

**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: University Services Campus Community Safe Room
UA Project #: 1037-20-2320
Meeting Date: February 4 – 5, 2021

- * ☒ 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 3H - Board Rule 415 Instructional Guide

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

/3 Reference Tab 3K - Board Rule 415 Instructional Guide

/4 Reference Tab 3L - Board Rule 415 Instructional Guide

/5 Reference Tab 3M - Board Rule 415 Instructional Guide

/6 Reference Tab 3N - Board Rule 415 Instructional Guide

/7 Reference Tab 3V - Board Rule 415 Instructional Guide

/8 After completion of negotiations on Owner/Architect Agreement, provide notification to Chair of the Physical Properties Committee and UA System Vice Chancellor for Finance and Administration. Reference Tab 3-O-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.

December 17, 2020

Chancellor Finis E. St. John IV
The University of Alabama System
500 University Boulevard East
Tuscaloosa, Alabama 35401

Dear Chancellor St. John:

I am pleased to send to you for consideration by the Board of Trustees at its February 5, 2021 meeting the following resolution:

- Board Item – Action: Stage I submittal: University Services Campus Community Safe Room, UA Project #1037-20-2320

Please contact us if you have questions or need additional information.

Sincerely,



Stuart R. Bell
President

Enclosure



RESOLUTION

UNIVERSITY SERVICES CAMPUS COMMUNITY SAFE ROOM

WHEREAS, the University Services Campus Community Safe Room project (“Project”) at The University of Alabama (“University”) was approved for the Federal Emergency Management Administration (FEMA) Pre-Disaster Mitigation Grant Program (PDMGP) through the Alabama Emergency Management Agency (AEMA); and

WHEREAS, in accordance with Board Rule 415, The University of Alabama is requesting approval from The Board of Trustees of The University of Alabama (“Board”) for a Stage I submittal; and

WHEREAS, the Project will consist of the construction of an approximately 14,732 gross square foot safe shelter suitable to accommodate 833 occupants during severe weather events; and

WHEREAS, this Project will be designed in accordance with the requirements of FEMA 361 and International Code Council (ICC) 500 and is to serve as a Tornado Safe Shelter for the intended occupants; 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, the Project will be developed and funded in partnership with the Alabama Department of Mental Health; and

WHEREAS, the total Project cost in the amount of \$6,594,221 will be funded from the FEMA PDMGP in the amount of \$2,099,964; Alabama Department of Mental Health in the amount of \$3,597,678; and, Central Reserves in the amount of \$896,579; and

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

| BUDGET | PRELIMINARY |
|---|---------------------|
| Construction | \$ 4,278,260 |
| Site Development | \$ 280,000 |
| Landscaping | \$ 109,000 |
| Furniture, Fixtures and Equipment | \$ 400,000 |
| Security/Access Control | \$ 100,000 |
| Telecommunication/Data | \$ 225,000 |
| Contingency* (5%) | \$ 233,363 |
| UA Project Management Fee** (3%) | \$ 147,019 |
| Architect/Engineer Fee*** (~8.24%) | \$ 384,416 |
| Expenses (Surveys, Testing, Inspections) | \$ 30,000 |
| Other Fees and Services (Advertising, Printing and Postage) | \$ 407,163 |
| TOTAL PROJECT BUDGET | \$ 6,594,221 |

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

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

***Architect/Engineer fee is based on 6.4% of construction, site development, and landscaping, plus \$63,000 for FEMA documentation and \$22,711 for reimbursable expenses.

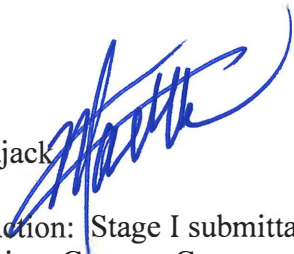
NOW, THEREFORE, BE IT RESOLVED by The Board of Trustees of The University of Alabama that:

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 University of Alabama is authorized to act for and on behalf the Board of Trustees to execute all necessary agency and grant agreements required to support and execute the Project.

December 17, 2020

To: Stuart R. Bell

From: Matthew M. Fajack 

Subject: Board Item – Action: Stage I submittal:
University Services Campus Community Safe Room
UA Project #1037-20-2320

The University of Alabama (“University”) submitted and was approved for the Federal Emergency Management Administration (FEMA) Pre-Disaster Mitigation Grant Program (PDMGP) through the Alabama Emergency Management Administration (AEMA) for the University Services Campus Community Safe Room project (“Project”). In accordance with Board Rule 415, the University of Alabama is requesting approval from The Board of Trustees of The University of Alabama (“Board”) to approve the Stage I submittal for the Project.

This proposed Project will enhance safety during severe weather events for students, staff, visitors, and those in close proximity to the facility. The Project will entail an above the ground tornado and extended severe weather event facility designed in accordance with the requirements of FEMA 361 and ICC 500. The 14,732 gross square foot structure will accommodate 833 occupants.

The Project will be developed and funded in partnership with the Alabama Department of Mental Health. The total Project cost in the amount of \$6,594,221 will be funded from the FEMA PDMGP in the amount of \$2,099,964; the Alabama Department of Mental Health in the amount of \$3,597,678; and Central Reserves in the amount of \$896,579.

I have attached a Resolution, Executive Summary, Project Summary, Location Map, and Attachment K 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 4 – 5, 2021.

MMF/ccj

Attachments

pc w/atchmts: Michael Rodgers
Michael Lanier
Tim Leopard
Dennis McDaniel

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

Meeting Date: February 4 – 5, 2021

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: University Services Campus Community Safe Room

PROJECT LOCATION: 1690 Ruby Tyler Pkwy Located on the University Services Campus, southeast of the Human Resources building and immediately north of Ruby Tyler Parkway

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 checked="" type="checkbox"/> New Construction | Community Safe Shelter | 100% | 14,732 |
| TOTAL | | 100% | 14,732 |

| BUDGET | Preliminary |
|--|---------------------|
| Construction | \$ 4,278,260 |
| Site Development | \$ 280,000 |
| Landscaping | \$ 109,000 |
| Furniture, Fixture and Equipment | \$ 400,000 |
| Security/Access Control | \$ 100,000 |
| Telecommunication/Data | \$ 225,000 |
| Contingency* (5%) | \$ 233,363 |
| UA Project Management Fee ** (3%) | \$ 147,019 |
| Architect/Engineer Fee*** (~8.23%) | \$ 384,416 |
| Expenses (Geotech, Construction Materials Testing) | \$ 30,000 |
| Other Fees and Services (Testing, Advertising, Inspections and Printing) | \$ 407,163 |
| TOTAL PROJECT COST | \$ 6,594,221 |

*Contingency is based on 5% of the cost of construction, site development, and landscaping.

**UA Project Management fee is based on 3% of the cost of construction, site development, landscaping, and contingency.

*** Architect/Engineer fee is based on 6.4% of the cost of construction, site development, and landscaping, plus \$63,000 for FEMA documentation and \$22,711 for reimbursable expenses.

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

| | | |
|--|-----------|---------------|
| 14,732 gsf x ~\$2.27/gsf | \$ | 33,545 |
| TOTAL ESTIMATED ANNUAL O&M COSTS: | \$ | 33,545 |

FUNDING SOURCE:

Capital Outlay:

| | | |
|---|----|-----------|
| Pre-Disaster Mitigation Grant Program–Federal Emergency Management Administration | \$ | 2,099,964 |
| Alabama Department of Mental Health | \$ | 3,597,678 |
| Central Reserves | \$ | 896,579 |
| O&M Costs: | | |
| Alabama Department of Mental Health | \$ | 16,830 |
| University Annual Operating budget | \$ | 16,317 |

NEW EQUIPMENT REQUIRED:

Not Applicable.

RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:

The proposed University Services Campus Community Safe Room project (“Project”) will enhance safety and security during severe weather events for students, staff, and visitors in the vicinity of the University Services Campus. The location was selected to serve the overall area due to the high density of employees in the area and students in the surrounding housing complexes along Helen Keller. It will also provide quick access due to several existing parking lots in the area.

ATTACHMENT NO. 1

Project: University Services Campus

Community Safe Room

BOT Submittals – Stage I

Meeting Date: February 4 – 5, 2021

Project Summary**UNIVERSITY SERVICES CAMPUS COMMUNITY SAFE ROOM**

The University Services Campus Community Safe Room project (“Project”) will be located on University Service Campus, Southeast of the Human Resources Admin Building and immediately north of Ruby Tyler Parkway. Due to the lack of appropriate storm shelter space on the University Services Campus and east of McFarland, the University submitted a grant request for the Project in response to FEMA’s Pre-Disaster Mitigation program in January 2020 and was notified of the award in October 2020. The project will be in collaboration with the Alabama Department of Mental Health (ADMH) and both capital and operational cost will be shared on a pro rata basis.

The building will be constructed to withstand wind speeds up to 250 MPH in accordance with FEMA 361-Guidance for Community and Residential Safe Rooms and ICC 500-Standard for the Design and Construction of Storm Shelters. The 14,732 gross square facility (GSF) (7,480 GSF of non-hardened and 7,252 GSF of rated shelter) will support 833 total occupants. The non-hardened 7,480 gsf space will allow ADMH to use the facility as a temporary shelter during long term severe weather events such as hurricanes or for swing space if a facility is offline for an extended duration. This space will include showers, medicine room, laundry services, serving kitchen and dining as well as housing 50 clients and 15 staff.

The Project will enhance safety during severe weather events for University students, staff, and visitors to the University Services Campus, and those in close proximity to the facility. ADMH will not use the facility during tornado events.

The facility will be constructed to be complementary to the surrounding facilities including a brick façade, pitched roof mansard and appropriate landscaping.



STATE OF ALABAMA
EMERGENCY MANAGEMENT AGENCY

5898 COUNTY ROAD 41 • P.O. DRAWER 2160 • CLANTON, ALABAMA 35046-2160
(205) 280-2200 FAX # (205) 280-2495



October 1, 2020

Tim Leopard
Senior VP for Campus Development
271 Rose Administration Building
Tuscaloosa, Alabama 35487

Subject: FY 2019 Pre-Disaster Mitigation Grant
PDMC-04-AL-2019-008 FY2019 PDMC University of Alabama - University
Services Community Safe Room

Dear Mr. Leopard:

The Federal Emergency Management Agency (FEMA) has notified this office that the above-referenced project is approved and the federal funds obligated. The project has been approved for \$2,799,952.05 with a Federal share of \$2,099,964.03 and non-federal share of \$699,988.02.

Enclosed is a copy of the State-Sub-recipient Agreement; execute and return one copy to AEMA Mitigation via US Mail and retain the other copy for your files. **Please fully read this agreement and pay close attention to #1 and #17.** Note that #17 on the State-Sub-recipient Agreement states: "The Sub-recipient will begin project work within 90 days of approval of the grant and complete all items of work within the specified period of performance period of performance ending April 1, 2023, unless an extension is granted to extend the time frame."

Quarterly progress reports are required each quarter until project completion. The first quarterly progress report will be due on January 1, 2021 and will report on activities completed during 1st quarter 2020 (October 2020- December 2020). Each subsequent report will be due on the first of the month following the end of each quarter (July 1, Oct 1, January 1, and April 1).

If you need additional information concerning this approval and the administration of this project, please contact Kristy Ray at 205-280-2470 or Kristy.ray@ema.alabama.gov.

Sincerely,

Brian Hastings
Director

Attachment K to Board Rule 415

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

FY: 2020 – 2021

Project Name/Category: University Services Campus Community Safe Room
UA Project #: 1037-20-2330
Campus: University Services Campus, The University of Alabama
1690 Ruby Tyler Parkway – Located southeast of the
Human Resources building and immediately north of
Ruby Tyler Parkway

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

| | | |
|--|---------------------------------|-----------------------|
| <input checked="" type="checkbox"/> increase space inventory | <u>.086</u> % increase | <u>14,732</u> GSF |
| <input type="checkbox"/> replace space inventory | <u> </u> % replacement | <u> </u> GSF |
| <input type="checkbox"/> renovation of existing space only | | <u> </u> GSF |

Comment:

There is no hardened or appropriate shelter location on the University Services campus for staff or visitors. There are also numerous student housing complexes in the area that the project will serve. Approximately 7,480 GSF will be developed for use and funded by the Alabama Department of Mental Health (ADMH).

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

Comments:

Not applicable.

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

☒ Yes ☐ No, A Campus Master Plan Amendment Is Required

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 | 10 | 833 | 14,732 | |
| 600 General Use Facilities | | | | |
| 700 Support Facilities | | | | |
| 800 Health Care Facilities | | | | |
| 900 Residential Facilities | | | | |
| 000 Unclassified Facilities | | | | |

Comments/Notations:

The primary purpose of the University Services Campus Community Safe Room project (“Project”) is to provide a safe space for the University Services Campus community and nearby student housing complexes during severe weather events. The facility is also being constructed to be multipurpose to enhance utilization. Any other uses will be closely coordinated with potential weather events and cancelled if there is any potential for a concurrent weather event. Approximately 7,480 GSF will be developed for use and funded by the Alabama Department of Mental Health (ADMH).

Data reported on latest fiscal year data available.

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

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

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

Comments:

The purposed Project will enhance safety during severe weather events for staff and visitors as well as the community of and surrounding the University Services Campus. This location was selected to serve the overall area due to the high density of employees in the area and students in the surrounding housing complexes along Helen Keller. It will also provide quick access due to several existing parking lots in the area.

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:

Donald Keith, Director of Emergency Management
Kim Boswell, Commissioner ADMH
Bob White, Facility Manager ADMH
Dennis McDaniel, Senior Project Manager
Jason Bigelow, University Architect

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

| Source(s) | New Funds (FY 2020-2021) | Reserves | Status ^{/7} |
|----------------------------|-------------------------------------|------------------|---------------------------------|
| Tuition | | | |
| Student Fees | | | |
| Investment Income | | | |
| Auxiliary Income | | | |
| • External | | | |
| • Internal | | | |
| Education Sales/Services | | | |
| • External | | | |
| • Internal | | | |
| Direct Grants – PDMGP-FEMA | \$2,099,964 | | Pending |
| Gifts | | | |
| Bonds | | | |
| Existing Net Assets | | | |
| Other | \$3,597,678 | \$896,579 | Pending |
| Totals | \$5,697,642 | \$896,579 | Pending |

^{/7} Approved, allocated, pending

Comments:

The anticipated total cost of this Project is \$6,594,221. This Project will be funded from Pre-Disaster Mitigation Grant Program (PDMGP) by the Federal Emergency Management Administration (FEMA) in the amount of \$2,099,964; Alabama Department of Mental Health (ADMH) in the amount of \$3,597,678; and, from Central Reserves in the amount of \$896,579.

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 | Base Data /⁸ FY 2020-2021 | First Full /YR Occupancy FY 2021-2022 | Successive Five (5) Year Projections ^{/9} |
| Maintenance | \$12,049 | \$12,196 | \$ 61,713 |
| Elevator Service | | | |
| Building Repairs | \$ 4,018 | \$ 4,063 | \$ 20,560 |
| Building Services | \$ 3,721 | \$ 3,767 | \$ 19,061 |
| Electric, Natural Gas, Steam | \$11,199 | \$11,332 | \$ 57,347 |
| Chilled Water | | | |
| Water and Sewer | \$ 316 | \$ 319 | \$ 1,613 |
| Insurance | \$ 1,085 | \$ 1,098 | \$ 5,555 |
| Safety Support | | | |
| Operations Staff Support Funding | \$ 759 | \$ 769 | \$ 3,877 |
| Other – Supply Store expenses | | | |
| Totals | \$33,147 | \$33,545 | \$169,727 |

^{/8} Latest Fiscal Year Data used as Base Year for Projections

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

Comments:

This space will be shared with ADMH and O&M cost will be pro-rated appropriately. 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 2021-2022) | 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 | \$33,545 | \$169,727 | |
| Total/YR | \$33,545 | \$169,727 | Pending |

/9 Initial Full Yr. of Occupancy

/10 Next Five (5) Yrs. Occupancy

/11 Funds Reallocated from other sources

/7 Approved, allocated, pending

Comments:

This space will be shared with ADMH. The O&M cost will be pro-rated appropriately. Ongoing O&M costs will be funded from the University's annual operating budget.

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

\$ N/A N/A % of Total Development Costs

Comments:

Not applicable.

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

Comments:

There are not any potential buildings that could be utilized or adapted to a FEMA rated storm shelter; therefore, new construction is the only option to facilitate a new storm shelter in this area.

/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 Project will enhance safety during severe weather events for students, staff, and visitors of the University Services Campus as well as those near the facility seeking refuge during severe weather events.

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

Comments:

Implementing safety measures such as this Project serve as a cornerstone for all four (4) of the University's Strategic Goals as these efforts only enhance the learning, research, and work environment.

14. Which of the six University of Alabama system Core Principles does this project support?

Comments:

Providing a safe environment meets Core Principle #1, which is to assure that everything we do is for the purpose of improving the lives and health of the citizens of the State of Alabama. In addition, this Project also supports Core Principle #5, which is to help lead a unified approach to improving the economy, opportunities, and comprehensive health care for all citizens of Alabama, as the safe space can also be used to administer medical tests such as COVID testing and vaccines. Similar shelter-type spaces on-campus have been used for this purpose.

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

Comments:

Tornadoes, high winds, thunderstorms, and lightning are recurring events in the city of Tuscaloosa. The immediate impact of this Project not being approved is that the populations in this area are potentially vulnerable to severe weather. A FEMA approved

storm shelter improves the safety of individuals in this area as we would not have sufficient readily available safe space to shelter students, employees, and visitors in this area during a severe weather event.

UNIVERSITY SERVICES CAMPUS COMMUNITY SAFE ROOM

SITE MAP



UNIVERSITY SERVICES CAMPUS COMMUNITY SAFE ROOM

Existing



East Elevation



North Elevation

UNIVERSITY SERVICES CAMPUS COMMUNITY SAFE ROOM

LOCATION MAP

