

**MINUTES
LONG-RANGE PLANNING COMMITTEE**

**UNIVERSITY OF SOUTHERN INDIANA
BOARD OF TRUSTEES**

May 9, 1997

The University of Southern Indiana Board of Trustees Long-Range Planning Committee met on Friday, May 9, 1997, in the USI University Center. Present were Trustees Louise Bruce, Nicole Cable, Thomas McKenna, and Harolyn Torain. Also attending were President H. Ray Hoops; Vice Presidents John Byrd, Robert Reid, Richard Schmidt, and Sherianne Standley; Associate Vice President for Academic Affairs Ed Jones.

There being a quorum present, Mrs. Torain called the meeting to order at 1:00 p.m.

Mr. Schmidt presented the final agreement between the University and Ratio Architects, Inc. for the Student Housing Planning Project. Negotiations and fees were discussed. The committee has been empowered to act on behalf of the Board of Trustees to approve the agreement. On a motion by Mrs. Bruce, seconded by Ms. Cable, the committee approved the agreement with Ratio Architects, Inc. (Attachment 1)

Dr. Jones reported on USI's involvement in the Downtown Evansville Signature Learning Center. The Signature Learning Center is a partnership of five educational institutions and area businesses in Evansville. The Center is scheduled to open in 1998 and will consist of Signature High School, Center for Adult Continuing Education, Center for International Initiatives, and Business and Professional Conference Center. Signature High School will offer: Humanities/Fine Arts, International Studies, and Science/Mathematics. Students from area public and private high schools will be able to attend classes of interest which their high schools are unable to offer. In addition, postsecondary classes will be offered by USI, University of Evansville, and Ivy Tech State College.

Dr. Reid discussed a new associate degree program in communications to be offered to students statewide to complete degree requirements via telecommunications. The program has been reviewed and approved by USI's Academic Planning Council, and is recommended by the Department of Communications. Approval is needed from the Board of Trustees and the Commission for Higher Education. On a motion by Mr. McKenna, seconded by Mrs. Bruce, the committee voted to recommend that the Board of Trustees approve the new associate degree program in Communications via Distance Education.

The committee received a draft of the recently revised mission statement. Discussion followed on the revisions made to the mission statement. It was recommended that the mission statement be reviewed by committee members. Dr. Reid and Mrs. Standley will contact each committee member for their comments prior to the July Board meeting.

There being no further business, the meeting adjourned at 2:00 p.m.



ARCHITECTS

William Browne, Jr.
David J. Rausch
Steven R. Risting
R. Tim Barrick

April 30, 1997

Donald K. Rothenberger
Kenneth M. Boyce

Mr. Richard W. Schmidt
Vice President for Business Affairs
and Treasurer
University of Southern Indiana
8600 University Boulevard
Evansville, Indiana 47712-3596

RE: Student Housing Planning Project

Dear Dick:

Thank you for selecting the Ratio Architects' design team to complete the Student Housing Planning Project. We are extremely pleased to be given the opportunity to provide design services to the University of Southern Indiana. We have a great interest in the university and look forward to our first project together.

As requested, the following represents our revised design services proposal:

SCOPE OF THE PROJECT

The project will consist of the construction of 1200 to 1500 new beds of housing on the university campus. The project will be phased over several years, with the first phase comprising approximately 250 to 300 beds. A ten year housing study was conducted last year and will be the basis for this project. The housing units will be a mix of types, with the majority of the units being two-bedroom, two-bath units with four beds, approximately 800 square feet in size. There will also be some single occupancy and double occupancy units. The housing will be apartment styled housing rather than dormitory style housing.

The layout of the unit will be unique to the campus housing market. The goal is to take the best of the many varieties of units in the marketplace and develop a creative solution that meets the university's desires. The units need to appeal to students and become a recruiting device for the university.

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The housing will be somewhat modular in concept to allow flexibility in the arrangement and placement of the units. There will be interior corridors, rather than exterior entrances. There may also be some common areas, such as lounges, study areas, and laundry for use by all of the residents. At some point in the phased development, food service for communal dining will also be added.

The buildings are not anticipated to be 100 year buildings, as the housing market tends to be dynamic and future flexibility will likely be needed. A major rehabilitation may occur after a twenty year period of service. The heating and cooling systems for the buildings may utilize the campus systems of chilled water and steam. However, both central and stand alone systems will be considered in the early planning phase.

The site for the housing has been identified in the master plan, and will be located at the southern end of the campus. The housing is planned to blend into the wooded landscape, being carefully placed around the natural ravines to capture views and enhance the overall character of the housing units.

The university is currently constructing housing of a similar type for \$14,000-\$14,500 per bed. It is anticipated that this housing will cost in the range of \$16,000 - \$18,000 per bed. Assuming 1200 beds, this equates to an overall construction budget between \$19,200,000 and \$21,600,000. The university has indicated that the first phase should be assumed to cost \$4,000,000 for 250 beds at \$16,000 per bed, including furniture, fixtures, and equipment (FFE).

The first phase of housing needs to be available for occupancy by students no later than summer 1999 for the fall semester.

SCOPE OF SERVICES

Ratio Architects, in conjunction with our design team members, will provide the design services to complete the Pre-Design Phase for the identified Scope of the Project. As you know, included in our design team are Veazey, Parrott & Shoulders; Biagi, Chance, Cummins, London, & Titzer; Wilke Structural Engineering, Inc.; and Capstone Development.

Ratio will be the lead architect on the project, providing overall project management and design. Veazey will be the associate architect, providing local architectural services focusing on cost estimating and campus integration. Biagi will be the civil and mechanical/electrical engineer, providing site and system design services. Wilke will be the structural engineer. Capstone will be the housing consultant, providing expertise in regard to unit type experience, market knowledge, and financial aspects of campus housing.

The Pre-Design Phase will consist of three components: 1) Investigation/Data Gathering, 2) Design Alternative Investigation, and 3) Recommendation/Report.

INVESTIGATION/DATA GATHERING

We will commence our services with the gathering of all pertinent data as it relates to the project. This will include reviewing the housing report, any appropriate meeting minutes from the housing committee, reviewing drawings of existing housing, and visiting the existing housing currently being constructed, and that already in existence. We will establish a set of Goals for

the project, based on this information and conversation with the project participants. We will also contact the campus master planner, JJR, to better understand their thought process in the integration of the housing project into the campus.

DESIGN ALTERNATIVE INVESTIGATION

Using the established goals, we will begin developing design alternatives. These alternatives will consider site, building, and unit type options, as they are all interrelated. In an effort to expedite this process, we suggest that we conduct a half-day workshop/charette on the campus with the appropriate project individuals to develop the various alternatives. At the completion of the workshop/charette, we will take the suggested alternatives and develop them further for consideration. We anticipate a presentation of these alternatives to reach a recommendation.

RECOMMENDATIONS/REPORT

The recommended alternative will then be developed more completely. The final documents will be compiled into an 8½" x 11" report for distribution and use in obtaining the necessary approvals to move forward with the project.

The deliverables in the final report will include:

1. Site Plan: This plan will address the overall master plan for the housing project, built out in its entirety. It will also develop a phased implementation plan, depicting particularly the first and second phases of the project.
2. Typical Building Floor Plans: These plans will convey the general arrangement of spaces and units within one of the typical buildings. Although there may be some variation in the buildings, only one will be delineated at this time, with the balance being reserved for further investigation in the next phase of the project.
3. Typical Unit Floor Plans: These plans will depict the typical units for the housing project. We are assuming there will be three or four unit types.
4. Typical Building Exterior Elevations: One of the typical buildings will be depicted, showing exterior materials, overall image, and scale of the building.
5. Exterior Perspective Rendering: This rendering will delineate a particular view of the housing project, presenting the overall image of the facilities.
6. Narrative: A narrative description will accompany the graphic presentation describing the various building components, materiality, and systems.
7. Cost Opinion: An overall cost opinion will be offered for the first phase of the project. This cost opinion will be broad in scope, but will assist in defining the budget for this first phase of construction.

SCHEDULE

We will commence our services upon receiving written authorization to proceed. We understand that the university is desirous of presenting the findings of this initial effort to the Board of Trustees at the July meeting. Assuming an April 1, 1997 start, we anticipate that the Investigation/Data Gathering can be complete by April 11, 1997. The Design Alternative Investigation is anticipated to be complete by May 30, with the design workshop/charette being scheduled the week of April 21. The Recommendations/Report will be complete by June 30, 1997.

A more detailed schedule will developed at the commencement of the project.

COMPENSATION

In consideration of the Scope of the Project, Scope of Services, and Schedule, we will complete the initial Pre-Design services as described in this proposal for the lump sum fee of Twenty Five Thousand Dollars (\$25,000.00). This amount will be credited to the overall fee for the first phase of the project.

As it is difficult to quantify the exact scope of the first phase of the project, we suggest that at this time a percentage of construction cost fee be established for budgeting purposes. One of the larger variables to consider in defining the scope is the type of mechanical systems to be utilized in the project. Whether the housing is on the central campus system or utilizes stand alone residential units could have a significant effect on the project fees, as this will relate directly to the engineering costs required. As such, we suggest a fee of 6% be established for the first phase of the project.

REIMBURSABLE EXPENSES

Expenses attributable to your project will be invoiced as a Reimbursable Expense at 1.10 times our direct cost. Expenses will include:

- A. Drawing Reproduction/Photographic Reproduction
- B. Copying
- C. Supplies
- D. Mailing/Express Mail
- E. Long Distance Communication
- F. Mileage at the current IRS allowable rate
- G. Surveying/Soils Testing/Permitting
- H. Renderings/Models
- I. Travel/Lodging/Meals
- J. Other miscellaneous expenses incurred in the interest of the project

We have estimated that Reimbursable Expenses will not exceed Five Thousand Dollars (\$5,000.00). This includes one rendering, two airline tickets from Birmingham, AL to Evansville, IN for two meetings, and four copies of the final report.

ADDITIONAL SERVICES

Any additional services beyond the identified Scope of Services, which you may request, shall be invoiced at the hourly rate of the personnel assigned to the task. The following firm position titles fall within each Technical Level:

FIRM TITLES	RANGE OF HOURLY RATES
Principal	\$115.00
Associate Principal	\$105.00
Supervisor Associate Director Specification Editor Construction Observer	\$75.00 - \$95.00
Tech Level 1 Architect Engineer Interior Designer Landscape Architect Graphic Designer Specification Writer	\$55.00 - \$75.00
Tech Level 2 Graduate Architect Graduate Landscape Architect Graduate Engineer Graduate Interior Designer Graduate Graphic Designer Technician CADD Operator/Technician	\$40.00 - \$60.00
Tech Level 3 Professional Intern Technical Intern	\$30.00 - \$40.00
Tech Level 4 Word Processor Other Support Services as required	\$30.00 - \$50.00

PAYMENT SCHEDULE

Invoices shall be sent monthly and shall be in proportion to services performed. Payment is due upon receipt. Amount unpaid thirty (30) days after being received shall bear interest at one and one-half percent (1½%) per month accrued.

Mr. Richard W. Schmidt

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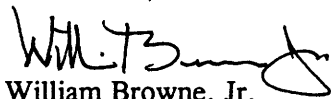
April 30, 1997

ABANDONMENT

If the project is abandoned, in part or in whole, payment on account of the services performed shall be made upon presentation of a final accounting of services rendered and expenses incurred since the last paid invoice to the date of such action.

Please review this proposal and if all is in order, return an executed original for our file. If you have any questions, do not hesitate to contact me directly. Once again thank you for involving Ratio Architects in this very exciting project.

All the best,



William Browne, Jr.

President

Authorization to Proceed:



5-1-97

University of Southern Indiana

Date

Richard W. Schmidt, Vice President for Business Affairs and Treasurer

cc: R. Tim Barrick - Ratio
Mike Shoulders - Veazey, Parrott & Shoulders
Keith London - Biagi, Chance, Cummins, London & Titzer
Mike Mouron - Capstone Development
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