To:       Kerry Kennedy, Vice President of Business Affairs
Thru:    Dave Riker, Associate Vice President for Facilities
From:    Belinda Dovalina, Director of Facilities Business Services
Date:    April 10, 2014
Subject: BSA Renovation

Background

In order to accommodate the proposed reorganization in Business Services, we have developed a plan to renovate our current administration and front office area.

Problem

The current space is not conducive as a Customer Service center. Additionally, the visitor waiting area is in a limited space that is not inviting.

Recommendation

After extensive review and planning, I recommend the attached renovation which will provide an updated entrance to the Customer Service center, a new office for the proposed Assistant Director of Business/Customer Services and a welcoming visitor waiting area. The entire project will span over ten weeks and will be done by our Operations & Maintenance department as depicted in the attached email.

Funding

I am requesting that we allocate $75,670 from our current FY14 budget to fund this project.
<table>
<thead>
<tr>
<th>FURNITURE</th>
<th>ESTIMATED COST</th>
<th>ACTUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEPTION</td>
<td>12,000</td>
<td></td>
</tr>
<tr>
<td>OFFICE 1</td>
<td>1600</td>
<td></td>
</tr>
<tr>
<td>OFFICE 2</td>
<td>1300</td>
<td></td>
</tr>
<tr>
<td>INSTALLATION</td>
<td>2000</td>
<td></td>
</tr>
<tr>
<td>GENERAL OFFICE</td>
<td>5000</td>
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</table>

<table>
<thead>
<tr>
<th>CONSTRUCTION COST</th>
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</thead>
<tbody>
<tr>
<td>STOREFRONT</td>
<td>3500</td>
<td></td>
</tr>
<tr>
<td>CARPET 1, 2, 3 AND TILE</td>
<td>6500</td>
<td></td>
</tr>
<tr>
<td>LIGHTING</td>
<td>4800</td>
<td></td>
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<tr>
<td>HVAC COST</td>
<td>1500</td>
<td></td>
</tr>
<tr>
<td>STEEL FRAMING DESIGN</td>
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</tr>
<tr>
<td>STEEL FRAME COST</td>
<td>2700</td>
<td></td>
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<tr>
<td>FIRE ALARM COST</td>
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<td></td>
</tr>
<tr>
<td>OIT COST -DATA, VOICE AND NETWORK</td>
<td>4800</td>
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</tr>
<tr>
<td>ELECTRICAL MATERIAL COST</td>
<td>2600</td>
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<tr>
<td>SECURITY AND DOOR HARDWARE</td>
<td>2200</td>
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<tr>
<td>CONSTRUCTION MATERIAL COST</td>
<td>5500</td>
<td></td>
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<tr>
<td>O&amp;M OVERTIME LABOR COST ONLY</td>
<td>4500</td>
<td></td>
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</tbody>
</table>

| SUBTOTAL                      | 65800          |             |
| 15% CONTINGENCY               | 9870           |             |
| TOTAL                         | 75,670         |             |
1. Existing ceiling & light fixtures to remain. Modify existing ceiling for new construction & relocate light fixtures as needed.
2. Relocate existing door.
3. Protect all return air diffusers from construction dust & relocate grilles as needed.
4. Demolish wall where demolition above existing ceiling has conduits, J-boxes, cabling, etc. Contractor to re-route accordingly.
5. Relocate existing lighting controls.
6. Relocate thermostat.
7. Protect existing floor finish & walls during construction.
8. Demolish floor finish.
10. Demolish light fixtures.
11. Existing 8" duct to be replaced w/ 10" takeoff then split to 6" & 4" supply. 6" to be 100 CFM & 4" to be 40 CFM. Include balancing dampers at each split.
12. Re-locate existing mail box.
13. Re-locate existing coffee bar.
14. Re-locate existing refrigerator.
1. Existing light fixtures to remain in this room.
2. Existing ceiling grid & acoustical ceiling tile to remain & modified as needed.
3. Existing supply & return grilles to remain & relocated as needed.
4. Center light fixture on ceiling.
5. New 2 x 2 light fixtures.
6. New 2 lamp & 4 lamp fluorescent strip fixtures.
7. New recessed down light fixtures.
8. Protect existing life safety devices during construction & coordinate w/ fire alarm contractor.
9. Re-located light fixture.
10. New return air grille.
11. New recessed wall washed light fixtures.
12. New pendant light fixtures.
13. 6" Dia. Duct @ 150 CFM.
14. 4" Dia. Duct @ 40 CFM & new supply grille.
15. Re-located supply w/ new 3 way grilles.
17. 2 x 2 acoustical ceiling tile.
BSA LOBBY RENOVATION PHASING PLAN
04.09.14

PHASE 01A - 3 WEEKS OF UNINTERRUPTED WORK
1. DEMO EXISTING HOLLOW METAL WINDOW FRAME, GLAZING, & INTERCOM.
2. INSTALL NEW STOREFRONT AND DOOR.
3. MODIFY EXISTING CEILING & HVAC.
4. DEMO EXISTING STOREFRONT DOOR AND WALL UPON OPERATION OF NEW.
5. PATH TO REMAIN CLEAR FOR ENTRY TO THE BSA.

PHASE 01B - 3 WEEKS (1 WEEK OVERLAP W/ PHASE 01A) OF UNINTERRUPTED WORK
1. REMOVE & STORE FOR LATER USE EXISTING RECEPTION FURNITURE.
2. LOBBY & FILE ROOM RENOVATION.
3. PATH TO REMAIN CLEAR FOR FRONT OFFICE OCCUPANT.
4. PATH TO REMAIN CLEAR FOR ENTRY TO AND CIRCULATION INSIDE BSA.

PHASE 02 - 5 WEEKS OF UNINTERRUPTED WORK
1. TEMPORARILY RELOCATE 4 PERSONNEL OUT IF ZONE OF CONSTRUCTION: 1 IN TEMPORARY RECEPTION FURNITURE, 3 DISPERSED THROUGHOUT BSA LOCATION TBD
2. OFFICES & RECEPTION RENOVATION.
3. PATH TO REMAIN CLEAR FOR BACK OFFICE OCCUPANT.
4. INSTALLATION OF NEW AND REUSED FURNITURE.
5. COORDINATION OF ARTWORK WITH ART CURATOR.
From: Kerry Kennedy
Sent: Thursday, April 10, 2014 3:20 PM
To: Dave Riker
Cc: Julie M Olson; Wanda Guntz; Yolanda Ledesma; Belinda Dovalina
Subject: RE: Estimate PP-21422257

Follow Up Flag: Follow up
Flag Status: Flagged

Approved project and approve the funding source as the Facilities operating budget.
Kerry

Kerry L. Kennedy
The University of Texas at San Antonio
Vice President for Business Affairs
210-458-4201

Business Affairs...Your Partner for Successful Solutions

From: Dave Riker
Sent: Thursday, April 10, 2014 3:18 PM
To: Kerry Kennedy
Cc: Julie M Olson; Wanda Guntz; Yolanda Ledesma; Belinda Dovalina
Subject: FW: Estimate PP-21422257
Importance: High

Kerry,

As we just discussed, this is to request your approval to proceed with renovations to establish a Facility Customer Services Center at the front of the BSA building, using in-house Facilities staff and $75,670 in Facilities operating funds. Attached documents provide additional detail.

I appreciate your consideration of this request.

Dave Riker
Associate Vice President for Facilities

.........Your Partner for Successful Solutions!
Mr. Riker,

Attached are documents and my memo related to our BSA renovation.

Please let me know if you would like to discuss. I am leaving at 1pm for an appointment.

Belinda

---

David Oliver
Assistant Vice President of Facilities
The University of Texas at San Antonio
Cell: 210-452-5652
Off: 210-458-5254

...Your Partner for Successful Solutions!
Cc: David Oliver; Enos Jones; John Bray  
**Subject:** Estimate PP-21422257

Work Control:

Please process the attached estimate and also send the spreadsheet.

Thanks you!

*Chris Miller, P.E.*  
Assistant Director  
Operations & Maintenance  
FSA 1.306  
O: 210.458.7540  
C: 210.381.4155

[UTSA Roadrunners logo]  
*... Your Partner for Successful Solutions!*
Dave/Belinda:

Mike Cole, Jonathan Jarrell and John Paul collaborated in the development of this schedule and phasing plan.

The following is our estimated timeline for accomplishing the proposed scope of work in the BSA.

- **Phase I (East Side) – Five weeks** - All employees may remain in place if desired except for the temporary receptionist.
  - Renovate File Room and install wing walls
  - Install new storefront with door, security and any communications required
  - Remove existing entry way wall, door, and pass-thru window
  - Construct approximately 65% of the light coves and drywall ceiling
  - Move back receptionist desk from storage

- **Phase II (West Side) – Five weeks** – All employees relocated except for the receptionist.
  - Demolish existing area and add structural steel support for drywall
  - Construct new office and reduce size of existing office
  - Complete remainder of the light coves and drywall ceiling
  - Complete all other finishes as required
  - Install furniture (lead time is tenuous since furniture has not been selected)
  - Test fire alarm system

The work above will include all MEP, communications, and fire alarm. We plan on filtering the HVAC return to reduce the dust build-up and also will maintain a safe and clean walkthrough area at all times.

When our teams begin the renovations, more of the details will be communicated with the staff.

If you have any questions, please let me know.

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**Chris Miller, P.E.**
Assistant Director
Operations & Maintenance
FSA 1.306
O: 210.458.7540
C: 210.381.4155
Your Partner for Successful Solutions!