

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance and Facilities Committee Meeting

Wednesday, March 6, 2024

Time: 8:30 a.m.

Location: Grand Ballroom

Committee Members: Craig Reed, Chair
Jamal Brown, Otis Cliatt, Kristin Harper, Kelvin Lawson, Kenny Stone, and Michael White

ACTION ITEMS

- | | | |
|------|--|--------------|
| I. | Minutes from the October 11, 2023 Committee Meeting | Trustee Reed |
| II. | Minutes from the December 6, 2023 Committee Meeting | Trustee Reed |
| III. | Approval of Amendment to the FY 2023-2024
Operating Budget-Carryforward for Activity and Service Fees | VP Brown |
| IV. | Contract Authority | VP Brown |
| | a) Howard Hall Renovation Project Architect/Engineer Services | |
| | b) Chemical and Biological Research Center Renovation Project
Architect/Engineer Services | |
| | c) Polkinghorne Village Floor Installation | |
| V. | Contract Amendments | VP Brown |
| | a) RAM Construction for FAMU CASS Promenade Additional Work | |
| | b) JRA Architects – 500-Bed Mixed-Use Residence Hall
Architect/Engineer Services | |
| | c) CHASM Architects – 800-Bed Mixed-Use Apartment Complex
Architect/Engineer Services | |

INFORMATION ITEMS

- | | | |
|-------|---|-----------|
| VI. | Vice President for Finance and Administration’s Report | VP Brown |
| | a. Department Spotlight – Facilities, Planning and Construction | |
| | b. Quarterly Financial Report – Budget to Actuals | |
| | c. Project Updates | |
| VII. | Stimulus Funding Expenditure Report to Date | Dr. Akins |
| VIII. | Adjournment | |

Supplemental Document: List of Contracts over \$100,000

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee
Wednesday, March 6, 2024
Agenda Item: 1

Subject: Minutes from the October 11, 2023 Committee Meeting

Proposed Board Action:

In accordance with the Florida Statutes, a governing body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

Recommendation: Staff recommends approval of the October 11, 2023 minutes.

Attachments: Yes.

1. Budget, Finance and Facilities Committee Meeting Minutes (October 11, 2023)

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance, and Facilities Committee Meeting

Trustee Craig Reed, Committee Chair

Wednesday, October 11, 2023 Location: FAMU Grand Ballroom

MINUTES

Committee Members Present: Otis Cliatt, Kelvin Lawson, and Belvin Perry

Call to Order/Roll Call

Trustee Perry called the meeting to order. Ms. Schloss called the roll. A quorum was present.

ACTION ITEMS

Approval of Minutes – June 7, 2023.

There were no revisions to the minutes.

The motion to approve this action item was carried.

Approval of 2020-2030 Campus Master Plan Update

Shawn Kalbli of Kimley-Horn began his presentation of the final stages of the Campus Master Plan Update, after which VP Brown for Finance and Administration/CFO requested board approval of the 2020-2030 Campus Master Plan Update.

During his presentation, Kalbli provided an update on the progress of the Campus Master Plan Update. He mentioned that they had completed public meetings and transmitted the plan to the host community and state agencies. They received feedback from various agencies and addressed their comments. The next step involves negotiating a campus development agreement with the City of Tallahassee Growth Management Office and the City Attorney’s Office. This agreement will be crucial for moving forward with the plan’s identified projects. Kalbli also mentioned upcoming public hearings at City Commission meetings and highlighted that the agency feedback didn’t substantially alter the land use and physical master plan. They aim to secure the Campus Development Agreement by January 2024, with the possibility of some adjustments depending on City Commission meetings. Updates will be provided to the VP, Facilities team, and the Board.

Questions/Comments re: Approval of 2020-2030 Campus Master Plan Update

- a. Trustee Lawson asked if there were any substantive recommendations from the organizations that were referenced that changed from what the team had shown originally.
Response: Shawn Kalbli responded affirmatively, explaining that the local comments primarily focused on aligning with local policy, including comprehensive plans and land development codes, mainly involving language adjustments. Some non-substantive comments from the city involved street name changes and drainage boundary refinements for cleanup purposes. The State agencies emphasized coordination with the State Historic Preservation Office when evaluating structures for renovation, rehabilitation, or demolition. Lastly, the Department of Economic Opportunity sought more detailed future utility planning and coordination than what the master plan scope necessitated, though existing mechanisms with the City of Tallahassee for water and sewer were already in place. Due to the nature of funding for capital facilities, developing an extensive analysis as requested by the State was deemed overly proactive.

The motion to approve this action item was carried.

INFORMATION ITEMS

Vice President for Finance and Administration's Report

a. Department Spotlight: University Box Office

VP Brown highlighted the University's Box Office achievements along with a short video clip showcasing their ticketing event services and outstanding customer service.

b. Quarterly Financial Report- Budget to Actuals

VP Brown presented an update of the budget to actuals, comparing the fourth quarter FY 21-22 to FY 22-23, as of June 28, 2023. The overall percentage of the budget expended was 90%, which showed a slight increase compared to the previous fiscal year's 88%. The presentation then delved into categories with significant variances of either + or - 10%. The first category discussed was the technology fee, which saw a significant increase of 59%. This rise was attributed to a shift in funding from COVID relief dollars to Technology Fees for certain expenditures. The second category was Financial Aid, which had a notable increase of 42%. This increase was primarily due to a rise in the amount of financial aid awarded. It was emphasized that this category operates as a pass-through account, where the received aid is subsequently awarded.

Questions/Comments re: Quarterly Financial Report-Budget to Actuals

- a. Trustee Cliatt asked about the Financial Aid category, asking several questions about how the category of Financial Aid got to over 100%.

Response: VP Brown clarified that surpassing 100% simply indicated that the budget had been based on previous year's expenditures and that there were more funds available for awarding. There was no overexpenditure; these were essentially pass-through dollars received from the Federal Government based on student profiles and then disbursed to students as awards. Trustee Cliatt expressed discomfort with the term "over a hundred percent" and suggested recategorizing.

c. Compensation Study Update

VP Brown reported that the compensation study is on schedule, and the final report will be submitted in December 2023. VP Brown displayed a timeline of the five phases, showing the completion of phases 1 and 2 and the finalization of phase 3 of the study, which involves reviewing market data and completing faculty and staff market assessment results. Later in the month, Segal will begin phase 4 of the study, which includes providing a draft of faculty and staff salary structures for review with final approval in mid-November. This is in alignment with our strategic priority #4, long-term fiscal health and sustainability.

Questions/Comments re: Compensation Study Update

- a. Trustee Perry inquired whether the report would include a comparison with compensation updates from other State University System (SUS) schools for similar positions once the update is completed.

Response: VP Brown stated that we would be making a decision shortly on our aspiration peers and the ones within SUS.

Interim AVP for Human Resources, Terrisa Brown, stated that we will not receive other comparison data from other SUS universities with this study.

- b. Trustee Cliatt thanked VP Brown for the report and expressed that the board has been very diligent on the compensation study, and it's gone on for some time. He wants to make sure the study stays on schedule.

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Board of Trustees

Response: VP Brown stated that phase 4 is ending shortly, and phase 5 will begin soon. The report will be ready in December, however, it would not be available for submission before the December BOT meeting. The plan is to present the report for February's meeting.

- c. Trustee Brown expressed interest in considering cost of living, especially for programs with faculty and staff in different cities, as it could significantly affect compensation.

Response: Terrisa Brown explained that the study would not incorporate the cost of living factor and clarified that the focus was on examining the Fair Labor Standards Act (FLSA) and its potential impact. VP Brown mentioned that preliminary discussions had taken place with Chief Operating Officer, Dr. Palm and President Dr. Robinson about the percentiles to be used, whether national or regional, which would have implications for cost of living considerations. Trustee Perry pointed out that when the report is presented to the Board, staff might have questions about how their compensation compares to that of peer institutions in Florida for individuals performing similar roles at other universities.

d. Project Updates

VP Brown provided progress reports on five university projects: the Bragg Memorial Stadium Videoboard, Bragg Memorial Stadium Parking Lot Renovation, The Al Lawson Videoboard, Gaither Gymnasium Scoreboard, the new 700-bed housing project, and the Deferred Maintenance and Utilities Infrastructure Project. VP Brown commended the successful completion of the Bragg Memorial Stadium Videoboard, highlighting that it remained on schedule without any delays. This achievement was attributed to the efforts of the newly appointed AVP Kendall Jones of Facilities, Planning, Construction and Safety, and the entire Facilities team. Bragg Memorial Stadium Parking Lot Renovation was completed on time, along with The Al Lawson Videoboard, and Gaither Gymnasium Scoreboard.

Questions/Comments re: Bragg Memorial Stadium Videoboard

- a. Trustee Cliatt applauded the group involved in the completion of the projects for being on time and on budget.

VP Brown reported that the Board had approved seeking revenue bonds for financing a 700-bed student housing facility at the August Board meeting. Subsequently, the University successfully hosted a campus site visit with representatives from Rice Financial, the U.S. Department of Education, the Florida Board of Governors, and the Division of Bond Finance. Currently, they are actively engaged in weekly meetings with the same parties to ensure that all required documents are meticulously prepared and submitted for loan qualification and approval. Further approvals will be necessary from the Florida Board of Governors and the Division of Bond Finance. The University expects to finalize a Guarantee Maximum Price (GMP) Contract by late 2023 and close on the HBCU loan in January 2024, with project construction starting afterward.

VP Brown reported on the allocated funds of 26.9 million to address deferred maintenance and capital replacement renewal issues and 27.7 million to address campus-wide utility infrastructure. At present, 11.9 million of the 26.9 million has been encumbered, and no changes to the previous 6.4 million of the 27.7 million that was encumbered.

Questions/Comments re: Deferred Maintenance/Utility Infrastructure Update

- b. Trustee Lawson provided compliments to the facilities team for staying on time and on or under budget.

Stimulus Funding Expenditure

Dr. Akins presented an update on expenditures, encumbrances, pre-encumbrances, and the impact of stimulus funding. He reported that out of the allocated \$195,448,168.00 million, there is currently a remaining balance of \$2.7 million in the G5 system operated by the Department of Education. Within the FAMU iRattler system, \$192,740,545.24 has been expended. Of the total allocated amount, \$195 million, there are encumbrances and pre-encumbrances totaling \$1.2

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million, leaving an available balance of \$1.4 million in stimulus dollars. It was noted that there is a deadline to spend these funds by June 30, 2024.

Dr. Akins also addressed questions raised in the previous board meeting regarding how the stimulus dollars were spent in a specific area. He referred to the attachments provided in the meeting materials to provide clarification on this matter.

Questions/Comments re: Stimulus Funding Expenditure Report to Date

- a. Trustee Lawson asked Dr. Akins how comfortable was he with all of the record-keeping that the Federal government requires of us against these dollars.
Response: Dr. Akins emphasized that expenditures must be supported by proper documentation and approvals in place before any spending can occur. Additionally, he mentioned that there is a designated dropbox for all allocated expenditures.
- b. Trustee White asked if there was a vendor that helped us with the audit process or if this was done in-house.
Response: Dr. Akins reported that it was done in-house.

Budget, Finance, and Facilities Committee Action Plan 2023-2024

Trustee Perry introduced the Action Plan for the BFF Committee, explaining that it is customary to provide the Board with a framework of standard actions and informational items as a reference for the 2023-24 budget. However, these items may undergo changes due to operational factors that may arise periodically. VP Brown shared a sample of the expected items based on the current business cycle and emphasized that additional action and informational items will be incorporated as needed throughout the fiscal year.

The meeting adjourned.

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee
Wednesday, March 6, 2024
Agenda Item: II

Subject: Minutes from the December 6, 2023 Committee Meeting

Proposed Board Action:

In accordance with the Florida Statutes, a governing body shall prepare and keep minutes or make a tape recording of each open meeting of the body.

Recommendation: Staff recommends approval of the December 6, 2023 minutes.

Attachments: Yes.

1. Budget, Finance and Facilities Committee Meeting Minutes (December 6, 2023)

FLORIDA **A&M** UNIVERSITY
Board of Trustees

Budget, Finance, and Facilities Committee Meeting
Trustee Craig Reed, Committee Chair
Wednesday, December 6, 2023 Location: FAMU Grand Ballroom

MINUTES

Committee Members Present: Jamal Brown, Kristin Harper, Kelvin Lawson, Craig Reed, and Michael White.

Call to Order/Roll Call

Trustee Reed called the meeting to order. Ms. Schloss called the roll. A quorum was present.

ACTION ITEMS

Approval of Budget Amendment for Athletics

VP Brown for Finance and Administration/CFO requested board approval of the Budget Amendment for Athletics.

Questions/Comments re: Approval of Budget Amendment for Athletics

- a. Trustee Washington asked if requesting the budget authority means we are only able to expend what is relative to the anticipated revenues, or is it going to be two separate reconciliation processes?
Response: VP Brown asked if this question pertained to the budget previously presented by AD Sykes. Confirming that it did, she replied affirmatively, explaining that the funds involved were mainly pass-through dollars. She further remarked that this would not deepen or increase the deficit that was presented earlier and that a small profit would be recognized.
- b. Trustee Washington inquired whether VP Sykes and her team would have the ability to use the budget before the anticipated revenues, which are based on projections rather than actual figures, are received.
Response: VP Brown stated that they will have access to expend. Trustee Washington commented that if the anticipated revenues are not made, will we still have the authority to spend? VP Brown responded that the revenues are guaranteed and that we don't allow departments to spend more than what they have.

The motion to approve this action item was carried.

INFORMATION ITEMS

Budget Workshop Overview

Budget Director Murry offered a comprehensive overview of the university's financial operations. In her presentation, she detailed the university's management within eight funding categories — Education & General, Contracts & Grants, Auxiliary Enterprise, Student Activities, Intercollegiate Athletics, Technology Fee, Student Financial Aid, and Concessions. She also explained the relevant statutes, regulations, and policies, and their implications for university operations.

Following this, VP Brown presented a detailed chart outlining the steps involved in the operating budget process. This begins with university-wide strategic planning, followed by a three-part annual planning cycle. VP Brown elaborated on each phase, emphasizing the board's integral role in this process.

Budget Director Murry then provided a comparative analysis of state appropriations over the years, shedding light on the reasons behind the fluctuation in general revenue and lottery funds. She elaborated on the university's requirement to achieve a 70-point score in the performance-based metric for funding eligibility. A notable addition she highlighted was the nursing pipeline, introduced in the 2022-2023 period, discussing its impact compared to the previous year. The allocation for Recruitment and Retention,

dedicated solely to academic purposes, was mentioned as a non-recurring fund, usable exclusively for faculty recruitment and retention. Lastly, Murry clarified that student authority is not a budget from the state but rather an authorization for the university to collect up to \$67.8 million, a figure directly linked to student enrollment.

Questions/Comments re: Budget Workshop Overview/State Appropriations

- a. Trustee Brown asked what portion of the recruitment and retention is being spent on relationships with faculty. Trustee Brown also mentioned that a lot is going into the recruitment of new faculty and would like to know how it relates to faculty, not on the recruiting side, and how those funds are being used.
Response: Budget Director Murry deferred to Provost Watson. Provost Watson explained in detail the plan for the recruitment of new faculty and the plans for retaining faculty.

- b. Trustee Washington inquired about the variance of the nursing pipeline funds and whether the variance was due to requirements due to the statute or performance.
Response: Budget Director Murry explained it's a calculation that was given.

Budget Director Murry showed our performance-based fund from 2016 to the present, highlighting that our highest score was 82 in 2021. Mrs. Murry explained that two new colleges were added, and the numbers were recalculated. The performance-based funding has helped our students with student success initiatives, student financial support, transfer infrastructure enhancements, strategic initiatives, academic program support, and institutional operational support.

a. FY 2023-2024 University Carryforward Spending Plan

Budget Director Murry provided a synopsis of the carryforward plan detailing why the board of governors requires one and a breakdown of the university's spending plan line by line.

Questions/Comments re: Budget Workshop Overview/Historical E&G by Functional Expenses

- a. Trustee Harper asked what was driving the decrease in student services.
Response: Budget Director Murry indicated that the year-over-year changes in student services are closely related to financial aid, which stemmed from the funding received through the CARES Act.

President Robinson commented that the out-of-pocket costs now have two categories. One is the cost with HERF and CARES funds included, and the second is the cost without those dollars. President Robinson noted that HERF and CARES dollars allowed the university to do a lot in terms of student support and eliminating student debt. He also explained that we are a state-supported school and the E&G funds are appreciated, but we still have to find more money elsewhere to support the operation of the University.

b. Fixed Tuition and Fees/Credit hours and Tuition

Mrs. Murry presented a comparative analysis of in-state versus out-of-state tuition and its impact on the university's budget. She showcased a graph of the fee schedule for undergraduate, graduate, and law programs, illustrating a stable rate over a 10-year period. Budget Director Murry noted that there are no immediate plans to increase the fee schedule. Additionally, a tuition revenue chart was displayed, comparing revenue to student headcount. Mrs. Murry emphasized that there was a noticeable decline in revenue in the 2021-2022 academic year, attributing it to a decrease in enrollment following the return to campus post-COVID-19.

- a. Trustee Brown asked if distant campuses are able to capture the funds collected from those students and how are they being utilized. He also inquired if there was a mechanism in place to route those resources to students at distant campuses.
Response: VP Brown explained that there are MOUs in place once the health fee is paid and students have access to local health agencies.

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Board of Trustees

Response: VP Hudson stated that the same is true for the law school, which includes transportation and parking services. A&S fees, by law, are allocated funds that go directly back to the institution.

- b. Trustee Washington asked for clarity on what is included in the undergraduate fee structure.
Response: Budget Director Murry explained that the statutory fees are board-approved and that the approval happens in the spring.
Trustee Washington also inquired about the average revenue, the overall tuition collection and what is the average per student.
Response: Budget Director Murry responded that she would bring the requested information back.
Trustee Washington asked if we track non-collected revenue due to fee waivers.
Response: Budget Director Murry responded that she would provide that information to Trustee Washington later that day or tomorrow.

Questions/Comments re: Budget Workshop Overview/Contracts and Grants

- c. Trustee Reed asked what was the goal for contracts and grants for the year.
Response: Budget Director Murry deferred to Dr. Robinson. President Robinson explained that we use the expenditure rate as opposed to the amount garnered, which is often a much bigger number, and how they classify the institutions as an R1 versus an R2. Dr. Robinson noted that they look at how you spend, which is a much better indication when it comes to research and development enterprise. No exact number could be provided at the time.
- d. Trustee Lawson commented that the cost of attendance is flat, and he wanted to highlight the LBR process and pressure to fundraise because the cost of the product has stayed the same, but the cost of producing is going up incorrectly.
- e. President Robison noted that the Board of Governors has not allowed any fee increases over the last 10-plus years.

Budget Director Murry continued her presentation by showing slides on the impact of auxiliary services, highlighting the pass-through for financial aid, the remaining fund types, and Athletics.

Questions/Comments re: Budget Workshop Overview/Auxiliary Services/Financial Aid/Remaining Fund Types and Athletics

- f. Trustee Washington asked about the pass-through for financial aid and what type of aid.
Response: Budget Director Murry said it's comprised of all types of aid.
- g. Trustee Harper asked to explain 2022-2023 concessions.
Response: Budget Director Murry explained that concessions are snack vending machines, laundry and drink machines. Those monies are collected by auxiliaries and then transferred to the concessions department. Auxiliaries decided to move only \$180,000.00 of actual revenue. Due to COVID, concessions continued to transfer revenue into the account. Mrs. Murry noted that concessions fund some recruitment activities that E&G can't pay for and some scholarships.

c. Capital Improvement Plan Overview

AVP Jones provided insight, background, and the process of the Capital Improvement Plan given by the Board of Governors.

Questions/Comments re: Capital Improvement Plan

- a. President Robinson asked that Mr. Jones provide an overview and status update of the current projects on campus.

Response: Mr. Jones provided a synopsis of the 26 million deferred maintenance, primarily focusing on mechanical improvements, including the replacement of a boiler and chiller. He mentioned that the facilities team is currently in the planning and design phases for a satellite chiller plant, which is intended to support the campus's expansion. Additionally, Mr. Jones updated on the 700-bed housing project, noting that some preparatory work is scheduled for this month, with the anticipation of commencing construction in March 2024.

Compensation Study Update

VP Brown reported that the compensation study is still on track with finalizing phase four. VP Brown congratulated the HR team, the Provost, the COO, the budget director, and the chief of staff for academic affairs for their hard work with this study. The expectation is to bring the final report back to the board in February for understanding and to vote on the final draft.

Questions/Comments re: Compensation Study Update

- a. Trustee Brown asked if he could receive some comparative data from other SUS institutions with salary compensation updates. He asked because he has learned that there are a lot of different factors that may change based on what the salaries are from one state institution to another.

Response: VP Brown stated that she had not seen the draft report, but Provost Watson has made a decision on how and what the salary structure will be, and I will defer to Provost Watson to respond.

Response: Provost Watson responded by appreciating the observation and commenting that she thought it might be anecdotal. Provost Watson stated that when they looked at the data trends provided by the Segal group, in more cases than not, our faculty are paid equally or higher than those of their counterparts in the State University System (SUS), and also nationwide.

- b. Trustee Harper commented that she appreciated the question and response. She also commented that the anecdotal piece came from feedback that was solicited from a survey and the strategic planning process. Trustee Harper thinks the data is important as it relates to the comparisons and how FAMU stacks up once the data is released.

The meeting adjourned.

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance and Facilities Committee

Wednesday, March 6, 2024

Agenda Item: III

Subject: Approval of Amendment to the FY 2023-2024 Operating Budget-Carryforward for Activity and Service Fees

Proposed Board Action:

Additional Budget Authority is requested in the following budget entity: Fund 117 Student Activities - Florida Statutes 1009.24(10)(b) states: "Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year." The amount of unexpended funds for fiscal year 2022-2023 is \$300,000 and additional budget authority is being requested for this amount.

Recommendation: It is recommended that the Board of Trustees approves the FY2023-2024 Carryforward for Activity and Service Fees

Attachments: No

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance, and Facilities Committee

March 6, 2024

Agenda Item: IV(a)

Subject: Howard Hall Renovation Project Architect/Engineer Services - agreement between the owner and Architect (JRA Architects)

Rationale/Summary: This agenda item seeks board approval and authorization to enter into a design agreement between the Owner and Architect (JRA Architects) to design the Howard Hall Renovation Project to address current issues with the building that inhibit learning, recruitment, and retention for the ROTC program. Outdated plumbing and electrical fixtures require constant maintenance. The lack of adequate shower facilities for the Cadets is inhibitive as well. The ROTC building is not ADA-compliant. There is no elevator or other lift to bring disabled students or Veterans to the second floor, where the offices and auditorium are located. Wheelchairs cannot access the bathrooms and fountains. Furthermore, the ROTC building operates on inefficient window units for HVAC. Students and employees often cannot focus due to extreme temperatures in the building.

In summary, this project supports the following University Strategic Goals: Goal 1.1: Enhance access to the University; Goal 1.2: Continuous enhancement and assessment of the student experience; Goal 2.2: Enhance and assess employees' experiences; Goal 4.3: Enhance the services provided to local, state, and national communities; Goal 5.1: Produce diverse and culturally astute graduates for the global workforce.

Recommendation: We recommend that the Board of Trustees approves the President to execute the necessary contracts and agreements with JRA Architects, not to exceed \$1.5 million. These contracts will be executed after review and comments by the Office of General Counsel.

Attachments: No

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance, and Facilities Committee

March 6, 2024

Agenda Item: IV(b)

Subject: Chemical and Biological Research Center Renovation Project Architect/Engineer Services - agreement between the owner and Architect (Architects Lewis + Whitlock)

Rationale/Summary: This agenda item seeks board approval and authorization to enter into a design agreement between the Owner and Architect (Architects Lewis + Whitlock) to design the Chemical and Biological Research Center Renovation Project that will provide support to convert existing vacant space in the New Pharmacy Building into research laboratory space. The research space will be used to facilitate interdisciplinary research conducted by faculty, students, and staff in STEM and health-related disciplines. The space will expand the University's research infrastructure, leading to a) an increased number of graduates at the undergraduate and graduate levels in Programs of Strategic Emphasis; b) an increase in research productivity, including STEM grant awards and research expenditures; and c) enhanced competitive number of graduates for employment in high-need STEM disciplines.

In summary, it is estimated that completion of the last two floors of Pharmacy Phase II will adequately satisfy the current space needs of the College of Pharmacy and Pharmaceutical Sciences (COPPS) to carry out teaching and research goals consistent with FAMU's strategic initiatives. This space will be renovated to house these departments from the Dyson Pharmacy Building.

Recommendation: We recommend that the Board of Trustees approves the President to execute the necessary contracts and agreements with Architects Lewis + Whitlock, not to exceed \$2.2 million. These contracts will be executed after review and comments by the Office of General Counsel.

Attachments: No

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance, and Facilities Committee

March 6, 2024

Agenda Item: IV(c)

Subject: Polkinghorne Village Floor Installation

Rationale/Summary: This agenda item seeks board approval and authorization to enter into an agreement between the Owner and Dynamic Ceramic to install new flooring at Polkinghorne Village's west and east buildings to enhance aesthetics and reduce the preparation and maintenance efforts.

Recommendation: We recommend that the Board of Trustees approves the President to execute the necessary contracts and agreements with Dynamic Ceramic, not to exceed \$1.5 million. These contracts will be executed after review and comments by the Office of General Counsel.

Attachments: No

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance, and Facilities Committee

March 6, 2024

Agenda Item: V(a)

Subject: RAM Construction for FAMU CASS Promenade Additional Work - amendment between the owner and Construction Management (RAM Construction & Development, LLC)

Rationale/Summary: This agenda item seeks board approval and authorization of the President to amend the agreement between the Owner and Construction Management (RAM Construction & Development, LLC) for a total sum of \$278,947.86.

Ground was broken for new construction in June 2017 for the CASS building on Wahnish Way. The newly constructed building replaced a parking lot on the north end of Gaither Gymnasium. As a result, parking availability decreased, and the demand for parking increased in the area; a new paved parking lot adjacent to the CASS building was completed. The new FAMU CASS Promenade will ensure the safety of pedestrians traveling to and from the CASS building parking lot.

Funding Source: Remaining funds in the CASS Building PECO Budget

Recommendation: We recommend that the Board of Trustees approves the President to amend the contracts and agreements with RAM Construction & Development, LLC (RAM), not to exceed \$278,947.86. These contracts will be executed after review and comments by the Office of General Counsel.

Attachments: Yes

1. GMP Proposal - FAMU CASS PROMENADE Additional Work per ASI #1 Remaining Scope REVISION 2



GMP Proposal

Prepared For:

Florida A&M University

Project:

**FAMU CASS PROMENADE
Additional Work per ASI #1
Remaining Scope
REVISION 2**

Prepared By:

RAM Construction and Development, LLC

20 Ram Blvd
Midway, Florida 32343

January 12, 2024



CONSTRUCTION BUDGET

PROJECT DESCRIPTION:

**Florida A&M University
CASS Building Promenade
Additional Work as per ASI #1 - (REVISION 2)**

DIVISIONAL RECAP			
DIVISION - 1 GENERAL CONDITIONS / ON-SITE SUPERVISION		\$	49,739.24
DIVISION - 2 SITEWORK			
	Demolition & Abatement	\$	2,000.00
	Sitework	\$	1,950.00
DIVISION - 3 CONCRETE		\$	50,000.00
DIVISION - 4 MASONRY		\$	104,000.00
DIVISION - 5 METALS		\$	-
DIVISION - 6 CASEWORK & TRIM		\$	-
DIVISION - 7 MOISTURE PROTECTION		\$	2,000.00
DIVISION - 8 DOORS & WINDOWS			
	Doors	\$	-
	Windows	\$	-
DIVISION - 9 FINISHES			
	Flooring	\$	-
	Painting	\$	7,500.00
	Drywall	\$	-
	Ceilings & Wall Panels	\$	-
DIVISION - 10 SPECIALTIES		\$	-
DIVISION - 11 EQUIPMENT		\$	-
DIVISION - 12 FURNISHINGS		\$	-
DIVISION - 13 SPECIAL CONSTRUCTION		\$	-
DIVISION - 14 CONVEYING SYSTEMS		\$	-
DIVISION - 15 MECHANICAL/PLUMBING			
	Fire protection & related accessories	\$	-
	Plumbing	\$	21,329.00
	HVAC	\$	-
DIVISION - 16 ELECTRICAL		\$	4,000.00
SUBTOTAL (COST OF WORK)		\$	242,518.24
		Percentage Applied	
	PRE-CONSTRUCTION PHASE FEE	0.00%	\$ -
	CONTINGENCY	0.1500%	\$ 355.00
	CONSTRUCTION FEE (OH & P - DMS FEE CURVE COMPLEXITY "E" - LESS THAN AVERAGE COMPLEXITY)	7.37%	\$ 17,899.76
	CONSTRUCTION FEE FOR CHANGE PROPOSALS NO. 1 & NO. 2 (CP1 \$147,590.85 + CP2 \$99,015.15)	7.37%	\$ 18,174.86
CONSTRUCTION BUDGET TOTAL		\$	278,947.86



Construction Budget - Divisional Take Off Detail

Description	Qty	Unit	Unit Cost Labor	Unit Cost Material	Unit Cost Sub	Labor Cost	Material Cost	Sub Cost	Division Cost
Division 1 - General Conditions (Reimbursables)									
PROJECT STAFF									
Site Supervision (full time)	8	wks	\$1,576.92			\$12,615.36	\$0.00	\$0.00	
Project Management (15% time allocation)	8	wks	\$288.45			\$2,307.60	\$0.00	\$0.00	
INSURANCE AND BONDS									
Performance & Payment Bond	1	ls			\$9,450.00	\$0.00	\$0.00	\$9,450.00	
Excess Liability Insurance	1	ls			\$2,578.00	\$0.00	\$0.00	\$2,578.00	
Builder's Risk	1	ls			\$1,728.00	\$0.00	\$0.00	\$1,728.00	
COMMUNICATION									
Telephones	8	wks			\$28.85	\$0.00	\$0.00	\$230.80	
Computers and Printers						\$0.00	\$0.00	\$0.00	
Progress Photos						\$0.00	\$0.00	\$0.00	
Field Radios						\$0.00	\$0.00	\$0.00	
TEMPORARY FACILITIES									
Office Trailer rental						\$0.00	\$0.00	\$0.00	
Office Trailer Holding tank						\$0.00	\$0.00	\$0.00	
Storage/ Tool Trailers	2	mon			\$100.00	\$0.00	\$0.00	\$200.00	
Temporary Toilets	2	mon			\$365.00	\$0.00	\$0.00	\$730.00	
PROJECT MAINTENANCE									
Periodic Clean-Up	8	wks		\$55.00	\$240.00	\$0.00	\$440.00	\$1,920.00	
Dumpster Pulls	3	ea			\$355.00	\$0.00	\$0.00	\$1,065.00	
Dumpster Rental	3	mon			\$125.00	\$0.00	\$0.00	\$375.00	
Final Clean-Up	3500	sf			\$0.30	\$0.00	\$0.00	\$1,050.00	
SAFETY/ SECURITY									
Barricades	1	ls			\$500.00	\$0.00	\$0.00	\$500.00	
Traffic Maintenance	1	ls			\$500.00	\$0.00	\$0.00	\$500.00	
Safety Inspections	2	mon			\$125.00	\$0.00	\$0.00	\$250.00	
Safety Supplies & Equipment	1	mon			\$65.00	\$0.00	\$0.00	\$65.00	
EQUIPMENT									
Staff Vehicle (supt)	8.00	wks			150.00	\$0.00	\$0.00	\$1,200.00	
Equipment Rental						\$0.00	\$0.00	\$0.00	
Fuel, Maintenance and Repairs	8.00	wks			150.00	\$0.00	\$0.00	\$1,200.00	
OTHER									
Layout & Surveys	1	ls			\$1,500.00	\$0.00	\$0.00	\$1,500.00	
Advertising	1	ls			\$850.00	\$0.00	\$0.00	\$850.00	
Document Reproduction	2	mon			\$275.00	\$0.00	\$0.00	\$550.00	
Postage & Expressage						\$0.00	\$0.00	\$0.00	
Small Tools Use	8	wks			\$85.00	\$0.00	\$0.00	\$680.00	
Consumables & Expendables	2	mon			\$130.00	\$0.00	\$0.00	\$260.00	
<i>Payroll Tax/Sales Tax</i>			50%	7.5%		\$7,461.48	\$33.00		
Sub Total						\$22,384.44	\$473.00	\$26,881.80	\$ 49,739.24
Division 2 - Demolition & Abatement									
Misc. site demolition	1	ls			\$2,000.00	\$0.00	\$0.00	\$2,000.00	
						\$0.00	\$0.00	\$0.00	
<i>Payroll Tax/Sales Tax</i>			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$2,000.00	\$ 2,000.00
Division 2 - Sitework									
Grading	1	ls			\$250.00	\$0.00	\$0.00	\$250.00	
Erosion controls	1	ls			\$500.00	\$0.00	\$0.00	\$500.00	
Site temporary fencing	1	ls			\$1,200.00	\$0.00	\$0.00	\$1,200.00	
Drainage catch basin, pipe & outfall (ASI 1 Scope issued under PO# 232102) CP#1					\$18,630.00	\$0.00	\$0.00	\$0.00	
						\$0.00	\$0.00	\$0.00	
<i>Payroll Tax/Sales Tax</i>			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$1,950.00	\$ 1,950.00
Division 3 - Concrete									
All sidewalk increase to 6"	1	ls			\$50,000.00	\$0.00	\$0.00	\$50,000.00	
Utility vault rebuild (ASI 1 Scope issued under PO# 232102) CP#1					\$20,000.00	\$0.00	\$0.00	\$0.00	
						\$0.00	\$0.00	\$0.00	
<i>Payroll Tax/Sales Tax</i>			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$50,000.00	\$ 50,000.00



Construction Budget - Divisional Take Off Detail

Description	Qty	Unit	Unit Cost Labor	Unit Cost Material	Unit Cost Sub	Labor Cost	Material Cost	Sub Cost	Division Cost
Division 4- Masonry									
Additional wall height & precast	1	ls			\$312,331.00	\$0.00	\$0.00	\$312,331.00	
ASI 1 Scope issued under PO# 232102 CP#1	1	ls			-\$109,315.85	\$0.00	\$0.00	(\$109,315.85)	
ASI 1 Scope issued under PO# ??????? CP#2	1	ls			-\$99,015.15	\$0.00	\$0.00	(\$99,015.15)	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$104,000.00	\$ 104,000.00
Division 5 - Metals									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00	\$0.00	
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 6 - Casework & Trim									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00	\$0.00	
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 7- Moisture Protection									
Joint sealants	1	ls			\$2,000.00	\$0.00	\$0.00	\$2,000.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$2,000.00	\$ 2,000.00
Division 8 - Doors									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 8 - Glass									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 9 - Flooring									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 9 - Paint									
Waterproofing and painting	1	ls			\$7,500.00	\$0.00	\$0.00	\$7,500.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$7,500.00	\$ 7,500.00
Division 9 - Drywall									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 9 - Ceilings & Wall Panels									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 10 - Specialties									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 11 - Equipment									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 12 - Furnishings									
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -



Construction Budget - Divisional Take Off Detail

Description	Qty	Unit	Unit Cost Labor	Unit Cost Material	Unit Cost Sub	Labor Cost	Material Cost	Sub Cost	Division Cost
Division 13 - Special Construct.						\$0.00	\$0.00	\$0.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 14 - Conveying System						\$0.00	\$0.00	\$0.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 15 - Fire Protection						\$0.00	\$0.00	\$0.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 15 - Plumbing									
Replace fire line & domestic water line	1	ls			\$21,329.00	\$0.00	\$0.00	\$21,329.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$21,329.00	\$ 21,329.00
Division 15 - HVAC						\$0.00	\$0.00	\$0.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$0.00	\$ -
Division 16 - Electrical									
Install new communications conduit	1	ls			\$4,000.00	\$0.00	\$0.00	\$4,000.00	
Payroll Tax/Sales Tax			50%	7.5%		\$0.00	\$0.00		
Sub Total						\$0.00	\$0.00	\$4,000.00	\$ 4,000.00
GRAND TOTAL									\$ 242,518.24

LEGEND		
Per Month mon	Each per item ea	Linear Feet lf
Per Week wks	Lump Sum ls	Allowance item allow
Per Day days	Square Feet sf	Cubic yards cy
		Square yards sy

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance, and Facilities Committee

March 6, 2024

Agenda Item: V(b)

Subject: JRA Architects – 500-Bed Mixed-Use Residence Hall Architect/Engineer Services - amendment between the owner and Architect (JRA Architects).

Rationale/Summary: This agenda item seeks board approval and authorization of the President to execute an amendment between the Owner and Architect (JRA Architects) for a total sum of \$429,521.

The original budget for this project was estimated to be \$46 million. During programming, the University decided to push the project completion date back to 2026 to allow the completion of the current 700-bed project and to meet the goal of designing more single-bed units within this project. The University achieved 60% single-bed and 40% double-bed units during the program phase. However, delaying this project an additional year, inflation, labor, and material costs resulted in a higher construction budget of \$53.5 million.

Recommendation: We recommend that the Board of Trustees approves the President to amend the contracts and agreements with JRA Architects, not to exceed \$429,521. These contracts will be executed after review and comments by the Office of General Counsel.

Attachments: Yes

1. Additional Service Request- Increase Scope and Budget Florida A&M University 500-Bed Dormitory



February 12, 2024

Craig Talton, Director
Facilities Planning and Construction
Florida A&M University
2400 Wahnish Way
Tallahassee, Florida 32307-6400

**RE: ADDITIONAL SERVICE REQUEST- INCREASE SCOPE AND BUDGET
FLORIDA A&M UNIVERSITY 500-BED DORMITORY- Revised 2/12/24
BRFM 358 / JRA #23836 C/AC**

Mr. Talton,

As you are aware, the original budget for the above-named project was estimated to be \$46 million and our Professional Service Contract with the University for this project was based on that projection. The budget was contingent on bidding taking place in December of 2023, construction beginning in January of 2024 and the facility being opened for students in August of 2025. However, as the opening is now scheduled for August of 2026, bidding will not take place until December of this year. This delay has caused an increase in the projected construction costs.

As requested, JRA Architects is submitting a proposed fee increase that would be associated with the revised construction budget outlined above. Using the State of Florida Fee Curve for Basic Services the initial fee of \$2,691,902 would be revised to become \$3,087,423. This equates to a \$395,521 increase in basic services.

Additionally, we are requesting an additional line item of \$34,000 (not to exceed) for out-of-town travel associated with the project. All trips would need to be approved in advance by the University.

If you agree with the above request and would like us to proceed with these services, please provide JRA with written authorization in the amount of \$429,521.

Please contact our office if you have any questions or need any additional information.

Sincerely,

JRA ARCHITECTS, INC.

A handwritten signature in blue ink, appearing to read 'David Vincent'.

David Vincent, AIA
President

cc: File

Attachments: (2) State Fee Curve Summaries

Department of Management Services

[Florida Department of Management Services](#) > [Business Operations](#) > [Real Estate Development and Management](#) > [Building Construction](#) > [Forms and Documents](#) > [Architect-Engineer Fee Guidelines](#) > Fee Guide Calculator For AE Services

Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name	Florida A&M University 500-Bed Dormitory						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 46,000,000	6.44%	6.15%	7.14%	5.85%	5.58%	5.29%	5.85%
CALCULATED FEE	\$2,962,639	\$2,829,309	\$3,283,356	\$2,691,902	\$2,565,700	\$2,435,643	\$2,693,245

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY: Complex Laboratories, Medical Hospitals

"B" - MORE THAN AVERAGE COMPLEXITY: Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers

"C" - REPAIRS AND RENOVATIONS: Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work

"D" - AVERAGE COMPLEXITY: General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings

"E" - LESS THAN AVERAGE COMPLEXITY: Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures

"F"- CONSIDERABLY LESS THAN AVERAGE COMPLEXITY: Warehouses, Parking Garages, Storage Facilities

"G" -BUILDING ENGINEERING SERVICES: Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

- Feasibility Studies/ Analysis

- LEED Consultation



Menu

[Home](#) / [Business Operations](#) / [Real Estate Development and Management](#) / [Bureau of Building Construction](#) / [Forms and Documents](#) / [Architect-Engineer Fee Guidelines](#) / Fee Guide Calculator For AE Services

Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE					
	A	B	C	D	E	F
\$ 53,500,000.00	6.32%	6.05%	7.07%	5.77%	5.52%	5.25%
CALCULATED FEE	\$3,381,246	\$3,236,905	\$3,781,507	\$3,087,423	\$2,951,458	\$2,810,646

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY: Complex Laboratories, Medical Hospitals

"B" - MORE THAN AVERAGE COMPLEXITY: Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms,

FLORIDA **A&M** UNIVERSITY
Board of Trustees
ACTION ITEM

Budget, Finance, and Facilities Committee

March 6, 2024

Agenda Item: V(c)

Subject: CHASM Architects – 800-Bed Mixed-Use Apartment Complex Architect/Engineer Services – amendment between the owner and Architect (CHASM Architecture).

Rationale/Summary: This agenda item seeks board approval and authorization of the President to execute an amendment between the Owner and Architect (CHASM Architecture) for a total sum of \$605,020.

The original budget for this project was estimated to be \$80 million. During programming, the University decided to push the project completion date back to 2027 to allow the completion of the current 700-bed project and to meet the goal of designing more single-bed units. The University achieved 85% - 4-bedroom units, 10% - 2-bedroom units, and 5% - 1-bedroom units during the program phase. However, delaying this project an additional year, inflation, labor, and material costs resulted in a higher construction budget of \$93 million.

Recommendation: We recommend that the Board of Trustees approves the President to amend the contracts and agreements with CHASM Architecture, not to exceed \$605,020. These contracts will be executed after review and comments by the Office of General Counsel.

Attachments: Yes

1. Professional Architecture Services Change Order 001 Proposal – New 800-Bed Mixed-Use Apartment Complex Project



February 7, 2024

Mr. Criag Talton
 Florida Agricultural & Mechanical University
 Board of Trustees
 Foote-Hilyer Administrative Building Suite 304
 Florida A&M University
 Tallahassee, Florida 32307

Re: Professional Architecture Services Change Order 001 Proposal – New 800-Bed Mixed Use Apartment Complex Project
 FAMU Main Campus

Mr. Talton,

Please find herein Additional Services that require the Owner’s Written Authorization to Proceed.

CHASM hereby notifies the Owner of the need, and requests the Owner’s authorization, to perform the additional services for additional compensation:

The Architect’s Basic Services described under Article 3; the Owners shall revise the compensation of the Architect as follows:

Percentage Basis: Five and twenty-nine hundredth percent (5.29%) of the Owner’s budget for the Cost of the Work, as calculated in accordance with per the Florida Department of Management Services Fee Guide Calculator for AE Services Category E:
\$4,923,352.00

Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	COMPLEXITY GROUP - PERCENTAGE						
	A	B	C	D	E	F	G
\$ 93,000,000	5.88%	5.68%	6.81%	5.47%	5.29%	5.10%	5.49%
CALCULATED FEE	\$5,467,663	\$5,285,022	\$6,336,876	\$5,090,899	\$4,923,352	\$4,745,081	\$5,101,825

Revised Construction Cost Basis used: \$93,000,000.00. (Approved on January 22, 2024 with Final Program)

Pursuant to the original budgeted Construction Cost increasing from \$80,000,000.00 to \$93,000,000.00, the Revised Total Services Fee Sum shall be increased by \$605,020.00 and shall be:

\$6,410,572.00 (Total Revised Fee Sum at \$93,000,000.00 construction cost.)

Original Basic Services Fee Sum:	\$4,318,332.00
Original Additional Service Sum:	\$1,487,220.00
Original Total Fee Sum:	\$5,805,552.00
<u>2024 Basic Fee Sum (FDMS Fee Guide)</u>	<u>\$ 605,020.00</u>

Revised Total Fee Summary \$6,410,572.00

Pursuant to additional required discovery, and the extensive development of the design during the program phase, the architect request modification to language in Article 11.5 of the Original Contract to be revised as follows:

Schematic Design Phase	20% (15% Previously)
Design Development Phase	20% (Unchanged)
Construction Documents Phase	35% (40% Previously)
Bidding/Negotiating Phase	05% (Unchanged)
Construction Administration Phase	18% (Unchanged)
Close-Out Phase	03% (Unchanged)
Total Basic Compensation Allocation	100%

Pursuant to written directive by FAMU, the following services are outside of the Architect's revised basic services:

1. Cost to implement communications duct bank to support the 800-bed site as part of construction documents:

a. CHASM + H2, Inc

Duct Bank:	\$ 98,600.00
<u>Change Percentage:</u>	<u>5.29%</u>
Total Fee Change:	\$ 5,216.00 (Fee currently included in C.O. 001 Fee increase.)

b. CHASM + H2, Inc.

- i. To verify the available capacity from Perry Paige to the 800-bed site, the design team will require survey work and coordination with DRS and FAMU.

Survey:	\$7,200.00
<u>Change Percentage:</u>	<u>L.S. (Lump Sum)</u>
	\$7,200.00 (Survey work to verify capacity (Fee currently included in C.O. 001 Fee increase.)

- ii. If we determine there is not enough capacity, we will be required to add more duct bank north of our site in a separate add service.

2. Cost for architectural design and engineering of chiller and boiler plant on the 800-bed site with future connection to existing manhole for CHWS&R by others:

a. CHASM + H2, Inc.

Central Utility Plant:	\$6,000,000.00
<u>Change Percentage:</u>	<u>5.29%</u>
Total Fee Change:	\$ 317,000.00 (Fee currently included in C.O. 001 Fee increase.)

If accepted, the Total Revised Compensation shall be: \$6,410,572.00.

Sincerely,

Nathaniel O. Clark, AIA

Nathaniel O. Clark, AIA

FLORIDA **A&M** UNIVERSITY
Board of Trustees
INFORMATION ITEM

Budget, Finance and Facilities Committee
Wednesday, March 6, 2024
Agenda Item: VI

Subject: Vice President for Finance and Administration's Report

Background Information and Summary:

Mrs. Rebecca Brown, Vice President for Finance and Administration / CFO will provide information on the following items:

- a. Department Spotlight: Facilities, Planning and Construction
- b. Quarterly Financial Report - Budget to Actuals
- c. Project Updates

Attachments: Yes, for each item listed, documents are provided.

**Board of Trustees
INFORMATION ITEM**

Budget, Finance and Facilities Committee

Wednesday, March 6, 2024

Agenda Item: VI(a)

Vice President for Finance and Administration’s Report

Item VI (a): Department Spotlight

F&A Department Name:	Facilities Planning and Construction
Campus Office Location:	Plant Operations, Building A
Number of Employees:	7
General Responsibilities / Areas of Oversight:	<p>The FAMU Facilities Planning and Construction Department provides various services and expertise in managing capital improvement projects ranging from minor renovations to major new construction projects.</p> <p>Our mission is to complete capital projects consistent with the University’s Strategic Plan that enhances campus residences, athletics, recreational, instructional, and research facilities. We are committed to enhancing our facilities by strategically utilizing existing resources and identifying new revenue sources to ensure campus facilities are upgraded, maintained, and refreshed for our students to have an “Exceptional Student Experience.”</p> <p>Our department focuses on designing, constructing, and maintaining exceptional and cost-effective living, learning, and working environments and increasing the number of high-quality facilities to improve the overall student experience and assist FAMU in preparing students to take their place in the workforce and the global society.</p>
Featured Project / Activity:	<p>Bragg Stadium Videoboard Project (Completed)</p> <p>Al Lawson Videoboard (Completed)</p> <p>Bragg Stadium Parking Lot Project (Completed)</p> <p>CASS Parking Lot Project (Completed)</p> <p>Nursing Simulation Lab (Completed)</p> <p>New 700-bed Residence Hall (Fall 2025)</p> <p>FAMU/Trane HVAC Replacement (Deferred Maintenance) (Fall 2026)</p> <p>FAMU Dining HUB (Fall 2025)</p> <p>500 Bed Residence w/ Mixed Use (TBD)</p> <p>800 Bed Residence Hall (TBD)</p>

**Board of Trustees
INFORMATION ITEM**

Budget, Finance and Facilities Committee

Wednesday, March 6, 2024

Agenda Item: **VI(b)**

Vice President for Finance and Administration’s Report

Item VI(b): Quarterly Financial Report – Budget to Actuals

Report / Update as of 2/21/2024

Date of Previous Update: 10/11/2023

Update:

FLORIDA A&M UNIVERSITY
Financial Status FY23-24 Quarter 2

FLORIDA A&M UNIVERSITY
Financial Status FY22-23 Quarter 2

Fund Name	Approved Budget	Encumbrances and Expenditures	Budget Status	Percent of Budget Expended	FY2020-21	Expenditures and Encumbrances	Budget Status	Percent of Budget Expended
	-1-	PeopleSoft as of 12/31/23 -2-	(Over) Under -3-	% -4-	Approved Budget -1-	PeopleSoft as of 12/31/22 -2-	(Over) Under -3-	% -4-
Total Educational and General	\$ 218,582,992	\$ 152,817,367	\$ 65,765,625	70%	\$ 197,539,469	\$ 149,161,292	\$ 48,378,177	76%
Total Auxiliary Enterprises	\$ 59,107,365	\$ 28,275,288	\$ 30,832,077	48%	\$ 66,503,947	\$ 30,375,381	\$ 36,128,566	46%
Total Intercollegiate Athletics	\$ 11,322,000	\$ 8,928,530	\$ 2,393,470	79%	\$ 10,668,256	\$ 9,786,885	\$ 881,371	92%
Total Concessions	\$ 427,982	\$ 214,030	\$ 213,952	50%	\$ 297,880	\$ 105,151	\$ 192,729	35%
Total Technology Fee	\$ 1,332,037	\$ 406,389	\$ 925,648	31%	\$ 1,000,000	\$ 355,802	\$ 644,198	36%
Total Student Activities	\$ 3,854,770	\$ 1,522,947	\$ 2,331,823	40%	\$ 3,162,368	\$ 2,433,072	\$ 729,296	77%
Total Financial Aid	\$ 55,163,690	\$ 28,170,380	\$ 26,993,310	51%	\$ 43,650,031	\$ 25,462,988	\$ 18,187,043	58%
Total Contracts and Grants	\$ 95,961,685	\$ 57,874,317	\$ 38,087,368	60%	\$ 123,295,564	\$ 90,182,478	\$ 33,113,086	73%
Grand Total	\$ 445,752,521	\$ 278,209,248	\$ 167,543,273	62%	\$ 446,117,515	\$ 307,863,049	\$ 138,254,466	69%

NOTES

- * Salaries are encumbered for 12 months
- * View of Expenditures across all categories related to FY23-24 Operating Budget

Responsible Parties:

FAMU Areas of Representation: Budget Office (Nichole Murry, Chief Budget Officer)

Board of Trustees
INFORMATION ITEM

Budget, Finance and Facilities Committee

Wednesday, March 6, 2024

Agenda Item: VI(c)

Vice President for Finance and Administration's Report

Item VI(c): Project Updates

Report / Update as of 3-6-2024

Date of Previous Update: 10-11-2023

Update:

Project Updates

700-Bed Residence Hall

The University closed on the HBCU Capital Finance loan on February 13, 2024, and the project team will start site work construction in March 2024. This project is scheduled to be completed by July 2025.

500-Bed Residence Hall

The 500-bed Residence Hall project is currently in the design stage, and the architecture firm has completed the facility program and conceptual schematics and is on track to deliver 100 percent construction documents by December 2024. It was decided to delay starting this project to focus only on the 700-bed Residence Hall project. Based on this delay and escalating project costs, the estimated project cost has increased, causing the design services also to increase. Based on these events, there is a need to amend the contracts and agreements for the design services.

800-Bed Residence Hall

The 800-bed Residence Hall project is in the design stage and will have 100 percent of the construction documents by December 2024. It was decided to delay starting this project to focus only on the 700-bed Residence Hall project. Based on this delay and escalating project costs, the estimated project cost has increased, causing the design services also to increase. Based on these events, there is a need to amend the contracts and agreements for the design services.

FAMU Dining Hub Expansion

The University team is working with a design consultant to establish a design to expand the existing dining hub. The expansion will add 210 seats to the existing 215-seat capacity and 44 seats to the existing 96-seat capacity. Over 5,000 square feet will be added to the current interior and exterior footprint.

Foote Hilyer I.T. Relocation to FHAC

This project involves renovating the old Student Health Clinic space at the Foote Hilyer Administration Center. The project team has completed the wall framing and plumbing

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INFORMATION ITEM

rough-in. The duct work, drywall, and electrical distribution system installation are underway. This project should be completed by June 2024.

Howard Hall Renovation

This renovation project will address current issues with the existing facility that inhibit learning, recruitment, and retention for the ROTC programs. The facilities team has completed the selection process for the architect/engineer/construction management.

Chemical and Biological Research Center Renovation

This project will complete the last two floors of the Pharmacy Phase II building to adequately satisfy the current space needs of the College of Pharmacy and Pharmaceutical Sciences (COPPS) to carry out teaching and research goals. The facilities team has completed the selection process for the architect/engineer/ construction management.

Deferred Maintenance/Infrastructure Projects

During the 2022-2023 Legislative Session, Florida A&M University was allocated \$26.9 million to address deferred maintenance and capital replacement/renewal issues and \$27.7 million to address campus-wide utility infrastructure. The following is an update on activities that have commenced:

FAMU/Trane HVAC Replacement (Deferred Maintenance)

The deferred maintenance project is progressing on schedule. A significant amount of Mechanical work has been completed in SBI South, Ware Rhaney, and the Perry-Paige Buildings. Additional work is underway in the Gaither Complex, SBI West, FHAC, and the South Electrical Sub-station.

Chilled Water Upgrade (Utility Infrastructure)

The University Team issued purchasing orders for most of the mechanical equipment and continues to work with the project engineering team to complete the construction documents to expand the chilled water distribution loop. Also, a boiler and a chiller have been ordered and will be installed in the latter part of 2024.

New South Chiller Plant Phase I (Utilities Infrastructure)

This project consists of building a satellite chilled water distribution plant on the southern portion of campus. The Architect/Engineer has completed 50 percent construction documents. The facilities team has also completed the Construction Management (CM) selection process and anticipates having 100 percent construction documents by April 2024 and a Guaranteed Maximum Price (GMP) by May 2024.

Responsible Parties:

FAMU Areas of Representation: Facilities, Planning, Construction and Safety

External Collaborators (if applicable): Various Architects, Engineers, and Contractors

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Budget, Finance and Facilities Committee

Wednesday, March 6, 2024

Agenda Item: VII

Subject: Stimulus Funding Expenditure Report to Date

Background Information and Summary:

Florida A&M University (FAMU) received \$195,448,168 from the U.S. Department of Education (ED) under the Higher Education Emergency Relief Fund (HEERF). Funds allocated were awarded to FAMU under the following award notices:

Award Number	Area	Award Amount
• P425J200003	HBCU/HBGI	\$125,006,252.00
▪ P425F200295	Institutional	\$ 39,118,076.00
▪ P425E200135	Student Aid	\$ 31,323,840.00
Grant Total		\$195,448,168.00

Funds allocated under Coronavirus Aid, Relief, and Economic Security Act (CARES), Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), and American Rescue Plan (ARP) funds were extended until June 30, 2024. The University has a remaining balance of \$24,626.71 in Institutional and \$596,254.66 in HBCU/HBGI funding. Remaining funds are earmarked for the following areas:

- Student Support (Institutional) - \$26,626.71
- Student Affairs (HBCU/HBGI) – \$60,340.82
- Information Technology (HBCU/HBGI) – \$166.69
- Housing Expansion Project (HBCU/HBGI) – \$180,636.64
- Title III-Admin & Support – \$216,110.51
- Student Special Assist Housing Plan – \$139,000.00
 - **Remaining Balance Total \$622,881.37**

The University is projecting to have all HEERF funds expended by June 30, 2024. An annual performance report (APR) is due for the period ending December 31, 2023. A final APR will be due for the period ending December 31, 2024. The submission of the December 31, 2024, APR will closeout HEERF funding received the University. The G5 reporting system has changed and is currently not fully operational and only has limited access.

Attachments: Yes

1. Stimulus Funding Expenditure Report to Date

NOTE: The attached spreadsheet is a summary detail of the expenditures for the stimulus funds awarded to FAMU (HBCU/HBGI; Institutional; and Student Aid).

**Florida A University
Stimulus Funding Expenditure Report
FAMU iRattler System**

PR/Award No	Recipient Reference	Authorized	Expenditures	Encumbrance & Pre-Encumbrances	Available Balance
P425J200003	HBCU/HBGI CARES ACT	\$ 125,006,252.00	\$ 124,074,559.92	\$ 335,437.42	\$ 596,254.66
P425F200295	CARESAct2- Inst	\$ 39,118,076.00	\$ 38,968,953.95	\$ 122,495.34	\$ 26,626.71
P425E200135	CARESAct-Student Aid	\$ 31,323,840.00	\$ 31,323,840.00	\$ -	\$ -
		\$ 195,448,168.00	\$ 194,367,353.87	\$ 457,932.76	\$ 622,881.37

2/16/2024

Contracts over \$100,000 for August 2023 – January 2024

1. B&T FENCING 23-24

Contract #: C-0152-24

Contract Start Date: August 29, 2023

Contract Expiration Date: May 10, 2024

Contract Amount: This amount will not exceed \$500,000.00 over the term of the contract.

This contractor will provide all labor and materials for Fencing and related products

Funding: Facilities Planning and Construction, Mr. Kendall Jones

2. Creston (Signal House 2024)

Contract #: C-0372-24

Contract Start Date: January 10, 2024

Contract Expiration Date: September 20, 2024

Contract Amount: This amount will not exceed \$2,000,000.00 over the term of the contract.

This contractor will provide Audio Visual Equipment and Accessories

Funding: ITS, Mr. Robert Seniors

3. Data Set Ready 2024-2025

Contract #: C-0371-24

Contract Start Date: January 5, 2024

Contract Expiration Date: December 2, 2025

Contract Amount: This amount will not exceed \$10,000,000.00 over the term of the contract.

This contractor will provide telecommunication infrastructure project services.

Funding: ITS, Mr. Roberts Seniors

4. EduNav

Contract #: C-01444-2

Contract Start Date: August 15, 2023

Contract Expiration Date: August 14, 2026

Contract Amount: This amount will not exceed \$521,200.00 over the term of the contract.

This contractor will provide Smartplan, Insights and summit modules for freshman studies

Funding: Undergraduate Academics and Freshman Studies, Ms. Jennifer Collins

5. Flyte Digital Marketing RFP 0002-2024 Capital Campaign

Contract #: C-0235-24

Contract Start Date: November 15, 2023

Contract Expiration Date: June 30, 2024

Contract Amount: This amount will not exceed \$209,000.00 over the term of the contract.

This contractor will provide FAMU with Digital Marketing services;

Funding: Public Health, Ms. Kellie O'Dare

6. Hanover Research Council LLC. Professional Service Agreement

Contract #: C-0763-23

Contract Start Date: August 1, 2023

Contract Expiration Date: July 31, 2026

Contract Amount: This amount will not exceed \$330,000.00 over the term of the contract.

This contractor will provide research for grant academy and consulting service.

Funding: College of Agriculture and Food Sciences, Mr. G. Dale Wesson

7. IMEG Consultants (MP2023)

Contract #: C-0331-24

Contract Start Date: December 11, 2023

Contract Expiration Date: June 30, 2024

Contract Amount: This amount will not exceed \$875,000.00 over the term of the contract.

The contractor will provide annual continuing professional services; continuing contractual services for minor projects

Funding: Facilities Planning and Construction, Mr. Kendall Jones

8. Lexis Nexis

Contract #: C-0761-23

Contract Start Date: September 1, 2023

Contract Expiration Date: August 31, 2026

Contract Amount: This amount will not exceed \$187,914.00 over the term of the contract.

This contractor will provide multi-year Digital eBooks for College of Law

Funding: College of Law, Contact Reginald Green

9. Manheim Security Solutions Professional Service Agreement

Contract #: C-0170-24

Contract Start Date: September 28, 2023

Contract Expiration Date: September 1, 2024

Contract Amount: This amount will not exceed \$157,382.40 over the term of the contract.

This contractor will provide additional security services to assist with coverage of students and staff at the Rattle Point apartments.

Funding: Student Affairs, Dr. William Hudson, Jr.

10. Mission Critical Systems (23 to 24) LLC. 7x24 Service Level Software Agreement (Renewal)

Contract #: C-0427-23

Contract Start Date: January 10, 2024

Contract Expiration Date: January 5, 2025

Contract Amount: This renewal amount that will not exceed \$147,534.40 over the term of the contract.

This contractor will provide critical care and technical support for ITS projects

Funding: ITS, Mr. Robert Seniors

11. Parker Executive Search

Contract #: C-0172-24

Contract Start Date: September 18, 2023

Contract Expiration Date: June 30, 2024

Contract Amount: This amount will not exceed \$360,000.00 over the term of the contract.

This contractor will provide executive committee searches for qualified candidates

Funding: Academic Affairs, Contact, Ms. Valeria Singleton

12. Play & Park Structures

Contract #: C-0197-24

Contract Start Date: October 2, 2023

Contract Expiration Date: April 30, 2025

Contract Amount: This amount will not exceed \$250,000 over the term of the contract.

This contractor will provide Playground systems, installation, services, and related items

Funding: Facilities Planning and Construction, Mr. Kendall Jones

13. Presidio (Spring 2024-2026)

Contract #: C-0370-24

Contract Start Date: January 10, 2024

Contract Expiration Date: September 15, 2026

Contract Amount: This amount will not exceed \$13,000,000 over the term of the contract.

This contractor will provide data communication products and services

Funding: ITS, Robert Seniors

14. Roth IAMS (FY 23)

Contract #: C-0328-24

Contract Start Date: January 1, 2024

Contract Expiration Date: March 24, 2025

Contract Amount: This amount will not exceed \$700,000 over the term of the contract.

This contractor will provide facility assessment and planning services.

Funding: Facilities Planning and Construction, Mr. Kendall Jones

15. Spectra Engineering & Research Inc. (Piggyback)

Contract #: C-0281-24

Contract Start Date: December 12, 2023

Contract Expiration Date: October 31, 2024

Contract Amount: This amount will not exceed \$875,000 over the term of the contract.

This contractor will provide continuing supplies for civil engineering projects

Funding: Facilities Planning and Construction, Mr. Kendall Jones

16. The Shoe Box (5yr agreement)

Contract #: C-0315-24

Contract Start Date: November 21, 2023

Contract Expiration Date: September 24, 2028

Contract Amount: This amount will not exceed \$875,000 over the term of the contract.

This contractor will provide Clothing Purchase, Rental, and Cleaning.

Funding: Facilities Planning and Construction, Mr. Kendall Jones

17. UnitedHealthCare Insurance 23/24

Contract #: C-0289-24

Contract Start Date: August 15, 2023

Contract Expiration Date: August 14, 2024

Contract Amount: This amount will not exceed \$3,000,000 over the term of the contract.

This contractor will provide student healthcare plans

Funding: Student Health Services, Tanya Tatum

18. Votum Construction (Renewal)

Contract #: C-0327-24

Contract Start Date: January 3, 2024

Contract Expiration Date: November 3, 2024

Contract Amount: This renewal amount will not exceed \$159,370 over the term of the contract.

This contractor will provide general contractor-construction services-continuing contractual services.

Funding: Facilities Planning and Construction, Mr. Kendall Jones