

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

**BOARD SUBMITTAL CHECKLIST NO. 2 & 3
CAPITAL PROJECT - STAGE II & III SUBMITTAL ^{/1}
(Architect Ranking and Architectural Design)**

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Facilities Administration Community Safe Room

MEETING DATE: June 5-6, 2025

- ☒ 1. Board Submittal Checklist No. 2 and 3.
- ☒ 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 II and III Submittal (Architect Ranking, Project Scope and Project Budget; authority to proceed with Owner/Architect contract negotiations; approval of Architectural Design and authority to proceed with final construction documents) 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. 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}
- ☐ 7. Preliminary Business Plan (if applicable). ^{/7}
- ☒ 8. Campus map(s) showing project site.

Prepared by: Leila Ahmady

Approved by: Matt Skinner

Handwritten signatures and dates:
 [Signature] 5/1/25
 [Signature] 5/2/25

^{/1} Reference Tab 3H - Board Rule 415 Instructional Guide

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



Office of the
President

May 7, 2025

Chancellor Sid J. Trant
The University of Alabama System
500 University Boulevard East
Tuscaloosa, Alabama 35401

Dear Chancellor Sid Trant:

I am pleased to send to you for approval under Board Rule 415 the attached documents for a Stage II and III submittal for the Facilities Administration Community Safe Room.

The resolution requests authorization to enter into an Owner Designer Agreement with Adams Stewart Architects of Mobile, Alabama, as the principal design firm for the project, an Owner Consultant Agreement with Encompass360, Inc. of Mount Olive, Alabama, approval of the Architectural Design, and approval of the reallocated project budget.

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 June 5-6, 2025.

Sincerely,

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

Stuart R. Bell
President

Enclosure



THE UNIVERSITY OF ALABAMA

Approving the reallocated project budget and proposed architectural design; granting authorization to execute Owner/Consultant Agreements for the Facilities Administration Community Safe Room

RESOLUTION

WHEREAS, on November 8, 2024, in accordance with Board Rule 415, the Board of Trustees of The University of Alabama (“Board”) approved a Stage I submittal for the Facilities Administration Community Safe Room project (“Project”) to be located at 1205 14th Street; and

WHEREAS, the Facilities Administration Community Safe Room was approved for the Federal Emergency Management Administration (“FEMA”) Hazard Mitigation Grant Program (“HMGP”) through the Alabama Emergency Management Agency (“AEMA”); and

WHEREAS, the Project will be designed by the requirements of FEMA 361 and International Code Council (ICC) 500 and is to serve as a Tornado Safe Shelter for the intended occupants; and

WHEREAS, the Project will consist of the construction of an approximately 3,588 gross square foot (“GSF”) safe shelter suitable to accommodate 332 occupants during severe weather events; and

WHEREAS, in May 2021, the Senior Vice Chancellor for Finance and Administration and the Chair of the Physical Properties Committee recommended a waiver of the Consultant Selection Process for the architectural design services of Adams Stewart Architects, LLC, of Robertsdale, Alabama (“Adams Stewart”) for three safe shelters to be designed simultaneously; and

WHEREAS, two of the three shelters previously received Board approval and have been completed while the Facilities Administration Community Safe Room was temporarily put on hold for further funding investigations; and

WHEREAS, the University is requesting approval to waive the Consultant Selection Process and to reengage the services of Adam Stewart for the design of the Project due to their significant experience with FEMA grant compliance requirements and exclusive knowledge of the design and construction proposed; and

WHEREAS, the University has negotiated a final design fee based on a lump sum of \$73,840 for Services A, B, and C, and 6.7% of the cost of construction for services E and D, plus additional services of \$35,000, plus an amount not to exceed \$12,000 for reimbursable expenses, less a credit in the amount of \$49,874 and is requesting approval of the reallocated budget below; and

WHEREAS, Encompass360, Inc, Mount Olive, Alabama (“Encompass360”) was previously engaged by the University and approved by the Board pursuant to Rule 406 to assist the University with all phases of the grant funding process for the aforementioned Community Safe Rooms and therefore has exclusive knowledge of the design and construction proposed for the Project as well as familiarity of the University’s standards, FEMA grant compliance requirements, and AEMA grant compliance requirements, the University is requesting a waiver of the Consultant Selection Process and approval to utilize Encompass360 for grant management and consultant services; and

WHEREAS, the University has negotiated a lump sum fee of \$301,000 for these services; and

WHEREAS, responsible officials at the University have received renderings for the Stage III submittal and are recommending approval of said design; 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 the FEMA Hazard Mitigation Grant Program in the amount of \$2,859,509 and University Central Reserves in the amount of \$990,516; and

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

BUDGET:		REALLOCATED
Construction	\$	2,789,556
Security/Access Control	\$	70,000
Telecommunication/Data	\$	107,000
Contingency ¹ (5%)	\$	139,478
UA Project Management Fee ² (3.5%)	\$	102,516
Architect/Engineer Fee ³ (6.7%)	\$	117,691
Encompass 360 Fee	\$	301,000
Other ⁴	\$	80,495
Escalation ⁵	\$	142,289
TOTAL PROJECT COST	\$	<u>3,850,025</u>

¹Contingency is based on 5% of the costs of Construction.

²UA Project Management Fee is based on 3.5% of the costs of Construction and Contingency.

³Architect/Engineer Fee is based on a lump sum of \$73,840 for Services A, B, and C, and 6.7% of Construction for services E and D (25% of the calculated fee), plus additional services of \$35,000, plus an amount not to exceed \$12,000 for reimbursable expenses, less a credit of \$49,874.

⁴Other fees include Transportation Service Fee, Geotech, Construction Materials Testing, Inspections, Advertising, Printing, and other associated project costs, as applicable.

⁵Escalation is based on an anticipated 0.5% inflation per month and is therefore calculated at 4% for this project based on the anticipated bid date of July 2025, as included in the Project Status.

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

1. The reallocated budget for the Project is hereby approved as stipulated above.
2. The Stage III Architectural Design submittal for the Project is hereby approved.

BE IT FURTHER RESOLVED, that Stuart R. Bell, President; Daniel T. Layzell, 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 of Trustees of The University of Alabama to execute an owner designer agreement with Adams Stewart Architects, LLC, of Robertsdale, Alabama, for architectural services and an owner consultant agreement with Encompass360, Inc., Mount Olive, Alabama, for grant management and consultant services in accordance with Board Rule 415 for the Project.

EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT
BOARD OF TRUSTEES SUBMITTAL

MEETING DATE: June 5-6, 2025

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Facilities Administration Community Safe Room

PROJECT NUMBER: 326-24-3789

PROJECT LOCATION: 1205 14th Street

ARCHITECT: Adams Stewart Architects, LLC, pending approval

THIS SUBMITTAL:

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

PREVIOUS APPROVALS:

November 8, 2024

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input checked="" type="checkbox"/> Building Construction	Community Safe Shelter	100%	3,588
TOTAL		100%	3,588

BUDGET	CURRENT	REALLOCATED
Construction	\$ 2,789,556	\$ 2,789,556
Security/Access Control	\$ 70,000	\$ 70,000
Telecommunication/Data	\$ 107,000	\$ 107,000
Contingency ¹ (5%)	\$ 139,478	\$ 139,478
UA Project Management Fee ² (3.5%)	\$ 102,516	\$ 102,516
Architect/Engineer Fee ³ (6.7%)	\$ 196,900	\$ 117,691
Encompass 360 Fee	\$ 301,000	\$ 301,000
Other ⁴	\$ 88,902	\$ 80,495
Escalation ⁵	\$ 54,673	\$ 142,289
TOTAL PROJECT COST	\$ 3,850,025	\$ 3,850,025
Total Construction Cost per square foot \$816		

¹Contingency is based on 5% of the costs of Construction.

²UA Project Management Fee is based on 3.5% of the costs of Construction and Contingency.

³Architect/Engineer Fee is based on \$73,840 for Services A, B, and C, and 6.7% of Construction for services E and D (25% of the calculated fee), plus additional services of \$35,000, plus an amount not to exceed of \$12,000 for reimbursable expenses, less a credit in the amount of \$49,874.

⁴Other fees include Transportation Service Fee, Geotech, Construction Materials Testing, Inspections, Advertising, Printing, and other associated project costs, as applicable.

⁵Escalation is based on an anticipated 0.5% inflation per month and is therefore calculated at 4% for this project based on an anticipated bid date of July 2025, as included in the Project Status.

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

3,588 sf x ~\$3/sf \$ 9,433

Total Estimated Annual O&M Costs: \$ **9,433**

FUNDING SOURCE:

Federal Emergency Management Administration – Hazard Mitigation Grant Program \$ 2,859,509

University Central Reserves \$ 990,516

O&M Costs: University Annual Operating Funds \$ 9,433

NEW EQUIPMENT REQUIRED**Total Equipment Costs:**

N/A

PROJECT SCOPE:

The proposed Facilities Administration Community Safe Room (“Project”) will consist of the construction of an above-ground tornado and extended severe weather event facility designed in accordance with the requirements of FEMA 361 and ICC 500 and will be built to accommodate a minimum of 325 occupants in approximately 3,588 gross square feet (“GSF”).

Key design elements include restrooms sized to accommodate design occupancy, tie into an emergency generator sized to run building systems, impact-resistant construction, and a structure designed to resist wind speeds up to 250 miles per hour.

The location was selected to serve the overall area southwest of campus proper due to the high density of employees.

PROJECT STATUS

SCHEMATIC DESIGN:	Date Initiated	March 2021
	% Complete	100%
	Date Completed	April 2021
PRELIMINARY DESIGN:	Date Initiated	May 2021
	% Complete	100%
	Date Completed	June 2021
CONSTRUCTION DOCUMENTS:	Date Initiated	November 2024
	% Complete	80%
	Date Completed	May 2025
SCHEDULED BID DATE:		July 2025

**N/A on Stage I Projects*

RELATIONSHIP AND ENHANCEMENT OF CAMPUS PROGRAMS

The Facilities Administration Community Safe Room will enhance safety and security during severe weather events for university staff working in the vicinity immediately southwest of campus. The location was selected because of the high density of employees working there. The Project will provide a safe space with quick access to offices, maintenance, workshops, receiving areas, and parking lots.



December 19, 2024

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

Trustee Evelyn VanSant Mauldin
 Chair, Physical Properties Committee
 Sid McDonald Hall
 500 University Boulevard, East
 Tuscaloosa, AL 35401

RE: Request for Waiver of Consultant Selection Process
 Facilities Administration Community Safe Room
 UA Project No.: 326-24-3789

Dear Dr. Keith and Trustee Mauldin,

The University of Alabama ("University") is requesting confirmation of the previously approved Waiver of the Consultant Selection Process for the Facilities Administration Community Safe Room project ("Project") to be located at 1205 14th Street, and approval of the revised fee, as explained further below.

The University originally submitted and was approved for the Federal Emergency Management Administration ("FEMA") Pre-Disaster Mitigation Grant Program ("PDMGP") through the Alabama Emergency Management Administration ("AEMA") for three (3) Community Safe Rooms: Greek Assembly Hall (formerly Bryce Lawn Storm Shelter), University Services Campus Community Safe Room, and the Facilities Administration Community Safe Room.

Adams Stewart Architects, LLC, Robertsdale, Alabama ("Adams Stewart") was previously engaged by the University to perform due diligence, programming and schematic design services associated with the grant submittals for these aforementioned Community Safe Rooms and therefore had exclusive knowledge of the design and construction proposed for the Safe Rooms as well as familiarity of the University's standards which would result in an efficient design and construction process. Furthermore, Adams Stewart was the Architect of Record for the previously completed and successful East Campus Storm Shelter project and has significant experience with FEMA grant compliance requirements.

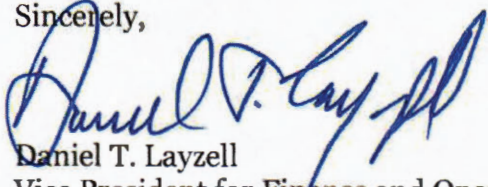
As these three Projects were planned to be simultaneously executed, there were beneficial economies of scale and efficiencies that could be realized.

Approval is hereby requested for:

1. Confirmation of Waiver of the Consultant Selection process.
2. Adams Stewart Architects, LLC, Robertsedale, Alabama, as the design service provider for the Project at a negotiated design fee based on a lump sum of \$73,840 for Services A, B and C less an additional credit of \$49,874 and 6.7% for services D and E, plus additional services of \$25,000, plus an amount not to exceed \$12,000 for reimbursable expenses.
3. Submittal to the Physical Properties Committee for review and approval at the February 6-7, 2025, Board of Trustees meeting.

If you have any questions or concerns, please feel free to contact me.

Sincerely,



Daniel T. Layzell
Vice President for Finance and Operations
and Treasurer

DTL/mw

Attachment

Pc w/atchmnts:	Michael Rodgers	Matt Skinner	Jessica Morris
	Tim Leopard	Leila Ahmady	

☒ Recommended for Approval

☐ 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

☐ Not Recommended for Approval. Submit to Physical Properties Committee

Signed by:

Evelyn VanSant Mauldin

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Trustee Evelyn VanSant Mauldin, Chair for Physical Properties Committee



March 24, 2025

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

Trustee Evelyn VanSant Mauldin
 Chair, Physical Properties Committee
 Sid McDonald Hall
 500 University Boulevard, East
 Tuscaloosa, AL 35401

RE: Request for Waiver of Consultant Selection Process
 Facilities Administration Community Safe Room
 UA Project No.: 326-24-3789

Dear Dr. Keith and Trustee Mauldin,

The University of Alabama ("University") is requesting confirmation of the previously approved Waiver of the Consultant Selection Process as it pertains to grant consulting for the Facilities Administration Community Safe Room project ("Project") to be located at 1205 14th Street, and approval of the revised fee, as explained further below.

The University originally submitted and was approved for the Federal Emergency Management Administration ("FEMA") Pre-Disaster Mitigation Grant Program ("PDMGP") through the Alabama Emergency Management Administration ("AEMA") for three (3) Community Safe Rooms: 1) Greek Assembly Hall (formerly Bryce Lawn Storm Shelter), 2) University Services Campus Community Safe Room, and 3) Facilities Administration Community Safe Room. As these three Projects were planned to be simultaneously executed, there were beneficial economies of scale and efficiencies that could be realized.

Encompass360, Inc., Mount Olive, Alabama ("Encompass360") was previously engaged by the University and approved by The Board of Trustees of The University of Alabama ("Board") pursuant to Rule 406, to assist the University with all phases of the grant funding process to include application development, project submission, review, monitoring, requests for information, and approval process associated with the grant submittals for these aforementioned Community Safe Rooms as well as the East Campus Community Safe Room previously constructed on Campus. Therefore, Encompass360 has exclusive knowledge of the Safe Rooms as well as familiarity of the University's standards, FEMA grant compliance requirements, and AEMA grant compliance requirements.

Facilities Administration Community Safe Room
 Request for Waiver of Consultant Selection Process
 April 7, 2025
 Page 2 of 3

This initial contract was completed with the acceptance of Greek Assembly Hall and University Services Campus Community Safe Room. The third Safe Room, the Facilities Administration Community Safe Room, was originally estimated to have a Total Project Budget less than the threshold requiring Board approval. The Safe Room was fully designed and publicly bid on September 16, 2021. However, bid day results showed a need for additional funding above the initial grant award and Board threshold. As a result, the Project was postponed temporarily.

Subsequently, a new grant opportunity was identified, and the University was awarded the new grant, and the associated Stage I submittal was approved by the Board on November 8, 2024.

The University is requesting a Waiver of the Consultant Selection Process and approval by the Board to reengage Encompass360 to provide assistance in the review, monitoring, requests for information, and approval process associated with the compliance requirements of FEMA and AEMA for the bid, award, and construction of the Facilities Administration Community Safe Room.

Accordingly, the University has negotiated a revised fee for the Project based on a lump sum of \$301,000.

Approval is hereby requested for:

1. Confirmation of Waiver of the Consultant Selection process.
2. Encompass360, Inc., Mount Olive, Alabama, as a professional service provider for the Project at a negotiated fee based on a lump sum of \$301,000.
3. Submittal to the Physical Properties Committee for review and approval at the June 5 – 6, 2025 Board of Trustees meeting.

If you have any questions or concerns, please feel free to contact me.

Sincerely,



Daniel T. Layzell
 Vice President for Finance and Operations
 and Treasurer

DTL/mrw

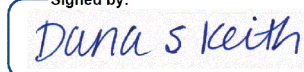
Attachment

Pc w/atchmnts:	Michael Rodgers	Matt Skinner	Jessica Morris
	Leila Ahmady		

Facilities Administration Community Safe Room
Request for Waiver of Consultant Selection Process
April 7, 2025
Page 3 of 3

☒ Recommended for Approval

☐ Not Recommended for Approval. Submit to Physical Properties Committee

Signed 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

Signed by:


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Trustee Evelyn VanSant Mauldin, Chair for Physical Properties Committee



November 16, 2024

Tim Leopard, VP of
University of Alabama
407 E. Laurel Avenue
Foley, Alabama, 36536
(251) 943-1545

RE: University of Alabama Request for Professional Services, Proposal and Qualifications, Tornado Safe Room - FEMA – HMGP

Dear Mr. Leopard:

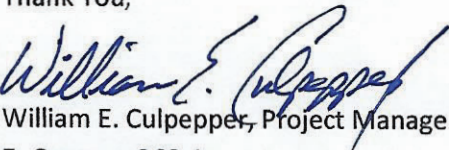
EnCompass360 Inc. is responding to a request from the University of Alabama to provide a proposal and qualifications for professional services to conduct grant application development preparation, project/program management and grant management administration work under FEMA's Hazard Mitigation Grant Program (HMGP).

Founded in 2000, EnCompass360 specializes in providing disaster and mitigation solutions to various government agencies including city, county, state, school systems, and universities.

EnCompass360's professional services include consulting, project development/management, grant development/management, teaming with experienced architect(s), engineering, property appraiser(s), and GIS analysis/mapping services to provide an encompassing team approach of expertise, products, and solutions to complete disaster and mitigation project life cycles from beginning to end.

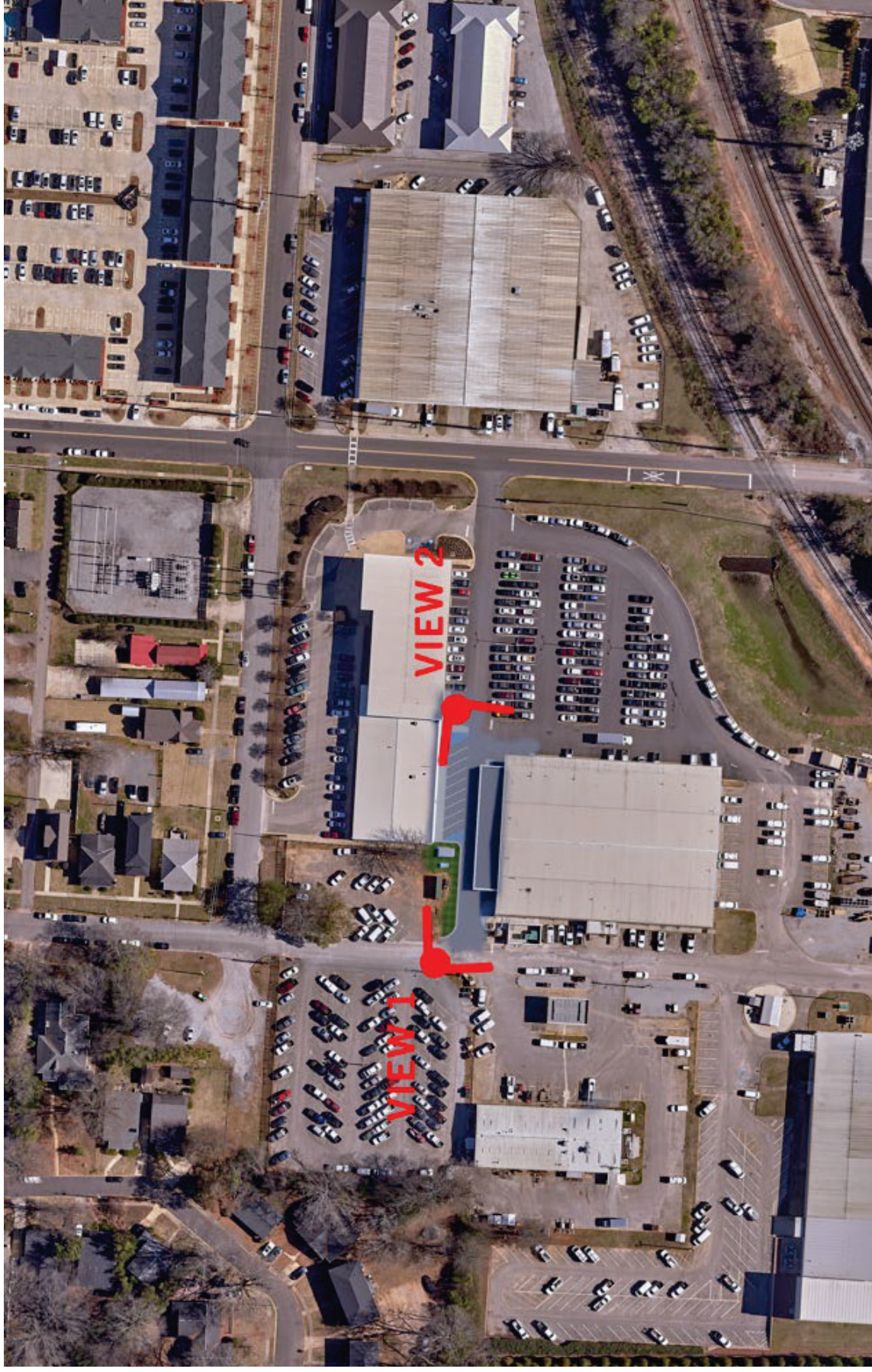
Our personnel have been trained by FEMA and other EMA agencies in the area of mitigation solutions including grant development/management, and project development/management, EnCompass360 continues training in these areas to provide its customers with best of breed solutions.

Thank You,


William E. Culpepper, Project Manager and Owner
EnCompass360, Inc.
P.O. Box 1628
Gardendale, Alabama, 35071
(205) 243-1876, eculpepper@mindspring.com

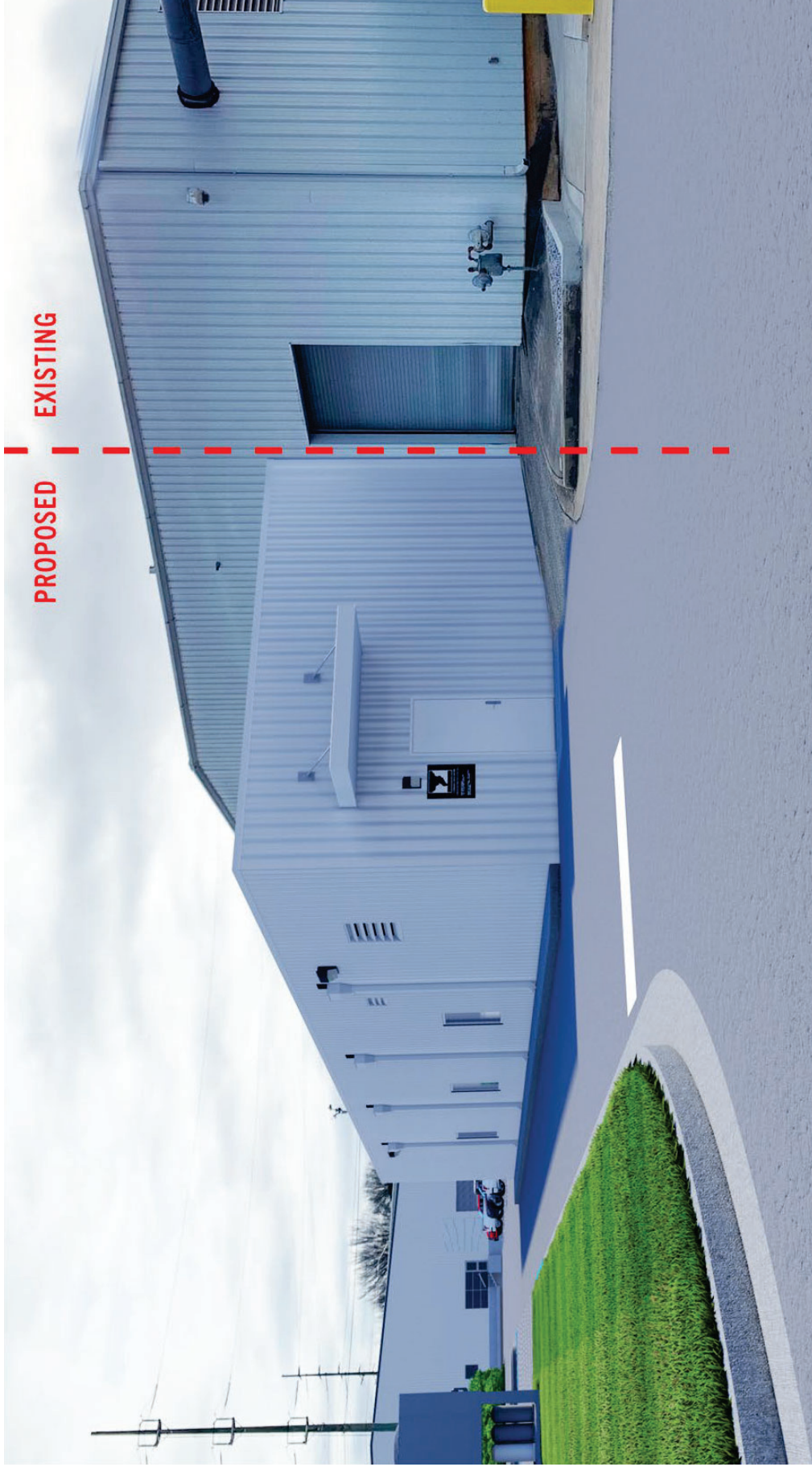
Facilities Administration Community Safe Room

VANTAGE POINT MAP



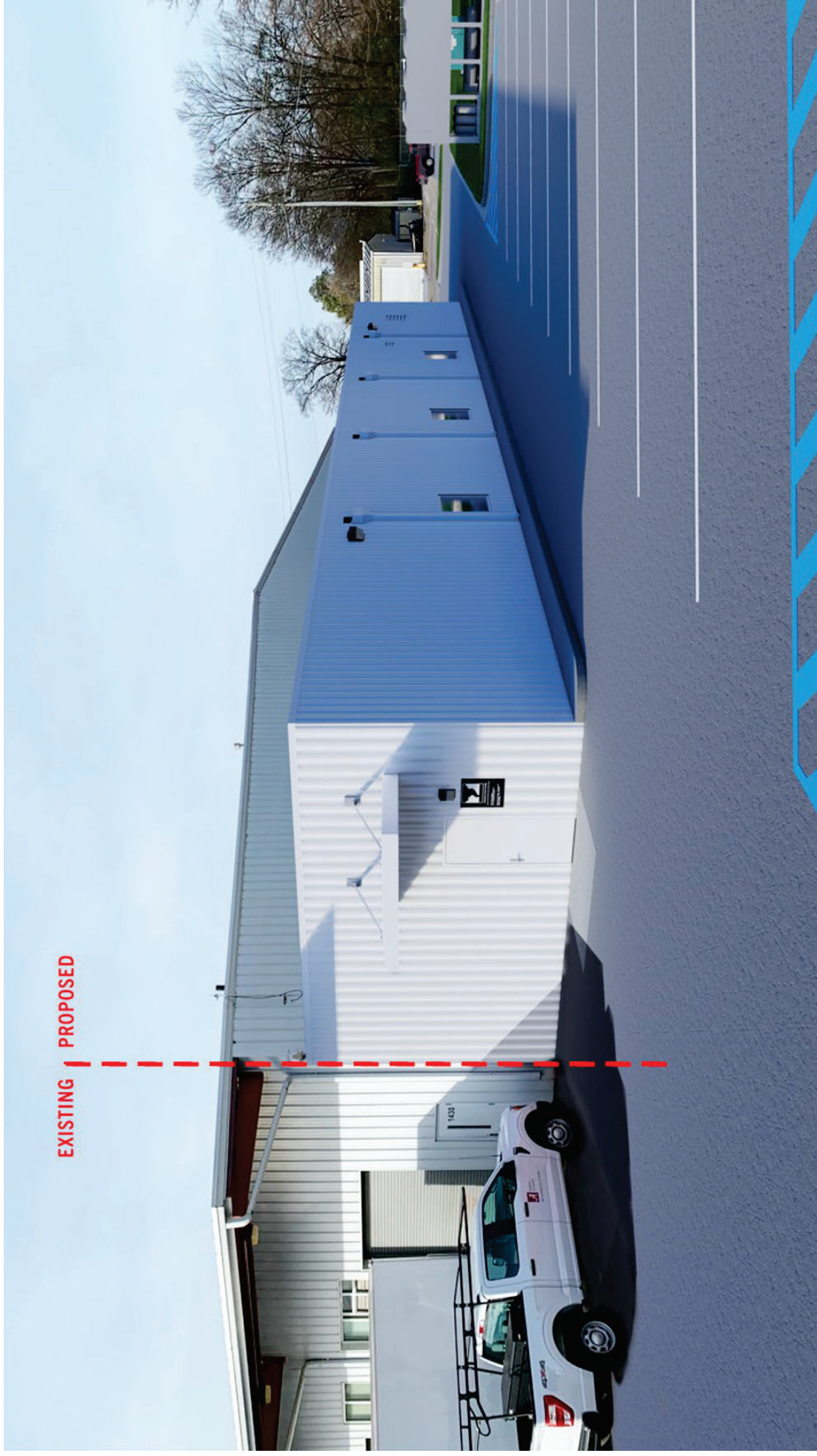
Facilities Administration Community Safe Room

VIEW 1 – NORTHWEST ELEVATION



Facilities Administration Community Safe Room

VIEW 2 – NORTHEAST ELEVATION



Facilities Administration Community Safe Room

LOCATION MAP

