



East Carolina University | Board of Trustees

Finance and Facilities Committee Meeting | April 25, 2014

Agenda

I. MINUTES

Approval of February 13, 2014 Minutes **Action**

II. ACTION AND INFORMATION ITEMS

- A. Approval to Purchase Four Residential Properties **Action**
 - 404 S. Jarvis Street
 - 405 S. Summit Street
 - 407 S. Summit Street
 - 409 S. Summit Street
- B. Approval to Lease **Action**
 - 3,680 SF of Clinical/Office Space located at 6-4 Medical Drive
- C. Health Sciences Campus Student Services Building **Action**
 - Building Design and Status Update & Approval of Elevations
- D. Main Campus Student Union
Building Design and Status Update Information
- E. Employment of Related Persons Information
- F. Dance Studio Building
Building Design and Status Update Information
- G. Designer Selections Approved Since
February, 2013 Board Meeting Information
- H. Parking Presentation Information
- I. Capital Projects Update Information
- J. Other Information

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	I.A.
Item Description	Minutes of February Meeting
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	

**ECU Board of Trustees
Finance and Facilities Committee Minutes
February 14, 2014**

Committee Members Attending: Terry Yeargan, Chair, Max Joyner, Edwin Clark, and Bob Plybon. Mark Copeland, Steve Jones, and Robert Brinkley were on the conference line.

Others Attending: Rick Niswander, Steve Duncan, John Fields, Scott Buck, Bill Bagnell, Bill Koch, Donna Payne, and Rhonda Jordan.

The Finance and Facilities Committee meeting was called to order at 10:55 a.m. by Chairman Yeargan, who read the conflict of interest statement. No conflicts were identified. The minutes of the September 19, 2013, Finance and Facilities Committee meeting were approved.

Easements

. The Committee reviewed a request to Grant a Waterline Easement to Greenville Utilities Commission for the Founders Way Project. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

Leases

The Committee reviewed a request for Student Life to Lease Off-Campus Student Apartments. Mr. Buck was available for questions. The Committee approved a motion to recommend that the full Board approve the request

Designer/Site Selection

The Committee reviewed the request to move forward with the Designer Selection at North Recreational Complex Phase. Mr. Bagnell was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

The Committee reviewed the request to move forward with the Site Selection/Approval Request for the HSC Student Services Building. Mr. Bagnell was available for questions. The Committee approved a motion to recommend that the full Board approve the request.

Information

Mr. Yeargan & City Officials updated the Committee on all the City & Uptown Projects & priorities.

Dr. Niswander updated the Committee on the Capital Projects.

Mr. Bagnell updated the Committee on the Designer Selections since November 1, 2013.

The meeting adjourned at 12:07pm.

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.A.
Item Description	Approval to purchase 4 residential properties 404 S. Jarvis Street 405 S. Summit Street 407 S. Summit Street 409 S. Summit Street
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	

Associate Vice
Chancellor for
Administration
and Finance -
Business Services
224 Ragsdale Building
East Carolina University
Greenville, NC 27858-4353

252-328-6910 office
252-328-1558 fax

MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: April 9, 2014

SUBJECT: Request ECU Board of Trustees Approval to Purchase Four Residential Properties at 404 South Jarvis Street, 405 South Summit Street, 407 South Summit Street and 409 South Summit Street

Request ECU Board of Trustees approval to purchase four residential properties from the ECU Real Estate Foundation at a purchase price of \$1,160,000 plus closing and carrying costs as described below.

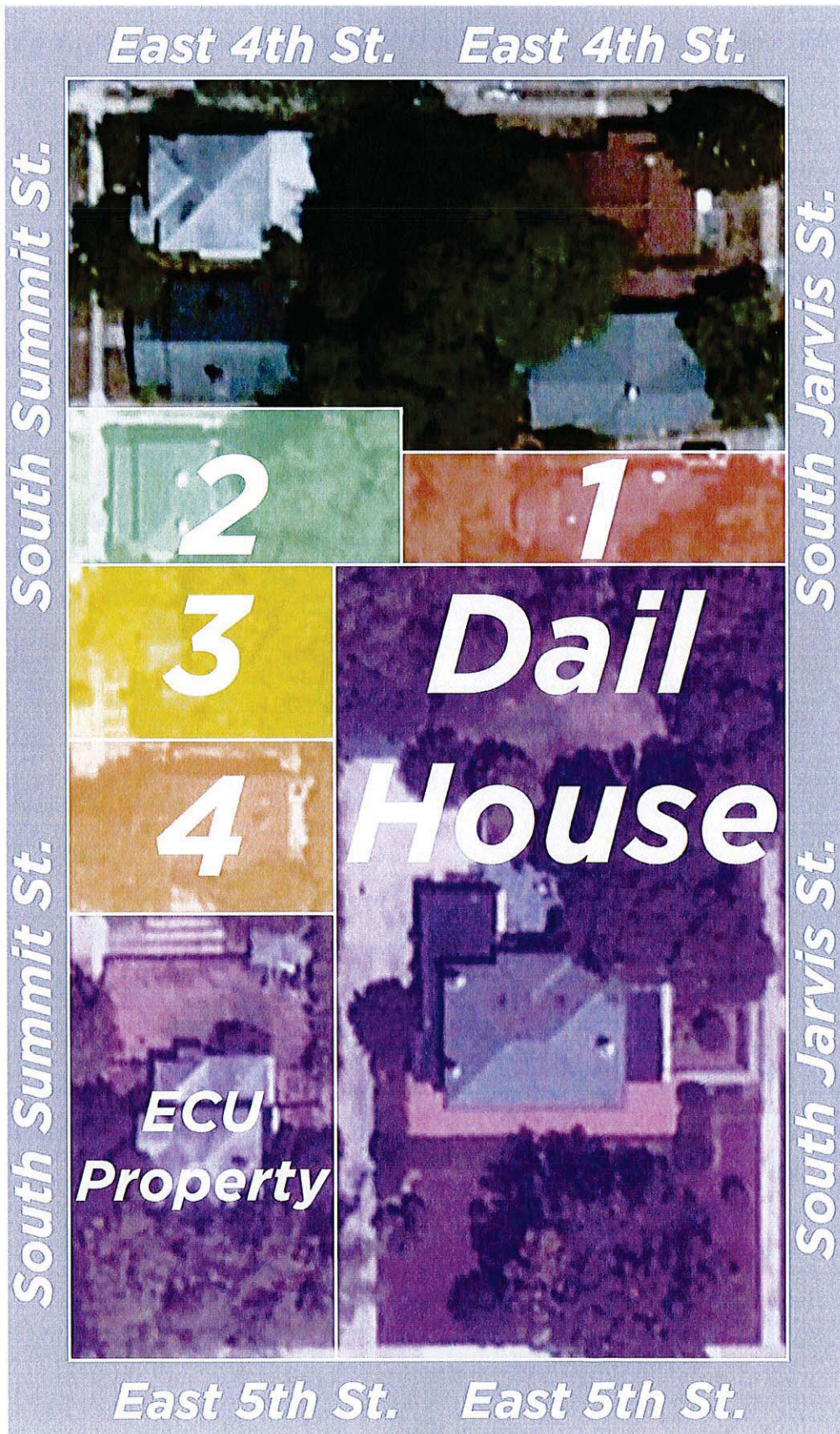
Address	Acres	Heated SF	Yr. Built	Purchase Price
404 South Jarvis Street	0.12 acres	1,544 SF house	1935	\$175,000
405 South Summit Street	0.13 acres	2,208 SF house	1923	\$290,000
407 South Summit Street	0.09 acres	2,169 SF house	1940	\$320,000
409 South Summit Street	0.09 acres	2,516 SF house	1913	\$375,000

These four properties are rental houses in fair condition and our plan is to sever the structures when deemed appropriate.

Purchase shall be from auxiliary overhead receipt funds. Purchase is contingent on approvals from the UNC Board of Governors, Joint Commission on Governmental Operations and Council of State.

Attachment (1)

cc: B. Clark
B. Bagnell
J. Womer
T. Walton



LEGEND

University Owned

- 605 East Fifth Street - Dail House
- 601 East Fifth Street - ECU Property

Seeking Approval to Purchase

- 1 404 South Jarvis Street
- 2 405 South Summit Street
- 3 407 South Summit Street
- 4 409 South Summit Street

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Business Services Scott Buck
Agenda Item	II.B.
Item Description	Lease 3,680 SF of Clinical/Office Space located at 604 Medical Drive
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	

Associate Vice
Chancellor for
Administration
and Finance -
Business Services

224 Ragsdale Building
East Carolina University
Greenville, NC 27858-4353

252-328-6910 office
252-328-1558 fax

MEMORANDUM

TO: Rick Niswander

FROM: Scott Buck *Scott*

DATE: March 25, 2014

SUBJECT: Request ECU Board of Trustees Approval to Lease \pm 3,680 SF of Clinical/Office Space Located at 604 Medical Drive

The Department of Physical Medicine and Rehabilitation, ECU Physicians requests ECU Board of Trustees approval to lease \pm 3,680 SF of clinical/office space located at 604 Medical Drive from Vidant Medical Center.

The annual lease amount of \$69,478.40 (\$18.88/SF) includes utilities and excludes janitorial and interior maintenance. All routine exterior maintenance will be provided by Vidant. Lease term is one year, with three, one year renewal options subject to rate increases for 1st renewal \$70,876.80, 2nd renewal \$72,312.00, and 3rd renewal \$73,747.20.

This request is in accordance with ECU Physicians Real Property Acquisition by Lease Policy.

Source of funds shall be ECU Physicians Practice Plan Funds.

cc: P. Horns
B. Jowers
P. Cunningham
N. Benson
C. Erwin

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	II.C.
Item Description	Health Sciences Campus Student Services Building - Building Design and Status Update & Approval of Elevations.
Comments	N/A
Action Requested	Committee approval
Disposition	
Notes	

**Facilities Engineering
and Architectural
Services**

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor *R Niswander*
Administration and Finance

FROM: John G. Fields, PE, Director *John Fields*

DATE: February 26, 2014

SUBJ: Commissioning Consultant Selection Recommendation
Health Sciences Campus Student Services Building
Code: 41136 Item: 306

On February 24, 2014 the designer pre-selection committee for the above referenced project conducted interviews with three firms who were shortlisted based on a qualifications based selection criteria required by the State Building Commission.

The committee consisted of Ken Yarnell of the Health Sciences Campus Facilities Services, Bill Chatfield of Facilities Engineering & Architectural Services and Matt Harper and Ed Morgan of RDK Engineers, the mechanical design engineers.

Based on these interviews and the requirements of this project the committee recommends the following firms in prioritized order with Affiliated Engineers, Inc. being the committee's top recommended firm.

Affiliated Engineers, Inc.	Raleigh, NC
Facility Dynamics Engineering	Greensboro, NC
System WorCx	Charlotte, NC

To the best of our knowledge and belief, all steps in the selection process were conducted in accordance with requirements of the State Building Commission as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Affiliated Engineers, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

JGF/bc

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Commissioning Consultant Pre-selection Committee Members



East Carolina University


Facilities Engineering and Architectural Services

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: November 15, 2013

SUBJECT: Health Sciences Campus Student Services Building
Code: 41136 Item: 306

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the finished building and all supporting service systems planned for the New Student Union project on the campus of East Carolina University.

Project information is as follows:

Key features of the new Student Services Building that derived from the programming phase are:

- Multipurpose Marketplace Dining – seating for 100
- National brand coffee shop with internal and external seating
- Recreation Center – 6,000sf multipurpose gymnasium and fitness center
- Wellness Office
- Student Health Services Center
- Student Services Center for Career Services, One-Card, and Parking and Transportation
- Multipurpose meeting and event space with seating up to 200

In keeping with the University's policy for all new buildings, the New Student Union will have a minimum goal of LEED silver certification.

The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the building's performance test results to insure that building systems are operating within normal limits of the design criteria and meets the owner's project requirements as well as evaluate building's envelope to ensure air and water tightness.

The Agent's scope of work will include, but not limited to, the following commissioning services:

- Commissioning Plan
- Design Review
- Performance testing of the building's service support systems to verify design performance.
- Review and approval of the building's service systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.

The selected CxA shall have demonstrated experience in providing commissioning services. The Letter of Interest should include a comprehensive listing of the CxA's previous experience, including work on university campuses and experience (if any) with The State of North Carolina. In addition, a current list of references with specific points of contact shall be provided. All members of the CxA's team should be indicated along with their individual experience and qualifications.

Interested firms should submit four ⁴~~3~~ copies of a letter of interest and current SF330 to ECU's project manager at the following address by November 27, 2013.

Gina Shoemaker, PE
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system designers are expected to make no contact with University staff, faculty or trustees during this this stage of the selection process.

The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of promoting opportunities for Historically Underutilized Businesses.

Thanks in advance for your interest in working with East Carolina University.

Number	Project Name	GSF	Floors
1	Medical Education Building	250,000	6
2	Brody Modernization / Reassignment (Offices / Millennial Uses)		
3	Research Expansion	30,000	1
4	Student Life Building	64,000	2
5	Integrated Ancillary Services and Clinics Building	280,000	
6	New Cancer Center	90,000	
7	Faculty Offices	50,000	

Health Sciences Student Center

East Carolina University

Board of Trustee Meeting
 Greenville, North Carolina
 April 24/25, 2014



HOLZMAN MOSS BOTTINO
ARCHITECTURE

LEGEND

	EXISTING BUILDING
	IMMEDIATE NEED
	FUTURE OPPORTUNITY
	PARKING DECK
	BUILDING RENOVATION

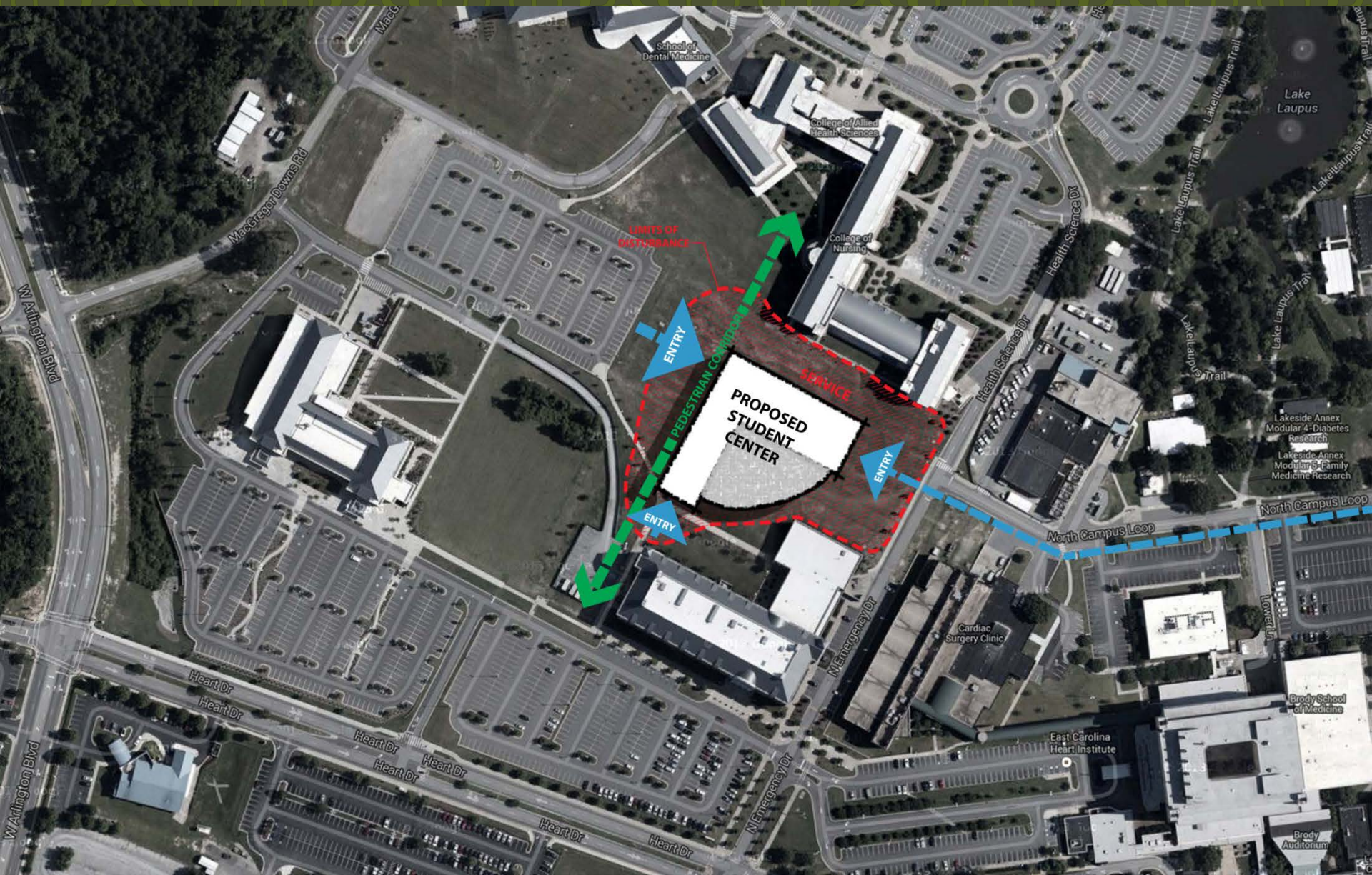








Site Approval Presentation - 2.13.14



Building Program - Original Target

FOOD
Food Service
7,040 S.F.

EVENT
Event Space
2,620 S.F.

WELLNESS
Recreation and Wellness
25,758 S.F.

GATHERING
Student Gathering
5,380 S.F.

SERVICES
Student Services
6,092 S.F.

Total Program Target
67,758 GSF

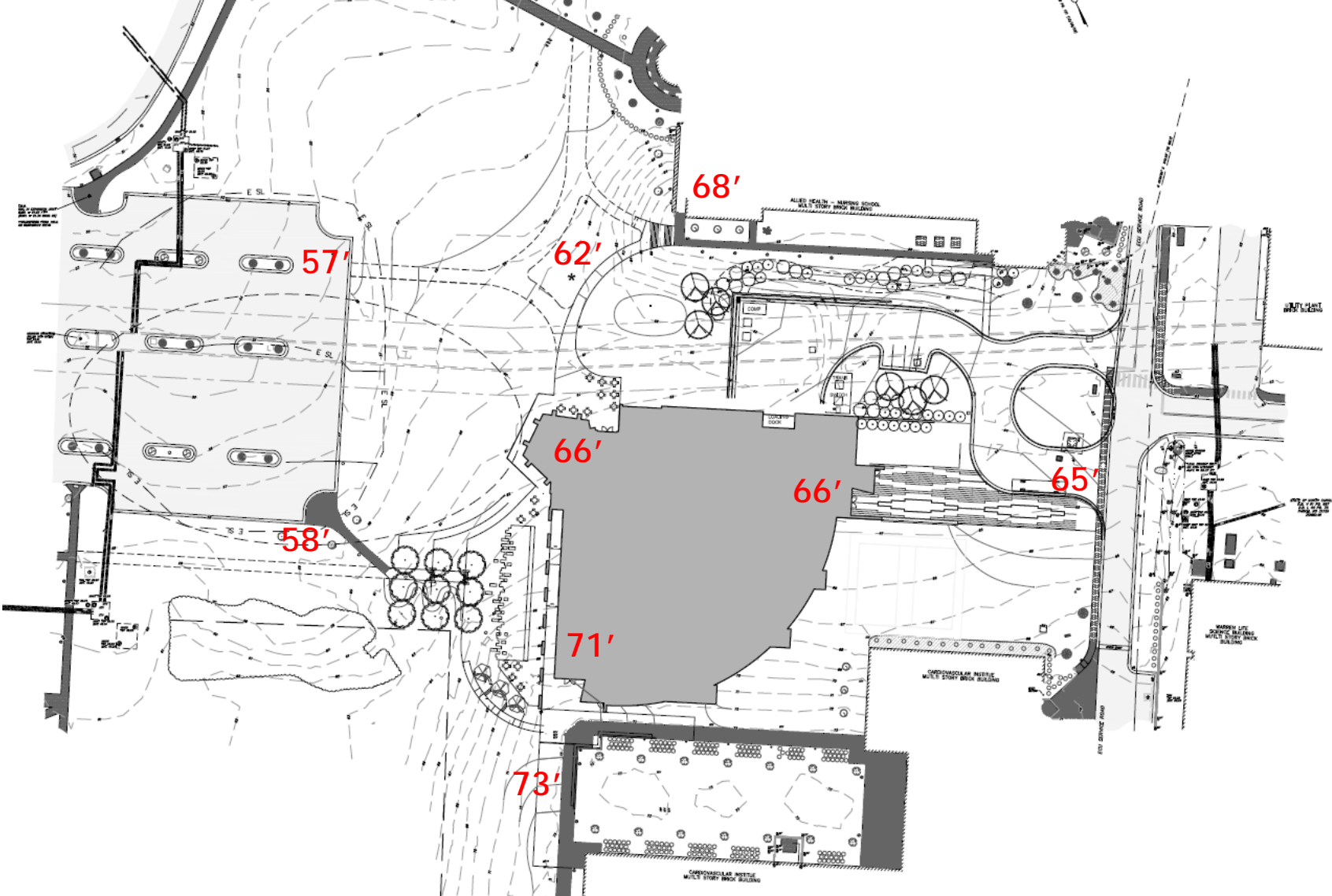
Guiding Principles

- 1. Opportunity for groups and students to safely interact**
“Get them out of their silos”
- 2. Heart of student life activities on the Health Sciences Campus**
- 3. Building design as a beacon needs to stand out**
- 4. Quality outdoor spaces for events, walking, seating, and eating**
- 5. Promote health, wellness, and sustainability on campus**
- 6. High-tech/ high-touch student interaction**

Master Plan



Grading Plan



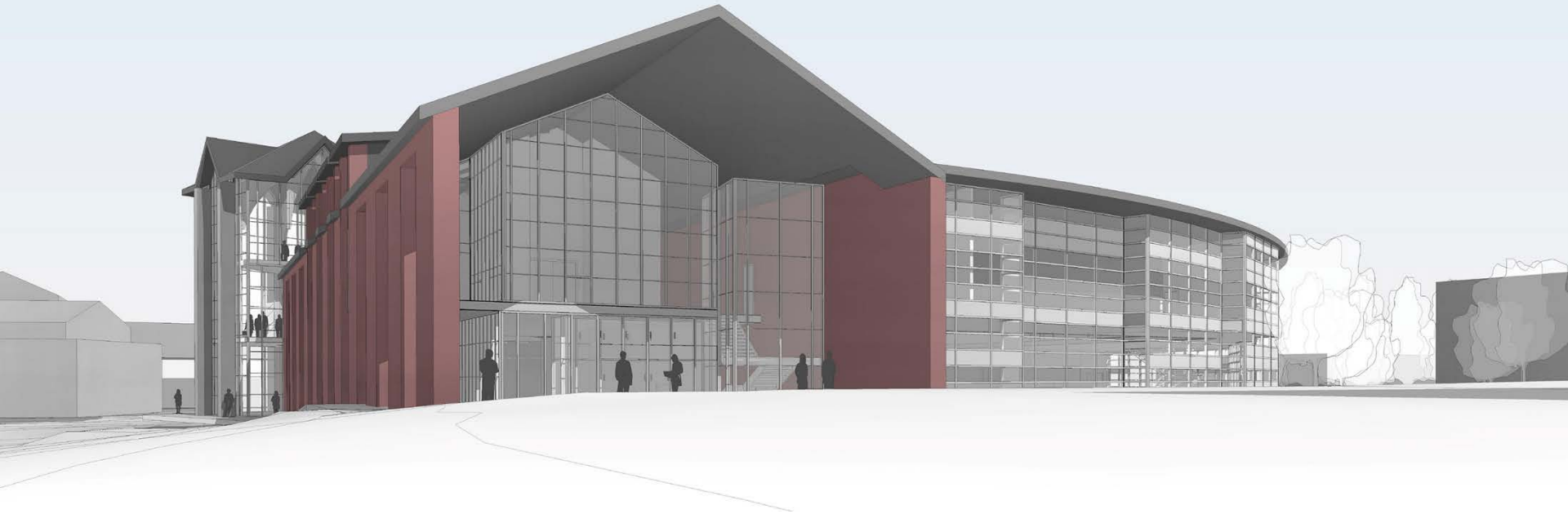
View from Allied Health Building



View from Brody



View from Cardiovascular Building



View of Beacon



View from Future Campus Quad



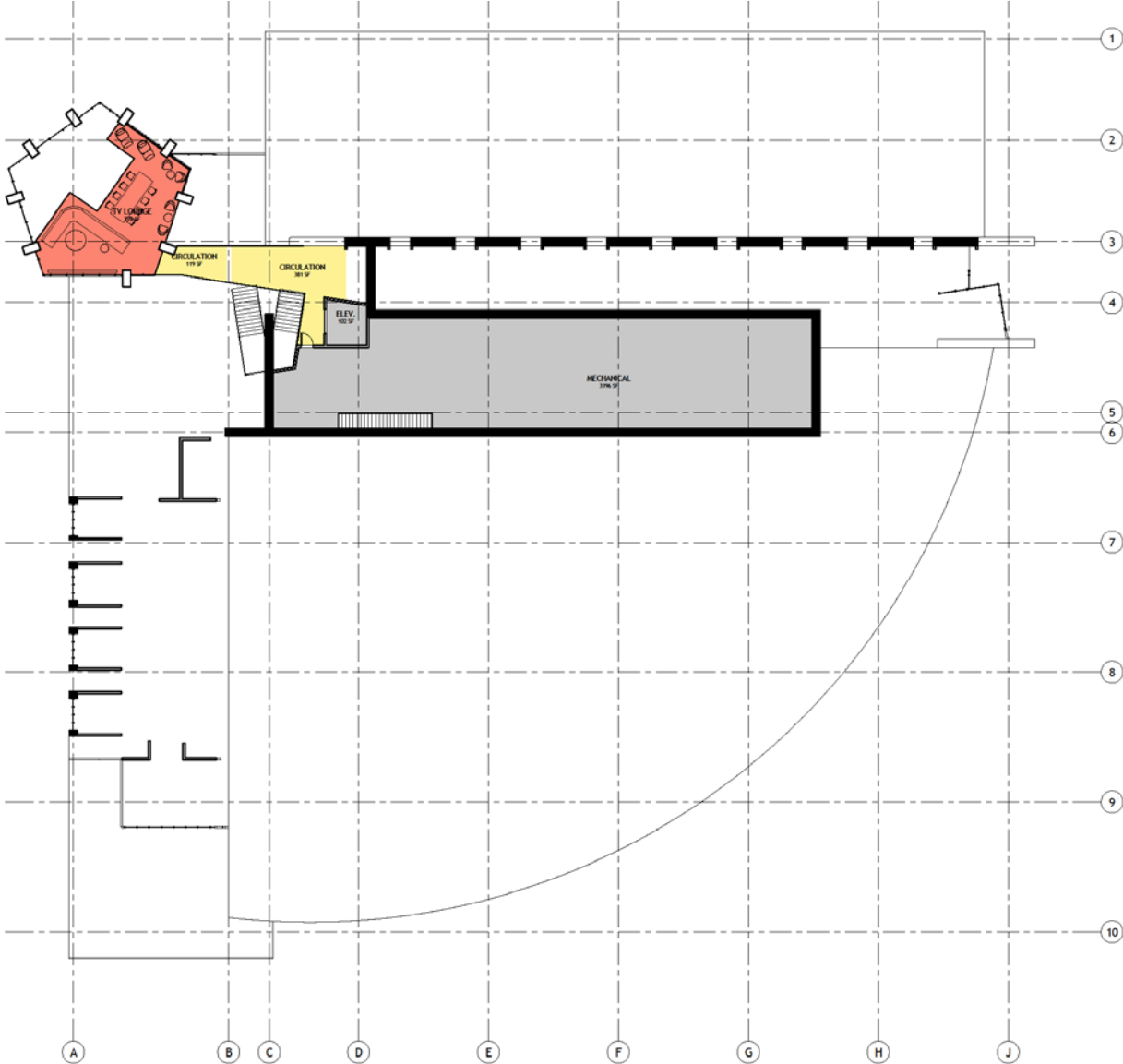
First Level Plan



Second Level Plan

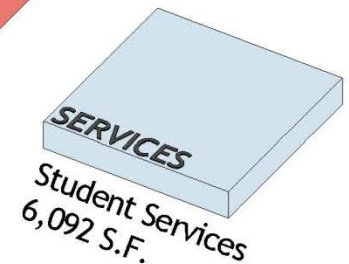
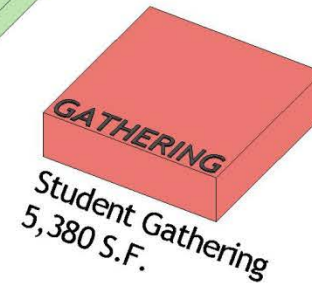
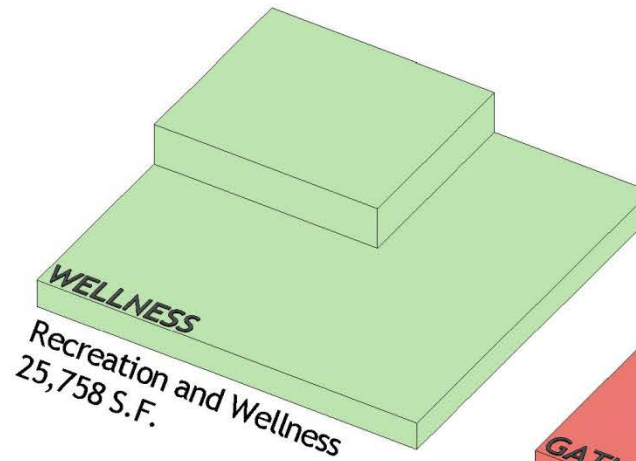
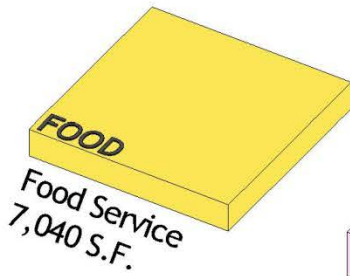


Mezzanine Level Plan



Building Program

Current Program Figures
72,604 GSF



Total Program Target
67,758 GSF

Program Confirmation

STUDENT CENTER DETAILED PROGRAM

Room Title	Programming Code #	Area (NSF) Programming May 3, 2013	Area (NSF) Reviewed with ECU November 4, 2013	Adjustments Reviewed with ECU December 9, 2013	Adjustments March 12, 2014	Current April 10, 2014
1 FOOD SERVICE						
FOOD COURT						
1.01 Dining Space	W1.1	2,000	2,000	2,000	2,000	1,447
1.01 Dining Space						1,010
1.02 Food Venue: The Wedge		1,000	1,000	800	450	436
1.03 Food Venue: Grille		1,000	1,000	800	450	447
1.04 Food Venue: Coffee (Starbucks)		600	600	400	400	400
1.05 Food Venue: Coffee Storage				200	200	200
1.06 Convenience Store			400	400	400	398
1.07 Convenience Store Dry Storage			200	200	200	200
1.08 Kitchen and Support		1,000	1,000	1,000	1,000	1,001
1.09 Kitchen Pantry	W1.2	800	800	800	800	805
1.10 Kitchen Storage						
1.11 Pantry Storage			80			
1.12 Custodial Closet				80	80	156
1.13 Table & Stair Storage (for Dining Space)	W1.3	600	600	120	120	178
1.14 Food Service Office			120	120	120	126
1.15 Staff Breakroom			120	120	120	144
<i>Subtotal</i>		7,000	7,920	7,040	6,340	6,948
2 EVENT SPACE						
2.01 Multipurpose Meeting/ Event Space	W2.1	2,000	2,000	2,000	2,000	2,066
2.02 Catering/ Pantry			120	120	120	120
2.03 Storage			200	500	470	470
2.04 A/V Closet					30	30
<i>Subtotal</i>		2,000	2,320	2,620	2,620	2,686
3 CONFERENCE / MEETING ROOMS						
4 - Small Conference Rooms (200sf ea)	W3.1	800				
3 - Medium Conference Rooms (400 sf ea)	W3.2	1,200				
<i>Subtotal</i>		2,000				
4 RETAIL SERVICES						
Convenience Store	W5.1	600				
Convenience Store Dry Storage		0				
4.01 ATMs	W5.2	100	100	50	50	0
<i>Subtotal</i>		700	100	50	50	0
5 RECREATION / WELLNESS						
WELLNESS OFFICE SUITE						
5.01 Health Educator's Office/ Receptionist	W7.1	120	120	120	120	0

Program Confirmation

	Room Title	Programming Code #	Area (NSF) Programming May 3, 2013	Area (NSF) Reviewed with ECU November 4, 2013	Adjustments Reviewed with ECU December 9, 2013	Adjustments March 12, 2014	Current April 10, 2014
	5.02 Student Office		120	120			
	5.03 Conference Room		120	400			
	5.04 Resource Library Area		120	120			
	5.05 Storage/ Work Room		120	120	120	120	0
	5.06 Staff Office		120	120	120	120	360
	Department Circulation Factor (20%)		144	200	72	72	0
	RECREATION CENTER	W7.2					
	5.10 Multipurpose Gym		6,000	6,000	9,150	7,520	7,609
	5.11 Gym & General Storage		750	600	600	600	583
	5.12 Audio/ Visual Storage			150	150	150	120
	5.13 Weight & Fitness Area		3,500	3,500	3,500	3,500	4,752
	5.14 Cardio Deck		3,500	3,500	3,500	3,500	4,059
	5.15 Stretching Area		500	500	500	500	808
	5.16 Multipurpose Group Exercise - Room A		4,000	4,000	2,000	2,000	2,000
	5.17 Multipurpose Group Exercise - Room B				2,000	2,000	1,982
	5.18 Multipurpose Support/ Storage		750	750	750	750	750
	5.19 Men & Women Lockers & Toilets		2,000	1,800	1,800	1,800	1,760
	5.20 Unisex Toilet			80	80	80	80
	5.21 Family Toilet			120	120	120	80
	ADMINISTRATIVE SPACE	W7.3					
	5.30 Check-in Desk		200	200	200	200	293
	5.31 Student Manager's Office		120	120	120	120	120
	5.32 Facility Manager's Office		120	120	120	120	120
	5.33 Equipment Storage		120	200	200	200	200
	5.34 Cleaning Equipment Storage		120	120	120	120	120
	5.35 Laundry		120	100	100	100	100
	5.36 Custodial Area				60	60	61
	5.37 Custodial Area			60	60	60	50
	5.XX The Zone		0	0	0	0	
	5.XX Wellness Entry		0	0	0	0	
	Department Circulation Factor (20%)		160	184	196	196	0
	<i>Subtotal</i>		22,824	23,304	25,758	24,128	26,007
	6 STUDENT GATHERING SPACES						
	6.01 Lobby/ Common Lounge	W8.1	1,600	1,600	1,600	1,600	2,877
	6.02 Informal TV Lounge	W8.2	800	800	800	800	778
	6.03 Pocket Lounges	W8.3	800	800	800	800	456
	6.04 Small Group Study Room	W3.1	200	200	200	120	114
	6.05 Small Group Study Room	W3.1	200	200	200	120	120
	6.06 Small Group Study Room	W3.1	200	200	200	120	120
	6.07 Small Group Study Room	W3.1	200	200	200	120	120
	6.08 Small Group Study Room					120	120

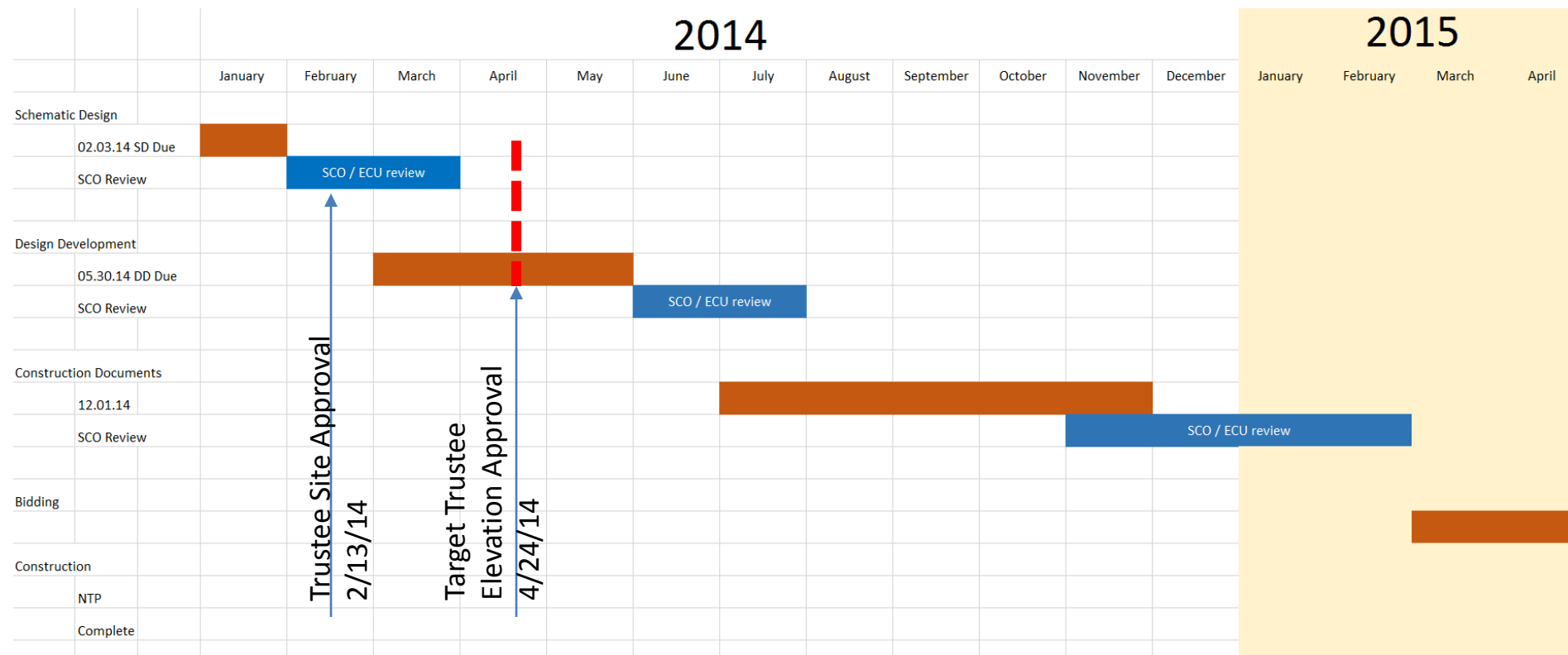
Program Confirmation

	Room Title	Programming Code #	Area (NSF) Programming May 3, 2013	Area (NSF) Reviewed with ECU November 4, 2013	Adjustments Reviewed with ECU December 9, 2013	Adjustments March 12, 2014	Current April 10, 2014
	6.09 Small Group Study Room					120	157
	6.10 Small Group Study Room					120	157
	6.11 Medium Group Study Room	W3.2		400	400	175	175
	6.12 Medium Group Study Room	W3.2		400	400	175	175
	6.13 Medium Group Study Room	W3.2		400	400	175	175
	6.14 Large Group Study Room					325	211
	6.15 Large Group Study Room					325	264
	6.16 Print & Plug-in Station	W9.1			180	180	369
	<i>Subtotal</i>		3,200	5,200	5,380	5,395	6,388
	7 ACADEMIC RELATED						
	Print & Plug-in Station	W9.1	0	600			
	<i>Subtotal</i>		0	600	0	0	
	8 STUDENT ORGANIZATIONS						
	8.01 Student Organizations and Clubs		800	800	800	800	803
	8.02 Storage			120	120	120	0
	<i>Subtotal</i>		800	920	920	920	803
	9 STUDENT CENTER ADMINISTRATION						
	9.01 Information Desk/ Reception	W11.1	200	200	320	320	311
	9.02 Administration	W11.2	150	150			
	9.03 Director Office			120	120	120	120
	9.04 Assistant Director Office		120	120	120	120	120
	9.05 Administrative Assistant Office		120	120			
	9.06 Work Room with Student Assistants		120	120	120	120	120
	9.07 Storage		120	120	120	120	417
	Department Circulation Factor (20%)		96	190	160	160	
	<i>Subtotal</i>		926	1,140	960	960	1,088
	10 STUDENT SERVICES						
	10.01 Career Services Reception/ Waiting	W11.3	760	760	175	175	357
	10.02 Career Services Office				120	120	120
	10.03 Career Services Office				120	120	120
	10.04 Career Services Storage				80	80	0
	10.05 One Card Office		300	300	175	175	167
	10.06 One Card Storage				80	80	0
	10.07 Parking/ Transportation Office		250	250	150	150	161
	10.08 Parking Storage				80	80	81
	10.09 Public Safety/ Security/ Police		450	450	450	450	441
	10.10 ACE Computer Repair Office					100	123
	Department Circulation Factor (20%)		352	352	286	286	
	<i>Subtotal</i>		2,112	2,112	1,716	1,816	1,570

Program Confirmation

	Room Title	Programming Code #	Area (NSF) Programming May 3, 2013	Area (NSF) Reviewed with ECU November 4, 2013	Adjustments Reviewed with ECU December 9, 2013	Adjustments March 12, 2014	Current April 10, 2014
11 STUDENT HEALTH SERVICES							
	11.01 Reception/ Waiting	W11.4	300	300	300	300	236
	11.02 Exam Room		400	200	200	200	102
	11.03	2496		200	200	200	156
	11.04 Exam Room				200	200	105
	11.05 Exam Room				200	200	105
	11.06 Observation Room				120	120	86
	11.07 Nurse's Office		240	240	240	240	546
	11.08 Provider's Office		240	120	120	120	161
	11.09 Provider's Office			120	120	120	0
	11.10 Clean Linen Closet		60	60			
	11.11 Soiled Linen Closet		60	60	80	80	80
	11.12 Storage Room		200	200	200	200	203
	11.13 Unisex Restroom				120	120	80
	Department Circulation Factor (20%)		300	300	396	396	0
	<i>Subtotal</i>		1,800	1,800	2,496	2,496	1,860
12 BUILDING SUPPORT							
	12.01 Exterior Loading Dock	W13.1	500	500	500	500	226
	12.02 General Building Storage		500	500	500	500	0
	12.03 Custodial Support		400	400	400	400	157
	12.04 Miscellaneous		400	400	400	400	0
	<i>Subtotal</i>		1,800	1,800	1,800	1,800	383
13 OUTDOOR PROGRAM							
	13.01 Events Space						
	13.02 Covered Bicycle Parking Area						
	13.03 Service Area						
	13.04 Exterior Dumpsters (four locations)						
	Total Assignable SF		45,162	47,216	48,740	46,525	47,733
	Grossing Factor (GSF/ASF)		1.50	1.50	1.50	1.50	1.52
	Total Non-Assignable SF		22,596	23,608	24,370	23,263	24,871
	Efficiency Factor (ASF/GSF)		0.67				
	Total Gross SF		67,758	70,824	73,110	69,788	72,604
				4.33%	7.32%	2.91%	6.67%

Project Schedule



Design Development Dates:

April 3
 April 15
 April 24/25
 May 30
 July 17/18

Executive Committee Meeting in Durham
 Executive Committee Meeting - Elevation Discussion
 Trustee Meeting (Target date for Elevation Approval)
 Scheduled SCO Submission
 Scheduled Trustee Meeting

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Operations Bill Bagnell
Agenda Item	II.D.
Item Description	Main Campus Student Union - Building Design and Status Update
Comments	N/A
Action Requested	Information
Disposition	
Notes	


**Facilities Engineering
and Architectural
Services**

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander
Vice Chancellor Administration and Finance

FROM: John G. Fields, PE 
Director

DATE: February 20, 2014

SUBJ: Commissioning Agent Selection Recommendation
Main Campus Student Union and Parking Deck
Code: 41136 Item: 306

On February 11, 2014 the commissioning agent pre-selection committee for the above referenced project conducted interviews with four firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Ricky Hill and Richard Garris of Main Campus Facilities Services, Gina Shoemaker, Bill Chatfield and John Fields of Facilities Engineering & Architectural Services and Bob Sherman of Affiliated Engineers, Inc., the project mechanical designer.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with RMF Engineering being the top recommended firm.

RMF Engineering	Raleigh, NC
Hanson Professional Services	Raleigh, NC
Facility Dynamics Engineering	Greensboro, NC
System WorCx	Charlotte, NC

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, RMF Engineering, is requested.

If you have any questions or need additional information, please do not hesitate to call.

JGF/bc

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Commissioning Consultant Pre-selection Committee Members



East Carolina University


Facilities Engineering and Architectural Services

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: November 12, 2013

SUBJECT: New Student Union
Code: 41136 Item: 306

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the finished building and all supporting service systems planned for the New Student Union project on the campus of East Carolina University.

Project information is as follows:

Key features of the new Union that derived from the programming phase are:

- Center for Student Activities, Leadership, and Involvement
- Ledonia Wright Cultural Center – expanded center from current location and visual prominence in the Union
- Multi-purpose 250-seat student activities theater
- Large Event Space – divisible ballroom seating with capacity of 800 seated banquet-style and 1,300 seated lecture-style
- Relocated University Bookstore – new location to have expanded shopper circulation and consolidated operation
- Marketplace Dining and Sports Grill – multiple retail options and service points
- 700 Space Parking Structure to serve the Union and surrounding campus

In keeping with the University's policy for all new buildings, the New Student Union will have a minimum goal of LEED silver certification.

The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the building's performance test results to insure that building systems are operating within normal limits of the design criteria and meets the owner's project requirements as well as evaluate building's envelope to ensure air and water tightness.

The Agent's scope of work will include, but not limited to, the following commissioning services:

- Commissioning Plan
- Design Review
- Performance testing of the building's service support systems to verify design performance.
- Review and approval of the building's service systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.

The selected CxA shall have demonstrated experience in providing commissioning services. The Letter of Interest should include a comprehensive listing of the CxA's previous experience, including work on university campuses and experience (if any) with The State of North Carolina. In addition, a current list of references with specific points of contact shall be provided. All members of the CxA's team should be indicated along with their individual experience and qualifications.

Interested firms should submit four (4) copies of a letter of interest and current SF330 to ECU's project manager at the following address by November 27, 2013.

Gina Shoemaker, PE
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system designers are expected to make no contact with University staff, faculty or trustees during this this stage of the selection process.

The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of promoting opportunities for Historically Underutilized Businesses.

Thanks in advance for your interest in working with East Carolina University.

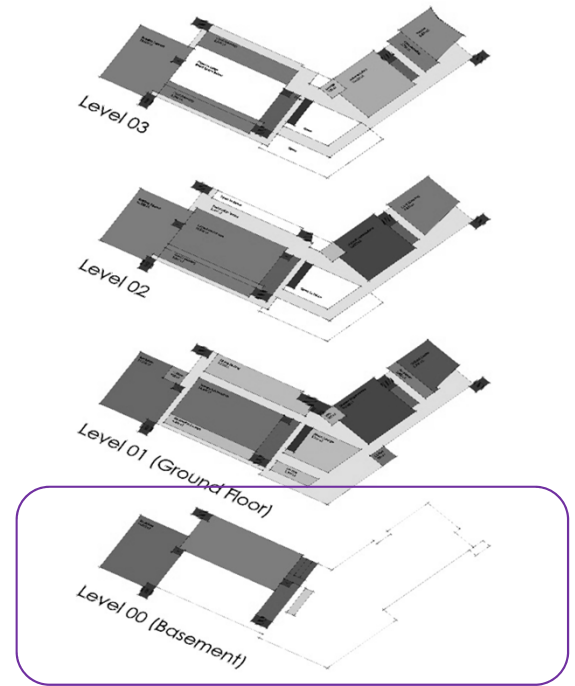
STUDENT UNION SD UPDATE

PLAN DIAGRAM REVIEW
04.17.14

SITE CONTEXT PLAN

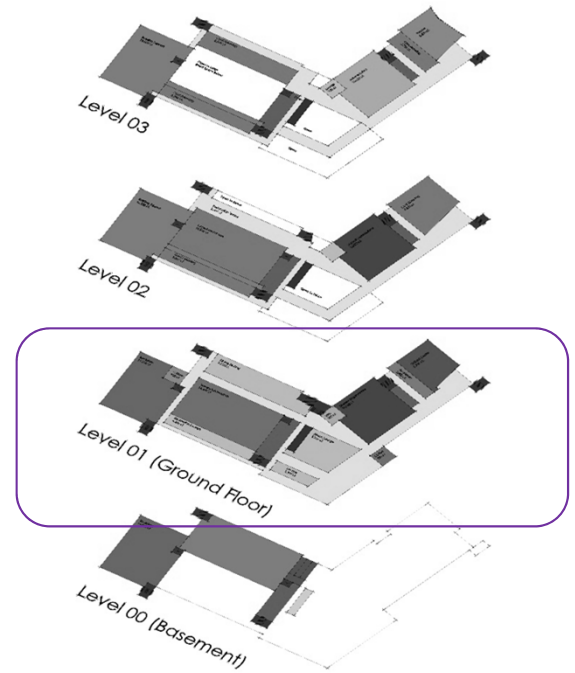


PLAN DIAGRAMS :: OVERALL



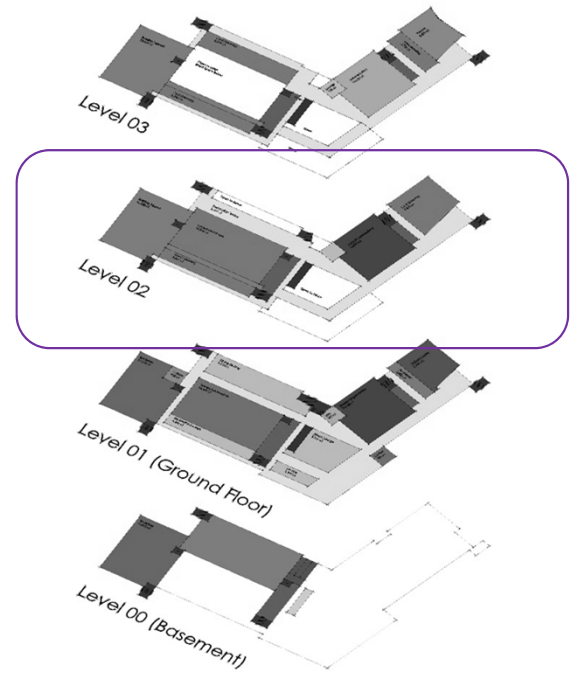
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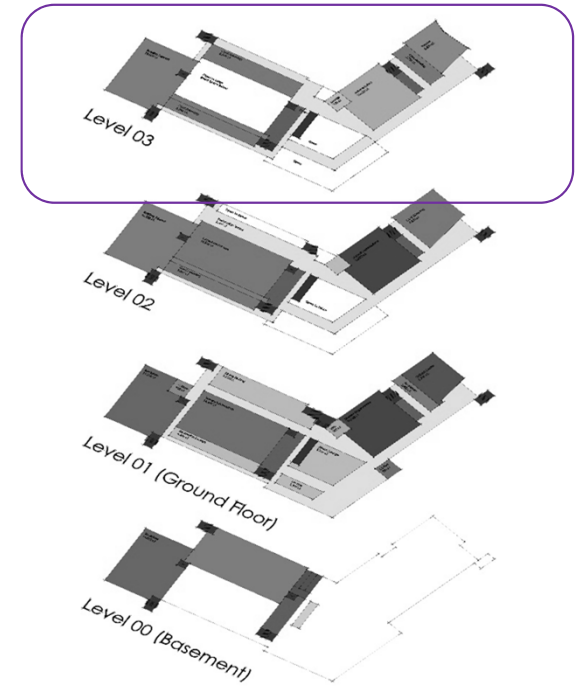
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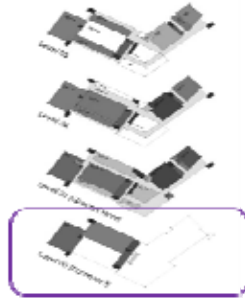
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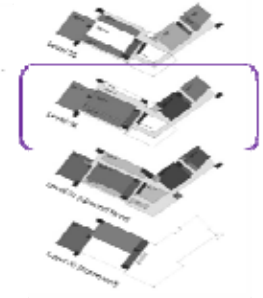
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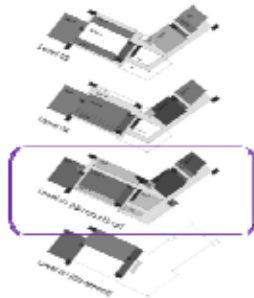
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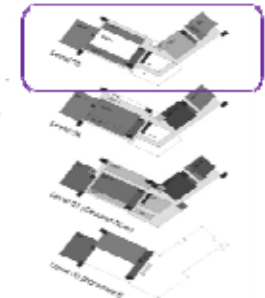
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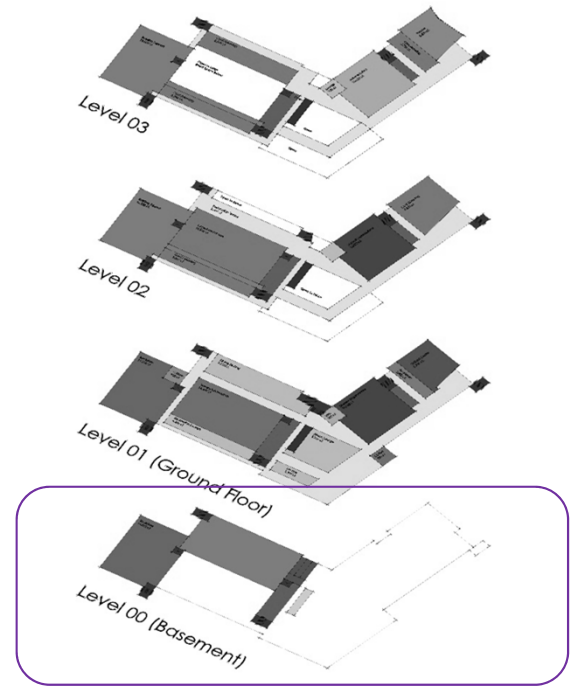
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LEVEL 3

PLAN DIAGRAMS :: OVERALL



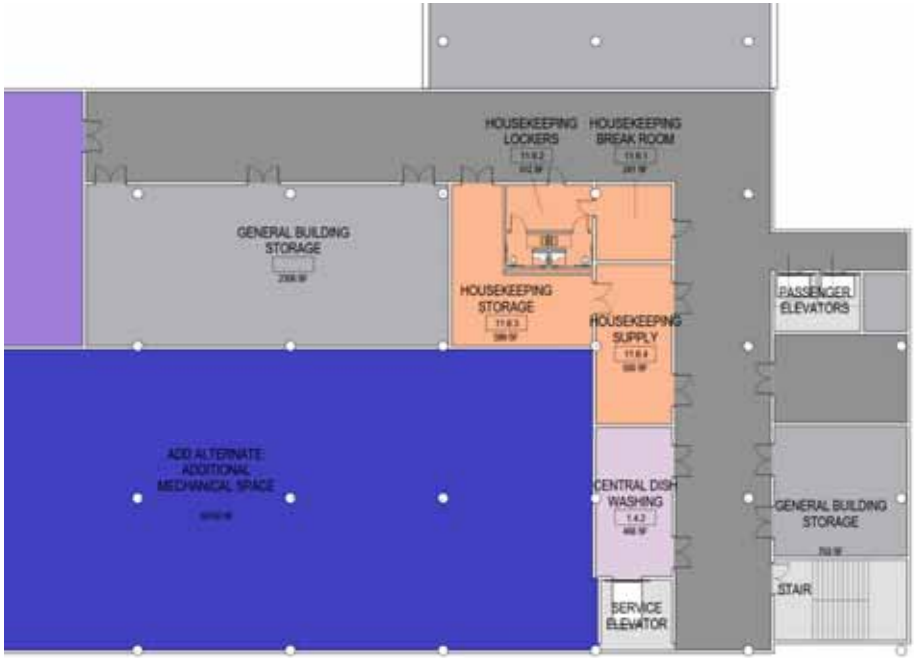
LEVEL 0

PLAN DIAGRAMS :: BOOKSTORE



LEVEL 0

PLAN DIAGRAMS :: BUILDING SUPPORT



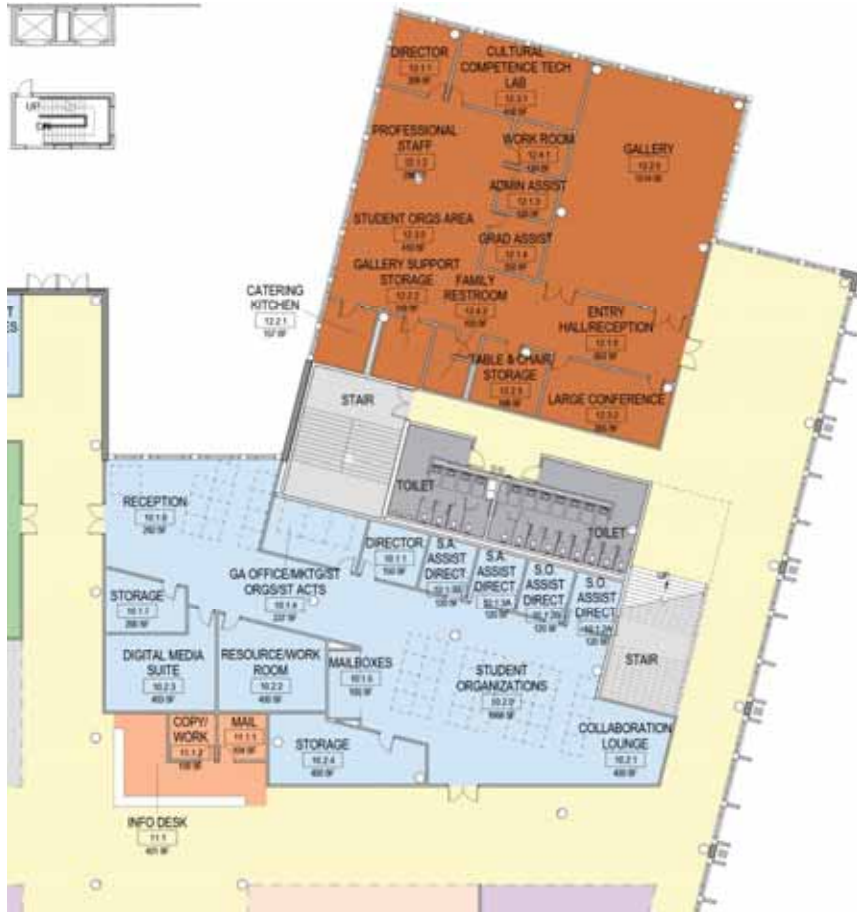
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PLAN DIAGRAMS :: DINING/ATRIUM



LEVEL 1

PLAN DIAGRAMS :: STUDENT ORGS/CULTURAL CENTER



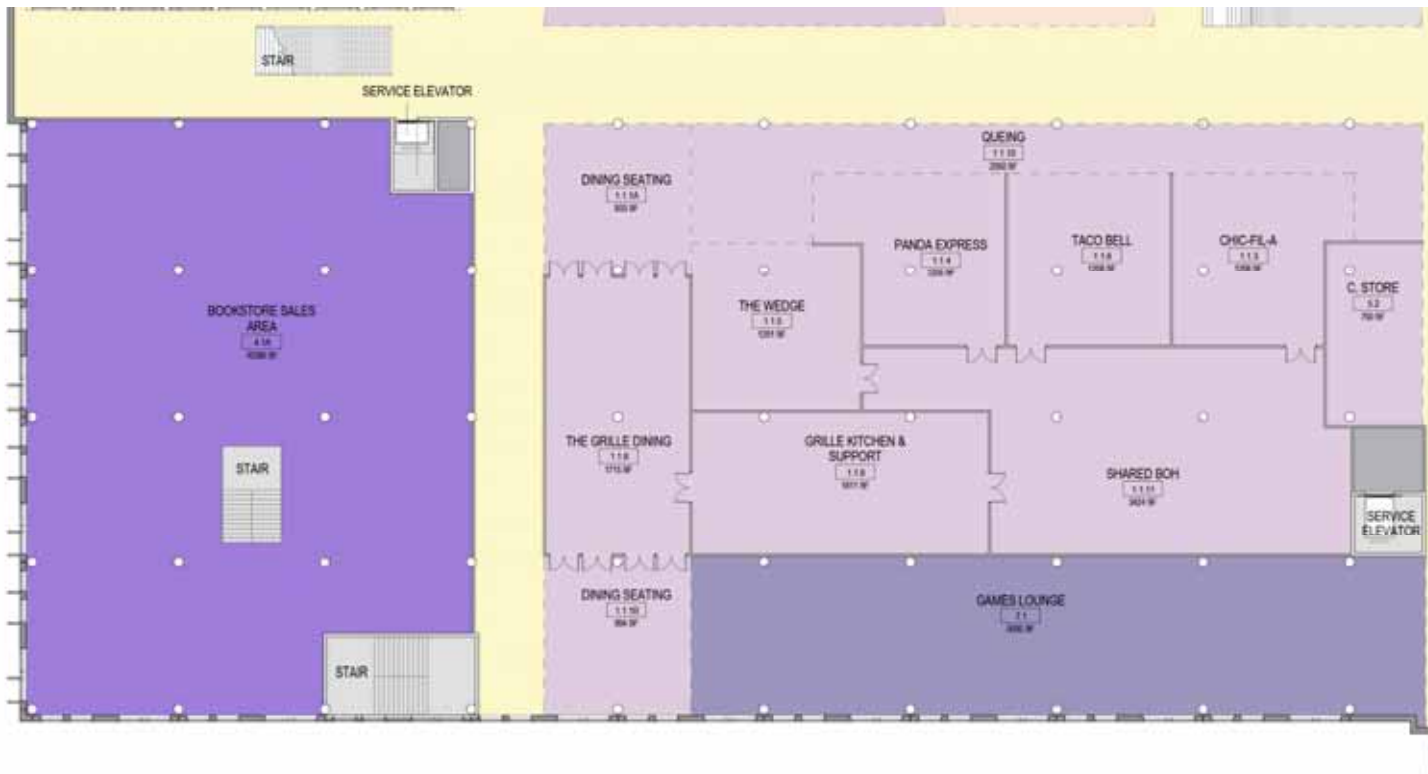
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PLAN DIAGRAMS :: LOUNGE / CORE



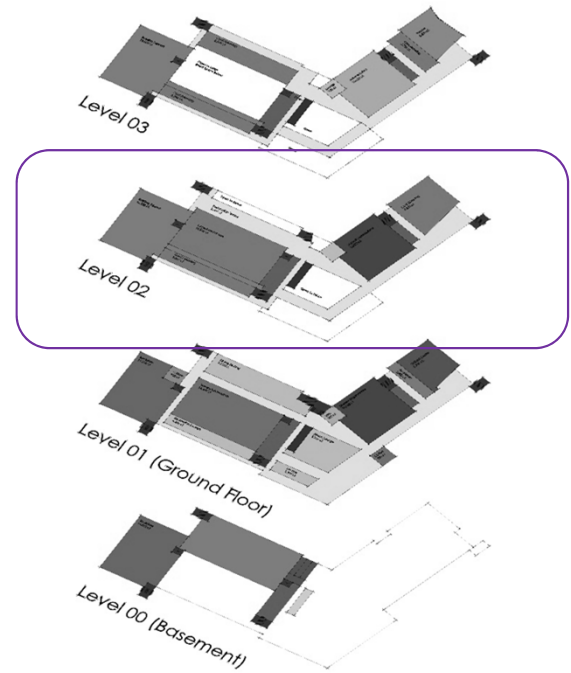
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PLAN DIAGRAMS :: BOOKSTORE/FOOD SERVICE



LEVEL 1

PLAN DIAGRAMS :: OVERALL



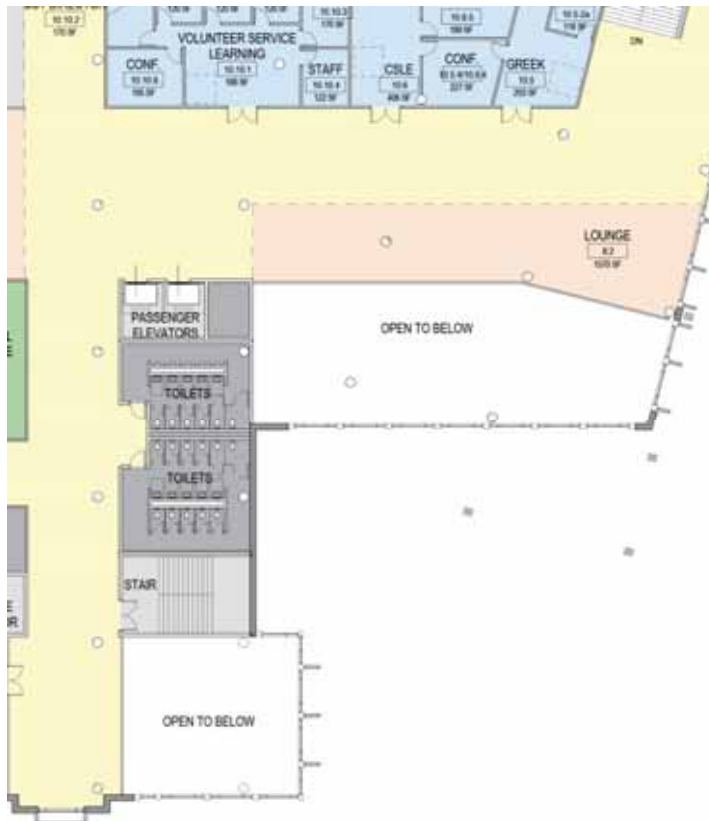
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PLAN DIAGRAMS :: STUDENT ORGS/THEATER



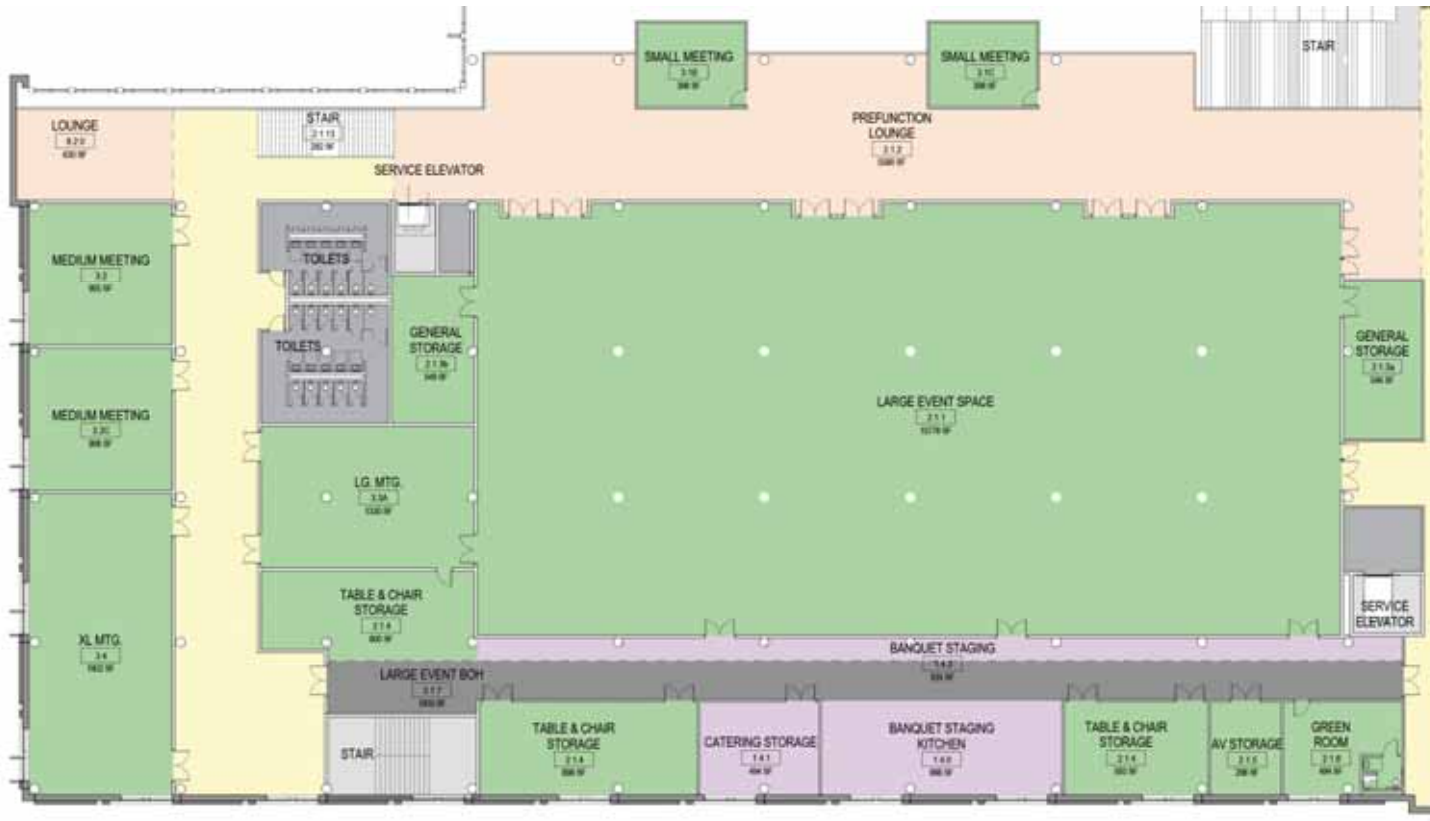
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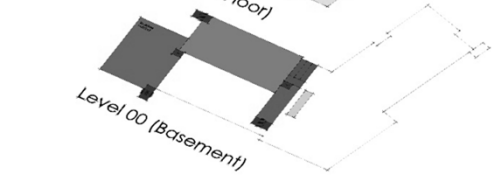
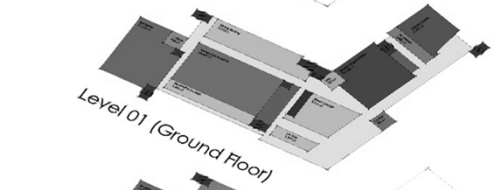
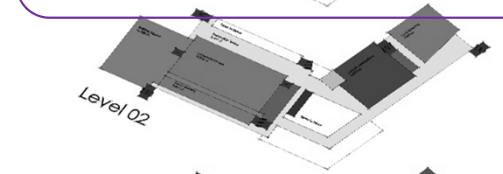
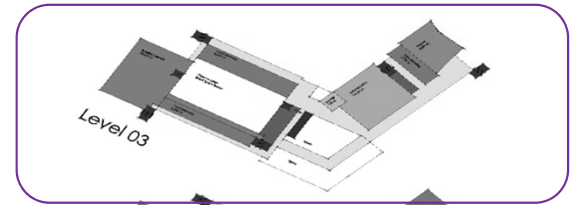
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PLAN DIAGRAMS :: MEETING SPACES



LEVEL **2**

PLAN DIAGRAMS :: OVERALL



LEVEL 3

PLAN DIAGRAMS :: ADMINISTRATION



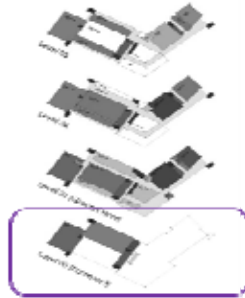
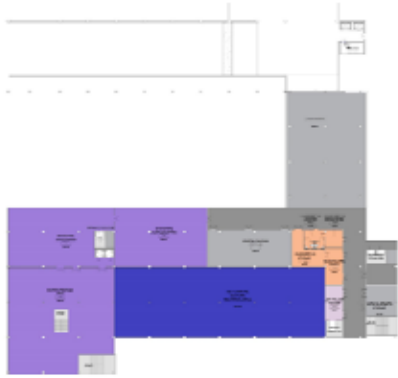
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PLAN DIAGRAMS :: TRUSTEE MEETING SUITE



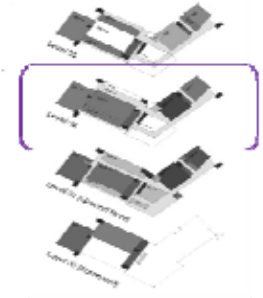
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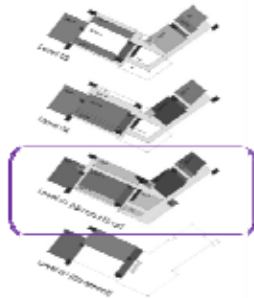
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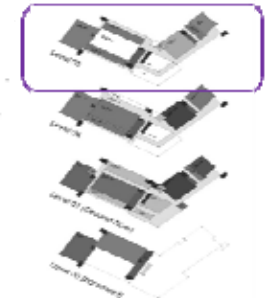
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PLAN DIAGRAMS :: OVERALL



LEVEL 1

PLAN DIAGRAMS :: OVERALL



LEVEL 3

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Operations Bill Bagnell
Agenda Item	II.E.
Item Description	Employment of Related Persons
Comments	N/A
Action Requested	Information
Disposition	
Notes	


Office of the Chancellor

105 Spilman Building
East Carolina University
Greenville, NC 27858-4353

252-328-6212 office
252-328-4155 fax
www.ecu.edu

MEMORANDUM

TO: ECU Board of Trustees

FROM: Steve Ballard
Chancellor 

DATE: April 4, 2014

RE: Employment of Related Persons at East Carolina University

The Board of Governors policy on the UNC Employment of Related Persons requires that I report annually to the Board of Trustees at a time close to spring commencement concerning our application of the policy on our campus.

The policy requires that no family members be supervised by another family member. We are required to attest to the fact that either we have no such supervisory relationships or that if they have eventuated in any given office, that alternative supervisory arrangements were then immediately arranged.

This memorandum is to report to you we have completed a review of each Division within East Carolina University. East Carolina University continues to remain in compliance with this policy.

cc: Melissa Lee Bard
Associate Vice Chancellor for Human Resources

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Operations Bill Bagnell
Agenda Item	II.F.
Item Description	Dance Studio Building - Building Design and Status Update
Comments	N/A
Action Requested	Information
Disposition	
Notes	



MATERIALS KEYING LEGEND

GENERAL NOTES

KEY PLAN

SCO ID #121006702; CODE 41236-303; ITEM 313

NO	REVISION	DATE



JKF ARCHITECTURE
 P.O. BOX 23244 • GREENVILLE, NC 27608 PHONE 252.333.1248

EAST CAROLINA UNIVERSITY
WOODWORKS BUILDING DANCE
STUDIO RENOVATION
 GREENVILLE, NC

EXTERIOR ELEVATIONS

SCALE	1/8" = 1'-0"
DRAWN	MCZ/D.J.H.
DESIGNED	JCF
DATE	4-4-2014
PROJECT NO.	2015-2

A2.1

© COPYRIGHT © ARCHITECTURE INC. JOHN W. HARRIS, INC.

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Operations Bill Bagnell
Agenda Item	II.G.
Item Description	Designer Selections Approved Since February, 2013 Board Meeting
Comments	N/A
Action Requested	Information
Disposition	
Notes	

Designer Actions, Recommendations and Selection Approvals

1. MAIN CAMPUS STUDENT UNION & PARKING DECK-COMMISSIONING AGENT SELECTION

November 12, 2013	Agent Advertisement
February 20, 2014	Agent Pre-Selection Committee Recommendation
April 7, 2014	Approval of Agent Selection Recommendation
<u>FIRM SELECTED:</u>	<u>RMF Engineering, Inc.---Raleigh, NC</u>

2. HEALTH SCIENCES CAMPUS STUDENT SERVICES BUILDING-COMMISSIONING AGENT SELECTION

November 15, 2013	Agent Advertisement
February 26, 2014	Agent Pre-Selection Committee Recommendation
February 28, 2014	Approval of Agent Selection Recommendation
<u>FIRM SELECTED:</u>	<u>Affiliated Engineers, Inc.---Chapel Hill, NC</u>

3. TENNIS COURT REPAIRS - DESIGNER SELECTION

January 23, 2014	Designer Advertisement
March 14, 2014	Designer Pre-Selection Committee Recommendation
March 19, 2014	Approval of Designer Selection Recommendation
<u>FIRM SELECTED:</u>	<u>CHA --- Raleigh, NC</u>

4. SCHOOL OF DENTAL MEDICINE 4TH FLOOR UP FIT - COMMISSIONING AGENT SELECTION

January 9, 2014	Agent Advertisement
March 31, 2014	Agent Pre-Selection Committee Recommendation
April 7, 2014	Approval of Agent Selection Recommendation
<u>FIRM SELECTED:</u>	<u>Hanson Professional Services, Inc.---Raleigh, NC</u>



East Carolina University

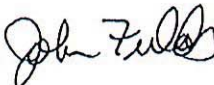
Facilities Engineering
and Architectural
Services

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

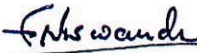
MEMORANDUM

TO: Dr. Rick Niswander
Vice Chancellor Administration and Finance

FROM: John G. Fields, PE 
Director

DATE: February 20, 2014

SUBJ: Commissioning Agent Selection Recommendation
Main Campus Student Union and Parking Deck
Code: 41136 Item: 306


approved
4/2/14
Date.

On February 11, 2014 the commissioning agent pre-selection committee for the above referenced project conducted interviews with four firms who were shortlisted based on a qualifications based selection criteria as required by the State Building Commission.

The committee consisted of Ricky Hill and Richard Garris of Main Campus Facilities Services, Gina Shoemaker, Bill Chatfield and John Fields of Facilities Engineering & Architectural Services and Bob Sherman of Affiliated Engineers, Inc., the project mechanical designer.

Based on the interviews and requirements of this project the committee recommends the following firms in prioritized order with RMF Engineering being the top recommended firm.

RMF Engineering	Raleigh, NC
Hanson Professional Services	Raleigh, NC
Facility Dynamics Engineering	Greensboro, NC
System WorCx	Charlotte, NC

To the best of our knowledge and belief all steps in the selection process were conducted in accordance with State Building Commission requirements as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, RMF Engineering, is requested.

If you have any questions or need additional information, please do not hesitate to call.

JGF/bc

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Commissioning Consultant Pre-selection Committee Members




**Facilities Engineering
and Architectural
Services**

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: November 12, 2013

SUBJECT: New Student Union
Code: 41136 Item: 306

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the finished building and all supporting service systems planned for the New Student Union project on the campus of East Carolina University.

Project information is as follows:

Key features of the new Union that derived from the programming phase are:

- Center for Student Activities, Leadership, and Involvement
- Ledonia Wright Cultural Center – expanded center from current location and visual prominence in the Union
- Multi-purpose 250-seat student activities theater
- Large Event Space – divisible ballroom seating with capacity of 800 seated banquet-style and 1,300 seated lecture-style
- Relocated University Bookstore – new location to have expanded shopper circulation and consolidated operation
- Marketplace Dining and Sports Grill – multiple retail options and service points
- 700 Space Parking Structure to serve the Union and surrounding campus

In keeping with the University's policy for all new buildings, the New Student Union will have a minimum goal of LEED silver certification.

The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the building's performance test results to insure that building systems are operating within normal limits of the design criteria and meets the owner's project requirements as well as evaluate building's envelope to ensure air and water tightness.

The Agent's scope of work will include, but not limited to, the following commissioning services:

- Commissioning Plan
- Design Review
- Performance testing of the building's service support systems to verify design performance.
- Review and approval of the building's service systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.

The selected CxA shall have demonstrated experience in providing commissioning services. The Letter of Interest should include a comprehensive listing of the CxA's previous experience, including work on university campuses and experience (if any) with The State of North Carolina. In addition, a current list of references with specific points of contact shall be provided. All members of the CxA's team should be indicated along with their individual experience and qualifications.

Interested firms should submit four (4) copies of a letter of interest and current SF330 to ECU's project manager at the following address by November 27, 2013.

Gina Shoemaker, PE
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system designers are expected to make no contact with University staff, faculty or trustees during this this stage of the selection process.

The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of promoting opportunities for Historically Underutilized Businesses.

Thanks in advance for your interest in working with East Carolina University.

**Facilities Engineering
and Architectural
Services**

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor *R. Niswander*
Administration and Finance

FROM: John G. Fields, PE, Director *John Fields*

DATE: February 26, 2014

SUBJ: Commissioning Consultant Selection Recommendation
Health Sciences Campus Student Services Building
Code: 41136 Item: 306

On February 24, 2014 the designer pre-selection committee for the above referenced project conducted interviews with three firms who were shortlisted based on a qualifications based selection criteria required by the State Building Commission.

The committee consisted of Ken Yarnell of the Health Sciences Campus Facilities Services, Bill Chatfield of Facilities Engineering & Architectural Services and Matt Harper and Ed Morgan of RDK Engineers, the mechanical design engineers.

Based on these interviews and the requirements of this project the committee recommends the following firms in prioritized order with Affiliated Engineers, Inc. being the committee's top recommended firm.

Affiliated Engineers, Inc.	Raleigh, NC
Facility Dynamics Engineering	Greensboro, NC
System WorCx	Charlotte, NC

To the best of our knowledge and belief, all steps in the selection process were conducted in accordance with requirements of the State Building Commission as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Affiliated Engineers, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

JGF/bc

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Commissioning Consultant Pre-selection Committee Members



East Carolina University


Facilities Engineering and Architectural Services

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE 
Director

DATE: November 15, 2013

SUBJECT: Health Sciences Campus Student Services Building
Code: 41136 Item: 306

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the finished building and all supporting service systems planned for the New Student Union project on the campus of East Carolina University.

Project information is as follows:

Key features of the new Student Services Building that derived from the programming phase are:

- Multipurpose Marketplace Dining – seating for 100
- National brand coffee shop with internal and external seating
- Recreation Center – 6,000sf multipurpose gymnasium and fitness center
- Wellness Office
- Student Health Services Center
- Student Services Center for Career Services, One-Card, and Parking and Transportation
- Multipurpose meeting and event space with seating up to 200

In keeping with the University's policy for all new buildings, the New Student Union will have a minimum goal of LEED silver certification.

The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the building's performance test results to insure that building systems are operating within normal limits of the design criteria and meets the owner's project requirements as well as evaluate building's envelope to ensure air and water tightness.

The Agent's scope of work will include, but not limited to, the following commissioning services:

- Commissioning Plan
- Design Review
- Performance testing of the building's service support systems to verify design performance.
- Review and approval of the building's service systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.

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Interested firms should submit four ⁴~~3~~ copies of a letter of interest and current SF330 to ECU's project manager at the following address by November 27, 2013.

Gina Shoemaker, PE
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system designers are expected to make no contact with University staff, faculty or trustees during this this stage of the selection process.

The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of promoting opportunities for Historically Underutilized Businesses.

Thanks in advance for your interest in working with East Carolina University.

Facilities Engineering
and Architectural
ServicesCampus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor
Administration and Finance

Approved: R.N. Swander
Date: 3/19/17

FROM: John G. Fields, PE, Director
John Fields

DATE: March 14, 2014

SUBJ: Designer Selection Recommendation
Tennis Court Repairs
Code: 41336 Item: 305

On March 3, 2014 the designer pre-selection committee for the above referenced project conducted interviews with four firms who were shortlisted based on a qualifications based selection criteria required by the State Building Commission.

The committee consisted of J.J. McLamb Associate Director of Athletics, Shelly Binegar Associate Director of Athletics, John Gill Assistant Director of Facilities Grounds, Kevin Barnes of Facilities Grounds, Gina Shoemaker Assistant Director of Facilities Engineering & Architectural Services, Bill Chatfield of Facilities Engineering & Architectural Services and Shawn Heinchon Athletics Tennis Coach and Tom Morris Athletics Tennis Coach.

Based on these interviews and the requirements of this project the committee recommends the following firms in prioritized order with CHA being the committee's top recommended firm.

CHA	Raleigh, NC
Woolpert	Charlotte, NC
Site Solutions	Charlotte, NC
Hagersmith Design, PA	Raleigh, NC

To the best of our knowledge and belief, all steps in the selection process were conducted in accordance with requirements of the State Building Commission as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, CHA, is requested.

If you have any questions or need additional information, please do not hesitate to call.

JGF/ls

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Commissioning Consultant Pre-selection Committee Members

Facilities Engineering
and Architectural
Services

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: Gina Shoemaker, Assistant Director

DATE: December 12, 2013

SUBJECT: Varsity Tennis Courts Study

The ECU Department of Athletics varsity tennis courts are in need of repair and there is a need to increase the number of courts. There may be some advantages to taking the old courts up and creating a new alignment with potentially more courts, and there also may be some advantages to abandoning the current site and locating new courts on another site. East Carolina University seeks the services of an experienced designer to study the needs and the available resources to create options for selection by the Department of Athletics.

Interested firms should submit four (4) copies of your letter of interest and four (4) copies of your current SF254 to the following address by January 13, 2014:

Gina Shoemaker
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system, designers are expected to make no contact with our University staff, faculty or trustees at this stage of the selection process. All questions should be directed to the attention of this office. The use of fax is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of ensuring and promoting opportunities for Historically Underutilized Businesses.

Thank you for your interest in East Carolina University.

**Facilities Engineering
and Architectural
Services**

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Dr. Rick Niswander, Vice Chancellor Administration and Finance Approved: Rick Niswander
Date: 4/7/14

FROM: John G. Fields, PE, Director John Fields

DATE: March 31, 2014

SUBJ: Commissioning Consultant Recommendation
School of Dental Medicine 4th Floor Fit-up
Code: 41236 Item: 314

On March 26, 2014 the commissioning consultant pre-selection committee for the above referenced project conducted interviews with three firms who were shortlisted based on a qualifications based selection criteria required by the State Building Commission.

The committee consisted of William Bagnell, Associate Vice Chancellor of Campus Operations, John Fields, Director of Facilities Engineering & Architectural Services, Robert Brown, Assistant Director of Facilities Engineering & Architectural Services, Griff Avin, Director of Health Science Campus Facilities, Ken Yarnell, Assistant Director of Health Science Campus Facilities.

Based on these interviews and the requirements of this project the committee recommends the following firms in prioritized order with Hanson Professional Services, Inc. being the committee's top recommended firm.

Hanson Professional Services, Inc.	Raleigh, NC
RMF Engineering	Raleigh, NC
Facility Dynamics Engineering	Greensboro, NC

To the best of our knowledge and belief, all steps in the selection process were conducted in accordance with requirements of the State Building Commission as they apply to the institutions of the University of North Carolina.

Approval of the recommended firm, Hanson Professional Services, Inc., is requested.

If you have any questions or need additional information, please do not hesitate to call.

JGF/rmb

Enclosure: Designer Advertisement Memo

cc: William Bagnell
Commissioning Consultant Pre-selection Committee Members



East Carolina University


**Facilities Engineering
and Architectural
Services**

Campus Operations
1001 East Fourth Street
East Carolina University
Greenville, NC 27858-4353

252-328-6858 office
252-328-4259 fax

MEMORANDUM

TO: Interested Designers

FROM: John G. Fields, PE
Director 

DATE: December 13, 2013

SUBJECT: School of Dental Medicine 4th Floor Fit-up
Code: 41236 Item: 314

East Carolina University is seeking a Building Commissioning Agent (CxA) to evaluate the construction documents, finished building and all supporting service systems planned for the School of Dental Medicine 4th Floor Fit-up project to be located at the Health Science Campus' Ross Hall in Greenville North Carolina.

The primary functions identified for the building are those necessary to meet the overall SODM accreditation requirements.

Basic project information is as follows:

- Fit-up of the existing Ross Hall's 4th floor shell space.
- New dental research laboratories.
- New lab support spaces.
- New restrooms, housekeeping, technology & storage spaces.

In keeping with the existing building's current LEED certification, the upfit will have a minimum goal of LEED certified.

The CxA will initiate the commissioning with a review of the drawings, specifications, and construction documents. In addition, the CxA will be responsible for verifying the project's performance test results to insure that the new building systems are operating within normal limits of the design criteria.

The Agent's scope of work will include, but not limited to, the following commissioning services:

- Design Review
- Performance testing of the building's service support systems to verify design performance.
- Review and approval of the building's service systems.
- Review equipment and services documentation and coordinate the training needed to bring the buildings to a fully functional state.

The selected CxA shall have demonstrated experience in providing commissioning services. The Letter of Interest should include a comprehensive listing of the CxA's previous experience, including work on university campuses and experience (if any) with The State of North Carolina. In addition, a current list of references with specific points of contact shall be provided. All members of the CxA's team should be indicated along with their individual experience and qualifications.

Interested firms should submit four (4) copies of a letter of interest and current SF330 to ECU's project manager at the following address by January 9, 2014.

Robert M. Brown
East Carolina University
Facilities Engineering & Architectural Services
1001 E. Fourth St.
Greenville, North Carolina 27858

In accordance with our qualifications-based selection system designers are expected to make no contact with University staff, faculty or trustees during this this stage of the selection process.

The use of email is highly recommended. East Carolina University encourages participation by MWBE firms and supports UNC system's policy of promoting opportunities for Historically Underutilized Businesses.

Thanks in advance for your interest in working with East Carolina University.

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Associate Vice Chancellor for Environmental Health & Safety Bill Koch
Agenda Item	II.H.
Item Description	Parking Presentation
Comments	N/A
Action Requested	Information
Disposition	
Notes	

BOARD OF TRUSTEES – FINANCE & FACILITIES COMMITTEE

PARKING AND TRANSPORTATION SERVICES

OVERVIEW

April 24, 2014

The Department of Parking and Transportation Services (P&T) consists of the following areas: parking lot inventory management and enforcement, parking permit sales, finance and administration, motor pool management, special events coordination, and transportation demand management (TDM). Currently there are 23 staff members in the department which reports to the Associate Vice Chancellor for Environmental Health and Campus Safety.

There are 13,957 parking spaces on the ECU campus that includes permit, ADA, service, patient, visitor, and departmental spaces. We are responsible for the physical maintenance of these spaces. Maintenance includes asphalt, painting, and signage. Annual revenues are about \$3 million and expenses are approximately \$1.6 million per year. The reserves fund balance for operating and capital was \$8.2 million for FY12/13 and is expected to be \$9.2 million at the end of FY14/15. With construction of the Student Center parking deck, reserves will decrease to about \$6 million. By court order, P&T must transfer approximately \$400,000 per year (80% of fine revenue) to the NC Department of Public Instruction.

Motor Pool consists of 99 NC Motor Fleet Management Vehicles. Motor Pool vehicles are assigned as follows, 87 to individual departments and 12 assigned to P&T for daily rental use.

TDM is a collection of strategies that result in more efficient use of transportation resources, including transit, bicycle, pedestrian and other means. Alternative Transportation or TDM consists of car, ride, and bicycle sharing programs.

A University committee has been formed to play a role in the direction of the parking department. The Parking and Transportation Committee is an advisory committee that assists P&T with decisions related to planning, policy and procedures. The committee consists of faculty, staff, and student members and meets quarterly during the year.

Parking is required by NC law to be self-supporting. Our primary philosophy is to keep fees as low as possible and base fees on paying for convenience. To continue in the maintenance and upgrade of existing parking resources and to plan for future parking demand, we are researching additional avenues for revenue needed to help meet the future needs of ECU.

Parking and Transportation Improvements/Change

Administrative

- A robust lot usage study is conducted continually during the year to insure we manage the parking inventory to its fullest potential. Comprehensive lot vacancy counts are collected at various times/days on an ongoing basis throughout each semester to help insure space availability for permit holders, efficient use of space and improved planning.

- We have reorganized the staff to improve customer service. We have combined the customer service and cashier staff so all front office personnel are cross-trained. This allows staff to handle additional duties such as the new TDM programs.
- Pay-by-space machines were installed at four locations on campus. These four machines replaced 79 individual parking meters. These new machines will now allow parking fees to be paid by credit card. This was one of the reasons meter revenue increased greatly over the last two fiscal years. The reduction of 79 single meter devices down to 4 has also decreased the cost of maintenance and cash collection, as well as the risk of theft.
- Underutilized State Motor Fleet Management (MFM) vehicles were returned to the Raleigh MFM Center which reduced university transportation costs. P & T provides mileage records and alternatives to departments to help them reduce costs.
- A satellite Parking and Transportation office was opened on the Health Science Campus.
- P&T began reviewing other “free” uses of parking in relation to the maintenance and operational costs of these lots. This review will identify other avenues of revenue to help support the growth of parking resources on campus. Currently, permit holders pay for the vast majority of lot maintenance, improvement and construction. Other parking users, such as events and visitors, should pay for parking unless we wish to continue subsidizing this parking cost through faculty, staff, and student permits.
- P&T annually transfers approximately \$180,000+ to the ECU police for lot security and \$250,000 to ECU Transit (reports to Student Affairs) for transportation from the Park and Ride lots. Transit is a robust system and a vital part of our TDM program, thus reducing parking demand. Over the last few years, Transit has increased routes to apartment complexes and reduced parking demand by approximately 1000 spaces, thus saving millions of dollars in parking construction costs and reducing vehicle congestion around campus.
- P&T transferred \$3.9 million in FY11/12 to meet the court requirement to transfer 80% of past parking fine revenue to the NC Department of Public Instruction. P&T transfers approximately \$400,000 per year to the NC Department of Public Instruction.
- Worked with Facilities Services on the development of a campus-wide Bicycle Master Plan and the Pedestrian Corridor on Main Campus.

Maintenance

- Lot improvements were completed at:
 - 14th Street Gravel lots – completed December 2012. The 14th Street gravel lots were converted to hard surface lots using sustainable design elements such as porous pavers, infiltration fields, storm water retention and green space. The design received an Award of Excellence from the International Parking Institute. ECU faculty installed monitoring wells to test infiltration rates so this lot can be used for research, teaching and future lot enhancement.
- An automated work ticket system was implemented for lot repairs, maintenance, and inventory. This insures all work required is done in an efficient and timely manner. It allows us to monitor productivity and work load. The work order system also allows us to schedule preventive maintenance work to insure completion and plan summer projects.

Transportation Demand Management

- P&T has implemented alternative transportation programs to campus to introduce transportation demand management (TDM) concepts to the University.
 - Enterprise Car Share – a nationwide car sharing program has three car share vehicles on campus. Each assigned vehicle has the potential to remove 50 vehicles from campus. Students are now able to leave their personal cars at home and have access to a car for their transportation needs.
 - Enterprise Car Share for Business Use was introduced in December 2012. This program offers an alternative for ECU business travel when State Motor Fleet vehicles are not available. Vehicles can be obtained for short business trips from locations across campus.
 - Zimride - a ride sharing network based on Facebook. This allows ECU members to find car pool alternatives instead of single occupancy vehicles for travel to campus or home for the weekend or holiday. Only ECU community members are able to access the site. There are currently 1400 members.
 - We have adjusted our Pirate Bike Share Program from an open share program to a specific bicycle assigned to an individual. A total of 60 bikes were in the program Fall Semester 2013. Abandoned bicycles are utilized to offer this service. They are inspected and repaired as needed.
 - We continued the weekly Bike Clinic in conjunction with Building Hope, a Greenville non-profit organization working with at-risk teens. This program provides an on-campus location for the campus community to repair their bikes.
 - Developed a Bicycle Rental Program with Campus Recreation and Wellness-Adventure Program. 10 new bikes are in the program and Bicycle Excursions are hosted each Thursday.
- Completed a Bicycle Master Plan for the ECU campus. An outside consulting firm along with a working group of faculty, staff, and students were instrumental in producing this plan.

Enforcement

- New handheld units used by the Parking Control Officers (PCOs) were implemented. This allowed for communication between the office database and the PCOs on campus. It allowed pictures to be tied to violations and also allowed personnel to add lot damage and issues immediately to the work order system.
- Customer complaints of parking issues are also logged into our Work Order System. This includes the presence of illegal parkers, traffic obstructions, and various other issues. This allows us to measure work requirements and to plan our enforcement strategy to insure adequate space availability for the permit holders and other parking customers.

Parking and Transportation Current/Future Projects

- Working with university departments and Facilities Services on the development of plans for parking garages on campus. These garages are a result and in furtherance of the Master Plan for East Carolina University. We have developed a financial plan to include the garage proposed for the new Student Center (700 spaces) on Main Campus. The garage is to be financed through a mix of parking reserves, bonds, building project contributions, garage permit fees and hourly parking revenues. Parking is

contributing \$7.5 million to the Student Center Garage. Future plans are for additional garages on the Health Science Campus, Reade Street in Uptown Greenville, and on College Hill as campus expands.

- Begin planning parking and safety equipment for the future garages. This will include access control, revenue control, emergency phones, security cameras, and signage.
- Begin implementing and installing the recommendations for the Bicycle Master plan which includes:
 - Working with the City of Greenville to connect their Pedestrian and Bicycle Project to benefit ECU. This includes the next stage of the Greenway Project that would connect the Uptown area with the Health Science Campus.
 - Providing the funds or equipment which includes bike paths, storage lockers, covered racks, safety training and other amenities.
 - Complete and submit the Bicycle Friendly Campus application to the American League of Bicyclists.
- Continue to review all parking spaces on campus to insure they are being utilized in the most efficient manner.
 - Installation of additional multiple space Pay-By-Space stations for visitor parking.
 - ADA and service vehicles spaces are being examined to determine if the current inventory is adequate.
 - Determine if spaces can be added to permit parking inventory.
 - Reviewing plans for access control equipment for special use parking lots on campus. For example, the patients lots on the Health Science campus may be an area to consider.
- Parking and Transportation will continue to monitor, reallocate resources, recognize traffic patterns, and meet the parking requirements of ECU.
- Parking and Transportation continues to work with the Master Plan coordinator to identify areas for improvement and growth in parking areas on campus. We continue to collect, interpret, and offer information to assist in the implementation of the Master Plan.

**Price Comparison for North Carolina
Institutions-Parking Permits**
2013-2014

Permit Type	UNC-C	UNC-G	UNC-CH	UNC-W	NC State	ECU
Reserved/Deck	N/A	\$445	\$690-\$1483	\$420(Reserved)/ \$206-\$430(Deck)	\$1,008	\$480
Faculty/Staff-A Zone	\$380	\$175- \$445	\$557-\$1197	\$146-\$370	\$741	\$360
Faculty/Staff-B Zone	N/A	N/A	\$318-\$907	N/A	\$414	\$180
Student/Residen t-A Zone	\$380	\$175- \$445	\$227-\$699	\$165-\$330	\$183-\$318	\$360
Student-B Zone	N/A	\$302	\$227-\$699	N/A	\$183-\$318	\$180
Commuter- Faculty/Staff	\$190- \$415	\$175- \$445	N/A	N/A	N/A	N/A
Commuter- Student	\$190- \$415	\$175- \$445	\$227-\$699	\$280-\$315	\$55-318	\$120-C2(Main Campus) & \$180- B4(Health Sciences Campus)
Freshman and/or a Resident Remote Lot	N/A	N/A	N/A	N/A	\$183-\$318	\$264
Motorcycle	N/A	\$53	\$85-245	N/A	\$63	\$56
Retired Faculty	N/A	N/A	N/A	N/A	\$35	B is Free
Vendor	N/A	N/A	\$761	\$45-\$270	\$372	\$180
Night Permit	\$120	N/A	N/A	\$80	N/A	N/A
Temporary	N/A	\$35/mth	N/A	\$165/yr \$10/wk	\$99	\$10/wk & \$20/mth
Summer Sessions*	N/A	\$32- \$106	N/A	\$60	N/A	\$20-1 session/\$30-both sessions
One-Day Permit	\$5	\$2-\$7	\$8-\$12	\$10/wk	\$5	\$5

Parking and Transportation – Measures of Workload and Resources

	2007	2011	% Change	2013	% Change
Measures of Workload					
Parking Spaces Managed	12,465	13,479	8%	13,957	4%
Parking Permits Sold	13,273	13,175	-1%	11,767	-11%
Patient Parking	340	549	60%	602	10%
Meters	274	290	6%	211	-27%
Pay-By Space Units				4	100%
Events Managed	1300	1253	-4%	1267	1%
Measures of Resources					
FTE	23	21	-9%	23	9%
Parking Permit Revenue	\$1,943,818	\$2,387,351	23%	2,567,452	8%
Meter/Pay-By-Space Revenue	\$153,176.29	\$191,680.54	25%	\$228,140.44	19%
Event Revenue	\$7,871.00	\$24,694.00	214%	\$36,179.00	47%
Total Revenue	\$2,213,268.86	\$2,731,018.11	23%	\$3,010,626.00	10%
Expenditures	\$1,627,884.20	\$1,641,134.00	1%	\$1,624,742.00	-1%

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander Associate Vice Chancellor for Operations Bill Bagnell
Agenda Item	II.I.
Item Description	Capital Projects Update
Comments	N/A
Action Requested	Information
Disposition	
Notes	

East Carolina University
Board of Trustees
Finance and Facilities Committee
April 24, 2014

Session	Finance and Facilities Committee
Responsible Person	Vice Chancellor for Administration and Finance Frederick Niswander
Agenda Item	II.J.
Item Description	Other
Comments	N/A
Action Requested	Information
Disposition	
Notes	