

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

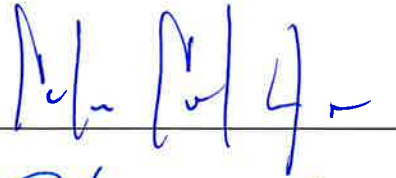
*** Board Submittal Checklist No. 1
Capital Project – Stage I Submittal /1
(General Information Package)**

Campus: The University of Alabama
Project Name: New Alumni Building
Meeting Date: February 2 – 3, 2017

- * ☒ 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 – Exhibit “K”, Board Rule 415
- ☒ 7. Campus map(s) showing Project site
- ☐ 8. Business Plan

This Project is being submitted as an amendment to the Campus Master Plan.

Prepared by:



Approved by:



/1 Reference Tab 3F – Board Rule 415 Instructional Guide

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

- * Basic documents required for this Board Submittal Package. Include other supporting materials, correspondence, etc., as may be required to fully describe or illustrate project being submitted for approval to Physical Properties Committee and Board of Trustees.




Division of
Financial Affairs

MEMO

December 21, 2016

To: Stuart R. Bell

From: Lynda Gilbert 

Subject: Board Item – Action: Campus Master Plan amendment and Stage I submittal:
New Alumni Building

Pursuant to Board Rule 415, The University of Alabama (“University”) is requesting approval from The Board of Trustees of The University of Alabama (“Board”) to amend the Campus Master Plan to include the New Alumni Building project (“Project”) to be located at 350 Campus Drive, East, on the southeast corner of the Peter Bryce campus.

Additionally, in accordance with Board Rule 415, the University is requesting the Board to consider approval of the Stage I submittal for this Project at a projected total budget amount of \$19,495,321. This proposed Project will accommodate employees from various departments within the Division of Advancement (“Advancement”) including Alumni Affairs, the Office of Development, and the Office of Planned Giving. This project will enhance the ability of Advancement and Alumni Affairs to engage their constituents in an accessible and attractive environment.

The proposed 42,000 square foot multi-story facility will provide small and large meeting rooms, event spaces and support space as well as offices and administration space for Advancement.

This Project will be funded from University Funds in the amount of \$19,495,321.

This Project location and program have been reviewed and are consistent with, 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 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/atchmnts: Michael Rodgers
Michael Lanier
Tim Leopard
Tom Love

RESOLUTION

NEW ALUMNI BUILDING

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval for a Stage I submittal for the New Alumni Building project (“Project”) to be located at 350 Campus Drive, East; and

WHEREAS, as the Project is not included in the University’s current approved Campus Master Plan, the University is requesting approval to amend its Campus Master Plan to include this Project; and

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

WHEREAS, the Project will be funded by University funds; and

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

BUDGET:	PRELIMINARY
Construction	\$ 15,100,000
Landscaping	\$ 207,000
Furniture, Fixtures, and Equipment	\$ 1,250,000
Telecommunication/Data	\$ 300,000
Contingency* (5%)	\$ 240,000
UA Project Management Fee** (3%)	\$ 765,350
Architect/Engineer Fee*** (5.8%)	\$ 482,171
Expenses (Geotech, Construction Materials Testing and special inspection)	\$ 875,800
Other Fees and Services (testing, advertising, printing)	\$ 275,000
TOTAL PROJECT COST	\$ 19,495,321

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

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

***Architect/Engineer Fee is based on 5.8% of construction.

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

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

BE IT FURTHER RESOLVED that the Campus Master Plan for The University of Alabama be, and hereby is, amended to reflect the Project to be located on University property.

ATTACHMENT NO. 1

Project: New Alumni Building
BOT Submittal – Campus Master Plan amendment
and Stage I
Meeting Date: February 2 – 3, 2017

Project Summary

NEW ALUMNI BUILDING

The New Alumni Building project (“Project”) will be a 42,000 gross square foot facility located at 350 Campus Drive East on the southeast corner of the Peter Bryce campus. This Project will serve as the new home for several departments within The University of Alabama’s (“University”) Division of Advancement (“Advancement”), including Alumni Affairs, the Office of Development, and the Office of Planned Giving.

The multi-story facility will provide small and large meeting rooms, event spaces and event support space. The building will also provide offices and administration space for the staff of Advancement.

The opportunity to consolidate offices from the Division of Advancement into one facility has several benefits, including shared meeting space, shared resources, and synergy among fundraising and alumni/donors. Most importantly, this facility will create a distinctive and recognizable home for tens of thousands of University Alumni, numerous private foundations and corporate donors to the University.

The building location will provide exterior areas that overlook Peter Bryce Park, which will provide expanded event space. Also, accessible parking exists in the northeast corner lot, which will limit the requirement to construct new parking. This location is also beneficial due to the adjacency of support infrastructure to the proposed building location.

**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT**

BOARD OF TRUSTEES SUBMITTAL

Meeting Date: February 2 – 3, 2017

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: New Alumni Building

PROJECT LOCATION: 350 Campus Drive East, southeast corner of the Peter Bryce campus

ARCHITECT: To be determined

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<input checked="" type="checkbox"/> Campus Master Plan amendment	_____
<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 checked="" type="checkbox"/> New Construction	Assembly and Office	100%	42,000
<input type="checkbox"/> Building Addition			
<input type="checkbox"/> Building Renovation			
<input type="checkbox"/> Campus Infrastructure			
<input type="checkbox"/> Equipment			
<input type="checkbox"/> Other			
TOTAL		100%	42,000

BUDGET	Percentage	Preliminary
Construction		\$ 15,100,000
Landscaping		\$ 207,000
Furniture, Fixtures, and Equipment		\$ 1,250,000
Security/Access Control		\$ 300,000
Telecommunication/Data		\$ 240,000
Contingency*	5%	\$ 765,350
UA Project Management Fee**	3%	\$ 482,171
Architect/Engineer Fee***	5.8%	\$ 875,800
Other Fees and Services (testing, advertising, printing)		\$ 275,000
TOTAL PROJECT COST		\$ 19,495,321

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

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

***Architect/Engineer Fee is based on 5.8% of construction.

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

Per GSF: 42,000 gsf x ~\$7.26/gsf	\$	305,205
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TOTAL ESTIMATED ANNUAL O&M COSTS:	\$	305,205
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FUNDING SOURCE:

Capital Outlay:

University funds	\$	19,495,321
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O&M Costs:

New Alumni Building departmental funds	\$	305,205
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NEW EQUIPMENT REQUIRED:

N/A

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The New Alumni building project ("Project") will accommodate various staff from the Division of Advancement, including Alumni Affairs, the Office of Development and the Office of Planned Giving, with larger, more accommodating and welcoming space and will enhance several current programs, including those focusing on undergraduate enrollment. The NAA's (National Alumni Association) Discovering BAMA tour program has grown exponentially. Alumni Hall, Alumni Affairs' current facility, is difficult to locate and parking for prospective students and their parents is a challenge. Tours begin at Alumni Hall, and many times, this is the first building entered by first-time visitors. A more welcoming building will enhance visitors' experience.

A new facility is required to capitalize on the opportunities that will be created through a growing alumni base, expanded staff, more identified donor prospects, an increased fundraising profile among all constituent groups, and a strategic approach to alumni engagement and fundraising. The building will build cohesiveness across the Advancement Division and that synergy will carry far beyond the Division to impact the Colleges and other units across the campus.

With a larger facility, Advancement will be able to accommodate several events that currently require the use of rental space. The Alumni Luncheon, held on A-Day, typically welcomes 300-500 alumni, friends, students, faculty and staff. A new facility would allow the NAA to hold that function on site – again, strengthening the bond of alumni and donors to the University.

Attachment K to Board Rule 415

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

FY: 2016-2017

Project Name/Category: New Alumni Building
350 Campus Drive, East, southeast corner of Peter Bryce campus

Campus: The University of Alabama

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

<input checked="" type="checkbox"/> increase space inventory	0.3 % increase	42,000 GSF
<input type="checkbox"/> replace space inventory	% replacement	GSF
<input type="checkbox"/> renovation of existing space only		GSF

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

Comments:

It is anticipated that the Bryant Conference Center will utilize the vacated Alumni Hall in which Alumni Affairs is currently housed.

The space in Rose Administration that the Division of Advancement's Offices of Development and Planned Giving will vacate will be repurposed for other administrative functions.

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

☐ Yes ☒ No, Campus Master Plan Amendment Required

If Campus Master Plan amendment required, explain:

The proposed location will facilitate access due to the visibility of the proposed facility from Campus Drive and the availability of adjacent parking. This location is also beneficial due to the adjacency of support infrastructure to the proposed building location. The location, adjacent to Peter Bryce Park and greenspace will also provide an engaging vista for visitors and the staff. The Division of Advancement, that includes Alumni Affairs, the Office of Development and the Office of Planned Giving, is a critical element in engaging external audiences. Housing these offices together will create greater

synergy in the identification, engagement, cultivation and stewardship of alumni and donors.

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 (NASF)	Existing Space Utilization Data (See Notations)
300 Office Facilities				
310 Office	67	67	8,810	100%
315 Office Service	19		3,432	100%
350 Conference Room	2	38	1,150	100%
355 Conference Room Service	6		1,650	100%
600 General Use Facilities				
610 Assembly	2		1,700	100%
680 Meeting Room	1	300	4,500	100%
685 Meeting Room Service	6		1,650	100%
700 Support Facilities				
710 Central Computer or Telecommunications	1		250	100%
715 Central Computer or Telecommunications Service	2		240	100%

Comments/Notations:

Data reported on latest fiscal year data available.

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

All spaces are occupied and there is currently no availability to accommodate additional staff.

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

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

Comments:

This Project will accommodate staff of the Division of Advancement with larger, more accommodating and welcoming space and will enhance several current programs, including those focusing on undergraduate enrollment. The NAA's (National Alumni Association) Discovering BAMA tour program has grown exponentially. Alumni Hall, Alumni Affairs' current facility, is difficult to locate and parking for prospective students and their parents is a challenge. Tours begin at Alumni Hall, and many times, this is the first building entered by first-time visitors. A more welcoming building will enhance the visitor's experience.

In addition, scholarship donor appreciation luncheons and receptions are currently held in rented space across campus or off campus. A larger, more accommodating building would allow the receptions to be held in the facility and build stronger bonds between donors, scholarship recipients and alumni and development staffs.

Two of the large student groups sponsored by the NAA, the Student Alumni Association and FATE (Future Alumni for Tradition and Excellence), would be able to host more functions in the new facility. The large number of student members requires that many of their meetings/functions be held in other on-campus facilities. Hosting functions in a larger facility would strengthen the bond between current students and the NAA and also expose these students to the importance of philanthropy in the success of the institution. This normally results in continued engagement with The University of Alabama ("University") after graduation.

With a larger facility, Advancement will be able to accommodate several events that currently require the use of rental space. The Alumni Luncheon, held on A-Day, typically welcomes 300-500 alumni, friends, students, faculty and staff. A new facility would allow the NAA to hold that function on site—again, strengthening the bond of alumni and donors to the University. Alumni Council meetings, currently held in other facilities on campus, could be moved to the new facility. Finally, the current board/conference rooms of the Alumni Affairs and Offices of Development and Planned Giving are not large enough to accommodate the NAA's Executive Committee (Board of Directors) meetings each quarter nor meetings of volunteers who lead fundraising campaigns.

The new facility will also allow the University to raise more funds through private gifts. Not only will it provide much needed office space for existing and expanded staff, it will also allow new fundraising programs, such as crowd funding and faculty/staff and "day of giving" campaigns that will directly result in more charitable contributions flowing to the Capstone. Additionally, it will provide a consistent, premier location for announcements of noteworthy new gifts to support the University.

The bottom line is that currently, the efforts of the NAA and Office of Development are being limited by physical space, and that should not be a significant hurdle at The

University of Alabama. We can do more in these areas, but a new facility is required to capitalize on the opportunities that will be created through a growing alumni base, expanded staff, more identified donor prospects, an increased fundraising profile among all constituent groups and a strategic approach to alumni engagement and fundraising. The building will build cohesiveness across the Advancement Division and that synergy will carry far beyond the Division to impact the Colleges and other units across the campus.

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:

Bob Pierce, Vice President for Advancement
 Calvin Brown, Associate Vice President for Alumni Affairs
 Debbie Vaughn, Associate Vice President for Development
 Dan Wolfe, University Planner and Designer
 Tim Leopard, Associate Vice President for Construction
 Garrett Goodman, Staff Architect
 Executive Committee (Board of Directors) for the National Alumni Association

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

Source(s)	New Funds (FY_____)	Reserves	Status ^{/7}
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		\$19,495,321	Pending
Totals		\$19,495,321	Pending

^{/7} Approved, allocated, pending

Comments:

This Project will be funded with University funds in the amount of \$19,495,321.

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 2015- 2016 Base Data /8	First Full /YR Occupancy FY 2018	Successive Five (5) Year Projections /9
Maintenance	\$ 79,695	\$ 82,029	\$ 422,194
Elevator Service	\$ 4,200	\$ 4,323	\$ 22,250
Building Repairs	\$ 26,565	\$ 27,343	\$ 140,731
Building Services	\$ 70,560	\$ 84,808	\$ 373,800
Electric, Natural Gas, Steam	\$ 90,433	\$ 93,081	\$ 479,078
Chilled Water			
Water and Sewer	\$ 5,460	\$ 5,621	\$ 28,925
Insurance	\$ 3,993	\$ 4,110	\$ 21,156
Safety Support	\$ 3,360	\$ 3,458	\$ 17,802
Operations Staff Support Funding	\$ 420	\$ 432	\$ 2,225
Other			
Totals	\$284,686	\$305,205	\$1,508,161

/8 Latest Fiscal Year Data used as Base Year for Projections

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

Comments:

Base data was obtained from the following University departments: Energy Management, Electrical Maintenance, Facilities Management, Environmental Health and Safety and Risk Management.

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

Source(s)	Occupancy Yr ^{/9} (FY 2018)	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 – UA Operating Funds	\$305,205	\$1,508,161	Pending
Total/YR	\$305,205	\$1,508,161	Pending

^{/9} Initial Full Yr of Occupancy

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

^{/11} Funds Reallocated from other sources

^{/7} Approved, allocated, pending

Comments:

Ongoing O&M costs will be funded from the New Alumni Building departmental funds.

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

\$ 0 0 % of Total Development Costs

Comments:

This is new building construction. Subsequent projects occupying the existing space vacated by these programs will reduce future renewal liabilities.

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

Comments:

Alternative solutions for this Project included expansion of the current Alumni Hall and further distribution of the Offices of Development and Planned Giving staff throughout Rose Administration. Limitations and inefficiencies in the potential design and functionality of expanded/added space made this alternative undesirable.

Another alternative was renovation of, and an addition to, the Superintendent's Home on the Peter Bryce campus. This alternative, however, was not pursued because the renovated building would not be large enough to encompass the needs of the program. The expansion would have to be significantly larger than the existing facility and would not aesthetically compliment the historic structure.

A final option was to consider renovated space within a larger facility elsewhere on the Peter Bryce campus. It was determined that having a separate, dedicated building is critical to maintaining the identity of the NAA and accommodating the wide range of functions the NAA hosts and sponsors.

/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:**

This proposed Project will provide significantly improved and appropriate space for meetings, functions and events that the ever-growing alumni base expects. The current alumni facility is outdated. Advancement is a critical element in engaging external audiences, and housing these departments together will create greater synergy in the identification, engagement, cultivation and stewardship of alumni and donors.

As the University continues to grow and attract the "best and brightest" students, the alumni population grows. With that comes an expectation of what alumni and development facilities should entail. The new building will be considered a "crown jewel" of campus and will be a significant gathering place for internal and external audiences.

UA currently boasts a living alumni population more than 200,000 strong, and with approximately 9,000 new alumni being added to the ranks on an annual basis, the size of the Crimson Tide Nation is growing exponentially. The resources required to support, cultivate and engage this base from both an involvement and philanthropic perspective must also grow. This cannot be accomplished without a facility capable of housing not only the current staffs of the NAA and Office of Development, but the number of staff that will be necessary to fulfill the mission, goals and objectives of these departments for decades to come. A new facility for the NAA and Development will position the University for appropriate and comprehensive alumni and donor engagement for decades to come.

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

Through intentional programming, planning, design and construction, a new alumni and development facility will provide students, alumni, donors, faculty and staff valuable opportunities to increase engagement and connectivity to the University. A new, impressive building will attract and welcome former students back to campus—something the current Alumni Hall does not do. This will result in great engagement and improved fundraising to support the pillars of the institutional strategic plan.

The University is already in a strong position, one of which all students, faculty, staff alumni, administrators and leadership can be proud. The institution has not reached its potential, however, in the area of fundraising. Plans are being discussed and infrastructure is being built to launch a major, comprehensive campaign in the next three years of more than \$1 billion. The goals of the capital campaign will be built around the pillars of the new institutional strategic plan. Having strategic and campaign goals in alignment is not enough, however. There must be additional staff in place to execute the campaign plan and work the “front line” of fundraising by being in front of prospects asking for major gifts. The plan for hiring these additional staff members is being developed, but as it currently stands, there is no place for them to be housed for offices and programming space. The new facility will resolve that issue and allow the NAA and Office of Development to generate private funds to financially support the priorities of the University strategic plan.

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

Comments:

The University would continue to miss opportunities for meaningful and substantive engagement with alumni and friends. A new facility will exponentially increase a desire to “come home” to a welcoming, accommodating and impressive building. The construction of a new facility would energize the alumni base and provide the opportunity to engage with additional donors. It will also raise the profile of the Division of Advancement. Otherwise, events and programming must continue to use outside facilities, decreasing attendance.

In addition, as a capital campaign approaches, more space for development officers and other support staff is a critical need. This facility would accommodate additional development officers and provide space for the human resources needed for a successful campaign.

The project is needed for upgrading the facilities for the National Alumni Association but it is necessary for creating new space to house the University's Office of Development. The University is woefully understaffed in the fundraising area, particularly with major gift development officers. Once resources are allocated to expand the fundraising staff, which will be required to successfully launch and complete a \$1+ billion capital campaign, offices and programming space will be necessary to house the new members of the development staff. It is expected that the total number of fundraising staff could grow by 15 to 25 over the next five years.

LOCATION MAP

