

**Florida Agricultural and Mechanical University
Board of Trustees**



Facilities Planning Committee
Grand Ballroom
April 10, 2013
Time: 3:00 p.m. – 4:00 p.m.

Facilities Planning Committee Members:

Trustee Spurgeon McWilliams, Chair
Trustee Glen Gilzean
Trustee Kelvin Lawson
Trustee William Jennings
Trustee Karl White
Trustee Cleve Warren

Agenda

I. Call to Order Chairman Spurgeon McWilliams

Action Items

II. Approval of Minutes – February 6, 2013 Chairman Spurgeon McWilliams
III. Approval of New Policy - University Energy Policy Mr. Kendall Jones

Information Items

IV. Project Updates Mr. Samuel Houston

FLORIDA A&M UNIVERSITY
Board of Trustees
Facilities Planning Committee Meeting
Summary Minutes
Grand Ballroom

February 6, 2013

Committee Members Present: Trustee Spurgeon McWilliams (Chair); Trustee Charles Langston; Trustee William Jennings; Trustee Cleve Warren; and Trustee Karl White.

Others Attending: Trustee Torey Alston, Trustee Solomon Badger, Trustee Narayan Persaud; Trustee Belinda Reed-Shannon; Trustee Marjorie Turnbull; Trustee Marissa West; Interim President Larry Robinson; Interim CFO & Vice President Joseph Bakker; Vice President William Hudson, Jr.; Attorney Linda Barge Miles; Attorney Avery McKnight; Director, Michael James; Attorney David Self; Interim Associate Vice President Kendall Jones; and Director Sam Houston.

Chairman McWilliams called the meeting to order at 10:58 a.m. Ms. Sandy Mitchell was recognized to call the roll. A quorum was established.

Action Items

Approval of Minutes-October 31, 2012

Chairman McWilliams asked for approval of the Minutes for October 31, 2012. Trustee Jennings made a motion to approve the minutes and it was seconded by Trustee Langston. The motion carried.

Consent to easement by the City of Tallahassee for a sidewalk on the north side of Gamble Street between Wahnish Way and Perry Street

The Committee heard a presentation from Attorney David Self regarding the Resolution consenting to a sidewalk easement in favor of the City of Tallahassee along the north side of Gamble Street between Wahnish Way and Perry Street. Below is a summary of Mr. Self's presentation:

- The expansion of the easement will encroach on approximately 690 feet of University leased property. A true and correct copy of the easement, its legal description and a survey thereof are attached hereto as composite Exhibit "A."
- The City of Tallahassee is in the process of beautifying the section of Gamble Street between Wahnish Way and Perry Street. Part of this beautification includes a 12 foot wide, 690 foot long sidewalk on the north side of Gamble Street.
- The sidewalk will be of great benefit to the safety of the students, guests and patrons of Florida A&M University.

Next, Attorney David Self shared that Florida A&M University occupies its Tallahassee, Florida campus as a tenant of the Trustees of the Internal Improvement Trust Fund of the State of Florida (the "Trust Fund") under Lease Number 2723.

Ultimately, the sidewalk easement must be approved by the Trust Fund. Before giving its consent, the Trust Fund requires that the University, as the tenant of the property, consent to the sidewalk easement.

Trustee Warren made the motion to express to the Trustees of the Internal Improvement Trust Fund of the State of Florida that the FAMU Board of Trustees consents to the sidewalk easement in favor of the City of Tallahassee, Florida as set forth on Composite Exhibit "A." Said Resolution shall be in form and substance as attached hereto on Exhibit "B." The motion was seconded by Trustee White and the motion carried.

Information Items

Mr. Joseph Bakker, Interim CFO & Vice President for Administrative and Financial Services asked Mr. Sam Houston, Director of Facilities Planning and Construction to present an informational update on nine projects. Mr. Houston provided the following project information updates:

800 Bed Project

J. Kokolakis Contracting, Inc., the contractor for the project has started the grading, scraping, demolition, masonry remedial and site storm water expansion. The project is on schedule and within budget.

Mr. Houston requested to revisit the elevator discussion regarding the number of elevators per building. Initially, he stated that there was only one elevator per building and there was a recommendation to add additional elevators in each building. Mr. Houston stated that it would cost an estimated \$2.8 million to add two additional elevators. Further, he informed the Board that the additional elevators are stand-alone elevators that can be added at a later date or added as part of this project.

Next, Trustee McWilliams stated that he wanted to clear up a couple of things related to the elevators. Trustee McWilliams stated that Mr. Houston's initial statement to the Board regarding the elevators suggested that there was going to be one elevator per building. Trustee McWilliams further stated that there are two elevators per building. Mr. Houston confirmed that there were two elevators per building.

Trustee McWilliams continued to state that in their discussion, Mr. Houston believed that the existing elevators would be adequate for the buildings. Further discussion was related to the cost of the additional elevators and that the cost was even more than what was initially projected.

Trustee McWilliams stated that he discussed with Mr. Houston the probability of optional cost estimates. Mr. Houston indicated that if we brought another contractor in then it could delay the project.

Trustee McWilliams stated that we can revisit the matter, but his initial reaction would be since there are two elevators per building to eliminate the additional elevators as a consideration, however, that would be a Board's decision.

During a lengthy discussion regarding the elevators several questions were asked by Board members:

Trustee Jennings indicated that he was under the assumption that there was one elevator per building. Mr. Sam Houston responded that there are two elevators per building and that the elevators meet building code requirements. Mr. Houston also stated that the additional elevators would be located on the back side of the building close to the parking lot for easy accessibility for move-in, move-out, and parking. Mr. Houston indicated that the elevator capacity for the additional elevator is 3,500 pounds with a maximum capacity of approximately 10-12 passengers.

Trustee McWilliams asked Interim President Robinson if he would like to comment. Interim President Robinson stated that Trustee White and he had a conversation with a consultant concerning the elevators. It was discussed to include the third elevator if it was reasonable with regards to costs.

Interim President Robinson indicated that the elevators are not just for convenience but will address emerging issues as it relates to the ADA requirements. However, the preliminary numbers associated with the elevators for \$2.8 million is not a firm number. Trustee McWilliams further stated that it would be reasonable to take the additional elevators into consideration if the Board desires.

Next, Trustee White followed up indicating his concerns regarding having a firm number prior to making a decision regarding the additional elevators. He also stated that if the additional elevators are needed then the money should be spent now as opposed to ending up with a building that doesn't meet the needs of the students.

Interim President Robinson commented that he believes the question is "code" verses "the overall ability" to accommodate 800 students. Interim President Robinson stated that it's not just a matter of convenience around move in and move out but consideration has to be given to the routine use of the elevators as it relates to the various schedules of the student residents. It is understood that the existing elevators met code but with two elevators in each building an analysis should be done to ensure the performance of the existing elevators is adequate.

Trustee Langston asked what the next step was and whether it is a recommendation to the Board to get a third elevator or come back to the Board after an analysis. Mr. Houston responded that we will need to respond to J. Kokolakis on or before March 5 to add additional elevators to this project; and any time afterwards would possibly delay the project.

Trustee McWilliams suggested that the Board move on to the door hardware and the impact that it will have on the project contingency. Trustee McWilliams indicated that he was not sure if the door hardware issue would have to come back to the Board in the form of a change order. Trustee McWilliams also stated that the door hardware was not optional like the elevators in which Mr. Houston confirmed. Trustee McWilliams then requested Mr. Houston to proceed with the utility package.

Mr. Houston explained that the utility package includes the chilled water and HVAC system, which was not part of the design and will need to be added. The utility package would cost approximately \$900,000. Also, the IT portion, which includes the controls and door access system, would cost approximately \$1.2 million dollars.

Trustee Alston asked the following questions:

- What was the purpose of the contingency and the original amount? Mr. Houston responded that the contingency is used for unforeseen conditions on the project. For example, building code issues identified by the State Fire Marshal, etc., and any remaining funds not used in the contingency will go back to the Housing Department.
- Trustee Alston stated that it seems that more information is needed and he asked the question, is it the intent that this will be a change order? Mr. Houston responded that there will be a change order and that it will increase the cost of the construction budget, but will not increase the overall budget. Mr. Houston further stated that there is a contract bid for the amount of \$37.4 million; an IT budget for \$1.2 million; and the estimated \$2.8 million will have to come out of project contingency for the additional elevators.

Trustee Badger stated that the Board made a decision based on incorrect information and he does not feel comfortable adding elevators if we are already meeting the code requirements. Further, Trustee Badger stated that he is not convinced that we need the additional elevators. Trustee McWilliams responded that this matter concerning the need of additional elevators will need to come back to the Board as a recommendation.

Interim President Robinson reiterated to the Trustees that the project updates were for information purposes only and no action was being requested from the Board at this meeting.

Trustee McWilliams requested that staff provides to the Board the following:

- Documentation that the existing elevators designed in the project meets current building code.
- A formal analysis for the four existing elevators in the current design is commissioned to determine their performance during peak periods (i.e., average wait time, number of passengers per trip, etc.).
- Provide an official recommendation to the Board based on the results from the analysis report; and if additional elevators should be added to the scope of this project.
- Provide a copy of the Construction Change Order Policy; and
- Provide clarification concerning the partitions with a recommendation from the staff.

Trustee West asked the following questions:

- How many elevators and beds are in the current female facilities? I would like to see a comparison. Mr. Bakker stated that Sampson and Young have one elevator per building. Sampson has 160 beds and Young Hall has 80 beds. Trustee West stated

that if we can add the additional elevator that would be great. However, spending \$2.8 million on two additional elevators seems to be too much.

- Are automatic locks included? Mr. Houston answered "Yes."
- Are partitions being added and is there an additional cost? Mr. Houston replied that a mark-up was done on the rooms, which shows a single private room layout and an open room layout to determine if the current design needs to be modified. This change will not increase the cost of the project.

Phase II of the Pharmacy Building

The off-site parking and North Regional Storm Water Pond has been completed. We have contracted with our construction manager Skanska USA Building, Inc., in the amount of \$22,817,450 (current appropriations 2003-04/\$1,071,000; 2008-09/\$2,000,000; and 2010-2011/\$23,000,000) to start the construction of the Pharmacy Phase II Project. A Notice to Proceed was issued to Skanska USA Building, Inc., on January 31, 2013, with four hundred thirty days to substantial completion.

Based on available funding, we are required to shell several floors in the building until additional funds are appropriated. Our estimated project budget for the construction scope is \$29,131,151 and a total project budget of \$37,551,000, we are requesting the \$8,600,000 in 2013-2014 and \$3,000,000 in 2014-15 in our 2013-2014 Fixed Capital Outlay Legislative Budget Request and Five-Year Plan. Budget: \$23,836,763.

Trustee Langston asked what was the priority of this project and if it does not get funded what happens. Interim President Robinson responded that this project is a priority and hopefully this phase will be approved by the legislature.

Trustee Warren requested to review the capital improvement plan (CIP); and asked why are we asking for additional funds? Mr. Houston responded that the project is on the current CIP, which was submitted in May of last year. We are requesting \$3.0 million more for 2014-15 for utility infrastructure.

Trustee Warren stated that it was an injustice for requesting the Board to take action with limited information. Is it your request for us to approve additional funding for this project? What are our priorities? I am requesting that you bring back to the Board clarification so that we are clear to what you are requesting.

Interim President Robinson stated this is an update of the project and the Board has already approved the CIP list and the Board's approval is not being requested for any of these items. Interim President Robinson also stated that we hope that we would get enough funding to complete the building due to a reduction of PECO funding from the legislature.

Trustee Persaud stated that the legislature approves in stages. Interim President Robinson agreed that funds are appropriated in stages. Next, Trustee Turnbull stated that funds are appropriated based on phases. Mr. Houston agreed.

Interim President Robinson reiterated that the Facilities Committee was asked to give an update on projects and not requesting approval on any of these items. The update is for informational purposes. Trustee McWilliams recapped to the Board that the project updates were for information only.

FAMU/FSU College of Engineering Phase III Project

Renovations of Building A and Chiller Plant are 90% complete; final completion is February 2013. This is a joint use request with FSU for additional 116,408 GSF of laboratory, classroom, and office space. Phase III is a continuing effort to increase and enhance engineering education in Tallahassee and Northwest Florida. Funds required to complete Phase III are \$16,000,000 from each university. The renovation budget is \$3,487,751.

Student Services HVAC Upgrades

During the remodeling of the dining area, additional options and equipment was installed, which resulted in an increase in heat loads. This project consists of needed upgrades to the second floor of the University dining facility's HVAC system. Budget: \$396,400.

Human Resources Renovations

This project consists of remodeling a portion of the second floor of FHAC Building to accommodate the expansion for the Human Resources Department. 100% construction documents are completed along with a negotiated GMP for construction. Completion date, July 2013. Budget: \$919,855.

FAMU Faculty Club House Renovations

This project consists of renovating existing facility to include demolition of the existing meeting room and kitchen areas. Also, the project will include interior renovation, new air handler unit for HVAC System, and ADA door and hardware replacement, and removal of existing carpet. Budget: \$300,000; started design January 2013 and completion June or July 2013.

Parking Garage Repairs

The University contracted with Walker Restoration Consultants in July 2012 to perform a structure assessment of the parking garage structure. The parking facility is a three level precast concrete structure (two (2) supported levels) containing three bays and accommodating approximately 430 cars. The consultant found that the facility is in overall good condition with no immediate structural concerns. However, there are two areas on the top level that require immediate repairs. The current condition is hazardous to pedestrians and vehicles.

Minor structural deterioration and waterproofing issues throughout the structure will require future repairs in order to extend the useful life of the parking structure. The garage has been closed until the repairs are completed. Construction to begin in February 2013 and completion date May 2013. Budget: \$280,000 - Auxiliary Funds

Trustee West asked when was the parking garage scheduled to be reopened because it is a convenience for the students to park. Mr. Houston stated that scheduled completion for the parking garage is May 2013.

Resurface and Upgrade of the Robert "Pete" Griffin Track

Effective January 8, the track was closed and not accessible to the public. Funding is not secured at this time. However, FAMU Athletics plans to resurface and upgrade the Robert

"Pete" Griffin Track in the spring/summer of 2013. The collaborative plan brings together institutional support measures to enhance athletics.

The goals and objectives of the project are to plan, design and construct a facility that results in the following: Resurface existing track with a full-pour, polyurethane track at 10 millimeters thickness; re-sod Robert "Pete" Griffin Track infields; restriping lines, numbers and other markings according to IAAF and DIN standards; improve drainage throughout the track stadium; and provide a facility that can serve as a marketing tool in the recruitment and retention of future students, faculty, and staff as well as rebuilding of the FAMU track program. Budget: 676,000.

Gore Education

This project has been completed January 2013.

Campus Development Agreement

Mr. Houston stated that we are moving on with the plans with the City of Tallahassee and anticipate bringing the Campus Development Agreement back to the Board in March.

The last action, Trustee McWilliams charged the Construction and Facilities Management Team with establishing a formal University Energy Policy. Trustee McWilliams explained that the purpose of this policy will be to advocate towards reducing the University's overall carbon foot print by developing balanced sustainable solutions that can be factored into future energy related as well as renovations and new construction projects. This effort should be conducted in a collaborative spirit by involving the various sustainable groups throughout the university community.

The Construction and Facilities Team shall bring back to the Facilities Planning Committee a formal University Energy Policy for the Board's review and approval.

There being no further business, the meeting adjourned at 12:16 P.M.

Spurgeon McWilliams
Committee Chairman

Transcribed by:

Sandy Mitchell



Florida Agricultural and Mechanical University
Board of Trustees Action Item

Meeting Date April 11, 2013

Agenda Item III

Item Origination and Authorization

Policy X Award of Bid Budget Amendment Change Order
Resolution Contract Grant Other

Action of Board

Approved Approved w/ Conditions Disapproved Continued Withdrawn

Subject: Approval of New Policy - University Energy Policy

Rationale: The Florida Agricultural and Mechanical University (FAMU or University) Board of Trustees is committed to responsible environmental stewardship in all activities associated with the University. The University Energy Policy is being established to ensure that sustainable efforts are implemented in a manner that promotes the commitment to energy efficiency and conservation for the benefit of students, faculty, staff, the campus community, and the environment. The University expects active participation by students, faculty and staff to promote the tenets of this Energy Policy in all the communities in which they interact.

Recommendation: It is recommended that the Board of Trustees approve the University Energy Policy.

Supporting Documents Included: A Copy of the Proposed BOT Policy - University Energy Policy

Prepared By: Office of Construction and Facilities Management and the Office of the General Counsel

Approved By: Interim Vice President Joseph Bakker



**Florida Agricultural & Mechanical University
Board of Trustees Policy**

Board of Trustees Policy Number:
2013 -

Date of Adoption/Revision:
April 11, 2013

| | |
|----------------------|---|
| Subject | University Energy Policy |
| Authority | Sections 489.145 and 1013.23, Florida Statutes Board of Governors Regulation 21.208 Conservation Element |
| Applicability | This policy applies to all University faculty, staff, and students, employees and campus community. |

I. Policy Statement and Purpose

The Florida Agricultural and Mechanical University (FAMU or University) Board of Trustees is committed to responsible environmental stewardship in all activities associated with the University and establishes the following University Energy Policy (Policy) to provide the manner by which the University will promote its commitment to energy efficiency and conservation to benefit students, faculty, staff, the campus community, and the environment. The University expects active participation by students, faculty and staff to promote the tenets of this Policy in all the communities in which they interact.

II. Temperature Set Points

The following pre-set building temperatures will be used to protect the environment, reduce utility costs, extend the life of equipment and also maintain a comfortable environment for learning, teaching and working:

| <u>Season</u> | <u>Temperature Occupied</u> | <u>Temperature Unoccupied</u> |
|----------------------|-----------------------------|-------------------------------|
| <u>Warmer months</u> | <u>75⁰ F</u> | <u>85⁰ F</u> |
| <u>Colder months</u> | <u>70⁰ F</u> | <u>60⁰ F</u> |

Exemptions to these set points must be requested from the Associate Vice President for Construction and Facilities Management

III. Equipment Purchases and Uses

Products and services purchased by the University must provide for superior energy efficiency (e.g. energy-star rating) and also support the recycling/waste disposal objectives of

this Policy. The following types of equipment are only to be used in University buildings when authorized in writing by the Associate Vice President for Construction and Facilities Management:

- Hot plates;
- Personal heaters; and
- Microwave appliances in areas other than kitchens and break rooms.

Such authorization will only be granted to meet the specified pre-set building temperature ranges, for medical purposes, or if recommended by a Vice President.

IV. Powering Down Equipment

Individuals are expected to turn off lights when exiting unoccupied rooms and to turn off office equipment (including personal computers, where possible) at the end of the day. Building maintenance employees will turn off lights and equipment (other than personal computers and fax machines) that have not been turned off by occupants at the end of the standard business day.

V. Guaranteed Energy Savings

The Office of Construction and Facilities Management (CFM) shall explore and utilize to achieve the objectives of this Policy, whenever practical, the Guaranteed Energy Savings Program authorized by Sections 489.145 and 1013.23, Florida Statutes. This program allows the University to seek outside financing for energy conservation measures that reduce energy consumption, produce a cost savings, and improve the quality of indoor air in facilities, and, when economically feasible, build, operate, maintain, or renovate educational facilities in such a manner so as to minimize energy consumption and maximize energy savings.

VI. New Construction and Renovations

The University's design standards for new construction and renovations shall incorporate sustainable site development, energy efficiency, environmental quality, water savings; and material selection as high priorities.

VII. Recycling/Waste Disposal

The entire University community shall pursue practicable efforts to minimize the generation of waste while maximizing the recycling of waste materials. The CFM shall be responsible for the development and implementation of a University Recycling Program in accordance with this Policy.

VIII. Administration and Implementation of Energy Policy

While the entire University community's active participation is anticipated in the planning and implementation of this Policy, the CFM shall have the primary responsibility for the administration of the Policy including devising and maintaining measures to determine the progress and effectiveness of this Policy. The CFM will also prepare and adopt a Campus

Energy Master Plan which will further enhance the implementation of the Policy.

The CFM will coordinate the efforts of student and other sustainability-oriented groups on campus.

IX. Campus Community Responsibility

All campus personnel are expected to use at least the following guidelines to support the University's Energy Policy:

- Dress for the weather;
- Turn off lights and equipment when leaving a room, even for short periods of time;
- Ensure that lights and equipment are turned off in common areas at the end of the workday;
- Ensure doors and windows are closed overnight and when the building is heating or cooling;
- Unless required for remote access, turn off personal computers and equipment at night;
- configure to power down automatically when not in use;
- Walk or bike when traveling around campus whenever possible;
- Use public transportation or carpool whenever possible;
- Plan activities to eliminate or combine trips and reduce vehicle use;
- Seek to minimize vehicle idling;
- Contact the CFM whenever you observe energy efficiency issues; and
- Use and share energy efficiency knowledge generously in their respective homes and communities.



Florida Agricultural and Mechanical University
Board of Trustees Information Item

Meeting Date: April 10, 2013

Agenda Item IV

Subject: Major Projects Update

The following provides an update on eight (8) construction projects:

| Projects | Status |
|---|--|
| 800-Bed | Notice to Proceed was issued November 27, 2012, with a 540 calendar day performance period to substantial completion. The Kokolakis Contracting, Inc., has started the grading, scraping, demolition, masonry remedial, site storm water expanding and structure erection. The project is on schedule and within budget. An amendment adding the utilities to the project scope has been forwarded for approval. The project is on schedule to be substantially completed on May 21, 2014. |
| Phase II of the Pharmacy Building | PHASE II of the Pharmacy Building consists of constructing 77,399 GSF of classroom, research offices, and student support spaces. Storm water requirements and parking are 100% complete; building site work has started. The current scope is on schedule to be substantially complete February, 2014. |
| FAMU/FSU College of Engineering Phase III | Renovations of Building A and Chiller Plant are 97% complete. This is a joint-use request with FSU for additional 116,408 GSF of laboratory, classroom, and office space. Phase III is a continuing effort to increase and enhance engineering education in Tallahassee and Northwest Florida. |
| Student Services HVAC Upgrades | During the remodeling of the dining area, additional options and equipment was installed, which resulted in an increase in heat loads. This project consists of needed upgrades to the second floor of the University dining facility's HVAC system. This project is 80% complete; substantial completion May 2013. |



Florida Agricultural and Mechanical University
Board of Trustees Information Item

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| Human Resources Renovation | This project consists of remodeling a portion of the second floor of FHAC Building to accommodate the expansion for the Human Resources Department. Renovation work has started and the project is on schedule to be substantially complete July, 2013. |
| Faculty Club House Renovation | This project consists of renovating existing facility to include demolition of the existing meeting room and kitchen areas. Also, the project will include interior renovation, new air handler unit for HVAC System, and ADA door and hardware replacement, and removal of existing carport. Design 50% complete; substantial completion July 2013. |
| Parking Garage Repairs | The University contracted with Walker Restoration Consultants in July 2012 to perform a structure assessment of the parking garage structure. The parking facility is a three level precast concrete structure (2 supported levels) containing three bays and accommodating approximately 430 cars. The consultant found that the facility is in overall good condition with no immediate structural concerns. Minor structural deterioration and waterproofing issues were noted throughout the structure that will require future repairs in order to extend the useful life of the parking structure. Repairs have started; and project is on schedule to be substantially complete May 2013. |
| Resurface and Upgrade of the Robert "Pete" Griffin Track | FAMU Athletics plans to resurface and upgrade of the Robert "Pete" Griffin Track in the spring/summer of 2013. The collaborative plan brings together institutional support measures to enhance athletics. Effective January 8, the track will be inaccessible to the public. The design work is ongoing and the project is expected to be under contract by June 2013. |