

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: Facilities Administration Community Safe Room

MEETING DATE: November 7-8 , 2024

- 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: Leila Ahmady

Approved by:

*Tim leopard*  
*Amela*

*approved by  
D Layzell  
10/8/24 email*

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

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

October 8, 2024

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

Dear Interim Chancellor Trant:

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

The resolution requests authorization to establish a preliminary project 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 7-8, 2024.

Sincerely,



Stuart R. Bell  
President

Enclosure



**THE UNIVERSITY OF ALABAMA**

**Approving the preliminary project scope and budget for the Facilities  
Administration Community Safe Room**

**RESOLUTION**

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval of 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 in accordance with 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 325 occupants during severe weather events; 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 preliminary budget for the Project is as stipulated below:

<b>BUDGET:</b>		<b>PRELIMINARY</b>
Construction	\$	2,789,556
Security/Access Control	\$	70,000
Telecommunication/Data	\$	107,000
Contingency <sup>1</sup> (5%)	\$	139,478
UA Project Management Fee <sup>2</sup> (3.5%)	\$	102,516
Architect/Engineer Fee <sup>3</sup> (6.7%)	\$	196,900
Encompass 360 Fee	\$	301,000
Other <sup>4</sup>	\$	88,902
Escalation <sup>5</sup>	\$	54,673
<b>TOTAL PROJECT COST</b>	<b>\$</b>	<b>3,850,025</b>

<sup>1</sup>Contingency is based on 5% of the costs of Construction.

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

<sup>3</sup>Architect/Engineer Fee is based on 6.7% of the costs of Construction and \$10,000 for reimbursable expenses.

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

<sup>5</sup>Escalation is currently based on an anticipated 0.5% inflation per month. Therefore, escalation is calculated at 1.5% for this project based on the anticipated bid date of February 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 Stage I submittal package for the Project is hereby approved.
2. The preliminary Project scope, budget, and funding, as stipulated above, are hereby approved.

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

**MEETING DATE:** November 7-8, 2024

**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:** TBD

<b>THIS SUBMITTAL:</b>	<b>PREVIOUS APPROVALS:</b>
<input checked="" type="checkbox"/> Stage I	
<input type="checkbox"/> Stage II	
<input type="checkbox"/> Campus Master Plan Amendment	
<input type="checkbox"/> Stage III	
<input type="checkbox"/> Stage IV	

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

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

<sup>1</sup>Contingency is based on 5% of the costs of Construction.

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

<sup>3</sup>Architect/Engineer Fee is based on 6.7% of the costs of Construction and \$10,000 for reimbursable expenses.

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

<sup>5</sup>Escalation is currently based on an anticipated 0.5% inflation per month. Therefore, escalation is calculated at 1.5% for this project based on the anticipated bid date of February 2025, as included in the Project Status.

<b>ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&amp;M) COSTS:</b>	
(Utilities, Housekeeping, Maintenance, Insurance, Other)	
3,588 sf x ~\$3/sf	\$ 9,433
Total Estimated Annual O&M Costs:	<b>\$ 9,433</b>

<b>FUNDING SOURCE:</b>	
Federal Emergency Management Administration – Hazard Mitigation Grant Program	\$ 2,859,509
University Central Reserves	\$ 990,516
<b>O&amp;M Costs:</b>	<b>University Annual Operating Funds \$ 9,433</b>

**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 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 in the vicinity.

**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	60%
	Date Completed	January 2025
SCHEDULED BID DATE:		February 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 proper. The location was selected as there is a high density of employees working in the area. The Project will provide a safe space with quick access to offices, maintenance and workshops, receiving areas, and parking lots.

**Attachment K to Board Rule 415**

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

**FY: 2024 – 2025**

**Project Name:** Facilities Administration Community Safe Room  
**Project Address/Location:** 1205 14th Street  
**Campus:** The University of Alabama

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

<input checked="" type="checkbox"/> increase space inventory	0.02	% increase	3,588*	GSF
<input type="checkbox"/> replace space inventory	_____	% replacement	_____	GSF
<input type="checkbox"/> renovation of existing space only			_____	GSF

Comments:

\* Gross Building Area: 2,948 sf (Building) + 640 (Remote Mechanical Yard) = 3,588 sf

**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, A Campus Master Plan Amendment Is Required

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	9	325	3,588	
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 primary purpose of the Facilities Administration Community Safe Room project (“Project”) is to provide a safe space for the Facilities Administration personnel and surrounding community during severe weather events. The facility is also being constructed to be multipurpose to enhance utilization and create a Joint Operations Center for Facilities personnel. Any other uses will be closely coordinated with potential weather events and canceled if there is any potential for a concurrent weather event.

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

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

Comments:  
 Not applicable

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:

Greg McKelvey, Executive Director Facility Operations  
 Dr. Donald Keith, Director of Emergency Management  
 Ms. Leila Ahmady, Project Manager  
 Mr. Jason Bigelow, University Architect

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	\$2,859,009		Approved
Gifts			
Bonds			
Existing Net Assets			
Other – University Central Reserves	\$990,516		Pending
<b>Totals</b>	<b>\$3,850,025</b>		<b>Pending</b>

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

Comments:

The anticipated total cost of this Project is \$3,850,025. This Project will be funded from Federal Emergency Management Administration (FEMA) Hazard Mitigation Grant Program (HMGP) funds in the amount of \$2,859,509 and from University Central Reserves in the amount of \$990,516.

**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>FY 2021-2022 Base Data /8</b>	<b>First Full /YR Occupancy FY2024-2025</b>	<b>Successive Five (5) Year Projections /9</b>
Maintenance	\$2,287	\$2,783	\$16,997
Elevator Service	\$0	\$0	\$0
Building Repairs	762	927	\$5,666
Building Services	\$0	\$0	\$0
Electric, Natural Gas, Steam	\$3,233	\$3,933	\$24,026
Chilled Water	\$0	\$0	\$0
Water and Sewer	\$225	\$274	\$1,672
Insurance	\$832	\$1,012	\$6,180
Safety Support	\$348	\$423	\$2,585
Operations Staff Support Funding	\$67	\$81	\$496
Other –	\$0	\$0	\$0
<b>Totals</b>	<b>\$7,754</b>	<b>\$9,433</b>	<b>\$57,621</b>

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

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

**Comments:**

Data was obtained from the following University Departments: Energy Management, Electrical Maintenance, Facilities Management, Environmental Health and Safety, and Risk Management.

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

Source(s)	Occupancy Yr <sup>/9</sup> (FY _____)	Future Years <sup>/10</sup>	Status <sup>/7</sup>
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 <sup>/11</sup>			
Gifts			
Other – Annual Operating Budget	\$9,433	\$57,621	Pending
<b>Total/YR</b>	<b>\$9,433</b>	<b>\$57,621</b>	<b>Pending</b>

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

Comments:

Ongoing O&M cost will be funded from the University’s annual operating budget.

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

\$       N/A             N/A       % of Total Development Costs

Comments:

Not applicable.

**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:

There are not any potential buildings that could be utilized or adapted to a FEMA-rated storm shelter; therefore, new construction is the only option to facilitate a new storm shelter in this area.

**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 Project will enhance safety during severe weather events for students, staff, and visitors of the Facilities Administration Building and those near the facility seeking refuge during severe weather events.

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

Comments:

Implementing safety measures such as this Project serves as a cornerstone for all four (4) of the University's Strategic Goals as these efforts only enhance the learning, research, and work environment.

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

Comments:

Providing a safe environment meets Core Principle #1, which is to ensure everything we do improves the lives and health of the citizens of the State of Alabama. In addition, this Project supports Core Principle #5, which is to help lead a unified approach to improving the economy, opportunities, and comprehensive health care for all citizens of Alabama. Similar shelter-type spaces on campus have been used for this purpose.

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

Comments:

Tornadoes, high winds, thunderstorms, and lightning are recurring events in Tuscaloosa. The immediate impact of this Project not being approved is that the populations in this area are potentially vulnerable to severe weather. A FEMA-approved storm shelter improves the safety of individuals in this area. If not approved, there would be no sufficient safe space to shelter students, employees, and visitors during a severe weather event.

# Facilities Administration Community Safe Room

## LOCATION MAP

