

**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: The University of Alabama
Project Name: Gorgas Library Core Support
Meeting Date: September 20 – 21, 2018

- * 1. Completed Board Submittal Checklist No.1
- 2. 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. Campus correspondence/photos providing supporting project information
- 5. Completed Executive Summary – Proposed Capital Project /2
- 6. Completed Supplemental Project Information Worksheet – Attachment “K”, Board Rule 415
- 7. Campus map(s) showing Project site
- 8. Business Plan

Prepared by: *Donc R. Jones*

Approved by: *Tim Leonard*

/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.

RESOLUTION

GORGAS LIBRARY CORE SUPPORT

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval of a Stage I submittal for the Gorgas Library Core Support project (“Project”) located at 711 Capstone 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 University funds in the amount of \$7,000,000; and

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

BUDGET:	PRELIMINARY
Construction	\$ 5,650,000
Security/Access Control	\$ 50,000
Telecommunication/Data	\$ 50,000
Contingency* (10%)	\$ 565,000
UA Project Management Fee** (3%)	\$ 186,450
Architect/Engineer Fee*** (~7.88%)	\$ 444,938
Expenses (Geotech, Construction Materials Testing and Special Inspections)	\$ 30,000
Other Fees and Services (testing, advertising, printing)	\$ 23,612
TOTAL PROJECT COST	<u>\$ 7,000,000</u>

*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 6.3% of construction, plus a 25% renovation factor.

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.



Division of
Financial Affairs

MEMO

August 22, 2018

To: Stuart R. Bell

From: Matthew M. Fajack

Subject: Board Item – Action: Stage I Submittal: Gorgas Library Core Support

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 Gorgas Library Core Support project (“Project”) located at 711 Capstone Drive, with a projected total budget amount of \$7 million.

The Project is a critical step in the realignment of Library space necessary to support the teaching, research, and learning environment in the 21st Century. All work will be carefully coordinated with the Gorgas Library Master Plan to support future work in the Library. The Project will consist of upgrading and replacing the elevators as they are at the end of their useful life. The restrooms, located in the core of the building, will be enlarged and renovated for ADA compliance and upgraded to University design standards.

The Project will be funded from University Funds in the amount of \$7 million and will address approximately the same amount in campus deferred maintenance liability.

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 20 – 21, 2018.

MMF/ccj

pc w/atchmts: Michael Rodgers
Michael Lanier
Tim Leopard
Tom Love

ATTACHMENT NO. 1

Project: Gorgas Library Core Support
BOT Submittal: Stage I
Meeting Date: September 20 – 21, 2018

Project Summary

GORGAS LIBRARY CORE SUPPORT

The proposed Gorgas Library Core Support project (“Project”), located at 711 Capstone Drive, 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 academic mission and the teaching, research and learning environment in the 21st Century. In order to logically realize the future realignment of library space, the Project will increase current restroom fixture counts to accommodate the additional student density expected with the pedagogical shift, refurbish the elevators, and provide core shafts and infrastructure to support the future work in close coordination with the Gorgas Library Master Plan.

The restrooms will be enlarged and renovated for ADA compliance and upgraded to University design standards. Upon completion of the Project the number of male and female restrooms will remain seven (7) each. One (1) of the four (4) unisex restrooms will be converted to a lactation room. The number of fixtures will increase from 56 to 63.

The elevators are at the end of their useful life and will be completely upgraded and replaced. This includes two (2) passenger elevators and one freight elevator.

The proposed Project will address approximately \$7 million in deferred maintenance liability for this highly active core campus facility.

**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT
BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: September 20 – 21, 2018

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Gorgas Library Core Support

PROJECT LOCATION: 711 Capstone Drive

ARCHITECT: To be determined

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<input checked="" type="checkbox"/> Stage I	_____
<input type="checkbox"/> Stage II	_____
<input type="checkbox"/> Stage III	_____
<input type="checkbox"/> Stage IV	_____

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input type="checkbox"/> Building Construction			
<input checked="" type="checkbox"/> Building Renovation		100%	10,900
<input type="checkbox"/> Building Addition			
<input type="checkbox"/> Equipment			
TOTAL		100%	10,900

BUDGET	Preliminary
Construction	\$ 5,650,000
Security/Access Control	\$ 50,000
Telecommunication/Data	\$ 50,000
Contingency* (10%)	\$ 565,000
UA Project Management Fee** (3%)	\$ 186,450
Architect/Engineer Fee*** (~7.88%)	\$ 444,938
Expenses (Geotech, Construction Materials Testing and Special Inspections)	\$ 30,000
Other Fees and Services (testing, advertising, printing)	\$ 23,612
TOTAL PROJECT COST	\$ 7,000,000

*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 6.3% 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:		
University Funds	\$	7,000,000
O&M Costs:	\$	N/A*

*The Gorgas Library is an existing E&G facility and accordingly is already funded. Ongoing O&M costs are funded from the annual operating budget.

NEW EQUIPMENT REQUIRED:

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The proposed Gorgas Library Core Support 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 academic mission and the teaching, research and learning environment in the 21st Century. The Project will address deferred maintenance needs and install core infrastructure to support future development in coordination with the Gorgas Library Master Plan. Following the completion of the proposed work, additional space will become available in University libraries when select printed materials are relocated, providing adequate seating and work spaces 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.

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.

Providing adequate and appropriate space for students to study and collaborate has a direct impact on retention and recruitment.

Attachment K to Board Rule 415

**Supplemental Project Information Worksheet
Annual Capital Development Plan**

FY: 2017 – 2018

Project Name/Category: Gorgas Library Core Support
711 Capstone Drive

Campus: The University of Alabama

1. Will this Project increase the current space inventory on campus or replace existing space?

- | | | |
|---|---------------------|-------------------|
| <input type="checkbox"/> increase space inventory | _____ % increase | _____ GSF |
| <input type="checkbox"/> replace space inventory | _____ % replacement | _____ GSF |
| <input checked="" type="checkbox"/> renovation of existing space only | | <u>10,900</u> GSF |

2. If this Project will replace existing space inventory, how will vacated space be utilized or assigned after this Project is completed?

Comments:

The proposed Gorgas Library Core Support project (“Project”) will not replace space inventory as it is the upgrade of existing public space.

3. Is the proposed Project location consistent with the Campus Master Plan and University Design Standards and the principles contained therein?

- Yes No, A Campus Master Plan Amendment Is Required

If Campus Master Plan 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				
300 Office Facilities				
400 Study Facilities				
500 Special Use Facilities				
700 Support Facilities				
800 Health Care Facilities				
900 Residential Facilities				
000 Unclassified Facilities				
W05, W06, & X03 Lobby, Corridor, & Public Restroom			10,900	
060 Alteration or Conversation Area				
070 Unfinished Area				

Comments/Notations:

Data reported on latest fiscal year data available.

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

The Gorgas Library Core Support project (“Project”) will entail improvements to the restrooms, located in the core of the building, and replacement of the elevators. The space included in this project is all public space and highly utilized due to the high volume of traffic in the Library.

The restrooms will be enlarged and renovated for ADA compliance and upgraded to University design standards. Upon completion of the Project the number of male and female restrooms will remain seven (7) each. One (1) of the four (4) unisex restrooms will be converted to a lactation room. The number of fixtures will increase from 56 to 63.

The elevators are at the end of their useful life and will be completely upgraded and replaced.

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

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

Comments:

As this Project enhances a support space it is not possible to directly correlate the improvements to income activities. However, the Project will enhance enrollments by supporting 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. The Project will also support retention and recruiting efforts by providing a safe, modern building and a wealth of resources.

6. 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:

Don Gilstrap, Dean of University Libraries
Harriett Deason, Director of Administrative Services, University Libraries
Garrett Goodman, University Architect
Tim Leopard, Associate Vice President for Construction
Susanna Johnson, Director Furnishings and Design

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

Source(s)	New Funds (FY 2018-2019)	Reserves	Status ¹⁷
Tuition			
Student Fees			
Investment Income			
Auxiliary Income <ul style="list-style-type: none"> • External • Internal 			
Education Sales/Services <ul style="list-style-type: none"> • External • Internal 			
Direct Grants			
Gifts			
Bonds			
Existing Net Assets			
Other – University Funds	\$7,000,000		Pending
Totals	\$7,000,000		Pending

¹⁷ Approved, allocated, pending

Comments:

This Project will be funded from University Funds in the amount of \$7,000,000.

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 2018 Base Data /8	First Full /YR Occupancy FY 2020	Successive Five (5) Year Projections /9
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

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

Comments:

The Gorgas Library is an existing Educational and General facility and accordingly is already funded. Ongoing O&M costs will be funded from the University’s annual operating budget.

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

Source(s)	Occupancy Yr. /9 (FY 2019-2020)	Future Years /10	Status /7
Tuition			
Student Fees			
Investment Income			
Auxiliary Income <ul style="list-style-type: none"> • External • Internal 			
Educational Sales & Services <ul style="list-style-type: none"> • External • Internal 			
Direct Grant(s)			
Reallocated Funds /11			
Gifts			
Other			
Total/YR		N/A	N/A

- /9 Initial Full Yr. of Occupancy
- /10 Next Five (5) Yrs. Occupancy
- /11 Funds Reallocated from other sources
- /7 Approved, allocated, pending

Comments:

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

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

\$ 7,000,000 100 % of Total Development Costs

Comments:

The elevators are at the end of their expected service life and will be completely upgraded to current codes and standards. The restrooms do not meet current code and the finishes have not been upgraded since the construction of the addition in the 1960s.

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

Comments:

No other development alternatives were considered in the planning process for this Project as the Project will address 100% of the deferred maintenance liability. The location, structural integrity, and architectural character of the existing building would not support the case for demolition and reconstruction of the facility.

/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 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 University Libraries ("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 students' 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 work spaces 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. In preparation for use of the space that will be available upon completion of the Archival Storage Facility, the first phase of renovation of Gorgas Library will address deferred maintenance and ADA compliance issues to pave the way for more extensive renovations.
- 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 Gorgas Library will provide:
 - 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.

- A building that is safe and accessible, asbestos-free, and code-compliant, 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.

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 of Alabama 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 of Alabama. Each of the University's Strategic Goals will be supported by the improved space as follows:

Goal #1:

- 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.
- Evaluate spaces to align services, collections, and changes in resources and technology with evolving needs of users.
- 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 number of technology focused collaboration and innovation areas within Gorgas Library, 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.
- Combine service desks in Gorgas Library to one single service point.
- Investigate ways to create more collaborative and individual study spaces in Gorgas Library.
- Create additional areas in the library where graduates and undergraduates can work independently in a quiet environment.

Goal #3

- 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.

Goal #4:

- 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?

Comments:

As the key focal building on the Quad, Gorgas 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.

Each year approximately 750,000 students, faculty, staff, and visitors use the space in Gorgas Library. Gorgas 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. 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.

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.

LOCATION MAP

