

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

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

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Chi Omega Sorority House Renovations

MEETING DATE: November 6-7, 2025

- ☒ 1. Board Submittal Checklist No. 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 II Submittal (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. 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: Suzanne Webster

Approved by: Matthew Skinner

^{/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

Matthew Skinner
9/24/25
10/26/25



September 26, 2025

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

Dear Chancellor Trant:

I am pleased to send to you for approval under Board Rule 415 the attached documents for a Revised Stage II submittal for the Chi Omega Sorority House Renovations project.

The resolution requests approval of revised project scope, budget, and funding for the project, 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 6-7, 2025.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Mohler", with a long horizontal flourish extending to the right.

Peter J. Mohler
President

Enclosure



THE UNIVERSITY OF ALABAMA

Resolution

Approving the revised project scope and budget for the Chi Omega Sorority House Renovations

WHEREAS, on June 6, 2025, in accordance with Board Rule 415, the Board of Trustees of The University of Alabama (“Board”) approved a Stage I and Stage II submittal for the Chi Omega Sorority House Renovations project (“Project”) to be located at 901 Magnolia Drive; and

WHEREAS, the Project will consist of the renovation of approximately 2,600 gross square feet (“GSF”), primarily including kitchen and serving space, of the Chi Omega Sorority House to allow for better efficiency and circulation to accommodate the increased membership size of the Chapter; and

WHEREAS, to gain economies of scale and to minimize further disruptions to the members and address deferred maintenance items, the Project will also include the replacement of weathered shutters and doors as well as the reworking of the basement mail room for improved functionality, concurrent with the kitchen and servery work; and

WHEREAS, these improvements will provide an enhanced environment for Chapter members and increase the Chapter’s recruiting potential for future membership growth; and

WHEREAS, the scope was originally allocated between two phases, Construction Package A – Renovation, which included the majority of the Project scope, and Construction Package B – Select Demolition, which included the careful demolition of areas to be renovated, and included Owner Furnished Contractor Installed Equipment (“OFCI”) due to estimated long lead kitchen equipment; and

WHEREAS, Seay, Seay and Litchfield Architects, of Montgomery, Alabama (“SS&L”), was engaged by the Chapter to perform programming services for the project and has valuable insight that will facilitate an efficient and effective design process; and

WHEREAS, on June 6, 2025, due to SS&L’s aforementioned insight and its knowledge of University standards and design principles and procedures that will greatly facilitate the design and administrative process, the Board approved a waiver of the Consultant Selection Process and authorized the University to utilize SS&L for design services for the Project; and

WHEREAS, the University, on behalf of the Chapter, negotiated a final design fee based on 6.9% of the cost of Construction Packages A and B and OFCI with a reduced renovation factor of 1.18, plus not to exceed additional services and reimbursables of \$8,000, and a credit for familiarity with the project of \$5,520, representing a total savings of \$15,180, which is a financial benefit to the Chapter; and

WHEREAS, throughout design progression, industry activity and lead times have been assessed and the University believes it is currently in the best interest of the Project to procure the scope under a single construction contract to increase competition and provide the best bid results; and

WHEREAS, the Chapter desires to make minor renovations to the House Director's suite, add a ramp for deliveries and logistics and desires to make elevator improvements to provide increased operational efficiencies within the house; and

WHEREAS, the University, on behalf of the Chapter, is requesting approval of a budget revision from \$2,646,400 to \$3,261,376 for this increased scope and repackaging of 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 Project will be funded by Chi Omega Chapter Reserves in the amount of \$3,261,376, which the University has verified, and the Project will address deferred maintenance liabilities in the amount of approximately \$1,500,000; and

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

BUDGET:		REVISED
Construction	\$	2,500,000
Security/Access Control	\$	15,000
Telecommunication/Data	\$	15,000
Contingency ¹	\$	250,000
UA Project Management Fee ²	\$	123,750
Architect/Engineer Fee ³	\$	203,080
Other ⁴	\$	75,000
Escalation ⁵	\$	79,546
TOTAL PROJECT COST	\$	3,261,376

¹Contingency is based on 10% of the cost of Construction.

²UA Project Management Fee is based on 4.5% of Construction and Contingency.

³Architect/Engineer Fee is based on 6.8% (percentage updated with budget increase in accordance with DCM fee schedule) of the cost of Construction with a 1.18 renovation factor, plus not to exceed additional services and reimbursables of \$8,000 and a credit for familiarity with the Project of \$5,520.

⁴Other expenses include Transportation Services Fees, Construction Materials Testing, Inspections, Advertising, Printing, and other associated project costs, as applicable.

⁵Escalation is currently based on an anticipated 0.5% inflation per month. Therefore, escalation is calculated at 2.5% for the Project through the anticipated bid date of November 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 revised Project scope, budget, and funding, as stipulated above, are hereby approved.

EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT
BOARD OF TRUSTEES SUBMITTAL

MEETING DATE: November 6-7, 2025

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Chi Omega Sorority House Renovations

PROJECT NUMBER: 910-24-3758

PROJECT LOCATION: 901 Magnolia Drive

ARCHITECT: Seay, Seay and Litchfield Architects, Montgomery, Alabama

THIS SUBMITTAL:

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

PREVIOUS APPROVALS:

June 6, 2025
June 6, 2025

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
☐ Building Construction	Sorority	100%	2,600
☐ Building Addition			
☒ Building Renovation			
☐ Equipment			
TOTAL		100%	2,600

BUDGET	CURRENT	REVISED
Construction Package A - Renovation	\$ 1,340,000	\$ 2,500,000
Construction Package B – Select Demolition	\$ 100,000	\$ 0
Owner Furnished Contractor Installed Equipment	\$ 560,000	\$ 0
Security/Access Control	\$ 15,000	\$ 15,000
Telecommunication/Data	\$ 15,000	\$ 15,000
Contingency ¹	\$ 200,000	\$ 250,000
UA Project Management Fee ²	\$ 99,000	\$ 123,750
Architect/Engineer Fee ³	\$ 165,320	\$ 203,080
Other ⁴	\$ 75,000	\$ 75,000
Escalation ⁵	\$ 77,080	\$ 79,546
TOTAL PROJECT COST	\$ 2,646,400	\$ 3,261,376
Total Construction Cost per square foot \$784		

¹Contingency is based on 10% of the costs of Construction.

²UA Project Management Fee is based on 4.5% of the costs of Construction and Contingency.

³Architect/Engineer Fee is based on 6.8% (percentage updated with budget increase in accordance with DCM fee schedule) of the cost of Construction with a 1.18 renovation factor, plus not to exceed additional services and reimbursables of \$8,000, and a credit for familiarity with the Project of \$5,520.

⁴Other expenses include Transportation Services Fees, Construction Materials Testing, Inspections, Advertising, Printing, and other associated project costs, as applicable.

⁵Escalation is currently based on an anticipated 0.5% inflation per month. Therefore, escalation is calculated at 2.5% for the Project through the anticipated bid date of November 2025, as included in the Project Status.

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 the sorority members. There is no projected change in O&M costs resulting from this Project.

FUNDING SOURCE:

Chapter Reserves \$ 3,261,376

O&M Costs:

\$ N/A*

NEW EQUIPMENT REQUIRED

Kitchen Equipment (procuring within the Construction package)

Total Equipment Costs: 710,500**PROJECT SCOPE:**

The proposed Chi Omega Sorority House Renovation project ("Project") will include the renovation of approximately 2,600 gsf of space, primarily focused on the kitchen as well as the serving and beverage lines to improve circulation necessary with increased Chapter membership.

The Project will address deferred maintenance items such as kitchen equipment, lighting, HVAC and finishes in the reconfigured space and will replace weathered patio doors and exterior shutters. In addition, the project will rework the basement mail room for improved functionality, provide a ramp for deliveries and logistics, enhance the elevator for operational efficiencies, and make minor renovations to the House Director's suite.

This renovation work will increase the overall efficiency in the high-traffic dining areas and will help bring the house in line with current trends in Greek life for an improved student experience.

PROJECT STATUS

SCHEMATIC DESIGN:	Date Initiated	January 2025
	% Complete	100%
	Date Completed	May 2025
PRELIMINARY DESIGN:	Date Initiated	June 2025
	% Complete	100%
	Date Completed	August 2025
CONSTRUCTION DOCUMENTS:	Date Initiated	September 2025
	% Complete	100%
	Date Completed	November 2025
SCHEDULED BID DATE:		November 2025

*N/A on Stage I Projects

RELATIONSHIP AND ENHANCEMENT OF CAMPUS PROGRAMS

The Project will allow Chi Omega Sorority to efficiently and effectively meet the needs of the Chapter's increased membership and help bring the house in line with current trends in Greek life to improve the overall student experience for the members.

Underutilized space will be repurposed to provide much needed additional accessibility to the serving line with better circulation. It will enhance both functionality and use of the kitchen and serving areas while simultaneously addressing deferred maintenance liabilities and other needed improvements in a manner that reduces member disruptions.

CHI OMEGA SORORITY HOUSE RENOVATIONS

LOCATION MAP

