UNIVERSITY OF ALABAMA SYSTEM BOARD RULE 415 BOARD SUBMITTAL CHECKLIST CRITERIA

BOARD SUBMITTAL CHECKLIST NO. 1 & 2 CAPITAL PROJECT - STAGE I & II SUBMITTAL /1

(General information, Architect Ranking, Project Scope and Project Budget) /8

CAMPUS	PUS: The University of Alabama, Tuscaloosa, Alabama			
PROJECT NAME: Bidgood Hall Welcome Center Renovation				
MEETIN	G DATE: September 11-12, 2025			
✓ 1✓ 2	Board Submittal Checklist No. 1 and 2 Transmittal Letter to Chancellor from Campus President requesting project be placed on the agendas for the forthcoming Physical Properties Committee and Board of			
3	Trustees (or Executive Committee) Meetings 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			
4	Executive Summary – Proposed Capital Project /2			
5	Executive Summary – Architect, Engineer, Selection Process (include Interview Outline). /3, /4, /5			
√ 6	Supplemental Project Information Worksheet – Exhibit "K", Board Rule 415			
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 ¹⁶			
8	Preliminary Business Plan (if applicable) ^{/7}			
√ 9	Campus map(s) showing project site			
	Prepared by: Brittany P. Kyles			
	Approved by: Matthew Skinner			

Reference Tab 3H – Board Rule 415 Instructional Guide

Reference Tab 3E – Board Rule 415 Instructional Guide

Reference Tab 3K – Board Rule 415 Instructional Guide

Reference Tab 3L – Board Rule 415 Instructional Guide

Reference Tab 3M – Board Rule 415 Instructional Guide

Reference Tab 3N – Board Rule 415 Instructional Guide

Reference Tab 3V – Board Rule 415 Instructional Guide

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



July 30, 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 Stage II submittal for the Bidgood Hall Welcome Center Renovation 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 Williams Blackstock Architects of Birmingham, 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 September 11-12, 2025.

Sincerely,

Peter J. Mohler

President

Enclosure



THE UNIVERSITY OF ALABAMA

Resolution

Approving the preliminary project scope and budget; granting authorization to execute an Owner/Architect Agreement for the Bidgood Hall Welcome Center Renovation

WHEREAS, in accordance with Board Rule 415, The University of Alabama ("University") is requesting approval of a Stage I and Stage II submittal for the Bidgood Hall Welcome Center Renovation project ("Project") to be located at 500 Colonial Drive; and

WHEREAS, the proposed Project will remodel approximately 3,640 gross square feet ("GSF") of currently underutilized space in Bidgood Hall to enhance the Culverhouse College of Business's student recruitment efforts and the required professional development program; and

WHEREAS, this inviting welcome center space will include dedicated recruitment meeting areas for prospective students and families and room for the College's LEAD professional development program, which will vacate multiple classrooms that are currently used for recruitment and professional development, allowing for additional course scheduling that is a critical need for the growing College; and

WHEREAS, the Project is comprised of a single construction package and will include Owner Furnished Contractor Installed ("OFCI") Equipment as necessary to successfully meet the Project's schedule; and

WHEREAS, Williams Blackstock Architects, Birmingham, Alabama ("WBA"), has successfully executed several renovations for the College including renovations within Bidgood Hall and was previously engaged by the University to provide Master Plan services for the College; and

WHEREAS, due to the aforementioned experience, as well as WBA's knowledge of University standards, design principles, and procedures which will greatly facilitate an efficient and cost-effective design and administrative process, the University is requesting approval to waive the Consultant Selection Process and to utilize WBA for design services for the Project; and

WHEREAS, the University has negotiated a final design fee based on 7.4% of the cost of Construction and OFCI Equipment, with a 1.15 renovation factor, plus \$33,490 for additional services and reimbursables, and less a credit of \$4,400 for WBA's familiarity with the facility and recent Master Planning Strategy with the College, representing a total discount of \$10,912, or approximately 13% of the standard fee; 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 Future Gifts in the amount of \$1,575,000 and will eliminate deferred maintenance liabilities in the amount of \$150,000; and

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

BUDGET:	PRELIMINARY
Construction	\$ 855,000
Owner Furnished Contractor Installed Equipment	\$ 25,000
Furniture, Fixtures and Equipment	\$ 300,000
Audio Visual	\$ 25,000
Security/Access Control	\$ 15,000
Telecommunication/Data	\$ 15,000
Contingency 1	\$ 88,000
UA Project Management Fee ²	\$ 43,560
Architect/Engineer Fee 3	\$ 103,978
Other 4	\$ 66,047
Escalation 5	\$ 38,415
TOTAL PROJECT COST	\$ 1,575,000

- ¹ Contingency is based on 10% of the cost of Construction and Owner Furnished Contractor Installed Equipment.
- ² UA Project Management Fee is based on 4.5% of the cost of Construction, Owner Furnished Contractor Installed Equipment, and Contingency.
- ³ Architect/Engineer Fee is based on 7.4% of the cost of Construction and Owner Furnished Contractor Installed Equipment plus a 1.15 renovation factor, plus \$33,490 of additional services and reimbursables, and less a \$4,400 credit.
- ⁴ Other expenses include Transportation Services Fees, Inspections, Advertising, Printing, and other associated project costs, as applicable.
- ⁵ Escalation 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 February 2026 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 and Stage II submittal package for the Project is hereby approved.
- 2. The preliminary Project scope, budget, and funding, as stipulated above, are hereby approved.

BE IT FURTHER RESOLVED THAT, Peter J. Mohler, President, Daniel T. Layzell, Vice President for Finance and Operations and Treasurer, or those officers named in the most recent Board Resolution 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 architectural agreement with Williams Blackstock Architects, Birmingham, Alabama, for architectural services in accordance with Board Rule 415 for the Project.

EXECUTIVE SUMMARY PROPOSED CAPITAL PROJECT BOARD OF TRUSTEES SUBMITTAL

MEETING DATE:	September 11-12, 2025
CAMPUS:	The University of Alabama, Tuscaloosa, Alabama
PROJECT NAME:	Bidgood Hall Welcome Center Renovation
PROJECT NUMBER:	031-25-3877
PROJECT LOCATION:	500 Colonial Drive
ARCHITECT:	Williams Blackstock Architects, Birmingham, Alabama – pending approval

THIS SUBMITTAL:	PREVIOUS APPROVALS:
⊠ Stage I	
⊠ Stage II	
☐ Campus Master Plan Amendment	
☐ Stage III	
☐ Stage IV	

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
☐ Building Construction	Office Facilities	~19%	675
☐Building Addition	General Use Facilities	~33%	1,210
⊠Building Renovation	Support Facilities	~24%	890
□Equipment	Circulation Area	~24%	865
	TOTAL	100%	3,640

BUDGET	PRE	CLIMINARY		
Construction	\$	855,000		
Owner Furnished Contractor Installed Equipment	\$	25,000		
Furniture, Fixtures and Equipment	\$	300,000		
Audio Visual	\$	25,000		
Security/Access Control	\$	15,000		
Telecommunication/Data	\$	15,000		
Contingency ¹	\$	88,000		
UA Project Management Fee ²	\$	43,560		
Architect/Engineer Fee ³	\$	103,978		
Other ⁴	\$	66,047		
Escalation ⁵	\$	38,415		
TOTAL PROJECT COST	\$	1,575,000		
Total Construction Cost per square foot \$266				

¹ Contingency is based on 10% of the costs of Construction and Owner Furnished Contractor Installed Equipment.

² UA Project Management Fee is based on 4.5% of the costs of Construction, Owner Furnished Contractor Installed Equipment and Contingency.

³ Architect/Engineer Fee is based on 7.4% of the costs of Construction and Owner Furnished Contractor Installed Equipment plus a 1.15 renovation factor, plus \$33,490 for additional services and reimbursables, and less a credit of \$4,400.

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

⁵ Escalation 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 February 2026 as included in the Project Status.

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

(Utilities, Housekeeping, Maintenance, Insurance, Other)

\$ N/A

Total Estimated Annual O&M Costs:

\$ N/A*

FUNDING SOURCE:

Future Gifts \$ 1,575,000

O&M Costs:

University Annual Operating Funds \$ N

N/A*

NEW EQUIPMENT REQUIRED

Mechanical Equipment Including VAV and controls

Total Equipment Costs:

\$25,000

^{*}Renovation of existing space only. No anticipated increase in O&M costs.

^{*}Renovation of existing space only. No anticipated increase in O&M costs.

PROJECT SCOPE

The Project remodels 3,600 GSF of currently underutilized space in Bidgood Hall just off the Quad to meet very specific College needs. The main (central) space would become a welcome center for prospective students and their families; adjacent to this space would be a dedicated room for recruitment meetings with prospective students and their families. Currently, these meetings are conducted on the third floor of Bidgood Hall in a classroom. Navigating to the current space requires families to traverse through several floors of older less-than-ideal spaces, and some families get lost. The Project would create a much more welcoming space and enhance the prospective student and family experience and introduction to Culverhouse and UA.

On the other side of the central welcome center would be a room dedicated to the College's professional development program, LEAD. LEAD is required for all of the College's nearly 10,000 undergraduate students, and a significant component of LEAD is professional coaching sessions. This would be dedicated space for coaching and would replace the teaching classrooms the College now must use.

The Project would receive the standard UA finishes and address all necessary deferred maintenance items in the area of the renovation.

PROJECT STATUS		
SCHEMATIC DESIGN:	Date Initiated % Complete Date Completed	September 2025 0% October 2025
PRELIMINARY DESIGN:	Date Initiated % Complete Date Completed	November 2025 0% December 2025
CONSTRUCTION DOCUMENTS:	Date Initiated % Complete Date Completed	December 2025 0% February 2026
SCHEDULED BID DATE:		February 2026

^{*}N/A on Stage I Projects

RELATIONSHIP AND ENHANCEMENT OF CAMPUS PROGRAMS

The University mission includes "advancing the intellectual and social condition of people in the state, nation and world...with an emphasis on quality programs in the areas of teaching, research, and service." The Project enhances the College's facilities to both recruit students—which speaks to advancing the intellectual and social condition of people—and to provide dedicated space specified to the needs of the professional development program and coaching that also enhances the intellectual and social condition of people and significantly supports and emphasizes the importance of professional development in the preparation of future business professionals and leaders.

Salient to this proposal is that by moving student recruitment and professional coaching to dedicated space, two to three classrooms would be vacated for course scheduling that is a critical need for this growing College. The Project has the potential to positively impact enrollment and the overall student experience through a more professional setting for recruiting and developing students.

Attachment K to Board Rule 415

Supplemental Project Information Worksheet Annual Capital Development Plan

FY: 2025 - 2026

Project Name: Project Address/Location: Campus:		500 Colonial Drive	come Center Renovations CAlabama, Tuscaloosa,		
1.	Will this Project increaspace?	se the current space	e inventory on campu	s or replace	existing
	increase space inve	entory	% increase		GSF
	replace space inver	ntory	% replacement _		_ GSF
	renovation of exist	ing space only	_	3,640	GSF
	<u>Comments:</u> This Project would repute enhanced recruiting expenses.	rpose underutilized sperience for students a			
	for LEAD program deve	elopment.			
3.	Is the proposed Proj University Design Stan		-		Plan and
	✓ Yes ☐ No, AIf Campus Master Plan a	-	n Amendment Is Requi	ired	
			1		

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					
	350 Conference Room	1	40	675	1	
400	Study Facilities					
500	Special Use Facilities					
600	General Use Facilities					
	650 Lounge	1	10	535	1	
	680 Meeting Room	1	30	675	1	
700	Support Facilities					
	730 Central Storage	1	Varies	890		
800	Health Care Facilities					
900	Residential Facilities					
000	Unclassified Facilities					
www	Circulation Area					
	W06 Public Corridor	1	Varies	865		
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:

1. Existing space to be renovated and updated to meet recruiting and collaborative needs for the Culverhouse College of Business Welcome Center.

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

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

Comments:

While there is no anticipated direct increase in funding, the Project enhances the College's student recruitment efforts and the required professional development program and clearly has

the potential to increase enrollment through a more professional setting for recruiting and developing students.

6. Has a facility user group been established to provide input for planning, programming, and design purposes? ☐ In-Progress

If yes, list key members of user group:

Kay M. Palan, Dean, Culverhouse College of Business

Kathy Deck, Assistant Dean for Strategic Initiative and Operations

Dave Mothersbaugh, former Associate Dean for Undergraduate & International Programs

Brandy Frost, Director of Student Services

Brittany Kyles, UA Construction Administration, Project Manager

Jason Bigelow, UA Architect

Allison Chang-Roberts, Williams Blackstock Architect (pending approval)

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

Source(s)	New Funds (FY 2026)	Reserves	Status /7
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Education Sales/Services			
• External			
• Internal			
Direct Grants			
Gifts - future	\$1,575,000		Pending
Bonds			
Existing Net Assets			
Other			
Totals	\$1,575,000		Pending

^{/7} Approved, allocated, pending

Comments:

This project has strong potential for a naming gift that will cover all estimated costs.

8. Estimate of operations and maintenance (O&M) costs for the initial occupancy year and projections for succeeding five (5) year period.

Operations and Maintenance (O&M)Annual Costs Projections				
Expense	FY 2014- 2015 Base Data /8	First Full /YR Occupancy FY_	Successive Five (5) Year Projections /9	
Maintenance				
Elevator Service				
Building Repairs				
Building Services				
Electric, Natural Gas, Steam				
Chilled Water				
Water and Sewer				
Insurance				
Safety Support				
Operations Staff Support Funding				
Other –				
Totals	N/A	N/A	N/A	

^{/8} Latest Fiscal Year Data used as Base Year for Projections

Comments:

Bidgood Hall is an existing education and general facility, and accordingly O&M costs are already funded. There is no incremental increase in O&M costs resulting from this Project.

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

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

Source(s)	Occupancy Yr /9 (FY)	Future Years /10	Status /7
Tuition			
Student Fees			
Investment Income			
Auxiliary Income			
• External			
• Internal			
Educational Sales & Services			
• External			
• Internal			
Direct Grant(s)			
Reallocated Funds /11			
Gifts			
Other			
Total/YR	N/A	N/A	N/A

^{/9} Initial Full Yr of Occupancy

Comments:

Bidgood Hall is an existing education and general facility, and accordingly O&M costs are already funded. There is no incremental increase in O&M costs resulting from this Project.

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

\$	150,000	9.5	% of Total Development Costs
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Comments:

The Project will address all necessary deferred maintenance liabilities such as flooring, paint, etc. in the areas to be renovated.

^{/10} Next Five (5) Yrs Occupancy

^{/11} Funds Reallocated from other sources

^{/7} Approved, allocated, pending

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 Culverhouse College of Business is currently at capacity for faculty and staff offices and classrooms (some faculty are sharing offices and some academic advisors are fully remote because of lack of offices). To accommodate class schedules, it is necessary to utilize spaces in other campus buildings. As the College continues to grow enrollment, faculty and staff are added to accommodate this growth, and new programs, such as the LEAD professional development program, require additional space.

As previously mentioned, this project will alleviate some of the space concerns by freeing up classrooms for course scheduling.

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 University mission includes "advancing the intellectual and social condition of people in the state, nation and world...with an emphasis on quality programs in the areas of teaching, research, and service." This project enhances the College's facilities to both recruit students—which speaks to advancing the intellectual and social condition of people—and to provide dedicated space specified to the needs of the professional development program and coaching that also enhances the intellectual and social condition of people and significantly supports and emphasizes the importance of professional development in the preparation of future business professionals and leaders.

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

Comments:

The **first goal** of the UA strategic plan is to "provide a premier education that enhances the lives of our students, graduates, and the communities they serve." This project advances that goal in the following ways:

- Provides the ability to have dedicated space for the co-curricular component (professional coaching) of the College's LEAD professional development program. LEAD is a three-year required program for all of the College's undergraduate students. It consists of both curricular and co-curricular activities. The intentionality of the program to develop strong professional abilities, its integration with the College's learning outcomes, and the professional coaching component make this a very distinctive and transformative program not just at UA but also nationally.
- Allows for increased classroom capacity critical to a premier education.

The **third goal** of the UA strategic plan is to "enrich our learning and work environment by attracting, welcoming, and supporting all faculty, staff and students." The project contributes to that goal in the following ways:

• Provides a dedicated welcome center for Culverhouse and a dedicated, specifically designed space for meeting with prospective students and families interested in enrolling at UA and Culverhouse. The design of these spaces is open and attractive, finished to reflect the overall brand of Culverhouse established in the construction of Hewson Hall and remodeling of Alston Hall. As such, student recruitment will be enhanced as well as reflecting very positively on Culverhouse and UA.

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

Comments:

This project supports the following UA System Core Principles:

Core Principle 2. Make higher education accessible, prepare all our students for success, and meet the workforce needs of the State.

• Dedicated space for the LEAD professional coaching is intentionally related to preparing all of our students for success, and prepares a professional workforce, many of whom will stay in Alabama.

Core Principle 3. Be accountable for every dollar we receive while maintaining the highest standards of excellence in every program and endeavor.

• This project is to be funded with gift dollars, protecting the College's operating budget needed to deliver high quality academic programs. The project also will be completed and the spaces maintained at the highest standard of excellence.

Core Principle 6. Elevate the status, stature, and influence of the University of Alabama System so that we can call on all people devoted to the University of Alabama, UAB, UAH, and the UAB Health System to unite for common purposes.

• The project will highlight the College's commitment to both prospective and current students and thereby will contribute to elevating the status, stature, and influence of the UA System. Further, the project will continue to make the College's 60+ thousand alumni proud, which increases their commitment to supporting the College and UA.

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

Comments:

If this project is not approved, the College would continue to use a Bidgood classroom to recruit students and would continue to monopolize other classrooms to provide professional coaching sessions. Thus, the College would continue to lose the use of those classrooms for course scheduling, necessitating utilizing classrooms somewhere else on campus.



July 21, 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

Bidgood Hall Welcome Center Renovation

UA Project No.: 031-25-3877

Dear Dr. Keith and Trustee Mauldin,

The University of Alabama ("University") is requesting a Waiver of the Consultant Selection Process for the Bidgood Hall Welcome Center Renovation project ("Project") located at 500 Colonial Drive.

The University proposes to utilize Williams Blackstock Architects, Birmingham, AL, ("WBA") as the principal design firm for this Project. The services of WBA are proposed due to their familiarity with the Culverhouse College of Business, their recent engagement on the College's Master Plan strategy, and their understanding of University standards, design principles, and procedures which will facilitate an efficient and cost- effective design and administrative process.

The University has negotiated a design fee of 7.4% of the cost of Construction and Owner Furnished Contractor Installed Equipment, with a reduced renovation factor of 1.15, plus \$33,490 for additional services and reimbursables and less a discount credit of \$4,400 for WBA's familiarity with the facility and recent programming with the end users. The negotiated fee reflects a 13% reduction of the standard fee for this type of project (Group III).

Cost of the Work		Percentage Fee for Building Group III		Major Renovation Factor		Credits		Fee
\$880,000	x	7.4%	+	25%	-	\$0	=	\$81,400
\$880,000	x	7.4%	+	15%	-	\$4,400	=	\$70,488

Fee savings are \$10,912 or approximately 13% of the value of the standard fee for the Project.

Bidgood Hall Welcome Center Renovation Request for Waiver of Consultant Selection Process July 21, 2025 Page 2

Approval is hereby requested for:

1. Waiver of the Consultant Selection process.

- 2. Williams Blackstock Architects, Birmingham, AL, as the design service provider for the Project at a negotiated design fee based on 7.4% of the cost of construction, plus a 1.15 renovation factor and \$33,490 for additional services and reimbursables, and less total credits in the amount of \$4,400.
- 3. Submittal to the Physical Properties Committee for review and approval.

For your convenience, a Project Summary has been attached. If you have any questions or concerns, please feel free to contact me.

Sincerely,			
Dem	O. Carra		
Daniel T. Layz	ell / YC		
	for Finance and Operations		
DTL/mrw			
Attachment			
Pc w/atchmts:	Michael Rodgers	Brittany Kyles	
	Matt Skinner	Jessica Morris	
******	********	***********	*****
Recommer	nded for Approval		
☐ Not Recom	amended for Approval. Submit	to Physical Properties Committee	
—Signed by: DUNU 5	Keith		
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Dr. Dana S. Ke	eith, Senior Vice Chancellor for	r Finance and Administration	
******	********	***********	*****
X Recommen	ided for Approval		
☐ Not Recom	mended for Approval. Submit	to Physical Properties Committee	
Signed by:			
Evelyn Va —84376214161D42D	nSant Mauldin		
Trustee Evely	n VanSant Mauldin, Chair for	Physical Properties Committee	

BIDGOOD HALL WELCOME CENTER RENOVATION

LOCATION MAP

