September 20, 2016

TO: MN State Colleges & Universities
   Office of the Chancellor

FROM: Peggy D. Kennedy, President
   MN State Community and Technical College (M State)

SUBJ: 2018 Capital Budget Request — Fergus Falls Campus Project, Priority #1

I am pleased to submit the 2018 Capital Budget Request from Minnesota State Community and Technical College (M State) Fergus Falls Campus. This project proposal describes the establishment of a collaborative Center for Student and Workforce Success (CSWS) on our Fergus Falls campus. Under the umbrella of the CSWS, M State will combine the College access, career and transfer services with the services offered by the current Regional Workforce Center and its participating federal, state and local partners in Fergus Falls. This partnership will expand community access to both education and employment options, better realizing the mission of each organization.

This project addresses all three goals of the MnSCU strategic framework, and will improve campus space utilization as well.

This project has extensive community backing, and a local private foundation has indicated it will support the project contingent upon state funding. In addition, the Workforce Center will provide a valuable revenue stream on a long-term basis which the College may then re-invest in teaching and learning. This project was supported by Governor Dayton in the 2014 bonding session but did not make the final approved list of projects. It was also supported in the 2016 session which did not end up with a bonding bill.

We appreciate your support of this important project. If you have any questions or concerns, please feel free to contact me, Pat Nordick, or Matt Sheppard. Thank you for your serious consideration of this project.

PK/ct

C: P. Nordick
   M. Sheppard
September 20, 2016

Dr. Peggy D. Kennedy, President
Minnesota State Community and Technical College
1414 College Way
Fergus Falls, MN 56537

Dear Dr. Kennedy:

We are pleased to submit to you this updated predesign document for the M State - Fergus Falls – Center for Student & Workforce Success Project.

This document updates the previous submittal dated November 8, 2012 and revised October 9, 2014. The scope of the project has not been changed. We have updated project construction cost estimates given that an additional two years have passed from since the revision. We have also updated the project schedule to reflect funding in 2018 and start of construction in 2019.

This predesign document has been prepared with guidance from the Minnesota State Community and Technical College following predesign guidelines and includes input from the M State - Fergus Falls administration, faculty, and staff, as well as guidance from the MnSCU facilities planning office.

Please feel free to contact us if you have any questions,

Sincerely,

Brian C. Berg, AIA, LEED AP
Principal Architect
Zerr Berg Architects
MN registration number: 41686
## Basic Information

<table>
<thead>
<tr>
<th>College/university name</th>
<th>Minnesota State Community and Technical College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of campus</td>
<td>M State – Fergus Falls</td>
</tr>
<tr>
<td>Project name</td>
<td>Center for Student &amp; Workforce Success</td>
</tr>
<tr>
<td>Project address &amp; county</td>
<td>1414 College Way, Otter Tail County</td>
</tr>
<tr>
<td>Institution priority</td>
<td>1 of 2</td>
</tr>
<tr>
<td>Project phase</td>
<td>1</td>
</tr>
<tr>
<td># of phases:</td>
<td>1</td>
</tr>
<tr>
<td>Project request 2018 ($)</td>
<td>1,197,415</td>
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<tr>
<td>Proj. request 2020</td>
<td></td>
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<tr>
<td>Proj. request 2022</td>
<td></td>
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<tr>
<td>Total request, all years</td>
<td>1,197,415</td>
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## Scope of Work

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<tr>
<th>New construction (GSF):</th>
<th>Demolition area (GSF):</th>
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<tr>
<td>Renovation area (GSF):</td>
<td>Renewal area (GSF):</td>
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<td>14,362</td>
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## Construction Schedule (enter dates as mm/yyyy)

<table>
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<th>Construction start date</th>
<th>04/2019</th>
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<tr>
<td>Midpoint of construction</td>
<td>09/2019</td>
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<tr>
<td>Occupancy date</td>
<td>03/2020</td>
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## Budget and Costs (for 2018 request only)

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<th>Previous appropriations (Year, $, purpose/scope):</th>
<th>None</th>
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<tr>
<td>Total project cost:</td>
<td>$1,947,415</td>
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<tr>
<td>Construction cost:</td>
<td>$1,283,759</td>
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<tr>
<td>FF&amp;E Costs:</td>
<td>$96,888</td>
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<tr>
<td>IT Costs:</td>
<td>$12,111</td>
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<tr>
<td>Relocation costs:</td>
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## Space Utilization

<table>
<thead>
<tr>
<th>Space util. of project area</th>
<th>Library, meeting, and classroom spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed utilization</td>
<td>Library, meeting, classroom spaces, and leased space</td>
</tr>
</tbody>
</table>

## Facility Condition and Sustainability

<table>
<thead>
<tr>
<th>FCI of project area</th>
<th>17%</th>
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<tbody>
<tr>
<td>Proposed FCI</td>
<td>14%</td>
</tr>
<tr>
<td>Backlog ($) removed</td>
<td>$206,910</td>
</tr>
<tr>
<td>Renewable energy system included in project?</td>
<td>If yes, what type of system?</td>
</tr>
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## Other Considerations

<table>
<thead>
<tr>
<th>Any private use (Workforce Center, outside vendor, etc.)?</th>
<th>Yes, Regional Workforce Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will more than one campus use this project?</td>
<td>No</td>
</tr>
</tbody>
</table>
# Table of Contents

Section 1 – Predesign Summary Statement ................................................................. 1.1  
Section 2 – Project Background Narrative ............................................................... 2.1  
Section 3 – Project Description .............................................................................. 3.1  
Section 4 – Sustainable/Energy Statutes ................................................................. 3.4  
Section 5 – Financial Information – Capital Expenditures ....................................... 5.1  
Section 6 – Financial Information – Ongoing Operating Expenditures ..................... 6.1  
Section 7 – Project Schedule .................................................................................. 6.1  
Section 8 – Technology Plan / Budget ................................................................. 8.1  
Section 9 – Appendix ......................................................................................... 8.1
Section 1  Predesign Summary Statement

Project Summary

This project calls for the establishment of a collaborative Center for Student and Workforce Success (CSWS) on the Fergus Falls Campus of Minnesota State Community and Technical College. Under the umbrella of the CSWS, M State will combine the college’s access, career and transfer services with the services offered by the current Regional Workforce Center and its participating federal, state and local partners in Fergus Falls. This partnership and collaboration will expand community access to both education and employment options, better fulfilling the mission of each organization.

This project has extensive community backing, and a local private foundation has indicated it will support the project contingent upon state funding. Fergus Area College Foundation stands ready to raise funds for this project as well, and the project also has enthusiastic support from the partnering agencies of the Regional Workforce Center. We have been assured that a letter of intent for a long-term lease is forthcoming.

CSWS will update and repurpose existing library, meeting and classroom spaces which are currently underutilized and in need of finish and equipment upgrades. This space has not been renovated since the early 1970s. Renovation for the CSWS will displace two classrooms and a meeting room, with most of this space leased to the collaborating partner agencies which will operate on the campus and generate revenue for the college on a long-term basis. In addition, this project will update a portion of the existing restrooms on campus and make them fully ADA accessible.

Project Location
Minnesota State Community and Technical College – Fergus Falls
1414 College Way
Fergus Falls, MN 56537

Scope of Work / Project Size
Remodeled Area – Total  14,362 Gross Square Feet

Cost Summary

Updated Construction Related Costs – September 2016  $1,283,759.00
Updated Design Fees – September 2016  $96,886.00
Updated Project Management Costs – September 2016  $64,187.00
Updated Occupancy Costs – September 2016  $121,109.00
Updated Art Costs – September 2016  $11,680.00
Inflation Cost (2016-2019)  $369,794.00

Updated Estimated Total Project Costs – September 2016  $1,947,415.00

Sources of Funds
Capital Appropriation  $1,197,415.00
Private Funds  $750,000.00
Section 2 Project Background Narrative

Project Summary

This project calls for the establishment of a collaborative Center for Student and Workforce Success (CSWS) on the Fergus Falls Campus of Minnesota State Community and Technical College. Under the umbrella of the CSWS, M State will combine the college’s access, career and transfer services with the services offered by the current Regional Workforce Center and its participating federal, state and local partners in Fergus Falls. This partnership and collaboration will expand community access to both education and employment options, better fulfilling the mission of each organization.

M State will provide intrusive, intentional academic services and career instruction to a projected 650 students to ensure their success: at entry with college readiness, career guidance and program/course selection and progress assistance; with tutoring and financial aid information to encourage retention in college; and with job placement and transfer services to ensure completion and success after college. The on-campus Regional Workforce Center will supplement the counseling services and expertise currently available to students while also introducing Workforce Center clients to M State’s resources in academic development, transfer and workforce training.

Thus, the CSWS will combine M State, non-profit, state and federal services and resources. Consequently, it will expand education access for men and women in the age range of 24-50, the group most often served by the Regional Workforce Center. Through active recruiting and the on-site availability of academic services and staff, these men and women will be introduced to the campus and its faculty, staff, services, and career and transfer education programs.

This project has extensive community backing, and a local private foundation has indicated it will support the project contingent upon state funding. Fergus Area College Foundation stands ready to raise funds for this project as well, and the project also has enthusiastic support from the partnering agencies of the Regional Workforce Center. We have been assured that a letter of intent for a long-term lease is forthcoming.

If the project is funded we have a verbal commitment from Rural Minnesota CEP and its regional workforce partners to lease a portion of the renovated space. The lease is expected to use approximately 4,850 square feet. We have tentatively looked at charging $12.00 per square foot for the lease rate. That rate will generate $116,400.00 per biennium and will cover the operating costs related to the leased area as well as the debt service commitment from the capital bond sale.

CSWS will update and repurpose existing library, meeting and classroom spaces which are currently underutilized and in need of finish and equipment upgrades. This space has not been renovated since the early 1970s. Renovation for the CSWS will displace two classrooms and a meeting room, with most of this space leased to the collaborating partner agencies which will operate on the campus and generate revenue for the college on a long-term basis.

Regional Workforce Center spaces will have a dedicated entrance and parking facilities and will be designed so they can be accessible when the college is closed. The CSWS will encourage collaboration between all service providers and promote more frequent visits by students, staff and community members needing career guidance, educational services, job placement and/or transfer services.
Section 2  Project Background Narrative

Project Relationship to Facilities Master Plan

The current master plan for M State – Fergus Falls indicates that the current library space would benefit from increased student computer use spaces. In addition, the master plan calls for updated interior finishes, lighting fixtures, lighting controls, and increased electrical receptacles.

The proposed project aligns with the current master plan by proposing the addition of flexible spaces for active and quiet computer use throughout the library. In addition, the proposed library renovation project will update all interior finishes, lighting controls, lighting fixtures, and increase the amount of electrical receptacles.

The current master plan indicates that the campus should not explore options to add new space but should instead work with community partnerships to lease space within the existing campus to increase the space utilization.

Existing Conditions Photographs

Existing study space in Library

Existing stacks and reading area in Library

Existing study and computer space in Library

Existing computer lab adjacent to Library
Existing Floor Plans

Overall Campus Plan – Showing Work Areas
Floor Plan Options

This project takes place within the current envelope of the existing building, at a location where the library and support spaces are currently situated. This location was chosen by M State – Fergus Falls administration, faculty, and staff and alternate locations for the library portion were not explored.

Alternate locations for the workforce development and transfer center portion of the project were explored and are shown below.

The development of the floor plan proposed by this predesign was reviewed by M State – Fergus Falls administration, faculty, and staff. The various plan changes that occurred through the review process are included below. All of these highlight the process taken to achieve the final predesign floor plan, which is included and illustrated in Section 3.
Section 2   Project Background Narrative

Predesign Process Option 1 – Work Area 2B – 03.24.12 – Not Chosen

Predesign Process Option 2 – Work Area 2B – 05.02.12 – Not Chosen
Section 2  Project Background Narrative

Predesign Process Option 1 – Work Area 2A – 03.24.12 – Not Chosen
Section 2  Project Background Narrative

Predesign Submittal - 100%
M State – Fergus Falls
Center for Student & Workforce Success

Minnesota State
Community and Technical College

Predesign Process Option 2 – Work Area 2A – 05.02.12 – Not Chosen

November 8, 2012, Rev 10/14, Rev 9/16
Page 2.8
Statutory Requirements

16B.335, Subd 1 – Notification to House and Senate Committees
16B.335, Subd 3 – Predesign Submittal
16B.335, Subd 4 – Energy Conversation
16B.335, Subd 3c – Consider the use of MINNCOR products
16B.35 – Percent of Art
Section 3  Project Description

This project will update and repurpose existing library, meeting and classroom spaces which are currently underutilized and in need of finish and equipment upgrades. These spaces total 14,362 gross square feet and has not been renovated since the early 1970s. Renovation for the CSWS will displace two classrooms and a meeting room, with most of this space leased to the collaborating partner agencies which will operate on the campus and generate revenue for the college on a long-term basis.

The hallway spaces will be repurposed to include new and more efficient access from the hallway to the repurposed adjacent spaces. These new entrances will be welcoming and easy to navigate. In addition, the dated finishes will be replaced with up-to-date finishes to unify the project.

The seating area will be a multi-use and multi-purpose space that will serve as a place for students to collaborate, study, and interact in a casual setting.

The circulation & support area will be located at one central location. This will be an efficient and one-stop spot for students and staff to have all of their needs met. In addition, the staffing will be able to be more efficiently utilized at one central location.

The restroom spaces adjacent to the CSWS project are currently not ADA accessible. This project will bring all of the adjacent restrooms into ADA compliance as well as updating the finishes and fixtures.

The library support spaces will be multi-use spaces for varied needs and uses necessary to support the programs and functions of the library.

Providing flexible meeting, media, study, and quiet spaces will allow students to utilize private and semi-private spaces within the shell of the CSWS for various needs. These spaces will be flexible to allow a single student or a group of students to use the spaces in various ways.

The use of current library spaces has changed from the way that the current library was designed to function. There is a shrinking need for large volumes of stack space and tables for quiet study. Instead, computer access to digital records, open collaboration, and active study spaces with open discussions taking place are more suited to today’s needs. The renovated active library spaces will provide for these needs.

In addition, because books are still a utilized form of receiving information for students, stack space will be maintained, however its layout, organization, and appearance will be modified to be more user friendly.

The academic and career service area will involve the renovation of an existing space to create a new place, so students, staff, industry, and workforce partners can collaborate to address the needs of the students.

The regional workforce center spaces will have a dedicated entrance and parking facilities and will be designed so they can be accessible when the college is closed. The regional workforce spaces will provide spaces for collaboration between all service providers and promote more frequent visits by students, staff and community members needing career guidance, educational services, job placement and/or transfer services.
Program Summary

<table>
<thead>
<tr>
<th>SPACE</th>
<th>Size (SF)</th>
<th>NOTES &amp; COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallway Space</td>
<td>1,361</td>
<td>Updated finishes, new doors, revised access</td>
</tr>
<tr>
<td>Seating Area</td>
<td>300</td>
<td>Multi-use reading, gathering, studying, and lobby space</td>
</tr>
<tr>
<td>Circulation &amp; Support Desk</td>
<td>250</td>
<td>Single point of access for circulation and support uses</td>
</tr>
<tr>
<td>Restrooms</td>
<td>654</td>
<td>Renovate existing restrooms to make ADA compliant</td>
</tr>
<tr>
<td>Library Support Spaces</td>
<td>400</td>
<td>Space for storage, circulation, and library support</td>
</tr>
<tr>
<td>Media, Quiet, and Study Rooms</td>
<td>715</td>
<td>Dedicated flexible space for various uses and configurations</td>
</tr>
<tr>
<td>Active Library Area</td>
<td>2,000</td>
<td>Active library area with space for computer access clusters</td>
</tr>
<tr>
<td>Academic &amp; Career Services</td>
<td>1,224</td>
<td></td>
</tr>
<tr>
<td>Library Stacks</td>
<td>2,020</td>
<td></td>
</tr>
<tr>
<td>Regional Workforce Center Space</td>
<td>3,800</td>
<td>Space for resource room, vocational rehab, experience works, RMCEP uses, and a flexible conference/classroom</td>
</tr>
<tr>
<td>Regional Workforce Center Space</td>
<td>1,050</td>
<td>Space for resource room, vocational rehab, experience works, RMCEP uses, and a flexible conference/classroom</td>
</tr>
<tr>
<td>Circulation/Walls/Mechanical/Electrical</td>
<td>588</td>
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</tr>
<tr>
<td>Totals</td>
<td>14,362</td>
<td></td>
</tr>
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</table>

Total Programmed Space 14,362

Mechanical Design Intent

The system for the library is a single zone AHU, which will have the air distribution revised as necessary for the new ceilings in the library. The classroom and study rooms are served from Multi-zone AHU’s. There is currently fin tube radiation on the perimeter wall that will be changed out with new element and cover.

Electrical Design Intent

The existing lights will be replaced with new direct/indirect lighting in the new ceilings, along with accent lighting throughout the library and new seating area. All lighting will be controlled with occupancy & daylight sensors. Fire alarm systems will be modified as necessary for the remodeling.
Schematic Plan for Work Area

Selected Predesign Plan – 11.08.12 – Chosen to move forward
Section 3  Project Description

Bibliography of Applicable Codes, Standards, and Publications

- 2015 Minnesota State Building Code
- International Building Code (IBC)
- International Mechanical Code (IMC)
- International Fire Code (IFC)
- Minnesota Plumbing Code
- NFPA 13 Installation of Fire Protection Systems
- Americans with Disabilities Act (ADA)
- ASHRAE 90.1
- BICSI Telecommunications Distribution Methods Manual
- IES Lighting Handbook, Tenth Edition
- International Electrical Testing Association (NETA) Standards
- National Electrical Contractors Association (NECA) Standards

Section 4  Sustainability/Energy Statutes

This project will utilize existing mechanical systems without major modification. The reconfiguration of ductwork, diffusers, and distribution will be modified as part of this project.

Minnesota B3 guidelines are not applicable to this project because the mechanical systems will not be modified.

The existing building envelope will not be affected by this project.
Section 6  Financial Information - Ongoing Operating Expenditures

The project will have little to no impact on utilities & maintenance, as this is existing space. No academic or support staff changes are anticipated as a result of this project.

Section 7  Schedule

The original predesign was completed November 2012 and was revised October 2014.
Section 8 Technology Plan / Budget

The campus technology plan may be made available by request and is not included with this report. The budget for including the technology needs of the campus is included in the overall construction cost estimate.

Section 9 Appendix

The following documents are all available upon request and are not included in this report.

Project Process
Programming Meeting – Library & WDC ................................................................. March 26, 2012
Programming & Plan Refinement Meeting ............................................................... April 9, 2012
Preliminary Predesign Building Program ............................................................... April 9, 2012
Preliminary Floor Plan – Work Area 2A .............................................................. April 9, 2012
Preliminary Floor Plan – Work Area 2B .............................................................. April 9, 2012
Refined Floor Plan – Work Area 2B ................................................................. April 20, 2012
Refined Floor Plan – Work Area 2A ................................................................. April 20, 2012
Refined Predesign Building Program ................................................................. April 20, 2012
Semi-Final Predesign Floor Plan – Work Area 2A ........................................... May 4, 2012
Semi-Final Predesign Floor Plan – Work Area 2B ........................................... May 4, 2012
Semi-Final 3D Rendering – Work Area 2A .................................................. May 4, 2012

50% Predesign
Final Predesign Floor Plan – Work Area 2 ................................................ September 6, 2012
Final 3D Rendering – Floor Plan Work Area 2 ........................................ September 6, 2012

95% Predesign
Final Predesign Floor Plan – Center for Academic Success .................. November 2, 2012
Final 3D Rendering – Center for Academic Success .............................. November 2, 2012