

DESCRIPTION OF INTERIM CAPITAL PROJECTS FOR CONSIDERATION

May 5, 2016

COLLEGE OF CHARLESTON

PROJECT NAME: Avery Envelope Renovation and Mechanical System Replacement
REQUESTED ACTION: Establish Construction Budget
REQUESTED ACTION AMOUNT: \$292,677
INITIAL CHE APPROVAL DATE: February 4, 2016

<u>Source of Funds</u>	<u>Phase I (Pre-Design)</u>	<u>Phase II (Construction)</u>	<u>Total Proposed Budget</u>
Capital Project Institutional Funds (CPIF)	\$18,886	\$1,244,414	\$1,259,300
Capital Project Institutional Funds (CPIF)		\$292,677	\$292,677
<i>Total</i>	<i>\$18,886</i>	<i>\$1,537,091</i>	<i>\$1,551,977</i>

DESCRIPTION:

The College requests approval to increase the project budget by \$292,677 to allow Phase II construction to begin for repair and mechanical system replacement for the Avery Research Center for African American History and Culture. This increase exceeds the staff approval threshold of 10% or \$2M, whichever is less. The building envelope and mechanical systems are failing and are in need of repair and replacement in order to properly preserve the important archival and exhibition materials housed within the facility. The building envelope is failing to control moisture intrusion, masonry wall repairs, removal, repair, resetting or replacement of windows, and total replacement of all exterior sealant systems. The mechanical system has exceeded its normal service life and is not holding the temperature and humidity set points required for archive areas.

E&G MAINTENANCE NEEDS:

Overall Exterior Wall system is rated as 3.375 out of 5 with waterproofing, caulking, pointing and painting rated at 4 out of 5 where 5 represents worst condition (i.e. replace).

ANNUAL OPERATING COSTS/SAVINGS:

Cost savings to be determined.

RECOMMENDATION:

Staff recommends approval of this project as proposed.

FOR BOARD USE ONLY	
CHE _____ JBRC _____ BC Board _____ JBRC Staff _____ BC Staff _____ A-1 Form Mailed _____ SPIRS Date _____ Summary _____	(For Board Use Only) <hr/> SUMMARY NUMBER <hr/> FORM NUMBER

APR 14 2016

BUDGET AND CONTROL BOARD - PERMANENT IMPROVEMENT PROJECT REQUEST

1. AGENCY Code H15 Name College of Charleston
 Contact Person Aaryne Elias Phone 843-953-7512

2. PROJECT Project # 9662 Name Avery Envelope Renovation and Mechanical System Replacement
 Facility # 126 Facility Name Avery Research Center for African American History and Culture

County Code	10	Project Type	Repair/Replace
New/Revised Budget	\$1,551,977.00	Facility Type	Public Service

3. CIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR
 CIP priority number _____ of _____ for FY _____

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

<input type="checkbox"/> Establish Project	<input type="checkbox"/> Decrease Budget	<input type="checkbox"/> Close Project	
<input type="checkbox"/> Establish Project - CIP	<input type="checkbox"/> Change Source of Funds	<input type="checkbox"/> Change Project Name	
<input type="checkbox"/> Increase Budget	<input checked="" type="checkbox"/> Revise Scope	<input type="checkbox"/> 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 project will provide for envelope repair and interior mechanical system replacement for the Avery Research Center for African American History and Culture. The building envelope and mechanical systems are failing and are in need of repair and replacement in order to properly preserve the important archival and exhibition materials housed within the facility. The building envelope is failing to control moisture intrusion through areas of the roof, exterior walls, windows, and sealants. The planned envelope repair includes replacement of the roof; masonry wall repairs; removal, repair, resetting or replacement of windows; and total replacement of all exterior sealant systems. The mechanical system has exceeded its normal service life and is not holding the temperature and humidity set points required for archive areas. The computer room-style HVAC units, DDC controllers, sensors, central station air handlers, and fan coil units will be replaced. The computer room-style HVAC units in classroom, library, and exhibition spaces will be replaced with central air systems to minimize noise in these public spaces.

6. OPERATING COSTS 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: March 2016 Estimated Completion Date: August 2017
 Estimated Expenditures: Thru Current FY: \$50,000.00 After Current FY: \$1,501,977.00

B. ESTIMATES OF NEW/REVISED PROJECT COSTS

PROJECT #	9662
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1. _____ Land Purchase →
 2. _____ Building Purchase →
 3. 92,000.00 Professional Services Fees
 4. 3,500.00 Equipment and/or Materials →
 5. _____ Site Development
 6. _____ New Construction →
 7. _____ Renovations - Building Interior →
 8. 320,789.00 Renovations - Utilities
 9. _____ Roofing - _____ Roof Age
 10. 627,942.00 Renovations - Building Exterior
 11. _____ Other Permanent Improvements
 12. _____ Landscaping
 13. 6,000.00 Builders Risk Insurance
 14. _____ Other Capital Outlay
 15. _____ Labor Costs
 16. _____ Bond Issue Costs
 17. 72,000.00 Other: HAZMAT/WASTE testing & abatement, etc.
 18. 229,746.00 Contingency
- \$1,551,977.00 TOTAL PROJECT BUDGET**

Land: _____ Acres
 Floor Space: _____ Gross Square Feet
 Information Technology \$3,500.00
 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	_____
Cost Burden	_____
Design Services	\$ _____
Monitoring	\$ _____
Abate/Remed	\$ _____
Total Costs	\$ _____ 0.00

9. PROPOSED SOURCE OF FUNDING

Source	Previously Approved Amount	Increase/Decrease	Original/Revised Budget	Transfer to/from Proj. #	Rev. Object Code	Treasurer's ID Number	Rev Sub Fund	Cap Sub Fund
(0) CIB, Group					8115		3043	3043
(1) Dept. CIB, Group					8115		3143	3143
(2) Institution Bonds								3235
(3) Revenue Bonds								3383
(4) Excess Debt Service								3497
(5) Capital Reserve Fund					8885		3803	3803
(6) Appropriated State					8885	8880100	1001	3620
(7) Federal						7880100		5787
(8) Athletic						8880100		3607
(9) Other (Specify) CIP	<u>18,889</u>	<u>1,533,088</u>	<u>1,551,977.00</u>		8214	8880100	4910	3807
TOTAL BUDGET	\$	\$	\$1,551,977.00					

10. SUBMITTED BY: Stephen C. Osborne EVP for Business Affairs
 Signature of Authorized Official and Title

4/14/2016
 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 H15 Name College of Charleston

2. PROJECT
Project # 9662 Name Avery Envelope Renovation and Mechanical System 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)	\$	\$	\$	\$
2)	\$	\$	\$	\$
3)	\$	\$	\$	\$

5. If "Other" sources are reported in Column 4 above, itemize and specify what the other sources are (revenues, fees, etc.). Energy efficiencies will be realized with the replacement of mechanical equipment but actual cost savings cannot be quantified at this time.

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.

COST FACTORS	AMOUNT
1. <u>TBD</u>	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	_____

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

9. Submitted By Stephen C. Robinson EVP for Business Affairs 4/14/16
Signature of Authorized Official and Title Date



**PERMANENT IMPROVEMENT PROJECT INFORMATION FORMAT
FOR PHASE II CONSTRUCTION BUDGET
AVERY ENVELOPE RENOVATION AND MECHANICAL SYSTEM REPLACEMENT**

1. What is the total projected cost of the project and what is it based on? Please attach a summary of the costs prepared during the A&E pre-design phase to support the total cost.

The total projected cost is \$1,551,977.

2. What is/are the source(s) of funds for the construction? If any private or federal funds are included, please attach a letter guaranteeing the availability of the funds.

Capital Project Institutional Funds

3. What is your agency/institution's definition of each fund source to be used for construction? (If any type of fee makes up a portion of the source, what is the fee called, what is the fee amount, and when it was put in place. If there is a statutory authority authorizing the use of the funds for capital projects, please cite the code section.)

Capital Project Institutional Funds is defined as those revenues generated by the Capital Improvement Fee that are in excess of the current annual debt service related to bonds issued under S.C. Code of Laws Section 59-130 Article 5. This fee is that portion of the student bill earmarked for debt service and renewal of the physical infrastructure. The College has had this fee in place since it became a public institution in 1970. The AY2014-15 per semester fee is \$781.

4. What is the current uncommitted balance of funds for each source listed in 3 above?

As of April 13, 2016 the uncommitted balance of the Capital Projects Institutional Funds is \$10,278,419.

5. If institution or revenue bonds are included as a source, when were the bonds issued? If not issued yet, when is the bond resolution expected to be brought for B&C Board approval?

N/A

6. If a student fee is used to fund debt service, what is the current amount of the fee annually or by semester? Please specify which.

As part of the Capital Improvement Fee, \$483 a semester is currently earmarked for debt service.

7. Will the use of any funds for construction require an increase in any student fee or tuition? If so, please explain in detail.

No.

8. Will the project be LEED certified for energy savings and conservation and if so, at what level will it be certified? For projects requiring or using LEED certification, please attach the required cost-benefit analysis and a checklist of items to be used to achieve LEED points or a description of the energy measures to achieve LEED.

No.

9. What energy savings/conservation measures will be implemented within the project if the project will not be LEED certified? For projects that do not require/use LEED, please provide a paragraph on energy savings measures to be implemented as part of the project. If there are no energy savings measures included, please state that and explain why.

Sustainable elements to be implemented:

- Roof with max reflectivity coefficient (to reduce heat island effect)
- Low fume / low VOC roofing materials
- Increased insulation in roof
- Low VOC paint and sealants
- High (energy) Performance Windows to maximize natural light, minimize glare and control heat gain / loss
- Control of air and moisture infiltration for improved air quality
- Control of air and moisture infiltration for improved HVAC equipment efficiency
- High energy performance HVAC equipment
- Improved insulation stop condensation at ducts and registers

10. What is the projected date (month and year) for execution of the construction contract?

January 2017

11. What is the projected date (month and year) for completion of construction?

August 2017

12. What program(s) are to be included in the constructed or renovated space?

The facility houses the Avery Research Center for African American History and Culture.

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

17,054 GSF

14. 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?

Envelope and interior mechanical systems of the entire facility (17,054 GSF).

15. What is the current age of the building or building systems to be renovated?

The building is estimated to be approximately 148 years old. The mechanical components being replaced range from 17 to 27 years old.

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

N/A

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 the entire building? (Answer for as many as are applicable.)

The Avery Research Center for African American History and Culture consists of museum, archive, and event space and serves the campus and the community at large.

18. If the construction cost increased significantly from the internal estimate (30% or more), what factors caused the cost to increase?

N/A

19. If the contingency is more than 10%, please explain why.

This determination is based upon section 8.5.1 of the Office of State Engineer Cost Estimating Guide, found within the Manual for Planning and Execution of State Permanent Improvements – Part II (2011), which recommends a Schematic Design phase contingency of 15-30%. The OSE recommends this contingency range based upon the complexity of a project type, and includes considerations such as state-of-the-art design, required reliability, equipment complexity, construction restraints due to continuity of operation, security, contamination, environmental, scheduling, and other items unique to the project. This project's contingency is justified at 20% of the construction cost as it is classified as a "building modification" to a historic structure that will require "special and complex equipment" to satisfy its museum and archival requirements. The building's collections will remain in place during construction, further elevating the level of construction complexity.

20. If funds are being transferred from another project, what is the current status of the project from which funds are being transferred?

N/A

21. 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?

No.

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

The project will require an architectural/engineering firm and a construction firm, who each employ individuals throughout the Lowcountry and state.

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

Operation and maintenance of the building will continue to be funded by College Fees as part of the College's overall operations and maintenance of its facilities.

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

As of April 13, 2016 the uncommitted balance of the Renovation Reserve was \$1,657,981.

25. 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?

N/A