

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

**BOARD SUBMITTAL CHECKLIST NO. 1
CAPITAL PROJECT - STAGE I SUBMITTAL ^{/1}
(General Project Information)**

CAMPUS: The University of Alabama, Tuscaloosa, Alabama

PROJECT NAME: Finance Administrative Services Building Renovation

MEETING DATE: February 2 - 3, 2023

- ☒ 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 ^{/2}
- ☒ 5. Supplemental Project Information Worksheet – Exhibit “K”, Board Rule 415
- ☒ 6. Campus map(s) showing project site

Prepared by: Jessica Morris

Approved by:

Tim Leopand
[Signature]

^{/1} Reference Tab 3F – Board Rule 415 Instructional Guide
^{/2} Reference Tab 3E – Board Rule 415 Instructional Guide



Office of the
President

December 16, 2022

Chancellor Finis E. St. John IV
The University of Alabama System
500 University Boulevard East
Tuscaloosa, Alabama 35401

Dear Chancellor St. John:

I am pleased to send to you for approval under Board Rule 415 the attached documents for a Stage I submittal for the Finance Administrative Services Building Renovation (former Alabama Credit Union Main Branch) project.

The resolution requests authorization to establish the preliminary 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 of The University of Alabama at their regular meeting on February 2-3, 2023.

Sincerely,

A handwritten signature in black ink that reads "Stuart R. Bell" followed by a stylized flourish or initial.

Stuart R. Bell
President

Enclosure



THE UNIVERSITY OF ALABAMA

RESOLUTION

APPROVAL OF THE PRELIMINARY PROJECT SCOPE AND BUDGET FOR THE
FINANCE ADMINISTRATIVE SERVICES BUILDING RENOVATION

WHEREAS, in accordance with Board Rule 415, The University of Alabama (“University”) is requesting approval from The Board of Trustees of The University of Alabama (“Board”) to consider approval of a Stage I submittal for the Finance Administrative Services Building Renovation project (“Project”) to be located at 220 Paul W. Bryant Drive East; and

WHEREAS, the University acquired the property in 1975 as part of the Urban Renewal Plan adopted by the community in 1971; and

WHEREAS, the University subsequently leased the property to the Alabama Credit Union in 1983 and, as the lease is expiring, the University would now like to utilize the property and adapt the existing facility for institutional purposes; and

WHEREAS, the Project will include the interior renovation of the existing 9,089 gross square foot building to house the Office of Finance and related departments including Financial Accounting and Reporting, the Tax Office, the Budget Office, and Finance Information Systems and Data Integrity; and

WHEREAS, the renovation will provide a centralized location for Office of Finance operations and allow for the reallocation of vacated space within the Rose Administration Building to support critical needs there; 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 University Central Reserves in the amount of \$6,068,550 and will address deferred maintenance liabilities in the amount of \$2,415,420; and

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

BUDGET:		PRELIMINARY
Construction	\$	3,900,000
Landscaping	\$	85,000
Furniture, Fixtures and Equipment	\$	775,000
Security/Access Control	\$	75,000
Telecommunication/Data	\$	75,000
Contingency* (10%)	\$	398,500
UA Project Management Fee** (3%)	\$	131,505
Architect/Engineer Fee*** (~8.13%)	\$	323,781
Commissioning	\$	25,000
Other****	\$	279,764
TOTAL PROJECT COST	\$	6,068,550

*Contingency is based on 10% of Construction and Landscaping.

**UA Project Management Fee is based on 3% of Construction, Landscaping, and Contingency.

***Architect/Engineer Fee is based on 6.5% of the cost of Construction and Landscaping, plus a renovation factor of 25% (8.13% total fee).

****Other expenses include Geotech, Construction Materials Testing, Inspections, Advertising, Printing, and other associated project costs, as applicable.

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 scope, budget, and funding for the Project as stipulated above are hereby approved.

EXECUTIVE SUMMARY
PROPOSED CAPITAL PROJECT
BOARD OF TRUSTEES SUBMITTAL

MEETING DATE: February 2-3, 2023

CAMPUS: The University of Alabama, Tuscaloosa, Alabama
Finance Administrative Services Building - former ACU Main Branch

PROJECT NAME: Branch

PROJECT NUMBER: 338-23-3205

PROJECT LOCATION: 220 Paul W. Bryant Drive East

ARCHITECT: To Be Determined

THIS SUBMITTAL:

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

PREVIOUS APPROVALS:

PROJECT TYPE	SPACE CATEGORIES	PERCENTAGE	GSF
<input checked="" type="checkbox"/> Building Renovation	Office Facilities	~63%	5,766
	Conference Rooms	~14%	1,290
	Special Use Facilities	~23%	2,033
	TOTAL	100%	9,089

BUDGET	Preliminary
Construction	\$ 3,900,000
Landscaping	\$ 85,000
Furniture, Fixtures and Equipment	\$ 775,000
Security/Access Control	\$ 75,000
Telecommunication/Data	\$ 75,000
Contingency* (10%)	\$ 398,500
UA Project Management Fee** (3%)	\$ 131,505
Architect/Engineer Fee*** (~8.13%)	\$ 323,781
Commissioning	\$ 25,000
Other ****	\$ 279,764
TOTAL PROJECT COST	\$ 6,068,550
Total Construction Cost per square foot \$473	

*Contingency is based on 10% of the costs of Construction and Landscaping.

**UA Project Management Fee is based on 3% of the costs of Construction, Landscaping, and Contingency.

***Architect/Engineer Fee is based on 6.5% of the cost of Construction and Landscaping, plus a renovation factor of 25% (8.13% total fee).

****Other fees and expenses include Geotech, Construction Materials Testing, Inspections, Advertising, Printing, and other associated project costs, as applicable.

ESTIMATED ANNUAL OPERATING AND MAINTENANCE (O&M) COSTS:	
(Utilities, Housekeeping, Maintenance, Insurance, Other)	
9,089 sf x ~\$8.83/sf	\$ 80,270
Total Estimated Annual O&M Costs:	\$ 80,270

FUNDING SOURCE:	
	University Central Reserves \$ 6,068,550
O&M Costs:	University Annual Operating Funds \$ 80,270

NEW EQUIPMENT REQUIRED	
Total Equipment Costs:	N/A

PROJECT SCOPE:

The Finance Administrative Services Building Renovation will entail a full interior renovation of the existing 9,089 gross square feet building located at 220 Paul W. Bryant Drive East.

The building will house departments within the Office of Finance including Financial Accounting and Reporting, the Tax Office, the Budget Office, and Finance Information Systems and Data Integrity, providing centralized office, meeting, and support spaces. All building systems will also be replaced as they are at the end of their useful life.

Alabama Credit Union is currently constructing a new facility located on University Boulevard and will relocate when construction is complete, which will enable this project to proceed.

PROJECT STATUS

SCHEMATIC DESIGN:	Date Initiated	April 2023
	% Complete	0%
	Date Completed	May 2023
PRELIMINARY DESIGN:	Date Initiated	June 2023
	% Complete	0%
	Date Completed	July 2023
CONSTRUCTION DOCUMENTS:	Date Initiated	August 2023
	% Complete	0%
	Date Completed	October 2023
SCHEDULED BID DATE:		October 2023

**N/A on Stage I Projects*

RELATIONSHIP AND ENHANCEMENT OF CAMPUS PROGRAMS

The proposed Finance Administrative Services Building Renovation project (“Project”) will support an enhanced training, meeting and workspace atmosphere for current and future staff, and right-size the operational and support space needs appropriate for the building and the users.

The departments proposed to be in the facility are functionally aligned but are currently housed in separate locations. This Project will allow for their co-location to enhance operations and efficiency. The new location will provide consolidation and easier access for campus customers and enhance collaboration between groups due to adjacency.

Moving to one location will allow for the reassignment of vacated space that can be used to meet the needs of other departments within Rose Administration.

The assigned departments work extensively with internal and external partners and this new location will provide ease of access for all clientele and partners.

Attachment K to Board Rule 415

Supplemental Project Information Worksheet
Annual Capital Development Plan

FY: 2022-23

Project Name: Finance Administrative Services Building Renovation
Project Number: 338-23-3205
Project Address/Location: 220 Paul W. Bryant Dr. East
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	.06 % increase	9,089 GSF
<input type="checkbox"/> replace space inventory	_____ % replacement	_____ GSF
<input type="checkbox"/> renovation of existing space only		_____ GSF

This building is not currently included in the University's space inventory as it leased to an external group.

2. If this Project will replace existing space inventory, how will vacated space be utilized or assigned after this Project is completed?

Comments:

The space in Rose Administration that is currently occupied by the Office of Finance will be reallocated to address critical space needs. The specific reassignments will be determined in conjunction with the delivery of this Project.

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)
300 Office Facilities	28	28	5,766	
310 Office				
350 Conference Room	4	28	1,290	
600 General Use Facilities				
700 Support Facilities				
710 Central Computer or Telecommunications	1		109	
000 Unclassified Facilities	5		847	
WWW Circulation Area				
W02 Elevator	1		168	
XXX Building Service Area				
X01 Custodial Supply Closet	2		212	
X03 Public Rest Room	5	10	697	

Data reported on latest fiscal year data available.

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

Comments/Notations:

Because the existing space is currently used by Alabama Credit Union and the University is acquiring space, utilization data is not applicable.

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

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

Comments:

The departments proposed to be in the facility are functionally aligned but are currently housed in separate locations. This project will allow for their co-location to enhance operations and efficiency. The new location will provide consolidated and easier access for campus customers and enhance collaboration between groups due to the adjacency.

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:

Julie Shelton, Associate Vice President for Office of Finance
 Caroline Railsback, Operations Coordinator, Office of Finance
 Jason Bigelow, University Architect
 Jessica Morris, Director of Project Management

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

Source(s)	New Funds (FY 2022-23)	Reserves	Status ^{/7}
Other/ University Central Reserves		\$6,068,550	Pending
Totals		\$6,068,550	Pending

^{/7} Approved, allocated, pending

Comments:

The proposed Project will be funded from University Central Reserves in the amount of \$6,068,550.

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 2023	Successive Five (5) Year Projections /9
Maintenance	\$21,338	\$22,708	\$120,902
Elevator Service	\$7,702	\$8,198	\$43,644
Building Repairs	\$7,112	\$7,570	\$40,301
Building Services	\$15,969	\$24,268	\$90,490
Electric, Natural Gas, Steam	\$18,814	\$20,025	\$106,610
Chilled Water	\$6,544	\$6,965	\$37,082
Water and Sewer	\$818	\$871	\$4,635
Insurance	\$839	\$893	\$4,754
Safety Support	\$965	\$1,027	\$5,469
Operations Staff Support Funding	\$169	\$180	\$958
Other – Supply Store expenses			
Totals	\$80,270	\$92,705	\$454,845

/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 /9 (FY 2023)	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	\$80,270	\$454,845	Pending
Total/YR	\$80,270	\$454,845	Pending

/9 Initial Full Yr of Occupancy

/10 Next Five (5) Yrs Occupancy

/11 Funds Reallocated from other sources

/7 Approved, allocated, pending

Comments:

Ongoing O&M cost will be paid 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?**

\$ 2,415,420 39.8 % of Total Development Costs

Comments:

All building systems and the roof are at the end of useful life and will be replaced in the renovation.

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:

Construction of a new facility would require more time and expense than renovation.

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:

Moving to one location will allow for the reassignment of space which will be vacated in the existing buildings and can be used by other departments. The assigned departments work extensively with internal and external partners and this new location will provide ease of access for clientele and partners.

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

Comments:

The project advances the University's strategic goals through exceptional services, administrative leadership and operational efficiency.

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

Comments:

Core Principle #3: Be accountable for every dollar we receive while maintaining the highest standards of excellence in every program and endeavor. Renovation is more cost effective than new construction.

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

Comments:

Not approving the Project would constrain the University's ability to appropriately serve the campus with financial services and the plan to use space vacated realized from the project to support critical needs within Rose Administration.

EAST ELEVATION



FROM BRYANT DRIVE LOOKING TO NORTHEAST



LOCATION MAP

