to **Section 5** of this document for reporting requirements.

### **Section 1**

#### **Requirements for Penn State projects in the Non-Construction Phase (programming, design, pre-construction, bid phase, or post-construction):**

The following guidelines apply to all non-construction phase services on PSU property:

1. All services that can be effectively performed virtually shall continue remotely until further notice. If it is deemed necessary to conduct services in-person on PSU property, Vendors must receive approval from the PSU PL.
2. Prior to arriving on PSU property, all Vendors shall upload their corporate safety plan and protocols regarding COVID-19 into the appropriate document folder in e-Builder for each project they are working on for the University. Plans shall follow all mask wearing, social distancing, and other COVID-19 mitigation guidance that has been recommended by the Centers for Disease Control, Pennsylvania Department of Health, and Occupational Safety and Health Administration. Firms shall also familiarize themselves with PSU protocols by referencing the Environmental Health & Safety (EH&S) website <https://ehs.psu.edu/> with specific attention to both the [COVID-19 Guidance for Contractors, Vendors, and Other Third Parties Performing Non-Construction Work on University Property](#) document and the [COVID-19 Universal Masking Cloth Mask Guidance](#) document.
3. Meetings on-campus: Please refer to **Section 4** of this document.

4. If access is needed to an active construction site, please follow the safety protocols established for the construction project. Access to the site shall be coordinated with the controlling construction manager or contractor.
5. Permit submissions should be transmitted electronically or via mail if needed. If physical handling of permit submission materials is required, it should be limited to a minimal number of individuals. Payments, if required, should be mailed or sent electronically in lieu of hand-delivering checks.
6. Although most municipality or agency review meetings (such as land development plans or Labor & Industry variance hearings) are conducted virtually or away from campus, designers should comply with their corporate COVID-19 safety protocols, plus any requirements of the municipality /review agency if an in-person meeting is required.
7. Ensure COVID-19 impacts to construction logistical plans are discussed during the design phase and properly planned.
8. Pre-construction or design phase tasks such as test borings, utility test digs, and destructive field investigations shall follow the construction stage protocols, in **Section 2**.
9. Pre-bid meetings shall be conducted virtually. If an on-site pre-bid meeting is required, all guidelines identified in **Section 4** of this document shall be followed.
10. Electronic bidding, via e-Builder, will be utilized for all bids administered through the Design and Construction Contract Administration office.
11. For “Purchase Order” work, guidelines established by PSU’s Procurement Services must be followed.

## **Section 2**

### **Requirements for Penn State Projects Starting Construction:**

Construction managers and contractors shall submit the following additional site-specific documents PRIOR to starting ANY construction activities:

1. A *Site-Specific COVID-19 Safety Plan* indicating the contractor’s plan to follow current COVID-19 federal, state, and local guidelines. A critical component is to identify a “Pandemic Safety Officer” for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of federal, state, local and University guidance for the protection of employees, suppliers, and other personnel at or near the site. The plan must apply to all personnel on site, including Vendors and other persons/visitors entering the site for any reason. The PSO will be required to attend a monthly informational session conducted by the University.

The plan should include, but not be limited to, the items below:

- a. General requirements
  - i. Site-Specific COVID-19 mitigation procedures/protocol
  - ii. Personnel training and orientation to site logistics, signage, and communication
  - iii. Efforts to limit worker interaction with University personnel, faculty, students, and the public
  - iv. Identification and contact information of the Pandemic Safety Officer
  - v. Site entry screening/protocols
  - vi. PPE requirements in accordance with current CDC, OSHA, State, Federal and local guidelines

- vii. Pre-work, breaktime, post work gathering accommodations and restrictions to minimize/eliminate large group gatherings
  - viii. Sanitization procedures for work areas, tools, and job site offices
  - ix. Illness reporting procedures/contact tracing/quarantine and isolation procedures
  - x. Travel requirements to and from the job site
2. A site-specific *Site Readiness Statement* indicating that the project site was inspected and confirms that all COVID-19 requirements and protocols are implemented per the site-specific safety plan.

These documents MUST be submitted to PSU for review of administrative completeness (not approval), prior to starting ANY on-site construction activities.

Meetings on project construction sites shall follow the guidance in **Section 4** of this document.

Construction managers and contractors shall regularly review and update their Site Specific COVID-19 safety plan as guidelines continue to evolve.

### **Section 3**

#### **Enhanced Requirements for Planned Construction in Occupied Buildings:**

Projects occurring within University occupied facilities will require the following additional measures/considerations due to the increased interaction with faculty, staff, students, and the public:

1. Limitation of shared spaces (such as building entrances and corridors) and close interaction with the building occupants. This may result in an increased construction area/limits and must be reviewed with the PSU PL/CSR and building Facility Coordinators. This should be addressed specifically in the contractor's site-specific safety plan.
2. Implementation of a dedicated entry/egress pathway and dedicated restroom facilities within the work area, if feasible.
3. Consideration of the types of construction partitions to be installed at sites, which may need to be adjusted to increase site security and reduce air exchange between the site and common areas. Temporary partitions to further isolate the construction area should be reviewed with the PSU PL/CSR prior to installation to ensure emergency egress pathways are not impacted.
4. Minimization of personnel entry and exit from the job site throughout the workday, including ensuring adequate materials are delivered to the site at the beginning of the shift to stock the work tasks for the day.

### **Section 4**

#### **Guidance for On-Campus Meetings, Events, or Visits:**

1. All meetings shall be conducted virtually when possible. However, if an on-campus in-person meeting, event, or visit is required, it must be conducted in accordance with the following guidelines (aligned with current University Guidelines): Indoor or outdoor meetings and events of **10 or fewer participants** are permitted with approval from the PSU PL/CSR with masking per University guidelines and taking into account the maximum occupancy of the space that allows for social distance between participants.

2. Requests to hold indoor or outdoor meetings and events of **more than 10 participants** must be submitted for approval to the PSU PL/CSR and require additional internal approvals. PSU PL/CSR is required to initiate an internal approval protocol utilizing the attached form. Requests should be made a minimum of (3) business days in advance of the meeting, event, or visit.
3. COVID-19 protocols outlined in this document must be followed for all meetings.
4. The PSU PL or their designee will complete a post-meeting/visit documentation of those in attendance, time/duration, and areas visited on campus. This information must be kept in an appropriate folder in e-Builder for reference.

## **Section 5**

### **Reporting Requirements for COVID Related Incidents:**

Projects should be proactive in identifying any employees who have a close contact (CC) or are symptomatic through their daily screening process outlined in the project site specific COVID-19 safety plan. When a project has identified an individual(s), the following information shall be gathered and a Safety Incident Report (SIR) in eBuilder shall be submitted immediately.

1. **Date(s) and times:** Identify date the employee was last on PSU property and when employee had close contact or began having symptoms of [COVID-19](#).
2. **Signs, Symptoms & Interactions:** Describe the signs, symptoms, or interactions the employee has experienced.
3. **Close Contacts:** Determine the number of employees, if any, the impacted employee been in close contact with.
4. **Trade:** Provide the trade of the impacted employee.
5. **COVID testing:** Provide status of testing and follow-up status when results are received.
6. **Labor & Industry Permit File Number:** Include the Permit File Number in your SIR. If the project does not have one, please contact OPP Safety, [jrr26@psu.edu](mailto:jrr26@psu.edu)
7. **Updates:** Provide updates as required on the status of the impacted employee(s) as the case develops.

Additional information can be submitted, as well, based upon project requirements and the project site specific COVID-19 safety plan.

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This guidance document will be updated as the situation evolves. If you have any questions related to design and construction COVID-19 guidance please contact Jonathan Risley via email at [jrr26@psu.edu](mailto:jrr26@psu.edu) or the PSU PL.

COVID-19 reference material can also be found at the links below:

OSHA

<https://www.osha.gov/SLTC/covid-19/>

EHS Cloth Mask Guidance

<https://ehs.psu.edu/sites/ehs/files/covid19-clothmasks.pdf>

END OF DOCUMENT



**OPP Design & Construction**

**In-Person Meeting/Visit Request Form, COVID Protocols**

This request form shall be submitted by the D&C Employee to the Senior Director of Design & Construction for any meetings/visits of more than 10 participants. The D&C employee shall ensure the meeting/visit complies with the published D&C Internal Guidelines for In-Person Meetings and Visitors document and the post meeting documentation (posted to e-Builder) provides information necessary to manage and expedite contact tracing.

**Project Name:** \_\_\_\_\_

**Meeting/Visit Date(s)** \_\_\_\_\_

**Purpose of Meeting/Visit and justification for in-person (vs. remote):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Anticipated Number of Participants (in-person):** \_\_\_\_\_

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_