

Request for Qualifications, Design Approach, Interviews
Owl Gateway Project
Bryn Mawr College

Contents

1. Project purpose
2. Project description
 - a. background information
 - b. siting considerations
 - c. project scope
 - d. reference materials
3. Space requirements
4. Budget
5. Schedule
6. Scope of design services
7. List of A-E firms invited to respond
8. Design team response instructions
9. Design team selection process

1. Project Purpose

a. To renovate existing and construct new space to house the administrative functions of Admissions, Financial Aid, Public Information, Career Development (optional), Owl Used Bookstore (optional), and other miscellaneous functions.

b.

To create a clearly defined, auspicious sense of arrival on campus; provide ample, convenient visitor parking, with easily identifiable entrances off public streets; and establish pleasant pedestrian routes between parking areas, the Admissions Office, and the campus core.

c.

To develop a master plan for the Morris-Merion block of campus, to include reuse plans for those spaces in Ely House being vacated by Admissions and Financial Aid.

2. Project Description

a.

Background Information

Initial

impressions formed by prospective students and their parents, visiting any college for the first time, are major factors influencing the college

selection decisions of those students. In general, the Admissions Office is the first place prospective students visit, so the location of that office, the ease with which visitors unfamiliar with the area can find it, and the message its character and ambiance convey about the college go a long way toward formulating those initial impressions.

The

current location of the Bryn Mawr College Admissions Office in Ely House on Merion Avenue has presented numerous challenges over the years.

First-time visitors, many of whom are prospective students and their parents, have a hard time locating Ely House. Once located, access to adequate parking presents an additional problem. Compounding the problem, the entrance to the Admissions Office, in close proximity to the service areas supporting the dining functions at Haffner Hall and Wyndham, creates an unfavorable first impression for visitors. In addition, Ely House, a former carriage house, has serious limitations in terms of its ability to adapt to the multi-functional requirements of Admissions and Financial Aid, while also expressing a sense of Bryn Mawr College's charm and character. The location of Ely House also does not invite an inspiring approach to the campus core through Pembroke Arch. Finally, creating a new space for Admissions and Financial Aid is seen as an opportunity to collocate other administrative functions such as Public Information and Career Development.

b.

Siting Considerations

In

analyzing better locations for the Admissions Office, the corner of Morris Avenue and Yarrow Street stood out as the first point visitors encounter Bryn Mawr College. The Owl, a 100+ year old house, now the alumnae used bookstore, is located on that corner. (See Attachments A and B.) In addition to occupying this strategic location, the Owl offers "generously proportioned rooms and fireplaces and ornate millwork [which] would provide a gracious introduction to Bryn Mawr." While using the Owl as the starting point adds distance to any pedestrian tour of campus, the opportunity exists to route pedestrians away from the Haffner/Wyndham service areas, perhaps across the south side of Wyndham to the main approach to Pembroke Arch.

c.

Project Scope

The

College desires to repair, renovate, and develop an adaptive reuse plan for the Owl to house the identified functions, augmented by a new structure complimentary in design and functionally linked to the

Owl. Code compliance issues must be addressed. All work to the Owl must be historically sensitive. Hazard abatement issues will be addressed separately by the owner.

Landscaping

and signage are necessary aspects of the project and should project an auspicious sense of arrival on campus.

This

project will also address parking requirements, particularly for visitors, and pedestrian circulation patterns once visitors leave their cars. The College desires to de-emphasize and shield the service areas at Haffner and Wyndham and develop new paths between visitor parking lots, the new Admissions Office, and the campus core. Again, creative use of landscaping and signage should be an integral part of this effort.

A Master

Plan for the block of campus surrounded by Morris Avenue, New Gulph Road, Merion Avenue, and Yarrow Street will also be developed as part of this project. Vehicular and pedestrian traffic flow patterns will be addressed, based in part on an analysis of customers served by the various operations located within this block. Landscaping considerations will also be addressed. A specific reuse plan for Ely House will be developed, with consideration given to housing logical administrative and student support functions, to be determined through discussions with college officials.

d.

Reference Materials

No

plans of the Owl are known to exist.

A

comprehensive Development Plan, prepared by Venturi, Scott Brown, and Associates, Inc. and dated February 24, 1997, addresses several Gateway concepts, including the reuse of the Owl, and also addresses circulation pattern options in this block of the campus.

A small

file of recent maintenance and repair efforts at the Owl is also available for review.

Plans

depicting the current room arrangement of Ely House are available for review.

An unofficial analysis of impervious coverage constraints for this portion of the campus, conducted by Yerkes Associates, Inc. and dated November 24, 1997, indicates that an additional 6,900 square feet of impervious surface could be added within this campus block. This analysis is available for review.

Arrangements

to view all documents can be made by calling the Facilities Service Office at (610) 526-7930. The Owl building will be available to tour on Monday, March 16, 1998, between the hours of 10:00 AM and 1:00 PM. Appointments are not necessary.

3. Space Requirements

Estimated

area requirements for the functions to be housed in the newly created space are provided in attachment C. Discussions with users will be necessary to confirm requirements, maximize efficient use of space, and explore opportunities for shared common areas.

4. Project Budget

The

construction budget for this project is \$ 4.3 million. This figure is exclusive of planning and design documentation costs and furniture. It also does not include any construction costs in Ely House, hazard abatement costs at the Owl, or block-wide sitework. It does include sitework in the immediate vicinity of the new Owl Gateway.

5. Schedule

The

target schedule for this project is as follows:

Design

team responses

due March

27, 1998

Design

team

presentations Week
of April 13, 1998
NTP
to selected design firm
May
1, 1998
Construction
contract
award May
1, 1999
Construction
complete April
30, 2000

6. Scope of Design Services

What

follows is a general outline of the repairs and improvements identified as part of this project. All line items will require significant discussion and further definition during the design process. The list is not meant to be totally inclusive or exclusive of work which must be performed to achieve a reasonable completion to any phase of the project. The listed scope of work will also be dependent upon that which can be accomplished within the budget parameters as discussed in section 4 above, and Lower Merion Township restrictions with regard to impervious surfaces, zoning, parking, etc. The selected design firm will be expected to produce construction documents for bidding purposes on all work elements, with the exception of the planning efforts which should culminate in a report with conceptual drawings, recommendations with estimated costs.

a.

Maintenance, Repairs, Renovations to the Owl

(1)

repair/replace roof, windows

(2)

otherwise seal and preserve exterior envelope

(3)

obtain ADA compliance (at least first floor)

(4)

obtain compliance with fire safety codes

(5)

upgrade/redesign mechanical/electrical/plumbing systems

(6)

install central air conditioning

(7)
refinish floors/woodwork

(8)
enhance front entrance

(9) install new
data/voice networking

(10) incorporate compatible energy management control system
(EMCS)

b.
New Building

(1)
design to meet needs that cannot be accommodated by Owl

(2)
provide physical/functional link to Owl

(3)
meet ADA compliance standards

(4)
provide air conditioning

(5)
provide data/voice network and compatible EMCS

c.
Sitework

(1)
landscape around Owl, new building

(2)
provide visitor parking with easy access and egress from public
streets

(3)
provide vehicular and pedestrian signage

(4)
enhance pronouncement of campus "gateway" at Owl

(5)
develop new pedestrian circulation pathways between parking,

Admissions, and campus core

(6)
develop methods to de-emphasize/screen Haffner/Wyndham service

areas

d.
Planning

(1)
develop master plan for Morris - Merion block, including reuse plan
for Ely House

7. List of A-E Firms Invited to Submit Proposals

Bryn
Mawr College invites the following firms to demonstrate their interest in
this project by preparing and submitting responses and
participating in interviews as described below:

- a.
Buell Kratzer Powell, Ltd.
- b.
James Oleg Kruhly & Associates
- c.
Kieran, Timberlake & Harris
- d.
MGA Partners
- e.
Venturi, Scott Brown & Associates, Inc.

8. Design Team Response Instructions

- a.
A total of 3 copies of each firm's design approach proposal must be
received at the following office on or before March 27, 1998:

Director
of Facilities Services
Bryn
Mawr College
101
North Merion Avenue
Bryn
Mawr, PA 19010-2899

- b.
The following is a list of minimum information to be included in the

written and graphic responses for this project:

(1)

Description of Firm: History and description of firm, including number of personnel in each discipline and a complete description of in-house services.

(2)

Organization: Proposed project organization, including the names and resumes of key project personnel; an organizational chart delineating internal relationships; and the resumes of principals in the firm.

(3)

Similar Project Experience: Description of similar project experience,

including at minimum:

Name and location of project

Owner's representative and telephone number

Dollar value of project

Design schedule

Construction schedule

Construction method

Principal and project architect in charge

(4)

Current Workload: Description of current projects, including as a minimum:

Name, location of project

Dollar value

Design start and completion dates

Principal in charge and project architect

Owner's representative and telephone number

(5)

Insurance: List all insurance coverage currently carried by the firm, including

errors and omissions and general liability as a minimum.

(6)

Project Approach: Provide a management plan and detailed task schedule

outlining the firm's intended approach to this project and plan for working

with the owner to ensure a successful project.

(7)

Cost Control: Address firm's approach to monitoring costs, staying within

budgetary constraints, and developing value engineering alternatives.

(8)

Consultants: List any and all consultants, including their disciplines, which

the firm will utilize on this project. Provide a description and credentials of

each consultant's firm. (The owner reserves the right to approve or refuse all

consultants.)

c.

No fee proposal is requested as part of this submission.

9. Design Team Selection Process

a.

Bryn Mawr College has formed a selection committee to consider the qualifications of competing design firms and recommend a choice to the Board of Trustees. The selection committee will include the President, Dean of the Undergraduate College, Chief Advancement Officer, Director of Admissions and Financial Aid, Director of Facilities

Services, the Assistant Director of Facilities Services for Planning and Projects, and a Trustee of the College who serves as Chairman of the Buildings and Grounds Committee.

b.

Bryn Mawr College is utilizing a combination written/graphic proposal evaluation and interview process to select the design firm for this project.

c.

The following criteria are likely to be considered, in no particular priority, in evaluating written and graphic proposals:

(1)

Quality of written/graphic response

(2)

Experience of firm in designing projects at institutions of higher learning

(3)

Experience of firm in designing projects for similar functions

(4)

Experience renovating older homes for adaptive institution reuse

(5)

Experience of members of proposed design team with similar projects

(6)

Success in completing projects on schedule and within budget

(7)

Satisfaction of former or present institutional clients

(8)

Creativity, appeal, and timeliness of past projects

(9)

Experience of proposed consultants

(10)

Project approach and organization

d.

Interviews/presentations will be scheduled during the week of April 13,

1998. Each participating firm will be notified well in advance of exact times and location. Interviews are expected to last no more than 90 minutes and will be attended by the members of the selection committee. All key members of proposed design teams are expected to participate, including Principal-in-Charge, Project Architect, Mechanical Designer, Landscape Architect, and any other individuals proposed to play key roles in the planning and design of the project. Design teams should take approximately 45-60 minutes to present their case for selection to the committee and then respond to specific questions from committee members.

e.

The final recommendation of the selection committee will be based on review of written/graphic responses, the results of these interviews and subsequent reference checks. The following are considerations likely to be utilized in arriving at a final selection decision:

(1)

Demonstration of creativity

(2)

Chemistry of design team members

(3)

Project ideas, particularly in regard to relating the new building with the

existing Owl structure and concepts for addressing parking and pedestrian flow

patterns

(4)

Familiarity with and sensitivity to the Bryn Mawr campus and the specific

project site in particular

(5)

Clarity and method of presentation

(6)

Comments on budget, cost control, and value engineering

(7)

Comments on construction support services

(8)

Familiarity with Lower Merion Township with regard to zoning, code

compliance,
and permit approval issues

(9)

Cohesion and clarity of roles of design
team members including consultants

Note: Phrases shown in quotes in sections 1.b., 2.b., and 2.c. are taken from the Concept Development Plan prepared by Venturi, Scott Brown, and Associates, Inc. and dated February 24, 1997, available for review in the Facilities Services Office by all firms participating in this solicitation.