



OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR
BUSINESS AND FINANCE, TREASURER

October 2, 2013

The Honorable Michael R. Pence
Governor of the State of Indiana
State House
Indianapolis, IN 46204

Dear Governor Pence:

The financing and construction of the project, "Helmke Library Honors Program Renovation" on the Fort Wayne campus has been approved as required under the Bylaws of the Board of Trustees of Purdue University.

This project will renovate a portion of the second floor of the Helmke Library to accommodate the office and support needs of the Honors Program.

The estimated cost of this project is \$1,000,000, to be funded from Gift Funds (\$500,000) and IPFW Reserves (\$500,000).

Subject to review by the Commission for Higher Education and recommendation by the State Budget Committee and the Budget Agency, we request your approval to proceed with this project. Attached are the completed forms which the Commission has prescribed for its review of such projects. We will be happy to answer any questions you or your staff may have or to provide any additional information you may wish.

Sincerely,

A handwritten signature in blue ink, appearing to read "A.V. Diaz".

A.V. Diaz
Executive Vice President for
Business and Finance, Treasurer

/bjm

Attachments

c: Matt Hawkins, Associate Commissioner and Chief Financial Officer
Brian Bailey, State Budget Director
Mary Catherine Gaisbauer, Comptroller
Kevin Green, Assistant Director of Capital Planning

PROJECT SUMMARY AND DESCRIPTION
FOR: HELMKE LIBRARY HONORS PROGRAM RENOVATION

Institution:	<input type="text" value="Purdue University"/>	Budget Agency Project No.:	<input type="text" value="B-3-14-2-16"/>
Campus:	<input type="text" value="Fort Wayne"/>	Institutional Priority:	<input type="text" value="N/A"/>
Previously approved by General Assembly:	<input type="text" value="No"/>	Previously recommended by CHE:	<input type="text" value="No"/>
Part of the Institution's Long-term Capital Plan:	<input type="text" value="Yes"/>		

Project Summary Description:

This project is to renovate approximately 4500 GFS of space on the second floor of the Helmke Library. The space that is currently used as office space and work space for library technical staff will be repurposed to accommodate the University's Honors Program staff and students. Reception advising and office space, a specialized classroom multiple break-out and seminar rooms will be constructed to accommodate the staff and students involved in this program

Summary of the impact on the educational attainment of students at the institution:

IPFW has several programs supporting high-achieving students that are currently working independent of each other. It is the vision of the Chancellor to combine these programs, sharing resources and information to establish a more efficient, cohesive, and unified, program which will serve our best and brightest students, enhance recruitment efforts and increase retention rates.

Project Size:	<input type="text" value="4,500"/> GSF	<input type="text" value="3,800"/> ASF	<input type="text" value="0.84"/> ASF/GSF
Net change in overall campus space:	<input type="text" value="No Change"/> GSF	<input type="text" value="No Change"/> ASF	

Total cost of the project (1):	<input type="text" value="\$ 1,000,000"/>	Cost per ASF/GSF:	<input type="text" value="\$ 222.22"/> GSF
			<input type="text" value="\$ 263.16"/> ASF

Funding Source(s) for project (2):	<input type="text" value="\$ 500,000"/> - Gift Funds
	<input type="text" value="\$ 500,000"/> - IPFW Reserves

Estimated annual debt payment (4):

Are all funds for the project secured:

Estimated annual change in cost of building operations based on the project:

Estimated annual repair and rehabilitation investment (3):

- (1) Projects should include all costs associated with the project (structure, A&E, infrastructure, consulting, FF&E, etc.)
- (2) Be consistent in the naming of funds to be used for projects. If bonding, note Bonding Authority Year (1965, 1929, 1927, etc.)
- (3) Estimate the amount of funding the institution would need to set aside annually to address R&R needs for the project. CHE suggests 1.5% of total construction cost
- (4) If issuing debt, determine annual payment based on 20 years at 5.75% interest rate
- If project is a lease-purchase or lease, adjust accordingly. Note the total cost of the lease in the project cost, and annual payments in project description

**PROJECT DETAILED DESCRIPTION - ADDITIONAL INFORMATION
FOR: HELMKE LIBRARY HONORS PROGRAM RENOVATION**

Institution:	Purdue University	Budget Agency Project No.:	B-3-14-2-16
Campus:	Fort Wayne	Institutional Priority:	N/A

Description of Project

4500 SF of space on the south side of the second floor which currently is used by library technical staff working on cataloging and processing books will be renovated into the headquarters for the newly consolidated Honors Program. Some of the existing walls will remain, some of the larger open areas will be subdivided into a specialized classroom, as well as seminar and conference space. A little over a thousand SF of adjacent open library space will be enclosed to provide space for the program's reception area, advising and a computer lab. Partition walls will be constructed with studs and plaster board which will keep costs down and provide an opportunity to use color and light to create an appealing space for students and staff who will be spending long hours working in this high performance program.

Need and Purpose of the Program

The three separate IPFW programs, the Office of Major Scholarship (OMSA), the Chapman Scholars Program (CSP), and the IPFW Honors Program are being combined into one central organizational unit called the Honors Program. The Office of Major Scholarship Advisement identifies outstanding students and prepares them for national prestigious scholarship competitions. The Chapman Scholars Program is the premier merit-based scholarship in NE Indiana. Currently, neither the CSP nor the OMSA have any formal relationship with the Honors Program. The newly conceived space for the Honors Program would provide better support for our best and brightest students and faculty, expand the Honors curriculum and offer additional dynamic, experiential learning opportunities. The Honors Program and the Office of Major Scholarships, which are the largest units being combined with the Chapman Scholars program, will serve nearly 500 students. The Honors Program will have Co-Directors supported by a full-time administrative assistant, a graduate assistant, with another graduate assistant and four student workers to be added in 2014.

Space Utilization

The total GSF of campus space will remain the same. Some space in other campus buildings will ultimately be reassigned to other departments. The staff that currently occupies the space being renovated for Honors will be accommodated on another floor of the library.

Comparable Projects

There have been very few comparable projects on this campus, therefore, the cost per SF of similar space at Purdue's West Lafayette campus was used to estimate the potential cost of this project. Nominally the cost for office space and classroom seminar space with high end finishes tends to be in range of \$200-\$300/SF. Since this space has some walls and doors that will remain, it is anticipated that the cost will be on the lower end of that range.

Background Materials

Approximately half of the cost of this project will be funded by a private gift. The agreement has been signed and the funds are available upon the approval of this project by ICHE and the SBA. University funds will be used to fund the other half of the project's budget.

CAPITAL PROJECT REQUEST FORM
INDIANA PUBLIC POSTSECONDARY EDUCATION
INSTITUTION CAMPUS SPACE DETAILS FOR IPFW HELMKE LIBRARY HONORS PROGRAM RENOVATION

Helmke Library Honors Program Renovation B-3-14-2-16	Current Space in Use	Space Under Construction (1)	Space Planned and Funded (1)	Subtotal Current and Future Space	Space to be Terminated (1)	New Space in Capital Request (2)	Net Future Space
A. OVERALL SPACE IN ASF							
Classroom (110 & 115)	66,035	-	-	66,035	-	1,062	67,097
Class Lab (210,215,220,225,230,235)	131,947	-	-	131,947	-	-	131,947
Non-class Lab (250 & 255)	41,313	-	-	41,313	-	408	41,721
Office Facilities (300)	195,299	439	-	195,299	(439)	1,876	169,736
Study Facilities (400)	75,875	3,565	-	75,875	(3,565)	-	72,310
Special Use Facilities (500)	71,753	-	-	71,753	-	-	71,753
General Use Facilities (600)	107,908	-	-	107,908	-	423	107,908
Support Facilities (700)	577,599	-	-	577,599	-	-	577,599
Health Care Facilities (800)	3,139	-	-	3,139	-	-	3,139
Resident Facilities (900)	188,144	-	-	188,144	-	-	188,144
Unclassified (000)	4,770	105	-	4,770	(105)	340	5,005
B. OTHER FACILITIES (Please list major categories)							
TOTAL SPACE	1,463,782	4,109	-	1,463,782	(4,109)	4,109	1,463,782

Notes:

- (1) Identify in a footnote the specific facilities that are included in the data in these columns. Do not include pending approval, non-submitted projects or non-funded projects
- (2) Should include capital projects requested by the institution based on 2013-15 Capital Request Summary

- Space/Room codes based on Postsecondary Ed Facilities Inventory and Classification Manual (2006)

Space under construction includes: Honors Reception and office spaces; Honors classrooms; Honors Computer lab; and Honors lounge area.

Space planned and funded includes:

Space to be terminated includes: Library stack space; library document handling space; offices

CAPITAL PROJECT COST DETAILS
FOR: HELMKE LIBRARY HONORS PROGRAM RENOVATION

Institution:
Campus:

Budget Agency Project No.:
Institutional Priority:

ANTICIPATED CONSTRUCTION SCHEDULE

	<u>Month</u>	<u>Year</u>
Bid Date	Jan	2014
Start Construction	Mar	2014
Occupancy (End Date)	Oct	2014

ESTIMATED CONSTRUCTION COST FOR PROJECT

	Estimated Escalation Cost Basis (1)	Factors (2)	Project Cost
<u>Planning Costs</u>			
a. Engineering			
b. Architectural			
c. Consulting			\$ 46,500
<u>Construction</u>			
a. Structure			\$ 340,000
b. Mechanical (HVAC, plumbing, etc.)			\$ 245,000
c. Electrical			\$ 115,000
<u>Movable Equipment</u>			\$ 110,000
<u>Fixed Equipment</u>			
<u>Site Development/Land Acquisition</u>			
<u>Other (Project Mang, Inspection, Contingency, Printing)</u>			\$ 143,500

TOTAL ESTIMATED PROJECT COST **\$ 1,000,000**

(1) Cost Basis is based on current cost prevailing as of: (January 2014)
(2) Explain in the Description of Project Section of the "Cap Proj Details" schedule the reasoning for estimated escalation factors

**CAPITAL PROJECT OPERATING COST DETAILS
FOR: HELMKE LIBRARY HONORS PROGRAM RENOVATION**

Institution:	Purdue University	Budget Agency Project No.:	B-3-14-2-16
Campus:	IPFW	Institutional Priority:	N/A

<u>ANNUAL OPERATING COST/SAVINGS (1)</u>					<u>GSF OF AREA AFFECTED BY PROJECT</u>		4,500
	Cost per GSF	Total Operating Cost	Personnel Services	Supplies and Expenses			
1. Operations							
2. Maintenance							
3. Fuel							
4. Utilities							
5. Other							
TOTAL ESTIMATED OPERATIONAL COST/SAVINGS	\$	\$	\$	\$	\$	\$	\$

Description of any unusual factors affecting operating and maintenance costs/savings.

No net change in operating costs are anticipated.

(1) Based on figures from "Individual Cap Proj Desc" schedule