



|                    |              |
|--------------------|--------------|
| Total Project Cost | \$ 3,850,000 |
| Approval Level:    | FLMC         |

## FORMAL PROJECT APPROVAL REQUEST

TO: Pat Gamble  
President

TO/THROUGH: Kit Duke  
AVP Facilities and Land Management

THROUGH: Tom Case  
Chancellor

*EB Bohm, SA for T. CASE*

THROUGH: Elisha Bear Baker  
Provost

*EB Bohm, SA*

THROUGH: Bill Spindle

Vice Chancellor, Administrative Services

*Bill Spindle*

THROUGH: Chris Turletes

Associate Vice Chancellor, Facilities and Campus Services

*[Signature]* 16 Jan 14

THROUGH: John Faunce

Director, Facilities Planning and Construction

*John Faunce 1/16/14*

FROM: Summer Sauve  
Project Manager

DATE: 1/15/14

SUBJECT: Project Type: R&R  
Project Name: UAA 1901 Bragaw Tenant Improvements  
Project No.: 13-0149

Cc:



## **Project Program Resource Planning Process Status Report**

### **UAA 1901 Bragaw Tenant Improvements**

### **Formal Project Approval Requested**

This project will repair some of the building systems and renovate the interior spaces to accommodate the existing programs that are being relocated from the Diplomacy Building.

#### **Milestone #0**

Mission Area Analysis: (included in purchase justification) Date: 6/6/13  
Statement of Need: (included in purchase justification) Date: 6/6/13

#### **Milestone #1**

Statewide Academic Council (SAC) Review: Date: N/A  
(no changes to academic programs, replacement of existing facilities)

#### **Milestone #2**

Preliminary Administrative Approval: Date: 12/19/13

#### **Milestone #3**

Statement of Requirements: (Being prepared during Design) Date: \_\_\_\_\_

#### **Milestone#4**

Business and Financing Plan: (prepared in conjunction with purchase request) Date: 6/6/13  
Operating Budget Request: (Replaces existing Facilities) Date: N/A  
Capital Budget Request: Date: N/A  
Legislative Funding Received: N/A  
Board acceptance of funding: Date: N/A

#### **Milestone #5**

**Formal Project Approval:** Date: **2/20/14**  
Schematic Design Approval: Date: \_\_\_\_\_

#### **Milestone #6**

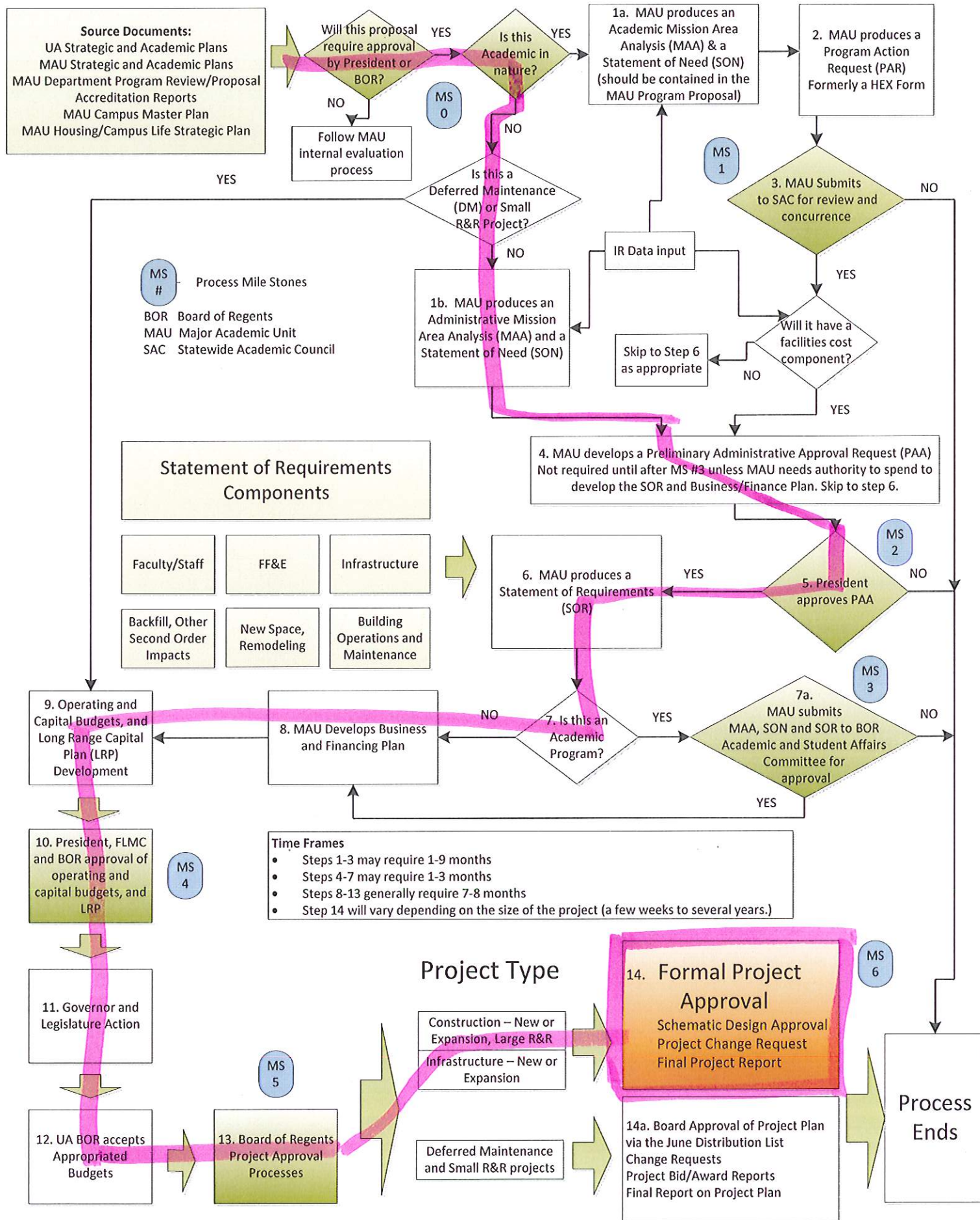
Construction Started: Date: \_\_\_\_\_  
Construction Completed: Date: \_\_\_\_\_  
Beneficial Occupancy: Date: \_\_\_\_\_  
Final Project Report: Date: \_\_\_\_\_

Project Completed

# University of Alaska Program Resource Planning

## Academic, Budget and Project Planning Process

Rev. 9-8-11





## **FORMAL PROJECT APPROVAL**

**Name of Project:** UAA 1901 Bragaw Tenant Improvements  
**Project Type:** Renovation and Repurposing  
**Location of Project:** UAA, Off Campus, Bragaw Office Complex #3, AO111, Anchorage  
**Project Number:** 13-0149  
**Date of Request:** January 14, 2014

|                            |  |                 |
|----------------------------|--|-----------------|
| <b>Total Project Cost:</b> | <b>\$3,850,000</b>                         |                 |
| <b>Approval Required:</b>  | <b>Full Board</b>                          |                 |
| <b>Prior Approvals:</b>    | <b>Preliminary Administrative Approval</b> | <b>12/19/13</b> |

A Formal Project Approval (FPA) is required for all Capital Projects with a Total Project Cost in excess of \$250,000.

FPA represents approval of the Project including the program justification and need, scope, the total project cost, and the funding and phasing plans for the project. Requests for formal project approval shall include a signed project agreement or facilities pre-design statement, the proposed cost and funding sources for the next phase of the project and for eventual completion of the project, and a variance report identifying any significant changes in scope, budget, schedule, deliverables or prescriptive criteria associated with a design-build project, funding plan, operating cost impact, or other cost considerations from the time the project received preliminary administrative approval. It also represents authorization to complete project development through the schematic design, targeting the approved scope and budget, unless otherwise designated by the approval authority.

### Action Requested

**The Facilities and Land Management Committee approves the Formal Project Approval request for the University of Alaska Anchorage 1901 Bragaw Tenant Improvements as presented in compliance with the approved campus master plan, and authorizes the university administration to proceed through Schematic Design not to exceed a total project cost of \$3,850,000. This motion is effective February 20, 2014.**

### Project Abstract

The Diplomacy Building on 4500 Diplomacy Drive, Anchorage, AK has been sold and the three facilities comprising the Bragaw Office Complex on the 1800-1900 block of Bragaw Street, Anchorage, AK purchased by UA FLM. In exchange for UAA's ownership interest in the Diplomacy Building, the building at 1901 Bragaw Street will become the property of UAA. UAA plans to relocate the UAA occupants of the Diplomacy Building to 1901 Bragaw Street. This project will develop the relocation plan and tenant improvements plans required to accommodate these occupants; prepare the new space through modifications and renewal, and move the occupants from one facility to the other not later than June 30, 2015.

On June 25th, 2013, UA Statewide Facilities and Land Management (FLM) sold the 5-story, approximately 55,500 sf, UAA Diplomacy Building to Alaska Native Tribal Health Consortium

(ANTHC). Part of agreement of sale is that current UAA tenants would be able to continue to lease space for approximately 24-30 months to allow orderly transition to new space. The goal is for all UAA tenants to vacate this facility not later than June 30th, 2015. Additionally, the goal is for UAA to relocate these organizations and vacate a whole floor at a time to facilitate new 3rd party leases and relieve UAA of rental costs incrementally as expeditiously as possible.

On June 27th, 2013, UA Statewide Facilities and Land Management purchased the Bragaw Office Complex including the following 1901 Bragaw Street building. As noted, this 3-story, approximately 64,500 sf building will belong to UAA for use as office and classroom space predominantly for the current occupants of the UAA Diplomacy Building. If residual space is available after accommodating Diplomacy Building occupants, other UAA organizations who currently reside in commercial leased space will be accommodated as space allows.

#### Variances

We are investigating the new State of Alaska Space standards to determine applicability to this project and expect to incorporate them to the extent practical within available funding. However, the current estimates are based on taking maximum advantage of the existing interior configuration of the building.

#### Special Considerations

Statewide will provide design and construction for a new condensing unit, site drainage and mold remediation.

#### Total Project Cost and Funding Sources

| <u>Funding Title</u>                 | <u>Fund Account</u> | <u>Amount</u>      |
|--------------------------------------|---------------------|--------------------|
| FY14 FP&C General Recharge           | 174004-17059        | \$450,000          |
| Proceeds from sale of Diplomacy Bldg | TBD                 | \$1,700,000        |
| FY14/FY15 DM/R&R                     | TBD                 | \$1,700,000        |
| <b>Total Project Cost</b>            |                     | <b>\$3,850,000</b> |

#### Annual Program and Facility Cost Projections

Although a budget request was not made for O&M costs for the larger 1901 Bragaw Building, the anticipated additional costs are as follows:

| <u>Facilities Costs:</u>   | <u>Amount</u> |
|--|---------------|
| Maintenance & Repair ( <i>1.5% of Total Project Cost-Represents increased size of building</i> )                               | \$57,750      |
| Operations ( <i>based on 9000 sqft of increased building size for admin, grounds &amp; landscaping, utilities, custodial</i> ) | \$49,500      |
| Annual O&M Cost  | \$107,250     |

#### Project Delivery Method

Design-Bid-Build

#### Affirmation

This project complies with Regents Policy, the campus master plan and the Project Agreement.

#### Supporting Documents

Project Agreement  
One-page Project Budget

### Approvals

The level of approval required for FPA shall be based upon the estimated TPC as follows:

- TPC > \$4.0 million will require approval by the board based on the recommendations of the Facilities and Land Management Committee (FLMC).
- **TPC > \$2.0 million but not more than \$4.0 million will require approval by the FLMC.**
- TPC > \$1.0 million but not more than \$2.0 million will require approval by the Chair of the FLMC.
- TPC ≤ \$1.0 million will require approval by the AVP of Facilities and Land Management.





## **PROJECT AGREEMENT**

**Name of Project:** UAA 1901 Bragaw Tenant Improvements  
**Project Type:** Renovation and Repurposing  
**Location of Project:** UAA, Off Campus, Bragaw Office Complex #3, AO111, Anchorage  
**Project Number:** 13-0149  
**Date of Agreement:** January 10, 2014

### **INTRODUCTION**

A Project Agreement (PA) is required for all Capital Projects with a Total Project Cost anticipated to exceed \$2.5 million. For project under \$2.5 million, a project agreement should be attached to the FPA or all of the components of the PA may be incorporated into the FPA.

The PA represents a formal agreement between the affected program department(s), the MAU's chief facilities administrator, the chief academic officer, the chief financial officer, the chancellor, and the chief facilities administrator documenting a common understanding of the programmatic need, project scope, and other matters related to the project.

### **BODY OF THE AGREEMENT**

#### Basis for the Project

The Diplomacy Building on 4500 Diplomacy Drive, Anchorage, AK has been sold and the four facilities comprising the Bragaw Office Complex on the 1800-1900 block of Bragaw Street, Anchorage, AK purchased by UA FLM. In exchange for UAA's ownership interest in the Diplomacy Building, the building at 1901 Bragaw Street will become the property of UAA. UAA plans to relocate the UAA occupants of the Diplomacy Building to 1901 Bragaw Street. This project will develop the relocation plan and tenant improvements plans required to accommodate these occupants; prepare the new space through modifications and renewal, and move the occupants from one facility to the other not later than June 30, 2015.

On June 25th, 2013, UA Statewide Facilities and Land Management (FLM) sold the 5-story, approximately 55,500 sf, UAA Diplomacy Building to Alaska Native Tribal Health Consortium (ANTHC). Part of agreement of sale is that current UAA tenants would be able to continue to lease space for approximately 24-30 months to allow orderly transition to new space. The goal is for all UAA tenants to vacate this facility not later than June 30th, 2015. Additionally, the goal is for UAA to relocate these organizations and vacate a whole floor at a time to facilitate new 3rd party leases and relieve UAA of rental costs incrementally as expeditiously as possible.

On June 27th, 2013, UA Statewide Facilities and Land Management purchased the Bragaw Office Complex to including the following 1901 Bragaw Street building. As noted, this 3-story, approximately 64,500 sf building will belong to UAA for use as office and classroom space predominantly for the current occupants of the UAA Diplomacy Building. If residual space is available after accommodating Diplomacy Building occupants, other UAA organizations who currently reside in commercial leased space will be accommodated as space allows.

### Programmatic Need

Current UAA Tenants of the Diplomacy Building will continue their academic and/or support mission and functions for the University or various external customers. No changes will be made to their programmatic, on-going operations. Coordinated real estate actions of long term benefit to UAA, UA Statewide, and the UA Foundation resulting in the sale of one property and purchase of the other necessitate the move of occupants from one location to the other.

### Mission Area Analysis/Statement of Need

As noted in the previous paragraph, there will be no change to the basic mission of the occupants and their need for adequate facilities to perform their mission.

### Statement of Requirements

UAA will plan, design, construct, and relocate various UAA tenants from the 5-story 55,500 GSF Diplomacy Building to the 3-story 64,500 sf building at 1901 Bragaw Street. Actions required for this project to include programming, space planning, tenant improvement drawings, mechanical and electrical engineering, cost estimating, and bidding/construction administration services. Basic sequence of events for project execution includes:

- Conduct interviews with Diplomacy Building occupants to determine current space use, adjacencies, and identify any special requirements. Conduct interviews with additional UAA prospective tenants to the 1901 Bragaw Building as space allows.
- Develop the optimal space allocation plan, to include detailed space assignments and floor plan designs for the 1901 Bragaw Building based on Diplomacy Building tenant requirements.
- Complete inventory of FF&E that will be relocated from Diplomacy Building and coordinate reuse within the 1901 Bragaw Street property.
- Evaluate the adequacy of existing electrical, mechanical, fire protection, telecommunication, and building control systems for intended use and provide designs for required modifications.
- Develop a proposed Relocation Schedule to start tenant improvements or modifications on the 1901 Bragaw Building in January 2014 and move Diplomacy Building occupants incrementally, to be complete no later than 30 June 2015.
  - To save lease costs in the Diplomacy Building, the goal is to the extent feasible, vacate a complete floor at a time allowing for 3rd party leasing and incremental rent reduction until complete.
- Design and complete tenant improvements based on the Space Allocation and Relocation Plans to include:
  - fresh paint and carpet replacement throughout,
  - infrastructure modifications (new/changed partition walls, lighting and HVAC adjustments), and
  - any immediate repairs identified.
  - Goal is to use existing floor plan and room designs to greatest extent to reduce costs; however, some flexibility will be considered to best accommodate the occupants.
- Actions to be coordinated and synchronized with the execution of tenant improvements are:
  - IT/telecommunications infrastructure and workstation upgrade and setup
  - Procurement and installation of additional or special furniture or equipment
  - Relocation or moving of property, goods, and materials from the Diplomacy Building or other UAA locations into the 1901 Bragaw Street facility.
  - A detailed cost estimate for each of those areas based on occupant needs and consultant-developed plans requires further assessment and resourcing by UAA.
- Upon complete vacation of the Diplomacy Building, coordinate reparations, key/lock core exchange, and any other actions required to complete the Renter Exit Inspection with ANTHC.



- Provide as-built drawings and space assignment and utilization diagrams based on finished relocation.

#### Strategic Importance

See above.

#### Impact Analysis

See above.

#### Program Enhancements

None.

#### Needs Assessment

See above.

#### Project Impact

See above.

#### Project Site Considerations

The current site has drainage problems, extensive mold in the basement, condensing unit needs replacement.

#### Incremental Costs

Statewide will provide design and construction for a new condensing unit, site drainage and mold remediation.

#### Proposed Funding Plan

See Total project cost and Funding Sources

#### Annual Program and Facility Cost Projections

Although a budget request was not made for O&M costs for the larger 1901 Bragaw Building, the anticipated additional costs are as follows:

| <u>Facilities Costs:</u>   | <u>Amount</u> |
|--|---------------|
| Maintenance & Repair ( <i>1.5% of Total Project Cost-Represents increased size of building</i> )                               | \$57,750      |
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| <b>Total Project Cost</b>            |                     | <b>\$3,850,000</b> |

#### Project Schedule

##### DESIGN

|                         |              |
|-------------------------|--------------|
| Conceptual Design       | January 2014 |
| Formal Project Approval | January 2014 |

|                               |               |
|-------------------------------|---------------|
| Schematic Design              | February 2014 |
| Schematic Design Approval     | April 3, 2014 |
| Construction Documents        | June 2014     |
| <b>BID &amp; AWARD</b>        |               |
| Advertise and Bid             | June 2014     |
| Construction Contract Award   | July 2014     |
| <b>CONSTRUCTION – Phase 1</b> |               |
| Start of Construction         | August 2014   |
| Construction Complete         | May 2015      |
| Date of Beneficial Occupancy  | June 2015     |
| Warranty Period               | 1 year        |
| <b>CONSTRUCTION – Phase 2</b> |               |
| Start of Construction         | August 2015   |
| Construction Complete         | May 2015      |
| Date of Beneficial Occupancy  | June 2015     |
| Warranty Period               | 1 year        |

Supporting Documents

None

Agreement

In witness whereof, the parties attest that they have made and executed this Agreement to be effective the date and year first above written.

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Tom Sternberg, Director of Facilities Maintenance and Operations

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John Faunce, Director of Facilities Planning and Construction

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Chris Turletes, Associate Vice Chancellor, Facilities and Campus Services

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Bill Spindle, Vice Chancellor, Administrative Services

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Elisha “Bear” Baker, Provost

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Tom Case, Chancellor

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Kit Duke, AVP F&LM

| UNIVERSITY OF ALASKA   |                       |
|--|-----------------------|
| Project Name: UAA 1901 Bragaw Tenant Improvements                      |                       |
| MAU: Renovation & Repurposing  |                       |
| Building: UAA, Off Campus, Bragaw Office Complex, #3, AO111, Anchorage |                       |
| Campus: Anchorage  | Prepared by: S. Sauve |
| Project #: 13-0149   | Acct #: TBD           |
| Total GSF Affected by Project:   | \$ 64,500             |
| PROJECT BUDGET   | FPA Budget            |
| <b>A. Professional Services</b>  |                       |
| Advance Planning, Program Development                                  | \$ 30,000             |
| Consultant: Design Services  | \$ 180,000            |
| Consultant: Construction Phase Services                                | \$ 60,000             |
| Consul: Extra Services (List: _____)                                   |                       |
| Site Survey  |                       |
| Soils Testing & Engineering  |                       |
| Special Inspections  |                       |
| Plan Review Fees / Permits   | \$ 12,000             |
| Professional Services Subtotal   | \$ 282,000            |
| <b>B. Construction</b>   |                       |
| General Construction Contract(s)                                       | \$ 2,800,000          |
| Other Contractors (List: _____)  |                       |
| Construction Contingency   | \$ 224,000            |
| Construction Subtotal  | \$ 3,024,000          |
| Construction Cost per GSF  | \$ 47                 |
| <b>C. Building Completion Activity</b>                                 |                       |
| Equipment  | \$ 40,000             |
| Fixtures   |                       |
| Furnishings  | \$ 40,000             |
| Move-Out Costs   | \$ 5,000              |
| Move-In Costs  | \$ 5,000              |
| Art  | \$ -                  |
| OIT Support  | \$ 20,000             |
| Maintenance Operation Support  |                       |
| Building Completion Activity Subtotal                                  | \$ 110,000            |
| <b>D. Owner Activities &amp; Administrative Costs</b>                  |                       |
| Project Plng, Staff Support  | \$ 85,920             |
| Project Management   | \$ 60,000             |
| Misc. Expenses: Advertising, Printing, Supplies, Etc.                  | \$ 18,080             |
| Owner Activities & Administrative Costs Subtotal                       | \$ 164,000            |
| <b>E. Total Project Cost</b>   | \$ 3,580,000          |
| Total Project Cost per GSF   | \$ 56                 |
| <b>F. Total Appropriation(s)</b>                                       | \$ 3,580,000          |