

**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: Environmental Health and Safety Warehouse
UA Project #: 1018-19-2021
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: Carla Coleman Jones

Approved by: Jim Leopold
CL

/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

ENVIRONMENTAL HEALTH AND SAFETY WAREHOUSE

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 Environmental Health and Safety (EHS) Warehouse project (“Project”) located at 1470 Warrior Drive on the University Services Campus; and

WHEREAS, this Project will serve as the University’s Chemical Storage Facility (CSF) and provide additional space to consolidate varying equipment, support items and technical supplies that EHS utilizes in order to fulfill its mission of providing comprehensive environmental, health and safety programs and services for the University community and provide for general University storage; 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 University Plant Reserves in the amount of \$2,500,000 and will address approximately \$500,000 in campus deferred maintenance liabilities; and

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

BUDGET:		PRELIMINARY
Construction	\$	1,850,000
Furniture, Fixtures and Equipment	\$	53,950
Security/Access Control	\$	30,000
Telecommunication/Data	\$	70,000
Contingency* (10%)	\$	185,000
UA Project Management Fee** (3%)	\$	61,050
Architect/Engineer Fees – Programming	\$	50,000
Architect/Engineer Fee*** (6.9%)	\$	127,650
Expenses (Surveys, Testing, Inspections)	\$	20,000
Other Fees and Services (Advertising, Printing, Postage)	\$	52,350
TOTAL PROJECT COST	\$	2,500,000

*Contingency is based on 10% of the cost of construction.

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


***Architect/Engineer Fee is based on 6.9% of the cost 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.

October 10, 2019

To: Stuart R. Bell

From: Matthew M. Fajack 

Subject: Board Item – Action: Stage I submittal:
Environmental Health and Safety Warehouse
UA Project #1018-19-2021

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 Environmental Health and Safety (EHS) Warehouse project (“Project”) located at 1470 Warrior Drive on the University Services Campus near the recently renovated EHS office building (Building 1017). The Project will serve as the University’s Chemical Storage Facility (CSF) and provide additional space to consolidate varying equipment, support items, and technical supplies that EHS utilizes in order to fulfill its mission of providing comprehensive environmental, health and safety programs and services for the University community.

The proposed Project will entail renovating the approximately 11,000 square foot former Alabama Department of Mental Health Warehouse (Building 1018) by retrofitting the facility to house the CSF in accordance to Department of Homeland Security, Environmental Protection Agency, and Alabama Department of Environmental Management requirements that include appropriate ventilation, temperature control and radiation protection. The Project will provide EHS with consolidated storage space for equipment and technical and support materials for its other safety specializations. In addition, the building will provide approximately 3,000 square feet of separated storage and warehouse space for general University use.

The Project will be funded from University Plant Reserves in the amount of \$2,500,000. The Project will address approximately \$500,000 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.

WHERE LEGENDS ARE MADE

I have attached a Resolution, Executive Summary, Project Summary, Attachment K 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	Tim Leopard	Brent Buck
	Michael Lanier	Sommer Coleman	Cheryl Mowdy

**EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT
BOARD OF TRUSTEES SUBMITTAL**

Meeting Date: November 7 – 8, 2019

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Environmental Health and Safety Warehouse

PROJECT LOCATION: 1470 Warrior Drive on the University Services Campus

ARCHITECT: To Be Determined

THIS SUBMITTAL:	PREVIOUS APPROVALS:
<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 type="checkbox"/> New Construction			
<input type="checkbox"/> Building Addition			
<input checked="" type="checkbox"/> Building Renovation	Support Facilities – Warehouse	100%	11,000
<input type="checkbox"/> Other			
TOTAL		100%	11,000

BUDGET	Preliminary
Construction	\$ 1,850,000
Furniture, Fixtures and Equipment	\$ 53,950
Security/Access Control	\$ 30,000
Telecommunication/Data	\$ 70,000
Contingency* (10%)	\$ 185,000
UA Project Management Fee** 3%)	\$ 61,050
Architect/Engineer Fees – Programming	\$ 50,000
Architect/Engineer Fee*** (6.9%)	\$ 127,650
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TOTAL PROJECT COST	\$ 2,500,000

*Contingency is based on 10% of the cost of construction.

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

***Architect/Engineer Fee is based on 6.9% of the cost of construction.

ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:	
(Utilities, Housekeeping, Maintenance, Insurance, Other)	
11,000 GSF x ~\$5.54/GSF	\$ 61,096
TOTAL ESTIMATED ANNUAL O&M COSTS:	\$ 61,096

FUNDING SOURCE:	
Capital Outlay:	
University Plant Reserves	\$ 2,500,000
O&M Costs: University Annual Operating Funds	\$ 61,096

NEW EQUIPMENT REQUIRED:	
N/A	

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The University of Alabama’s (“University”) current Chemical Storage Facility (CSF) is located within a former building on the Peter Bryce Campus, which is slated to be renovated for other purposes. This proposed Environmental Health and Safety (EHS) Warehouse project (“Project”) will allow relocation of the CSF to be in close proximity of the recently relocated EHS office building.

The proposed Project will enhance efficiency within EHS operations by its closeness to the department’s administrative and personnel offices, thereby alleviating both safety and logistical concerns of having the CSF at a different location than the rest of the EHS staff. In addition, the Project will afford EHS the opportunity to consolidate the technical and support items required for its numerous safety specializations into one location.

Approximately 3,000 square feet of the building’s space will be designated as general University storage allowing for efficient management of surplus furniture and the appropriate storage of other items of use to the University.

ATTACHMENT NO. 1

Project: Environmental Health and Safety Warehouse

BOT Submittal: Stage I

Meeting Date: November 7 – 8, 2019

Project Summary**ENVIRONMENTAL HEALTH AND SAFETY WAREHOUSE**

The Environmental Health and Safety (EHS) Warehouse project (“Project”) will entail renovating the former 11,000 square foot Alabama Department of Mental Health Warehouse (Building 1018) located at 1470 Warrior Drive on the University Services Campus. The Project will serve as The University of Alabama’s (“University”) Chemical Storage Facility (CSF) and provide additional space to consolidate varying equipment, support items and technical supplies that EHS utilizes in order to fulfill its mission of providing comprehensive environmental, health and safety programs and services for the University community.

The proposed Project is immediately adjacent to the recently renovated EHS office building (Building 1017) which was used to relocate EHS operations to the University Services Campus. The colocation of services will provide for operational efficiencies and enhanced safety.

The building will be retrofitted to house the CSF in accordance to Department of Homeland Security, Environmental Protection Agency and Alabama Department of Environmental management requirements that include appropriate ventilation, temperature control, and radiation protection. The facility will allow proper segregation for different hazardous waste types, including acids, regulated chemicals, flammables and batteries regulated as hazardous waste. Safety showers and eyewash stations will be installed for decontamination along with areas for specialized hands-on safety training.

In addition, this proposed Project will provide EHS with consolidated storage space for equipment and technical and support materials for its other safety specializations including radiation safety, asbestos testing and abatement services, storm water, fire safety, laser safety, industrial hygiene services, indoor air quality testing, and emergency response.

The building will also include approximately 3,000 square feet of separated storage and warehouse space for general University use.

Attachment K to Board Rule 415

Supplemental Project Information Worksheet
Annual Capital Development Plan

FY: 2019 – 2020

Project Name/Category: Environmental Health and Safety Warehouse
1470 Warrior Drive on 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	_____ % increase	_____ GSF
<input type="checkbox"/> replace space inventory	_____ % replacement	_____ GSF
<input checked="" type="checkbox"/> renovation of existing space only		_____ 11,000 GSF

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

Comments:

The current Environmental Health and Safety (EHS) Chemical Storage Facility (CSF) is located adjacent to University Hall on the Peter Bryce Campus. That building is proposed to be renovated for use by Continuing Studies for external programs that they administer. The adjacency of the Continuing Studies programs will be beneficial to the College.

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

Yes No

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				
400 Study Facilities				
500 Special Use Facilities				
600 General Use Facilities				
700 Support Facilities				
Warehouse	1 building		11,000	
800 Health Care Facilities				
900 Residential Facilities				
000 Unclassified Facilities				

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 proposed Project will provide approximately 11,000 square feet of space for The University of Alabama’s (“University”) Chemical Storage Facility (CSF) and will provide additional space to consolidate varying equipment, support items and technical supplies that EHS utilizes in order to fulfill its mission of providing comprehensive environmental, health and safety programs and services for the University community.

The Project will also include 3,000 square feet of general University storage which will allow for efficient management of swing space and surplus furniture and the appropriate storage of other items of use to the University.

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

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

Comments:

Providing efficient services and safety compliance oversight is critical to supporting the teaching and research environment. A robust and supportive research environment is critical to attracting top tier researchers and engaged students.

This Project will also facilitate the University’s compliance with Department of Homeland Security requirements which is critical for the University’s R1 status.

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

Darren Moss, University Biological Safety Officer and EHS Director
 Christy Herron, Safety Manager
 Tim Sullivan, II, Fire Safety Manager
 Brent Buck, Project Engineer
 Cheryl Mowdy, Assistant Vice President Finance and Operations
 Sam Chen, Director of Facilities Engineering

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

Source(s)	New Funds (FY2019)	Reserves	Status /7
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Education Sales/Services			
• External			
• Internal			
Direct Grants			
Gifts			
Bonds			
Existing Net Assets			
Other – University Plant Reserves		\$2,500,000	Pending
Totals		\$2,500,000	Pending

/7 Approved, allocated, pending

Comments:

This Project will be funded from University Plant Reserves in the amount of \$2,500,000.

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	\$24,017	\$24,409	\$ 128,142
Elevator Service			
Building Repairs	\$ 7,967	\$ 8,097	\$ 42,509
Building Services	\$ 9,815	\$ 9,975	\$ 52,366
Electric, Natural Gas, Steam	\$16,512	\$16,781	\$ 88,098
Chilled Water			
Water and Sewer	\$ 462	\$ 469	\$ 2,464
Insurance	\$ 1,088	\$ 1,106	\$ 5,805
Safety Support	\$ 1,024	\$ 1,041	\$ 5,464
Operations Staff Support Funding	\$ 211	\$ 214	\$ 1,126
Other			
Totals	\$61,096	\$62,092	\$325,974

/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 <u>2021</u>)	Future Years /10	Status / ⁷
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Educational Sales & Services			
• External			
• Internal			
Direct Grant(s)			
Reallocated Funds /11			
Gifts			
Other – University funds	\$62,092	\$325,974	Pending
Total/YR	\$62,092	\$325,974	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?

\$ 500,000 20 % of Total Development Costs

Comments:

The building was purchased from the Alabama Department of Mental Health and there have been no improvements since the original construction. The building structure is in good condition. Complete renovations are required to bring the building systems and envelope to an acceptable condition and meet The 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:

New construction was considered; however, it was determined to be more economically feasible to renovate the existing warehouse located at University Services Campus. Retaining the existing CSF is not optimal due to the location away from EHS operations, and the higher and best use for that building being academic, located adjacent to other academic programs.

/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:

This Project will support life-safety while furthering the University's mission of teaching, research and service by providing support for research lab safety, campus environmental compliance and industrial hygiene practices. Further, relocation of the CSF allows for its current location to be used for academic purposes.

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

Comments:

The University of Alabama's EHS Department is charged with providing comprehensive environmental, health and safety programs in support of the University's mission of teaching, research and service.

This Project aligns with the need to protect and enhance the safety and health of our students, faculty, staff, contractors and visitors and to protect the environment of our campus and surrounding communities. Approval of the Project will allow chemicals and hazards materials to be stored in a central location away from the main campus creating a safer in environment for all involved.

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

Comments:

EHS provides a critical life-safety support function for the University. If this Project is not approved, the impact would be the loss of efficiency of operations and enhancements to safety described in this narrative.

ENVIRONMENTAL HEALTH AND SAFETY WAREHOUSE

University Services Campus

LOCATION MAP

