



**Finance and Administration Committee**  
**November 30, 2021**  
**8:30 am**

---

**Action Item**

FAC-1      Approval of Capital Improvement Project - Coleman 332 Coaches' Office Alterations

**Background Information**

On May 22, 2019, the Board of Governors delegated authorization of capital improvement projects designed, constructed, and operated by non-general fund moneys, with a total project of up to \$750,000, to the Board of Trustees. The cost of the Coleman Coaches Office 332 Alterations project is under this threshold.

**Project**

Coleman Coaches Office 332 Alterations – Project Cost: \$476,000

This project seeks to convert the existing shared men's and women's basketball coaches' suite into two separate office spaces with a dedicated entrance for each space to improve functionality for each basketball team program. Specific items to be addressed include: (a) modification to the existing HVAC system; (b) additional conference room square footage to support the program; (c) upgraded infrastructure to include new LED lighting; (d) modify the existing layout of the available space by removing and installing new walls to better support the program; and create a separate reception area for each office suite to improve functionality for the men's and women's basketball programs.

**Attachments (see below)**

- 1.1      OC-25, dated 10/18/2021
- 1.2      CI-1, dated 10/18/2021

**Recommended Action**

That the Board of Trustees of the University of North Carolina at Greensboro approve a capital improvement project in the amount of \$476,000 to update Coleman Building Coaches' Office 332.



Robert J. Shea, Jr.  
Vice Chancellor for Finance and Administration

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION  
 STATE CONSTRUCTION OFFICE  
 PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT  
 BIENNIUM 2021-2023

FAC-1.1  
 Form OC-25  
 (Rev 8/2020)

DEPARTMENT and DIVISION: UNC Greensboro DATE: 10/18/21  
 PROJECT IDENTIFICATION: Coleman 332 Basketball Office Alterations  
 PROJECT CITY or LOCATION: Greensboro, NC  
 PROJECT DESCRIPTION & JUSTIFICATION: (Attach add'l data as necessary to indicate need, size, function of improvements as well as a master plan.)

This Capital Project effort seeks to convert the existing shared men's and women's basketball coach's suite into two separate office spaces with a dedicated entrance for each space to improve functionality for each basketball team program. Specific items to be addressed include: (a) modification to the existing HVAC system; (b) additional conference room square footage to support the program; (c) upgraded infrastructure to include new LED lighting; (d) modifying the existing layout of the available space by removing and installing new walls to better support the program; and, (e) create a separate reception area for each office suite to improve functionality for men's and women's basketball program.

**(Definitions/explanations are provided on pg 2 to assist in completion of this form. Lump sums are not to be used as a unit of cost unless further substantiating breakdown is provided.)**

**CURRENT ESTIMATED CONSTRUCTION COST**

	QTY	UNIT	COST PER UNIT	TOTAL
A. Land Requirement				\$0
B. Site Preparation				
1. Demolition	3200	SF	\$ 4.50	\$14,400
2. Site Work				\$0
C. Construction				
1. Utility Services (describe)				\$0
2. Building Construction (new space)				\$0
3. Building Construction (existing)	3200	SF	\$ 65.00	\$208,000
4. Plumbing (specify existing or new space)				\$0
5. HVAC (specify existing or new space)	3,200	SF	\$ 11.00	\$35,200
6. Electrical (includes TV & Radio Studio work)	3,200	SF	\$ 22.00	\$70,400
7. Fire Supression and Alarm Systems	3,200	SF	\$ 3.00	\$9,600
8. Telephone, Data, Video	3,200	SF	\$ 8.00	\$25,600
9. Associated Construction Costs (describe)	3,200	SF	\$ 7.00	\$22,400
10. Other (Testing, Permits, Abatement)	1	LS	\$ 19,460.00	\$19,460
D. Equipment				
1. Fixed (describe)				\$0
2. Moveable (describe)				\$0
<b>Total Cost of Work</b>				<b>\$ 405,060</b>

**Items below may be calculated by percentage or lump sum. If using lump sum, make entry in \$ field and explain.**

DESIGN FEE	10 %	(% of Estimated Construction Costs)	\$ 40,506
PRECONSTRUCTION COSTS	0 %	(% of Estimated Construction Costs [1% for CM@Risk])	\$ -
COMMISSIONING	0 %	(0.5% simple; 1.0% moderate; 1.5% complex)	\$ -
SPECIAL INSPECTIONS/MATERIALS	0 %	(1.25% estimated)	\$ -
SUSTAINABILITY	0 %	(3% LEED Gold, 2% LEED Silver)	\$ -
ADVANCE PLANNING	0 %	Includes programming, feasibility, analysis (% of Estimated Construction Costs)	\$ -
CONTINGENCIES	5 %	(% of Estimated Construction Costs [3% New or 5% R&R])	\$ 20,253
ESTIMATED COSTS		(% of Estimated Construction Costs + Contingencies + Design Fee)	\$ 465,819

Escalation = percent per month multiplied by number of months

(From Estimate Date as entered above on this form to mid-point of construction) = 6 months 5.0 % annually beginning on month 1

ESCALATION COST INCREASE (Total of Estimated Construction Costs x Escalation %) \$10,127

**TOTAL ESTIMATED PROJECT COSTS** (Estimated Construction Costs + Escalation Cost Increase) **\$ 475,946**

APPROVED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 (Governing Board or Agency Head)

STATE OF NORTH CAROLINA - DEPARTMENT OF ADMINISTRATION  
STATE CONSTRUCTION OFFICE  
PROPOSED REPAIR & RENOVATION OR CAPITAL IMPROVEMENT PROJECT  
BIENNIUM 2021-2023

Form OC-25  
(Rev 8/2020)

DEFINITIONS OR EXPLANATIONS

(Items not listed below are presumed to be self-explanatory. Questions may be directed to the State Construction Office.)

Item on Form	Definition/Explanation
CURRENT ESTIMATED CONSTRUCTION COST	Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
A. Land Requirement	Includes purchase and acquisition costs (title search, filing fees, other legal fees, etc.) required to obtain land.
B. 1. Demolition	Includes but may not be limited to lead and/or asbestos testing and removal, building or interior space demolition in whole or part.
B. 2. Site Work	Includes but may not be limited to grading, excavating, poor soils and/or rock removal, utilities relocation, roads, walks, parking, streambank repairs, stormwater management, retaining walls, rainwater harvesting systems, landscaping.
C. 1. Utility Services	Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing buildings, water, gas, electrical or other utility service.
C. 9. Associated Construction Costs	Includes but may not be limited to construction fire alarm testing, utility shut downs, utilities, signage, security, displaced parking, staging, lock cores, keys.
C. 10. Other	List and describe other significant sources of cost not included elsewhere. Additional lines may be added if needed.
PRECONSTRUCTION COSTS	Includes but may not be limited to land surveys, lead/asbestos surveys, environmental assessments, copying, postage, costs of print advertising, and destructive testing. For CM at Risk, preconstruction costs are consistent with the requirements of the preconstruction services agreement.
CONTINGENCIES	Unanticipated or unforeseen conditions including but not limited to design error and omissions, concealed site conditions, utility conflicts, and extended overhead resulting from weather or other delay.

**The University of North Carolina**  
**Request for Advance Planning, New, or Increase in Capital Improvement Project**

Institution UNC Greensboro  Advance Planning Request  New Capital Project Code \_\_\_ Item \_\_\_\*  
 Increase in Authorization from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Code \_\_\_ Item \_\_\_  
 Interscope Project Number \_\_\_\_\_

\*If this project has previously had advance planning authority, please identify relevant code/item number.

Project Title **Coleman 332 Basketball Office Alterations**

Project Cost **\$476,000**

Source of Funds **Auxiliary Trust Funds (AR)**

(If multiple funding sources are used, identify source and % distribution across sources, refer to list of fund sources on page 2. Sum of all sources should equal 100%.)

**For each advance planning project or capital construction project, please provide the following:**

1. A detailed project description and justification.  
**This Capital Project effort seeks to convert the existing shared men’s and women’s basketball coach’s suite into two separate office spaces with a dedicated entrance for each space to improve functionality for each basketball team program. Specific items to be addressed include: (a) modification to the existing HVAC system; (b) additional conference room square footage to support the program; (c) upgraded infrastructure to include new LED lighting; (d) modifying the existing layout of the available space by removing and installing new walls to better support the program; and, (e) create a separate reception area for each office suite to improve functionality for men’s and women’s basketball program.**

2. An estimate of acquisition, planning, design, site development, construction, contingency and other related costs (attach a completed OC-25 form). **Please see attached OC-25 Form.**

3. An estimated schedule for the completion of the project (enter dates mm/dd/yr). **Designer start 01/22/21, Construction Start 04/01/22, Construction Complete 08/01/22.**

4. An estimated schedule of cash flow requirements over the life of the project by FY quarters (omit for advance planning requests).

FY/Qtr	21-22 Q1	21-22-Q2	21-22-Q3	21-22-Q4	22-23-Q1	22-23-Q2
\$ Amount	0.00	0.00	42,500	280,000	125,000	28,500

5. An estimate of maintenance and operating costs and source of funding to support these costs, including personnel, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). **N/A**

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

6. An estimate of revenues, if any, likely to be derived from the project, covering the first five years of operation (omit for advance planning and non-general fund requests, required for general fund requests). **N/A**

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Source/ \$ Amount					

7. An explanation of the means of financing (i.e. cash reserves using the fund sources identified above, campus debt financing to be retired with the identified fund source, etc.). **Auxiliary Trust Funds (AR)**

## Fund Sources

Group Type	Title	Reporting Abbreviation	Description
State Appropriations	R&R	RR	Funds appropriated by the legislature for campus repairs and renovations in 13 statutorily prescribed categories.
State Appropriations	Carry Forward	CF	State appropriations carried forward under the 2.5% permitted by legislation. By Session Law, carry forward is considered non-general fund when it is carried forward.
Mandatory Student Fees	Athletics Fee	SAF	Fees collected specifically for support of campus student athletics and recreation services.
Mandatory Student Fees	Campus Safety Fee	SSF	Fees collected specifically for support of campus safety items such as emergency phones and cameras.
Mandatory Student Fees	Debt Service Fee	DSF	Debt service fees authorized for specific projects.
Mandatory Student Fees	Education and Technology Fee	ETSF	Fees collected specifically for support of education and technology items.
Mandatory Student Fees	Health Services Fee	HSF	Fees collected specifically for support of campus student health services.
Mandatory Student Fees	Other Student Fees	OSF	Any other student fees authorized and collected for other purposes, but not listed in above categories.
Auxiliary Trust Funds	Athletics	AR	Receipts from ticket sales, gifts, donations, cash reserves, including Athletics Foundation reserves.
Auxiliary Trust Funds	Dining	DR	Receipts from operations, cash reserves.
Auxiliary Trust Funds	Housing	HR	Receipts from operations, cash reserves.
Auxiliary Trust Funds	Transportation and Parking	TR	Receipts from operations, cash reserves.
Auxiliary Trust Funds	Utility Trust Funds	UTF	Receipts from operations, cash reserves from operation/management of all/any campus utilities (steam, chilled water, etc.).
Auxiliary Trust Funds	Other Auxiliary Trust Funds	OTF	Receipts from operations, cash reserves from other campus auxiliaries not specified above.
Other Trust Funds	Centennial/Millennial Campus Funds	CMF	Receipts from operations, cash reserves under the Millennial Campus financing act.
Other Trust Funds	Clinical Receipts	CR	Receipts from operations, cash reserves.
Other Trust Funds	Facilities and Administrative	FA	Overhead receipts (facilities and administrative overhead) generated from campus research.
Private Sources/Foundations	Donations and Gifts	DG	Contributions made by gift, donation, bequest, or other private sources.
Private Sources/Foundations	Endowment	ENDF	Funds from the endowment fund of the University.