

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

*** Board Submittal Checklist No. 4**

**Capital Project – Scope Revision, Budget Reallocation and Stage IV Submittal/1
(Scope Revision, and Budget Reallocation and Construction Contract Award)**

Campus: The University of Alabama
Project Name: H. M. Comer Renovation
Meeting Date: February 2 – 3, 2017

- * 1. Completed Board Submittal Checklist No. 4
- 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. Resolution requesting approval of Construction Contract Award, Construction Budget, and Project Budget
- 4. Campus correspondence/photographs providing supplemental project information
- 5. Executive Summary of Proposed Capital Project with final Contract Construction Budget and Project Budget (include all proposed project funding for movable equipment and furnishings) /2
- 6. Project Summary
- 7. Project Planning Report /2
- * 8. Tabulation of competitive bids – certified by Project Architect/Construction Manager
- * 9. Recommendations for Contract Award by Architect/Construction Manager
- 10. Campus map(s) showing location of project site
- 11. Final Business Plan (if applicable) /3

*Project is being submitted for Contract Award Approval Not to Exceed

Prepared by:



Approved by:



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

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

/3 Reference Tab 3V - 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.



Division of
Financial Affairs

MEMO

December 8, 2016

To: Stuart R. Bell

From: Lynda Gilbert 

Subject: Board Item – Action: Scope Revision, Budget Reallocation and Stage IV, Not to Exceed Contract Award submittals: H. M. Comer Renovation

The University of Alabama (“University”) and College of Engineering have been able to accommodate swing space earlier than planned for the current occupants of H.M. Comer. This will provide the University the opportunity to execute early demolition and abatement of the H. M. Comer Renovation project (“Project”). Therefore, the University desires to separate construction into two packages: Package A-Construction and Renovation, and Package B-Demolition and Abatement. This will markedly benefit the Project schedule and help eliminate the potential for undisclosed site conditions with the main Construction and Renovation contract. Early demolition will also provide the project architect sufficient time to finalize building design, identify any conditions uncovered by the demolition and include them within the documents, and allow the contractors the opportunity to review the space before the bid. As such, the University is requesting approval for a scope revision and budget reallocation to reflect the additional Demolition and Abatement package.

Construction and Renovation will include the construction of the addition, installation of all new main building systems and exterior envelope elements, and the general renovation of the building. Demolition and Abatement will include the removal of the brick and windows, abatement, demolition of any walls, which are being relocated or removed, removal of all mechanical, electrical and plumbing systems, and the removal of all building finishes to be replaced.

In an effort to minimize impact to the students and faculty, and to coordinate with the academic schedule, the Project needs to be completed by August 2018. Therefore, the University is requesting approval to award the construction contracts for the Project to the lowest responsible bidders so long as the bids do not cause the Project to exceed the total Project budget. If the lowest responsible bids cause the Project to exceed the total Project budget, the University will bring the construction contracts for the Project before The Board of Trustees of The University of Alabama (“Board”) or Executive Committee of the Board of Trustees for approval of the construction contracts for this Project and the revised budget. The University will also provide an ongoing report about the construction contracts for this Project to the Office of the Chancellor.

The Project will be funded from 2017 Future General Revenue Bonds in the amount of \$22,600,000 and University funds in the amount of \$2,000,000 for a Total Project Budget of \$24,600,000 as previously approved.

H. M. Comer Renovation
December 8, 2016
Page 2

The Project location, program and exterior design 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, Project Summary, Project Planning Report 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 February 2 – 3, 2017.

LG/ccj

Attachments

pc w/atcmts: Michael Rodgers
 Michael Lanier
 Tim Leopard
 Ben Henson
 Ed Whatley

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 of Alabama’s (“University”) 2015-2016 Annual Capital Development Plan in which the H. M. Comer Renovation project (“Project”) was included; and

WHEREAS, in accordance with Board Rule 415, on February 5, 2016, the Board approved the top ranked architectural firms and authorized officials of the University to proceed with negotiations; and

WHEREAS, upon completion of negotiations with the top ranked firm of KPS Group, Inc., Birmingham, Alabama, the University has established a design fee of 7% of construction and renovation and demolition and abatement, plus \$5,000 for programming confirmation services, less a \$10,000 credit for interior design services and a \$2,500 credit for landscape design services; and

WHEREAS, on September 23, 2016 the Board approved a scope and budget revision from \$22,600,000 to \$24,600,000 to reflect the negotiated architect fee and scope revision to add approximately 4,652 gross square feet of space to the Project; and

WHEREAS, on September 23, 2016, the Board approved the architectural renderings for the Project; and

WHEREAS, to deliver this Project at a time to minimize the impact the students and to coordinate with the academic schedule, this Project needs to be completed by August 2018; and

WHEREAS, the University is requesting approval for a Demolition and Abatement package to be executed separately from the Construction and Renovation package so as to facilitate the Project schedule and ensure the accuracy of the design documents; and

WHEREAS, the University is requesting approval to award the construction contracts for Construction and Renovation and Demolition and

Abatement for this Project to the lowest responsible bidders as long as the bids do not cause the total Project budget to exceed \$24,600,000 as set out below; and

WHEREAS, the University is requesting a scope revision and budget reallocation to reflect the packages; and

WHEREAS, the Project location, program, and exterior design 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 University funds in the amount of \$2,000,000; and

WHEREAS, the reallocated budget for the Project is stipulated below:

BUDGET:	REVISED
Construction and Renovation	\$ 16,556,815
Demolition and Abatement	\$ 1,582,266
Landscaping	\$ 135,000
Utilities and infrastructure	\$ 250,000
Furniture, Fixtures, and Equipment	\$ 1,650,000
Security/Access Control	\$ 429,484
Audio/Visual	\$ 391,927
Telecommunication/Data	\$ 487,934
Contingency* (5%)	\$ 913,704
UA Project Management Fee** (3%)	\$ 575,634
Architect/Engineer Fee – Programming	\$ 75,000
Architect/Engineer Fee*** (7%)	\$ 1,262,236
Expenses (Geotech, Construction Materials Testing and special inspections)	\$ 190,000
Other Fees and Services (surveys, testing)	\$ 100,000
TOTAL PROJECT COST	\$ 24,600,000

*Contingency is based on 5% of Construction and Renovation, Demolition and Abatement and Landscaping.

**UA Project Management fee is based on 3% of Construction and Renovation, Demolition and Abatement, Landscaping and Contingency.

***Architect/Engineer fee is based on 7% of Construction and Renovation, Demolition and Abatement, plus \$5,000 for programming confirmation services less a \$10,000 credit for interior design services and \$2,500 credit for landscape design services.

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. The scope revision and budget reallocation for the Project is approved as stipulated above.

BE IT FURTHER RESOLVED that the construction contracts to be competitively bid on the Project as aforementioned may be awarded by the University pursuant to Alabama bid law, and the hereinafter listed campus officials of The University of Alabama are thereafter authorized to act for and in the name of the Board of Trustees of The University of Alabama in executing the construction contracts with such low bidder for the Project subject to compliance with all of the following provisions:

1. The University is granted approval to award the contracts for Construction and Renovation and Demolition and Abatement for the Project to the lowest responsible bidders pursuant to Alabama bid law so long as the award of such construction contracts do not cause the Project to exceed the total Project budget.
2. If the award of the construction contracts for the Project will cause an increase in the total Project budget, the University shall bring the matter

before the Board of Trustees of the Executive Committee of the Board of Trustees for approval of the construction contracts and revised budget for the Project.

3. The University will provide an ongoing report about the awards of the construction contracts for the Project to the Office of the Chancellor.
4. Stuart R. Bell, President, Lynda Gilbert, Vice President for Financial Affairs and Treasurer, or those officers named in the most recent Board Resolution granting signature authority for The University of Alabama be, and each hereby are, authorized to act for and in the name of the Board of Trustees in executing the aforementioned Construction and Renovation and Demolition and Abatement contracts for the Project upon satisfaction of the conditions set out above.

ATTACHMENT NO. 1

Project: H. M. Comer Renovation
BOT Submittal – Scope Revisions, Budget Reallocation
and Stage IV, Not to Exceed Contract Award
Meeting Date: February 2 – 3, 2017

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). The Project will repurpose the building into the administrative and student services heart of the COE and serve as a gateway to the college for students, visitors, alumni and faculty/staff.

The primary goals for the H. M. Comer Renovation Project are as follows:

- House COE Administrative functions including the Dean’s office and administrative support functions and centralize COE Department Heads and Student Services;
- Create a welcoming and inviting environment for prospective students and visitors;
- Establish a “one stop shop” for student services;
- Produce an open office environment to encourage interaction and collaboration among COE administrative groups and provide flexibility as departments evolve;
- Modernize exterior and internal facilities and services to comply with campus design standards and Shelby Quad context;
- Design a bold entrance identity for the COE and the Shelby Complex. Design of the new exterior building envelope is to be complementary with and visually part of the adjacent North Engineering Research Center (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 a Center for Unique Business Enterprises (CUBE), a laboratory incubator space, to support, develop 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 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 bold entrance design 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 circulation space, gallery,

provide vertical visual connection and include a centralized monumental stair. The stair will provide access to 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. The interior build-back will include 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 the greater Shelby Quad complex.

H. M. Comer Hall is located at the west portal to the Shelby 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 exterior architecture to reflect the architectural context of the Shelby Quad and current University 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 an update of the aesthetic appearance of the building.

Also, the additional 2,200 gross square feet of space on the second floor and 2,452 on the third floor will allow the College to achieve the following:

- On the second floor, two faculty office suites can be included in an area adjacent to the Academic Advising Center. The two suites of faculty offices are envisioned to house faculty who may either:
 - (1) have increased levels of interactions with academic advisors, such as undergraduate program coordinators and faculty engaged in engineering education research, or
 - (2) have research interests associated with and supported by laboratories within NERC, which is directly adjacent and accessible from this area of H. M. Comer, or laboratories to be located within renovated H. M. Comer on the first floor, specifically the area designated for the CUBE.
- On the third floor, the added space will allow the COE to create a common or shared departmental office suite housing all of the College's department administrative offices. The envisioned departmental office suite will be on the same floor as the office of the dean, creating an "administrative leadership hub". It will also support interdisciplinary interactions within the College and afford the COE flexibility in the future as opportunities may dictate.

Realizing the opportunity to execute an early Demolition and Abatement package, which will markedly benefit the Project schedule and help eliminate the potential for undisclosed site conditions with the main Construction Renovation contract, this Project has been separated into two packages: Construction and Renovation and Demolition and Abatement.

Construction and Renovation will include the construction of the addition, installation of all new main building systems and exterior envelope elements, and the general

renovation of the building. Demolition and Abatement will include the removal of the brick and windows, abatement, demolition of any walls which are being relocated or removed, removal of all MEP systems, and the removal of all building finishes to be replaced.

THE UNIVERSITY OF ALABAMA SYSTEM
PROJECT PLANNING REPORT
DATE: February 2 - 3, 2017

INITIAL REPORT
 INTERIM REPORT
 FINAL REPORT
 3 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: KPS Group, Inc., Birmingham, Alabama

4. PROJECT STATUS:

A. SCHEMATIC DESIGN	DATE INITIATED	Feb-16
	% COMPLETE	100%
	* DATE COMPLETED	May-16
B. PRELIMINARY DESIGN:	DATE INITIATED	Jun-16
	% COMPLETE	100%
	* DATE COMPLETED	Aug-16
C. CONSTRUCTION DOCUMENTS:	DATE INITIATED	Sep-16
	% COMPLETE	60%
	* DATE COMPLETED	Feb-17
D. SCHEDULED BID DATE: (CONSTRUCTION AND RENOVATION)		Apr-17

5. CURRENT PROJECT BUDGET:	CURRENT	REVISED
A. CONSTRUCTION AND RENOVATION	\$ 18,139,081	\$ 16,556,815
B. DEMOLITION AND ABATEMENT	\$ -	\$ 1,582,266
C. LANDSCAPING	\$ 135,000	\$ 135,000
D. UTILITIES AND INFRASTRUCTURE	\$ 250,000	\$ 250,000
E. FURNITURE, FIXTURES, AND EQUIPMENT	\$ 1,650,000	\$ 1,650,000
F. SECURITY/ACCESS CONTROL	\$ 429,484	\$ 429,484
G. AUDIO/VISUAL	\$ 391,927	\$ 391,927
H. TELECOMMUNICATION/DATA	\$ 487,934	\$ 487,934
I. CONTINGENCY* (5%)	\$ 913,704	\$ 913,704
J. UA PROJECT MANAGEMENT FEE** (3%)	\$ 575,634	\$ 575,634
K. ARCHITECT/ENGINEER FEE - PROGRAMMING	\$ 75,000	\$ 75,000
L. ARCHITECT/ENGINEER FEE (7%)	\$ 1,262,236	\$ 1,262,236
M. EXPENSES (GEOTECH, CONSTRUCTION TESTING MATERIALS, SPECIAL	\$ 190,000	\$ 190,000
N. OTHER FEES AND SERVICES (TESTING, ADVERTISING, PRINTING)	\$ 100,000	\$ 100,000
O. TOTAL PROJECT COST	\$ 24,600,000	\$ 24,600,000

*Contingency is based on 5% of Construction and Renovation, Demolition and Abatement and Landscaping.

**UA Project management fee is based on 3% of Construction and Renovation, Demolition and Abatement, Landscaping and Contingency.

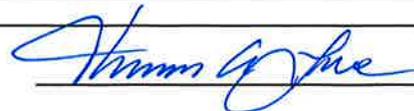
***Architect/Engineer fee is based on 7% of Construction and Renovation and Demolition and Abatement plus \$5,000 for programming confirmation services less a \$10,000 credit for interior design services and \$2,500 credit for landscape design services.

6. FUNDING/RESOURCES: 2017 Future General Revenue bonds - \$22,600,000
University funds - \$2,000,000

7. REMARKS

* FINAL AGENCY APPROVAL

SUBMITTED BY:



**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT**

BOARD OF TRUSTEES SUBMITTAL

Date: Meeting February 2 – 3, 2017

CAMPUS: The University of Alabama, Tuscaloosa, Alabama
PROJECT NAME: H. M. Comer Renovation
PROJECT LOCATION: 504 University Boulevard
ARCHITECT: KPS Group, Birmingham, AL

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<input type="checkbox"/> Stage I	<u>2015-2016 Annual Capital Development Plan</u>
<input type="checkbox"/> Stage II	<u>February 5, 2016</u>
<input type="checkbox"/> Stage III	<u>September 23, 2016</u>
<input type="checkbox"/> Scope and Budget Revision	<u>September 23, 2016</u>
<input checked="" type="checkbox"/> Scope Revision and Budget Reallocation	<u></u>
<input checked="" type="checkbox"/> Stage IV, Not to Exceed Contract Award	<u></u>

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input checked="" type="checkbox"/> Building Renovation	<input checked="" type="checkbox"/> Research (CUBE)	12%	8,067
<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Instructional	7%	4,891
<input type="checkbox"/> Campus Infrastructure	<input checked="" type="checkbox"/> Administrative and Services	37%	25,834
<input type="checkbox"/> Equipment	<input checked="" type="checkbox"/> Support and circulation	44%	32,657
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> Mezzanines to be removed	0%	(1,241)
TOTAL		100%	70,208

BUDGET	Percentage	Current	Revised
Construction and Renovation		\$ 18,139,081	\$ 16,556,815
Demolition and Abatement		\$ 0	\$ 1,582,266
Landscaping		\$ 135,000	\$ 135,000
Utilities and Infrastructure		\$ 250,000	\$ 250,000
Furniture, Fixtures and Equipment		\$ 1,650,000	\$ 1,650,000
Security/Access Control		\$ 429,484	\$ 429,484
Audio/Visual		\$ 391,927	\$ 391,927
Telecommunication/Data		\$ 487,934	\$ 487,934
Contingency*	5%	\$ 913,704	\$ 913,704
UA Project Management Fee**	3%	\$ 575,634	\$ 575,634
Architect/Engineer Fee – Programming		\$ 75,000	\$ 75,000
Architect/Engineer Fee***	7%	\$ 1,262,236	\$ 1,262,236
Expenses (Geotech, Construction Materials Testing, Special Inspections)		\$ 190,000	\$ 190,000
Other Fees and Services (surveys, testing)		\$ 100,000	\$ 100,000
TOTAL PROJECT COST		\$ 24,600,000	\$ 24,600,000

*Contingency is based on 5% of Construction and Renovation, Demolition and Abatement, and Landscaping.

**UA Project Management fee is based on 3% of Construction and Renovation, Demolition and Abatement, Landscaping and Contingency.

***Architect/Engineer fee is based on 7% of Construction and Renovation, Demolition and Abatement plus \$5,000 for programming confirmation services less a \$10,000 credit for interior design services and \$2,500 credit for landscape design services.

ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:	
(Utilities, Housekeeping, Maintenance, Insurance, Other)	
*4,652 sf x ~5.44/sf	\$ 25,307
TOTAL ESTIMATED ANNUAL O&M COSTS:	\$ 25,307

*H. M. Comer is an existing Education and General facility; as such, there is no change in the O&M for the existing building. The O&M costs reflected above are for the additional 4,652 GSF only.

FUNDING SOURCE:	
Capital Outlay:	
	2017 Future General Revenue bonds \$ 22,600,000
	University funds \$ 2,000,000
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; as such, ongoing O&M costs are funded from the annual operating budget.

NEW EQUIPMENT REQUIRED:	N/A
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RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

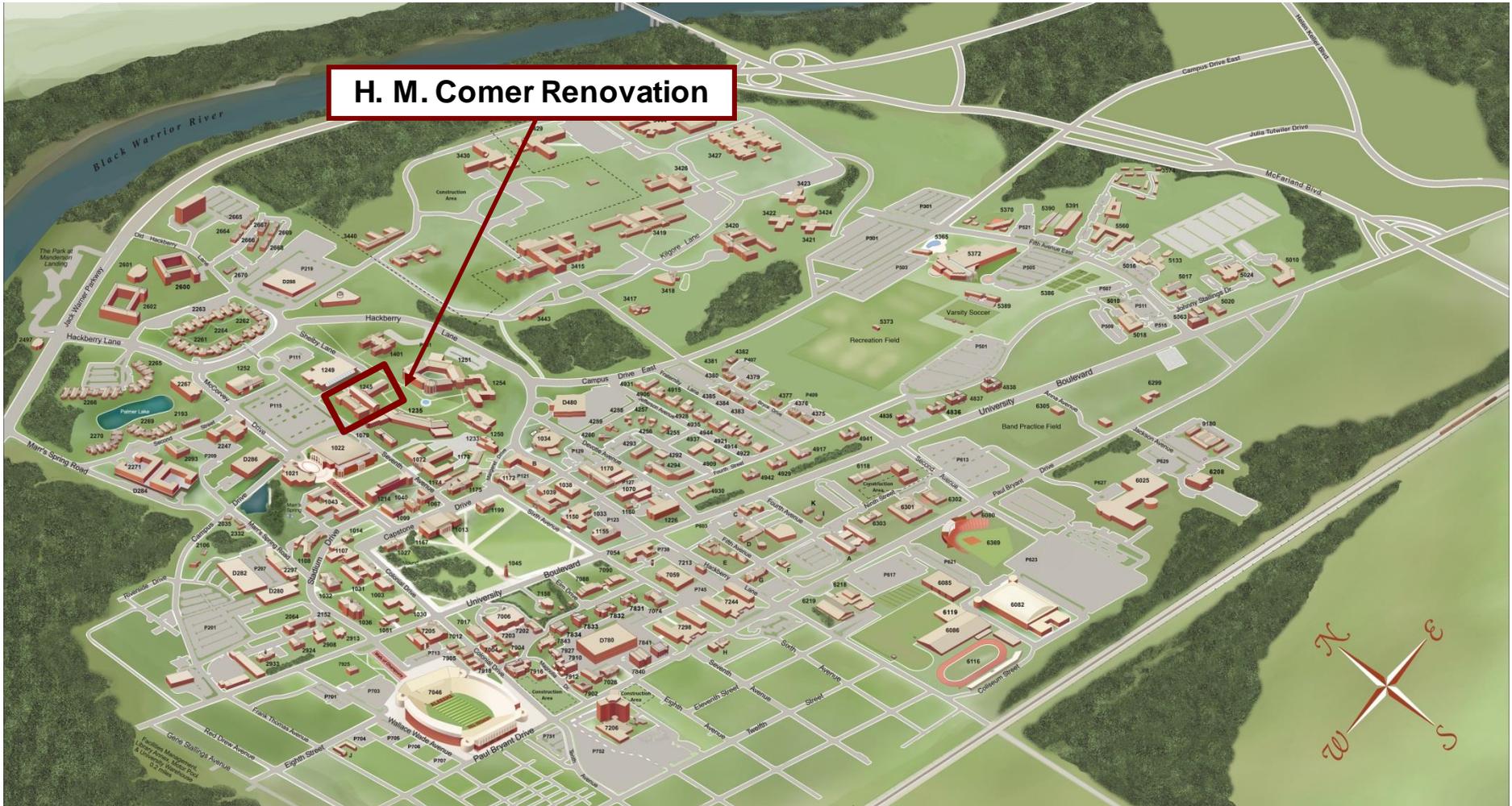
The H. M. Comer Renovation project (“Project”) will enhance existing programs by centralizing the College of Engineering executive team and professional staff. This reconfigured space will be conducive to planning meetings and providing improved services to undergraduate/graduate students.

This Project will enhance the learning and teaching environment by improving the facility’s interior and exterior appearance and 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.

In addition, the Project will improve the overall aesthetic of campus by addressing deferred maintenance issues on the exterior, including window replacement. The character of the building will be revised to reflect the architecture of the Shelby Quadrangle.

LOCATION MAP



H. M. Comer Renovation

H. M. COMER RENOVATION

View from North Ferguson parking lot looking east
without existing trees for clarity
Approved September 23, 2016

