

DESCRIPTION OF INTERIM CAPITAL PROJECTS FOR CONSIDERATION

June 2, 2016

THE CITADEL

PROJECT NAME: Duckett Hall HVAC Replacement
REQUESTED ACTION: Establish Project
REQUESTED ACTION AMOUNT: \$1,200,000
INITIAL CHE APPROVAL DATE: N/A

<u>Project Budget</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Professional Service Fees	\$0	\$70,000	\$70,000
Building Utilities Renovations	\$0	\$1,090,000	\$1,090,000
Contingency	\$0	\$40,000	\$40,000
<i>Total</i>	<i>\$0</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>

<u>Source of Funds</u>	<u>Previous</u>	<u>Change</u>	<u>Revised</u>
Institutional Capital Project Funds	\$0	\$1,200,000	\$1,200,000
<i>Total</i>	<i>\$0</i>	<i>\$1,200,000</i>	<i>\$1,200,000</i>

DESCRIPTION:

The University requests approval to establish a project to replace the Duckett Hall HVAC System. Constructed in 1969, Duckett Hall contains approximately 23,900 SF and houses the Biology Department. The original HVAC systems are still in operation although they have an expected lifespan of only 20 years. All three HVAC systems are in poor condition and controls are antiquated beyond repair. This project will include the installation of four new air handling units, two lab exhaust fans, and four pumps to replace the existing HVAC system in the building. The scope would also include new ductwork throughout the building, associated piping, insulation, fan coil units and controls. Existing lighting will be replaced with new energy-efficient lighting and new suspended acoustical tile ceilings will be installed throughout.

E&G MAINTENANCE NEEDS:

Based on Fall 2014 data, Duckett Hall has a heating and cooling system rating of 2.875 out of 5 with existing maintenance needs of \$1,381,698 over the next twenty years.

ANNUAL OPERATING COSTS/SAVINGS:

Maintenance and energy will require additional operating costs of \$6,900 in the first year, \$7,080 in the second year, and \$7,270 in the third year following project completion.

RECOMMENDATION:

Staff recommends approval of this project as proposed.

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CHE	(For Board Use Only)
JBRC	
BC Board	
JBRC Staff	SUMMARY NUMBER
BC Staff	
A-1 Forms Mailed	
SPIRS Date	FORM NUMBER
Summary	

BUDGET AND CONTROL BOARD - PERMANENT IMPROVEMENT PROJECT REQUEST

1. AGENCY
 Code HO9 Name THE CITADEL
 Contact Person John E. Gardner / Kathleen M. Dille Phone # (843) 953-7063

2. PROJECT
 Project # _____ Name Duckett Hall HVAC Replacement
 Facility # 83 Facility Name Duckett Hall

County Code	10	Project Type	Repair / Renovate Existing Facility
New/Revised Budget	\$30,000.00	Facility Type	Program / Academic

3. CPIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR
 CPIP priority number 1 of 4 for FY 15-16

4. PROJECT ACTION PROPOSED (Indicate all requested actions by checking the appropriate boxes)

Establish Project		Decrease Budget		Close Project	
Establish Project - CPIP	X	Change Source of Funds		Change Project Name	
Increase Budget		Revise Scope		Cancel Project	

5. PROJECT DESCRIPTION AND JUSTIFICATION
 (Explain and justify the project or revision, including what it is, why it is needed, and any alternatives considered.
 Attach supporting documentation/maps to fully convey the need for the request.)

This A-1 is submitted for Stage I approval of Duckett Hall HVAC System Replacement. Duckett Hall was constructed in 1969 and is approximately 23,900 square feet. The HVAC systems are original to the facility and are still operational. The typical life span of these types of HVAC systems are 20 years; this system has exceeded its life span by 27 years. There are four mechanical rooms in the building, one on each floor and one on the roof. The current HVAC systems are in extremely poor condition, they are unable to adequately keep the facility at proper temperatures and humidity levels, especially at peak demands. The air handlers, piping, pumps, control valves and the controls are antiquated and beyond repair. The duct work and duct insulation is in very poor condition and coming apart in sections. In addition, asbestos insulation is used to insulate the chilled water and hot water pipes throughout the facility and needs to be abated. System failures would preclude the use of educational areas of the building. No alternative is a viable option. This project is imperative to provide proper heating and air-conditioning on all three floors of Duckett Hall.

6. OPERATING COST IMPLICATIONS
 Attach Form A-49 if any additional operating costs or savings will result from this request. This includes costs to be absorbed with current funding.

7. ESTIMATED PROJECT SCHEDULE AND EXPENDITURES
 Estimated Start Date: 1-Sep-16 Estimated Completion Date: 31-Dec-17
 Estimated Expenditures: Thru current FY: (16/17) \$ 30,000.00 After current FY: \$0.00

8. ESTIMATES OF NEW / REVISED PROJECT COSTS

PROJECT NUMBER: _____

- 1. _____ Land Purchase ----->
 - 2. _____ Building Purchase ----->
 - 3. 30,000.00 Professional Services Fees
 - 4. _____ Equipment and/or Materials ----->
 - 5. _____ Site Development
 - 6. _____ New Construction ----->
 - 7. _____ Renovations - Building Interior ----->
 - 8. _____ Renovations - Utilities
 - 9. _____ Roofing - _____ Roof Age
 - 10. _____ Renovations - Building Exterior
 - 11. _____ Other Permanent Improvements
 - 12. _____ Landscaping
 - 13. _____ Builders Risk Insurance
 - 14. _____ Other Capital Outlay
 - 15. _____ Labor Costs
 - 16. _____ Bond Issue Costs
 - 17. _____ Other: Testing & Inspections
 - 18. _____ Contingency _____
- 30,000.00 TOTAL PROJECT BUDGET

Land: _____ Acres
 Floor Space: _____ Gross Square Feet
 Information Technology \$ _____
 Floor Space: _____ Gross Square Feet
 Floor Space: _____ Gross Square Feet

ENVIRONMENTAL HAZARDS

Identify all types of significant environmental hazards (including asbestos, PCB's, etc.) present in the project and the financial impact they will have on the project.

Type: Asbestos Abatement

Cost Breakdown

Design Services _____

Monitoring _____

Abate/Remed _____

Total Costs \$0.00

9. PROPOSED SOURCE OF FUNDING

Source	Previously Approved Amount	Proposed Increase/Decrease	Original/Revised Budget	Transfer to/from Proj. #	Rev Object Code	Treasurer's ID Number	Rev Sub Fund	Exp Sub Fund
(0) Capital Improvement Bonds, Group 35					8115	09900539	3043	3043
(1) Dept. Capital Improvement Bonds Group					8115		3143	3143
(2) Institution Bonds								3235
(3) Revenue Bonds								3393
(4) Excess Debt Service Type								3497
(5) Capital Reserve Fund					8895		3603	3603
(6) Appropriated State Program Source					8895	68800100	1001	3600
(7) Federal						78800100		5787
(8) Athletic						88800100		3807
(9) Other -Specify ICPF		\$ 30,000.00	\$ 30,000.00		7262	98800100 98800100	4277	3907 3907
TOTAL BUDGET		\$ 30,000.00	\$ 30,000.00					

10. SUBMITTED BY:

Joseph L. Garcia
 CDL Joseph L. Garcia
 Vice President for Finance and Business

5-12-16
 Date

11. APPROVED BY:

(For Board Use Only)

 Authorized Signature and Title

 Date

**ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS
RESULTING FROM PERMANENT IMPROVEMENT PROJECT**

1. AGENCY Code H09 Name The Citadel

2. PROJECT Project # _____ Name Duckett Hall HVAC Replacement

3. ADDITIONAL ANNUAL OPERATING COSTS / SAVINGS. (Check whether reporting costs or savings.)

COSTS SAVINGS NO CHANGE

4.

TOTAL ADDITIONAL OPERATING COSTS / SAVINGS				
Projected Financing Sources				
(1)	(2)	(3)	(4)	(5)
Fiscal Year	General Funds	Federal	Other	Total
1) 17-18	\$ 6,900.00	\$	\$	\$ 6,900.00
2) 18-19	\$ 7,080.00	\$	\$	\$ 7,080.00
3) 19-20	\$ 7,270.00	\$	\$	\$ 7,270.00

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenues, fees, etc.).
N/A

6. Will the additional costs be absorbed into your existing budget? YES NO
If no, how will additional funds be provided?
N/A

7. Itemize below the cost factors that contribute to the total costs or savings reported above in Column 5 for the first fiscal year.

<u>COST FACTORS</u>	<u>AMOUNT</u>
1. Maintenance _____	\$2,900.00
2. Energy _____	4,000.00
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	\$6,900.00

8. If personal services costs or savings are reported in 7 above, please indicate the number of additional positions required or positions saved. 0

9. Submitted By: Joseph L Garcia Date 5-12-16
Joseph Garcia, VP Finance & Business
Signature of Authorized Official and Title Date

**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE I A&E PRE-DESIGN PROJECTS**

1. What is the internal projected cost of the project?

\$2,500,000.00

2. What is/are the source(s) of funds to be used for A&E pre-design?

Institutional Capital Project Funds (ICPF)

3. What is your agency/institution's definition of the source(s) of funds used for the A&E pre-design?
(Please be specific for each source and if there is a statutory authority authorizing the use of the funds for capital projects for the source, please cite the code section. If a source includes any type of fee, what is the fee called, what is the fee amount and when was it put in place?)

Institutional Capital Project Funds (ICPF) are accumulated student tuition and registration fees collected on an annual basis in excess of the college's E&G debt service requirements.

4. What is the current fund balance of uncommitted funds in the source of funds for A&E pre-design?

Current fund balance is \$986,708.00

5. What is the source(s) of funds to be used for construction?

Institutional Capital Project Funds (ICPF)

6. What is your agency/institution's definition of the source(s) of funds to be used for construction?
(Please be specific for each if different from those in 3 above. If there is statutory authority authorizing the use of the funds for capital project, please cite the code section and if a source includes a fee, what is the fee called, what is the fee amount and when was it put in place?)

Institutional Capital Project Funds (ICPF) are accumulated student tuition and registration fees collected on an annual basis in excess of the college's E&G debt service requirements.

7. What is the current fund balance of uncommitted funds in each source to be used for construction?

Current fund balance is \$986,708.00

8. Will the use of any funds for A&E pre-design or for construction require an increase in any student fee or tuition?

No.

9. If the use of any funds for A&E pre-design or construction will require any student fee or tuition increase, please explain and include the amount of the fees annually or by semester, what the fee is called and when it was put in place.

Not Applicable

10. What is the total square footage of the building to be renovated or constructed?

23,900 GSF

11. If a portion of the building is to be renovated, what is the square footage of the portion that will be included in the renovation?

23,900 GSF

12. What program(s) will use the space to be renovated/constructed?

Biology Department - Academic Classrooms, Labs and Faculty Offices

13. What is the current age of the building to be renovated?

47 years old; Duckett Hall was built in 1969

14. What is the current age of the building system(s) to be renovated or replaced?

47 years old

15. If any new space is being added to the facility, please provide demand/usage data to support the need.

Not Applicable

16. If the A&E pre-design request is above 1.5% of the internal estimated cost of the project, what is the reason the amount exceeds 1.5%?

Not Applicable

17. What are the estimated numbers of students, faculty, staff and/or clients that are expected to use the space affected by the project or for the entire building? (Answer for as many as are applicable.)

Estimated number of students expected to use this facility: 100

Estimated number of faculty & staff expected to use this facility: 12

18. Has the project been included in a previous year's CPIP? If so, what was the last year the project was included and for which year, 1-5?

Yes; FY 15 – 16, year 1

19. What are the economic impacts of the project, including job creation and retention? If there are none, please explain.

This renovation will provide proper heating and cooling on all three floors. This will increase retention of faculty, staff and students.

20. How will your agency/institution address and fund maintenance of this facility construction/renovation?

This building will be considered E&G (Education & General); therefore ongoing maintenance would be funded by the various maintenance funds The Citadel has reserved for its E&G facilities.

21. If your agency/institution has a deferred maintenance account, what is the name of the account and what is its current uncommitted balance?

Citadel Deferred Maintenance Fund: \$182,104

22. If how maintenance will be addressed and funded for this facility construction/renovation has not been determined yet, what steps are in place to begin to address how your agency/institution will fund maintenance to this and other agency/institution facilities?

Not Applicable