

DATE: December 17, 2018

SUBJECT: **Short-list and Interview Notice – Design-Build (DB) Team Selection  
Ostermayer Lab Building Renovation**  
Penn State Greater Allegheny  
McKeesport, PA

TO: **Short-Listed Teams**  
Clayco, Inc. + Ewing Cole  
Jendoco Construction Corp. + GBBN  
Turner Construction Company + Bohlin Cywinski Jackson (BCJ)

Short-Listed Teams:

The Screening Committee met to determine the short list for this project. 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, located in State College, Pennsylvania on **January 17, 2019** with the following schedule:

<u>Room</u>	<u>Time</u>	<u>Interviewing Team</u>
<b>The Penn Stater - Room 106</b>	<b>8:20 A.M. – 9:40 A.M.</b>	<b>Interview – Clayco + Ewing Cole</b>
<b>The Penn Stater - Room 116</b>	<b>9:50 A.M. – 11:10 A.M.</b>	<b>Interview – Turner + BCJ</b>
<b>The Penn Stater - Room 106</b>	<b>11:20 A.M. – 12:40 P.M.</b>	<b>Interview – Jendoco + GBBN</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 40 minute presentation (including your team introductions), followed by a 40 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. 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 review overall team organizational chart. Clearly define the major roles and responsibilities for key team members during various design and construction phases. Briefly highlight a similar project example(s), ideally one that your proposed team has designed and/or built together.
- **Describe your Overall Design-Build Approach to this project, including:**
  - How pre-con, construction, architectural, and engineering/ consultant firms will interact with each other and how they will interact with PSU stakeholders at different phases of the project.
  - How does your team propose to execute the initial phase of the project, inclusive of how you propose to validate the project program, identify actionable project drivers, verify project assumptions, and verify any critical existing conditions or investigations, etc.?
  - Discuss what you believe will be key challenges/ risks for this project and your proposed mitigation strategies.

- Provide your team's thoughts related to MEP and/ lab system design/integration, sustainability, high-performance design. Focus on topics applicable for a project of this size/scope/complexity.
- Approach to construction phasing and site logistics.
- **Describe your approach to Cost and Schedule Control, including:**
  - Approach to achieving the defined project schedule and/or the alternate project schedule. Provide pros/cons of two schedules. Identify schedule drivers, critical path items and milestones.
  - Approach to cost control through all phases of the project, especially in a busy bidding climate. Additionally, outline critical factors to consider with respect to the project budget and discuss how you manage scope/budget change.
  - Discuss your impression of the total project budget. At what stage of the project would your team propose the Guaranteed Maximum Price (GMP) to be defined?
- **Project-Specific and Design Ideas:**
  - Discuss your impressions of the provided Feasibility Study, including the Program and plan layouts.
  - 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 to be presented. Rather, we want to hear what your team believes to be the critical design issues for this project/program and ways you could address these key issues. Feel free to utilize precedent projects if helpful to your team.

Limit your team's attendance to seven (7) people. We strongly prefer to meet with the key contacts for the project that will be working with us on a daily basis. Executive level representation that will not actively participate in the design and implementation of the project should not attend.

**In preparation for these interviews, reference the following documents and Interview Requirements:**

- **Non-Binding Fee Form. Complete form and other required fee information and email to Greg Kufner [gak21@psu.edu](mailto:gak21@psu.edu) by 12:00 noon EST on January 11, 2019.**
- **Photo requirements. We require that all 3 interviewing teams submit to us high quality photos, representative of your architectural design capabilities.** These images will be used in presenting the highest-ranked team to our Board of Trustees. Requirements for the photographs are described on the attached sheet, but generally photos from your proposal are advisable. It is important that the photographs be representative of the type of project and function similar to the Ostermayer project. **Email to Madeline Cantú [mac56@psu.edu](mailto:mac56@psu.edu) by 12:00 noon EST on January 11, 2019.**
- **Sample Interview Room layout, for your reference only.**

The result of the interviews will be announced at the Board of Trustees meeting on Friday, February 22, 2019 and promptly posted to our website. Questions, comments, or information requests should be directed to myself or Marcus Marasco at 814.865.6197 or [mam326@psu.edu](mailto:mam326@psu.edu).

Sincerely,

Greg Kufner, AIA, NCARB



University Architect

The Pennsylvania State University

206 Physical Plant Building, University Park, PA 16802

Direct: (814) 865-8177 | Mobile: (614) 512-2287 | Email: [gak21@psu.edu](mailto:gak21@psu.edu)

CC: Screening Committee



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Use this form as coversheet to the requested supporting documentation. Return this form and requested fee details **via email, to Greg Kufner only, by noon EST on January 11, 2019.**

Firm Name : \_\_\_\_\_

1. CM Preconstruction Services: \_\_\_\_\_ Hours \$ \_\_\_\_\_

*Clearly list all Preconstruction Services that are providing for the cost above.*

2. A/E Design Services: \_\_\_\_\_ Hours \$ \_\_\_\_\_

*Provide hours and fee breakdown by Phase, broken down into: Program Validation, Schematic Design, Design Development, Construction Documents, Bidding Phase, and Construction Administration.*

*Include the entire A/E teams' fees/hours, including all proposed consultants, in the above.*

*Include spreadsheet, or similar, that clearly communicates the level of effort from each A/E team member during each phase of the project.*

*Include spreadsheet that clearly communicates the level of effort from each team member. At the least, provide the projected hours/month.*

*Include a billable rate schedule(s) for all proposed team members.*

3. Additional Services (only if needed): \$ \_\_\_\_\_

*If provided, include the description of each Additional Service(s) proposed.*



4. A/E Reimbursables: \$ \_\_\_\_\_

5. Proposed CM Staff Costs (Hours and Rates, Construction thru Closeout Phase.

\_\_\_\_\_ Hours \$ \_\_\_\_\_

*CM construction staffing will be included in the GMP. The intent of this line item is to understand proposed level of onsite staffing during construction. Final staffing to be coordinated prior to GMP approval.*

*Do not include any General Condition Costs beyond staffing.*

*Include spreadsheet that clearly communicates the level of effort from each team member. At the least, include projected hours/month.*

*Include a billable rate schedule(s) for all proposed team members.*

6. Design Build Fee Percent: \_\_\_\_\_%

Sincerely,

Greg Kufner, AIA, NCARB

University Architect  
The Pennsylvania State University  
206 Physical Plant Building, University Park, PA 16802  
Direct: (814) 865-8177 | Mobile: (614) 512-2287  
Office: (814) 865-4402 | Email: [gak21@psu.edu](mailto:gak21@psu.edu)

## **REQUIREMENTS FOR COLOR PHOTOGRAPHS OF BUILT PROJECTS**

Examples of the Architect's / Engineers's built projects are required for presentation to the Board of Trustees as part of the approval process. Images will be used for a Powerpoint presentation and will be projected with a 16:9 aspect ratio (widescreen).

Approximately (12) high quality exterior and (6) high quality interior photos should be submitted along with a very brief description of each photo. Photos must be of BUILT projects and should be relevant to the proposed project. Hand drawn renderings, computer drawn renderings and models, and photos of study models will NOT be accepted. It is highly recommended that interior shots include people using the space. Please send digital photographs that meet the following minimum standards.

Minimum photo dimensions:

6.5 x 10 inches (975 x 1500 pixels)

Minimum resolution: 150 pixels/inch

(Photos will be inserted into Powerpoint at a maximum resolution of 220pixels/inch)

Preferred photo formats: .tif, .jpg, .png, .gif for use in a PC environment

File transfer methods:

- email is preferred with a maximum attachment file size of about 10mb/email.
- Files may be zipped (compressed) using WinZip and/or emailed individually.
- FTP sites with explicit instructions or user-friendly interfaces

Photos should NOT contain any text. A descriptive reference document should be included that provides a project name and location for each photo. Please send to:

Madeline Cantú, RLA  
Design Resources Coordinator  
Campus Planning & Design  
203 Physical Plant Building  
University Park, PA 16802  
[mac56@psu.edu](mailto:mac56@psu.edu)  
(814) 863-4242

Please don't hesitate to call or email with any questions or concerns.

# DESIGN-BUILD TEAM INTERVIEWS - INTERVIEW ROOM LAYOUT

