

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

**BOARD SUBMITTAL CHECKLIST NO. 2  
CAPITAL PROJECT - STAGE II SUBMITTAL <sup>/1</sup>  
(Architect Ranking, Project Scope and Project Budget) <sup>/8</sup>**

**CAMPUS:** The University of Alabama

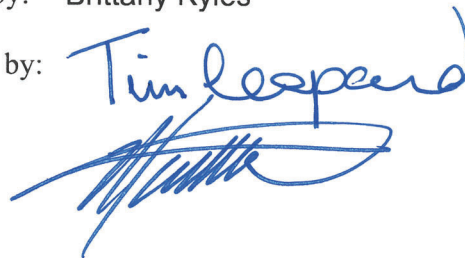
**PROJECT NAME:** Alston Hall Renovation

**MEETING DATE:** February 2-3, 2023

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. Board Submittal Checklist No. 2  |
| <input checked="" type="checkbox"/> | 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   |
| <input checked="" type="checkbox"/> | 3. Proposed Board Resolution requesting approval of Stage II Submittal (Architect Ranking, Project Scope and Project Budget; authority to proceed with Owner/Architect contract negotiations) by the Board of Trustees  |
| <input checked="" type="checkbox"/> | 4. Executive Summary – Proposed Capital Project <sup>/2</sup>   |
| <input type="checkbox"/> N/A        | 5. Executive Summary – Architect, Engineer, Selection Process (include Interview Outline). <sup>/3, /4, /5</sup>  |
| <input checked="" type="checkbox"/> | 6. 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 <sup>/6</sup> |
| <input type="checkbox"/> N/A        | 7. Preliminary Business Plan (if applicable) <sup>/7</sup>  |
| <input checked="" type="checkbox"/> | 8. Campus map(s) showing project site   |

Prepared by: Brittany Kyles

Approved by:



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

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

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

<sup>/4</sup> Reference Tab 3L – Board Rule 415 Instructional Guide

<sup>/5</sup> Reference Tab 3M – Board Rule 415 Instructional Guide

<sup>/6</sup> Reference Tab 3N – Board Rule 415 Instructional Guide

<sup>/7</sup> Reference Tab 3V – Board Rule 415 Instructional Guide

<sup>/8</sup> 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



Office of the  
President

December 16, 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 II and budget reallocation submittal for the Alston Hall Renovation project.

The resolution requests authorization to enter into an Owner Designer Agreement with Williams Blackstock Architects, Birmingham, Alabama, as the principal design firm for the 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 February 2-3, 2023.

Sincerely,

A handwritten signature in dark ink, appearing to read "Stuart R. Bell".

Stuart R. Bell

President

Enclosure



THE UNIVERSITY OF ALABAMA

**RESOLUTION**

APPROVAL OF THE REALLOCATED BUDGET; PROVIDING  
AUTHORIZATION TO EXECUTE AN OWNER/ARCHITECT  
AGREEMENT FOR THE ALSTON HALL RENOVATION

WHEREAS, on November 4, 2022, in accordance with Board Rule 415, The Board of Trustees of The University of Alabama (“Board”) approved 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 in to four (4) packages: Package A – Windows and Envelope, Package B – Demolition, Package C – Main Renovation, and Owner Furnished Contractor Installed (“OFCI”) Equipment long lead items; and

WHEREAS, Williams Blackstock Architects, Birmingham, Alabama (“WBA”), were engaged by the University to perform due diligence and programming services for the Project; and

WHEREAS, WBA's familiarity and knowledge of the facility and extensive knowledge of the Culverhouse College of Business programs and University Design Standards and procedures will facilitate an efficient design process and ensure coordination with existing infrastructure, systems and architecture, the University is requesting approval to waive the Consultant Selection Process and to utilize WBA for design services for the Project; and

WHEREAS, WBA has committed to working with the University to identify long lead items and procure them immediately so as to ensure the project schedule and to mitigate current supply chain issues as necessary to meet the Project schedule; and

WHEREAS, the University has negotiated a design fee for WBA based on 6.2% of the cost of Construction Packages A – C, Owner Furnished Contractor Installed Equipment, plus a 10% renovation factor and less credits in the amount of \$20,000 plus \$34,830 of additional services; 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 University is requesting a reallocated budget to reflect the proposed design fees; and

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

<b>BUDGET:</b>	<b>REALLOCATED</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	\$ 585,000
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*** (~6.82%)	\$ 545,258
Other****	\$ 334,490
<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 and OFCI plus a 1.1 renovation factor, less credits of \$20,000 and plus additional services of \$34,830.

\*\*\*\* 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 the Reallocated Budget for the Project is hereby approved.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that 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 for and on behalf of the Board to execute an owner designer agreement with Williams Blackstock Architects, 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:** February 2-3, 2023

**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:** Williams Blackstock Architects, pending approval

**THIS SUBMITTAL:**

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

**PREVIOUS APPROVALS:**

November 4, 2022

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>Current</b>	<b>Reallocated</b>
Construction Package A- Windows and Envelope	\$ 500,000	\$ 500,000
Construction Package B- Select Interior Demolition	\$ 192,539	\$ 192,539
Construction Package C- Main Renovation	\$ 6,500,000	\$ 6,500,000
Owner Furnished Contractor Installed (OFCI) Equipment	\$ 585,000	\$ 585,000
Landscaping	\$ 100,000	\$ 100,000
Furniture, Fixtures and Equipment	\$ 770,000	\$ 770,000
Security/Access Control	\$ 100,000	\$ 100,000
Telecommunication/Data	\$ 100,000	\$ 100,000
Audio Visual	\$ 225,000	\$ 225,000
Contingency* (10%)	\$ 787,754	\$ 787,754
UA Project Management Fee** (3%)	\$ 259,959	\$ 259,959
Architect/Engineer Fee*** (~6.27%)	\$ 537,248	\$ 545,258
Other****	\$ 342,500	\$ 334,490
<b>TOTAL PROJECT COST</b>	<b>\$ 11,000,000</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 and OFCI plus a 1.1 renovation factor, plus additional services \$34,830 and less a credit of \$20,000.

\*\*\*\* 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  
O&M Costs: 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	100%
	Date Completed	December 2022
PRELIMINARY DESIGN:	Date Initiated	February 2023
	% Complete	0%
	Date Completed	March 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.



December 15, 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 14<sup>th</sup> Street, East  
Tuscaloosa, AL 35404

RE: Request for Waiver of Consultant Selection Process  
Alston Hall Renovation  
UA Project #032-22-3112

Dear Dr. Keith and Trustee Brooks:

The University of Alabama ("University") is requesting a Waiver of the Consultant Selection Process for the Alston Hall Renovation project ("Project") located at 361 Stadium Drive.

The University proposes to utilize Williams Blackstock Architects ("WBA"), Birmingham, Alabama, as the principal design firm for the Project. The services of WBA are proposed due to their extensive knowledge of the Culverhouse School of Business programs and Culverhouse's existing facilities gained over the course of development for the Project and their previous experience as architect of record for the recently completed Hewson Hall. Combined with their commitment to deliver the Project by Fall 2023, WBA's participation is critical to the Project's success. WBA has also worked closely with the Project team to identify long lead items and secure their early procurement to facilitate the project schedule. Further, WBA's familiarity with the University's standards and procedures will facilitate an efficient design process and ensure coordination with the existing infrastructure, systems, finishes and materials from planning through design.

Furthermore, the University has negotiated a design fee for the Project based on a 15% reduction in the renovation factor and a credit of \$20,000, resulting in a total discount of \$92,331 or approximately 15% of the standard fee for the Project.

Cost of the Work		Percentage Fee for Building Group III		Renovation Factor		Credits		Fee
\$7,777,539	x	6.2%	+	25%			=	\$602,759
\$7,777,539	x	6.2%	+	10%	-	\$20,000	=	\$510,428

The proposed fees represent a significant financial benefit to the University and a discount of \$92,331, or approximately 15% of the standard fee for the Project.

## Renovations for Alston Hall Renovation Project

December 15, 2022

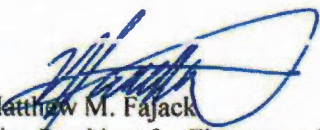
Page 2

Approval is hereby requested for:

1. Waiver of Consultant Selection Process or the Project.
2. Williams Blackstock Architects, of Birmingham, Alabama, as the design service provider for the Project at a negotiated design fee based on 6.2% of the cost of construction plus a major renovation factor of 10% and less credits in the amount of \$20,000.
3. Submittal to the Physical Properties Committee for review and approval.

The Board of Trustees of the University of Alabama previously approved the Stage I submittal for the Project at the November 4, 2022 meeting of the Board. 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

pc: Michael Rodgers  
Tim Leopard  
Brittany Kyles  
Jessica Morris

\*\*\*\*\*

☒ Recommended for approval. No Physical Properties Committee review required.

☐ Not Recommended for Approval. Submit to Physical Properties Committee.

DocuSigned by:

Dana S Keith

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

\*\*\*\*\*

☒ Recommended for approval. No Physical Properties Committee review required.

☐ Not Recommendation for Approval. Submit to Physical Properties Committee.

DocuSigned by:

Karen P. Brooks

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Trustee Karen Brooks, Chair for Physical Properties Committee

# ALSTON HALL RENOVATION

## SITE PHOTO WEST ELEVATION





# ALSTON HALL RENOVATION

## LOCATION MAP

