

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

*** Board Submittal Checklist No. 2
Capital Project – Stage II Submittal/1
(Architect Ranking, Project Scope and Project Budget) /8**

Campus: The University of Alabama
Project Name: H. M. Comer Renovation
Meeting Date: February 4 – 5, 2016

- * ☒ 1. Completed Board Submittal Checklist No. 2
- ☒ 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 II Submittal (Architect Ranking, Project Scope and Project Budget; authority to proceed with Owner/Architect contract negotiations)
- ☒ 4. Campus correspondence/photos providing supporting project information
- ☒ 5. Completed Executive Summary – Proposed Capital Project. /2
- ☒ 6. Executive Summary - Architect, Engineer, Selection process (include Interview Outline). /3, /4, /5
- ☒ 7. Campus letter requesting approval of the ranking of firms and authority to submit to the Physical Properties Committee for approval – signed by the Chair of the Physical Properties Committee and signed by the UA System Executive Vice Chancellor for Finance and Operations. /6
- ☒ 8. Project Planning Report /2
- ☐ 9. Preliminary Business Plan (if applicable) /7
- ☒ 10. Campus map(s) showing Project site

Prepared by: 

Approved by: 

/1 Reference Tab 3H - Board Rule 415 Instructional Guide

/2 Reference Tab 3E - Board Rule 415 Instructional Guide

/3 Reference Tab 3K - Board Rule 415 Instructional Guide

/4 Reference Tab 3L - Board Rule 415 Instructional Guide

/5 Reference Tab 3M - Board Rule 415 Instructional Guide

/6 Reference Tab 3N – Board Rule 415 Instructional Guide

/7 Reference Tab 3V – Board Rule 415 Instructional Guide

/8 After completion of negotiations on Owner/Architect Agreement, provide notification to Chair of the Physical Properties Committee and UA Executive Vice Chancellor of Finance and Operations.
Reference Tab 3-O-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.

December 17, 2015

Chancellor Robert Witt
The University of Alabama System
500 University Boulevard East
Tuscaloosa, Alabama 35401

Dear Chancellor Witt:

I am pleased to send to you for consideration by the Board of Trustees at its February 5, 2016 meeting the following resolution:

- Board Item – Action: Stage II Submittal: H.M. Comer Renovation

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

Sincerely,



Stuart R. Bell
President

SRB/dj

Enclosure



RESOLUTION

H. M. COMER RENOVATION

WHEREAS, Board Rule 415 provides that the inclusion of projects in the Annual Capital Development Plan shall constitute a Stage I submittal to The Board of Trustees of The University of Alabama (“Board”) for review and approval; and

WHEREAS, on September 18, 2015, the Board approved the University’s 2015-2016 Annual Capital Development Plan in which the H. M. Comer Renovation project (“Project”) was included; and

WHEREAS, the Consultant Selection Committee of the University has completed Part 1 of the Consultant Selection Process in accordance with Board Rule 415 and negotiations will be conducted following Board approval as follows:

Ranking of Top Firms

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn Mills and Cawood, Inc., Montgomery, Alabama

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

WHEREAS, this Project will be funded by 2017 Future General Revenue Bonds in the amount of \$22,600,000; and

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

BUDGET:	PRELIMINARY
Construction and Renovation	\$ 16,639,081
Landscaping	\$ 125,000
Utilities and infrastructure	\$ 250,000
Furniture, Fixtures, and Equipment	\$ 1,500,000
Security/Access Control	\$ 377,454
Audio/Visual	\$ 346,925
Telecommunication/Data	\$ 433,934
Contingency* (5%)	\$ 838,204
UA Project Management Fee** (3%)	\$ 528,069
Architect/Engineer Fee – Programming	\$ 75,000
Architect/Engineer Fee*** (7.25%)	\$ 1,206,333
Expenses (Geotech, Construction Materials Testing and special inspections)	\$ 180,000
Other Fees and Services (surveys, testing)	\$ 100,000
TOTAL PROJECT COST	\$ 22,600,000

*Contingency is based on 5% of construction and renovation and landscaping.

**UA Project Management fee is based on 3% of construction and renovation, landscaping, and contingency.

***Architect/Engineer fee is based on 7.25% of construction and renovation.

WHEREAS, officials at The University of Alabama have determined that the Board will incur certain costs in connection with the acquisition, construction, and installation of the Project prior to the issuance of the Bonds, and the Board intends to allocate a portion of the proceeds of the Bonds to reimburse the Board for certain costs incurred in connection with the acquisition, construction, and installation of the Project paid prior to the issuance of the Bonds;

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

1. The University of Alabama does hereby declare that it intends to allocate a portion of the proceeds of the Bonds to reimburse the Board for expenses incurred after the date that is no more than sixty days prior to the date of the adoption of this resolution, but prior to the issuance of the Bonds in connection with the acquisition, construction, and installment of the Project. This portion of this resolution is being adopted pursuant to the requirements of Treasury Regulations Section 1.150-2(e).

2. Stuart R. Bell, President, Lynda Gilbert, Vice President for Financial Affairs and Treasurer, or those officers named in the most recent Board Resolutions granting signature authority for The University of Alabama be, and each hereby is, authorized to act for and on behalf of the Board of Trustees to execute an architectural agreement with KPS Group, Inc., of Birmingham, Alabama, for architectural services in accordance with Board Rule 415 for this Project.
3. The preliminary budget for the Project as stipulated above is hereby approved.

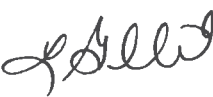


Division of
Financial Affairs

MEMO

December 17, 2015

To: Stuart R. Bell

From: Lynda Gilbert 

Subject: Board Item – Action: Stage II Submittal: H.M. Comer Renovation

Pursuant to Board Rule 415, a Consultant Selection Committee, appointed by The University of Alabama (“University”) solicited proposals from qualified architectural firms for the H. M. Comer Renovation project (“Project”). The selection committee’s recommendations were forwarded to and approved by the Physical Properties Committee Chair and Executive Vice Chancellor and Chief Operating Officer. The University is requesting approval to begin negotiations with the top ranked firms as follows:

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn Mills and Cawood, Inc., Montgomery, Alabama

This Project will be funded from 2017 Future General Revenue Bonds in the amount of \$22,600,000. This Project will address a current deferred maintenance liability in the amount of \$20,340,000.

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 an Executive Summary, Project Summary, Executive Consultant Selection Process – Part 1, Letter of Approval of Ranking from the Physical Properties Committee Chair and Executive Vice Chancellor and Chief Operating Officer, Project Planning Report, Location Map, and Resolution 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 February 4 - 5, 2016.

LG/CCb

Attachments

pc w/atchmts: Michael Rodgers
Michael Lanier
Tim Leopard
Ben Henson
Terry Watson

**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT**

BOARD OF TRUSTEES SUBMITTAL

Meeting Date: February 4 – 5, 2016

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: H. M. Comer Renovation

PROJECT LOCATION: 504 University Boulevard

ARCHITECT: Requesting in this submittal

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<input type="checkbox"/> Stage I	<u>2015-2016 Annual Capital Development Plan</u>
<input checked="" type="checkbox"/> Stage II	<u> </u>
<input type="checkbox"/> Stage III	<u> </u>
<input type="checkbox"/> Stage IV	<u> </u>

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input checked="" type="checkbox"/> Building Renovation	<input checked="" type="checkbox"/> Research (CUBE)	12%	7,974
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Instructional	7%	4,798
<input type="checkbox"/> Campus Infrastructure	<input checked="" type="checkbox"/> Administrative and Services	37%	24,263
<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Support and circulation	44%	29,752
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Mezzanines to be removed	0%	(1,241)
TOTAL		100%	65,546

BUDGET	Percentage	Preliminary
Construction and Renovation		\$ 16,639,081
Landscaping		\$ 125,000
Utilities and Infrastructure		\$ 250,000
Furniture, Fixtures, and Equipment		\$ 1,500,000
Security/Access Control		\$ 377,454
Audio/Visual		\$ 346,925
Telecommunication/Data		\$ 433,934
Contingency*	5%	\$ 838,204
UA Project Management Fee**	3%	\$ 528,069
Architect/Engineer Fee – Programming		\$ 75,000
Architect/Engineer Fee***	7.25%	\$ 1,206,333
Expenses (Geotech, Construction Materials Testing, Special Inspections)		\$ 180,000
Other Fees and Services (surveys, testing)		\$ 100,000
TOTAL PROJECT COST		\$ 22,600,000

*Contingency is based on 5% construction and renovation and landscaping.

**UA Project Management fee is based on 3% of construction and renovation, landscaping, and contingency.

***Architect/Engineer fee is based on 7.25% of construction and renovation.

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

N/A

TOTAL ESTIMATED ANNUAL O&M COSTS:**N/A***

* H. M. Comer is an existing Education and General facility. No change in operating and maintenance expenses is anticipated.

FUNDING SOURCE:

Capital Outlay:

2017 Future General Revenue Bonds \$ 22,600,000

Deferred Maintenance:

This Project will address a current deferred maintenance liability in the amount of \$20,340,000.

O&M Costs:

\$

N/A*

*H. M. Comer is an existing Educational and General facility and accordingly is already funded. Ongoing O&M costs are funded from the annual operating budget.

NEW EQUIPMENT REQUIRED:

N/A

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The H.M. Comer Renovation project ("Project") will enhance existing programs by centralizing the College of Engineering professional staff. This reconfigured space will be conducive to planning meetings and providing improved services to undergraduate/graduate students.

This Project will enhance the learning and teaching environment by improving the facility's interior and exterior appearance providing modern audiovisual, technology, mechanical, and electrical systems, all of which have demonstrated benefits to pedagogical outcomes.

This Project will also enhance student and faculty safety by upgrading life safety systems, implementing access control, and providing an enhanced means of egress.

Project Summary

H. M. COMER RENOVATION

The H.M. Comer Renovation project (“Project”) will include a complete interior and exterior renovation to transform H.M. Comer Hall into the new “front door” to the College of Engineering (COE) and greater Science & Engineering Complex. The Project will repurpose the building into the administrative and student services heart of the College of Engineering and serve as a gateway for COE to the Science & Engineering Complex for students, visitors, alumni and faculty/staff.

The overarching goals for the Project are as follows:

- H.M. Comer to house COE Administrative functions including the Dean’s office and administrative support functions, Centralized COE Department Heads and Student Services;
- Create a welcoming and inviting environment for prospective students and visitors;
- Create a “one stop shop” for student services;
- Create an open office environment to encourage interaction and collaboration among COE administrative groups over time and provide flexibility as departments evolve;
- Modernize exterior and internal facilities and services to comply with campus design standards and Shelby Quad context;
- Create a “heroic” entrance identity for the College of Engineering and the Shelby Complex. Design of the new exterior building envelope is to be complementary with and visually part of the adjacent NERC complex.

In addition to the COE Department head offices, administrative support services, and the Dean’s offices, the Project features a student and visitor welcoming center, COE student services center, renovation of an existing large lecture hall, and notably, the addition of the CUBE – a laboratory incubator space to house and showcase the latest technology for the COE. The current academic functions (except the large lecture hall) located in H.M. Comer Hall will be relocated to other buildings within the Science and Engineering Complex.

The design concept for the office layouts are to be configured to support sharing of support services, future growth and/or reconfiguration in response to changes for the COE departmental organization. An open office landscape environment will be used to foster departmental collaboration, sharing of staff support services, and to allow maximum flexibility for the department. The “heroic” entrance identity for the COE and complex will be achieved with a new entry extension and classical façade at the west main entry, featuring an open atrium at the central building lobby. The atrium will serve as a collector space, gallery, provide vertical visual connection and will include a

centralized monumental stair to physically connect the student services located at the upper floors.

In transforming the interior of the building, the interior scope will include a complete demolition of the building back to the concrete structural frame, with new interior build-back including new mechanical, electrical and plumbing systems, life safety systems, elevator, technology systems and update to comply with current code standards. Also included will be a wayfinding and graphics emphasis for marketing and touring purposes for the greater complex.

HM Comer Hall is located at the west portal to the Quad and is an important gateway given its prominent location at the intersection of 7th Avenue and Campus Drive. Integral to the design will be the exterior architecture to reflect the architectural context of the Shelby Quad and current UA campus design standards. The exterior of the building will include major envelope improvements, including but not limited to: new roof, window replacement, brick and stone veneer and a general update of the aesthetic appearance of the building.

Part 1

**EXECUTIVE SUMMARY
CONSULTANT SELECTION PROCESS
BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: February 4 – 5, 2016

Campus: The University of Alabama

Project Name: H. M. Comer Renovation

Project Location: 504 University Boulevard

Prepared By: Vince Dooley/Carla Coleman Brown Date: December 9, 2015

Project Type	Range of Construction Costs			
<input checked="" type="checkbox"/> Building Renovations	\$	<u>13,981,149</u>	to	\$ <u>16,917,190</u>
<input checked="" type="checkbox"/> Building Addition	\$	<u>1,145,288</u>	to	\$ <u>1,385,799</u>
<input type="checkbox"/> New Construction	\$	<u></u>	to	\$ <u></u>
<input type="checkbox"/> Campus Infrastructure	\$	<u></u>	to	\$ <u></u>
<input type="checkbox"/> Equipment	\$	<u></u>	to	\$ <u></u>
<input type="checkbox"/> Other	\$	<u></u>	to	\$ <u></u>

Building Type – Group I	Percentage of Project
<input type="checkbox"/> Industrial Building Without Special Facilities	<u></u> %
<input type="checkbox"/> Parking Structures/Repetitive Garages	<u></u> %
<input type="checkbox"/> Simple Loft Type Structure	<u></u> %
<input type="checkbox"/> Warehouses/Utility Type Buildings	<u></u> %
<input type="checkbox"/> Other	<u></u> %

Building Type – Group II	Percentage of Project
<input type="checkbox"/> Apartments and Dormitories	_____ %
<input type="checkbox"/> Exhibit Halls	_____ %
<input type="checkbox"/> Manufacture/Industrial Facilities	_____ %
<input type="checkbox"/> Office Building (Without Tenant Improvements)	_____ %
<input type="checkbox"/> Printing Plants	_____ %
<input type="checkbox"/> Service Garage/Facility	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group III	Percentage of Project
<input checked="" type="checkbox"/> College Classroom Facilities	24 %
<input type="checkbox"/> Convention Facilities	_____ %
<input type="checkbox"/> Extended Care Facilities	_____ %
<input type="checkbox"/> Gymnasiums	_____ %
<input type="checkbox"/> Hospitals	_____ %
<input type="checkbox"/> Institutional Dining Halls	_____ %
<input type="checkbox"/> Laboratories	_____ %
<input type="checkbox"/> Libraries	_____ %
<input type="checkbox"/> Medical Schools	_____ %
<input type="checkbox"/> Medical Office Facilities and Clinics	_____ %
<input type="checkbox"/> Mental Institutions	_____ %
<input checked="" type="checkbox"/> Office Buildings (with tenant improvements)	76 %
<input type="checkbox"/> Parks	_____ %
<input type="checkbox"/> Playground and Recreational Facilities	_____ %
<input type="checkbox"/> Public Health Centers	_____ %
<input type="checkbox"/> Research Facilities	_____ %
<input type="checkbox"/> Stadiums	_____ %
<input type="checkbox"/> Central Utilities Plants	_____ %
<input type="checkbox"/> Water Supply and Distribution Plants	_____ %
<input type="checkbox"/> Sewage Treatment and Underground Systems	_____ %
<input type="checkbox"/> Electrical Substations and Primary and Secondary Distribution Systems, Roads, Bridges and Major Site Improvements when performed as Independent projects	_____ %

Building Type – Group IV	Percentage of Project
<input type="checkbox"/> Aquariums	_____ %
<input type="checkbox"/> Auditoriums	_____ %
<input type="checkbox"/> Art Galleries	_____ %
<input type="checkbox"/> College Buildings with special features	_____ %
<input type="checkbox"/> Communications Buildings	_____ %
<input type="checkbox"/> Special Schools	_____ %
<input type="checkbox"/> Theaters and similar facilities	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group V	Percentage of Project
<input type="checkbox"/> Residences and Specialized Decorative Buildings	_____ %
<input type="checkbox"/> Other	_____ %

Repetitive Design or Duplication of Facilities	
Does the Building Program/Requirements support repetitive design or duplication of Facilities justifying an adjustment in A/E Design Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Building Program Development	
Will the A/E Agreement require the Development of a Comprehensive Building/Design Program in lieu of one provided by Owner requiring an adjustment in A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Construction Consultant Services	
Will the University be utilizing a Construction Consultant who will perform some of the services normally provided by the Architect requiring an adjustment of A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Multiple Prime Trade Contracts

Will the project be competitively bid and constructed using Multiple Trade Contracts requiring additional services from the A/E?

☒ Yes ☐ No

Design Build Services

Will the University be using a Design/Build process, which will result in a reduction in contracted design services and a corresponding adjustment in A/E Fees?

☐ Yes ☒ No

Architect/Engineer Project Notifications

- ☐ Advertised through State Building Commission
- ☐ Local/State Trade Journals
- ☒ Posted on Campus Web Pages
- ☒ Direct Contact with A/E Companies/Firms
- ☒ Other: Newspaper and email distribution list

Appointed Consultant Selection Committee (CSC): (Name and Title)

1. Terry Watson, Project Manager
2. Vince Dooley, Architectural Design Coordinator
3. Garrett Goodman, Staff Architect
4. Dan Wolfe, University Planner and Designer
5. Ken Fridley, Senior Associate Dean for Administration, College of Engineering
6. Susanna Johnson, Director, Furnishings and Design
7. Tim Leopard, Associate Vice President for Construction

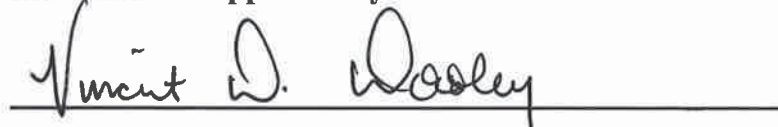
Qualified Firms/Companies Submitted:

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn, Mills and Cawood, Montgomery, Alabama

Ranking of Most Qualified Firms to be submitted to the Physical Properties Committee

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn, Mills and Cawood, Montgomery, Alabama

Reviewed and approved by:

A handwritten signature in dark ink, appearing to read "Vincent D. Wesley", is written over a horizontal line.

Chairman of Consultant Selection Committee

A handwritten signature in dark ink, appearing to read "J. Elliott", is written over a horizontal line.

Vice President for Financial Affairs and Treasurer

The University of Alabama
Architectural presentation outline
H.M. Comer Hall Renovation
UA Project No. 245-15-394

Part I

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS (Maximum 6 points)

- A. Describe your firm's or team's experience working with other universities and state agencies.
- B. Describe your firm's or team's experience working with The University of Alabama.
 - a. The UA desires to have input in the procurement of consultants once the top ranked firm is selected.
- C. The UA encourages the use of certified minority-owned businesses and certified women-owned businesses in its construction program. Describe your firm's approach in soliciting certified minority-owned or women-owned firms and consultants.

TWO: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Maximum 12 points)

- A. Identify and describe the proposed team's past experience providing A/E services that are **identical or similar** to this project within the last ten (10) years. List the projects in order of priority, with the most relevant project listed first.
- B. Provide references (for each project listed above, identify the following):
 - The Owner's name and their representative who served as the day-to-day liaison during the design and construction phases of the project, including current contact information.

The Owner may contact these references during this qualification process.

- C. Has your firm/organization within the past seven (7) years ever been terminated from a design project? If yes, please give pertinent details.

THREE: LITIGATION AND CLAIMS (Maximum 6 points)

- A. Does your firm/organization or any of its officers currently have any judgments, claims, arbitration or mediation proceedings pending or outstanding? If yes, please give pertinent details and outcome(s).
- B. Has your firm/organization within the past seven (7) years filed any lawsuits or requested arbitration or mediation proceedings in regard to any of your construction projects? If yes, please give pertinent details and outcome(s).

FOUR: RESPONDENT'S ABILITY TO MEET INSURANCE REQUIREMENTS

(Maximum 4 points)

- A. Does your firm/organization have the ability to meet all of the UA insurance requirements? (see attached)
- B. What is your process for managing any claims of the contractors during the project?

FIVE: PROJECT SPECIFIC CRITERIA (Maximum 12 points)

- A. Show any experience where you have changed or upgraded the exterior facade of a building to add aesthetic value.
- B. Provide specific examples of projects which demonstrate a classical design sensitivity and execution in blending harmoniously with an existing architectural style or campus/civic context.
- C. Discuss your firm's approach and list examples in the documentation of conditions and design of renovations to prevent change orders.
- D. Discuss your firm's experience in designing various office environments – open office systems, closed offices, collaboration spaces; acoustical consideration, lighting, and efficient circulation.

Oral Interview Criteria/Focus
H.M. Comer Hall Renovation
for the University of Alabama
UA Project No. 245-15-394
Date: December 4, 2015

1. Welcome/Introduction (time allotted = 5 minutes)

- a. Design Team
 - i. Brief Introduction of your firm.
 - ii. Proposed consultants (engineers, specialty consultants are not required to be present at interviews).

2. Roles & Execution - 10 points max (time allotted = 10 minutes)

- a. Design Roles
 - i. Explain your firm's day to day roles and responsibilities for the project.
 - ii. For the leadership roles, explain the hierarchy of roles and who is ultimately accountable for project success.
- b. Construction Roles
 - i. Explain your firm's day to day roles and responsibilities for the project.
 - ii. For the leadership roles, explain the hierarchy of roles and who is ultimately accountable for project success.
- c. Provide a proposed design and construction schedule for this project assuming a Spring 2017 construction bid. Discuss challenges and strategies for managing the schedule among all parties to ensure project success.

3. Design Concept/Case Study - 20 points max (time allotted = 25 minutes)

- a. Provide feedback on the programming information provided. Discuss your firms thoughts of the program, including blocking and stacking, public entrances, pedestrian flow, open office systems, closed offices, collaboration spaces; acoustical consideration, lighting, and efficient circulation.
- b. Provide design feedback and ideas for the contextual implications in blending the exterior of H.M. Comer with adjacent engineering complexes and in consideration of classical design goals of the University.
- c. Provide any suggestions for the design of the building based on the concept of H.M. Comer being the administrative hub and heart for the Science and Engineering Complex.

December 18, 2015

Mr. C. Ray Hayes
Executive Vice Chancellor and Chief Operating Officer
Sid McDonald Hall
500 University Boulevard, East
Tuscaloosa, AL 35401

Mr. James W. Wilson, III
Chair, Physical Properties Committee
Chairman and CEO
Jim Wilson & Associates, LLC
2660 Eastchase Lane, Suite 100
Montgomery, AL 36117

RE: Consultant Selection Process
H. M. Comer Renovation
UA Project No: 245-15-394

Dear Mr. Hayes and Trustee Wilson,

Board Rule 415 provides that the inclusion of projects in the Annual Capital Development Plan constitutes a Stage I submittal to The Board of Trustees of The University of Alabama ("Board"). On September 18, 2015, the Board approved The University of Alabama's ("University") 2015-2016 Annual Capital Development Plan in which the H. M. Comer Renovation project ("Project") was included at a projected total Project cost of \$22,600,000. This Project will enhance the student experience for both potential and current College of Engineering students by consolidating student support services into a centralized location and fostering interdisciplinary collaboration and interaction among discipline department heads due to closer proximity.

Pursuant to Board Rule 415, on October 25, 2015, notifications for the Project, including a brief description of the Project program, location, and preliminary budget, were advertised, issued by email to Alabama-based firms and others in the consultant database, and posted on the University's campus web page. Firms desiring to be considered were requested to provide brochures to the University outlining their qualifications, experience, and proposed team members by November 9, 2015.

A Consultant Selection Committee, appointed by the University in accordance with the provisions of Board Rule 415, reviewed the submitted brochures and subsequently on December 2, 2015, interviewed the following architectural firms:

- KPS Group, Inc., Birmingham, Alabama
- Davis Architects, Birmingham, Alabama
- Williams Blackstock Architects, Birmingham, Alabama
- Goodwyn Mills and Cawood, Montgomery, Alabama

The Consultant Selection Committee then determined the following ranking for the firms deemed most qualified for the Project:

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn Mills and Cawood, Montgomery, Alabama

The primary selection criteria used in the ranking of the firms included the following:

1. The firms are familiar with the University's facilities standards and the regulatory requirements for the design of the Project.
2. The firms presented the most experience with phased design and sustainable design.
3. The firms presented the most favorable listing of qualified principals, staff, and associated engineers for the Project along with a commitment to meet the University's schedule for completion of the design and construction of the Project.
4. The firms are committed to using Alabama-based consultant engineers and architects for the Project.
5. The firms represented a clear understanding of the project program and goals, as well as how to achieve them.

Approval is hereby requested for:

1. The ranking of consultant firms listed hereinbefore.
2. Approval to submit this ranking to the Physical Properties Committee for review and approval.

If you have any questions or concerns, please feel free to contact me.

Sincerely,



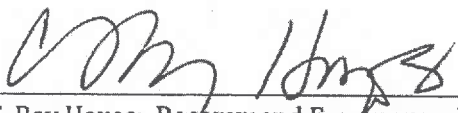
Lynda Gilbert
Vice President for Financial Affairs
and Treasurer

LG/CCb

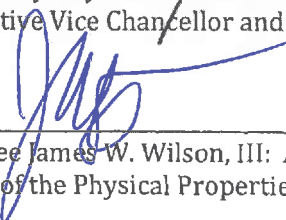
Attachment

pc/atchmt: Michael Rodgers
Michael Lanier
Tim Leopard
Ben Henson
Terry Watson

The above listing of firms ranked as the most qualified for the Project is hereby approved and by forwarding this executed document to the Chancellor's office, the ranking is approved for inclusion in the Board materials to the Physical Properties Committee.



Mr. C. Ray Hayes: **Recommend For Approval**
Executive Vice Chancellor and Chief Operating Officer



Trustee James W. Wilson, III: **Approval Recommended**
Chair of the Physical Properties Committee

The University of Alabama
Architectural presentation outline
H.M. Comer Hall Renovation
UA Project No. 245-15-394

Part I

ONE: RESPONDENT'S STATEMENT OF QUALIFICATIONS (Maximum 6 points)

- A. Describe your firm's or team's experience working with other universities and state agencies.
- B. Describe your firm's or team's experience working with The University of Alabama.
 - a. The UA desires to have input in the procurement of consultants once the top ranked firm is selected.
- C. The UA encourages the use of certified minority-owned businesses and certified women-owned businesses in its construction program. Describe your firm's approach in soliciting certified minority-owned or women-owned firms and consultants.

TWO: RESPONDENT'S PERFORMANCE ON PAST REPRESENTATIVE PROJECTS (Maximum 12 points)

- A. Identify and describe the proposed team's past experience providing A/E services that are **identical or similar** to this project within the last ten (10) years. List the projects in order of priority, with the most relevant project listed first.
- B. Provide references (for each project listed above, identify the following):
 - The Owner's name and their representative who served as the day-to-day liaison during the design and construction phases of the project, including current contact information.

The Owner may contact these references during this qualification process.

- C. Has your firm/organization within the past seven (7) years ever been terminated from a design project? If yes, please give pertinent details.

THREE: LITIGATION AND CLAIMS (Maximum 6 points)

- A. Does your firm/organization or any of its officers currently have any judgments, claims, arbitration or mediation proceedings pending or outstanding? If yes, please give pertinent details and outcome(s).
- B. Has your firm/organization within the past seven (7) years filed any lawsuits or requested arbitration or mediation proceedings in regard to any of your construction projects? If yes, please give pertinent details and outcome(s).

FOUR: RESPONDENT'S ABILITY TO MEET INSURANCE REQUIREMENTS

(Maximum 4 points)

- A. Does your firm/organization have the ability to meet all of the UA insurance requirements? (see attached)
- B. What is your process for managing any claims of the contractors during the project?

FIVE: PROJECT SPECIFIC CRITERIA (Maximum 12 points)

- A. Show any experience where you have changed or upgraded the exterior facade of a building to add aesthetic value.
- B. Provide specific examples of projects which demonstrate a classical design sensitivity and execution in blending harmoniously with an existing architectural style or campus/civic context.
- C. Discuss your firm's approach and list examples in the documentation of conditions and design of renovations to prevent change orders.
- D. Discuss your firm's experience in designing various office environments – open office systems, closed offices, collaboration spaces; acoustical consideration, lighting, and efficient circulation.

Oral Interview Criteria/Focus
H.M. Comer Hall Renovation
for the University of Alabama
UA Project No. 245-15-394
Date: December 4, 2015

1. Welcome/Introduction (time allotted = 5 minutes)

- a. Design Team
 - i. Brief Introduction of your firm.
 - ii. Proposed consultants (engineers, specialty consultants are not required to be present at interviews).

2. Roles & Execution - 10 points max (time allotted = 10 minutes)

- a. Design Roles
 - i. Explain your firm's day to day roles and responsibilities for the project.
 - ii. For the leadership roles, explain the hierarchy of roles and who is ultimately accountable for project success.
- b. Construction Roles
 - i. Explain your firm's day to day roles and responsibilities for the project.
 - ii. For the leadership roles, explain the hierarchy of roles and who is ultimately accountable for project success.
- c. Provide a proposed design and construction schedule for this project assuming a Spring 2017 construction bid. Discuss challenges and strategies for managing the schedule among all parties to ensure project success.

3. Design Concept/Case Study - 20 points max (time allotted = 25 minutes)

- a. Provide feedback on the programming information provided. Discuss your firms thoughts of the program, including blocking and stacking, public entrances, pedestrian flow, open office systems, closed offices, collaboration spaces; acoustical consideration, lighting, and efficient circulation.
- b. Provide design feedback and ideas for the contextual implications in blending the exterior of H.M. Comer with adjacent engineering complexes and in consideration of classical design goals of the University.
- c. Provide any suggestions for the design of the building based on the concept of H.M. Comer being the administrative hub and heart for the Science and Engineering Complex.

Part 1

**EXECUTIVE SUMMARY
CONSULTANT SELECTION PROCESS
BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: February 4 – 5, 2016

Campus: The University of Alabama

Project Name: H. M. Comer Renovation

Project Location: 504 University Boulevard

Prepared By: Vince Dooley/Carla Coleman Brown Date: December 9, 2015

Project Type	Range of Construction Costs
<input checked="" type="checkbox"/> Building Renovations	\$ <u>13,981,149</u> to \$ <u>16,917,190</u>
<input checked="" type="checkbox"/> Building Addition	\$ <u>1,145,288</u> to \$ <u>1,385,799</u>
<input type="checkbox"/> New Construction	\$ _____ to \$ _____
<input type="checkbox"/> Campus Infrastructure	\$ _____ to \$ _____
<input type="checkbox"/> Equipment	\$ _____ to \$ _____
<input type="checkbox"/> Other	\$ _____ to \$ _____

Building Type – Group I	Percentage of Project
<input type="checkbox"/> Industrial Building Without Special Facilities	_____ %
<input type="checkbox"/> Parking Structures/Repetitive Garages	_____ %
<input type="checkbox"/> Simple Loft Type Structure	_____ %
<input type="checkbox"/> Warehouses/Utility Type Buildings	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group II	Percentage of Project
<input type="checkbox"/> Apartments and Dormitories	_____ %
<input type="checkbox"/> Exhibit Halls	_____ %
<input type="checkbox"/> Manufacture/Industrial Facilities	_____ %
<input type="checkbox"/> Office Building (Without Tenant Improvements)	_____ %
<input type="checkbox"/> Printing Plants	_____ %
<input type="checkbox"/> Service Garage/Facility	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group III	Percentage of Project
<input checked="" type="checkbox"/> College Classroom Facilities	24 %
<input type="checkbox"/> Convention Facilities	_____ %
<input type="checkbox"/> Extended Care Facilities	_____ %
<input type="checkbox"/> Gymnasiums	_____ %
<input type="checkbox"/> Hospitals	_____ %
<input type="checkbox"/> Institutional Dining Halls	_____ %
<input type="checkbox"/> Laboratories	_____ %
<input type="checkbox"/> Libraries	_____ %
<input type="checkbox"/> Medical Schools	_____ %
<input type="checkbox"/> Medical Office Facilities and Clinics	_____ %
<input type="checkbox"/> Mental Institutions	_____ %
<input checked="" type="checkbox"/> Office Buildings (with tenant improvements)	76 %
<input type="checkbox"/> Parks	_____ %
<input type="checkbox"/> Playground and Recreational Facilities	_____ %
<input type="checkbox"/> Public Health Centers	_____ %
<input type="checkbox"/> Research Facilities	_____ %
<input type="checkbox"/> Stadiums	_____ %
<input type="checkbox"/> Central Utilities Plants	_____ %
<input type="checkbox"/> Water Supply and Distribution Plants	_____ %
<input type="checkbox"/> Sewage Treatment and Underground Systems	_____ %
<input type="checkbox"/> Electrical Substations and Primary and Secondary Distribution Systems, Roads, Bridges and Major Site Improvements when performed as Independent projects	_____ %

Building Type – Group IV	Percentage of Project
<input type="checkbox"/> Aquariums	_____ %
<input type="checkbox"/> Auditoriums	_____ %
<input type="checkbox"/> Art Galleries	_____ %
<input type="checkbox"/> College Buildings with special features	_____ %
<input type="checkbox"/> Communications Buildings	_____ %
<input type="checkbox"/> Special Schools	_____ %
<input type="checkbox"/> Theaters and similar facilities	_____ %
<input type="checkbox"/> Other	_____ %

Building Type – Group V	Percentage of Project
<input type="checkbox"/> Residences and Specialized Decorative Buildings	_____ %
<input type="checkbox"/> Other	_____ %

Repetitive Design or Duplication of Facilities	
Does the Building Program/Requirements support repetitive design or duplication of Facilities justifying an adjustment in A/E Design Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Building Program Development	
Will the A/E Agreement require the Development of a Comprehensive Building/Design Program in lieu of one provided by Owner requiring an adjustment in A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Construction Consultant Services	
Will the University be utilizing a Construction Consultant who will perform some of the services normally provided by the Architect requiring an adjustment of A/E Fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Multiple Prime Trade Contracts

Will the project be competitively bid and constructed using Multiple Trade Contracts requiring additional services from the A/E?

☒ Yes ☐ No

Design Build Services

Will the University be using a Design/Build process, which will result in a reduction in contracted design services and a corresponding adjustment in A/E Fees?

☐ Yes ☒ No

Architect/Engineer Project Notifications

- ☐ Advertised through State Building Commission
- ☐ Local/State Trade Journals
- ☒ Posted on Campus Web Pages
- ☒ Direct Contact with A/E Companies/Firms
- ☒ Other: Newspaper and email distribution list

Appointed Consultant Selection Committee (CSC): (Name and Title)

1. Terry Watson, Project Manager
2. Vince Dooley, Architectural Design Coordinator
3. Garrett Goodman, Staff Architect
4. Dan Wolfe, University Planner and Designer
5. Ken Fridley, Senior Associate Dean for Administration, College of Engineering
6. Susanna Johnson, Director, Furnishings and Design
7. Tim Leopard, Associate Vice President for Construction

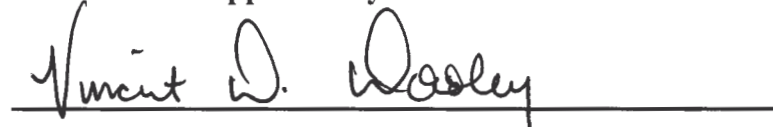
Qualified Firms/Companies Submitted:

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn, Mills and Cawood, Montgomery, Alabama

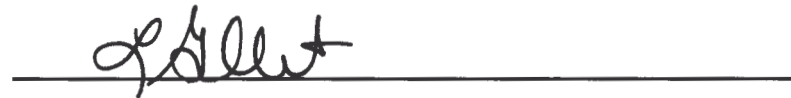
Ranking of Most Qualified Firms to be submitted to the Physical Properties Committee

1. KPS Group, Inc., Birmingham, Alabama
2. Davis Architects, Birmingham, Alabama
3. Williams Blackstock Architects, Birmingham, Alabama
4. Goodwyn, Mills and Cawood, Montgomery, Alabama

Reviewed and approved by:

A handwritten signature in black ink, appearing to read "Vincent D. Wesley", is written over a horizontal line.

Chairman of Consultant Selection Committee

A handwritten signature in black ink, appearing to read "Robert", is written over a horizontal line.

Vice President for Financial Affairs and Treasurer

THE UNIVERSITY OF ALABAMA SYSTEM
PROJECT PLANNING REPORT
DATE: February 4 - 5, 2016

☒ INITIAL REPORT
☐ INTERIM REPORT
☐ FINAL REPORT
☒ 1 REPORT NO.

TO: OFFICE OF THE CHANCELLOR
BOARD OF TRUSTEES OF THE UNIVERSITY OF ALABAMA

FROM: OFFICE OF THE PRESIDENT
THE UNIVERSITY OF ALABAMA

1. PROJECT: H. M. Comer Renovation
2. LOCATION: 504 University Boulevard
3. ARCHITECT/ENGINEER: Requesting in this submittal

4. PROJECT STATUS:

A. SCHEMATIC DESIGN	DATE INITIATED	<u>Feb-16</u>
	% COMPLETE	<u>0%</u>
	* DATE COMPLETED	<u>May-16</u>
B. PRELIMINARY DESIGN:	DATE INITIATED	<u>May-16</u>
	% COMPLETE	<u>0%</u>
	* DATE COMPLETED	<u>Sep-16</u>
C. CONSTRUCTION DOCUMENTS:	DATE INITIATED	<u>Sep-16</u>
	% COMPLETE	<u>0%</u>
	* DATE COMPLETED	<u>Jan-17</u>
D. SCHEDULED BID DATE:		<u>Mar-17</u>

5. CURRENT PROJECT BUDGET:	PRELIMINARY
A. CONSTRUCTION AND RENOVATION	\$ <u>16,639,081</u>
B. LANDSCAPING	\$ <u>125,000</u>
C. UTILITIES AND INFRASTRUCTURE	\$ <u>250,000</u>
D. FURNITURE, FIXTURES AND EQUIPMENT	\$ <u>1,500,000</u>
E. SECURITY/ACCESS CONTROL	\$ <u>377,454</u>
F. AUDIO/VISUAL	\$ <u>346,925</u>
G. TELECOMMUNICATION/DATA	\$ <u>433,934</u>
H. CONTINGENCY* (5%)	\$ <u>838,204</u>
I. UA PROJECT MANAGEMENT FEE** (3%)	\$ <u>528,069</u>
J. ARCHITECT/ENGINEER FEE - PROGRAMMING	\$ <u>75,000</u>
K. ARCHITECT/ENGINEER FEE*** (7.25%)	\$ <u>1,206,333</u>
L. EXPENSES (GEOTECH, CONSTRUCTION MATERIALS TESTING)	\$ <u>180,000</u>
M. OTHER FEES AND SERVICES (SURVEYS, TESTING)	\$ <u>100,000</u>
N. TOTAL PROJECT COST	\$ <u>22,600,000</u>

*Contingency is based on 5% of construction and renovation and landscaping.

**UA Project management fee is based on 3% of construction and renovation, landscaping, and contingency.

***Architect/Engineer fee is based on 7.25% of construction and renovation.

6. FUNDING/RESOURCES: 2017 Future General Revenue Bonds

7. REMARKS

* FINAL AGENCY APPROVAL

SUBMITTED BY:

Tim Leopold

LOCATION MAP

