

MICHIGAN STATE UNIVERSITY

June 8, 2012

MEMORANDUM

To: Trustee Finance Committee

From: Fred L. Poston 

Subject: **Project Approval - Authorization to Proceed**
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 proceed with the project entitled Administration Building - Renovations to the First and Ground Floors, and to approve a budget of \$3,300,000.

BACKGROUND

Program Need:

Administrative realignments and operational activities have resulted in the need to relocate and/or consolidate 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 address these needs while providing space that affords optimal efficiency to the departments.

Description of the Project:

The Administration Building is located on Auditorium Road, adjacent to Olds Hall in the north academic district. The renovations will include the purchase and installation of open office systems furniture; construction of offices, conference, and collaboration/team areas; painting; ceiling and lighting modifications; conversion of the heating, ventilation and air conditioning system for energy savings, including ductwork modifications and installation of direct digital controls; power, data, and phone for the new offices; and relocation of the Registrar's Office records vault to Linton Hall.

The Architect/Engineer is Bernath-Coakley. The Construction Manager is Christman Constructors, Inc.



OFFICE OF THE
VICE PRESIDENT FOR
FINANCE AND
OPERATIONS

Fred L. Poston
Vice President and
Treasurer

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Hannah Administration Building
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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 Feedback:

The campus community was given opportunities to provide feedback during the planning phase and any concerns have been addressed in the project design.

The Office of Campus Planning and Administration has reviewed this project and found it to be consistent with the Campus Master Plan and Planning Principles. The Campus Infrastructure Planning Work Group also supports the recommendation to proceed with the project.

As construction proceeds, the schedule will be reviewed with the campus community.

Project Cost and Timetable:

The budget for this Construction Manager project is \$3,300,000 which is being funded by the general fund.

Construction is planned to begin in August 2012, with substantial completion in March 2013, and final completion in December 2013.

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

MICHIGAN STATE
UNIVERSITY

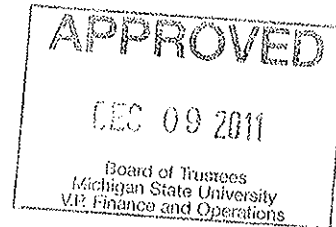
November 30, 2011

MEMORANDUM

To: Trustee Finance Committee

From: Fred L. Poston *F. 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.



OFFICE OF THE
VICE PRESIDENT FOR
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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.

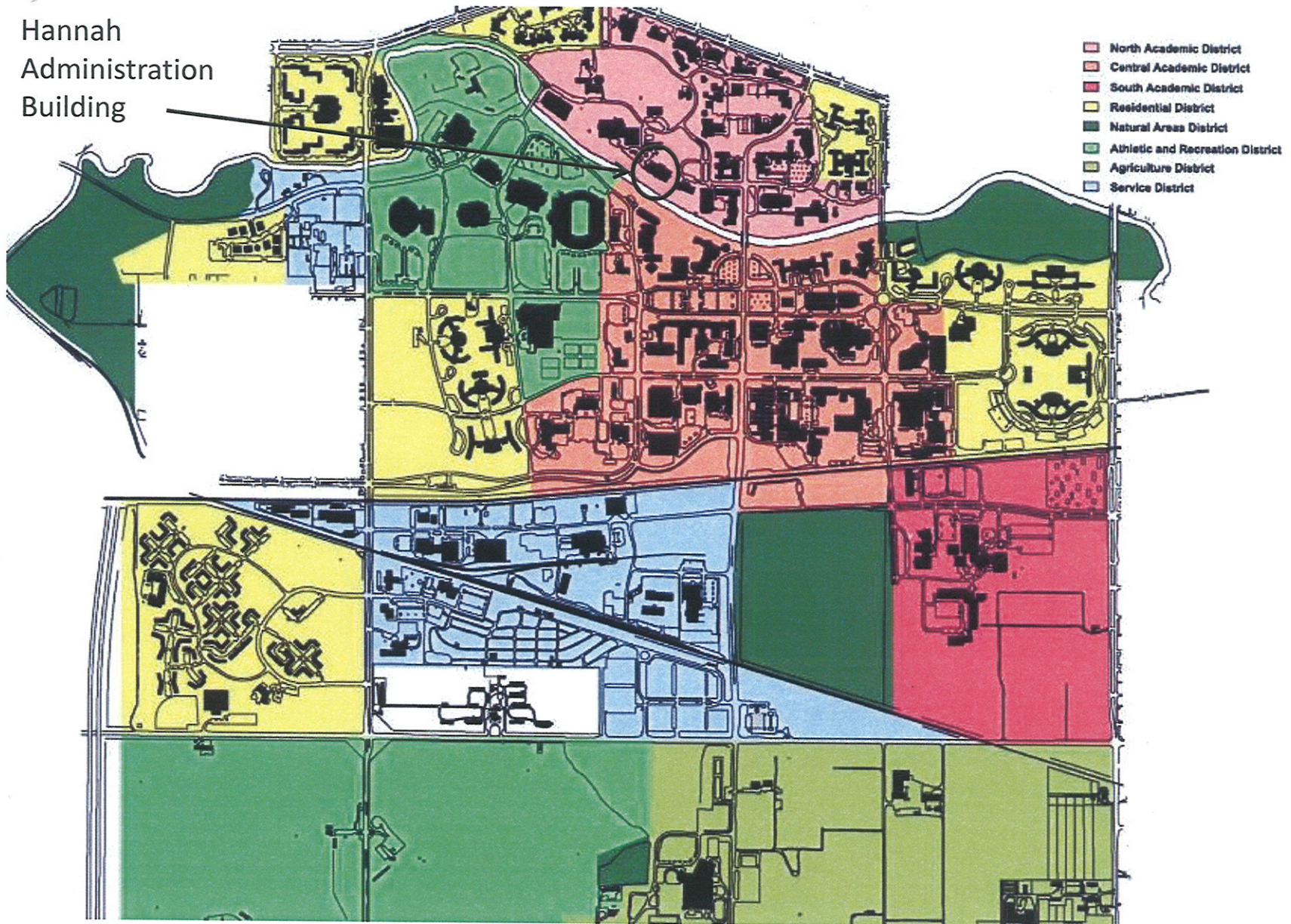
The source of funds for the project is expected to be the general fund.

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

Project Approval – Authorization to Proceed
Administration Building – First and Ground Floor Renovations

MICHIGAN STATE
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Hannah
Administration
Building



Project Approval – Authorization to Proceed
Administration Building – First and Ground Floor Renovations

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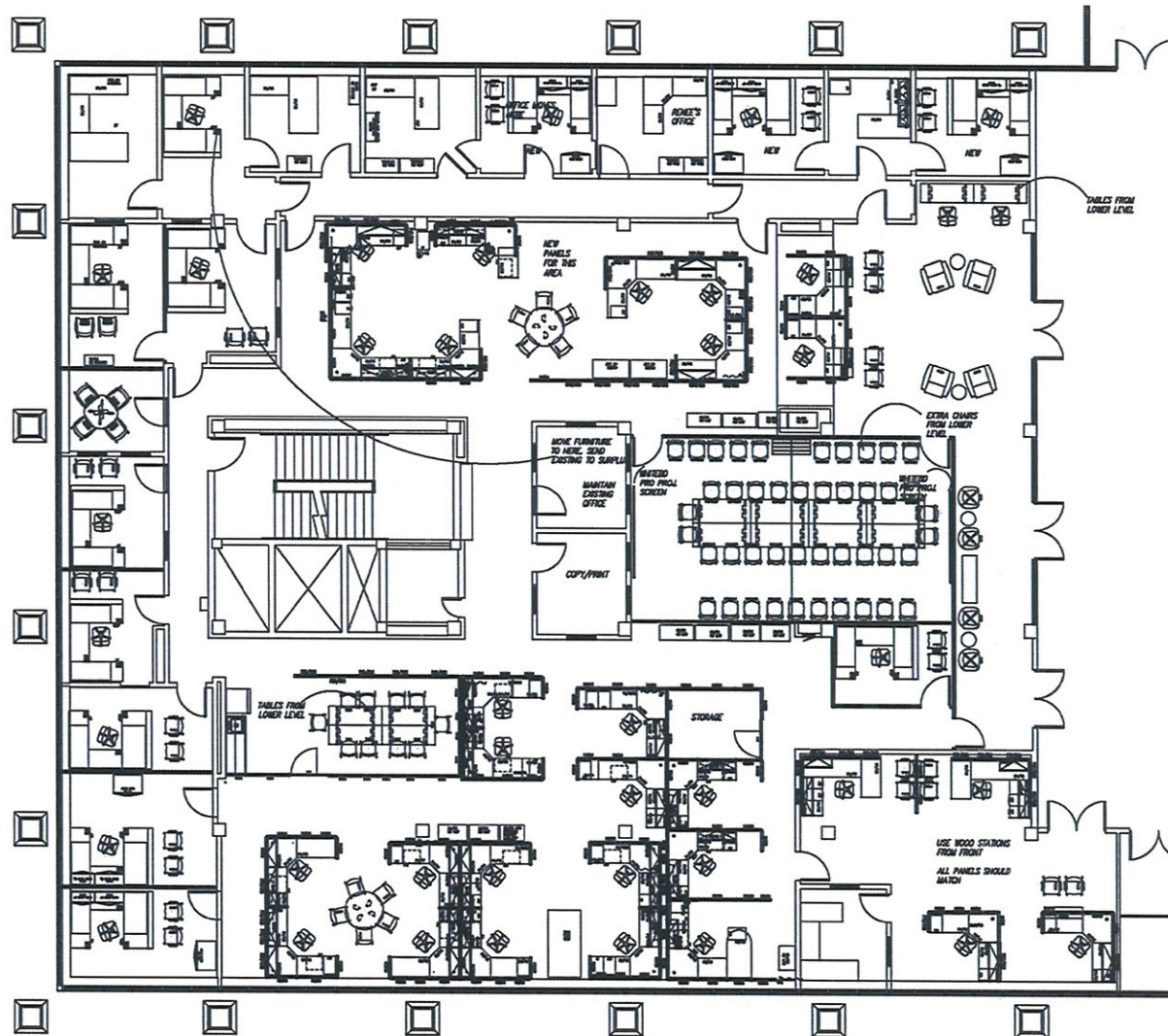
Office of the Registrar will be rearranged to create Student Services Center



Project Approval – Authorization to Proceed
Administration Building – First and Ground Floor Renovations

MICHIGAN STATE
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Room
150



Project Approval – Authorization to Proceed
Administration Building – First and Ground Floor Renovations

**MICHIGAN STATE
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Office space on ground floor (Room 2)



Office space on ground floor (Room 50)



Project Approval – Authorization to Proceed
Administration Building – First and Ground Floor Renovations

Office Concept – Ground Floor

