

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: Campus Support Services Building Renovation
Project #: 1003-19-1984
Meeting Date: November 7 – 8, 2019

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

RESOLUTION

CAMPUS SUPPORT SERVICES BUILDING RENOVATION

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting The Board of Trustees of The University of Alabama (“Board”) to consider approval of the Stage I submittal for the Campus Support Services Building Renovation project (“Project”) located at 1650 Ruby Tyler Parkway on the University Services Campus; and

WHEREAS, this Project will serve as the primary location for University Lands and Real Estate Services, the OIT and Audio-Visual Solutions (AVS) Warehouse, University Building Plan Room and Archival Storage, and other campus support services as necessary to serve the University community relative to project and infrastructure support; and

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

WHEREAS, the Project will be funded from the “University of Alabama Construction, Renovation and Equipment Fund” Quasi Endowment in the amount of \$3,325,460 and will address approximately \$3,325,460 in deferred maintenance liabilities; and

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

BUDGET:	PRELIMINARY
Construction	\$ 2,000,000
Utilities and Infrastructure	\$ 380,000
Landscaping	\$ 20,000
Furniture, Fixtures and Equipment	\$ 283,000
Security/Access Control	\$ 30,000
Telecommunication/Data	\$ 63,195
Contingency* (10%)	\$ 240,000
UA Project Management Fee** (3%)	\$ 79,200
Architect/Engineer Fee*** (~8.5%)	\$ 202,300
Expenses (Surveys, Testing, Inspections)	\$ 15,000
Other Fees and Services (Advertising, Printing, Postage)	\$ 12,765
TOTAL PROJECT COST	\$ 3,325,460

*Contingency is based on 10% of the cost of construction, utilities and infrastructure, and landscaping.

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

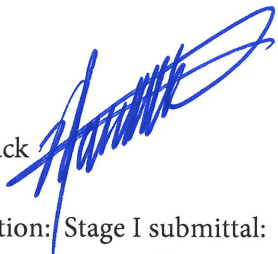
***Architect/Engineer Fee is based on 6.8% of the cost of construction and utilities and infrastructure plus a 25% renovation factor.

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.
3. The funding for this Project from “The University of Alabama Construction, Renovation and Equipment Fund” Quasi Endowment is hereby approved.

October 10, 2019

To: Stuart R. Bell

From: Matthew M. Fajack 

Subject: Board Item – Action: Stage I submittal:
Campus Support Services Building
UA Project No.: 1003-19-1984

In accordance with Board Rule 415, The University of Alabama (“University”) is requesting The Board of Trustees of The University of Alabama (“Board”) to consider approval of the Stage I submittal for the Campus Support Services Building project (“Project”) located at the former Alabama Department of Mental Health Vocational Services building (Building 1003) at 1650 Ruby Tyler Parkway on the University Services Campus. The Project will serve as the primary location for University Lands and Real Estate Services, the OIT and Audio-Visual Solutions (AVS) Warehouse, University Building Plan Room and Archival Storage, and other campus support services as necessary to serve the University community relative to project and infrastructure support.

The Project will encompass full renovation of approximately 10,800 gross square feet of the building. The building envelope will be assessed, and issues addressed as appropriate. This proposed Project will provide OIT and AVS with consolidated storage space for equipment and support materials necessary to meet its technology and classroom AV mission. The remaining 8,088 gross square feet will be provided with new fire alarm and other minimal renovations to support the warehouse functions.

The Project will be funded from “The University of Alabama Construction, Renovation and Equipment Fund” Quasi Endowment in the amount of \$3,325,460. The Project will address approximately \$3,325,460 in campus deferred maintenance liabilities.

This Project location and program have been reviewed and are consistent with the Campus Master Plan, University Design Standards, and the principles contained therein. I have attached an Attachment K, Resolution, Executive Summary, 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 meeting scheduled for November 7 – 8, 2019.

MMF/ccj

pc w/atchmts:

Michael Rodgers
Michael Lanier

Tim Leopard
Sommer Coleman

Brent Buck

WHERE LEGENDS ARE MADE

**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT**

BOARD OF TRUSTEES SUBMITTAL

Meeting Date: November 7 – 8, 2019

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Campus Support Services Building Renovation

PROJECT LOCATION: 1650 Ruby Tyler Parkway at University Services Campus

ARCHITECT: To Be Determined

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<input checked="" type="checkbox"/> Stage I	<hr/>
<input type="checkbox"/> Stage II	<hr/>
<input type="checkbox"/> Stage III	<hr/>
<input type="checkbox"/> Stage IV	<hr/>

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input type="checkbox"/> New Construction			
<input type="checkbox"/> Building Addition			
<input checked="" type="checkbox"/> Building Renovation	Office and Support Facilities	100%	18,888
<input type="checkbox"/> Other			
TOTAL		100%	18,888

BUDGET	Preliminary
Construction	\$ 2,000,000
Utilities and Infrastructure	\$ 380,000
Landscaping	\$ 20,000
Furniture, Fixtures and Equipment	\$ 283,000
Security/Access Control	\$ 30,000
Telecommunication/Data	\$ 63,195
Contingency* (10%)	\$ 240,000
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Expenses (Surveys, Testing, Inspections)	\$ 15,000
Other Fees and Services (Advertising, Printing, Postage)	\$ 12,765
TOTAL PROJECT COST	\$ 3,325,460

*Contingency is based on 10% of the total cost of construction, utilities and infrastructure and landscaping.

**UA Project Management Fee is based on 3% of the total cost of construction, utilities and infrastructure, landscaping and contingency.

***Architect/Engineer Fee is based on 6.8% of the total of cost construction and utilities and infrastructure plus a 25% renovation factor.

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

10,800 GSF x ~\$6.84/GSF:	\$	73,957*
TOTAL ESTIMATED ANNUAL O&M COSTS:	\$	73,957

FUNDING SOURCE:

Capital Outlay:

“The University of Alabama Construction, Renovation, & Equipment Fund”	\$	3,325,460
Quasi Endowment		

O&M Costs: University Annual Operating Funds	\$	\$73,957*
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*The remaining 8,088 GSF are currently in operation and accordingly the ongoing O & M cost are already funded from the annual operating budget.

NEW EQUIPMENT REQUIRED:

N/A

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

University Lands and Real Estate Services, the OIT and Audio-Visual Solutions (AVS) Warehouse, University building Plan Room and Archival Storage, and other campus support services are proposed to be housed in the Campus Support Services Building. These departments are functionally aligned but are currently housed in separate locations.

The proposed Campus Support Services Building Renovation project (“Project”) will allow for their colocation to enhance operations and efficiency. Locating these services, along with other related groups, to the University Services Campus will provide consolidated and easier access for campus customers and enhance collaboration between the groups due to adjacency.

Relocation to one location will allow for the reassignment of space which will be vacated and can be used by other groups.

This Project will facilitate the demolition of Hayden-Harris Hall, which has significant deferred maintenance issues and limits needed parking in the area of Foster Auditorium, Farrah Hall, and Mary Burke Hall.

ATTACHMENT NO. 1

Project: Campus Support Services Building Renovation

BOT Submittal: Stage I

Meeting Date: November 7 – 8, 2019

Project Summary**CAMPUS SUPPORT SERVICES BUILDING RENOVATION**

The Campus Support Services Building project (“Project”) will entail renovating the former Alabama Department of Mental Health Vocational Services building (Building 1003) located at 1650 Ruby Tyler Parkway on the University Services Campus. The Project will serve as the primary location for The University of Alabama (“University”) Lands and Real Estate Services group, the OIT and Audio-Visual Solutions (AVS) Warehouse, University Building Plan Room and Archival Plan Storage, and other campus support services that serve the University community relative to project and infrastructure support.

The facility is approximately 18,888 gross square feet of which approximately 10,800 gross square feet will be fully renovated, including new finishes, windows, fire alarm, HVAC, access control and security, and other systems as required to bring the facility in line with University enterprise systems and current code and to meet the functional needs of the programs. The building envelope will be assessed, and issues addressed as appropriate. New fire alarm and other necessary support infrastructure will be provided in the balance of the building.

The Project will also connect the building to the central chiller yard located between the previously renovated Human Resources Administration and Employee Resource Center buildings. This configuration will yield the most cost effective and efficient solution for air conditioning given the proximity of the buildings.

In addition, this Project will provide OIT and AVS with consolidated storage space for equipment and support materials necessary to meet its technology and classroom AV mission.

Attachment K to Board Rule 415

Supplemental Project Information Worksheet Annual Capital Development Plan

FY: 2019 – 2020

Project Name/Category: Campus Support Services Building Renovation
1650 Ruby Tyler Parkway at the University Services Campus
Campus: The University of Alabama

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

<input type="checkbox"/> increase space inventory	~.065 % increase	10,800*	GSF
<input type="checkbox"/> replace space inventory	% replacement		GSF
<input type="checkbox"/> renovation of existing space only			GSF

*The University recognizes buildings acquired through purchases into the campus space inventory when the buildings come into service. The total building GSF is 18,888 of which 8,088 has already been put in service.

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

Comments:

University of Alabama (“University”) Lands and Real Estate Services will be relocated from Hayden-Harris Hall, which is proposed for demolition. The University plan room is currently located in the Facilities Administration Building. This space will be vacated for use by the Grounds department, which will be relocating from their buildings located at the intersection of Stadium Drive and Campus Drive. The existing Grounds buildings are proposed for demolition as reflected in the University Master Plan.

Relocating groups that are functionally aligned but are currently housed in separate locations will allow for the reassignment of space which will be vacated and can be used by other groups.

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

☒ Yes ☐

If Campus Master Plan amendment required, explain:

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 (GSF)	Existing Space Utilization Data (See Notations)
100 Classroom Facilities				
200 Laboratory Facilities				
300 Office Facilities				
310 Office	19	28	6,500	
350 Conference Room	1	20	900	
355 Conference Room Service	1	6	2,000	
400 Study Facilities				
500 Special Use Facilities				
600 General Use Facilities				
700 Support Facilities				
710 Central Computer or Telecommunications	1	N/A	100	
730 Central Storage	3	N/A	200	
800 Health Care Facilities				
900 Residential Facilities				
000 Unclassified Facilities	2		1,100	

Comments/Notations:

Data reported on latest fiscal year data available.

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

The Campus Support Services Building Renovation project (“Project”) will provide approximately 10,800 square feet of space for University Lands and Real Estate Services, the OIT and Audio-Visual Solutions (AVS) Warehouse, University Building Plan Room and Archival Storage, and other campus support services as necessary to serve the University community relative to project and infrastructure support.

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

Estimated new Funds from Tuition/Programs \$ N/A Yr.

Comments:

The groups proposed to be housed in the facility are functionally aligned but are currently housed in separate locations. This Project will allow for their colocation to enhance operations and efficiency. Locating these services, along with other related groups, to the University Services Campus (USC) will provide consolidated and easier access for campus customers and enhance collaboration between the groups due to adjacency.

This proposed Project will facilitate the demolition of Hayden-Harris Hall and the Grounds buildings which have significant deferred maintenance issues and limits needed parking in the area of Foster Auditorium, Farrah Hall, and Mary Burke Hall.

6. Has a facility user group been established to provide input for planning, programming, and design purposes? ☒ Yes ☐

If yes, list key members of user group:

Tom Love, Assistant Vice President of Construction Administration
Rob Cooper, Executive Director of University Lands and Real Estate Services
Jennifer Sumners, Director of Campus Development
Megan Whitten, Communication Director of Campus Development
Megan Sims, Construction Information Manager

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

Source(s)	New Funds (FY 2019)	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 – Quasi Endowment	\$3,325,460		Pending
Totals	\$3,325,460		Pending

^{/7} Approved, allocated, pending

Comments:

This Project will be funded from “The University Construction, Renovation and Equipment Fund” Quasi Endowment in the amount of \$3,325,460.

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 2019-2020 Base Data /8	First Full /YR Occupancy FY2021	Successive Five (5) Year Projections /9
Maintenance	\$21,495	\$21,752	\$112,741
Elevator Service			
Building Repairs	\$ 7,165	\$ 7,251	\$ 37,580
Building Services	\$18,744	\$22,101	\$ 98,316
Electric, Natural Gas, Steam	\$23,614	\$23,898	\$123,860
Chilled Water			
Water and Sewer	\$ 1,352	\$ 1,368	\$ 7,090
Insurance	\$ 1,085	\$ 1,098	\$ 5,691
Safety Support	\$ 340	\$ 344	\$ 1,782
Operations Staff Support Funding	\$ 162	\$ 164	\$ 851
Other – Supply Store expenses			
Totals	\$73,957	\$77,976	\$387,911

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

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

Comments:

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 2021)	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			
Total/YR	\$77,976	\$387,911	Pending

^{/9} Initial Full Yr. of Occupancy

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

^{/11} Funds Reallocated from other sources

^{/7} Approved, allocated, pending

Comments:

On-going O&M costs will be funded with University Annual Operating funds.

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

\$ 3,325,460 100 % of Total Development Costs

Comments:

The building was purchased from the Alabama Department of Mental Health. A complete renovation is required to bring the facility to an acceptable condition and meet University standards for building systems.

Addressing deferred maintenance will also allow the building to operate in an energy efficient manner.

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

Comments:

Increasing the footprint of the existing facilities operations building was not feasible due to lack of available parking and it would have required reworking of the existing infrastructure systems.

Renovation of this building is the most economical choice for repurposing of office space, existing available parking, and existing infrastructure. Renovation costs are much less than that of constructing new facilities.

Location, type of building and occupancy were considered when determining renovation needs.

/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:**

Comments:

The proposed groups to be assigned to the Campus Support Services Building all support the mission of the University by ensuring quality, consistency and appearance of the campus. Each department required adequate facilities to allow them to be effectively productive.

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

Comments:

These departments support the strategic goals by working with all campus partners to further the vision of the campus. Providing facilities to support the vision is key to continued growth.

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

Comments:

The immediate impact would be a reduction in the ability of the affected departments to be effectively productive. The campus appearance, limiting construction impacts, and reduced functionality could see a shift in an unacceptable direction.

CAMPUS SUPPORT SERVICES BUILDING RENOVATION

University Services Campus

LOCATION MAP

