

**University of Alabama System  
Board Rule 415  
Board Submittal Checklist Criteria**

**Board Submittal Combined Checklists No. 1 & 2  
Capital Project – Stage I Submittal  
(General Information Package); Stage II Submittal  
(Architect Ranking)**

**Campus:** The University of Alabama System  
**Project Name:** Superintendent House Restoration  
**Date:** January 6, 2021

- 1. Completed Board Submittal Combined Checklists No. 1 & No. 2\*
- 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 (General Information Package) & Stage II Submittal (Architect Ranking).
- 4. Campus correspondence/photographs providing supporting project information.
- 5. Completed Executive Summary – Proposed Capital Project.
- 6. Executive Summary – Architect, Engineer, Selection process (include Interview Outline). \*\*
- 7. Campus letter requesting approval of the ranking of firms and authority to submit to the Physical Properties Committee for approval – signed by the Chairman of the Physical Properties Committee. \*\*
- 8. Completed Supplemental Information Worksheet – Exhibit “K”, Board Rule 415.
- 9. Project Planning Report.
- 10. Preliminary Business Plan (if applicable).
- 11. Campus map(s) showing Project site.

Prepared By: Angela Keith

Approved By: *Michael Rodgers*

Michael B. Rodgers  
UAS - Assistant Vice Chancellor  
for Construction Management

\* 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.

\*\* This Project is being submitted for Waiver of the Consultant Selection Process

Dana S. Keith, Vice Chancellor for Finance and Administration

January 4, 2021

Mr. Finis E. St. John IV  
Chancellor  
The University of Alabama System  
Sid McDonald Hall  
500 University Boulevard East  
Tuscaloosa, AL 35401

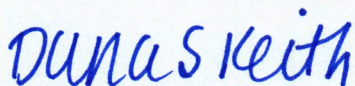
RE: Superintendent House Restoration

Dear Chancellor St. John:

Attached is a Resolution and supporting documentation for the proposed UA System project, the Superintendent House Restoration. This Resolution has been thoroughly reviewed and has my endorsement.

With your concurrence, I ask that it be added to the agenda as Stage I and Stage II action items for the Board of Trustees at its regular meeting on February 4, 2021.

Sincerely,



Dana S. Keith, PhD, CPA  
Vice Chancellor for Finance and Administration  
The University of Alabama System

Enclosure

**THE UNIVERSITY OF ALABAMA SYSTEM**

Resolution

**Superintendent House Restoration**

**WHEREAS**, an October 14, 2014 Memorandum of Understanding between The Board of Trustees of The University of Alabama and the State of Alabama Historical Commission includes preservation requirements for the Peter Bryce Campus, including the stabilization and preservation of the façade and envelope of the Bryce Superintendent Home constructed circa 1913; and

**WHEREAS**, a renovated Superintendent House is a suitable location for special event space for the University of Alabama System; and

**WHEREAS**, given the University of Alabama Campus Development staff’s unique ability to design and manage this restoration and to complete the project in advance of the fall of 2021, a waiver of the procedures applied to the selection of external consultants is appropriate; and

**WHEREAS**, the Project will be jointly funded by the University of Alabama System Office and the University of Alabama according to a Memorandum of Understanding between the two parties; and

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

| <b>Preliminary Project Budget</b>       |           | <b>Totals</b>    |
|-----------------------------------------|-----------|------------------|
| Construction – Demolition and Abatement | \$        | 100,000          |
| Construction – Building Renovation      | \$        | 3,140,056        |
| Furniture, fixtures, and Equipment      | \$        | 275,000          |
| Security and Access Control             | \$        | 30,000           |
| Telecommunications and Data             | \$        | 30,000           |
| UA Project Management Fees (3%)         | \$        | 115,995          |
| Architect/Engineer Fees (7.4%)          | \$        | 286,121          |
| Survey, Testing, Inspection, & Other    | \$        | 50,000           |
| Construction Contingency (10%)          | \$        | 351,505          |
| <b>Total Project Cost</b>               | <b>\$</b> | <b>4,378,621</b> |


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

1. The Stage I and II Submittals are hereby approved.
2. The Preliminary Budget is established as stipulated above.
3. The University of Alabama System Office is hereby authorized to proceed with the planning of the Project in accordance with the provisions of Board Rule 415 and to use the University of Alabama’s Campus Development staff to design and manage the project.

Michael Rodgers, Assistant Vice Chancellor for Construction Management

## Memorandum

**To:** Dana S. Keith, PhD, CPA

**From:** Michael Rodgers 

**Date:** January 4, 2021

**Re:** Board Agenda Item  
Stages I and II – Superintendent House Restoration

Attached is a Resolution and supporting documents requesting approval of Stages I and II for the capital project, (Bryce) Superintendent House Restoration.

In October 2014, a Memorandum of Understanding between The Board of Trustees of The University of Alabama and the State of Alabama Historical Commission was executed providing the preservation requirements for the Peter Bryce Campus. One of the requirements listed in the MOU is the “Stabilization and preservation of the façade and envelope of the Bryce Superintendent’s home (a/k/a Quarters I or Bryce Mansion) constructed circa 1913. This does not include the later addition on the east elevation, southeast corner of the main building.”

After consultation with officials at the University of Alabama, the Chancellor and University of Alabama System staff have identified the Superintendent House as an appropriate location for special event space for the University of Alabama System Office and lodging for official guests of the University of Alabama System. The proposed Project will restore the interior and exterior of the Superintendent House, providing bedrooms, dining and entertaining spaces, kitchen and catering spaces, and an outdoor seating area with tenting options.

A resolution is attached seeking Board of Trustees approval for Stages I & II. We have followed the procedures outlined in Board Rule 415 and have included all required documentation. I endorse this Resolution and ask your approval to include this item on the Agenda for the Board meeting on February 4, 2021.

Attachments



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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

**TOTAL ESTIMATED ANNUAL O&M COSTS**

\$

TBD

**SOURCE OF FUNDS:**

**Initial Capital Outlay:**

UAS Reserve Funds; UA Central Reserves

**Ongoing O&M Costs:**

UAS Annual Operating Budget

**NEW EQUIPMENT REQUIRED:**

Commercial kitchen equipment; residential grade lift

**PROJECT SCOPE:**

The project will restore the Superintendent House to provide special event space for the University of Alabama System and lodging for official guests of the University of Alabama System. The renovation will provide bedrooms and restrooms on the second floor for overnight accommodations for guests. Large dining and gathering space will be located on the first floor, along with the kitchen and food prep areas and a library/study.

On the east side of the building, a new patio will be constructed to provide space for outdoor events. An approximately 600 GSF restroom and storage building will be added to support the area. Landscaping, hardscaping, and lighting will be provided. The exterior space will be visually connected to the Bryce Preserve.

**RELATIONSHIP & ENHANCEMENT OF CAMPUS PROGRAMS:**

The Project will support the advancement of the University of Alabama and the University of Alabama System, as well as honor the commitment provided in the 2014 Memorandum of Understanding between the Board of Trustees and the Alabama Historical Commission to “stabilize and preserve” the structure. The Project will also compliment other ongoing UA projects in the area – the Peter Bryce Main Stabilization and Fit-out and the Performing Arts Academic Center.



## **PROJECT SUMMARY**

In October 2014, a Memorandum of Understanding between The Board of Trustees of The University of Alabama and the State of Alabama Historical Commission was executed providing the preservation requirements for the Peter Bryce Campus. One of the requirements listed in the MOU is the “Stabilization and preservation of the façade and envelope of the Bryce Superintendent’s home (a/k/a Quarters I or Bryce Mansion) constructed circa 1913. This does not include the later addition on the east elevation, southeast corner of the main building.”

After consultation with officials at the University of Alabama, the Chancellor and University of Alabama System staff have identified the Superintendent House as an appropriate location for special event space for the University of Alabama System Office and lodging for official guests of the University of Alabama System.

The renovation will provide bedrooms and restrooms on the second floor for overnight accommodations for guests. Large dining and gathering space will be located on the first floor, along with the kitchen and food prep areas and a library/study. On the east side of the building, a new patio will be constructed to provide space for outdoor events. An approximately 600 GSF restroom and storage building will be added to support the area. Landscaping, hardscaping, and lighting will be provided. The exterior space will be visually connected to the Bryce Preserve.

**Attachment K to Board Rule 415**

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

**January 4, 2021**

**Project Name/Category:** Superintendent House Restoration

**Campus:** The University of Alabama System

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

|                                                                       |                     |                  |
|-----------------------------------------------------------------------|---------------------|------------------|
| <input checked="" type="checkbox"/> increase space inventory          | _____ % increase    | <u>600</u> GSF   |
| <input type="checkbox"/> replace space inventory                      | _____ % replacement | _____ GSF        |
| <input checked="" type="checkbox"/> renovation of existing space only |                     | <u>6,577</u> GSF |

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

Comments:

N/A

**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:

Not required.



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    |                       |                    | 7,177      | See notes                                       |
| 700 Support Facilities        |                       |                    |            |                                                 |
| 800 Health Care Facilities    |                       |                    |            |                                                 |
| 900 Residential Facilities    |                       |                    |            |                                                 |
| 000 Unclassified Facilities   |                       |                    |            |                                                 |

Data reported on latest fiscal year data available.

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

**Comments/Notations:**

The University of Alabama System Office currently does not have space designated for special event use. Overnight accommodations for dignitaries and other visitors are currently not available on campus.

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

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

**Comments:**

The Superintendent House Restoration will support the advancement of the University of Alabama System, particularly by strengthening relationships with key external stakeholders. The project will also compliment ongoing UA projects in the area – the Peter Bryce Main Stabilization and Fit-out and the Performing Arts Academic Center.

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:

- Mike Rodgers, UAS Assistant Vice Chancellor for Construction Management
- Clay Ryan, UAS Vice Chancellor for Governmental Affairs and Economic Dev.
- Tim Leopard, UA Senior Assoc. VP for Campus Development
- Jason Bigelow, UA University Architect
- Brad Cook, UA Senior Project Manager
- Charles Phillips, UA Project Manager
- Bonner Lee, UA Senior Campus Landscape Architect

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

| Source(s)                                                                                                 | New Funds<br>(FY 2021) | Reserves         | Status /7        |
|-----------------------------------------------------------------------------------------------------------|------------------------|------------------|------------------|
| Tuition                                                                                                   |                        |                  |                  |
| Student Fees                                                                                              |                        |                  |                  |
| Investment Income                                                                                         |                        |                  |                  |
| Auxiliary Income <ul style="list-style-type: none"> <li>• External</li> <li>• Internal</li> </ul>         |                        |                  |                  |
| Education Sales/Services <ul style="list-style-type: none"> <li>• External</li> <li>• Internal</li> </ul> |                        |                  |                  |
| Direct Grants                                                                                             |                        |                  |                  |
| Gifts                                                                                                     |                        |                  |                  |
| Bonds                                                                                                     |                        |                  |                  |
| Existing Net Assets                                                                                       |                        |                  |                  |
| Other                                                                                                     |                        | 4,378,621        | Allocated        |
| <b>Totals</b>                                                                                             |                        | <b>4,378,621</b> | <b>Allocated</b> |

/7 Approved, allocated, pending

Comments:

The project will be jointly funded by the University of Alabama System Office and the University of Alabama according to the terms included in the Memorandum of Understanding between the two parties.

8. Estimate of operations and maintenance (O&M) costs for the initial occupancy year and projections for succeeding five (5) year period.

| <b>Operations and Maintenance (O&amp;M) Annual Costs Projections</b> |                                |                                                |                                                        |
|----------------------------------------------------------------------|--------------------------------|------------------------------------------------|--------------------------------------------------------|
| <b>Expense</b>                                                       | <b>FY2019<br/>Base Data /8</b> | <b>First Full /YR<br/>Occupancy<br/>FY2022</b> | <b>Successive Five<br/>(5) Year<br/>Projections /9</b> |
| Building Maintenance                                                 | \$16,500                       | \$16,830                                       | \$89,336                                               |
| Elevator Service                                                     | \$0                            | \$0                                            | \$0                                                    |
| Grounds Maintenance                                                  | \$15,000                       | \$15,300                                       | \$81,214                                               |
| Custodial Services                                                   | \$30,000                       | \$30,600                                       | \$162,429                                              |
| Utilities                                                            | \$13,000                       | \$13,260                                       | \$70,386                                               |
| Chilled Water                                                        | \$0                            | \$0                                            | \$0                                                    |
| Water and Sewer                                                      | \$0                            | \$0                                            | \$0                                                    |
| Insurance                                                            | \$0                            | \$0                                            | \$0                                                    |
| Equipment & Furnishings                                              | \$15,000                       | \$15,300                                       | \$81,214                                               |
| Other                                                                | \$3,000                        | \$3,060                                        | \$16,243                                               |
| <b>Totals</b>                                                        | <b>\$92,500</b>                | <b>\$94,350</b>                                | <b>\$500,822</b>                                       |

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

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

Comments:

Data reported on latest fiscal year data available from non-COVID year.

9. **Source of funds for projected ongoing operations and maintenance (O&M) costs for this project.**

| Source(s)                                                                                                     | Occupancy<br>Yr. /9 - (FY 2022) | Future<br>Years /10 | Status /7      |
|---------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------|----------------|
| Tuition                                                                                                       |                                 |                     |                |
| Student Fees                                                                                                  |                                 |                     |                |
| Investment Income                                                                                             |                                 |                     |                |
| Auxiliary Income <ul style="list-style-type: none"> <li>• External</li> <li>• Internal</li> </ul>             |                                 |                     |                |
| Educational Sales & Services <ul style="list-style-type: none"> <li>• External</li> <li>• Internal</li> </ul> |                                 |                     |                |
| Direct Grant(s)                                                                                               |                                 |                     |                |
| Reallocated Funds                                                                                             |                                 |                     |                |
| Gifts                                                                                                         |                                 |                     |                |
| Other: Annual Operating Budget                                                                                | \$94,350                        | \$500,822           | pending        |
| <b>Total/YR</b>                                                                                               | <b>\$94,350</b>                 | <b>\$500,822</b>    | <b>pending</b> |

- /9 Initial Full Yr. of Occupancy
- /10 Next Five (5) Yrs. Occupancy
- /7 Approved, allocated, pending

Comments:

O&M data from #11 Pinehurst used to generate projected costs. 2019 actuals used as these numbers show pre-COVID impact.

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

\$ 2,500,000 57 % of Total Development Costs

Comments:

It is estimated that fifty-seven percent of the projected \$4,378,621 construction cost will address existing deferred maintenance items.

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

The University System considered several alternatives to address the need for special event space. One option considered was the construction of a new building; however, this proved to be problematic due to site selection issues. The site location of the Superintendent House is ideal for the desired use.

- 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:**

See 14.

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

See 14.

- 14. Which of the six University of Alabama System Core Principles does this project support?**

The Project supports core principle #6 – “Elevate the status, stature, and influence of the University of Alabama System so that we can call on all people devoted to the University of Alabama, the University of Alabama at Birmingham, the University of Alabama in Huntsville, and the UAB Health System to unite for common purposes.”

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

Comments:

As core principle #2 of the University of Alabama System states, The Board of Trustees and the Chancellor's staff work to “Make higher education accessible and diverse, prepare students for success, and meet the workforce needs of the State”. Although construction of this project will have no direct impact on campus programs and enrollment, the lack of the facility for use by the Board of Trustees, the Chancellor's office, and the University of Alabama in working towards achievement of this core principle will have an indirect impact.

The University of Alabama System  
Project Planning Report  
January 6, 2021

Initial Report  
 Interim Report  
 Final Report  
 Report No.

TO: Office of the Chancellor  
Board of Trustees of The University of Alabama

FROM: Office of the Vice Chancellor for Finance and Administration  
The University of Alabama System

1. Project: Superintendent House Restoration

2. Location: Tuscaloosa - UA Bryce Campus

3. Architect/Engineer: Requesting in this submittal

|                           |                  |  |     |
|---------------------------|------------------|--|-----|
| 4. Project Status:        |                  |  |     |
| A. Schematic Design       | Date initiated   |  | TBD |
|                           | % Complete       |  | 0%  |
|                           | * Date Completed |  | TBD |
|                           |                  |  |     |
| B. Preliminary Design     | Date initiated   |  | TBD |
|                           | % Complete       |  | 0%  |
|                           | * Date Completed |  | TBD |
|                           |                  |  |     |
| C. Construction Documents | Date initiated   |  | TBD |
|                           | % Complete       |  | 0%  |
|                           | * Date Completed |  | TBD |
|                           |                  |  |     |
| D. Scheduled Bid Date     |                  |  | TBD |

|                                            |  |           |                  |
|--------------------------------------------|--|-----------|------------------|
| 5. Current Project Budget:                 |  |           |                  |
| A. Construction – Demolition and Abatement |  | \$        | 100,000          |
| B. Construction – Building Renovation      |  | \$        | 3,140,056        |
| C. Furniture, Fixtures, and Equipment      |  | \$        | 275,000          |
| D. Security/Access Control                 |  | \$        | 30,000           |
| E. Telecommunications/Data                 |  | \$        | 30,000           |
| F. UA Project Management Fees (3%)         |  | \$        | 115,995          |
| G. Architect/Engineer Fees (7.4%)          |  | \$        | 286,121          |
| H. Survey, Testing, Inspection, & Other    |  | \$        | 50,000           |
| I. Construction Contingency (10%)          |  | \$        | 351,505          |
| <b>J. TOTAL PROJECT COST</b>               |  | <b>\$</b> | <b>4,378,621</b> |

6. Funding /Resources: UAS Reserve Funds; UA Central Reserves

7. Remarks: \_\_\_\_\_

Final Agency Approval

Submitted By: Michael B. Rodgers  
 UAS Assistant Vice Chancellor for  
 Construction Management

# SUPERINTENDENT HOUSE RESTORATION

## LOCATION MAP

