



Office of Physical Plant
Physical Plant Building
University Park, PA 16802-1118

Date: July 9, 2018

Subject: **Request for Proposals (RFP) – Architect/Engineering (A/E) Team Selection**
James Building Demolition and Replacement
State College, PA

To: Ballinger
BIG (Bjarke Ingels Group)
Bohlin Cywinski Jackson
DLR Group
ENNEAD
Kieran Timberlake
KSS Architects + Trahan Architects
NADAAA + Spillman Farmer
SHoP Architects
SLAM Collaborative
Snohetta
ZGF

A. INTRODUCTION

Congratulations, your organization has been selected for the long list of Architect/Engineer (AE) firms that are invited to respond to this Request for Proposal (RFP) for the James Building Demolition and Replacement project located in Downtown State College, Pa. The Pennsylvania State University AE Screening Committee is excited to continue with the James Building AE Selection process and will begin review responses to this Request for Proposal, due to my office by **Noon on July 27, 2018**. After review of the RFPs the Screening Committee will identify a short list of three teams to be interviewed on **August 30, 2018**. With the final selection to be announced at the Board of Trustees meeting on **September 14, 2018**, and posted to this website.

Participation in this RFP and selection process is voluntary and at no cost or obligation to the Pennsylvania State University (PSU). Additionally, the University reserves the right to waive any informality in any or all Proposals, and to reject or accept any Proposal or portion thereof.

B. PROJECT OVERVIEW AND PROGRAM OF REQUIREMENTS *(note revisions from Request for LOI)*

The project site is located in Downtown State College at 121-123 S. Burrowes St. on University-owned property. The **\$52.8M (total project cost) project** will support the Invent Penn State initiative by developing a multi-use Innovation, Making and Learning facility that will become the cornerstone of our entrepreneurial ecosystem. The existing 29,910 square foot James Building was completed in 1920 and currently houses the Daily Collegian operations, administrative offices of the College of Communications, and the College's Media Effects Research Labs (MERL), all of which will be relocated elsewhere. The project will include demolition and hazardous abatement of the existing building.

The University has conceived of this project as a full building replacement, as the existing building and infrastructure are at the end of their useful life. The replacement building is currently envisioned to

maximize the allowable build out of the current ~90 foot by ~190 foot site. Additionally, onsite parking will be provided as required by zoning.

Due to the prominence and visibility of the location, thorough site analysis and design options will be required by the successful team, to establish options for entry sequence, building orientation/ massing, campus connections, and aesthetic impact. The new building will support a University-sponsored "LaunchBox 2.0" program (to replace the Happy Valley LaunchBox powered by PNC Bank) as a state-of-the-art Entrepreneurial and Innovation Hub. The building will contain incubator/accelerator spaces, makerspaces, meeting spaces, event spaces, classrooms, and collaboration areas designed to accelerate innovation, technology commercialization, and local startup companies through peer learning, knowledge sharing, and mentorship.

The goals of the project include the following:

- Realize the vision and goals of the University Leadership in developing a multi-use Innovation and Learning facility that would become the cornerstone of our University entrepreneurial ecosystem
- Create a new building in State College that will be an "Entrepreneurial and Innovation Hub" and the center for innovation and knowledge sharing for PSU.
- Create a well-designed, unique, destination building that works in the existing urban context, and connects into the greater University Park Campus and also downtown State College.
- Serve community businesses and start-ups, as well as PSU students, interested in exploring, building, and growing new ventures.
- In keeping with our commitment to environmental sustainability, this facility will be a high performance building and will, at a minimum, attain LEED Certification.
- Create flexible/adaptable building, including modern office spaces, learning areas, co-working spaces, kitchen/communal space, and collaboration spaces in support of evolving educational pedagogies, technologies, and research initiatives that help support innovation and startup culture.
- Delivering a highly space efficient building is critical to the success of this project as the completed program expects to achieve up to a 65% efficiency. We are seeking teams that can drive our decision making on the optimal grossing factor and also seek ways to find efficiencies in the planning and design of the completed facility.
- Replace deteriorated building, infrastructure systems, including the site utility services

The University has completed a strawman program. The entire building will consist of approximately 99,000 to 119,000 gross square feet, made up of: 29,000 GSF entrepreneurial/innovation space (including makerspace and prototyping components); 6,000 GSF Retail; and upper levels of at least 65,000 GSF of flexible/adaptable floor plates that can support office, classrooms/learning spaces, swing space, event space, co-working space, kitchen/communal space, and potentially other space types. The first step of the final selected A/E Team will be the creation of a detailed program document, followed by the typical steps PSU project.

C. PRELIMINARY SCOPE OF WORK

The successful AE firm will immediately begin leading programming and design development efforts while soliciting input from University Faculty/Staff, and other designated members of the project team. Critical initial efforts include program development, specifically that of the innovation/makerspace, and planning for abatement/early demolition of the existing structure to support new construction start with a cleared site in 2019. The A/E may be asked to participate in the selection of a project Construction Manager; and be expected to work closely with the selected Construction Manager throughout the duration of the project. A thorough review and further development of the maker/entrepreneurial/collaboration space program will be the first step to be

completed by the selected AE firm, followed by the traditional design and construction administration phases of the project.

D. RFP ATTACHMENTS AND REFERENCED STANDARDS

Enclosed you will find the following supplemental documents:

- **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 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 for the University's high performance standards that exceed building code minimum requirements: <https://wikispaces.psu.edu/display/OPPDCS/01+80+00+PERFORMANCE+REQUIREMENTS>

Apart 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.

E. SELECTION AND IMPLEMENTATION MILESTONES (Post A/E selection dates are subject to change)

- | | |
|--|--------------------------------------|
| • RFP Issued to Long-Listed Teams: | July 9, 2018 |
| • Submission of A/E Proposals Due: | Noon, July 27, 2018 |
| • Post Short-List results and Interview notice: | August 10, 2018 |
| • A/E Team Interviews: | August 30, 2018 (at University Park) |
| • Board of Trustees Selection of Team + Post Results: | September 14, 2018 |
| • Contract Award / Letter of Intent: | September, 2018 |
| • Demolition of existing James Building start date: | September, 2019 |
| • Construction Start Date: | November, 2019 |
| • Construction Completion: | May, 2021 |

F. PRE-PROPOSAL SUBMISSION CONTACT

We will not have a planned site tour, at this time. But, we encourage you to visit the site. Additional information from representatives of the user group will be provided next week, so you can better understand all goals and the major issues driving this project. Contact myself or Sean Walker, Project Leader at Penn State OPP at 814.867.5085 or smw139@psu.edu with any questions.

G. PROPOSAL REQUIREMENTS

Deliver **Fourteen (14) hard copies of your proposal and one (1) digital copy on a thumb drive to:**

Greg Kufner, AIA, NCARB
University Architect
The Pennsylvania State University
206 Physical Plant Building, University Park, PA 16802

Hard copies of the Proposals are due July 27, 2018 at Noon, Eastern Standard Time. A PDF version of your proposal should be included on a thumb drive within your submission. 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 forty-four (44) single-sided pages maximum (22 double-sided), plus cover letter. Double-sided printing is strongly encouraged.

A cover letter shall be provided from the proposed leader(s) of the Candidate Team submitting. The cover letter should be one page maximum. The cover letter should include the following:

- A. This letter should establish the contact information (address, phone, and e-mail) for your team's main point of contact
- B. Primary office location of the submitting candidate team
- C. A concise summary as to why your team is best suited for this project
- D. Statement of certification that all information provided in your submittal is accurate

Collate and bind proposals according to the following four (4) 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. OPP encourages you to be as brief as possible without sacrificing accuracy and completeness.

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

Section 1.0 –TEAM STRUCTURE

- A. Identify prime firm and key consultant firms, size of prime firm, each firm's role on this project, and each firm's qualification and experience on similar projects. Identify past collaboration between prime firm and key consultants, including number/ value of projects.

Describe overall team commitment to sustainable design, including number of completed LEED projects.

- B. Provide team organizational chart. Include prime and key consultant firms, 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.
- C. Provide role descriptions and resumes of key team members identified in the organizational chart. Include registrations/ certifications, educational background, years of experience, relevant project experience and define each key team member's role on each project. Include at least two client references for each key team member. **If possible, please avoid using Penn State employees as references.**

Section 2.0 – 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 environments to support entrepreneurship and innovation. **(See Note 1)**
 - 5. Expertise in delivering co-working, event, communal and collaboration spaces. **(See Note 1)**
 - 6. Expertise in delivering makerspaces and classrooms/learning spaces. **(See Note 1)**
- B. Identify a maximum of ten (10) example projects (or studies) within 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. If project is a study, clearly define the scope of the study. Show illustrative representation of the example projects, particularly those highlighting the work of your team's proposed Lead Design Architect. **(See Note 1)**

Develop a matrix that illustrates the similarities between the example projects to this project.

In matrix form, show the participation of individuals from the proposed team on the identified projects. List team member's respective role on each of the example projects.

- C. Briefly describe your proposed methodology to help address PSU's Diverse Business Enterprise Program (DBE), including outreach, and how you propose to maximize DBE firm participation within your proposed team. DBE requirements can be found in this link: <https://opp.psu.edu/planningdesignconstruction/diverse-business-enterprise-program-dbe>
- D. 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.

- E. Provide historic breakdown of project performance. Include project 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 profiles relevant to this project.
- F. 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.

Section 3.0 – PROJECT APPROACH AND SCHEDULE

- A. Describe your team’s design approach, including:
 - 1. Your approach to project visioning and goal setting, and approach to achieving the project vision and goals.
 - 2. Developing the project program, including verifying the mix of program elements.
 - 3. Helping to define project vision, goals and expectations and methodology for achieving goals/ expectations from concept design through construction.
 - 4. Programming, space planning and programmatic adjacencies, including the creation of blocking and staking options to respond to project aspirations, sustainability and other factors relevant to the program elements.
 - 5. Design approach to develop interior/ exterior “look and feel”.
- B. Describe your team’s overall approach to:
 - 1. Planning, managing, and executing the project. Include approach to including decision making process(es), consensus building, and tools that you will utilize.
 - 2. Innovative design.
 - 3. Use of BIM, technology, predictive modeling, and digital tools.
 - 4. Cost estimating, cost control, and quality control through the design and construction phases.
 - 5. Creating a collaborative environment between architects, academic/ lab planners, engineering consultants, and PSU stakeholders.
 - 6. Creating a collaborative design and construction process, including integration of the design team with the Construction Manager and trades.
- C. Approach and/or tools to facilitate design and planning ideas to achieve a high level of user collaboration, in mixed-use facilities similar to the one envisioned for James.
- D. Briefly describe your approach to Penn State reviews, PSU design reviews, and jurisdictional reviews. Anticipated jurisdictional reviews include Labor & Industry and building code. Local municipal reviews and 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.
- E. Brief narrative approach to MEP planning/ design/ delivery of facility that will contain entrepreneurial/innovation spaces, makerspaces, classrooms/learning spaces, and flexible/adaptable floors.

- F. 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. Define which individuals are leading certain sustainability efforts.

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.

- G. Your thoughts and approach to the project schedule. Verify the entire team's availability to appropriately staff the project, given other project workload.

Create a graphic project schedule showing phase durations, owner engagement and review, critical milestone and other critical schedule elements. This can be printed on an 11x17 fold-out and only count as a single page.

Section 4.0 – PROJECT-SPECIFIC KEY DRIVERS AND IDEAS

- A. Project Understanding. Briefly demonstrate your understanding of the project. Provide any observations of the project program or other provided information.

To indicate your understanding of the uniqueness of this project, 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. Delivering a highly active, collaborative and flexible building is critical to project success. We seek to explore innovations and efficiencies in the planning and design of the completed facility. Describe programming, planning, benchmarking tools and methodologies that your team will use to meet these objectives.

Additionally, provide specific principles/ideas or project examples for the following:

1. Entrepreneurial/ Innovation spaces
2. Makerspaces
3. Classrooms and learning spaces
4. Co-working and collaboration spaces
5. Flexible/ adaptable floor plates to support various uses

- C. Your firm's vision of what, beyond purely functional issues, constitutes the essence of this type of facility. Provide additional evidence of your firm's ability to translate design intentions into a meaningful project.

Discuss example project(s), relevant to our project, that best indicates the appropriate resolution of an understanding of the uniqueness of a project, design intentions, and how those design intentions translated into a meaningful and synthesized final solution.

- D. Provide any initial design ideas, thoughts or considerations regarding the project. We are not seeking design solutions, but rather your design thinking. Considerations should be related to the building, site, and broader campus planning issues – such as how to connect a building on this site to the University Park Campus and Downtown State College.

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,

Greg Kufner, AIA, NCARB

A handwritten signature in black ink, appearing to be 'GK', written over a horizontal line.

University Architect
The Pennsylvania State University
206 Physical Plant Building, University Park, PA 16802
Phone: 814-865-4402 | Email: gak21@psu.edu

CC: Screening Committee