

DATE: August 10, 2018

SUBJECT: **Short-list and Interview Notice – Architect/ Engineering Team Selection  
James Building Demolition and Replacement**  
State College, PA

TO: **Short-Listed Teams**  
Kieran Timberlake  
NADAAA + Spillman-Farmer (SFA)  
ZGF

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 **August 30, 2018** with the following schedule:

Room	Time	Interviewing Team
<b>The Penn Stater - Room 106</b>	<b>8:20 A.M. – 9:40 A.M.</b>	<b>Interview - ZGF</b>
<b>The Penn Stater - Room 112</b>	<b>9:50 A.M. – 11:10 A.M.</b>	<b>Interview – NADAAA + SFA</b>
<b>The Penn Stater - Room 106</b>	<b>11:20 A.M. – 12:40 P.M.</b>	<b>Interview – Kieran Timberlake</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.** Briefly introduce interviewees and their role on the project. Review overall team (organizational chart) and identify the major responsibilities of key team members/ consultants.
- **Experience.** Briefly recap overall lead firm and team experience with projects of a similar size, complexity and programmatic uses (entrepreneurial/ innovation spaces, co-working, makerspaces, and collaboration spaces, classrooms and learning spaces, flexible/ adaptable floor plates). If important to your team, discuss trends and/ or benchmark data specific to this project type.
- **Approach.** Describe your approach to this project, including but not limited to: How the programming/ planning, architectural, engineering/ consultant teams will interact with each other and with project stakeholders at different stages of the project. Identify which team members will lead critical efforts, tasks, and phases. Discuss approach to identifying actionable project drivers with project stakeholders and your team’s experience/ability to employ drivers in realized design solutions.
- **Cost and Schedule.** Briefly describe your approach to the project schedule and cost control. Identify

critical path items, milestones, and schedule drivers. Outline critical factors to consider with respect to the project budget. Discuss your impression of the budget and how you manage scope/budget change.

- **Program / Site/ Circulation.** From a programmatic perspective and specific to the project site, discuss ways to achieve a highly used/active/vibrant facility. Discuss the project site with respect to site design, sustainability, massing, and ability to connect into the broader PSU and downtown community. Discuss your envisioned entry experience, design impact of new and/or modified pedestrian flows (within the complex and around the site) and parking/ service / loading arrangement options for the site. Discuss opportunities/ solutions with respect to constructability challenges.
- **Design Ideas.** 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. Discuss your ability to achieve PSU's high performance and sustainability goals.

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 daily basis. Executive level representation that will not actively participate in the design and implementation of the project should not attend.

**PSU offers the opportunity for you to visit the site, including meeting with user representatives and touring the Happy Valley Launchbox. Connect with Brett Traino at 814-863-2572 or [blt128@psu.edu](mailto:blt128@psu.edu) to schedule a visit.**

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

- **Sample Interview Room layout**
- **Non-Binding Fee Form.** Complete and email to Greg Kufner [gak21@psu.edu](mailto:gak21@psu.edu) by 12:00 noon EST on August 27, 2018.
- **Photo requirements.** In the event that your team is selected, we will show the Board of Trustees examples representative of your architectural designs. Therefore, we require that you submit to us photographs of your work. 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 James Building project. Email to Madeline Cantú [mac56@psu.edu](mailto:mac56@psu.edu) by 12:00 noon EST on August 27, 2018.

The result of the interviews will be announced at the Board of Trustees meeting on Friday, September 14, 2018 and promptly posted to our website. Questions, comments, or information requests should be directed to myself or Sean Walker at [smw139@psu.edu](mailto:smw139@psu.edu) or 814-867-5085.

Sincerely,

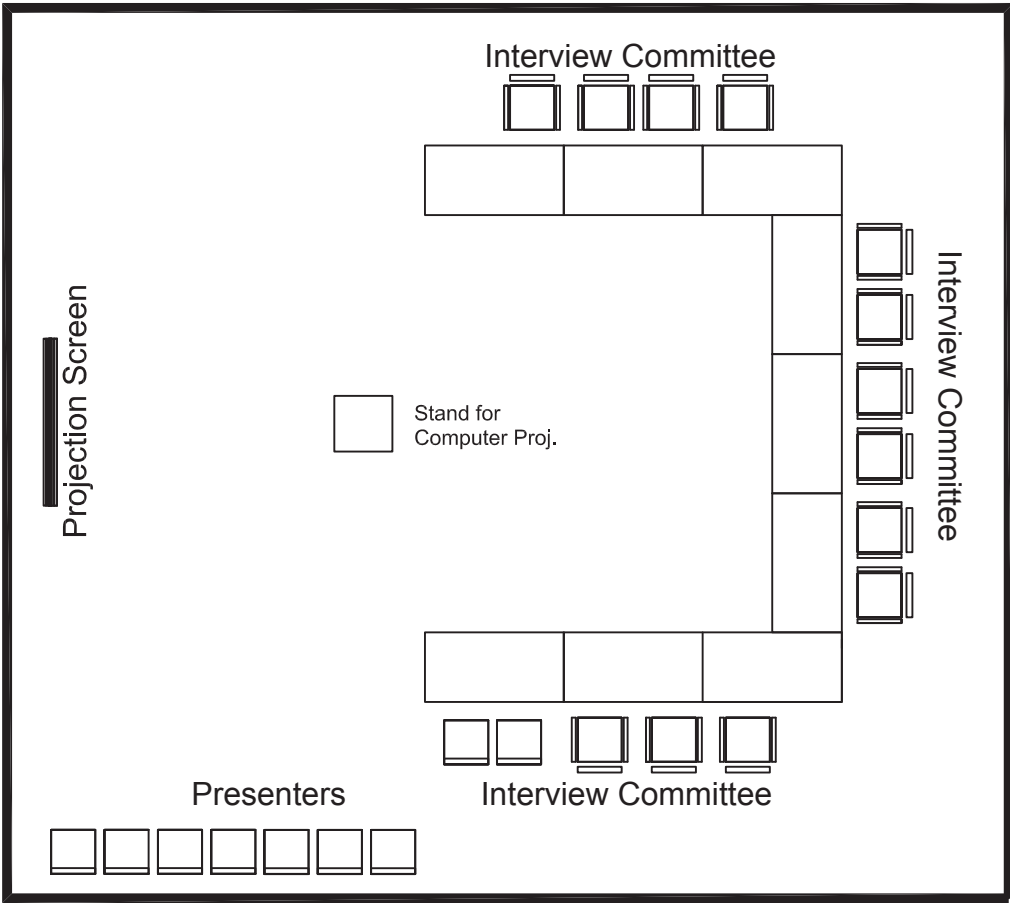
Greg Kufner, AIA, NCARB



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)

CC: Screening Committee

# Board of Trustees Architect / Engineering Interview Room Layout





**NON-BINDING ARCHITECT AND ENGINEER FEE SCHEDULE**

Project: James Building Demolition and Replacement  
University Park

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

	<u>Hours</u>	<u>Fee</u>
Programming and Site Analysis	_____	_____
Schematic Design	_____	_____
Design Development	_____	_____
Construction Documents	_____	_____
Bidding Phase	_____	_____
Construction Administration	_____	_____
Subtotal	_____	_____
Reimbursables (allowance)	_____	_____
<b>Total</b>	=====	=====

Note: Include costs for ALL consultants within the amounts listed above.

In addition to the above, please include a listing of your billable rates that will be used for this project.

Return completed form and billable rates, in a separate sealed package, under separate cover, by 12:00 noon EST on August 27, 2018. Email to [gak21@psu.edu](mailto:gak21@psu.edu).

Greg Kufner, AIA NCARB  
University Architect  
The Pennsylvania State University  
200 Physical Plant Building  
University Park, PA 16802-1118  
Phone (814) 865-8177, E-mail: [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.