

DATE: January 8, 2025

SUBJECT: **Request for Letters of Interest (LOI) - Planning Team Selection**
University Park Campus Master Plan
University Park, PA

TO: Architecture and Planning Firms

The Pennsylvania State University (Penn State) is excited to begin the Planning Team selection process for a master plan for its University Park Campus. This Request for Letters of Interest (LOI) seeks to identify potential providers of the above-mentioned services.

PROJECT OVERVIEW

Penn State is a historic Land Grant institution with an enrollment of 88,000 full and part-time students and twenty-four properties across the Commonwealth. The University Park Campus is the oldest and largest campus in Penn State's system, with approximately 7,000 acres, 600 buildings, and which includes over 20 million gross square feet. There are approximately 49,000 students and 16,000 full-time faculty and staff.

The purpose of this planning effort is the development of a Comprehensive and Strategic Campus Master Plan (Master Plan) for Penn State's University Park Campus (UP). Building upon the physical framework established during the last campus-wide master planning effort in 1999 and its update in 2005, the Master Plan must take into consideration the many new developments, district-level studies, and various planning efforts that have occurred since its conception.

A primary goal of the master plan is to align with the university's academic, research, and community outreach missions, and assess how potential changes will affect campus facilities and infrastructure. Additionally, the Master Plan will evaluate how recent shifts in higher education—such as changes in teaching methods, technology, and funding models—may impact the University Park Campus.

Furthermore, the Master Plan will support the goals and objectives of the academic strategic plan which is nearing completion and will be shared with the Penn State Community in early 2025 (<https://strategicplan.psu.edu>). The vision for the strategic plan states: *“To elevate Penn State’s standing as a world-class institution, our Strategic Plan will help us to transform the educational experience for our students, cultivate a welcoming community where everyone feels proud to be a Penn Stater, embolden our world-class research, champion health care and deliver on the promise of our land-grant mission.”*

PROJECT GOALS

Penn State will collaborate with the selected team to finalize an appropriate scope for the master plan. Some of Penn State's initial thinking for the master plan is listed here:

- Understand how well existing building supply supports current pedagogy as well as right size academic and research space.
- Determine the appropriate amount of support spaces (office, student life, health and wellness, etc.) for proposed enrollment growth.
- Formulate an appropriate bed count and dining commons space on campus.
- Create a decision framework to dispose or renovate campus buildings.

- Investigate the appropriate lifecycle for future campus buildings.
- Create a hierarchy of campus zones and create a matrix of suitable uses for each zone to evaluate potential development opportunities.
- Envision a future for specific areas of campus:
 - Atherton Street Corridor
 - West Campus
 - Nittany Apartments and Millenium Lawn Area
 - Hastings Road Area
 - Big Hollow Road and Tower Road Area

Recent campus plans will be used to support this planning process. All public planning documents are found here at <https://www.opp.psu.edu/campus-planning-resources>:

- 2024 Sustainable Landscape Implementation Plan
- 2024 Transportation Master Plan
- 2024 Bicycle Master Plan
- 2021 Student Affairs Facilities Master Plan
- 2019 College of Engineering Master Plan
- 2014 Libraries Facilities Master Plan
- 2011 College of Arts and Architecture Master Plan
- 2008 Eberly College of Science Master Plan

TEAM SELECTION PROCESS AND SCHEDULE

The University will use a qualifications-based team selection process with a longlist, shortlist and team interviews as follows:

- Letters of Interest (LOI) due from interested lead firms by Noon, Eastern Standard Time (EST) **January 31, 2025**.
- The Screening Committee will review the LOIs and determine the longlist of firms. The Longlisted Teams will be invited to respond to a Request for Proposal (RFP), which will be posted to the OPP’s “Project Bids and Proposals” website by the end-of-day on **February 14, 2025**.
- RFP responses from the Longlisted Teams are due in my office at Noon EST on **March 17, 2025**.
- Up to three Shortlisted Firms will be chosen from the RFP respondents. The shortlist results and interview notice will be posted to the same website by the end-of-day on **April 10, 2025**.
- The Shortlisted Firms will be invited to the University Park Campus to meet with staff and tour the campus on **April 22, 2025**. More details will be available later.
- We are aiming to have the in-person interviews during the **week of May 12, 2025**, in State College, PA. The date will be set when the Longlist Teams are announced.
- The results of the selection process will be announced by phone soon after the interviews conclude.

You are welcome to visit the University Park Campus anytime during the selection process, but guided campus tours will be provided at one time for the Shortlisted Teams.

Participation in this selection process is voluntary and at no cost or obligation to The Pennsylvania State University (Penn State). The University reserves the right to waive any informality, in any or all submissions, and to reject any submission or portion thereof.

LETTER OF INTEREST SUBMISSION REQUIREMENTS

If your firm/team is interested in pursuing this project, please submit a Letter of Interest that, at the least, includes the following:

1. A brief statement detailing your firm's profile (firm size, characteristics, unique qualifications, etc.). There is no requirement to identify the full planning team at this stage, but firms that wish to include any strategic partners should describe their anticipated role on the project.
2. Outline your firm's experience in the planning/design/implementation of a master plan for a large campus similar in scope, size, complexity and prominence.
3. Your firm's vision of what, beyond purely functional issues, constitutes the essence of this type of planning scope. Indicate your understanding of the uniqueness of this opportunity and discuss some of the key issues that are important in master planning a large campus.
4. Within your Letter of Interest, include a sampling of your previous relevant experience and illustrative examples representative of your planning work.
5. As applicable throughout your Letter of Interest, provide professional credit to architectural and planning partners for all projects discussed within the proposal and for all project images shown.

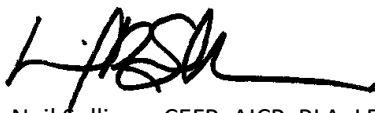
Digital copies of the Proposals are due **January 31, 2025**, at noon, Eastern Standard Time. Proposals received after this date and time may be automatically rejected. Please limit your submission to five (5) pages total, single sided, 8-1/2 x 11 pages. If a cover letter is included, it must be within the five (5) pages.

Send a PDF of the submission electronically to nsullivan@psu.edu and rll144@psu.edu by the submission deadline. Include the name and email address of your team's main contact for the selection process within your submission.

Please contact me or the Facility Project Manager, Robert Lingenfelter (rll144@psu.edu or 814.867.1536), with any questions.

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.

Respectfully,



Neil Sullivan, CEFP, AICP, PLA, LEED AP
University Planner
The Pennsylvania State University
814.863.3158
nsullivan@psu.edu

CC: Screening Committee