

## **DESCRIPTION OF INTERIM CAPITAL PROJECTS FOR CONSIDERATION**

August 3, 2017

### **COLLEGE OF CHARLESTON**

<b>PROJECT NAME:</b>	City Bistro Interior Renovation
<b>REQUESTED ACTION:</b>	Establish Project
<b>REQUESTED ACTION AMOUNT:</b>	\$32,581
<i>Internal Projected Cost:</i>	<i>\$2,172,100</i>
<b>INITIAL CHE APPROVAL DATE:</b>	N/A

### **DESCRIPTION:**

The College requests approval to establish an interior renovation project to the City Bistro, located inside the Joe E. Berry Residence Hall. The dining facility is 7,260 SF and currently consists of 5 food service stations, 147 interior seats and 78 exterior seats. The renovation will accommodate the expanded utilization of this facility in recent years by students, faculty and staff. Prior to the completion of the converted courtyard, which will add 102 seats to the seating capacity, the Bistro was serving an average of 2,400 meals per day. This number is expected to continue to increase this fall.

The project was submitted as institutional priority 3 of 7 on this year's CPIP submission for Year One. The scope of the project will include reconfiguration of the dining room and food service stations to maximize food preparation space, counter top surface area, and storage capacity. Additionally, restrooms will be renovated, flooring will be replaced, and new food service equipment will be added. Lighting and plumbing will be upgraded, and digital signage will be installed. The trash area will be reconfigured and the pulper system replaced.

The last time this facility was renovated was in 2011, when the facility was converted from a deli to an 'all you care to eat' residential dining facility. Meal plan costs have only slightly increased over the past 5 years, whereas purchases of meal plans have increased.

### **SOURCE OF FUNDS: FOOD SERVICE REVENUES (AUXILIARY REVENUES)**

These are revenues generated from dining plans. The current balance of the Food Service Auxiliary Fund as of June 20, 2017 is \$3,254,286. The College's commitment of \$2.1M leaves approximately \$1.1M available for other uses.

### **E&G MAINTENANCE NEEDS:**

N/A – Auxiliary Building

### **ANNUAL OPERATING COSTS/SAVINGS:**

Additional operating costs/savings have not been determined at this time. Maintenance costs are included in the dining services operations budget. The College does not expect the renovation to have a material financial impact on current operations.

FOR DEPARTMENT USE ONLY	
CHE	_____
JBRC	_____
SFAA	_____
JBRC Staff	_____
ADMIN Staff	_____
A-1 Form Mailed	_____
SPIRS Date	_____
Summary	_____

(For Department Use Only)
SUMMARY NUMBER
FORM NUMBER

**PERMANENT IMPROVEMENT PROJECT REQUEST**

1. AGENCY  
 Code H15 Name College of Charleston  
 Contact Person Aaryne Elias Phone 843-953-7512
2. PROJECT  
 Project # \_\_\_\_\_ Name City Bistro Interior Renovation  
 Facility # 006 Facility Name Joe E. Berry Residence Hall

County Code	10 - Charleston
New/Revised Budget	\$32,581.00

Project Type	3 - Repair/Renovate Existing Facilities/Systems
Facility Type	4 - Housing/Food Service/Laundry

3. CPIP PROJECT APPROVAL FOR CURRENT FISCAL YEAR  
 CPIP priority number \_\_\_\_\_ of \_\_\_\_\_ for FY \_\_\_\_\_.

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

Establish Project	<input checked="" type="checkbox"/>	Decrease Budget	<input type="checkbox"/>	Close Project	<input type="checkbox"/>
Establish Project - CPIP	<input type="checkbox"/>	Change Source of Funds	<input type="checkbox"/>	Change Project Name	<input type="checkbox"/>
Increase Budget	<input type="checkbox"/>	Revise Scope	<input type="checkbox"/>	Cancel Project	<input type="checkbox"/>

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.)

The City Bistro is an all-you-care-to-eat residential dining hall located within the Joe E. Berry, Jr. Residence Hall in the north central area of campus. It is a popular dining option among students, which can be credited in part to its convenient location. It is located within a five-minute walk of ten residence halls that collectively house approximately 3,000 students. The dining hall is 7,260 square feet and consists of five food service stations, 147 interior seats, and 78 exterior seats. The residence hall courtyard adjacent to the Bistro has been converted into a covered outdoor dining area and will add 102 seats to its capacity. The Bistro currently serves an average of 2,400 meals per day and this number is expected to increase with the addition of the outdoor seating area.

This project will provide for the renovation of the interior of the City Bistro dining facility. The layout of the dining room and food service stations will be reconfigured to maximize food preparation space, counter top surface area, and storage capacity. The new configuration will better facilitate the heavy traffic flow that the Bistro regularly experiences. The trash area will also be reconfigured and the pulper system will be replaced. New food service equipment will be added, the flooring will be replaced, and the rest rooms will be renovated. Lighting and plumbing will be upgraded and new digital nutrition signage will be installed. This renovation project will increase the service capacity of the dining facility to meet current and anticipated demand and will help the College provide its students with timely food service and an enhanced campus experience.

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: August 2017 Estimated Completion Date: December 2018  
 Estimated Expenditures: Thru Current FY: \$0.00 After Current FY: \$32,581.00

8. ESTIMATES OF NEW/REVISED PROJECT COSTS

<b>PROJECT #</b>	
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- 1. \_\_\_\_\_ Land Purchase ----> Land: \_\_\_\_\_ Acres
- 2. \_\_\_\_\_ Building Purchase ----> Floor Space: \_\_\_\_\_ Gross Square Feet
- 3. 32,581.00 Professional Services Fees
- 4. \_\_\_\_\_ Equipment and/or Materials ----> Information Technology \_\_\_\_\_
- 5. \_\_\_\_\_ Site Development
- 6. \_\_\_\_\_ New Construction ----> Floor Space: \_\_\_\_\_ Gross Square Feet
- 7. \_\_\_\_\_ Renovations - Building Interior ----> Floor Space: \_\_\_\_\_ Gross Square Feet
- 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: \_\_\_\_\_
- 18. \_\_\_\_\_ Contingency

<b>ENVIRONMENTAL HAZARDS</b>	
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:	_____
<u>Cost Breakdown</u>	
Design Services	\$ _____
Monitoring	\$ _____
Abate/Remed	\$ _____
Total Costs	\$ _____ 0 00

\$32,581.00 TOTAL PROJECT BUDGET

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	Exp Sub Fund
(0) CIB, Group			0.00 0.00		8115		3043	3043
(1) Dept. CIB, Group			0.00 0.00		8115		3143	3143
(2) Institution Bonds			0.00 0.00					3235
(3) Revenue Bonds			0.00 0.00					3393
(4) Excess Debt Service			0.00 0.00					3497
(5) Capital Reserve Fund			0.00 0.00		8895		3603	3603
(6) Appropriated State			0.00 0.00		8895	68800100	1001	3600
(7) Federal			0.00 0.00			78800100		5787
(8) Athletic			0.00 0.00			88800100		3807
(9) Other (Specify) Auxiliary		32,581.00	32,581.00 0.00 0.00		7841	98800100	4238	3907
<b>TOTAL BUDGET</b>	<b>\$0.00</b>	<b>\$32,581.00</b>	<b>\$32,581.00</b>					

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

6/20/17  
Date

11. APPROVED BY: \_\_\_\_\_  
(For Department Use Only) Authorized Signature and Title

\_\_\_\_\_  
Date





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

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

The internal estimated total projected cost is \$2,172,100.

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

The source of funds that will be used for A&E pre-design services is food service auxiliary funds.

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?)

College of Charleston Food Service is a self-supporting auxiliary enterprise. Food Service Auxiliary Funds will be used for this project. No additional fee is required.

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

As of June 20, 2017, the uncommitted balance of the food service auxiliary funds is \$1,082,186

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

The source of funds that will be used for construction is food service auxiliary funds.

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?)

College of Charleston Food Service is a self-supporting auxiliary enterprise. Food Service Auxiliary Funds will be used for this project. No additional fee is required.

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

As of June 20, 2017, the uncommitted balance of the food service auxiliary funds is \$3,254,286.

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.

N/A.

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

The dining facility is located on the ground floor of the Joe Berry Residence Hall. The total square footage of the residence hall is 183,204 GSF. The City Bistro dining facility consists of 7,260 NSF.

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?

7,260 NSF of interior space will be included in this renovation.

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

The space serves as a residential all-you-care-to-eat dining facility.

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

The residence hall is 27 years old; it was built in 1989.

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

No major building systems will be renovated or repaired as part of this project.

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

No new space will be added.

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%?

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

The City Bistro serves an average of 2,400 meals per day. This number represents a mixture of student, faculty, and staff use.

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?

This project was not included in a previous year's CPIP, however it is Project 3 of Year 1 of FY 2018's CPIP.

19. 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.

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

Maintenance costs associated with this dining facility are already a part of our dining services operations budget.

21. 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 June 14, 2017, the uncommitted balance of the Renovation Reserve is \$3,187,426.

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?

N/A.



# CAPITAL PROJECT BUDGET SUMMARY

**PROJECT NAME:** City Bistro Interior Renovation  
**PROJECT MANAGER:** Kevin McCray  
**DATE:** 6/20/2017

RENOVATION	\$ 1,473,100
A/E SERVICES	\$ 165,000
INFORMATION TECHNOLOGY	\$ 54,000
FURNISHINGS	\$ 10,000
SPECIALTY EQUIPMENT	\$ 300,000
PERMITS	\$ 30,000
HAZMAT/HAZWASTE TESTING	\$ 10,000
PROJECT CONTINGENCY	\$ 130,000
<b>TOTAL PROJECT ESTIMATE~</b>	<b>\$ 2,172,100</b>

**College of Charleston**  
**Food Service Revenues and Expenses**  
**Fiscal Years 2012-2016**

	<u>2015-2016</u> <u>Audited</u>	<u>2014-2015</u> <u>Audited</u>	<u>2013-2014</u> <u>Audited</u>	<u>2012-2013</u> <u>Audited</u>	<u>2011-2012</u> <u>Audited</u>
<b>Revenues:</b>					
Revenues	\$ 12,121,290 (1)	\$11,750,429 (2)	\$ 11,084,466 (4)	\$ 10,233,226	\$ 10,074,272
Investment Income	4,695	3,587	4,113	8,732	9,493
Total	<u>\$12,125,985</u>	<u>\$11,754,016</u>	<u>\$ 11,088,579</u>	<u>\$ 10,241,958</u>	<u>\$ 10,083,765</u>
<b>Expenses:</b>					
Food Service Contract - Aramark	\$ 10,396,999 (1)	\$9,748,761 (2)	\$ 9,210,501 (4)	\$ 8,584,468	\$ 8,730,844
Utilities & Other Contractual Services	891,596	887,564	835,194	880,205	804,539
Rent & Insurance	631,743	606,995	607,546	576,995	560,842
Supplies	49,285	7,102	1,610	26,140	25,928
Equipment	0	165,452 (3)	40,531	38,673	146,868 (5)
Intradepartmental Expense	(570,353)	(680,565)	(629,808)	(577,727)	(511,193)
Total	<u>\$11,399,270</u>	<u>\$10,735,309</u>	<u>\$ 10,065,574</u>	<u>\$ 9,528,755</u>	<u>\$ 9,757,829</u>
<b>Net Revenues</b>	<u>\$726,715</u>	<u>\$1,018,704</u>	<u>\$ 1,023,005</u>	<u>\$ 713,203</u>	<u>\$ 325,936</u>

(1) All Access plans increase by 31% over 2014-15.

(2) All Access plans increase by 56% over 2013-14.

(3) Includes \$100K for two new PODs in Food Service.

(4) Includes shift from 21 MPW to new All Access plans.

(5) Includes 100K for new furniture for FFC