

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

**BOARD SUBMITTAL CHECKLIST NO. 1  
CAPITAL PROJECT - STAGE I SUBMITTAL <sup>/1</sup>  
(General Project Information)**

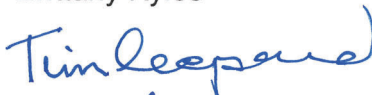

**CAMPUS:** The University of Alabama, Tuscaloosa, Alabama

**PROJECT NAME:** Alston Hall Renovation

**MEETING DATE:** November 3-4, 2022

- ☒ 1. Board Submittal Checklist No. 1
- ☒ 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 Submittal by the Board of Trustees
- ☒ 4. Executive Summary – Proposed Capital Project <sup>/2</sup>
- ☒ 5. Supplemental Project Information Worksheet – Exhibit “K”, Board Rule 415
- ☒ 6. Campus map(s) showing project site

Prepared by: Brittany Kyles

Approved by:   


<sup>/1</sup> Reference Tab 3F – Board Rule 415 Instructional Guide

<sup>/2</sup> Reference Tab 3E – Board Rule 415 Instructional Guide



Office of the  
President

September 28, 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 submittal for the Alston Hall Renovation project.

The resolution requests authorization to establish a preliminary scope, budget, and funding as stipulated.

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 November 3-4, 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Stuart R. Bell". The signature is stylized with a large, looped "S" and "B".

Stuart R. Bell  
President

Enclosure



## **RESOLUTION**

### **ALSTON HALL RENOVATION**

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval of a Stage I submittal for the Alston Hall Renovation (“Project”) located at 361 Stadium Drive Tuscaloosa, AL; and

WHEREAS, the Project will include the interior renovation of select student and administrative areas on all floors of Alston Hall and will address deferred maintenance needs such as replacing flooring, windows, mechanical equipment, electrical equipment, and installing fire protection; and

WHEREAS, the Project will create needed space to support high-quality business education by increasing collaboration spaces and additional administrative space critically necessary to managing and supporting the College’s growth; and

WHEREAS, the Project will include approximately 14,350 gsf of renovated spaces within Alston Hall including aforementioned classrooms, collaboration rooms, additional administrative space, and deferred maintenance needs; and

WHEREAS, to mitigate the effects of continued industry lead time issues and to create as little disruption as possible for existing staff and students in the area, the Project will be separated into four (4) packages: Package A – Windows and Envelope, Package B - Demolition, Package C – Main Renovation, and Owner Furnished Contractor Installed (“OFCI”) Equipment long lead equipment; 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 Gifts in the amount of \$4,000,000, and University Central Reserves in the amount of \$7,000,000; and

WHEREAS, the Project will address campus deferred maintenance liabilities in the amount of approximately \$5,000,000 (46% of Total Project Cost); and

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

<b>BUDGET:</b>	<b>PRELIMINARY</b>
Construction Package A- Windows & Envelope	\$ 500,000
Construction Package B- Demolition	\$ 192,539
Construction Package C- Main Renovation	\$ 6,500,000
Owner Furnished Contractor Installed (OFCI) Equipment	\$ 585,00
Landscaping	\$ 100,000
Furniture, Fixtures, and Equipment	\$ 770,000
Security/Access Control	\$ 100,000
Telecommunication/Data	\$ 100,000
Audio Visual	\$ 225,000
Contingency* (10%)	\$ 787,754
UA Project Management Fee**(3%)	\$ 259,959
Architect/Engineer Fee*** (~6.82%)	\$ 537,248
Other****	\$ 342,500
<b>TOTAL PROJECT COST</b>	<b>\$ 11,000,000</b>

\*Contingency is based on 10% of the cost of Construction Packages A-C, OFCI and Landscaping.

\*\*UA Project Management Fee is based on 3.0% of the cost of Construction Packages A - C, OFCI, Landscaping, and Contingency.

\*\*\*Architect/Engineer Fee is based on 6.2% of the cost of Construction Packages A – C, OFCI and Landscaping plus a 1.1 renovation factor.

\*\*\*\* Other fees and expenses include Geotech, Construction Materials Testing, 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 scope, budget, and funding for the Project as stipulated above are hereby approved.

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

**MEETING DATE:** November 3-4, 2022

**CAMPUS:** The University of Alabama, Tuscaloosa, Alabama

**PROJECT NAME:** Alston Hall Renovation

**PROJECT NUMBER:** 032-23-3112

**PROJECT LOCATION:** 361 Stadium Drive, Tuscaloosa, Alabama

**ARCHITECT:** To Be Determined

**THIS SUBMITTAL:**

- ☒ Stage I
- ☐ Stage II
- ☐ Campus Master Plan Amendment
- ☐ Stage III
- ☐ Stage IV

**PREVIOUS APPROVALS:**

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input type="checkbox"/> Building Construction	Office Facilities	~8%	1,200
<input type="checkbox"/> Building Addition	Conference Room	~3%	400
<input checked="" type="checkbox"/> Building Renovation	Study/Collaboration Rooms	~7%	1,020
<input type="checkbox"/> Equipment	Lounge	~7%	1,000
	Circulation/Common Space	~75%	10,730
<b>TOTAL</b>		<b>100%</b>	<b>14,350</b>

<b>BUDGET</b>	<b>Preliminary</b>
Construction Package A- Windows and Envelope	\$ 500,000
Construction Package B- Select Interior Demolition	\$ 192,539
Construction Package C- Main Renovation	\$ 6,500,000
Owner Furnished Contractor Installed (OFCI) Equipment	\$ 585,000
Landscaping	\$ 100,000
Furniture, Fixtures and Equipment	\$ 770,000
Security/Access Control	\$ 100,000
Telecommunication/Data	\$ 100,000
Audio Visual	\$ 225,000
Contingency* (10%)	\$ 787,754
UA Project Management Fee** (3%)	\$ 259,959
Architect/Engineer Fee*** (~6.27%)	\$ 537,248
Other****	\$ 342,500
<b>TOTAL PROJECT COST</b>	<b>\$ 11,000,000</b>
<b>Construction Cost per square foot: \$542</b>	

\*Contingency is based on 10% of the costs of Construction Packages A – C, OFCI and Landscaping.

\*\*UA Project Management Fee is based on 3% of the costs of Construction Packages A-C, OFCI, Landscaping, and Contingency.

\*\*\*Architect/Engineer Fee is based on 6.2% of the costs of Construction Packages A – C, OFCI and Landscaping plus a 1.1 renovation factor.

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

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

Total Estimated Annual O&M Costs: \$ N/A\*

#### **FUNDING SOURCE:**

	Gifts \$	4,000,000
	University Central Reserves \$	7,000,000
<b>O&amp;M Costs:</b>	University Annual Operating Funds \$	N/A*

\*Alston Hall is an existing Education and General facility and accordingly O&M is already funded. There is no incremental change to O&M resulting from this Project.

<b>NEW EQUIPMENT REQUIRED -</b>	
Pumps	\$15,000
VFDs	\$180,000
Air Handler	\$210,000
HVAC Controls	\$180,000
<b>Total Equipment Costs:**</b>	<b>\$585,000</b>

\*\* Owner Furnished Contractor Installed Long Lead Equipment

#### **PROJECT SCOPE:**

The Proposed Project includes the interior renovation of select student and administrative areas on all floors of Alston Hall. The proposed work will address deferred maintenance needs such as replacing flooring, windows, mechanical equipment, electrical equipment, and installing fire protection. The Project renovation will create needed space to support high-quality business education by increasing collaboration spaces designed to prepare students for the corporate climate they will encounter upon graduation, while also providing additional administrative space critically necessary to managing and supporting the College's growth.

The Project is not a comprehensive renovation of the entire interior of the building and only addresses high impact student areas and select administrative and faculty office space.

#### **PROJECT STATUS**

SCHEMATIC DESIGN:	Date Initiated	November 2022
	% Complete	0%
	Date Completed	December 2022
PRELIMINARY DESIGN:	Date Initiated	January 2023
	% Complete	0%
	Date Completed	February 2023
CONSTRUCTION DOCUMENTS:	Date Initiated	March 2023
	% Complete	0%
	Date Completed	April 2023
SCHEDULED BID DATE: Package C		April 2023

\*N/A on Stage I Projects

#### **RELATIONSHIP AND ENHANCEMENT OF CAMPUS PROGRAMS:**

Student enrollments in the Culverhouse College of Business continue to grow—fall 2021 enrollment was just shy of 9,700 students and in fall 2022 is just shy of 10,000 students. Growth is expected to continue and while the addition of Hewson Hall to the business campus in August 2021 significantly increased the availability of classrooms, collaboration spaces for students and faculty offices, there remains a need in Alston Hall to expand and improve administrative support offices and to increase the number of collaboration rooms and commons areas to accommodate its large student enrollment.

The building was originally constructed in 1992 and has remained largely untouched except select classrooms on the Ground Level. The ground floor of Alston Hall also has much-needed renovations including updating heavily used bathrooms and re-doing the terrazzo floor. The collaboration rooms in Hewson Hall are heavily used and more are needed for the College's large student population. Collaboration rooms provide space for team learning, which is heavily used throughout all academic programs in the business college because it is critical to preparing students for the corporate environments in which they will work. This Project will create five collaboration rooms in Alston Hall, which currently has none.

This Project also replaces an outdated designed classroom on the ground floor of Alston with an open student commons area, which will provide additional space in Alston for students to gather and study. Moreover, it will greatly ease the congestion on that floor that results from three heavily-used large classrooms—when all three classrooms are scheduled continuously and simultaneously, approximately 580 students are emptying the classrooms while another 580 students are waiting to enter the classrooms for the next set of classes. The students crowd into this space, with lines of students often trailing outside of the building doors waiting for the crowd to diminish so that they can enter the building.

As the College's enrollment has grown, so has the need for additional administrative support offices, including alumni and corporate relations, development, marketing and communications, and dean's office support personnel (finance, HR, operations). There are not enough offices to accommodate current staffing needs in these areas, and future growth is anticipated. This project will more efficiently use space in Alston to create these needed offices.

Over the last five years, Culverhouse enrollments have increased 9.5%, from a total of 9,112 in fall 2018 to 9,972 in fall 2022. This increase has generated an estimated 18.25% increase in tuition dollars (FY18-FY22). Enrollment increases the past two academic years have been 5% and 3.5%, respectively. A conservative enrollment growth estimate of 2% would result in increased tuition funds of approximately \$1.5 to \$2 million annually.



## Attachment K to Board Rule 415

### Supplemental Project Information Worksheet Annual Capital Development Plan

**FY: 2022 – 2023**

**Project Name:** Alston Hall Renovation

**Project Address/Location:** Mary Hewell Alston Hall  
361 Stadium 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		14,350 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- renovation of existing space only

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

Comments:

N/A

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)
<b>100 Classroom Facilities</b>				
<b>200 Laboratory Facilities</b>				
<b>300 Office Facilities</b>				
310 Office	12	1	1,200	1
350 Conference Room	2	10	400	2
<b>400 Study Facilities</b>				
410 Study Room	6	5	1,020	2
<b>500 Special Use Facilities</b>				

Proposed New Space/Facilities				
Classification	Number (Spaces/Rooms)	Capacity (Persons)	Area (GSF)	Existing Space Utilization Data (See Notations)
<b>600 General Use Facilities</b>				
650 Lounge	1	50	1000	2
<b>700 Support Facilities</b>				

Proposed New Space/Facilities				
Classification	Number (Spaces/Rooms)	Capacity (Persons)	Area (GSF)	Existing Space Utilization Data (See Notations)
<b>800 Health Care Facilities</b>				
<b>900 Residential Facilities</b>				
<b>000 Unclassified Facilities</b>				
<b>WWW Circulation Area</b>				
<b>XXX Building Service Area</b>				
<b>YYY Mechanical Area</b>				

Data reported on latest fiscal year data available.

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

Comments/Notations:

1. Current office allocation within Alston Hall is at capacity and not able to accommodate growth.
2. Current meeting and collaboration spaces are at capacity and not able to accommodate study needs.

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

Estimated new Funds from Tuition/Programs

**\$ \$10M over next 5 years**

Comments:

Student enrollments in the Culverhouse College of Business continue to grow—fall 2021 enrollment was just shy of 9,700 students and in fall 2022 is just shy of 10,000 students. Growth is expected to continue and while the addition of Hewson Hall to the business campus in August 2021 significantly increased the availability of classrooms, collaboration spaces for students and faculty offices, there remains a need in Alston Hall to expand and improve administrative support offices and to increase the number of collaboration rooms and commons areas to accommodate its large student enrollment. The ground floor of Alston Hall also has some much-needed maintenance projects including updating heavily used bathrooms and re-doing the terrazzo floor.

The collaboration rooms in Hewson Hall are heavily used and more are needed for the College's large student population. Collaboration rooms provide space for team learning, which is heavily used throughout all academic programs in the college because it is critical to preparing students for the corporate environments in which they will work. This project will create five collaboration rooms in Alston, which currently has none.

This project also replaces an outdated designed classroom on the ground floor of Alston with an open student commons area, which will provide additional space in Alston for students to gather and study. Moreover, it will greatly ease the congestion on that floor that results from three heavily-used large classrooms—when all three classrooms are scheduled continuously and simultaneously, approximately 580 students are emptying the classrooms while another 580 students are waiting to enter the classrooms for the next set of classes. The students crowd into this space, with lines of students often trailing outside of the building doors waiting for the crowd to diminish so that they can enter the building. As the College's enrollment has grown, so has the need for additional administrative support offices, including alumni and corporate relations, development, marketing and communications, and dean's office support personnel (finance, HR, operations). There are not enough offices to accommodate current staffing needs in these areas, and future growth is anticipated. This project will more efficiently use space in Alston Hall to create needed offices.

Over the last five years, Culverhouse enrollments have increased 9.5%, from a total of 9,112 in fall 2018 to 9,972 in fall 2022. This increase has generated an estimated 18.25% increase in tuition dollars (FY18-FY22). Enrollment increases the past two academic years have been 5% and 3.5%, respectively. A conservative enrollment growth estimate of 2% would result in increased tuition funds of approximately \$1.5 to \$2 million annually.

**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:

- Dr. Kay Palan, Academic Dean, Culverhouse College of Business
- Dr. Sharif Melouk, Associate Dean for Graduate Programs, Culverhouse
- Dr. Dave Mothersbaugh, Associate Dean for Undergraduate & International Programs, Culverhouse
- Dr. Jason Parton, Professor, and Director of IDA, Culverhouse
- Brandy Frost, Director, Student Services, Culverhouse
- Susan Cowles, Director, Culverhouse Career Services
- Dr. Jef Naidoo, Associate Professor and Director of Communications Commons, Culverhouse
- Courtney Miller, Executive Director of External Relations, Culverhouse
- Russell Speed, Culverhouse Building Manager
- Jason Bigelow, University Architect
- Bryan Wood, Campus Structural and Envelope Engineer
- Brittany Kyles, Project Manager

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

Source(s)	New Funds (FY_____)	Reserves	Status <sup>/7</sup>
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Education Sales/Services			
• External			
• Internal			
Direct Grants			
Gifts		\$4,000,000	Pending
Bonds			
Existing Net Assets		\$7,000,000	Pending
Other			
<b>Totals</b>		<b>\$11,000,000</b>	<b>Pending</b>

<sup>/7</sup> Approved, allocated, pending

Gifts in the amount of \$4,000,000 and University Central Reserves in the amount of \$7,000,000.

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 2020- 2023 Base Data /8	First Full /YR Occupancy FY <u>2024</u>	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			
<b>Totals</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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

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

**Comments:**

\*Alston Hall is an existing Education and General Facility, and accordingly O&M costs are already funded. There is no incremental increase in O&M resulting from this Project.

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

Source(s)	Occupancy Yr /9 (FY 2024)	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			
<b>Total/YR</b>			<b>N/A*</b>

/9 Initial Full Yr of Occupancy

/10 Next Five (5) Yrs Occupancy

/11 Funds Reallocated from other sources

/7 Approved, allocated, pending

Comments:

\* Alston Hall is an existing Education and General Facility and accordingly O&M costs are already funded. There is no incremental increase resulting from this Project.

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

\$ 5,000,000 46 % of Total Development Costs

Comments:

This amount includes the replacement of existing windows, updated HVAC and electrical equipment, along with fire protection on ground and 4<sup>th</sup> floor of the building.

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

Comments:

Completing Hewson Hall was a first step to accommodate faculty, staff, and student growth, which would then allow for remodeling and more efficient use of Alston Hall. If this Project is not approved to proceed, the alternative would be to continue to use the facilities in their current condition, which would just delay much-needed improvements and the costs associated with those improvements would increase. Depending on the length of any delay, there would also be a need to identify more space for administrative offices outside of the college.

/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 University of Alabama's ("University") mission includes advancing the intellectual and social condition of people in the state, nation, and world. The mission also emphasizes the quality of programs of teaching, research, and service. With the increasing importance of high-quality business education in enhancing the social and economic development of the State of Alabama, this Project is essential to meeting the mission of the University because it increases collaboration spaces designed to prepare students for the corporate climate they will encounter upon graduation, and it provides additional administrative space critically necessary to managing and supporting the College's growth.

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

Comments:

The **first goal** of the University's strategic plan is to *"provide a premier education that enhances the lives of our students, graduates, and the communities they serve."* This Project will advance that goal by:

- Providing more collaboration space necessary to prepare students for contemporary corporate environments that rely heavily on cross-functional teams.
- Providing more space for administrative support services that are critical to ensuring the continued excellence of people and programs that result in a premier education.

The **third goal** of the University's strategic plan is to *"enrich our learning and work environment by providing an accepting, inclusive community that attracts and supports a diverse faculty, staff, and student body."* This Project will contribute to that goal by:

- Providing a common gathering space necessary to enhance an inclusive community such that faculty, staff, and students can informally gather and learn from each other.

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

Comments:

The **first Core Principle** is *“assure that everything we do is for the purpose of improving the lives and health of the citizens of the State of Alabama.”* The project directly improves the learning experience and support services that prepare Alabama students for business careers by enhancing student-focused facilities in Alston.

The **sixth Core Principle** is *“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, UAAB, UAH, and UAB Health System to unite for common purposes.”* This project improves the learning facilities of the State’s flagship business school, which in turn elevates the stature and influence of both The University of Alabama and the University of Alabama System.

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

Comments:

The most immediate impact of not approving this Project is that the student congestion problem surrounding Alston classrooms would continue to worsen as enrollment grows and there would be a need to find additional space on campus to accommodate necessary growth in administrative support staff. Without adequate facilities, the quality of programs and reputation of the business school will be negatively affected. Moreover, the Association to Advance Collegiate Schools of Business (AACSB) International accreditation standards, through which Culverhouse is accredited, requires adequate physical resources to meet the College’s needs—without the improvements this Project will provide, accreditation status may be negatively affected.



# ALSTON HALL RENOVATION

## SITE PHOTO WEST ELEVATION



# ALSTON HALL RENOVATION

## LOCATION MAP

