

**DRAFT**

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**SPECIAL MEETING**

**Wednesday, December 12, 2007**

Final Minutes can be found on the University of Wyoming Board of Trustees website  
at [www.uwyo.edu/trustees/meetings](http://www.uwyo.edu/trustees/meetings)

**THE UNIVERSITY OF WYOMING  
SPECIAL MEETING OF THE BOARD  
MINUTES OF THE TRUSTEES**

**Wednesday, December 12, 2007  
7:00-9:00 a.m.; in Old Main Boardroom/Conference Call  
[some Trustees participated in person]**

**AGENDA**

Call to Order .....	1
Roll Call .....	1
Public Session .....	1
1. Selection of a Construction Manager at Risk (CMAR) for the Berry Center, Harris	
2. Potential Bond Funding for the Renovation of Downey Hall, Harris	
3. UW Budget Request Discussion, Buchanan	
4. Other	
Adjournment .....	3
<b>Attachments</b>	
Memo entitled: <i>Construction Manager at Risk (CMAR) – Berry Center</i> sent from Vice President Phill Harris to the UW Board of Trustees.....	4
Memo entitled: <i>Renovation of Downey Hall</i> , sent from Vice President Phill Harris to the UW Board of Trustees .....	6

### **Call to Order**

President of the Board of Trustees Dick Davis called the meeting to order at 7:02 a.m.

### **Roll Call**

Those present for the conference call were: Dave Bostrom, Chuck Brown, Dick Davis, Betty Fear, Warren Lauer (in the boardroom), Jim Neiman, Dave Palmerlee, Ann Rochelle, Tom Spicer, and James Trosper. Ex-Officio Trustees in attendance included President Tom Buchanan (in the boardroom), ASUW President David Kiren (in the boardroom), State Superintendent of Public Instruction Jim McBride, and Mr. Chris Boswell, Governor's Chief of Staff, participating on behalf of Governor Dave Freudenthal. Not in attendance were Trustees Haynes and Willson.

### **Public Session**

#### **1. Selection of CMAR for the Berry Center, Harris**

Vice President Phill Harris referred to the memorandum, entitled: *Construction Manager at Risk (CMAR) – Berry Center*, sent to the Board in advance of the meeting. He then discussed the content of the memo, which explained the process used for selection of a CMAR for the Berry Center project. Vice President Harris recommended that the CMAR be awarded to Haselden Construction LLC, from Centennial, Colorado (construction services noted in the memo) for the Berry Center project. If negotiations are not successful with the first ranked firm then negotiations will be terminated with the first ranked firm and opened with the second ranked firm.

Trustee Rochelle moved to approve the recommended for the CMAR as stated by Vice President Phill Harris; Trustee Bostrom seconded the motion.

Discussion followed by the Board regarding siting of the center, removal of the Bunkhouse building, history in dealing with Haselden Construction, the company's reputation around the state. The motion passed unanimously.

## **2. Renovation of Downey Hall, Harris**

Vice President Harris next discussed the potential for bond funding of Downey Hall (memo regarding this topic is attached). He briefed the Board on his conversations with residence life and dining services, College of Business and the libraries regarding displacement of faculty during construction. He then noted that there is no motion required at this time.

Trustee Lauer asked that Vice President Harris walk the Board through the recommendations for the increases for the resident housing costs and relation to the bond funding.

Vice President Harris explained the increase in room and board rate for the coming year and the components that are embedded in that. He then discussed federal mineral royalties and the physical plant budget. Vice President Harris stated again that the University is not in a position to move forward and recommends we do not take action at this time. It primarily has to do with the College of Business and relocating faculty.

## **3. UW Budget Request Discussion, Buchanan**

President Buchanan began discussion with the Board, commenting that this is an opportunity for the Board to ask questions about the budget.

Trustee Rochelle commented that she received comments from Casper legislators, stating that the presentations and discussions that President Buchanan and Vice President Miller had with them was very positive.

There was continued discussion by the Board regarding upcoming meetings with the JAC, conversations with the Governor, our institutional priorities, College of Business funding, and matching funds.

Chief of Staff Chris Boswell (representative for Governor Freudenthal) commented that he felt that the request from UW is in very good shape. Agencies state-wide have seen very dramatic

increases over the past years. The revenue picture is quite healthy for the state. He then requested that the Board have a discussion at another meeting regarding royalties.

#### **4. Other**

Trustee Neiman stated that he had the opportunity to travel to Germany a couple weeks prior. He thanked President Buchanan and recognized Vice President Bill Gern, Associate Vice President Nicole Ballenger, and ASUW President David Kiren for representing the University so well. He would like to discuss further at the January Board of Trustees meeting.

Trustee Lauer made a motion to move into Executive Session; Trustee Spicer seconded. The motion passed unanimously.

The Board was in Executive Session from 7:39 a.m. until 8:27 a.m.

#### **Adjournment**

Trustee Rochelle moved to adjourn the meeting. Trustee Lauer seconded the motion which passed unanimously.

The meeting was adjourned at 8:28 a.m.

Respectfully submitted,

Shannon Sanchez  
Deputy Secretary, Board of Trustees

# UNIVERSITY OF WYOMING

Vice President for Administration

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November 29, 2007

TO: Board of Trustees  
University of Wyoming

FROM: Phill Harris, Vice President  
Administration

SUBJECT: Construction Manager at Risk (CMAR) – Berry Center

Nine responses from the CMAR's were received in response to the request-for-qualifications (RFQ) for the Berry Center. The project was advertised on the Facilities Planning web site and in Wyoming newspapers on October 5 through 19, 2007. The Berry Center Planning Team under the guidance of Facilities Planning Office and in consultation with the Design Team (Malone Belton Abel) short listed four firms. These four firms responded to a request-for-proposals on November 13, 2007. Each firm had to provide their proposed fee for the preconstruction services, a construction services fixed fee and a proposed construction completion time. Each firm was provided the Level 1 documents for the project and the anticipated construction budget for the project of \$13,625,000.00. The proposal summaries were then opened and read publicly.

The firms were then interviewed on November 21, 2007. At the interviews each CMAR was asked to respond to a common set of questions posed to each firm. The questions were provided prior to the interview by the planning and design teams to assist them in understanding the firm's qualifications and proposals. Each CMAR was also required to bring their proposed home office and site management personnel for the project to the interview for face to face evaluation of qualifications and synergies between all team members, UW, Architect and CMAR.

The recommendations of the Berry Center Planning Team and the Facilities Planning Office for three firms in priority order are:

1. Haselden Construction LLC, Centennial, Colorado, with a basic proposal of \$52,406 for preconstruction services, \$1,293,881 for the construction services and 365 calendar days for construction completion.
2. Adolphson & Peterson, Aurora, Colorado, with a basic proposal of \$31,200 for preconstruction services, \$1,424,954 for the construction services and 480 calendar days for construction completion.
3. Kiewit Building Group, Englewood, Colorado, with a basic proposal of \$99,250 for preconstruction services, \$1,255,659 for the construction services and 485 calendar days for construction completion.

Haselden Construction proposed the shortest construction completion time of 365 calendar days and presented the best proposal with respect to their project delivery and the quality of the personnel assigned to the project.

It is my recommendation and that of the Planning Team and the Facilities Planning Office that Haselden Construction LLC, Centennial, Colorado, is awarded the CMAR contract for the Berry Center. If negotiations are not successful with the first ranked firm then negotiations will be terminated with the first ranked firm and opened with the second ranked firm.

CC: President Buchanan  
Roger Baalman

# UNIVERSITY OF WYOMING

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December 7, 2007

TO: Board of Trustees  
University of Wyoming

FROM: Phill Harris, Vice President  
Administration

SUBJECT: Renovation of Downey Hall

The University submitted a state general fund request for \$5,191,000 to renovate Downey Hall. The Governor did not recommend funding this request through a general fund appropriation leaving open the question whether this project should be funded by bond funds financed through residence hall room and board charges.

Residence Life and Dining Services submitted fee requests for Fiscal Year 2009 that did not contemplate financing \$5.2 million additional debt service for the renovation of Downey Hall. Their current fee proposal reflects an overall increase in residence hall room and board rates of 5.95%. This increase reflects the additional revenue needed to fund the 4% salary adjustment the Governor has recommended for all employees, maintaining 85% of the employer paid contribution for health insurance premiums, and adjusting operating budgets to reflect increased costs for utilities and food. The requested increase also incorporates a 2% allocation being set aside for future renovations. With this proposed increase the unlimited meal plan would increase from \$4,116 to \$4,361 (\$245) per year and double occupancy room rates from \$3,066 to \$3,249 (\$183).

I've recently met with bond underwriters to assess potential costs for the University to issue additional bonds to finance the Downey Hall project. Interest rates in the bond market remain very favorable with current fixed rates for tax-exempt bonds running around 4.7%. Average debt service for the \$5 million renovation of Downey Hall would be approximately \$377,000 per year for a 20 year bond issue. Layering on the additional debt service requirement for Downey Hall would require an additional rate increase of approximately 2.9%. Utilizing the 2% presently incorporated in the fee proposal would require an additional .9% increase.

Beyond the fiscal implications for financing the Downey Hall project the institution is also faced with the challenge of securing temporary office space for faculty and staff displaced by the construction of the College of Business and ILLC. The ILLC project is currently under construction and the COB project will likely start in 2008. Both projects will displace more than 60 offices, numerous work spaces, conference rooms and classrooms. While numerous alternatives have been explored, including the leasing of temporary modular office units, the

most efficient solution appears to be utilizing Crane Hall as the location for temporary offices. This residence hall is presently off-line as the fire sprinkler system was being installed. A renovation in Downey Hall would require space in Crane Hall to accommodate student housing demand and sufficient space would not exist for the relocation of faculty and staff displaced by the COB and ILLC projects.

It is my recommendation that the renovation of Downey Hall be postponed. This permits utilizing Crane Hall for office space during construction of the COB and ILLC projects and also allows Residence Life and Dining Services to slowly increase room and board rates such that the debt service for renovation of White and Downey Halls could be accommodated without layering on additional costs for debt service. It may also be possible to refund portions of the 1999 and 2001 bond series in 2010, thereby reducing the overall debt service to the institution.

CC: President Buchanan