UNIVERSITY of HAWAI'I®
SYSTEM

Office of Capital Improvements

August 26, 2009

MEMORANDUM

TO: The Honorable Linda Lingle
Governor, State of Hawai'i

THROUGH: Honorable Georgina K. Kawamura
Director, Department of Budget and Finance

FROM: Brian K. Minaai
Associate Vice President for Capital Improvements

SUBJECT: Request Permission to Advertise for Bids and Award Construction Contract, and Release of Design and Construction Funds for University of Hawai'i at Hilo, Student Services Building, Addition and Renovation, Hawai'i, Project Number 99-413, as Authorized by Act 213, Session Laws of Hawai'i 2007, as Amended and Renumbered by Act 158, Session Laws of Hawai'i 2008, Item G-119

Permission is requested for the release of $27,469,000 in general obligation bond funds for the subject project.

1. This request consists of an allotment of $337,000 to finance the completion of design and $27,132,000 to finance the construction cost for the University of Hawai'i at Hilo's Student Services Building Addition.

2. Additional information or comments:

   Act 213, Session Laws of Hawai'i 2007, appropriated $27,782,000 in general obligation bonds in fiscal biennium 2007-2009 for the design, construction, and equipment for the University of Hawai'i at Hilo's Student Services Building Addition and Renovation. The project received prior appropriations totaling $1,000,000, which have been fully allotted. On January 3, 2008, the Governor approved an allotment for $313,000 to finance additional design costs to incorporate LEED technologies into the project and the development of a new parking lot, which is required by the County of Hawai'i.

   This allotment request consists of an additional allotment of $337,000 for design, which will finance the bidding and construction administration phases of the consultant's contract, design the furniture and equipment plans and specifications, and design of a new photovoltaic system. The aforementioned $313,000 allotment, which was to incorporate LEED technologies, did not include the design of a photovoltaic system for the facility.

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An Equal Opportunity/Affirmative Action Institution

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The balance of the appropriation, $27,132,000, is requested for construction allotment, which we plan to advertise as soon as October 2009. The University respectfully requests expedited allotment of the full $27,469,000 so that this high priority and high profile project can begin construction as soon as possible. In the interest of encumbering the appropriation in a timely basis, the University intends to expedite the equipment purchases through the construction contract. Therefore, this allotment request represents the completion of the addition to the Student Services Building.

The project will provide an addition to the existing Student Services Building to consolidate Student Services programs and facilitate future program expansion. The Student Services Building was built over twenty-five years ago. It was originally designed as an Administration Building; however, due to expanding student enrollment and programs, the administrative function was forced out of the building. The continued growth has made conditions at the Student Services Building overcrowded.

3. The University of Hawai‘i’s Associate Vice President for Capital Improvements ensures that there are adequate funds currently appropriated for the design and construction of this project, and upon completion, the project will comply with the following:

    a. All applicable Federal, State, and County laws, statutes, codes, ordinances, and rules and regulations;
    b. Educational specifications and standards for facilities; and,
    c. American with Disability Act standards.

Department contact: Ryan Kurashige (808) 956-8216

The following are attached as required:

1. CIP Project Information and Justification Sheet (Table R)
2. CIP Summary of Proposed Expenditures (CIP Form 2)
3. Allotment Advice (Form A-15)
4. Appropriate map or site plan

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RECOMMEND:

_____ APPROVAL _____ DISAPPROVAL

_____ Date: _____
Director of Finance

_____ APPROVED _____ DISAPPROVED

_____ Date: _____
Governor of Hawai‘i

Attachments

c: President Greenwood
Chancellor Tseng
Ryan Kurashige

TABLE R (5/97)

CAPITAL PROJECT INFORMATION AND JUSTIFICATION SHEET

Expending Agency	UOH
Program ID	UOH 210
Project Number	413

Island	Sen. District	Rep. District	Priority No.	Prev. Priority No.	Project Scope	Scope Codes	Date
Hawai‘i	1	2		N/A	A/I	N - New I - Renovation A - Addition R - Replacement O - Ongoing	26-Aug-2009

PROJECT TITLE: UHH, Student Services Building, Addition and Renovation, Hawai‘i

PROJECT DESCRIPTION: Plans, design, construction, and equipment for the Student Services Building. Project to include ground and site improvements, development of new facility, equipment and appurtenances, and all related project costs.

TOTAL ESTIMATED PROJECT COST (In Thousands of Dollars)

	PRIOR APPROPRIATIONS (Including MOF)						BUDGET REQUEST (Including MOF)		FUTURE YEARS	TOTAL PROJECT COST
	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM	ACT YR ITEM				
COST ELEMENT	91-99-G86	177-02-G57A	213-07-G119	158-08-G119						
PLANS	200	1	0	0						201
LAND	0	0	0	0						0
DESIGN	0	799	1,331	0						2,130
CONSTRUCTION	0	0	24,811	0						24,811
EQUIPMENT	0	0	0	1,640						1,640
TOTALS	200 C	800 C	26,142 C	1,640 C						28,782

PROJECT INFORMATION AND JUSTIFICATION:

a. Total scope of project.

This project will provide an addition to the existing Student Services Building to consolidate Student Services programs and facilitate future program expansion.

b. Identification of need and evaluation of existing situation.

The Student Services Building was built over 25 years ago. It was built as the Administration Building, however, due to expanding student enrollment and services, the Administration function moved out of the building over 15 years ago. The continued enrollment and program growth has made the Student Services Building crowded. Hallways are being used for work areas, files, and storage. Such condition poses a safety hazard. The Fire Marshall has ordered the removal of items per code requirements. The addition will provide adequate space and consolidate administrative functions that are dispersed throughout the campus.

c. Alternatives considered and impact if project is deferred

Deferral of the project will result in continued use of overcrowded facilities that compromises the quality of services to students and efficiency of administrative units.

d. Discuss what improvements will take place when project is completed (including benefits to be derived and/or deficiencies this project intends to correct)

This project will enhance the quality of services provided to students, faculty, staff, and general public. The project will increase efficiency of student service functions.

e. Impact upon future operating requirements (show initial and ongoing funding requirements by cost element, including position count, means of financing, fiscal year

General Fund annual requirements: $117,500 ($37,500 salaries; $60,000 utilities; $20,000 repairs and maintenance and supplies).

f. Additional information.

CIP PROJECT SUMMARY OF PROPOSED EXPENDITURES

DATE: August 26, 2009

PROJECT: UHH, Student Services Building Addition and Renovation, Hawaii

DEPARTMENTAL PRIORITY NO. ___OF_____

TITLE: UHH, Student Services Building Addition and Renovation, Hawaii

CAPITAL PROJECT No UH 99-413

	SOURCE OF FUNDS (ACT/ITEM, ACCOUNT NUMBER, FEDERAL, COUNTY, PRIVATE)							
COST ELEMENTS	Act 213/07 G-119 B07-406F	Act 213/07 G-119 B07-407F						**TOTAL**
LAND ACQUISITION								
Land								
Consultant Services								
Staff Support								
PLANS								
Consultant Services								
Staff Support								
DESIGN	650,000							650,000
Consultant Services								
Staff Support								
CONSTRUCTION		26,883,890						26,883,890
Basic Bid								
Alternates								
Contingency								
Consultant Services								
Staff Support								
Other Costs								
EQUIPMENT								
Basic Bid								
Consultant Services								
Staff Support								
WORKS OF ART		248,110						248,110
TOTAL PROJECT COST	650,000	27,132,000						27,782,000
ALLOTTED TO DATE*	313,000	- -						313,000
ALLOTMENT REQUEST	337,000	27,132,000						27,469,000
BALANCE	0	0						0
FUNDS APPROPRIATED	650,000	27,132,000						27,782,000

1| 2|

***(AA# & DATE)**		**COMPLETION**
PLANS:		
LAND:		
DESIGN:	08-0110; this request	Oct-2009
CONST:	this request	Jul-2011
EQUIP:		

COMMENTS: 1. Transfer in from B07-406F(D) $681,000 to B07-407F(C)

2. Revert/Reallot from B08-422F(E) $1,640,000 to B07-407F(C).

STATE OF HAWAII

ALLOTMENT ADVICE

TO: The Honorable M.R.C. Greenwood, President

University of Hawaii

ADVICE NO. _____ xxxxxxxx

COMPTROLLER'S NO. _____ xxxxxxxx

I have this day approved the following allotment from the general obligation bond fund appropriation authorized by Act 213, SLH 2007, as amended and renumbered by Act 158, SLH 2008, for the purpose indicated.

TC	F	YR	APP	D	ALLOT CAT	SOURCE/ OBJECT	ITEM	TITLE AND PURPOSE OF ALLOTMENT	MOF	AMOUNT	
xxx	x	xx	xxx	xx	xx	xxxx	xxxxxx	(20 x)	x	xxxxxxxxxxx	xx
								Reversion, Transfer and Allotment			
473	B	07	406	F			G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Design)	C	681,000	00
474	B	07	407	F			G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Construction)	C	681,000	00
531	B	07	406	F	20		G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Design) Plans, design, construction and equipment for the Student Services Building. Purpose: To finance the design cost for the University of Hawaii at Hilo, Student Services Building.	C	337,000	00
532	B	08	422	F			G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Equipment)	C	1,640,000	00
473	B	08	422	F			G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Equipment)	C	1,640,000	00
474	B	07	407	F			G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Construction)	C	1,640,000	00
531	B	07	407	F	20		G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Construction) Purpose: To finance the construction cost for the University of Hawaii at Hilo, Student Services Building.	C	26,883,890	00

STATE OF HAWAII

ALLOTMENT ADVICE

TO: _____

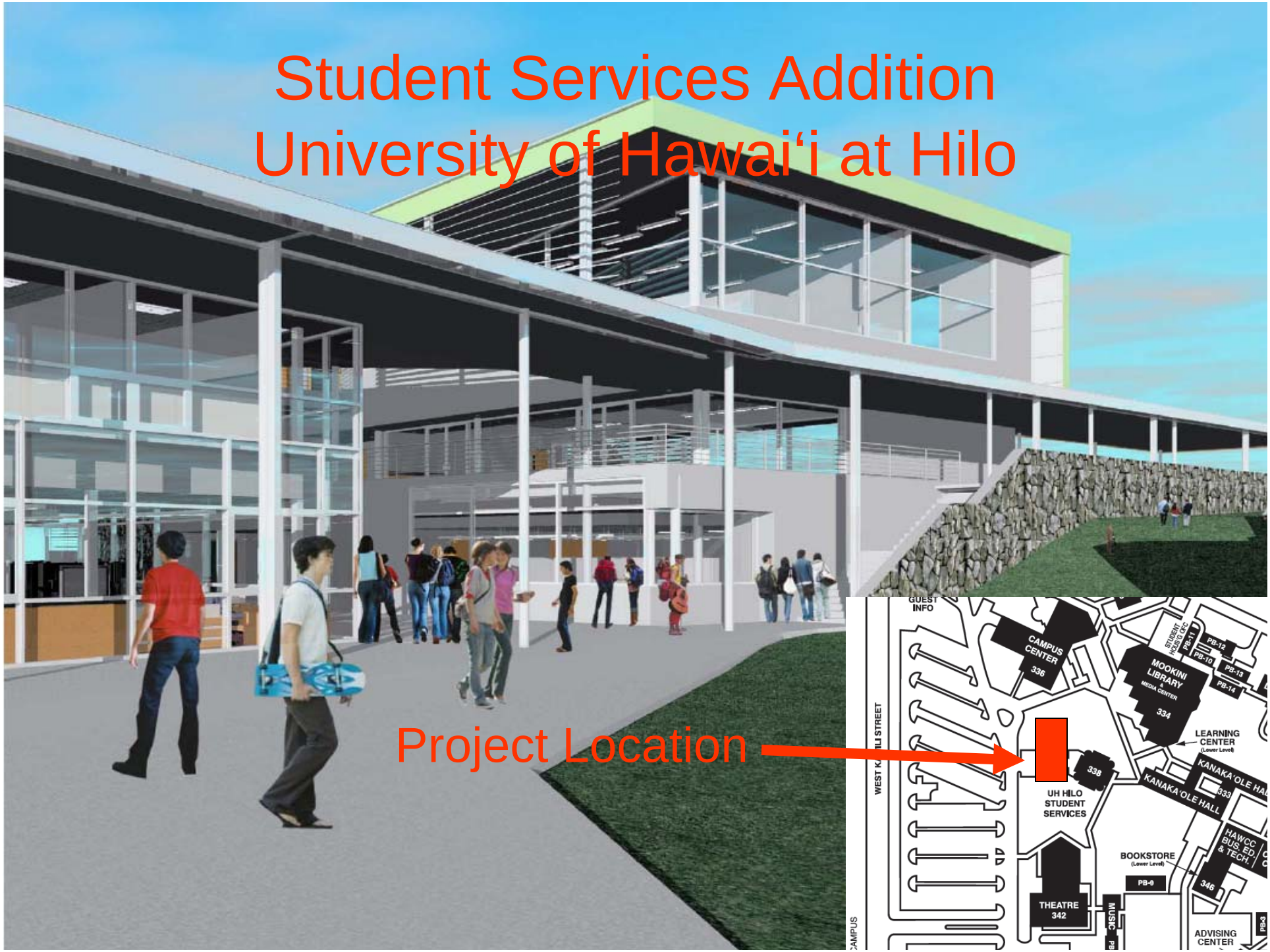
ADVICE NO. _____ xxxxxxxx

COMPTROLLER'S NO. _____ xxxxxxxx

TC	F	YR	APP	D	ALLOT CAT	SOURCE/ OBJECT	ITEM	TITLE AND PURPOSE OF ALLOTMENT	MOF	AMOUNT	
xxx	x	xx	xxx	xx	xx	xxxx	xxxxxx	(20 x)	x	xxxxxxxxxxx	xx
531	B	07	407	F	20		G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Construction)	C	248,110	00
804	B	07	407	F		9992	G-119	UHH, Student Services Building Addition and Renovation, Hawaii (Construction)	C	248,110	00
805	S	10	319	F		1994		Works of Art Special Fund	B	248,110	00
								Purpose: To transfer works of art funds to the Works of Art Special Fund			
								Total Allotment - $27,469,000.00			
								UH Job No. 09-413			

_____
GOVERNOR, STATE OF HAWAII

DATE: _____

_____
DIRECTOR OF BUDGET AND FINANCE

Student Services Addition
University of Hawai‘i at Hilo