

**FINANCE COMMITTEE MEETING
UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

March 2, 1995

The University of Southern Indiana Finance Committee met on March 2, 1995, in Room 353 of the University Center. Present were Trustees Bruce Baker, Charles Combs, J. David Huber, and Joseph O'Daniel. Also attending were President H. Ray Hoops and Vice President Richard Schmidt.

After a joint meeting with the Long-Range Planning Committee to discuss a proposed freshman dormitory, Mr. Combs called the meeting to order at 9:15 a.m.

Mr. Schmidt presented information on construction manager services for the General Purpose Classroom Building, and investment banker services for the University Center Addition, and draft Request for Proposals for both were reviewed by the Committee. On a motion by Mr. Baker, seconded by Mr. Huber, the committee agreed to recommend that the Board approve the Finance Committee evaluating the requests for proposals. On a motion by Mr. Huber, seconded by Mr. Baker, the committee agreed to recommend that the Board approve the Finance Committee evaluating the requests for proposals.

Mr. Schmidt called on Assistant Vice President for Business Affairs Cindy Brinker to review various proposals received from local banks for providing VEBA trust services. Ms. Brinker reported on information received from four local banks. She said the Finance Committee may meet in April to further discuss these proposals.

Director of Physical Plan Steve Helfrich presented a summary of the Utility Tunnel project. Discussion followed on the project.

Business Office Director and Controller Michael Whipple presented information on a proposed credit card purchasing system. He said the proposed system would enable selected university staff to conduct routine purchasing transactions in a more efficient manner.

There being no further business, the meeting was adjourned at 10:00 a.m.

Request for Proposal (RFP)

DRAFT

for

Construction Management Services

for the

Construction of a General Purpose Classroom Building

at the

UNIVERSITY OF SOUTHERN INDIANA

Evansville, Indiana

March 1, 1995

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PART A - INTRODUCTION

1. STATEMENT OF INTENT

The University of Southern Indiana solicits proposals for a negotiated procurement for Construction Management Services (CMS) from interested professional firms to perform as a professional construction agent for the University of Southern Indiana on the following project:

Construction of a general purpose classroom building estimated to cost \$15,192,000 including construction, equipment, construction management, architectural, engineering and design costs.

The selected Construction Manager shall have a two-part agreement with the University of Southern Indiana to:

I. Provide expertise and assistance during the Design Phase relative to budget development, value analysis, site selection, project design and construction schedules, availability of materials, constructibility, bid packaging, generating bidders' interest and development of quality control/quality assurance procedures.

II. Provide expertise and leadership during the Construction Phase relative to receipt of bids, awarding of contracts, trade contractor performance, schedule adherence, quality control/quality assurance execution, changes, claims avoidance and any other effort required to successfully achieve the University of Southern Indiana's goal as to time, cost and quality.

Selection of a Construction Manager shall be based upon a combination of technical and fee proposals as described in this RFP. Personal presentations to the University of Southern Indiana shall be scheduled individually for each proposer considered to be within the competitive range.

The University of Southern Indiana reserves the right to reject all proposals or elect not to utilize construction management as a delivery system of this project. The University of Southern Indiana specifically reserves the right to make an award based upon a combination of technical merit, presentation and fee. The University of Southern Indiana is under no obligation to award to the lowest proposed fee.

2. SOLICITATION

Sealed offers (in original and two [2] signed copies) for furnishing the supplies or services described in the Statement of Intent will be received at:

Richard W. Schmidt,
Vice President for Business Affairs and Treasurer
8600 University Boulevard
Evansville, Indiana 47712
Before 4:30 pm (CST) on _____

All offers are subject to the laws of the State of Indiana. Technical proposals and fee proposals shall be packaged separately.

3. PROJECT DESCRIPTION

This project will provide for the design and construction of a general purpose classroom building providing faculty offices and specialized facilities for liberal arts programs. The building is envisioned to be about 106,000 gross square feet. The project will also include related site development, expansion of the central boiler and chiller plant and the extension of our utility tunnel network and utilities to the building.

The building is projected to include thirty (30) general purpose classrooms, twenty-two (22) instructional facilities and laboratories for individual disciplines, eighty (80) faculty offices and academic and administrative support facilities.

The educational specifications for the classroom building, in draft form, are available for review in the Physical Plant Offices.

The selection of the architectural and engineering design firm(s) will follow the selection of the Construction Manager. The Construction Manager will assist in the review of the architecture and engineering proposals.

Additional building planning information is included in Part D.

4. SELECTION AND AWARD PROCESS

Based upon information and data provided by the Offerors in response to this RFP, the University of Southern Indiana shall award a contract to the firm that presents the best combination of technical proposal, presentation and fees. The technical proposal and fees shall be utilized to prepare a shortlist of firms within the competitive range. The final shortlisted firms shall be invited for a personal presentation which shall be utilized to make the final selection.

The technical subjects judged by the University of Southern Indiana to be of importance are:

- Firm Background
- Experience
- Proposed Project Team and Level of Commitment
- Project Approach
- Financial Capabilities
- Home Office Location
- Other Factors

5. CONTRACT PROVISION

The successful Offeror agrees to enter into an agreement with the University of Southern Indiana on a contract form substantially like contract attached as Attachment A.

6. INSURANCE REQUIREMENTS

PART B - RFP REQUIREMENTS

SECTION 1 - FIRM BACKGROUND

1.01 Name/Address

Firm Name

Street Address

Mailing Address

1.02 Firm Contracts/Negotiators
Two (2) Designated Negotiators Within the Firm

Name Title Phone

Name Title Phone

1.03 Entity Type

Entity making this submittal:

___ parent company ___ subsidiary ___ division

___ branch office ___ other _____

1.04 Firm Type

Type of Firm

___ corporation ___ partnership ___ sole proprietorship

___ joint venture ___ other _____

1.05 Date Established

Year firm was established _____

1.06 Parent Company Address:

Name, address, and telephone of parent company (indicated N/A if not applicable).

Name Phone

Street Address

City State Zip

1.07 Former Company Names

All former firm names (indicate N/A if not applicable).

SECTION 2 - EXPERIENCE

2.01 Comparable construction management projects completed or under construction

List contracts (ongoing or completed) for Construction Management Services in the last five (5) years similar in size and scope to this project. List not more than five (5) projects. Include information below in the following order:

- Project Title
- Project Location
- Project Value (\$)
- Owner (Name, Address, Contact [Reference], Telephone Number)
- Date Completed (or anticipated)
- Contract Type (lump sum, General, Mechanical, Electrical, etc.)
- Architect (Name, Address, Contact, Telephone Number)
- Engineer (Name, Address, Contact, Telephone Number)

2.02 Comparable general construction projects completed or under construction

List contracts (ongoing or completed) for General Contractor Projects in the last five (5) years similar in size and scope to this project. List not more than five (5) projects. Include information below in the following order:

- Project Title
- Project Location
- Project Value (\$)
- Owner (Name, Address, Contact [Reference], Telephone Number)
- Date Completed (or anticipated)
- Contract Type (lump sum, General, Mechanical, Electrical, etc.)
- Architect (Name, Address, Contact, Telephone Number)
- Engineer (Name, Address, Contact, Telephone Number)

2.03 List the volume of construction management work performed in the last 5 years:

1994	\$ _____	No. of Projects: _____
1993	\$ _____	_____
1992	\$ _____	_____
1991	\$ _____	_____
1990	\$ _____	_____

SECTION 3 - PROPOSED PROJECT TEAM

- 3.01 Prepare an organization chart of the project team including the owner, designer, construction manager, and trade contractors. For the construction manager organization, indicate individuals to be utilized in each position: Principal-In-Charge, Project Manager, Project Superintendent, others.
- 3.02 Responsibilities - List the responsibilities of each position and person for this project. What projects have these persons worked on in the past three (3) years and at what title or responsibilities.
- 3.03 Resumes - Provide detailed resumes of each individual indicated on the Organization Chart prepared in 3.01. Include a commitment statement signed by the individual stating their intent to work on the planned University of Southern Indiana project.
- 3.04 Efforts Schedule - Provide a detailed schedule of the individuals planned to be utilized in this project. Include their planned duration and hours per month for the scheduled design and construction duration described in Part A, Paragraph 3(c).
- 3.05 Direct Personnel Expense - For each position listed in the Construction Manager's organization and indicated on the Efforts Schedule to provide services on this project, provide a detailed list of their direct cost (without profit mark-up) including payroll taxes, fringe benefits, vacations, holidays, bonus, etc. Assume for this purpose that the University of Southern Indiana will only reimburse for project staff costs based upon time devoted to the project. Therefore, vacation, holidays, etc., even for personnel committed full time at the project site is not reimbursed.

SECTION 4 - PROJECT APPROACH

- 4.01 Describe your plans to manage the design process during Phase I (Programming through Construction Documents) to ensure achievement of goals for costs, schedule and quality control.
- 4.02 Describe your plans to manage the design, bidding, award, construction and closeout process during Phase II to achieve the goals of cost, schedule and quality assurance.
- 4.03 Describe your proposed estimating, budgeting and cost control systems. Provide examples.
- 4.04 On your last five (5) projects bid, what was your original total construction cost estimate and what was the actual total bid.
- 4.05 Describe your proposed scheduling systems to be utilized in both Phase I and Phase II. Is a computer software program used, and if so, which one. Provide examples.
- 4.06 On your last five (5) completed projects, what was the completion schedule and what was the actual completion date. How did you control the construction progress.
- 4.07 Describe your proposed method of quality control/quality assurance. Provide examples of documentation from previous projects.
- 4.08 Describe your proposed project control systems that include submittals, changes, correspondence, cost reporting, and other documentation. Provide examples.
- 4.09 Describe any unique or innovative approaches you have utilized on previous projects that may be applicable to the project planned by the University of Southern Indiana. Include such issues as value engineering and other cost or time savings techniques previously utilized or proposed.
- 4.10 How many bid packages (other than equipment and furnishings) did you have on your last five (5) construction management projects. What were the packages for (general, mechanical, electrical, equipment, and etc.), and how many bids for each bid package did you receive.

SECTION 5 - FINANCIAL CAPABILITIES

5.01 Provide a copy of the last year-end, audited annual report.

5.02 Provide a copy of the most current financial statement (balance sheet and income statement) signed by the Chief Financial Officer. If Proposer is a subsidiary or joint venture, provide the same detail of all involved entities.

SECTION 6 - HOME OFFICE LOCATION

The University of Southern Indiana prefers to utilize firms headquartered in the State of Indiana. At a minimum, Proposers must have a major area office located in the State. Complete the following questionnaire.

6.01 Main (Home) Office Location _____ ; Incorporation Location _____
City State ; State

6.02 Number of Years At This Location

6.03 Number of Employees (Salaried) in the State of Indiana

6.04 Average Number of Employees (Hourly) in the State of Indiana

6.05 Other comments or facts regarding your firm we should be aware of:

SECTION 7 - OTHER FACTORS

7.01 Judgements, Claims, Lawsuits

Are there any judgements, claims and/or lawsuits pending or outstanding against, or involving your firm (exclude personal injury and property damage lawsuits)?

 No Yes If yes, submit details on a separate sheet.

7.02 Safety

Describe your Safety Program and give incidence and severity rates for the last three (3) years. List any OSHA or IOSHA citations received in the last three (3) years and their outcome.

7.03 Ongoing Work

Provide a statement of total company contracts for construction management services for the current year and for the past two (2) years.

	A	B	A less B	
	Number of Active Contracts	Total Original Value of Active Contracts	Total Value Completed for Active Contracts	Balance to Complete
Current				
One Year Old				
Two Years Old				

7.04 SIGNATURES AND CERTIFICATION

Under penalty of perjury, the undersigned declares, certifies, verifies and states to the best of his/her knowledge and belief that the foregoing and attached information is true, correct and complete.

Type Name of Authorized Officer

Signature of Authorized Officer

Title

Date

Notary

Seal

Date

PART C - FEE PROPOSAL

1. INTRODUCTION

The University of Southern Indiana will pay the Construction Manager various fixed fees as the work progresses. The fees requested below include all costs for labor, travel, personnel relocations, equipment, materials and supplies necessary to provide the complete scope of Construction Management Services as well as overhead and profit.

Additionally, it is requested the proposer provide a unit price Direct Personnel Expense (DPE) value for each employee proposed for utilization on this project. The proposed DPE multiplied by the estimated hours of commitment to the project is to equal the line item breakdown for staff in the fee proposal. The University of Southern Indiana will utilize this staff breakout cost for comparison purposes in determining the proposer's relative commitment of personnel.

Below is a partial listing of general condition and administrative costs the Construction Manager is expected to include in the fee proposal:

- Liability and Automobile Insurance in the amount of (state your required limits)
- Applicable Taxes
- Construction Manager's Business License
- Telephone and Communication Charges
- Field Office Costs in Phase II
- Project Photographs
- Project Travel
- Employee Relocation
- Home Office Support
- Estimating
- Computer Expenses
- Consultants
- Telecopy and Fax Machines
- Office Supplies
- Photocopies
- Postage
- All Construction Management Staff
- Any miscellaneous items required by the CM to perform the Contract requirements

2. PHASE I - FEES

The fees quoted below shall include all costs listed in Item 1 above for the period from award until completion of construction documents ready for issuance for bidding. The University of Southern Indiana reserves the right to terminate the Construction Manager's contract and not award Phase II at the completion of Phase I.

Phase I

(a) Fixed Fee - Lump Sum \$ _____
(figures)

(words)

OR

Fee based on a percentage of construction costs: _____ %
(figure)

(words)

(b) Staff Cost

Included in the Fixed Fee above is \$ _____ for staff at Direct Personnel Expense (DPE). The Direct Personnel Expense for each proposed staff member is listed below:

	<u>Staff Position</u>	<u>Est. Hours</u>	<u>DPE Hourly Rate</u>	<u>Cost</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(c) The following noted project administration and construction management services are included in Phase I fee proposal:

DESCRIPTION OF SERVICE	CHECK APPROPRIATE COLUMN		
	YES	NO	PROVIDED AT ADDITIONAL COST
Planning Phase:			
Review of Educational Planning Specifications			
Project Feasibility			
Financial Planning			
Cash Flow Projections			
Site Selection			
Contract Development			
Professional Service Selection and Evaluation			
Team Organization and Responsibilities List			
Project Strategies			
Preliminary Project Scheduling			
Assist with Planning Presentations			
Others (Please List):			
Pre-Construction Phase:			
Review of Design Criteria with Need Assessment			
Design and Systems Evaluation			

DESCRIPTION OF SERVICE	CHECK APPROPRIATE COLUMN		
	YES	NO	PROVIDED AT ADDITIONAL COST
Review of Plans for Constructibility			
Cost Estimates for Schematic Design, Design Development, and Working Drawings Stages			
Value Engineering of Systems and Building Components			
Life Cycle Cost Analysis			
Energy Studies of Equipment and Systems			
Alternative System Analysis			
Code Compliance Review			
Directing of Re-Design When Required			
Management of all Disciplines with Design Schedule			
Participation in all Agency and Financial Meetings			
Development of Construction Contract Language			
Bid Advertising			
Bidder Interest Generation			
Bid Document Distribution			
Pre-Bid Meetings			
Bid Evaluation and Recommendations			
Pre-Award Meeting			
Contract Preparation			
Others (Please List):			

3. PHASE II - FEE

The fees quoted below shall include all costs listed in Item 1 above for the period from completion of construction documents ready to issue for bids until one year following Substantial Completion.

Phase II

(a) Fee - Lump Sum \$ _____
(figures)

(words)

OR

Fee based on a percentage of construction costs: _____%

(words)

(b) Staff Cost

Included in the Fixed Fee above is \$ _____ for staff at Direct Personnel Expense (DPE). The Direct Personnel Expense for each proposed staff member is listed below:

Staff Position	Est. Hours	DPE Hourly Rate	Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

(c) The following noted project administration and construction management services are included in Phase II fee proposal:

DESCRIPTION OF SERVICE	CHECK APPROPRIATE COLUMN		
	YES	NO	AVAILABLE AT ADDITIONAL COST
Construction Phase:			
Securing of Signed Contracts			
Management of all Insurance Documents			
Conduct Weekly, Bi-Weekly, and Monthly Progress Meetings			
Financial Status Reports			
Full-Time On-Site Staff			
1) Principal-In-Charge			
2) Project Manager			
3) Project Superintendent			
4) Others (Please List):			
Alternate Equipment/Materials Analysis			
Management of Multiple Contractors			
Inspection of All Work			
Approval of Progress Payments			
Project Accounting			
Construction Schedule Adherence			
Management of Change Orders			
Punch List Assistance			
Management of Project Completeness			
Quality Assurance/Quality Control			
Implementation of Safety Audit Program			

DESCRIPTION OF SERVICE	CHECK APPROPRIATE COLUMN		
	YES	NO	AVAILABLE AT ADDITIONAL COST
Others (Please List):			
Occupancy Phase:			
Start-Up Procedures for Systems			
Move-in Assistance			
Organized Maintenance Manuals			
Equipment Information			
Building Problem Resolutions			
Overseeing of Contractor Retainage			
Operations Training			
Final Project Accounting			
One-Year Warranty Inspection			
Expert Witness			
Others (Please List):			

PART C - FEE PROPOSAL (continued)

Name of Proposer

Name of Authorized Officer

Title

Date

Signature

Notary

Seal

Date

PART D - SUPPLEMENTAL INFORMATION

**GENERAL PURPOSE CLASSROOM BUILDING
PRELIMINARY PLANNING SCHEDULE
FEBRUARY, 1995**

MARCH, 1995	Request for Proposals (RFP) for Construction Manager approved by Board of Trustees and authorization to proceed is given. Board of Trustees appoints Building Committee for General Purpose Classroom Building design and construction.
MARCH, 1995	RFP's sent to Construction Manager firms.
APRIL, 1995	RFP's returned from Construction Manager firms.
MAY, 1995	RFP's for construction manager are reviewed by Building Committee.
JUNE, 1995	Construction Manager short list made and firms interviewed. Recommendation of Construction Manager is made by Building Committee.
JUNE, 1995	General Purpose Classroom Building planning committee begins review and updating of educational design specifications.
JULY, 1995	Construction Manager recommended by Building Committee and approval is sought with Board of Trustees.
SEPTEMBER, 1995	RFP for architectural and engineering services reviewed by Board of Trustees and authorization to proceed is requested.
SEPTEMBER, 1995	General Purpose Classroom Building planning committee completes update of education design specifications.
OCTOBER, 1995	RFP's for architectural and engineering services are returned.
OCTOBER/NOVEMBER, 1995	RFP's for architectural and engineering services are reviewed by Building Committee.
DECEMBER, 1995	Architectural/engineering firms short list is made and firms interviewed by Building Committee.
JANUARY, 1996	Architect/engineer selection is recommended and approval sought with Board of Trustees.
MARCH, 1996	Begin architectural/engineering schematic design phase.
MAY, 1996	Present draft of schematic design to Board of Trustees.
JULY, 1996	Present final schematic to Board of Trustees and authorization to proceed with design development phase requested.
JULY, 1996	Begin design development phase.
OCTOBER, 1996	Design development package presented to Board of Trustees for review.
NOVEMBER, 1996	Design development presented to Board of Trustees with authorization to proceed with construction documents sought.
NOVEMBER, 1996 - MARCH, 1997	Prepare construction documents.
MARCH, 1997	Construction documents and cost estimates presented to Board of Trustees.
MAY, 1997	Construction documents and final cost estimates are presented to Board of Trustees with authorization to bid project requested.
MAY, 1997	Advertise and request construction bids.
JUNE, 1997	Receive and evaluate construction bids.
JULY, 1997	Submit bids and final recommendation for authorization to contract for construction of project.
JULY, 1997	Begin construction.
JULY, 1999	Occupy building.

**GENERAL SUMMARY OF TOTAL SPACE REQUEST
FOR CLASSROOM BUILDING**

<u>Description of Space</u>	<u>Net Assignable Sq. Ft.</u>
Administrative and Support Office Area	2,800
Program Chair Office Area (10)	2,000
Faculty Offices (80)	9,600
Adjunct Faculty Commons Rooms (3)	1,800
Conference Rooms (2)	600
Lecture Rooms (5)	6,800
Classrooms (20)	17,200
Seminar Rooms (3)	1,500
Foreign Language Electronic Classrooms (2)	1,200
Laboratories, Art (6)	8,550
Laboratories, Music (3)	2,800
Laboratories, Radio and Television (2)	3,318
Laboratories, Psychology (2)	1,300
Communal Studies Work Area (1)	600
Laboratories, Computer (4)	4,000
Laboratories, Sociology (1)	1,200
Storage (Academic)	2,000
Theatre Classroom/Rehearsal Area (1)	2,000
Student Vending Room (1)	600
Storage (Media) (1)	100
	69,968

**ATTACHMENT D
PROJECT COST**

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: G-0-93-1-01

PAGE 1 OF 2

ANTICIPATED CONSTRUCTION SCHEDULE:

	<u>MONTH</u>	<u>YEAR</u>
Bid Date	<u>September</u>	<u>1996</u>
Start Construction	<u>October</u>	<u>1996</u>
Occupancy	<u>January</u>	<u>1998</u>

ESTIMATED CONSTRUCTION COST:

	<u>PROJECT COST BASIS (a)</u>	<u>ESCALATION FACTORS (b)</u>	<u>ESTIMATED PROJECT COST (c)</u>
Planning Costs			
Academic Facilities Planning Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Other Architectural Fees	<u>786,830</u>	<u>73,170</u>	<u>860,000</u>
Construction			
Structure	<u>7,222,780</u>	<u>671,720</u>	<u>7,894,500</u>
Mechanical (Plumbing, HVAC, Elevators)	<u>1,905,400</u>	<u>177,200</u>	<u>2,082,600</u>
Electrical	<u>1,180,600</u>	<u>109,800</u>	<u>1,290,400</u>
Moveable Equipment	<u>1,072,550</u>	<u>99,750</u>	<u>1,172,300</u>
Fixed Equipment	<u>709,240</u>	<u>65,960</u>	<u>775,200</u>
Site Development	<u>655,990</u>	<u>61,010</u>	<u>717,000</u>
Other (Explain)	<u>365,970</u>	<u>34,030</u>	<u>400,000</u>
Total Estimated Project Cost	<u><u>\$13,899,360</u></u>	<u><u>\$1,292,640</u></u>	<u><u>\$15,192,000</u></u>

(a) Based on current costs prevailing as of (month, year)

March 1994

(b) Explain the basis for arriving at this estimate.

The escalation factor is based on a three (3) percent inflation rate for three (3) years between March 1994 and mid-term of the construction period, June 1997.

(c) Description of unique building characteristic, design features, construction materials, site development factors or other considerations affecting cost estimates appears on a separate page immediately following.

Attachment D

PROJECT COST

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: G-0-93-1-01

Page 2 of 2

The proposed location for the classroom building is in an area where site development costs are higher than average. The building site is largely undeveloped and will require an initial investment to construct walkways, service driveways, and tunnels for heating and cooling, electric, telephone, and communications utilities.

The addition of the utility tunnel system results in an increased cost for this building as compared to other recent projects. The utility tunnel extension, which includes the heating and cooling water piping extension, is required to provide efficient heating and cooling for this project and also to provide the tunnel, utilities, and piping infrastructure for future development of the campus. Future building projects will be able to tap into the tunnel and utility systems extended for this project.

The utility tunnel extension will alleviate existing deficiencies in the University's heating and cooling system. Currently, the water heating and cooling system is not constructed in a loop system from the central heating and cooling plant to the campus buildings. The Physical Activities Center and Technology Center buildings are deprived of cooling water on extremely hot and humid days resulting in the inability to adequately and efficiently cool the classrooms and occupied spaces. The construction of the loop system will provide a redundant source of heating and cooling water by providing a two-directional feed to most campus buildings. This two-directional feed will provide an opportunity to perform maintenance and emergency breakdown repairs without shutting down all campus building systems. The investment in the utility tunnel system for this project will solve existing problems and provide an adequately planned and constructed system for future development.

This project will require an additional centrifugal chiller and cooling tower, with associated pumps and electrical gear, in the central heating and cooling plant to provide the proper cooling requirement for this building. The estimated cost for the chiller and associated equipment is \$400,000.

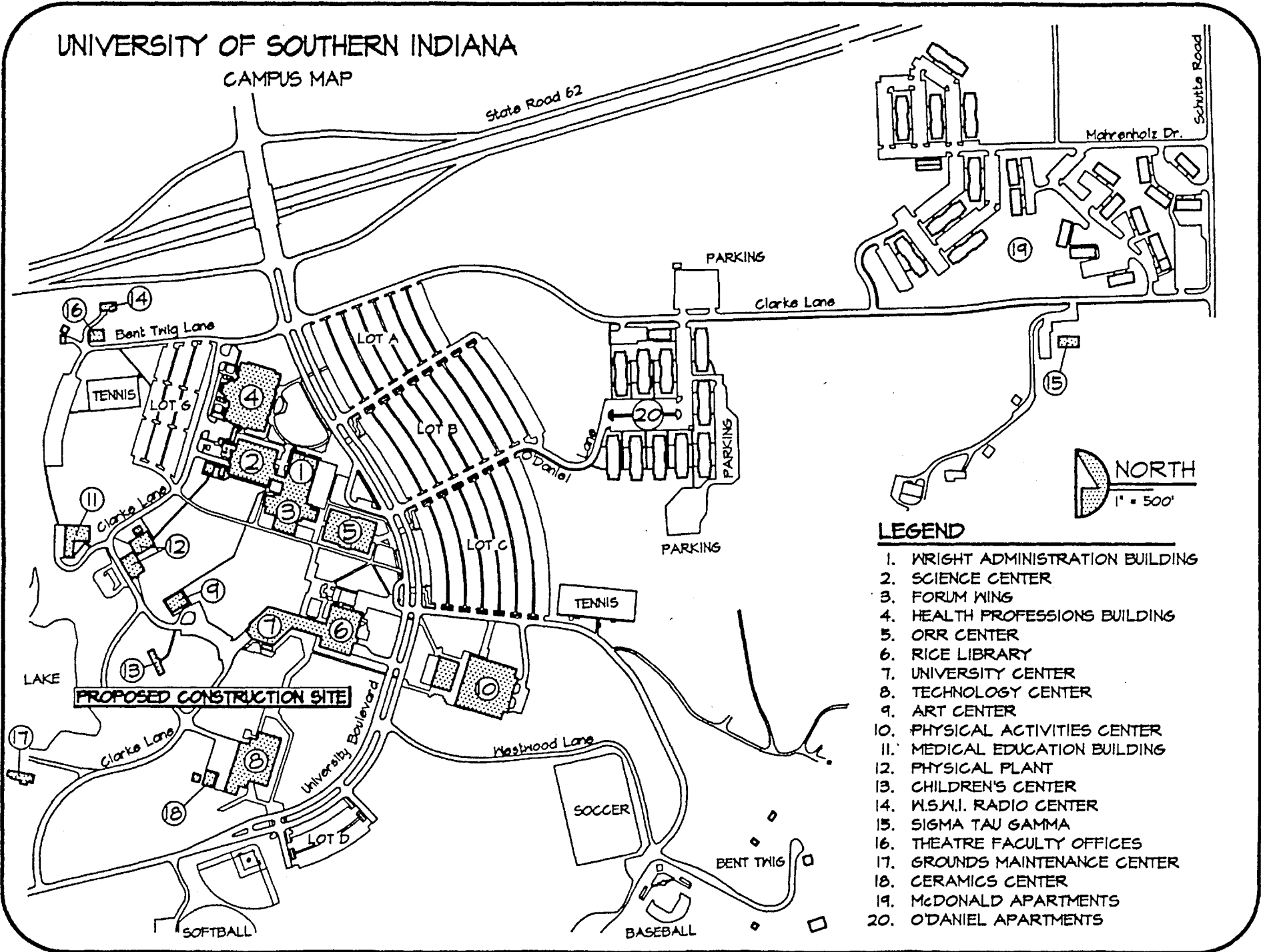
The radio and television studios will be relocated from their existing locations into this building. Broadcasting and television classroom instruction equipment accounts for \$470,000 in fixed equipment costs.

OTHER COST ESTIMATE:

The "other" project cost of \$400,000 is designated for site surveys, geological-technical surveys, and contingencies which invariably arise during the project development and construction phases.

UNIVERSITY OF SOUTHERN INDIANA

CAMPUS MAP



LEGEND

1. WRIGHT ADMINISTRATION BUILDING
2. SCIENCE CENTER
3. FORUM WING
4. HEALTH PROFESSIONS BUILDING
5. ORR CENTER
6. RICE LIBRARY
7. UNIVERSITY CENTER
8. TECHNOLOGY CENTER
9. ART CENTER
10. PHYSICAL ACTIVITIES CENTER
11. MEDICAL EDUCATION BUILDING
12. PHYSICAL PLANT
13. CHILDREN'S CENTER
14. W.S.U.I. RADIO CENTER
15. SIGMA TAU GAMMA
16. THEATRE FACULTY OFFICES
17. GROUNDS MAINTENANCE CENTER
18. CERAMICS CENTER
19. McDONALD APARTMENTS
20. O'DANIEL APARTMENTS

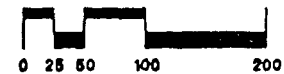
UNIVERSITY OF
SOUTHERN INDIANA


PROPOSED
GENERAL PURPOSE
CLASSROOM BUILDING

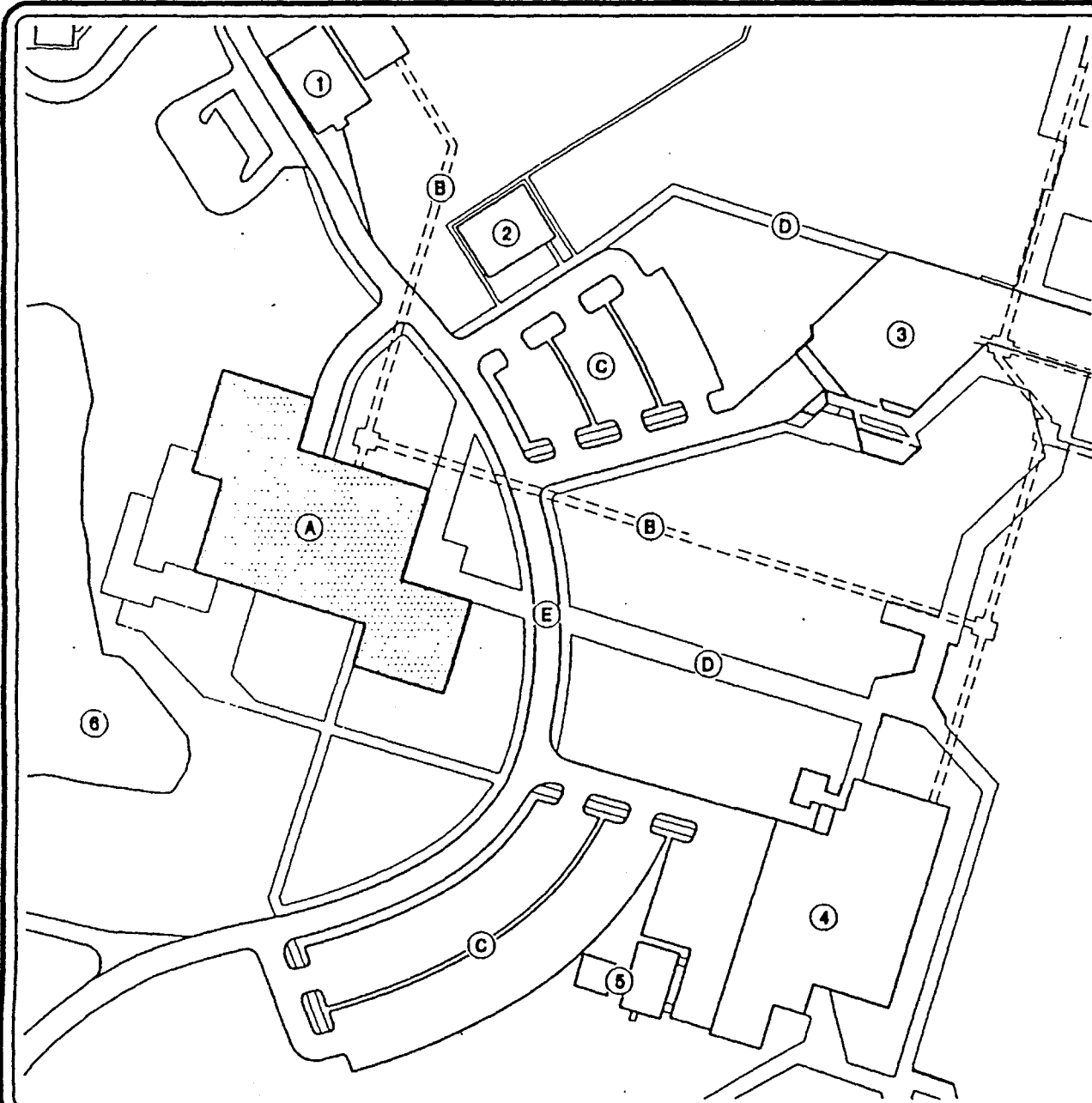
LEGEND:

1. PHYSICAL PLANT
2. ART CENTER
3. UNIVERSITY CENTER
4. TECHNOLOGY CENTER
5. CERAMIC CENTER
6. REFLECTION LAKE

- A. PROPOSED GENERAL PURPOSE
CLASSROOM BUILDING
- B. PROPOSED UTILITY TUNNEL
- C. PROPOSED PARKING LOT
- D. PROPOSED SIDEWALK
- E. RELOCATED CLARKE LANE



NORTH 



**UNIVERSITY OF SOUTHERN INDIANA
REQUEST FOR PROPOSAL FOR FINANCING
THE UNIVERSITY CENTER BUILDING ADDITION PROJECT**

I. BACKGROUND OF THE UNIVERSITY OF SOUTHERN INDIANA

A. Brief History

The University of Southern Indiana was established as a regional campus of Indiana State University following the enactment of legislation in 1965. In 1984, legislation was enacted to begin the process of establishing a separate State university on the site of the Indiana State University Regional Campus. The process was completed July 1, 1985, in accordance with Public Law 218, enacted by the 1985 Indiana General Assembly, which named the school the University of Southern Indiana and provided for the transfer of assets and liabilities from Indiana State University.

From its inception, the University was basically a comprehensive State University. It has evolved as a broad-based institution offering programs of instruction, research, and service. A liberal arts and science curriculum serve as the foundation of knowledge for all programs and complements undergraduate programs leading to careers in business, engineering technology, government, health professions, education, and related fields. Selected master's degrees already in existence, and in development, serve persons in professional and technical studies.

The first class was graduated in 1971, and today the alumni body numbers more than 11,000. Annual enrollment has grown steadily over the years with 7,443 students enrolled in credit courses for the fall term 1994.

The University is located on a 300-acre tract between Evansville and Mt. Vernon. The University first occupied its new quarters on the present campus in 1969 when the Wright Administration Building and the Science Center were opened. The Rice Library was opened in 1971, the University Center in 1974, the Engineering Technology Center in 1975, the Physical Activities Center in 1980, the Robert D. Orr Classroom Building in 1990, and the Health Professions Building in 1994. These major facilities are complemented by several specialized structures that support the University's academic programs.

Student housing is available on campus. This housing consists of thirty-one buildings with 400 apartment style units that house approximately 1,400 students. These facilities were constructed and purchased by Southern Indiana Higher Education, Inc. between 1984 and 1994. On June 30, 1994, ownership of these units was passed to the University. The University has undertaken the construction of an additional apartment building which will house an additional 64 students and be ready for occupancy in August 1995.

B. Enrollment History and Projection

YEAR	ACTUAL	YEAR	ESTIMATED
1990	6,480	1995	7,666
1991	7,021	1996	7,896
1992	7,430	1997	8,133
1993	7,551	1998	8,377
1994	7,443	1999	8,628

II. PROJECT DESCRIPTION

The University Center addition will add approximately 49,000 gross square feet to the existing structure. The new space will include a great hall which is designed to function as a banquet facility and can be segmented for smaller group functions. Other facilities included in the addition are multi-purpose conference/meeting rooms, lounges, activities areas, computer laboratories, and offices. A large unfinished expansion space is also planned for future development. The spaces included in this addition are needed to accommodate the needs of the existing student enrollment and to provide for anticipated future enrollment growth.

III. SPECIAL CONDITIONS

The outstanding debt on the existing University Center is composed of \$745,000 of fixed-rate Student Union Refunding bonds, Series of 1985 bonds. These bonds will be paid-up in fiscal year 2003/04. The University will consider opportunities to refinance this existing debt in connection with the additional financing required for the University Center addition. Please present your position for or against this option in your proposal.

The University may find it necessary to minimize debt service requirements during the first two years of this bond issue. Please include in your proposal opportunities you see for this option. If advantageous, the University may consider variable-rate financing for this debt. Please state the case for or against variable-rate financing in the current market and economic climate.

IV. BASED ON THE PROJECT DESCRIPTION SET FORTH IN THIS REQUEST FOR PROPOSAL:

- A. Outline the financing program that you recommend and any innovative methods or new ideas that you would propose in conjunction therewith.
- B. Summarize the advantages and disadvantages of the program and why your firm is uniquely qualified to serve the University.
- C. Catalog all expenses to be paid by the University (from any source of funds) in conjunction with the implementation of the financing program recommended.
- D. Describe the form and approximate amount of compensation that you propose. Please indicate negotiable items. Provide an indication of the spread (in dollars/\$1,000) which would be required if your firm is selected as the underwriter for this financing. Provide a breakdown of the spread by component, i.e., management fee, takedown, underwriting fee, and out-of-pocket expenses, excluding counsel. Be advised that unrealistic spread assumptions will be viewed negatively by the University.

V. DESCRIPTIVE INFORMATION THAT MUST BE PROVIDED BY ALL FIRMS SUBMITTING PROPOSALS:

- A. Background
 - 1. Brief history of organization.
 - 2. Number and locations of offices.
 - 3. Equity capital position (net capital) and excess net capital position.
 - 4. Most recent audited annual report.
- B. Experience (for the past five years)
 - 1. List major financing underwritten for Indiana issuers. (Indicate whether your firm participated as a manager or co-manager in these issues.)
 - 2. List major financing underwritten for institutions of higher education in Indiana. (Indicate whether your firm participated as a manager or co-manager in these issues.)

3. List major financing underwritten for institutions of higher education nationwide. (Indicate whether your firm participated as a manager or co-manager in these issues.)
4. Comment on the use of and involvement of Indiana investment houses as participants or co-managers in connection with marketing and sale of bonds, pricing, allocation of bonds and underwriting fees.

VI. PERSONNEL

- A. Provide names and brief resumes of the individuals in your firm responsible for coordinating and directing this project including their years of experience in public finance and relevant higher education public finance experience.
- B. Briefly describe the responsibilities of each of these individuals with respect to the financing.

VII. SERVICES

- A. Provide an assessment of the municipal bond market for the remainder of 1995.
- B. Indicate your procedure and strategies with Moody's and Standard & Poors.
- C. Enumerate specific services you would provide as the lead underwriter as part of your fee.
- D. Discuss bond insurance possibilities.
- E. Discuss reserve fund strategies.

VIII. PRIVILEGED INFORMATION

Identify that information in your proposal which you deem to be confidential or propriety and explain the justification for requesting that such information not be disclosed by the University.

IX. GENERAL

- A. A maximum twenty (20) page limit is requested excluding Appendices. Three copies of your response should be sent to my attention at the University of Southern Indiana, 8600 University Boulevard, Evansville, Indiana 47712 for received by 4:00 p.m. on .

PROJECT SUMMARY

3/02/95

NEW CONSTRUCTION

DRAFT

INSTITUTION: University of Southern Indiana CAMPUS: _____

PROJECT TITLE: Extension of Utility Tunnel BUDGET AGENCY NO.: G-0-95-1-05

INSTITUTION'S PRIORITY: 1

PROJECT SUMMARY DESCRIPTION (ATTACHMENT A)

Construction of a segment of utility tunnel to extend the central plant heating and cooling system water and other utilities to the University Center Addition and the planned General Purpose Classroom Building.

SUMMARY OF NEED AND NET CHANGE IN CONTRIBUTION TO EDUCATIONAL SERVICES PROVIDED BY INSTITUTION (ATTACHMENT B)

This infrastructure development will allow distribution of utilities to the planned structures and keep utility costs to operate the buildings to a minimum.

SPACE DATA (ATTACHMENT C)

PROJECT SIZE: N/A GSF N/A ASF N/A ASF/GSF

NET CHANGE IN CAMPUS ACADEMIC/ADMINISTRATIVE SPACE: 0 ASF

TOTAL PROJECT BUDGET (ATTACHMENT D)

TOTAL ESTIMATED COST: 264,800 \$/GSF N/A

ANTICIPATED DATE OF PROJECT COMPLETION: March 1996

ANTICIPATED SOURCES OF FUNDING (ATTACHMENT E)

Plant Fund Reserves \$264,800

TOTAL BUDGET \$264,800

ESTIMATED CHANGE IN ANNUAL OPERATING BUDGET AS A RESULT OF THIS PROJECT (ATTACHMENT F)

No Change () INCREASE () DECREASE

NOTE: SEE ATTACHMENTS FOR SUPPORTING INFORMATION REQUEST TO BE SUBMITTED WITH PROJECT SUMMARY FORM.

Attachment A**DETAILED PROJECT DESCRIPTION****NEW CONSTRUCTION****Budget Agency Number: G-0-95-1-05**

Page 1 of 2

DESCRIPTION OF THE PROJECT:

This project is to construct a new utility tunnel segment from the Physical Services Building to near the University Center Building. This infrastructure development project will allow utilities from our central heating and cooling plant to be delivered to new facility construction projects. Projects now being planned are the University Center building addition and the General Purpose Classroom Building. Attached is a site plan showing the location and plan of the utility tunnel location. The construction material of the tunnel is poured concrete, eight inches thick on sides, top and floor forming an enclosure running the length of the project. The width and height of the tunnel is approximately eight feet. A section view of the tunnel is also attached. On each side of the interior of the tunnel will be steel framing to support chilled water, high temperature water, and domestic water piping, electrical, telephone, communications, control, and signaling cables.

All major campus buildings are now connected to the central heating and cooling plant located in the Physical Services Building via similar utility tunnels. The existing utility tunnel layout is shown on the plans included in this Project Summary.

PLANNING CHANGES:

This project has not been reviewed at the planning review stage.

RELATIONSHIP TO OTHER CAPITAL IMPROVEMENT PROJECTS:

This project, to extend the campus utility tunnel system, will put in place another segment of our utility network that will serve not only the planned capital construction projects but also all future capital projects for facilities the University constructs in the years to come on the south end of campus. Just as the existing utility tunnels were constructed at various stages of the campus growth and used collectively for the operation of the existing buildings and efficiency of our utility system, so will this segment of the utility tunnel be used for future buildings.

The extension of the utility tunnel system to the University Center will provide the infrastructure to supply the University Center with chilled water for cooling and high temperature water for heating the planned addition to the building to be constructed in 1995-96. Communications, signaling, fire alarm, and energy management cabling will utilize this tunnel to connect the addition to the campus control center in the Physical Services Building.

The General Purpose Classroom Building will use this utility tunnel for the conveyance of all the utilities and communications to the project. Another tunnel segment will be constructed from the terminus point of this tunnel segment to the new building as a part of the General Purpose Classroom Building project.

The present utility tunnel system lacks the capability to loop the chilled and high temperature water systems. The present chilled water system, being dead ended, does not allow sufficient quantity of chilled water to reach the Physical Activities Center and Technology Center, which are on the end of the tunnel system. Although this project does not provide the tunnel necessary to make a loop system, a subsequent phase will connect the terminus point of this project near the University Center to Utility Manhole Number 7. In the University Center addition project, we will install a piping connection between this project and the chilled water piping in Utility Tunnel Manhole Number 5 to allow for looping of the chilled water.

Attachment B**NEED AND PURPOSE****NEW CONSTRUCTION****Budget Agency Number: G-0-95-1-05****Page 1 of 1****RELATIONSHIP TO MISSION AND LONG-RANGE PLANNING:**

This project will provide another segment of the campus utility distribution infrastructure needed for the development of the campus facilities. The utility tunnel extension will support the planned facilities for academic and support functions the University has identified in its Ten-Year Capital Improvement Plan.

NEED AND EXPECTED CONTRIBUTION TO EDUCATIONAL SERVICES:

The extension of the utility system to the campus buildings planned for the future will provide the lowest cost utilities to the buildings. This will help keep operating costs as low as possible for the life of the buildings by providing the cooling and heating water from the central chiller and high temperature water plant.

ALTERNATIVES CONSIDERED:

One alternative discussed for providing the additional chilled water needed for the University Center addition was to install a four-inch diameter pipe from the Physical Services Building to the addition in the existing utility tunnel. The cost for this work is estimated to cost \$80,000. This pipe addition would have no other use than for the University Center addition. It was decided this was too much to spend without a better return on the value of the investment.

PRIORITY RANKING:

This project is the University's number one priority using University funds to construct.

RELATIONSHIP TO LONG-RANGE FACILITY PLANS:

As the campus facilities continue to grow and increase in numbers, more infrastructure development for the distribution of utilities is required. This project provides for some of the infrastructure required for the planned capital projects. Most of the capital projects indicated in the Ten-Year Capital Improvement Plan will be in the southern end of the campus. This utility tunnel addition will provide for the conveyance of utilities to the central and southern end of the campus.

**ATTACHMENT C
SPACE DATA
NEW CONSTRUCTION**

BUDGET AGENCY NUMBER: G-0-95-1-05

PAGE 1 OF 1

(a) ROOM TYPE	CURRENT SPACE IN USE	(b) SPACE UNDER CONSTRUCTION	(b) SPACE PLANNED AND FUNDED	SUBTOTAL CURRENT & FUTURE SPACE	(b) SPACE TO BE DEMOLISHED AS A RESULT OF THIS REQUEST	SPACE IN NEW REQUEST	NET TOTAL FUTURE SPACE
(110 & 115) Classroom	64,769	----	----	64,769	----	----	64,769
(210, 215, 220, 225, 230, 235) Class Lab	83,879	----	400	84,279	----	----	84,279
(250 & 255) Nonclass Lab	2,831	----	----	2,831	----	----	2,831
300 Office Facilities	92,260	----	5,970	98,230	----	----	98,230
400 Study Facilities	35,624	----	----	35,624	----	----	35,624
500 Spec Use Facilities	65,092	----	2,000	67,092	----	----	67,092
600 General Use Facilities	69,240	----	22,000	91,240	----	----	91,240
700 Support Facilities	39,782	----	----	39,782	----	----	39,782
800 Health Care Facilities	675	----	----	675	----	----	675
900 Resident Facilities	7,682	----	----	7,682	----	----	7,682
000 Unclassified	23,770	----	----	23,770	----	----	23,770
TOTAL	485,604	0	30,370	515,974	0	0	515,974

(a) Room type classifications should follow the categories defined in the Commission's Facilities Inventory and Space Utilization Report.

(b) Identify in footnote the specific facilities that are included in the data in the these columns.

Include only space currently in the campus inventory plus new space that has already been authorized, whether it is under construction or not. Only if the proposed project is dependent on another proposed project should the latter project's space data be included in this data. Room type classifications should follow the categories defined in the Commission's Facilities Inventory and Space Utilization Report.

FOOTNOTES

(b) The space planned and funded in the University Center Addition Project.

DRAFT

ATTACHMENT D
PROJECT COST

NEW CONSTRUCTION

BUDGET AGENCY NUMBER G-0-95-1-05

PAGE 1 OF 1

ANTICIPATED CONSTRUCTION SCHEDULE:

	<u>MONTH</u>	<u>YEAR</u>
Bid Date	<u>April</u>	<u>1995</u>
Start Construction	<u>May</u>	<u>1995</u>
Occupancy	<u>March</u>	<u>1996</u>

ESTIMATED CONSTRUCTION COST:

	<u>PROJECT COST BASIS (a)</u>	<u>ESCALATION FACTORS (b)</u>	<u>ESTIMATED PROJECT COST (c)</u>
Planning Costs			
Academic Facilities Planning Fund	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Other Architectural Fees	<u>14,800</u>	<u>0</u>	<u>14,800</u>
Construction			
Structure	<u>175,000</u>	<u>0</u>	<u>175,000</u>
Mechanical (Plumbing, HVAC, Elevators)	<u>70,000</u>	<u>0</u>	<u>70,000</u>
Electrical	<u>0</u>	<u>0</u>	<u>0</u>
Moveable Equipment	<u>0</u>	<u>0</u>	<u>0</u>
Fixed Equipment	<u>0</u>	<u>0</u>	<u>0</u>
Site Development	<u>5,000</u>	<u>0</u>	<u>5,000</u>
Other (Explain)	<u>0</u>	<u>0</u>	<u>0</u>
Total Estimated Project Cost	<u><u>\$264,800</u></u>	<u><u>\$0</u></u>	<u><u>\$264,800</u></u>

(a) Based on current costs prevailing as of (month, year) February 1995

(b) Explain the basis for arriving at this estimate.

This cost estimate was prepared by our consulting Engineers who are preparing construction plans and documents

(c) Description of unique building characteristic, design features, construction materials, site development factors or other considerations affecting cost estimates appears on a separate page immediately following.

ATTACHMENT E
SOURCE OF FUNDING

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: G-0-95-1-05

PAGE 1 OF 1

ESTIMATED TOTAL PROJECT COST: \$264,800

SOURCES OF FUNDING:

Prior Appropriation (Acts of ____)	_____			
State Appropriation Requested	_____	ANNUAL PAYMENT *	YEARS *	RATE *
Bonding Authority (Acts of 1965)	_____	_____	_____	_____
Bonding Authority (Acts of 1929)	_____	_____	_____	_____
Bonding Authority (Acts of 1927)	_____	_____	_____	_____
Lease Purchase	_____	_____	_____	_____
Other <u>Plant Fund Reserves</u> (specify)	<u>\$264,800</u>	_____	_____	_____

* Annual payment based on assumed years and rate. Provide the annual debt service payment information for the appropriation bonding or lease-purchase arrangement even though cash appropriation is requested.

EXPLANATION OF ANY UNIQUE FUNDING FEATURES:

None

**ATTACHMENT F
ESTIMATED CHANGE IN OPERATING COSTS**

NEW CONSTRUCTION

BUDGET AGENCY NUMBER: G-0-95-1-05

PAGE 1 OF 1

GROSS SQUARE FOOTAGE OF AREA AFFECTED BY PROJECT: N/A

ANNUAL OPERATING COST	COST PER SQUARE FOOT	TOTAL COST	PERSONNEL SERVICES	SUPPLIES AND EXPENSE
Operations	\$0.000	0	\$0	\$0
Maintenance	0.000	0	0	0
Fuel	0.000	0	0	0
Utilities	0.000	0	0	0
Other	0.000	0	0	0
Total	\$0.000	\$0	\$0	\$0
LESS: OPERATING COST OF				
Existing Area Affected		0	0	\$0
Other Space Affected		0	0	0
ESTIMATED CHANGE IN COST		\$0	\$0	\$0

DESCRIPTION OF ANY UNUSUAL FACTORS AFFECTING OPERATING AND MAINTENANCE COST:

There are no unusual factors affecting operating and maintenance cost. There will be no additional operating or maintenance costs associated with this project.

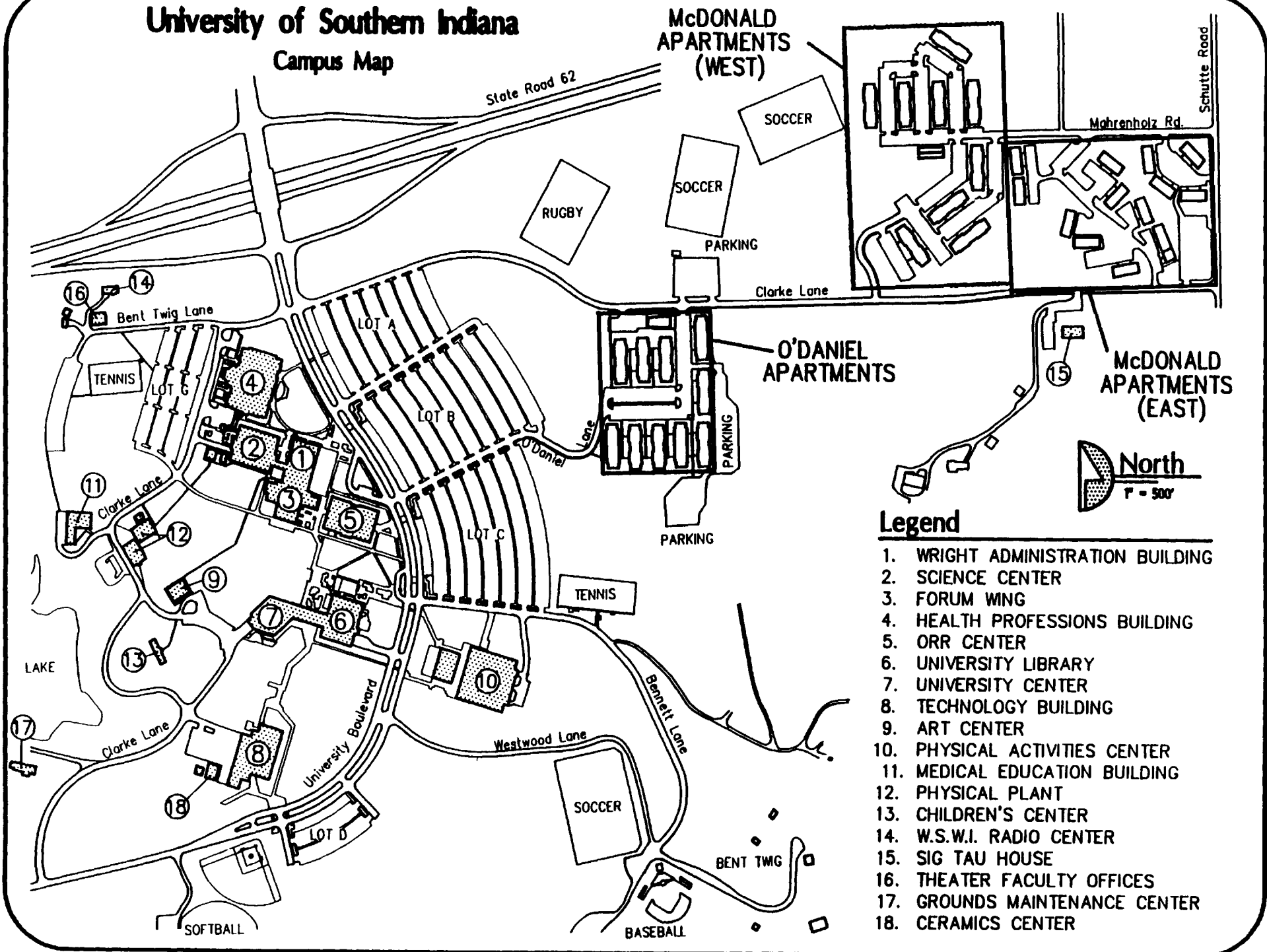
DESCRIPTION OF ANTICIPATED PLANT EXPANSION REQUEST:

Of the above "Estimated Change in Cost", what amount (if any) will be requested as a "plant expansion" adjustment to the institution's operating budget? Beginning in which year?

No increase in our operating costs will be requested.

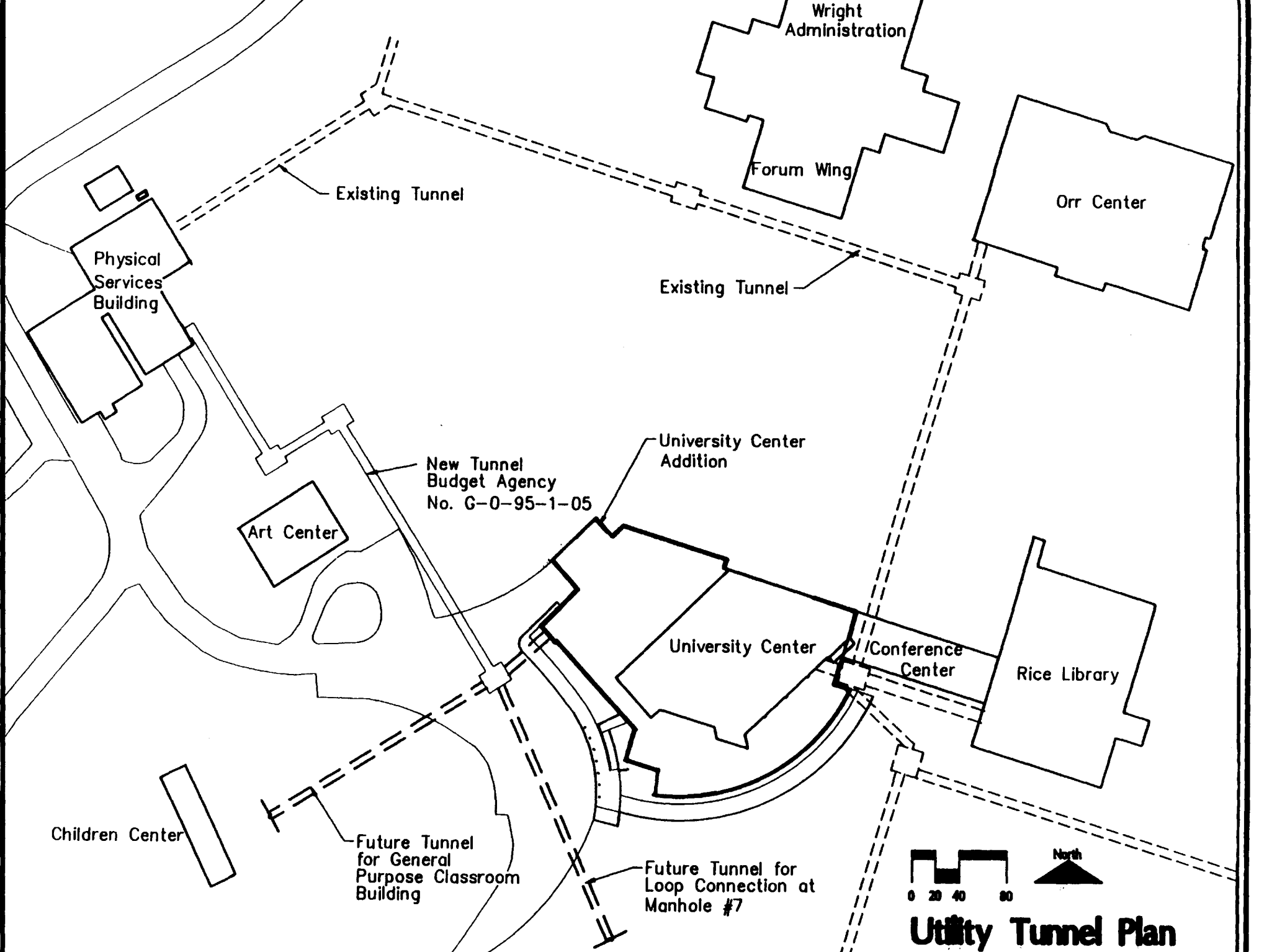
University of Southern Indiana

Campus Map



Legend

1. WRIGHT ADMINISTRATION BUILDING
2. SCIENCE CENTER
3. FORUM WING
4. HEALTH PROFESSIONS BUILDING
5. ORR CENTER
6. UNIVERSITY LIBRARY
7. UNIVERSITY CENTER
8. TECHNOLOGY BUILDING
9. ART CENTER
10. PHYSICAL ACTIVITIES CENTER
11. MEDICAL EDUCATION BUILDING
12. PHYSICAL PLANT
13. CHILDREN'S CENTER
14. W.S.W.I. RADIO CENTER
15. SIG TAU HOUSE
16. THEATER FACULTY OFFICES
17. GROUNDS MAINTENANCE CENTER
18. CERAMICS CENTER



Physical Services Building

Art Center

Children Center

Future Tunnel for General Purpose Classroom Building

New Tunnel Budget Agency No. G-0-95-1-05

University Center Addition

University Center

Wright Administration

Forum Wing

Orr Center

Conference Center

Rice Library

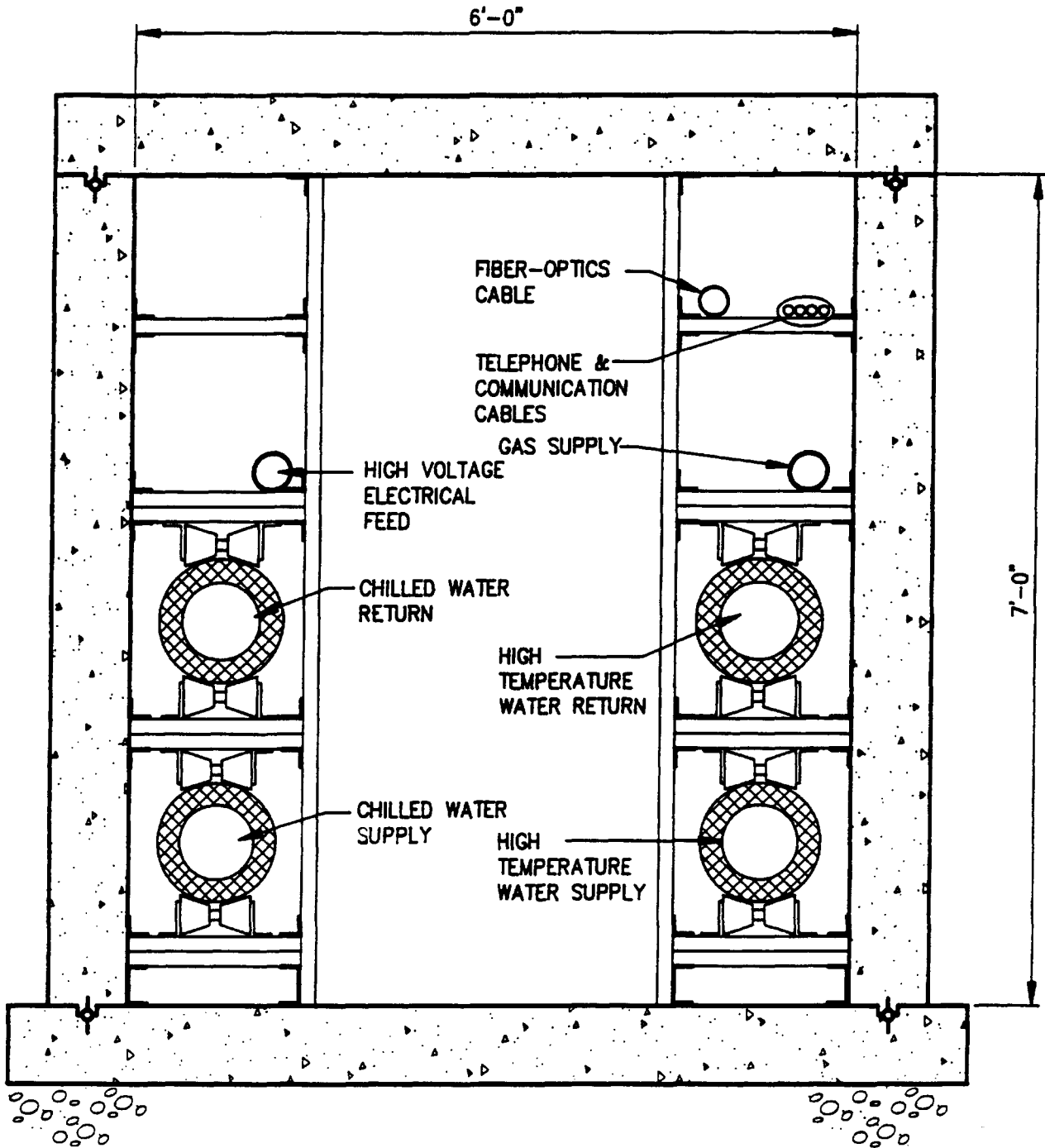
Existing Tunnel

Existing Tunnel

Future Tunnel for Loop Connection at Manhole #7



Utility Tunnel Plan



SECTION THRU TUNNEL

SCALE 3/4" = 1'-0"