University of Alabama System Board Rule 415 (2/2005) Board Submittal Checklist Criteria

* Board Submittal Checklist No. 1 Capital Project – Stage I Submittal /1 (General Information Package)

	Campus: Project Na Project #:	The University of Alabama Angelo Bruno Business Library Renovation 036-19-2003
	Meeting D	Date: September 5 – 6, 2019
*	1. 2.	Completed Board Submittal Checklist No.1 Transmittal Letter to Chancellor from Campus President requesting the project be
		placed on the agendas for the forthcoming Physical Properties Committee and Board of Trustees (or Executive Committee) meetings
	3.	Proposed Board Resolution requesting approval of Stage I Submittal by UA Board of Trustees
	4.5.	Campus correspondence/photos providing supporting project information Completed Executive Summary – Proposed Capital Project /2
	6.	Completed Supplemental Project Information Worksheet – Attachment "K", Board Rule 415
	7. 8.	Campus map(s) showing Project site Business Plan
		Prepared by:

- /1 Reference Tab 3F Board Rule 415 Instructional Guide
- /2 Reference Tab 3E Board Rule 415 Instructional Guide
- * Basic documents required for this Board Submittal Package. Include other supporting materials, correspondence, etc., as may be required to fully describe or illustrate project being submitted for approval to Physical Properties Committee and Board of Trustees.

Approved by: Tim lespa



August 6, 2019

Chancellor Finis E. St. John IV The University of Alabama System 500 University Boulevard East Tuscaloosa, Alabama 35401

Dear Chancellor St. John:

I am pleased to send to you for consideration by the Board of Trustees at its September 6, 2019 meeting the following resolution:

 Board Item - Action: Stage I Submittal: Angelo Bruno Business Library Renovations UA Project #036-19-2003

Please contact us if you have questions or need additional information.

Sincerely,

Stuart R. Bell

President

Enclosure



RESOLUTION

ANGELO BRUNO BUSINESS LIBRARY RENOVATIONS

WHEREAS, in accordance with Board Rule 415, The University of Alabama ("University") is requesting approval of a Stage I submittal for the Angelo Bruno Business Library Renovations project ("Project") located at 425 Stadium Drive; and

WHEREAS, the Project is a critical step in the realignment of Library space as necessary to support the teaching, research, and learning environment in the 21st Century; and

WHEREAS, the Project location and program have been reviewed and are consistent with the University Campus Master Plan, University Design Standards and the principles contained therein; and

WHEREAS, the Project will be funded from Office of Academic Affairs Reserves in the amount of \$2,500,000 and Bashinsky Computer Support funds in the amount of \$600,000 and will address deferred maintenance in the amount of approximately \$930,000; and

WHEREAS, the preliminary budget for the Project is as stipulated below:

BUDGET:	I	PRELIMINARY
Construction	\$	1,675,000
Furniture, Fixtures and Equipment	\$	900,000
Security/Access Control	\$	50,000
Telecommunication/Data	\$	50,000
Contingency* (10%)	\$	167,500
UA Project Management Fee** (3%)	\$	55,275
Architect/Engineer Fee*** (8.75%)	\$	146,563
Expenses (Geotech, Construction Materials Testing and Special Inspections)	\$	30,000
Other Fees and Services (Testing, Advertising, Printing)	\$	25,662
TOTAL PROJECT COST	\$	3,100,000

^{*}Contingency is based on 10% of the cost of construction.

NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of The University of Alabama that:

- 1. The Stage I submittal package for the Project is hereby approved.
- 2. The preliminary budget for the Project as stipulated above is hereby approved.

^{**}UA Project Management Fee is based on 3% of the cost of construction and contingency.

^{***}Architect/Engineer Fee is based on 7% of the cost of construction, plus a 25% renovation factor.

August 5, 2019

To:

From:

Subject:

Matthew M. Fajack
Board T Board Item – Action: \$tage I submittal:

Angelo Bruno Business Library Renovations

UA Project #: 036-19-2003

Pursuant to Board Rule 415, The University of Alabama ("University") is requesting approval from The Board of Trustees of The University of Alabama ("Board") of a Stage I submittal for the Angelo Bruno Business Library (Bruno Library) Renovation project ("Project") located at 425 Stadium Drive, with a projected budget amount of \$3.1 Million.

The proposed Project is a critical step in the realignment of library space necessary to support the teaching, research, and learning environment in the 21st Century. The proposed Project will consist of renovation and reorganization of the first-floor space of approximately 22,165 gross square feet, and the renovation of the ground floor where the Sloan Y. Bashinsky Computer Lab (Bashinsky Computer Lab) and offices of approximately 9,250 square feet are located. The Project will provide additional open, collaborative, small group study spaces in Bruno Library, and update the Bashinsky Computer Lab with finishes and furniture to promote student group study activities.

The Project will be funded from Office of Academic Affairs Reserves in the amount of \$2,500,000 and Bashinsky Computer Support funds in the amount of \$600,000. This Project will address deferred maintenance liabilities in the amount of approximately \$930,000.

This Project location and program have been reviewed and are consistent with the Campus Master Plan, University Design Standards, and the principles contained therein. I have attached a Resolution, Executive Summary, Attachment K, Project Summary, and Location map for your review. Subject to your approval, I recommend this item be forwarded to the Chancellor for inclusion as an Action Item on the agenda of the Physical Properties Committee at the Board of Trustees meeting scheduled for September 5 -6,2019.

MMF/ccj

pc w/atchmts: Michael Rodgers

Sommer Coleman Terrence Craven

Michael Lanier

Tim Leopard

WHERE LEGENDS ARE MADE

EXECUTIVE SUMMARY PROPOSED CAPITAL PROJECT

BOARD OF TRUSTEES SUBMITTAL

]	Meeting Date:	September	r 5 – 6, 2019		_	_
CAMPUS:	The University	of Alabama, Tus	scaloosa, Al	abama		
PROJECT NAME:	Angelo Bruno I	Business Librar	y Renovatio	ons		
PROJECT LOCATION:	425 Stadium Dr	rive				
ARCHITECT:	To be determine	ed				
THIS SUBMITTAL:		F	PREVIOUS	APPROVALS:		
Stage I						
Stage II						
Stage III						
Stage IV						
PROJECT TYPE	SP	PACE CATEGO	ORIES	PERCENTAGE	E GSF	
Building Renovation	Cl	ass Laboratory		7%	2	,300
Building Construction	ı Of	ffices		22%	6	,950
	Stı	udy Rooms		71%	22	,165
	TO	OTAL		100%	31	,415
BUDGET					Preliminary	r
Construction					¢ 1.675	000

BUDGET	Pre	liminary
Construction	\$	1,675,000
Furniture, Fixtures and Equipment	\$	900,000
Security/Access Control	\$	50,000
Telecommunication/Data	\$	50,000
Contingency* (10%)	\$	167,500
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Expenses	\$	30,000
Other Fees and Services (testing, advertising, printing)	\$	25,662
TOTAL PROJECT COST	\$	3,100,000

^{*}Contingency is based on 10% of the cost of construction.

^{**}UA Project Management Fee is based on 3% of the cost of construction and contingency.

^{***} Architect/Engineer Fee is based on 7% of the cost of construction plus a 25% renovation factor.

ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:

(Utilities, Housekeeping, Maintenance, Insurance, Other)

\$ N/A*

TOTAL ESTIMATED ANNUAL O&M COSTS:

N/A*

FUNDING SOURCE:

Capital Outlay:

Office of Academic Affairs Reserves \$ 2,500,000 Bashinsky Computer Support Fund \$ 600,000

O&M Costs: \$ N/A*

\$

NEW EQUIPMENT REQUIRED:

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The proposed Angelo Bruno Business Library Renovation project ("Project") is a critical step in the realignment of library space in order to meet the strategic plan of The University of Alabama ("University") and to transform University libraries as necessary to support the growth of the University, the academic mission and the teaching, research and learning environment in the 21st Century.

Additional space will become available in University libraries when some of the printed materials are moved to the Archival Storage facility. This relocation will provide space for adequate seating and workspaces for students and faculty. There are frequent requests from students for additional group study spaces, graduate student and faculty spaces, and more areas for quiet, individual study spaces. Students spend a great deal of time in the libraries working, studying and interacting with peers.

Increased emphasis on research will increase the demand for areas where graduate students and faculty can create and share knowledge in an age of digital technology and collaboration.

This proposed Project will further the University's goals to provide a premiere undergraduate and graduate education by providing adequate and appropriate space for students to study and collaborate, and enhance the recruitment and retention of outstanding faculty and staff.

^{*}The Angelo Bruno Business Library is an existing Education and General facility and accordingly is already funded. Ongoing O&M costs are funded from the annual operating budget.

ATTACHMENT NO. 1

Project: Angelo Bruno Business Library Renovations BOT Submittal: Stage I Meeting Date: September 5 – 6, 2019

Project Summary

ANGELO BRUNO BUSINESS LIBRARY RENOVATIONS

The proposed Angelo Bruno Business Library ("Bruno Library") Renovations project ("Project"), located at 425 Stadium Drive, is a critical step in the realignment of library space necessary to meet the strategic plan of The University of Alabama ("University") and to transform University libraries as necessary to support the academic mission and the teaching, research and learning environment in the 21st Century.

The proposed Project will consist of renovation and reorganization of the first-floor space of approximately 22,165 gross square feet, and the renovation of the ground floor where the Sloan Y. Bashinsky Computer Lab ("Bashinsky Computer Lab") and offices of approximately 9,250 square feet are located. The Project will provide additional open, collaborative, small group study spaces in the Library, and update the Computer Lab with furniture to promote student group study activities. The building originally opened in 1994 and the furniture and finishes are original to the building and in need of replacement.

Select reference materials and books will be relocated to the Library Annex storage facility and will be made available on an as-requested basis. The interior finishes will be modified as required to enhance the space. As the layouts are designed, modifications to the existing mechanical, electrical and life safety systems will be completed as necessary and are currently being evaluated in accordance with building code. Upgrades to the network will be made to support wireless demands for the additional students in the spaces. There will be no exterior modifications to the building.

Attachment K to Board Rule 415 Supplemental Project Information Worksheet Annual Capital Development Plan

FY: 2018 - 2019

Project Name/Category:		Angelo Bruno Busino 425 Stadium Drive	ess Library Renovations		
Can	npus:	The University of Ala	abama		
1.	Will this Project increases existing space?	ease the current space	inventory on campus or	· replace	
	increase space i	nventory	% increase		GSF
	replace space in	ventory	% replacement		GSF
	renovation of ex	xisting space only		31,415	GSF
		•	y Renovations project ("l s the Project is renovation		
3.	,		with the Campus Mass	ter Plan and	I
	Yes	No, A Campus Ma	ster Plan Amendment Is	Required	
	If Campus Master Pla	n amendment required	, explain:		

4. Provide information on classification of new space provided by this Project and latest utilization data on similar type space on campus.

	Proposed New Space/Facilities					
	Classification	Number (Spaces/Rooms)	Capacity (Persons)	Area (GSF)	Existing Space Utilization Data (See Notations)	
100	Classroom Facilities					
200	Laboratory Facilities					
	210 Class Laboratory					
	220 Open Laboratory	5		6,950		
300	Office Facilities					
	310 Office	9		2,300		
	315 Office Service					
	350 Conference Room					
	355 Conference Room Service					
400	Study Facilities					
	410 Study Room	1		22,165		
500	Special Use Facilities					
600	General Use Facilities					
700	Support Facilities					
800	Health Care Facilities					
900	Residential Facilities					
000	Unclassified Facilities					

Comments/Notations:

Data reported on latest fiscal year data available.

Utilization factor based on Scheduled Operating Hours at each Campus – outlined below in notations.

No new space will be constructed as part of this project.

The proposed Project will consist of the renovation and reorganization of the second floor of the Angelo Bruno Business Library ("Bruno Library") to provide additional collaborative, small group study spaces. Select reference materials and books will be relocated to the Library Annex storage facility and retrieved on an as-requested basis. The proposed Project also includes the renovation of the Sloan Y. Bashinsky Computer Labs ("Bashinsky Computer Lab") and offices to provide updated technology and a layout that is more conducive to the needs of faculty, staff and students.

5. How will this Project enhance existing/new programs and undergraduate/graduate enrollments?

Estimated new Funds from Tuition/Programs \$ 0 Yr.

Comments:

Reorganizing the first floor of Bruno Library will create additional space by relocating select printed materials. This additional space will provide adequate seating and work-space for students and faculty. More space is frequently requested from students for group study, graduate student and faculty spaces, and more areas for quiet, individual study.

Built in 1994, other than aesthetics including carpet, chairs and computers, the Bashinsky Computer Lab has not been updated. There are problems with the existing furniture as the built-in wiring can cause an entire row of equipment to fail. An update in the layout of the furniture is needed to accommodate small work groups.

The Bashinsky Computer Lab is visited by prospective business students taking tours and it is also used by Bama Bound each summer. Over the past three years, Bama Bound has used the facility three days a week, from the last week of May until the third week of August. Over 1,500 students visited the labs during each of these sessions in the past and it is projected that more than 1,600 will visit this year. An updated décor will enhance the school's image and standing.

The increased emphasis on research will intensify the demand for areas where graduate students and faculty can create and share knowledge in an age of digital technology and collaboration.

This proposed Project will support research efforts through the availability of scholarly journals and by providing the opportunity to redevelop space in the core of campus for student centric purposes.

Has a facility user group been established to provide input for planning, programming, and design purposes? Yes In-Progress
If yes, list key members of user group:
Donald Gilstrap, Dean of University Libraries
Kay Palan, Dean, Culverhouse College of Commerce
Harriet Deason, Director of Administrative Services, University Libraries
Glenda Leasor, Accounting Specialist, Culverhouse College of Commerce
Kati Hardemon, Program Assistant to the Senior Associate Dean,
Culverhouse College of Commerce
Karen Chapman, Director of Branch Libraries, University Libraries
Terrence Craven, Project Manager, Construction Administration
Brittany Kyles, Interior Designer

7. Source(s) of funding for Total Project Development Costs.

Source(s)	New Funds (FY2019-2020)	Reserves	Status /7
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Education Sales/Services			
• External			
 Internal 			
Direct Grants			
Gifts			
Bonds – Unallocated Proceeds			
Other – Bashinsky Computer Support funds	\$600,000		Allocated
Other – OAA Reserves		\$ 2,500,000	Allocated
Totals	\$600,000	\$ 2,500,000	Allocated

^{/7} Approved, allocated, pending

Comments:

This Project will be funded from Office of Academic Affairs Reserves in the amount of \$2,500,000, and Bashinsky Computer Support Funds in the amount of \$600,000.

8. Estimate of operations and maintenance (O&M) costs for the initial occupancy year and projections for succeeding five (5) year period.

Operations and Maintenance (O&M)Annual Costs Projections					
Expense	FY 2014- 2015 Base Data /8	First Full /YR Occupancy FY	Successive Five (5) Year Projections		
Maintenance					
Elevator Service					
Building Repairs					
Building Services					
Electric, Natural Gas, Steam					
Chilled Water					
Water and Sewer					
Insurance					
Safety Support					
Operations Staff Support Funding					
Other – Supply Store					
expenses					
Totals	N/A	N/A	N/A		

^{/8} Latest Fiscal Year Data used as Base Year for Projections

Comments:

Bruno Library is an existing Education and General facility and accordingly is already funded. Ongoing O&M costs will be funded from The University of Alabama's ("University") annual operating budget.

^{/9} Combined Costs for next Five (5) Years of Occupancy

9. Source of funds for projected ongoing operations and maintenance (O&M) costs for this project.

Source(s)	Occupancy Yr.	Future Years /10	Status /7
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
 Internal 			
Educational Sales & Services			
• External			
 Internal 			
Direct Grant(s)			
Reallocated Funds /11			
Gifts			
Other			
Total/YR	N/A	N/A	N/A

^{/9} Initial Full Yr. of Occupancy

Comments:

Bruno Library is an existing Education and General facility and accordingly is already funded. Ongoing O&M costs will be funded from the University's annual operating budget.

^{/10} Next Five (5) Yrs. Occupancy

^{/11} Funds Reallocated from other sources

^{/7} Approved, allocated, pending

10. Are development expenditures for this Project being used to reduce the current deferred maintenance/facilities renewal liabilities for the Campus?

\$ 930,000 30 % of Total Development Costs

Comments:

This proposed Project will address approximately 30% of current deferred maintenance liability by means of painting and carpeting as well as installation of LED lighting. Finishes will be upgraded to meet current University standards.

11. What other development alternatives were considered in the planning process for this Project? /13

Renovation vs. new construction, adaptive reuse of underutilized buildings, and campus master planning were all considered for this Project. However, based on the University's Master Space Plan, Bruno Library has a square footage deficit for student spaces, and this Project will help to remedy that situation.

As for the Bashinsky Computer Lab, since the space is still actively used for computer-based classes and labs, there was consideration to: 1) leave the space as is, 2) update the finishes of the lab, while leaving it in its same configuration; or 3) reconfiguring the tables in room 7 to make them more usable by small groups. These options were not chosen because they do not provide the best atmosphere for students to grow their knowledge base, or for professors to effectively teach in the current collegiate climate.

/13 Renovation vs. new construction, adaptive reuse of underutilized buildings, etc.

12. Explain how the project will promote adequacy of campus facilities in relation to the University's Mission and scope of programs and/or services:

The University of Alabama Libraries ("Libraries") are essential in advancing the educational mission of the University. The Libraries provide innovative instruction, services, and resources to facilitate teaching, research, and learning. The University Libraries are committed to be student-centered and research-focused to support discovery, learning, and creativity at the Capstone.

This Project will help provide new and needed areas for innovative library spaces and resources that help the University accomplish its teaching, research, and learning goals. The Project will promote adequacy of campus facilities in relation to the University's mission and scope of programs and/or services as follows:

- Improving space in Libraries that will be realized with upgrades and renovations by replacing outdated facilities and transforming the building towards code compliance. As the phases evolve, the plan will allow creation of spaces that will support teaching and research conducted by faculty and will provide the students with spaces to create and share knowledge in the age of digital technology and collaboration.
- This phased renovation project will be possible due to the planned construction of an Archival Storage Facility, which will provide space for some of the printed materials that are currently stored in the Libraries. The additional space that will become available when select materials are relocated will provide adequate seating and workspaces for students and faculty. There are frequent requests from students for additional group study spaces, graduate student and faculty spaces, and more areas for quiet, individual study spaces. Students spend a great amount of time in the libraries working, studying and interacting with peers.
- The Libraries have seating and study areas for 7.35% of the number of students currently enrolled. Many research universities have a goal of providing seating and study areas for 20% of the number of students enrolled.
- Increased emphasis on research will increase the demand for areas where graduate students and faculty can create and share knowledge in an age of digital technology and collaboration.
- The construction of the Archival Storage Facility and renovation of Bruno Library will provide:
 - o Functional, safe, and productive space for undergraduate and graduate educations.
 - Space for collaboration between graduate students and faculty which will increase the University's productivity in innovation, research, and scholarship.
 - Space for programs, events, collaboration, and exhibits which will promote inclusion and diversity in the campus environment and improve recruitment efforts.
 - o A building that is safe and accessible, asbestos-free, and codecompliant, and with spaces designed for research will contribute to

an enhanced experience for students, faculty and staff. The improved environmental conditions, work, study, and collaborative spaces, and modern furnishings and finishes, along with easier access to library resources, will foster work-life balance and recruitment and retention of outstanding faculty and staff.

The renovation of the Bashinsky Computer Lab will present students with an updated and more usable facility. It will provide a welcoming facility that enables working comfortably toward academic goals. Further, problems with the furniture based electrical wiring have been disruptive for classes and individual students. Parts are no longer available for the design and the electrical shop has struggled to keep the tables operational.

13. How does the project correlate to the University's strategic goals?

The Project correlates to the University's strategic goals as this Project will be the first phase of a multi-phase project which will support the strategic goals of the University by providing a space for collaborative and individual study spaces, graduate student and faculty spaces, experimental teaching and learning areas, as well as improved conditions to house Special Collections and other library materials. Through a phased series of improvements, the building will be transformed into a modern space that will meet the standards that our students, faculty, and staff have come to expect at the University. Each of the University's Strategic Goals will be supported by the improved space as follows:

Goal #1: Provide a premier undergraduate and graduate education that offers a global perspective and is characterized by outstanding teaching, high-quality scholarship and distinctive curricular and co-curricular programs.

- Participate more actively with departments on campus in the promotion of experiential teaching and learning opportunities in the additional spaces that will be vacated when some of the printed materials are moved to the Archival Storage Facility.
- Partner across disciplines to deliver innovative instruction that empowers students to engage with, integrate, create, and transform knowledge through the use of library resources and collections.
- Evaluate spaces to align services, collections, and changes in resources and technology with evolving needs of users.
- Develop and maintain dynamic and flexible physical and virtual spaces that meet the needs of our campus, as informed by trends in higher education and technological advances.

- Create space for graduate students and faculty study and consultation.
- Add group study rooms/carrels.
- Create innovation and collaboration spaces to enhance the undergraduate, graduate and faculty experiences.
- Promote the use of Special Collections and Archives across the disciplines by having more accessible spaces for them.
- Evaluate the existing coffee shop operation to determine how it can be enlarged to provide improved services.

Goal #2: Increase the University's productivity and innovation in research, scholarship and creative activities that impact economic and societal development.

- Increase the number of technology focused collaboration and innovation areas within Bruno Library and Bashinsky Computer Lab, thereby allowing students to fully engage in quality environments that lead to direct increases in research and innovation output.
- Increase access to and promote primary sources in Special Collections that will support diversity initiatives for the University.
- Evaluate preservation and conservation needs in Special Collections.
- Create additional areas in the library where graduate and undergraduate students can work independently in a quiet environment.
- Support and engage in the research lifecycle across campus through the development of relevant resources and services.

Goal #3 Enrich our learning and work environment by providing an accepting, inclusive community that attracts and supports a diverse faculty, staff and student body.

- Curate exhibits and explore opportunities for public programs and events that are of interest to a broader community.
- Host events based on cultural heritage celebrations and other diversity related events.
- Support a diverse and inclusive environment by providing resources, services, and spaces that promote the varied needs of the faculty, staff, and student body.

Goal #4: Provide opportunities and resources that facilitate work-life balance and enhance the recruitment and retention of outstanding faculty and staff.

 Re-envision the way the libraries provide space and services for technology tools. Develop, enhance, and sustain a skilled and engaged workforce that can succeed in a changing environment while providing excellent experiences for library users.

- Assess space and implement changes that address staffing, skills, and emerging needs to promote a successful learning and research environment.
- Create a showcase facility that highlights the University's commitment to quality teaching, research, and learning and which, subsequently, can be used for recruitment and retention of outstanding faculty and staff.

14. What would be the immediate impact on campus programs and enrollment if this project is not approved?

Drivers that will be negatively affected if this Project is not approved:

- Enrollment growth
- Response to shifts in curriculum and pedagogies
- Impact of digital technologies on information access and format
- Investment in advanced research
- Student success
- Recruitment of increasingly diverse student body
- Physical structure, interiors, and furniture

Bruno Library is a beautiful, iconic building that holds an important place in the University's history and landscape; however, the positive aesthetic appeal of the exterior of the old building disappears once you step inside. As the primary library utilized by the Culverhouse College of Commerce, Bruno Library is often a gateway to the University for prospective students. A contemporary library, that meets the needs and expectations of the modern student and faculty, is key to the recruitment and retention of both quality students and faculty. The facilities décor is 25 years old and failure to update it could have a negative impact on prospective students.

Based on the University's Master Space Plan, Bruno Library has a square footage deficit for student spaces. It is impossible to visualize how modern methods, techniques, and technologies used in research and study could be applied in the current conditions that exist in the interior of the building. Approving this Project will help to remedy that situation by removing select printed material and opening the existing space up to new student study areas.

If the renovations do not occur, the infrastructure of the building will continue to decline which could cause it to become an unsuitable and perhaps unsafe space for study and collaboration space. Students will also continue to experience a lack of adequate study and collaboration space.

ANGELO BRUNO BUSINESS LIBRARY RENOVATION

LOCATION MAP

