

**MICHIGAN STATE
UNIVERSITY**

November 30, 2011

MEMORANDUM

To: Trustee Finance Committee

From: Fred L. Poston 

Subject: **Authorization to Plan**
Administration Building - Renovations to the First and Ground Floors

RECOMMENDATION

BE IT RESOLVED that the Trustee Finance Committee recommends that the Board of Trustees authorize the Administration to plan for the project entitled Administration Building - Renovations to the First and Ground Floors.

BACKGROUND

Program Need:

Administrative realignments and operational activities have resulted in the need to relocate and/or consolidate the Contract and Grant Administration, Office of Sponsored Programs; Office of the Registrar; Controller's Office; and Administrative Information Services. In order to accommodate the organizational changes, improve operational efficiencies, and support adjustments in staffing levels, space on the ground and first floors of the Administration Building will be renovated and configured to provide space that affords optimal efficiency to the departments.

General Description of the Project:

The planning of this project is anticipated to include renovation of the first and ground floors to accommodate staff from the Contract and Grant Administration, Office of Sponsored Programs; Office of the Registrar; and Administrative Information Services. The renovations will include the purchase and installation of open office systems furniture; construction of offices and a conference room; painting; ceiling and lighting modifications; power, data, and phone for the new offices.

The Administration building is located on West Circle Drive, adjacent to Olds Hall, in the North Academic District. The location of this project is consistent with the Campus Master Plan and Planning Principles.



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Based on an assessment of the factors stated in the Project Planning and Approval process concerning Project Labor Agreements (PLA), the Vice President for Finance and Operations and Treasurer has determined that a PLA would not be required for this project.

Communication Plan:

During the planning phase, the campus community will be given opportunities to provide feedback on the project as it is being designed. Input from the project planning team will be solicited during the design phase.

Preliminary Project Cost Information:

Based on cost experience for similar projects and current pricing information, the preliminary project cost estimate is \$1,400,000. This estimate may change as planning progresses and the project scope is further defined.

The source of funds for the project is expected to be the general fund.

cc: R. Flinn, M. Haas, J. Kacos, G. Klein, B. Kranz, B. Latta, K. Lindahl, M. McCabe, J. Mumma, R. Nestle, D. Quinney, I. Gray, D. Evon

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