

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

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

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

**PROJECT NAME:** Chi Omega Sorority House Renovations

**MEETING DATE:** June 5 - 6, 2025

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1. Board Submittal Checklist No. 1 and 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 I and II Submittal (General Information, 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 checked="" type="checkbox"/> | 5. Executive Summary – Architect, Engineer, Selection Process (include Interview Outline). <sup>/3, /4, /5</sup>  |
| <input checked="" type="checkbox"/> | 6. Supplemental Project Information Worksheet – Exhibit “K”, Board Rule 415   |
| <input checked="" type="checkbox"/> | 7. 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"/>            | 8. Preliminary Business Plan (if applicable) <sup>/7</sup>  |
| <input checked="" type="checkbox"/> | 9. Campus map(s) showing project site   |

Prepared by: Suzanne Webster

Approved by:

Digitally signed by:  
Matt Skinner  
55122AA7ED264BD

<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

*Handwritten signatures and dates:*  
 4/25/25  
 4/28/25



Office of the  
President

April 29, 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 Stage I and a Stage II submittal for the Chi Omega Sorority House Renovations project.

The resolution requests authorization to establish the preliminary project scope, budget, and funding, as stipulated, and to enter into an Owner Designer Agreement with Seay, Seay and Litchfield Architects of Montgomery, Alabama, as the principal design firm for this 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 of The University of Alabama 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 stylized with a large, looping "S" and "B".

Stuart R. Bell  
President

Enclosure



## THE UNIVERSITY OF ALABAMA

### **Approving the preliminary project scope and budget; granting authorization to execute an Owner/Architect Agreement for the Chi Omega Sorority House Renovations**

#### **RESOLUTION**

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval of Stage I and Stage II submittals for the Chi Omega Sorority House Renovations project (“Project”) 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, to most efficiently execute the Project in the least disruptive manner, the scope has been divided into two phases, Construction Package A – Renovation (“Package A”) which will include the majority of the Project scope, and Construction Package B – Select Demolition (“Package B”) which will involve careful demolition of the areas receiving renovations when the house is unoccupied; and

WHEREAS, to prevent schedule delays due to long lead kitchen equipment, the Project includes Owner Furnished Contractor Installed Equipment (“OFCI”); 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, due to SS&L’s knowledge of University standards and design principles and procedures that will greatly facilitate the design and administrative process, the University is requesting, on behalf of the Chapter, approval to waive the Consultant Selection Process and to utilize SS&L for the Project; and

WHEREAS, the University, on behalf of the Chapter, has 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, 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 Chi Omega Chapter Reserves in the amount of \$2,646,400, which the University has verified, and the Project will address deferred maintenance liabilities in the amount of approximately \$1,500,000; and

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

<b>BUDGET:</b>		<b>PRELIMINARY</b>
Construction Package A - Renovation	\$	1,340,000
Construction Package B – Select Demolition	\$	100,000
Owner Furnished Contractor Installed Equipment	\$	560,000
Security/Access Control	\$	15,000
Telecommunication/Data	\$	15,000
Contingency <sup>1</sup> (10%)	\$	200,000
UA Project Management Fee <sup>2</sup> (4.5%)	\$	99,000
Architect/Engineer Fee <sup>3</sup> (8.14%)	\$	165,320
Other <sup>4</sup>	\$	75,000
Escalation <sup>5</sup>	\$	77,080
<b>TOTAL PROJECT COST</b>	<b>\$</b>	<b>2,646,400</b>

<sup>1</sup>Contingency is based on 10% of the cost of Construction Packages A and B and Owner Furnished Contractor Installed Equipment.

<sup>2</sup>UA Project Management Fee is based on 4.5% of Construction Packages A and B, Owner Furnished Contractor Installed Equipment, and Contingency.

<sup>3</sup>Architect/Engineer Fee is based on 6.9% of the cost of Construction Packages A and B and Owner Furnished Contractor Installed Equipment, 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.

<sup>4</sup>Other expenses include Transportation Services Fees, 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 3% for the Project through the anticipated bid date of December 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.
3. 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 to execute an architectural agreement with Seay, Seay and Litchfield Architects, of Montgomery, Alabama, for architectural services in accordance with Board Rule 415 for this 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:** Chi Omega Sorority House Renovations

**PROJECT NUMBER:** 910-24-3758

**PROJECT LOCATION:** 901 Magnolia Drive

**ARCHITECT:** Seay, Seay and Litchfield Architects, Montgomery, Alabama -  
Pending Approval

**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	Sorority	100%	2,600
<input type="checkbox"/> Building Addition			
<input checked="" type="checkbox"/> Building Renovation			
<input type="checkbox"/> Equipment			
<b>TOTAL</b>		<b>100%</b>	<b>2,600</b>

<b>BUDGET</b>		<b>PRELIMINARY</b>
Construction Package A - Renovation	\$	1,340,000
Construction Package B – Select Demolition	\$	100,000
Owner Furnished Contractor Installed Equipment	\$	560,000
Security/Access Control	\$	15,000
Telecommunication/Data	\$	15,000
Contingency <sup>1</sup> (10%)	\$	200,000
UA Project Management Fee <sup>2</sup> (4.5%)	\$	99,000
Architect/Engineer Fee <sup>3</sup> (~8%)	\$	165,320
Other <sup>4</sup>	\$	75,000
Escalation <sup>5</sup>	\$	77,080
<b>TOTAL PROJECT COST</b>	<b>\$</b>	<b>2,646,400</b>
<b>Total Construction Cost per square foot \$609</b>		

<sup>1</sup>Contingency is based on 10% of the costs of Construction Packages A and B and Owner Furnished Contractor Installed Equipment.

<sup>2</sup>UA Project Management Fee is based on 4.5% of the costs of Construction Packages A and B, Owner Furnished Contractor Installed Equipment, and Contingency.

<sup>3</sup>Architect/Engineer Fee is based on 6.9% of the cost of Construction Packages A and B and Owner Furnished Contractor Installed Equipment, 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.

<sup>4</sup>Other expenses include Transportation Services Fees, 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 3% for the Project through the anticipated bid date of December 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 \$ 2,646,400

**O&M Costs:**

\$ N/A\*

**NEW EQUIPMENT REQUIRED**

Kitchen Equipment

**Total Equipment Costs:** 560,000**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.

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	0%
	Date Completed	August 2025
CONSTRUCTION DOCUMENTS:	Date Initiated	September 2025
	% Complete	0%
	Date Completed	November 2025
SCHEDULED BID DATE:		December 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 in a manner that reduces member disruptions.

## Attachment K to Board Rule 415

Supplemental Project Information Worksheet  
Annual Capital Development Plan

FY: 2025 – 2026

**Project Name:** Chi Omega Sorority House Renovations  
**Project Address/Location:** 901 Magnolia Drive  
**Campus:** The University of Alabama, Tuscaloosa, 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 only		<u>2,600</u> GSF

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				
700 Support Facilities				
800 Health Care Facilities				
900 Residential Facilities				
000 Unclassified Facilities				
WWW Circulation Area				
XXX Building Service Area				
YYY Mechanical Area				

Data reported on latest fiscal year data available.

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

Comments/Notations:

Not applicable for Greek Housing

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

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

Comments:

Project will improve the aesthetic of the house and provide better circulation and functionality of the space which will enhance the living experience for existing and future student members.

**6. Has a facility user group been established to provide input for planning, programming, and design purposes?** ☒ Yes ☐

If yes, list key members of user group:

Kathleen Roth, House Corporation

Cindy Cade, House Corporation

Javona Vanderheiden, House Director

Suzanne Webster, UA Senior Project Manager

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

Source(s)	New Funds (FY 2026)	Reserves	Status <sup>/7</sup>
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Education Sales/Services			
• External			
• Internal			
Direct Grants			
Gifts			
Bonds			
Existing Net Assets			
Other – Chapter Reserves		\$2,646,400	Pending
<b>Totals</b>		<b>\$2,646,400</b>	<b>Pending</b>

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

Comments:

Chi Omega will fund the Project from Chapter Reserves. The University has confirmed availability of the funds.



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 2023 - 2026 Base Data /8</b>	<b>First Full /YR Occupancy FY 2027</b>	<b>Successive Five (5) Year Projections /9</b>
Maintenance			
Elevator Service			
Building Repairs			
Building Services			
Electric, Natural Gas, Steam			
Chilled Water			
Water and Sewer			
Insurance			
Safety Support			
Operations Staff Support Funding			
Other ---			
<b>Totals</b>	<b>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>

**Comments:**

All O&M costs are the responsibility of the Chapter and will be funded from rental income and other charges to the Sorority members. No increase in O&M is expected related to this Project.

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

<b>Source(s)</b>	<b>Occupancy Yr /9 (FY 2026)</b>	<b>Future Years /10</b>	<b>Status /7</b>
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>Not Applicable</b>	<b>Not Applicable</b>	<b>Not Applicable</b>

Comments:

Ongoing O&M costs will be funded by the Chapter from rental income and other charges to Sorority members.

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

\$ 1,500,000 57 % of Total Development Costs

Comments:

The Project will replace dated kitchen equipment, replace flooring, lighting, and other finishes as applicable and replace weathered shutters and patio doors.

**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:

The Chapter discussed several reconfiguration options including a small addition to the house. Ultimately, they decided that this was the preferred option and provided the best result both aesthetically and economically to provide the enhanced experience that the Sorority members expect.

**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:

This Project will bring Chi Omega's kitchen and server areas more in line with other Greek houses and improve the Chapter's ability to recruit and retain members by providing an elevated living and gathering environment.

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

Comments:

This Project will further the University's strategic goal of attracting and supporting the student population.

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

Comments:

Principle 3 – This Project will help maintain the highest standards of excellence for the student population.

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

Comments:

Without this Project, Chi Omega's members will continue to deal with congestion during dining times, impeding efficiency and hampering the overall dining experience of the sorority members, which could ultimately lead to dissatisfaction and reduced membership.



April 7, 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  
 Chi Omega Sorority House Renovations  
 UA Project No.: 910-24-3758

Dear Dr. Keith and Trustee Mauldin,

The University of Alabama ("University") is requesting a Waiver of the Consultant Selection Process for the Chi Omega Sorority House Renovations project ("Project") located at 901 Magnolia Drive. The proposed project is necessary to accommodate the Chapter's continued growth in membership. This project will improve the flow and accessibility of the dining serving lines and enhance the overall dining experience for the members. The kitchen will be reconfigured for improved functionality and deferred maintenance items will be addressed by replacing kitchen equipment, flooring, HVAC, lighting, and finishes as necessary in the space. To minimize future disruptions to the members, the Project will also include the replacement of the patio doors and weathered shutters and will reconfigure the basement mail room for better use of the space. This Project will be funded from Chi Omega Chapter Reserves.

The University, on behalf of the Chapter, proposes to utilize Seay, Seay and Litchfield Architects, of Montgomery, Alabama, ("SS&L") as the principal design firm for this Project. The services of SS&L are proposed due to the firm having served as consultant for the programming and conceptual design for this Project and their familiarity and innate knowledge of the facility and unique needs of the program. This knowledge will facilitate an efficient and effective design process. Accordingly, the University is requesting approval to utilize SS&L for this Project.

The University has negotiated a design fee of 6.9% of the cost of Construction Packages A and B, including any owner-furnished contractor-installed materials and equipment, with a reduced renovation factor of 1.18, plus a not to exceed amount of \$8,000 for additional services and reimbursables and less a discount credit of \$5,520 for SS&L's familiarity with the facility. The negotiated fee reflects a 9% reduction of the standard fee for this type of project (Group III), which represents a financial benefit to the Chapter.



Chi Omega Sorority House Renovations  
 Request for Waiver of Consultant Selection Process  
 April 7, 2025  
 Page 2 of 3

Cost of the Work		Percentage Fee for Building Group III		Major Renovation Factor		Credits		Basic Fee
\$2,000,000	x	6.9%	+	25%	-	\$0	=	\$172,500
\$2,000,000	x	6.9%	+	18%	-	\$5,520	=	\$157,320

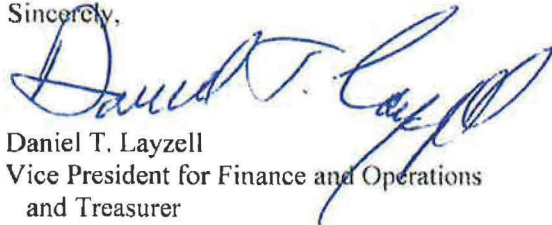
**Fee savings are \$15,180 or approximately 9% of the value of the standard fee for the Project.**

Approval is hereby requested for:

1. Waiver of the Consultant Selection process.
2. Seay, Seay and Litchfield Architects, Montgomery, Alabama, as the design service provider for the Project at a negotiated design fee based on 6.9% of the cost of construction, including any owner furnished contractor installed materials and equipment, plus a 1.18 renovation factor and a not to exceed amount of \$8,000 for additional services and reimbursables, and less total credits in the amount of \$5,520.
3. Submittal to the Physical Properties Committee for review and approval at the June 5-6, 2025, meeting.

For your convenience, a Project Summary has been attached. 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/atchmts: Michael Rodgers  
 Matt Skinner  
 Jessica Morris  
 Suzanne Webster

Chi Omega Sorority House Renovations  
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:  
Dana S Keith  
9C2EFD005B6C48D...

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  
84376214161042D...

Trustee Evelyn VanSant Mauldin, Chair for Physical Properties Committee

# CHI OMEGA SORORITY HOUSE RENOVATION

## LOCATION MAP

