

**UNIVERSITY OF ALABAMA SYSTEM
BOARD RULE 415
BOARD SUBMITTAL CHECKLIST CRITERIA**

**BOARD SUBMITTAL CHECKLIST NO. 1 & 2
CAPITAL PROJECT - STAGE I & II SUBMITTAL ^{/1}
(General information, Architect Ranking, Project Scope and Project Budget) ^{/8}**

CAMPUS: The University of Alabama
PROJECT NAME: Chi Omega Bedroom Renovation
MEETING DATE: September 15-17, 2022

- 1. Board Submittal Checklist No. 1 and 2
- 2. Transmittal Letter to Chancellor from Campus President requesting 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 and II Submittal (General Information, Architect Ranking, Project Scope and Project Budget; authority to proceed with Owner/Architect contract negotiations) by the Board of Trustees
- 4. Executive Summary – Proposed Capital Project ^{/2}
- 5. Executive Summary – Architect, Engineer, Selection Process (include Interview Outline). ^{/3, /4, /5, *}
- 6. Supplemental Project Information Worksheet – Exhibit “K”, Board Rule 415
- 7. Campus letter requesting approval of the ranking of firms and authority to Submit to the Physical Properties Committee for approval – signed by Chair of the Physical Properties Committee and UA System Senior Vice Chancellor for Finance and Administration ^{/6}
- 8. Preliminary Business Plan (if applicable) ^{/7}
- 9. Campus map(s) showing project site

Prepared by: Michael Hand

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 Physical Properties Committee and Senior Vice Chancellor for Finance & Administration, Reference Tab 3-O-Board Rule 415, Instructional Guide
* Request for Waiver of Consultant Selection Process

August 10, 2022

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 approval under Board Rule 415 the attached documents for a Stage I and a Stage II submittal for the Chi Omega Bedroom Renovation project.

The resolution requests authorization to establish a preliminary budget and funding for the project as stipulated, and enter into an Owner Designer Agreement with TRI Architecture + Interior Design, Birmingham, Alabama, as the principal design firm for this Project.

The item has been thoroughly reviewed and has my endorsement. With your concurrence, I ask that it be added to the agenda for The Board of Trustees at their regular meeting on September 15-16, 2022.

Sincerely,



Stuart R. Bell
President

Enclosure



RESOLUTION

CHI OMEGA BEDROOM RENOVATION

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval of a Stage I submittal for the Chi Omega Bedroom Renovation project (“Project”) to be located at 901 Magnolia Drive; and

WHEREAS, the Project will allow for the renovation of forty-three (43) bedroom units, both single and double occupancy, at the Chi Omega Sorority House (“Chapter”), providing the Chapter members with an enhanced living environment and increasing the Chapter’s recruiting potential for future membership growth; and

WHEREAS, TRI Architecture + Interior Design, Birmingham, Alabama (TRI), was engaged by the University and the Chapter to perform due diligence and programming services for this Project, and has extensive knowledge of the design and construction of the facility; and

WHEREAS, as TRI’s knowledge of the facility, University Standards, design principles, and procedures will greatly facilitate the design and administrative process, the University is requesting approval to waive the Consultant Selection Process and to utilize TRI for the Project; 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 University has negotiated a final design fee based on 7.1% of the cost of construction, no additional renovation factor, and a credit of \$25,000, which represents a 28% discount of the standard design fee total; and

WHEREAS, the Project will be funded from Chi Omega Chapter Reserves in the amount of \$1,500,000, which the University has verified; and

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

BUDGET:	PRELIMINARY
Construction	\$ 1,258,134
Contingency* (5%)	\$ 62,907
UA Project Management Fee** (3%)	\$ 39,631
Architect/Engineer Fee*** (7.1%)	\$ 64,328
Other****	\$ 75,000
TOTAL PROJECT COST	\$ 1,500,000

*Contingency is based on 5% of the costs of Construction and Landscaping.

**UA Project Manager Fee is based on 3% of the costs of Construction, Landscaping, and Contingency.

***Architect/Engineer Fee is based on 7.1% of the costs of Construction less a \$25,000 credit.

**** Other expenses include Inspections, Advertising, Printing, and other associated project costs, as applicable.

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 and funding for the Project as stipulated above is hereby approved.
3. Stuart R. Bell, President; Matthew M. Fajack, Vice President for Finance and Operations and Treasurer; or those officers named in the most recent Board resolutions granting signature authority for the University be, and hereby are, authorized to act for and on behalf of the Board to execute an architectural agreement with TRI Architects + Interior Design, of Birmingham, Alabama, for architectural services in accordance with Board Rule 415 for this Project.

EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT
BOARD OF TRUSTEES SUBMITTAL

MEETING DATE: September 15-16, 2022

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Chi Omega Bedroom Renovation

PROJECT NUMBER: 910-22-2938

PROJECT LOCATION: 901 Magnolia Drive, Tuscaloosa, Al 35401

ARCHITECT: To be determined

THIS SUBMITTAL:

- Stage I
- Stage II, waiver request
- Campus Master Plan Amendment
- Stage III
- Stage IV

PREVIOUS APPROVALS:

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input type="checkbox"/> Building Construction	Sorority	~100%	9,438
<input type="checkbox"/> Building Addition			
<input checked="" type="checkbox"/> Building Renovation			
<input type="checkbox"/> Equipment			
TOTAL		100%	9,438

BUDGET	Preliminary
Construction	\$ 1,258,134
Contingency* (5%)	\$ 62,907
UA Project Management Fee** (3%)	\$ 39,631
Architect/Engineer Fee*** (7.1%)	\$ 64,328
Other****	\$ 75,000
TOTAL PROJECT COST	\$ 1,500,000
Construction Cost per square foot: \$140	

*Contingency is based on 5% of the costs of Construction.

**UA Project Management Fee is based on 3% of the costs of Construction and Contingency.

***Architect/Engineer Fee is based on 7.1% of the costs of Construction, less \$25,000 credit.

****Includes Inspections, Advertising, Printing, and other associated project costs as applicable.

ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:	
(Utilities, Housekeeping, Maintenance, Insurance, Other)	
0 sf x ~\$0.00/sf	\$ N/A
Total Estimated Annual O&M Costs:	\$ N/A*

*O & M costs will be funded by the chapter from rental income and other charges to sorority members. There is no projected change in O & M costs resulting from this project scope.

FUNDING SOURCE:	
Capital Outlay:	
Chapter Funds	\$ 1,500,000
O & M Costs:	N/A
NEW EQUIPMENT REQUIRED	
Total Equipment Costs:	N/A

PROJECT SCOPE:

Chi Omega is requesting to replace their existing bedroom furniture with built-in beds, dressers, storage and closets to provide more space and enhance the function of the rooms for the members. This will help bring the house up to current trends in Greek life and aid in future recruitment and chapter growth.

The Project will include replacing existing freestanding furniture with painted built-in beds, storage and updated closets.

The bedroom walls and ceilings will also be painted.

There will be no work in the facility outside of the bedrooms.

PROJECT STATUS*

SCHEMATIC DESIGN:	Date Initiated	March 2022
	% Complete	75%
	Date Completed	June 2022
PRELIMINARY DESIGN:	Date Initiated	June 2022
	% Complete	50%
	Date Completed	July 2022
CONSTRUCTION DOCUMENTS:	Date Initiated	August 2022
	% Complete	50%
	Date Completed	October 2022
SCHEDULED BID DATE:		November 2022

**Due to the nature and minimal scope of this project, and at the request of the Chapter, it was necessary for design to be advanced further than normal before accurate cost estimates could be performed. Original project budget targets were under \$1,000,000 but were increased as programming advanced.*

RELATIONSHIP AND ENHANCEMENT OF CAMPUS PROGRAMS

The proposed project will enhance the student-life experience for existing and future members by providing additional space and storage within the bedrooms, increasing room functionality, and bringing the house up to current trends in Greek life.

Attachment K to Board Rule 415

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

FY: 2022 – 2023

Project Name: Chi Omega Bedroom Renovation

Project Address/Location: 901 Magnolia Drive Tuscaloosa, Al 35401

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		<u>9,438</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:

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

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				
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:

Not applicable to Greek Housing.
 The Chapter currently has full occupancy of all bedrooms

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

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

Comments:

This proposed Project will enhance the living experience for existing student members as well as future members. Bed capacity will remain the same.

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:

- Michael Hand, UA Construction Administration, Project Manager
- Teresa Rivadeneira, Programming Architect
- Jason Bigelow, UA Staff Architect
- Kathleen Roth, Chi Omega
- Charlye Adams, Chi Omega
- Javona Vanderheiden, Chi Omega

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

Source(s)	New Funds (FY_____)	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 - Chapter Funds	\$1,500,000		Pending
Totals	\$1,500,000		Pending

^{/7} Approved, allocated, pending

Comments:

Chi Omega will fund this project from Chapter Funds.
The University has confirmed availability of the funds for the Project.

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 2014- 2015 Base Data /8	First Full /YR Occupancy FY	Successive Five (5) Year Projections /9
Maintenance			
Elevator Service			
Building Repairs			
Building Services			
Electric, Natural Gas, Steam			
Chilled Water			
Water and Sewer			
Insurance			
Safety Support			
Operations Staff Support Funding			
Other – Supply Store expenses			
Totals	Not Applicable	Not Applicable	Not Applicable

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

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

Comments:

All O&M costs are the responsibility of the chapter and will be funded from rental income and other charges to the sorority members.

There will be no change in the Chapter’s O&M costs as this is finishes only for the space.

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

Source(s)	Occupancy Yr ^{/9} (FY _____)	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- Chapter Payable			
Total/YR	Not Applicable	Not Applicable	Not Applicable

^{/9} Initial Full Yr of Occupancy
^{/10} Next Five (5) Yrs Occupancy
^{/11} Funds Reallocated from other sources
^{/7} Approved, allocated, pending

Comments:

Ongoing O&M cost will be funded by the chapter from rental income and other charges to sorority members.

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

\$ _____ % of Total Development Costs

Comments:

Not applicable. All deferred maintenance costs are handled and funded by the chapter.

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

/13 Renovation vs. new construction, adaptive reuse of underutilized buildings, etc.

Comments:

Chi Omega is upgrading existing member bedrooms. This is the best option to improve the member life and aid in future membership growth without building a new house.

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 bring Chi Omega's bedrooms more in line with other Greek houses as well as residential housing on campus.

It will improve Chi Omega's ability to recruit and retain members by providing an updated living environment that is comparable to the offering by other chapters.

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

Comments:

The Project will further the University's strategic goal of attracting and supporting a diverse student body through housing enhancements for the student population who participate in Greek organizations.

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

Comments:

This Project will ensure accountability and maintenance of the highest standards of excellence (UAS core Principle 3) by assisting the Greek Life community in maintaining those standards for students within the chapter and future new members of Chi Omega.

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

Comments:

If not approved, the chapter maintains there will be a negative impact on their ability to be competitive during recruitment. The upgraded bedrooms will support the chapter's efforts to grow, engage and enhance their members' experience.



August 8, 2022

Dr. Dana S. Keith
Senior Vice Chancellor for Finance and Administration
Sid McDonald Hall
500 University Boulevard, East
Tuscaloosa, AL 35401

Trustee Karen Brooks
Chair, Physical Properties Committee
2555 14th Street, East
Tuscaloosa, AL 35404

RE: Request for Waiver of Consultant Selection Process
Chi Omega Bedroom Renovation
UA Project No.: 910-22-2938

Dear Dr. Keith and Trustee Brooks,

The University of Alabama (“University”) is requesting a Waiver of the Consultant Selection Process for the Chi Omega Bedroom Renovation project (“Project”) located at 901 Magnolia Drive.

The University proposes to utilize TRI Architecture + Interior Design, Birmingham, Alabama (TRI), as the principal design firm for this Project. The services of TRI are proposed due to the firm having served as consultant for the programming for this Project and their familiarity and innate knowledge of the users. This insight will facilitate an efficient design process and ensure coordination with the existing facility. Accordingly, the University is requesting approval to utilize TRI Architecture for this Project.

Accordingly, the University has negotiated a design fee of 7.1% of the cost of construction with no renovation factor added, and less a discount credit in the amount of \$25,000 for TRI’s familiarity with the facility and recent programming with the end users. The total credit reflects a 42.4% reduction off the standard fee for this type of project (Group III).

Cost of the Work		Percentage Fee for Building Group III		Major Renovation Factor		Credits		Fee
\$1,258,134	x	7.1%	+	25%	-	\$0	=	\$111,659
\$1,258,134	x	7.1%	+	0%	-	\$25,000	=	\$64,328

Fee savings is \$47,331 or approximately 42.4% of the value of the standard fee for the Project.

Chi Omega Bedroom Renovation
August 8, 2022
Page 2 of 2

Approval is hereby requested for:

1. Waiver of the Consultant Selection process.
2. TRI Architecture + Interior Design, of Birmingham, Alabama, as the design service provider for the Project at a negotiated design fee based on 7.1% of the cost of construction, with no renovation factor added, less total credits in the amount of \$25,000.
3. Submittal to the Physical Properties Committee for review and approval.

For your convenience, a Project Summary has been attached. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Matthew M. Fajack
Vice President for Finance and Operations
and Treasurer

MMF/ccj

Attachment

Pc w/atchmts: Michael Rodgers
Tim Leopard

Matt Skinner
Michael Hand

Recommended for Approval

Not Recommended for Approval. Submit to Physical Properties Committee

DocuSigned by:

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Dr. Dana S. Keith, Senior Vice Chancellor for Finance and Administration

Recommended for Approval

Not Recommended for Approval. Submit to Physical Properties Committee

DocuSigned by:

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Trustee Karen Brooks, Chair for Physical Properties Committee

CHI OMEGA BEDROOM RENOVATION

LOCATION MAP

