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

* Board Submittal Checklist No. 4
Capital Project – Contract Award and Budget Reallocation
(Contract Award and Reallocated Budget)

Campus: ____________________________ The University of Alabama
Project Name: ___________________ University Hall
Meeting Date: _____________________ February 8 – 9, 2018

* ☒ 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, Revised Construction Budget, and Revised Project Budget
   ☒ 4. Campus correspondence/photographs providing supplemental project information
   ☒ 5. Revised 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. Revised Project Summary
   ☒ 7. Revised 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

Prepared by: _______________________

Approved by: _______________________

/1 Reference Tab 31 - 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 HALL

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 13, 2013, the Board approved The University of Alabama’s (“University”) 2013-2014 Annual Capital Development Plan that included the Stage I submittal for the University Hall (formerly Bryce Women’s Old Admissions Center) project (“Project”) located on the Peter Bryce campus at a projected cost of $22,920,848; and

WHEREAS, the construction was separated into three packages: 1) Construction-Demolition and Abatement, 2) Construction-Stabilization, and 3) Construction-Fit Out, and

WHEREAS, on September 18, 2015, the Board approved a revised budget from $22,920,848 to $25,923,159 to reflect an estimated escalation in the cost of construction since the 2013 approval of this Project; and

WHEREAS, in accordance with Board Rule 415, on September 18, 2015, 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 Williams Blackstock Architects, Birmingham, Alabama, the University has established a final negotiated design fee based on 5.6% of the total cost of construction plus a 25% major renovation factor, $7,600 for an additional demolition package, $11,500 for programming, $50,860 for testing and abatement specifications, less credits of $10,000 for University interior design, $3,500 for landscape architecture, and $13,500 for major renovation simplification; and

WHEREAS, on July 20, 2017, pursuant to Title 39, State Bid Law of Alabama Code, competitive bids were received for Construction – Demolition Abatement of this Project and Montgomery Environmental, Incorporated, of Birmingham, Alabama, was declared the lowest responsible bidder with a base bid in the amount of $543,000; and
WHEREAS, the base bid is below the $750,000 threshold amount required for Board approval; and

WHEREAS, on December 7, 2017, pursuant to Title 39, State Bid Law of Alabama Code, combined competitive bids were received for Construction – Stabilization and Fit-out of this Project and Bailey-Harris Construction Company, Incorporated, of Auburn, Alabama, was declared the lowest responsible bidder with a base bid in the amount of $16,595,000; and

WHEREAS, the University desires to accept Alternates 2 thru 5 in the amount of $659,502; and

WHEREAS, the University is requesting approval to award the construction contract for Construction – Stabilization and Fit-out for this Project to Bailey-Harris Construction Company, Incorporated for a total contract amount of $17,254,502; and

WHEREAS, the University is requesting approval for a budget reallocation to reflect the final negotiated architect fee, the final cost of Construction – Demolition and Abatement in the amount of $710,000, the combined costs of Construction – Stabilization and Fit-out and the separation of Construction – Utilities and Infrastructure; and

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 is funded by 2017 General Revenue Bonds in the amount of $25,923,159; and

WHEREAS, the reallocated budget for the Project is as stipulated below:
BUDGET:  REVISED

Construction – Demolition and Abatement $ 710,000
Construction – Stabilization and Fit-out $ 17,254,502
Construction – Utilities and Infrastructure $ 1,625,000
Furniture, Fixtures, and Equipment $ 2,200,000
Security/Access Control $ 240,000
Telecommunication/Data $ 532,341
Contingency* (~4.08%) $ 800,000
UA Project Management Fee** (3%) $ 611,685
Architect/Engineer Fee*** (~7.2%) $ 1,414,225
Expenses (Geotech, Construction Materials Testing) $ 201,760
Other Fees and Services (surveys, testing, elevator) $ 333,646

TOTAL PROJECT COST $ 25,923,159

*Contingency is a lump sum amount of $800,000.
**UA Project Management fee is based on 3% of all construction costs, landscaping, and contingency.
***Architect/Engineer fee is based on 5.6% of the total cost of construction plus a 25% major renovation factor, $7,600 for an additional demolition package, $11,500 for programming, and $50,860 for testing and abatement specifications, less credits of $10,000 for University interior design, $3,500 for landscape architecture, and $13,500 for major renovation simplification.

NOW THEREFORE, BE IT RESOLVED that Stuart R. Bell, President, Lynda Gilbert, Vice President for Financial Affairs and Treasurer, or those officers’ names 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 in executing the contract for the Construction – Stabilization and Fit-out of this Project with Bailey-Harris Construction Company, Incorporated, of Auburn, Alabama, in accordance with Board Rule 415.

NOW BE IT FURTHER RESOLVED that the reallocated budget for the Project as stipulated above is approved.
Division of
Financial Affairs

January 4, 2018

To: Stuart R. Bell

From: Lynda Gilbert

Subject: Board Item – Action: Stage IV and Budget Reallocation submittals: University Hall

On September 18, 2015, The Board of Trustees of The University of Alabama ("Board") approved the top ranked architectural firms and authorized officials of The University of Alabama ("University") to proceed with negotiations with Williams Blackstock Architects, of Birmingham, Alabama for the University Hall project ("Project"). Upon completion of negotiations, the University has established a final design fee based on 5.6% of the total cost of construction plus a 25% major renovation factor, $7,600 for an additional demolition package, $11,500 for programming, $50,860 for testing and abatement specifications, less credits of $10,000 for University interior design, $3,500 for landscape architecture, and $13,500 for major renovation simplification.

As a reminder, construction for this Project was originally separated into three packages: 1) Construction–Demolition and Abatement, 2) Construction–Stabilization, and 3) Construction–Fit Out. During the design process it was determined that consolidating Packages 2 and 3 is appropriate for the Project due to the need to coordinate elements of the work and that there was not a critical schedule benefit.

On July 20, 2017, pursuant to Title 39 State Bid Law of Alabama Code, competitive bids were received for Construction – Demolition and Abatement (Package 1) of the Project and Montgomery Environmental, Incorporated, of Birmingham, Alabama, was declared the lowest responsible bidder with a base bid in the amount of $543,000, which is below the $750,000 threshold amount requiring Board approval.

On December 7, 2017, pursuant to Title 39 Bid Law of Alabama Code, combined competitive bids were received for Construction – Stabilization (Package 2) and Fit-out (formerly Package 3) of the Project and Bailey-Harris Construction Company, Incorporated, of Auburn Alabama, was declared the lowest responsible bidder with a base bid in the amount of $16,595,000. The University desires to award Alternates 2 through 5 at a total amount of $659,502. The University is requesting approval to award the contract for the Construction – Stabilization and Fit-out of the Project to Bailey-Harris Construction Company, Incorporated, for a total contract amount of $17,254,502.

Additionally, the University is requesting approval for a Budget Reallocation to reflect the final negotiated architect fee, the final cost of Construction – Demolition and Abatement in
the amount of $710,000, the combined costs of Construction – Stabilization and Fit-out, and the separation of Construction – Utilities and Infrastructure (now Package 3), which is proposed to connect the facility to the University’s electrical grid and to provide a thermal energy plant that can be expanded in the future to accommodate development.

The Project is funded with General Revenue Bonds in the amount of $25,923,159.

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, Project Summary, Project Planning Report, Bid Tabulations 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 8 – 9, 2018.

LG/ccj

pc w/attachmts: Michael Rodgers

   Michael Lanier
   Tim Leopard
   Tom Love
   Carl McKinney
# EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT

**BOARD OF TRUSTEES SUBMITTAL**
Meeting Date: February 8 – 9, 2018

**CAMPUS:** The University of Alabama, Tuscaloosa, Alabama

**PROJECT NAME:** University Hall

**PROJECT LOCATION:** Peter Bryce campus

**ARCHITECT:** Williams Blackstock Architects, Birmingham, Alabama

## THIS SUBMITTAL:
- Stage I
- Stage II
- Revised Budget
- Stage III
- Stage IV
- Reallocated Budget

## PREVIOUS APPROVALS:
- 2013-2014 Annual Capital Development Plan
- September 18, 2015

## PROJECT TYPE SPACE CATEGORIES PERCENTAGE GSF

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<th>Project Type</th>
<th>Space Categories</th>
<th>Percentage</th>
<th>GSF</th>
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<td>Building Addition</td>
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<td>Equipment</td>
<td>Instructional</td>
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**TOTAL** 100% 75,973

## BUDGET

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<th>Revised</th>
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<td>Construction – Fit Out</td>
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<td>$ 0</td>
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<td>$ 17,254,502</td>
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<td>$ 1,625,000</td>
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<tr>
<td>Landscaping</td>
<td>$ 265,000</td>
<td>$ 0</td>
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<td>Furniture, Fixtures, and Equipment</td>
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<td>Security/Access Control</td>
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<td>Telecommunication/Data</td>
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<td>Contingency* (10%/~4.08%)</td>
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<td>$ 800,000</td>
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<td>UA Project Management Fee** (3%)</td>
<td>$ 645,168</td>
<td>$ 611,685</td>
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<td>Architect/Engineer Fee – Programming</td>
<td>$ 45,000</td>
<td>$ 0</td>
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<td>Architect/Engineer Fee*** (10%/~7.2%)</td>
<td>$ 1,349,988</td>
<td>$ 1,414,225</td>
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<td>Expenses (Geotech, Construction Materials Testing)</td>
<td>$ 308,545</td>
<td>$ 201,760</td>
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<tr>
<td>Other Fees and Services (surveys, testing, elevator)</td>
<td>$ 125,000</td>
<td>$ 333,646</td>
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**TOTAL PROJECT COST** $ 25,923,159 $ 25,923,159

*Contingency is a lump sum amount of $800,000.

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

***Architect/Engineer fee is based on 5.6% of the total cost of construction plus a 25% major renovation factor, $7,600 for an additional demolition package, $11,500 for programming, $50,860 for testing and abatement specifications, less credits of $10,000 for University interior design, $3,500 for landscape architecture, and $13,500 for major renovation simplification.
ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:
(Utilities, Housekeeping, Maintenance, Insurance, Other)

(75,973 gsf x ~$26/gsf) $ 1,975,328

TOTAL ESTIMATED ANNUAL O&M COSTS: $ 1,975,328

*Hardscape and Landscaping only

FUNDING SOURCE:
Capital Outlay:

General Revenue Bonds $ 25,923,159

O&M Costs: University annual operating funds $ 1,975,328

NEW EQUIPMENT REQUIRED: N/A

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:
The University Hall project (“Project”) will accommodate the needs of the College of Continuing Studies (CCS) and allow for the consolidation of their programs to enhance services, collaboration, and operational efficiency within the College. This project will take CCS programs currently located in Martha Parham West and the 2nd Floor of Russell Hall and co-locate them in University Hall.

This will allow for the reallocation of these spaces as follows. As Martha Parham West was originally residential space, it will be returned to Housing and Residential Communities to accommodate the increased demand for on campus housing. The vacated space on the 2nd floor of Russell will require no major renovations in order to accommodate the student academic support services, which is in alignment with the programs already located on the 3rd floor of Russell, including the Capstone Center for Student Success and the Center for Academic Success.

The consolidation of success and retention services in Russell Hall will support the missions of the Capstone Center for Student Success, UA Center for Academic Success, and the TRIO program. These academic programs support and align with the Project Rising Tide Student Success initiative: a campus wide action network focused on increasing retention, improving degree completion times, and improving graduation rates.
Project Summary

UNIVERSITY HALL

The University Hall project ("Project") will increase space capacity on the Peter Bryce campus for academic purposes and restore this significant structure.

This Project will include comprehensive replacement of all mechanical, electrical, plumbing, and life safety systems. Asbestos containing materials have been abated from the building. The exterior of the building will undergo complete rehabilitation including roof, windows, sealing and caulking, and miscellaneous repairs. The elevator system will be replaced in its entirety. New finishes will be incorporated throughout the building. The dome will also be restored.

The Project will house various groups in the College of Continuing Studies (CCS). These groups are currently located in Bryant Conference Center, Russell Hall 2nd Floor and Martha Parham West.

The Dean’s Office, with support operations, will be located on the third floor of University Hall. The first floor supports the New College Life Track (NCLT), Instructional Technology and Academic Services (ITAS), Safe State and Information Technology. The second floor supports the UA Early College (UAEC), ACCESS program that works with high school students and additional space for ITAS.

The annex building on the east side of main building will provide space for Safe State, a state sponsored industrial safety training and consulting program, and training rooms. The facility will also include a digital media studio for the production of content generated by the College for the support of distance education and online courses.

The addition of the Utility and Infrastructure package is to provide an electrical duct bank to interconnect the building to campus electrical grid and to provide air-cooled chiller and mechanical piping to the Project. The air-cooled chiller yard will be located where it can support and serve as a future Satellite Thermal Energy Plant to support University Hall.
# Tabulation of Bids

**Project Name:** University Hall Renovation - Selective Demolition and Abatement  
**Bid Due:** July 20, 2017 3:00 p.m. local time  
**Bid Location:**  
1205 14th Street  
Tuscaloosa, Alabama 35401

**UA Project No.:** 420-17-1006

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**Funds Available:** Seven hundred fifty thousand dollars and 00/100 ($750,000.00)  
**Construction Duration:** Sixty (60) Days  
**Construction Completion:** December 15, 2017

|------------|-----------------------------|---------------------------------------------|---------------------------------|------------------|------------------------|-------------------------------|
| Address    | 7300 University Blvd. E. Cottondale, AL 35453  
(205) 507-7499  
GC Lic. #58846  
(205) 507-7499  
GC Lic. #58846 | 1909 4th Street, Ste. A Northport, AL 35476  
(205) 758-3232  
GC Lic. #64288  
(205) 758-3232  
GC Lic. #64288 | 8861 US Hwy 31 Hanceville, AL 35077  
(256) 330-7579  
GC Lic. #81479  
(256) 330-7579  
GC Lic. #81479 | 1220 18th Street Tuscaloosa, AL 35401  
(205) 759-1314  
GC Lic. #18491  
(205) 759-1314  
GC Lic. #18491 | 12395 Hickory Drive Northport, AL 35473  
(205) 210-5596  
GC Lic. #55969  
(205) 210-5596  
GC Lic. #55969 | P.O. Box 33188  
Birmingham, AL 35233  
(205) 930-0082  
GC Lic. #20435 |
| License # on Envelope | X_Yes _No | X_Yes _No | X_Yes _No | X_Yes _No | X_Yes _No | X_Yes _No |
| Estimated Sales Tax Given | X_Yes _No | X_Yes _No | X_Yes _No | X_Yes _No | X_Yes _No | X_Yes _No |

| Base Bid on Proposal | $ 686,000.00 | $ 1,198,708.78 | $ 686,000.00 | $ 1,330,659.00 | $ 647,000.00 | $ 543,000.00 |
| Envelope Adjustment | - | - | - | - | - | - |
| Total Bid | $ 686,000.00 | $ 1,198,708.78 | $ 686,000.00 | $ 1,330,659.00 | $ 647,000.00 | $ 543,000.00 |

I certify that the above bids were received sealed and were publicly opened and read aloud at the time and place indicated and that this is a true and correct tabulation of all bids received for this project. I recommend award of the contract for construction to the lowest responsible and responsive bidder as shown above, as determined by the available funds and subject to the instructions to bidders and any applicable law.

J. Kent Marshall, Associate, AIA, NCARB  
Williams Blackstock Architects

Sworn to and subscribed before me this 20th day of July, 2017.  
Leigh Ann Murphy  
Notary Public  
My Commission Expires
# TABULATION OF BIDS

**Project Name:** University Hall Renovation  
**UA Project No.:** 420-17-1006B

**Bid Due:** December 7, 2017 4:00 p.m. local time  
**Bid Location:**  
1205 14th Street  
Tuscaloosa, Alabama 35401  
**Funds Available:** Eighteen million nine hundred thousand dollars and 00/100 ($18,900,000.00)  
**Bids Shall Be Valid For:** Sixty (60) Days  
**Construction Duration:** Project Completion: June 3, 2019

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## Addenda ONE - THREE  
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## License # on Envelope  
- Yes  
- No

## Estimated Sales Tax Given  
- Yes  
- No

## Bonding Company or Bid Deposit  
- Western Surety Co.  
- Travelers Casualty & Surety Co. of Am.  
- Cincinnati Insurance Co.

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<th>Unit Price</th>
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**Base Bid on Proposal:**  
$17,800,000.00  
$18,500,000.00  
$18,000,000.00

**Envelope Adjustment:**  
(1,205,000.00)  
(1,275,000.00)  
(376,385)  
**Adjusted Base Bid:**  
16,595,000.00  
17,225,000.00  
17,623,615.00

*Initial*
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<td>$ 18,397,500.00</td>
<td>$ 18,821,041.00</td>
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I CERTIFY THAT THE ABOVE BIDS WERE RECEIVED SEALED AND WERE PUBLICLY OPENED AND READ ALOUD AT THE TIME AND PLACE INDICATED AND THAT THIS IS A TRUE AND CORRECT TABULATION OF ALL BIDS RECEIVED FOR THIS PROJECT. I RECOMMEND AWARD OF THE CONTRACT FOR CONSTRUCTION TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER AS SHOWN ABOVE, AS DETERMINED BY THE AVAILABLE FUNDS AND SUBJECT TO THE INSTRUCTIONS TO BIDDERS AND ANY APPLICABLE LAW.

J. Kent Marshall, Associate, AIA, NCARB
Williams Blackstock Architects

Sworn to and subscribed before me this 7th day of December, 2017.

Leigh Ann Huguley
Notary Public

My Commission Expires
Unit Price Descriptions:

Unit Price #1: Section 03 0100 - Repair and Refurbishment of Architectural Concrete. Price per linear foot (LF).
Unit Price #2: Section 03 5400 - Self-Leveling Cement Based Underlayment. Price per cubic foot (CF).
Unit Price #3: Section 04-0100 - Masonry Cleaning and Restoration. Price per square foot (SF).
Unit Price #4: Section 04-0100 - Masonry Cleaning and Restoration. (Tuckpointing only) Price per square foot (SF).
Unit Price #5: Section 05 5000 - Metal Fabrications. Price per lintel.
Unit Price #6: Section 06 1000 - Rough Carpentry. Price per square foot (SF).
Unit Price #7: Section 26-5100 - Interior Luminaires. Price per exit light.
Unit Price #8: Section 02 4250 - Selective Structure and Site Demolition for Slate Roofing Shingles. Price per square (100 SF).
Unit Price #9: Section 32 1313 - Concrete Paving for Concrete Curb and Gutter. Price per linear foot (LF).
Unit Price #10: Section 04 7200 - Fabricated and Cast Stone Masonry. Price per head or sill.
Unit Price #11: Section 04 0100 - Masonry Cleaning and Restoration for Mortar Staining. Price per square foot (SF).
Unit Price #12: Section 06-1000 - Rough Carpentry. Price per board foot (BF).
Unit Price #13: Section 03 0100 - Repair and Refurbishment of Architectural Concrete for Vertical and Overhead Concrete Repair. Price per square foot (SF).

Alternate Descriptions:

Alternate #1: Chiller yard
Alternate #2: Enclose Porches Storefront/glass enclosure
Alternate #3: Fiberglass Reinforced Plastic (FRP)
Alternate #4: Landscape at Building Perimeter
Alternate #5: Concrete Paving and Landscape in Courtyards
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 Hall  

2. LOCATION: Peter Bryce campus  

3. ARCHITECT/ENGINEER: Williams Blackstock Architects, Birmingham, Alabama  

4. PROJECT STATUS:  
   A. SCHEMATIC DESIGN  
      DATE INITIATED: Oct-15  
      % COMPLETE: 100%  
      * DATE COMPLETED: Dec-15  
   B. PRELIMINARY DESIGN:  
      DATE INITIATED: Jan-16  
      % COMPLETE: 100%  
      * DATE COMPLETED: Mar-16  
   C. CONSTRUCTION DOCUMENTS:  
      DATE INITIATED: Apr-16  
      % COMPLETE: 100%  
      * DATE COMPLETED: Aug-16  
   D. SCHEDULED BID DATE: Dec-17  

5. CURRENT PROJECT BUDGET:  
   A. CONSTRUCTION - DEMOLITION AND ABATEMENT $ 750,000 $ 710,000  
   B. CONSTRUCTION - STABILIZATION $ 6,000,000 $ -  
   C. CONSTRUCTION - FIT OUT $ 12,536,545 $ -  
   D. CONSTRUCTION - STABILIZATION AND FIT OUT $ - $ 17,254,502  
   E. CONSTRUCTION - UTILITIES AND INFRASTRUCTURE $ - $ 1,625,000  
   F. LANDSCAPING $ 265,000 $ -  
   G. FURNITURE, FIXTURES AND EQUIPMENT $ 1,300,000 $ 2,200,000  
   H. SECURITY/ACCESS CONTROL $ 245,000 $ 240,000  
   I. TELECOMMUNICATION/DATA $ 398,858 $ 532,341  
   J. CONTINGENCY* (10%/-4.08%) $ 1,955,055 $ 800,000  
   K. UA PROJECT MANAGEMENT FEE** (3%) $ 645,168 $ 611,685  
   L. ARCHITECT/ENGINEER FEE - PROGRAMMING $ 45,000 $ -  
   M. ARCHITECT/ENGINEER FEE*** (10%/-7.2%) $ 1,349,898 $ 1,414,225  
   N. EXPENSES (GEOTECH, CONSTRUCTION MATERIALS TESTING) $ 308,545 $ 201,760  
   O. OTHER FEES AND SERVICES (SURVEYS, TESTING) $ 125,000 $ 333,646  

   P. TOTAL PROJECT COST $ 25,923,159 $ 25,923,159  

   * Contingency is a lump sum amount of $800,000.  
   **UA Project Management Fee is based on 3% of all construction costs and contingency.  
   ***Architect/Engineer Fee is based on 5.6% of the total cost of construction plus a 25% major renovation factor, $7,600 for an additional demolition package, $11,500 for programming, $50,860 for testing and abatement specifications, less credits of $10,000 for University interior design, $3,500 for landscape architecture, and $13,500 for major renovation simplification.  

6. FUNDING/RESOURCES: General Revenue Bonds - $25,923,159  

7. REMARKS  

* FINAL AGENCY APPROVAL  

SUBMITTED BY: [Signature]