

DATE: August 28, 2024

SUBJECT: Request for Qualifications (RFQ)  
Form of Agreement 1-U  
Indefinite Delivery, Indefinite Quantity – Professional Services Program

TO: Architectural & Engineering (A/E) Firms

The Pennsylvania State University (University) invites your firm to submit qualifications to provide Professional design services for facility renovation and construction projects at the University Park Campus. The intent is that several A/E teams will be formed to provide the following services: Architectural, Mechanical, Electrical, Structural and Civil design services. These services shall be applied across a wide range of facility, renovation, utility and/or site improvement projects. Project may include one, or multiple disciplines, as defined during a scoping meeting with the University.

This program has been developed to quickly engage A/E Teams to accelerate design services for smaller renovation, building and construction projects. By submitting a proposal your A/E Team acknowledges and concurs, without exception, with all terms, conditions and provisions of the Form of Agreement 1-U (v. 8/2024). The University will not approve any revisions to the terms and conditions listed in this Form of Agreement.

**A. PROGRAM OVERVIEW:**

The University plans to enter into an Indefinite Delivery, Indefinite Quantity (IDIQ) agreement for design and consulting services for projects at the University Park Campus. As an IDIQ agreement this program guarantees no work and no fee amount. Regional A/E Teams will be selected based upon their qualifications to deliver the necessary services to meet the University's requirements. The 1-U Form of Agreement has been attached for your review and reference.

The University will distribute Task Orders to the A/E Teams they feel are best suited for each individual project. A University representative will conduct a scoping meeting with one (1) A/E Team for each Task Order. A/E Teams will be expected to quickly engage with the University on the project and expedite preparation of their lump sum proposal. Once the proposal has been approved a Task Order will be generated for the selected Professional to begin design and consulting services. A/E Teams will be expected to utilize the University's electronic project management information system (e.g. e-Builder) for these services.

Task Order Proposals shall include the following: a detailed Scope of Work, a list of exclusions (if any), a Lump Sum fee amount, an hourly breakdown, a project schedule and any additional information deemed necessary by the University or A/E Team. Submission of a Task Order does not guarantee award or payment for any services.

The agreement term for this program is for a two (2) year duration which may be extended by mutual written agreement of all parties. Proposals, per Task Order (i.e., individual project), shall not exceed a value of \$100,000 under this program unless otherwise approved by the University.

**B. CONTENTS OF SUBMISSION:**

We encourage Teams to be as concise as possible without sacrificing accuracy and completeness. Submissions shall include the following (in A3 format, three (3) A3's, one sided, 10 pt. font min.):

- Summarize the list of services provided by your proposed A/E Team (1 – A3)
  - The intent for the 1-U Program is for the A/E Team to provide the following professional services, at a minimum: Architectural, Mechanical, Electrical, Civil and Structural design services.
  - Clearly outline your management approach regarding this program, your Team's ability to appropriately respond and staff the projects, the areas to be served by in-house personnel and those capabilities to be provided by outside consultants.
  - A/E Teams will be expected to utilize the University's electronic project management information system (e.g. e-Builder) for these services. Detail any experience your firm has working within e-Builder at the University or for other agencies.
- Company Overview (1 – A3)
  - Program Manager (Main Point of Contact) – this person would serve as the liaison between the University and the A/E Team for all Task Orders.
  - Provide the Main Office address, telephone, email and in-house Key Personnel
  - Key Personnel: Provide overviews and relevant experience of key staff, management personnel, describe qualifications and experience, titles, licensure, addresses, emails and telephone numbers. Provide an organization chart detailing key personnel and their respective areas of responsibility.

- Summarize subconsultants, and any other professionals, that will be incorporated into your A/E Team. Include key personnel, addresses, emails and telephone numbers.
  - If your subconsultants are on other A/E Teams describe how they intend to manage their workload.
- Past Performance and References (1 - A3): A listing of four (4) design projects completed within the past three years that highlights the experience of your proposed team. Please indicate each project's relevance to the duties anticipated within this 1-U program.
  - Include a detailed summary of the A/E Teams scope of services.
  - Provide a staff project matrix to detail what team members, or consultants, were involved with each referenced project.
  - Include the approximate design and construction values of the project.
  - Provide visuals of the final project to help illustrate the services provided and the final product.
  - Include the Facility Owner's primary contact information for each project listed.
- Rates Schedule and Annual Escalation (*Letter format - 8.5"x11"*): Provide Billable Rates for the classifications provided and the key personnel who may be associated with those duties on your A/E Team. The annual escalation amount would increase all Billable Rates, by the percent indicated, at the one-year anniversary of the agreement.
  - See "Attachment A" for additional information and a sample format for submitting your Billable Rates.

#### **C. REGISTRATION & REQUESTS FOR INFORMATION**

Interested firms shall submit their contact information, to Jason Little, to ensure they receive any updates throughout the course of the RFQ process.

Questions about this RFQ shall be submitted to Jason Little, via email, by 12:00 Noon (ET) on September 23, 2024:

- Jason Little, [jxl291@psu.edu](mailto:jxl291@psu.edu)

#### **D. SUBMISSION REQUIREMENTS**



Email your submission, as a PDF attachment, **by 3:00 PM (ET) on September 25, 2024**, to my attention at [jxl291@psu.edu](mailto:jxl291@psu.edu), with a Cc. to Jesse Wells at [jgw124@psu.edu](mailto:jgw124@psu.edu).

The University should receive one (1) email from each A/E Team with the following file name and subject line in your email:

- ***“A/E Team Name”***\_1-U Submission

**E. RFQ SCHEDULE**

RFQ Issued: ..... August 28, 2024  
 Last Day for RFI’s:..... September 23, 2024  
 RFQ Submission Date.....3:00 PM (ET), September 25, 2024  
 Potential Interviews (if required) ..... week of October 14, 2024  
 Anticipated Program Launch ..... November 2024

**F. SELECTION AND AWARD PROCESS:**

It is anticipated that a minimum of three (3) A/E Teams will be selected for the program based on demonstrated qualifications, billable rates, location, ability to meet the University’s requirements, and other factors.

IDIQ agreements are performance-based, by nature, and each selected A/E Team will be continually evaluated during the term of the agreement. Poor performance may impact future work or termination from the program.

**G. REFERENCE STANDARDS**

Professional consulting services are to be performed in accordance with the latest versions of University standards. For reference, we have provided links to some commonly used University standards.

- Office of the Physical Plan (OPP) Standards. The web sites <http://www.opp.psu.edu/> and <https://oppwiki.atlassian.net/wiki/spaces/OPPDCS/overview> provide information regarding specific design submission requirements and standards, of the University.
- OPP High Performance Standards. The University has a commitment to environmental stewardship and requires the maximum possible use of sustainable and energy-efficient designs and specifications, for architectural, site, utility, structural, mechanical, electrical, and plumbing work.

Refer to the following link (where applicable) for the University's high performance standards that exceed building code minimum requirements:

<https://oppwiki.atlassian.net/wiki/spaces/OPPDCS/pages/5409436/01+80+00+PERFORMANCE+REQUIREMENTS>

The University reserves the right to waive any informality in any or all proposals, and to reject or accept any proposal or portion thereof. This is a qualifications based selection and the University's intent is to identify the A/E Teams that provides the best overall fit with our perceived need. A/E Teams are responsible for all parking arrangements on University property. 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 RFQ please contact me via email.

Sincerely,

*Jason Little*

Jason Little – PSU Facilities Contract Specialist  
Jxl291@psu.edu

cc: J. Bechtel; T. Webber; 1-U Selection Committee  
Enclosure(s): Attachment A: Billable Rate Schedule, Form of Agreement 1-U, Task Order Sample

