

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Register of University of Northern Iowa Capital Improvement Business Transactions for Period of April 26, 2003, Through May 23, 2003
Date: June 9, 2003

Recommended Actions:

Approve the Register of Capital Improvement Business Transactions for the University of Northern Iowa.

Executive Summary:

Requested Approvals

Program statement, schematic design, and project description and budget (\$1,470,000) for the **Integrated Student Services Center—Phase 1 (Gilchrist Hall)** project, which would renovate space in Gilchrist Hall to consolidate in one location the various academic, administrative, and financial services for students, and encapsulate the asbestos fireproofing not previously encapsulated in the building (see page 2).

- The existing and proposed drawings for the renovation portion of the project are included as Attachments A and B to this docket memorandum.

Project description and budget (\$18,100,000) for the **Innovative Teaching and Technology Center (East Gym Renovation)** project would convert the East Gym to a modern instructional facility with classroom and laboratory areas to meet the University's need for additional academic space (see page 5).

Background and Analysis:

Integrated Student Services Center—Phase 1 (Gilchrist Hall)

Project Summary

	<u>Amount</u>	<u>Date</u>	<u>Board Action</u>
Permission to Proceed		April 2003	Approved
Architectural Selection (Novak Design Group, Cedar Rapids, IA)		April 2003	Approved
Negotiated Architectural Agreement (Novak Design Group, Cedar Rapids, IA)	\$ 140,500	May 2003	Approved
Program Statement		June 2003	Requested
Schematic Design		June 2003	Requested
Project Description and Total Budget	1,470,000 *	June 2003	Requested

* Amount may be revised to include additional interest earnings.

Background

The University wishes to renovate space on the first and second floors of Gilchrist Hall to provide an Integrated Student Services Center.

The project would integrate academic, administrative, and financial services for easier access by students; these services are currently located in Gilchrist and Bartlett Halls.

- The University wishes to consolidate these functions in one location to provide more efficient and user-friendly services for students.

The University also wishes to encapsulate the asbestos fireproofing not previously encapsulated in the building.

Project Scope

The project would renovate space, reconfigure office areas, modify or replace the heating, ventilating and air conditioning systems, install new ceilings and lighting, and encapsulate the asbestos fireproofing.

- The asbestos encapsulation work would be undertaken in a total of 30,100 square feet of space throughout the three levels of the building; this work would require the replacement of some additional ceilings and walls.

Funding

Bond proceeds plus interest, estimated at a total of \$1,470,000, from the issuance of \$4,890,000 Academic Building Revenue Refunding Bonds, Series U.N.I. 2002.

- The 80th General Assembly passed legislation which allows the University, with the authorization of the Board of Regents, to expend such proceeds to improve, remodel, or repair buildings or other infrastructure; the Governor signed the bill on May 30, 2003.
- The adoption of a resolution authorizing the expenditure of the bond proceeds is requested in Banking Committee item B.C. 5.

**Program
Statement**

The project would renovate 8,249 net square feet of space on the upper level of Gilchrist Hall to house the Controller's Office and Financial Aid Office, and equip 3,787 net square feet of lobby space to provide student service areas.

- The office areas to be renovated along the south wall of this level currently house the Controller's Office and a division of Information Technology Services.
 - The Controller's Office would remain at its current location; the Information Technology functions would be incorporated with other Information Technology offices at another campus location.

The Controller's Office would expand by 894 net square feet to a total of 5,144 net square feet of space.

- The additional space is necessary to accommodate the Accounts Receivable function which would relocate from the Purchasing office on the main level below.

The Financial Aid Office would relocate from 2,940 net square feet of space on the main level below and would be housed in 3,105 net square feet of space.

- The areas of student use within the Controller's and Financial Aid Offices would include cashier windows (Controller's Office) and computer stations (Financial Aid Office).

The student service areas would primarily include the general information and computer stations, and a commons seating area, all of which would be housed in 3,787 net square feet of open lobby space.

Schematic Design

The following are highlights of the schematic design:

- The project would reconfigure the office areas along the south wall of the upper level to provide a combination of standard office areas and open office environments. (The existing and proposed first floor plans are included as Attachments A and B).
- The Controller's Office would be located in the western portion of this level near the main entrance in its approximate current location; the Financial Aid Office would be located in the eastern portion.
- The east-west lobby area from the main entrance, which would provide the primary student service areas, would be equipped with an information kiosk, seating areas, a general workstation, and computer workstations.
- To accommodate the expansion of the Controller's Office, the adjacent men's restroom would be removed and reconstructed at the east end of the corridor adjacent to the existing women's restroom; there would be no renovation of the women's restroom.

Square Footage Table

The following table outlines the square footages for the building program and the schematic design.

Building Program

Controller's Office	5,144
Student Services Lobby	3,787
Financial Aid Office	<u>3,105</u>
Total Net Assignable Space	<u>12,036</u> nsf

Project Budget

Construction	\$ 1,000,000
Design, Inspection and Administration	150,000
Furniture and Equipment	210,000
Artwork	7,350
Contingency	<u>102,650</u>
TOTAL	<u>\$ 1,470,000</u>

Additional Information

The University plans to begin construction in the summer of 2003; construction completion is anticipated in late fall 2003.

The University reports that it has no definitive plans for future phases of the project at this time.

Innovative Teaching and Technology Center (East Gym Renovation)

Project Summary

	<u>Amount</u>	<u>Date</u>	<u>Board Action</u>
Permission to Proceed		March 2002	Approved
Architectural Selection (Herbert Lewis Kruse Blunck, Des Moines, IA)		July 2002	Approved
Negotiated Design Agreement—Schematic Through Construction Phase Design Services (Herbert Lewis Kruse Blunck, Des Moines, IA)	\$ 1,388,920	Sept. 2002	Approved
Program Statement		Jan. 2003	Approved
Schematic Design		May 2003	Approved
Project Description and Total Budget	18,100,000	June 2003	Requested

Background

The renovation of the East Gym would construct classrooms, computer and other laboratories, offices and support spaces to provide students, faculty and staff with technologically current approaches for learning and teaching, along with up-to-date classrooms for existing University programs.

The renovated facility would house Educational Technologies, the Center for Academic Achievement, the Academic Advising Center, Center for Enhancement of Teaching, the Digital Technology Program, the Geography and Anthropology Departments, and the Computer Consulting Center.

The project would also provide mechanical/electrical, fire safety, accessibility and exterior upgrades.

Through an oversight, the budget was not included when the schematic design was presented and approved at the May 2003 meeting.

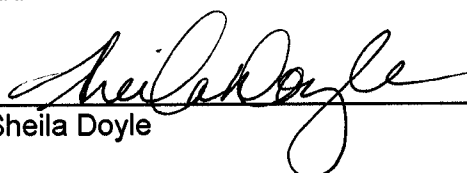
Funding

State Appropriations.

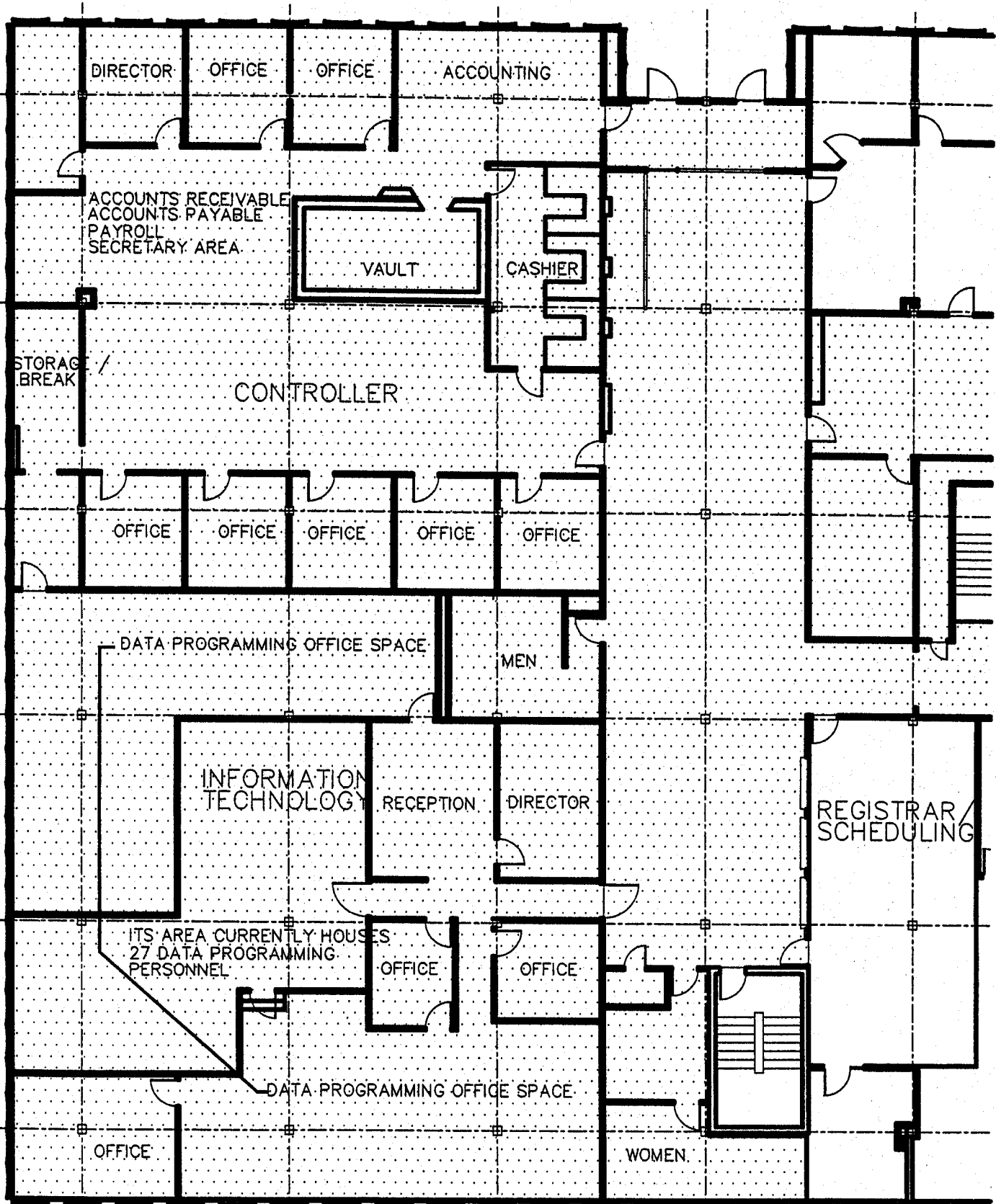
Project Budget

Construction	\$ 13,200,000
Design, Inspection and Administration	1,560,000
Furniture and Equipment	1,820,000
Artwork	91,000
Contingency	<u>1,429,000</u>
TOTAL	<u>\$ 18,100,000</u>

Also presented for Board ratification are two construction contracts awarded by the Executive Director and two final reports. The register prepared by the University is included in the Regent Exhibit Book.


Sheila Doyle

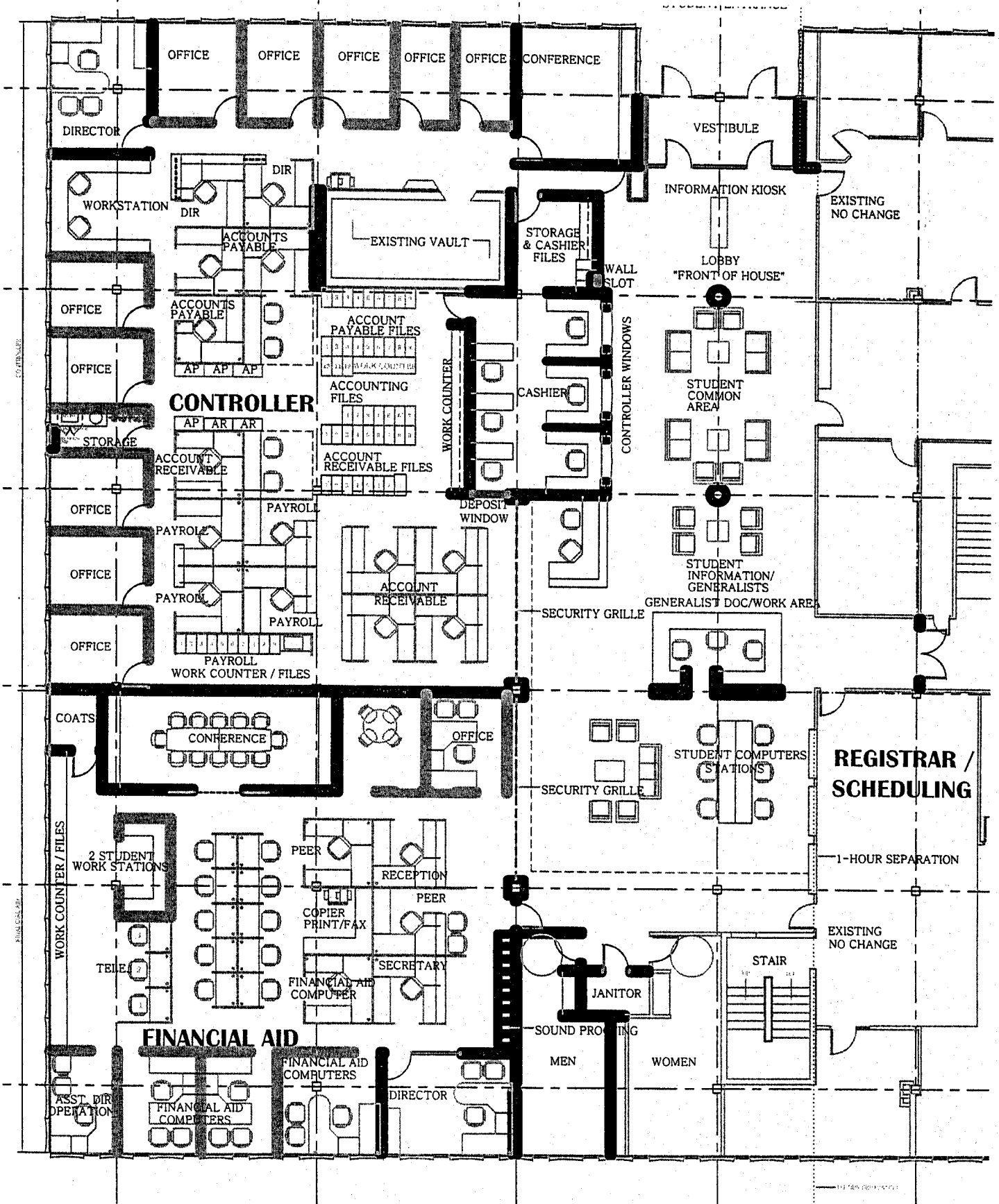
Approved: 
Gregory S. Nichols



1 UPPER LEVEL

EXISTING

FIXED WALLS - NEW CONSTRUCTION



1 UPPER FLOOR PLAN - NEW