

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

**\* Board Submittal Checklist No. 3 /1**  
**Capital Project – Stage III and Revised Scope and Budget Submittals**  
**(Architectural Design and Revised Scope and Budget)**

Campus: The University of Alabama  
Project Name: University Archive Facility  
Meeting Date: September 20 – 21, 2018

- 1. Completed Board Submittal Checklist No.3
- 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 Resolution requesting approval of the Project Design by the Board of Trustees (Architectural Design and authority to proceed with final construction documents)
- 4. Campus correspondence/photographs providing supplemental project information
- 5. Executive Summary of Proposed Capital Project /2
- 6. Project Summary (Brief description of project and materials of construction)
- 7. Project Planning Report /2
- 8. Architectural rendering of project (Final design prior to the initiation of construction documents on the project)
- 9. Campus map(s) showing location of 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 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.

## RESOLUTION

### UNIVERSITY ARCHIVE FACILITY

WHEREAS, in accordance with Board Rule 415, on April 7, 2017, The Board of Trustees of The University of Alabama (“Board”) approved a Stage I submittal for The University of Alabama Archive Facility Project, an addition to The University of Alabama Book Storage Facility (“Project”) located at 1425 14<sup>th</sup> Street; and

WHEREAS, on June 16, 2017, the Board authorized The University of Alabama (“University”) to proceed with architect negotiations with Seay Seay & Litchfield Architects, of Montgomery, Alabama; and

WHEREAS, upon completion of final negotiations the University has established a final design fee of 6.3% of the cost of construction and specialized mobile shelving plus \$15,000 for tie-in to the existing building and an amount not to exceed \$5,000 for reimbursable expenses; and

WHEREAS, following validation of the current and future storage needs, the University proposes to revise the scope of the Project to decrease the number of specialized mobile shelving units and increase the number of fixed shelving units resulting in a reduced building height from approximately 32 feet to approximately 28 feet to accommodate shelving units 24 feet in height and to include in-floor mounting rails in the archival area for future high-density shelving; and

WHEREAS, the University is requesting approval of a revised budget from \$6,239,664 to \$6,340,350 to reflect the revised scope and the final negotiated design fee; and

WHEREAS, responsible officials at the University have received renderings for the Stage III submittal and are recommending approval of said design; 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 from University Funds in the amount of \$6,340,350; and

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

BUDGET:	REVISED
Construction	\$ 3,575,000
Specialized Mobile Shelving	\$ 1,585,000
Landscaping	\$ 30,000
Security/Access Control	\$ 25,000
Telecommunication/Data	\$ 25,000
Contingency* (10%)	\$ 519,000
UA Project Management Fee** (3%)	\$ 171,270
Architect/Engineer Fee – Programming	\$ 20,000
Architect/Engineer Fee*** (~9.6%)	\$ 345,080
Expenses (Geotech, Construction Materials Testing, Special Inspections)	\$ 35,000
Other Fees and Services (testing, advertising, printing)	\$ 10,000
<b>TOTAL PROJECT COST</b>	<b>\$ 6,340,350</b>

\*Contingency is based on 10% of construction, mobile shelving, and landscaping.

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

\*\*\*Architect/Engineer Fee is based on 6.3% of the cost of construction and specialized mobile shelving plus \$15,000 for tie-in to the existing building and an amount not to exceed \$5,000 for reimbursable expenses.

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

1. The revised scope and budget for this Project as stipulated above is hereby approved.
2. The Stage III submittal for the Project is hereby approved.



Division of  
Financial Affairs

**MEMO**

August 17, 2018

To: Stuart R. Bell

From: Matthew M. Fajack 

Subject: Board Item – Action, Stage III and Revised Scope and Budget submittals:  
University Archive Facility

Pursuant to Board Rule 415, The University of Alabama (“University”) has received renderings for the University Archive Facility project (“Project”) and is requesting the Board of Trustees of The University of Alabama (“Board”) to consider approval of the Stage III submittal based on the renderings presented.

Additionally, upon completion of final negotiations with Seay Seay & Litchfield Architects of Montgomery, Alabama, The University has established a final design fee of 6.3% of the cost of construction and specialized mobile shelving plus \$15,000 for tie-in to the existing building and an amount not to exceed \$5,000 for reimbursable expenses.

Following validation of the current and future storage needs, the University proposes to revise the scope of the Project to decrease the number of specialized mobile shelving units and increase the number of fixed shelving units. Doing so will reduce the building height from approximately 32 feet to approximately 28 feet to accommodate shelving units 24 feet in height. In-floor mounting rails will be included in the archival area for future high-density shelving in that area.

Therefore, the University is requesting approval of a revised budget from \$6,239,664 to \$6,340,350 to reflect the revised scope and the final negotiated design fee.

The Project will be funded with University Funds in the amount of \$6,340,350.

The Project location, design, and program have been reviewed and are consistent with University Design Standards and the principles contained therein. I have attached an Executive Summary, Resolution, Project Summary, Project Planning Report, Location map and Renderings for your review. Subject to your approval, I recommend this item be forwarded to the Chancellor for inclusion as an Action Item on the agenda of the Physical Properties Committee at the Board of Trustees meeting scheduled for September 20 – 21, 2018.

MMF/cj

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

**EXECUTIVE SUMMARY  
PROPOSED CAPITAL PROJECT**

**BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: September 20 – 21, 2018

**CAMPUS:** The University of Alabama, Tuscaloosa, Alabama  
**PROJECT NAME:** University Archive Facility  
**PROJECT LOCATION:** 1425 14<sup>th</sup> Street  
**ARCHITECT:** Seay Seay & Litchfield Architects, Montgomery, Alabama

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<input type="checkbox"/> Stage I	<u>April 7, 2017</u>
<input type="checkbox"/> Stage II	<u>June 16, 2017</u>
<input checked="" type="checkbox"/> Stage III	_____
<input checked="" type="checkbox"/> Revised Scope and Budget	_____
<input type="checkbox"/> Stage IV	_____

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input type="checkbox"/> Building Construction			
<input checked="" type="checkbox"/> Building Addition	Warehouse Storage	100%	14,207
<input type="checkbox"/> Building Renovation			
<input type="checkbox"/> Campus Infrastructure			
<input type="checkbox"/> Equipment			
<b>TOTAL</b>		<b>100%</b>	<b>14,207</b>

BUDGET	Current	Revised
Construction	\$ 3,133,000	\$ 3,575,000
Specialized Mobile Shelving	\$ 0	\$ 1,585,000
Landscaping	\$ 30,000	\$ 30,000
Furniture, Fixtures and Equipment	\$ 2,400,000	\$ 0
Security/Access Control	\$ 25,000	\$ 25,000
Telecommunication/Data	\$ 25,000	\$ 25,000
Contingency* (10%)	\$ 316,300	\$ 519,000
UA Project Management Fee** (3%)	\$ 104,379	\$ 171,270
Architect/Engineer Fee – Programming	\$ 20,000	\$ 20,000
Architect/Engineer Fee*** (6.3%/~9.6%)	\$ 140,985	\$ 345,080
Expenses (Geotech, Construction Materials Testing, Special Inspections)	\$ 35,000	\$ 35,000
Other Fees and Services (testing, advertising, printing)	\$ 10,000	\$ 10,000
<b>TOTAL PROJECT COST</b>	<b>\$ 6,239,664</b>	<b>\$ 6,340,350</b>

\*Contingency is based on 10% of construction, mobile shelving, and landscaping.  
 \*\*UA Project Management Fee is based on 3% of construction, specialized mobile shelving, landscaping, and contingency.  
 \*\*\*Architect/Engineer Fee is based on 6.3% of the costs of construction and mobile shelving plus \$15,000 for tie-in to the existing building and an amount not to exceed \$5,000 for reimbursable expenses.

<b>ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&amp;M) COSTS:</b>		
(Utilities, Housekeeping, Maintenance, Insurance, Other)		
Per GSF: 14,207 gsf x ~\$5.99/gsf	\$	85,100
<b>TOTAL ESTIMATED ANNUAL O&amp;M COSTS:</b>	<b>\$</b>	<b>85,100</b>

<b>FUNDING SOURCE:</b>		
Capital Outlay:		
University Funds	\$	6,340,350
O&M Costs: University Annual Operating Funds	\$	85,100

<b>NEW EQUIPMENT REQUIRED:</b>
Warehouse Vertical, Mobile Storage Shelving

<p><b>RELATIONSHIP &amp; ENHANCEMENT OF CAMPUS PROGRAMS:</b></p> <p>The University Archive Facility project (“Project”) is the first step in the realignment of Library space in order to meet the strategic plan of The University of Alabama (“University”) and to transform University Libraries as necessary to support the growth of the University, the academic mission, and the teaching, research and learning environment in the 21<sup>st</sup> Century. This Project will provide space for current and future collections and archives; thereby, providing the opportunity to redevelop the current collection areas in Library facilities for student centric space, faculty offices, and other uses.</p> <p>Consolidating collections and archives will allow for more efficient management and operations and allow the University to meet its commitment as a United States Federal Depository Library, regional depository for the State of Alabama, and as a member of the Scholars Trust research library consortia.</p> <p>With the increased emphasis on research, adequate Library space and collections are essential to supporting research activities.</p>
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**ATTACHMENT NO. 1**

Project: University Archive Facility  
BOT Submittal: Stage III and Revised Scope & Budget  
Meeting Date: September 20 – 21, 2018

## **Project Summary**

### **UNIVERSITY ARCHIVE FACILITY**

The University Archive Facility project will consist of an addition to the existing University of Alabama (“University”) Book Storage Facility located at 1425 14<sup>th</sup> Street (“Project”) in the area of the University Facilities compound. Space for this addition was planned when the Book Storage Facility was originally constructed, and the building pad is roughly in place to the west of the existing building.

This Project is the first step in the realignment of Library space in order to meet the strategic plan of the University and to transform University Libraries as necessary to support the growth of the University, the academic mission, and the teaching, research and learning environment in the 21<sup>st</sup> century. This Project will provide space for current and future collections and archives; thereby providing the opportunity to redevelop the current collection areas in Library facilities for student centric space, faculty offices, and other uses.

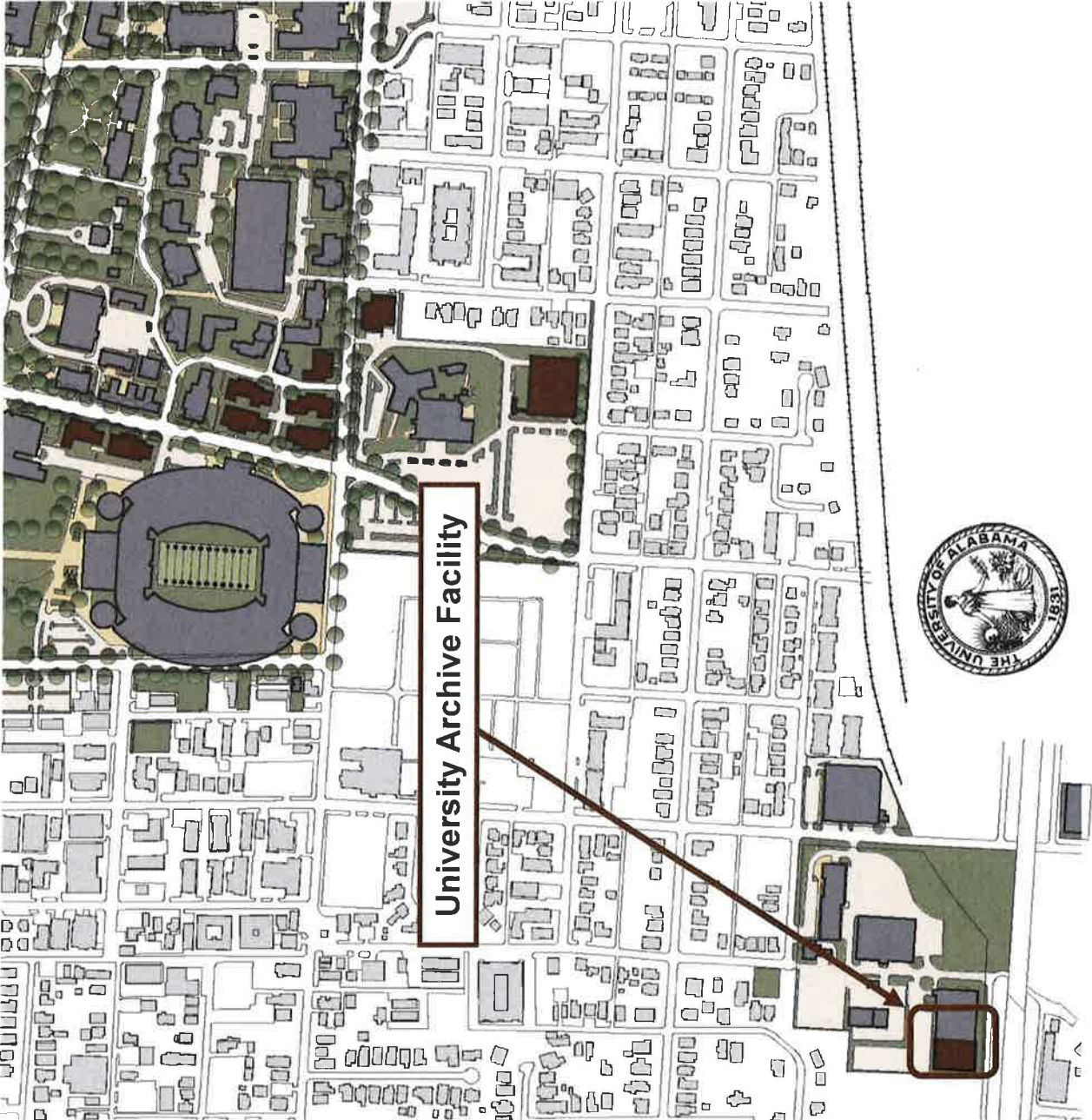
The final design has reduced the overall building size to 14,207 gross square feet, without impacting the program, and compartmentalized the facility between archival, special collections, and normal volume retention spaces. The archival and special collections area will be hardened, and the special collections section will include specialized fire suppression and mechanical systems to appropriately protect the collections. The normal volume retention space will be an extension of the existing pre-engineered metal building structure.

Following validation of the storage needs, the University proposes to decrease the number of specialized mobile shelving units and increase the number of fixed shelving units. Doing so will reduce the building height from approximately 32 feet to approximately 28 feet to accommodate shelving units 24 feet in height. The in-floor mounting rails will be included in the archival area for future high-density shelving in that area.

The use of high density vertical shelving will yield an approximate 8:1 gain in square footage at a minimum. i.e., for every square foot of high density vertical shelving 8 square feet of space will be gained in the core of campus for other uses.

It is anticipated that the shelving will be provided in phases as needed. This phase will accommodate collections and archives currently housed in Gorgas Library and Mary Harmon Bryant and accommodate temporary storage during planned renovations of Gorgas Library. Future shelving installations would accommodate materials from Bruno, Rodgers, and McLure Libraries and future collections and archive needs.

# LOCATION MAP



University Archive Facility





# UNIVERSITY ARCHIVE FACILITY

Vantage Points



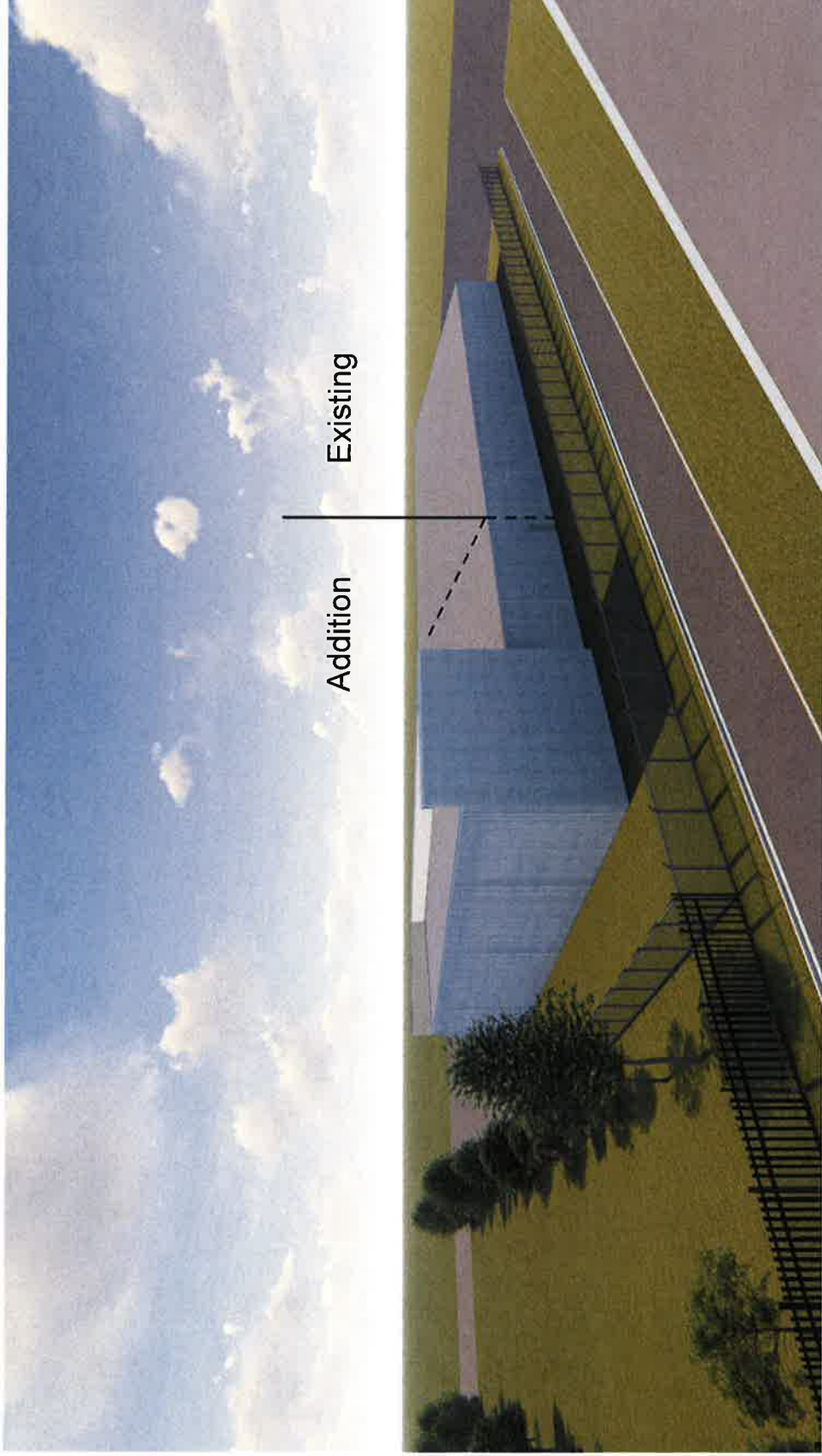
# UNIVERSITY ARCHIVE FACILITY

Existing Facility  
Vantage Point 1  
View from 15<sup>th</sup> Street Looking Northeast



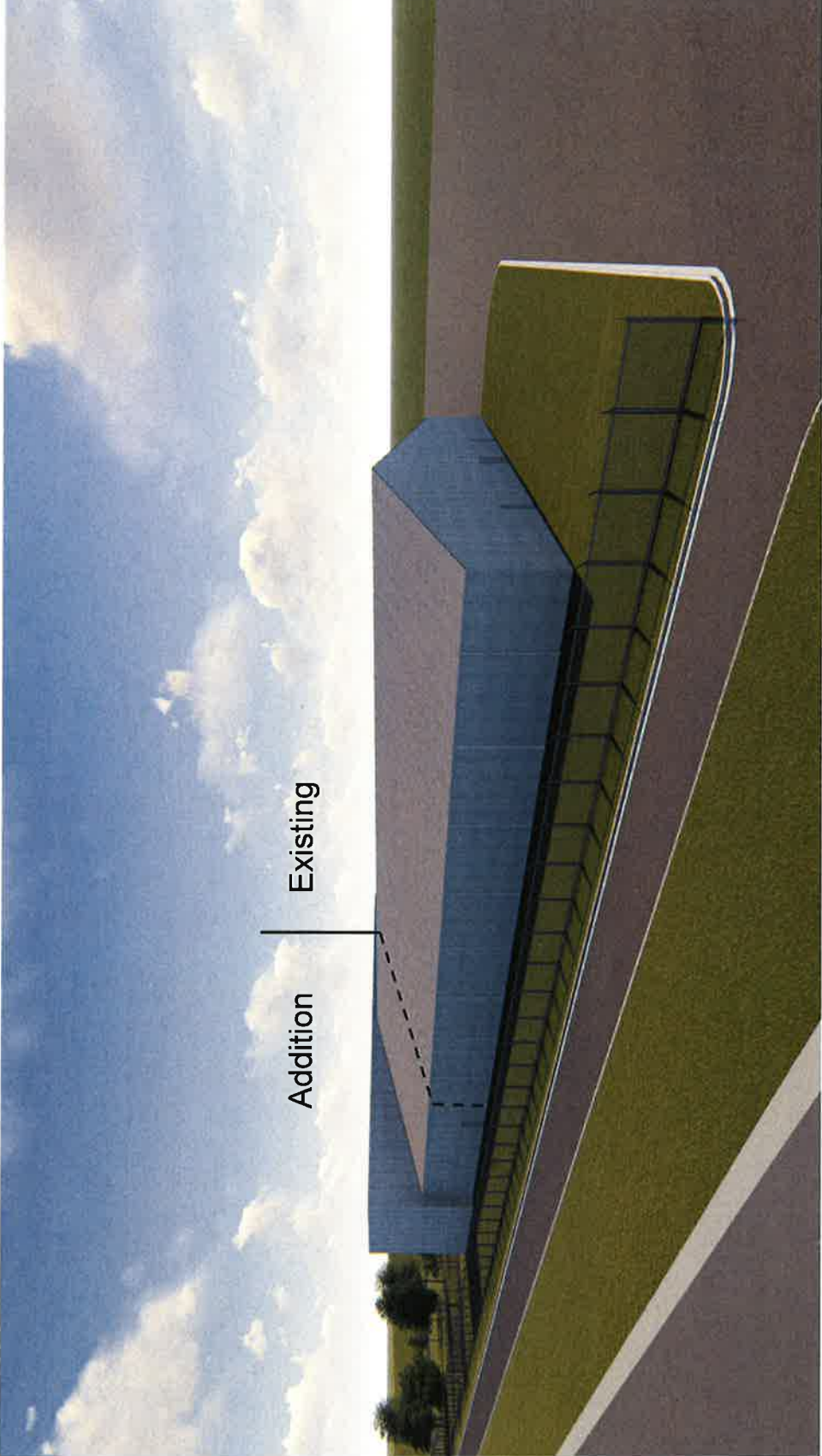
# UNIVERSITY ARCHIVE FACILITY

Proposed Facility  
Vantage Point 1  
View from 15<sup>th</sup> Street Looking Northeast



# UNIVERSITY ARCHIVE FACILITY

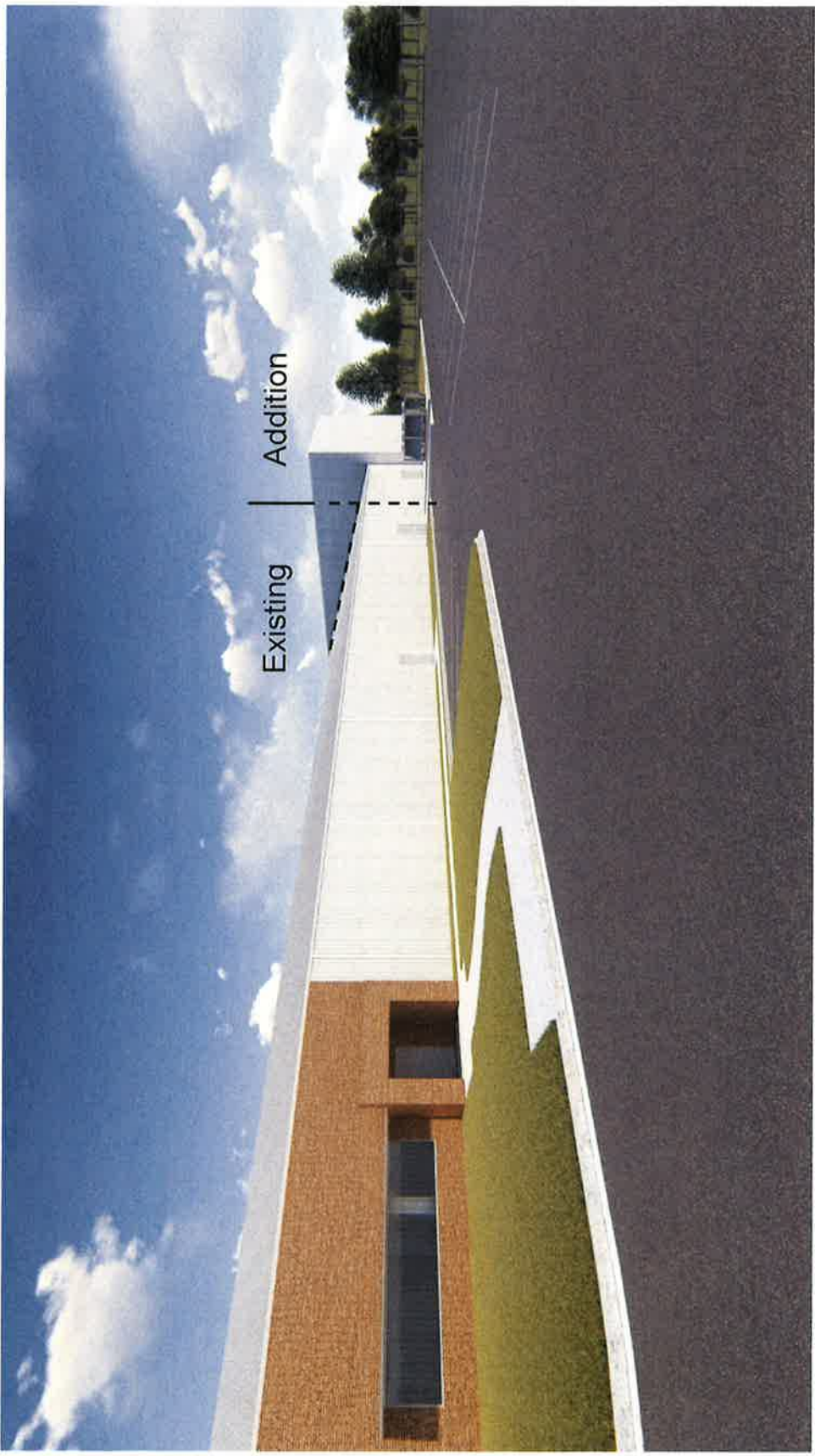
Proposed Facility  
Vantage Point 2  
View from 15<sup>th</sup> Street Looking Northwest



# UNIVERSITY ARCHIVE FACILITY

Proposed Facility  
Vantage Point 3

View from Facility Administration Building Parking Lot Looking Southwest



THE UNIVERSITY OF ALABAMA SYSTEM  
PROJECT PLANNING REPORT  
DATE: September 20 - 21, 2018

INITIAL REPORT  
X INTERIM REPORT  
   FINAL REPORT  
   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: University Archive Facility

2. LOCATION: 1425 14th Street

3. ARCHITECT/ENGINEER: Seay Seay & Litchfield Architects, Montgomery, Alabama

4. PROJECT STATUS:			
A. SCHEMATIC DESIGN	DATE INITIATED		May-18
	% COMPLETE		100%
	* DATE COMPLETED		Jul-18
B. PRELIMINARY DESIGN:	DATE INITIATED		Jul-18
	% COMPLETE		25%
	* DATE COMPLETED		Aug-18
C. CONSTRUCTION DOCUMENTS:	DATE INITIATED		Aug-18
	% COMPLETE		0%
	* DATE COMPLETED		Nov-18
D. SCHEDULED BID DATE:			Dec-18

5. CURRENT PROJECT BUDGET:	CURRENT	REVISED
A. CONSTRUCTION	\$ 3,133,000	\$ 3,575,000
B. SPECIALIZED MOBILE SHELVING	\$ -	\$ 1,585,000
C. LANDSCAPING	\$ 30,000	\$ 30,000
D. FURNITURE, FIXTURES AND EQUIPMENT	\$ 2,400,000	\$ -
E. SECURITY/ACCESS CONTROL	\$ 25,000	\$ 25,000
F. TELECOMMUNICATION/DATA	\$ 25,000	\$ 25,000
G. CONTINGENCY* (10%)	\$ 316,300	\$ 519,000
H. UA PROJECT MANAGEMENT FEE** (3%)	\$ 104,379	\$ 171,270
I. ARCHITECT/ENGINEER FEE - PROGRAMMING	\$ 20,000	\$ 20,000
J. ARCHITECT/ENGINEER FEE*** (6.3%/~9.6%)	\$ 140,985	\$ 345,080
K. EXPENSES (GEOTECH, CONSTRUCTION MATERIALS TESTING, INSPECTIONS)	\$ 35,000	\$ 35,000
L. OTHER FEES AND SERVICES (SECURITY, ADVERTISING, POSTAGE)	\$ 10,000	\$ 10,000
<b>M. TOTAL PROJECT COST</b>	<b>\$ 6,239,664</b>	<b>\$ 6,340,350</b>

\*Contingency is based on 10% of construction, mobile shelving, and landscaping.

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

\*\*\*Architect/Engineer Fee is based on 6.3% of the costs of construction and mobile shelving plus \$15,000 for tie-in to the existing building and an amount not to exceed \$5,000 for reimbursable expenses.

6. FUNDING/RESOURCES: University Funds - \$6,340,350

7. REMARKS \_\_\_\_\_

\* FINAL AGENCY APPROVAL

SUBMITTED BY:

Tim Leopard