

CAPITAL BUDGET PROJECT REQUEST FORM as of 3 Jan 20 (page 1 of 3)

Please provide the following information regarding your project request:

Name:	<u>Cory wikan</u>	Date:	<u>2/5/2020</u>
	<u>Acting Dean</u>	Phone No:	<u>3188695235</u>
Title:	<u>Music</u>	Email Address:	<u>cwikan@centenary.edu</u>
Department:			

SCOPE:

Building and Room No (s): Hurley Music Building, 3rd floor

Briefly Describe Project: Renovation of entire 3rd floor, HVAC, possible ADA update w/elevator

Type of Project:
(check all that apply):

<input type="checkbox"/> Office Renovation	<input type="checkbox"/> Classroom	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Lab Renovation	<input type="checkbox"/> Residence Hall	<input checked="" type="checkbox"/> Building Repairs
<input type="checkbox"/> Feasibility Study	<input type="checkbox"/> IT	<input type="checkbox"/> Deferred Maint.
<input checked="" type="checkbox"/> Other (please describe)	<u>AC Update, 3rd floor renno, possible elevator</u>	

SCHEDULING/COST:

Requested Completion Date: 06/30/2021 Est. Cost: 1,000,000

AUTHORIZED SIGNATURES:

IT Related Approval: <small>For IT purchases</small>	<u>DocuSigned by: Scott Merritt</u>	<u>2/11/2020</u>	<u>Scott Merritt</u>
Facilities Approval: <small>Building renovations/modifications</small>	<u>DocuSigned by: Chris Sampite</u>	<u>2/5/2020</u>	<u>Chris sampite</u>
Department Head:	<u>DocuSigned by: Cory Wikan</u>	<u>2/5/2020</u>	<u>Cory wikan</u>
Vice President:	<u>DocuSigned by: Karen Soul</u>	<u>2/14/2020</u>	<u>Karen Soul</u>

(Forward to VPFA@centenary.edu)
Date of Cabinet Approval _____

F/O/A/P: _____ / _____ / _____ / _____

PROJECT REQUEST FORM (page 2 of 3)

Please provide the following additional information regarding your project

All new project requests must be approved by the Cabinet and be included in the FY 21 budget before work can begin.

To facilitate the project review process, the following questions in this two-page Appendix are now required to accompany all new Project Request Form (PRF) submissions. The Appendix is an opportunity for you to explain the significance and value of the project you wish to pursue for your Department. The questions listed below are questions that must be answered for each new PRF. Incomplete forms will not be included in the capital budget schedule.

If your answers are unable to fit in the space allotted below, please feel free to provide the information in a separate document attached with your PRF submission or in an email accompanying your submission.

Q1. What is the intended funding source of this project?

Capital Budget Funds Operating Budget Funds

Specify: Capital Budget FY21

Q2. What is your overall estimated cost for this project? If this PRF is for a preliminary/feasibility study for a larger project, please include your best estimate of what the larger project will cost. Please do *not* answer this question with "TBD" or "unknown" or "request an estimate" or a similar type of response. \$: 1,000,000

The attached document includes estimates Chris Sampite and I received from Newman Marchive Inc., which includes the cost of 13 wenger music practice rooms, renno., etc.--\$958,962. Not included, 13 digital pianos = appropriately \$14,000. Scott Merritt working on IT estimates.

Q3. What is the academic need or business need that this project will fulfill?

Outside of the dilapidated 3rd floor, Hurley students have ONE practice room that is appropriate for their needs. This project also includes an updated AC system, which would aid the entire building in maintaining appropriate temperatures for the instruments, especially the invaluable pianos and violins which suffer when temperature cannot be regulated well. Proposed updates:

Facilities Director's Comments: Space is not currently designed for program needs or does it provide modern architectural design features.

IT Director's Comments:IT estimates for Key Card Access, Security Cameras, Internet Access, and 10 Touch Screen computers is \$95,000

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APPENDIX

Please provide the following additional information regarding your project

Q4. What are the current limitations of the existing space? (In other words, why is this project request necessary?)

There is not enough space. The rooms are not acoustically sound, so the students are burdened by the noise of others' practicing. The AC/Heat cannot be regulated, which often results in rooms (without windows) that are either extremely hot or cold, depending upon the season.

Re: the possible elevator. Hurley is not ADA compliant. We have worked for years to accommodate those with disabilities, with limited success. As we increasingly enroll students who cannot climb stairs, this is urgent.

Q5. Why is it important that this project happen *this FY* (as opposed to happening in a future FY)?

This project has been deferred to future fiscal years for decades. Serious musicians looking to enroll in a music school consider the practice facilities. We avoid taking prospective students to the third floor at all costs. It is a deterrent.

Q6. Does this project request support a new initiative, new position, or new employee? If yes, please briefly describe and include the names and positions of the new hires/candidates if known at this time.

No. PLACING THE BASIC SCOPE OF THE PROJECT BELOW

1. Complete renno of 3rd floor (interior walls removed, hallway widened)
2. AC handler and ducting updated (for entire building)
3. Approximately 13 acoustically sound pre-fab wenger practice rooms installed (see attached. These rooms allow for acoustics to be manipulated and recordings to be created.
4. Possible elevator installation--access to all floors of Hurley
5. Digital pianos replace old pianos that must be maintained annually, reducing cost of maintenance
6. Keycard, video surveillance for security. Computers with wifi in each room

Q7. If this project request is not approved, what effect will this have on your operation?

ADA students will continue to be singled out when they attempt to enroll in music classes that cannot be taught on the first floor. Music students will excel only to the extent that the limited practice facilities allow.

Q8. Is this a one-time annual cost? YES NO If NO, will it require additional on-going annual funding and do you have those funds and VP support for those annual costs? YES NO

