

SCOPE OF WORK

Kansas City Kansas Community College Student Housing Project

The Scope of Work (SOW) is organized into seven (7) sections:

1. Scope Summary
2. Current Conditions
3. Future State Requirements
4. Schedule Requirements
5. Financial Requirements
6. Exclusions and Assumptions
7. Site Images

SECTION 1 – SCOPE SUMMARY

1.) HIGH LEVEL SUMMARY

Kansas City Kansas Community College (hereafter “KCKCC” or “the College”) currently leases three housing units from an adjacent apartment complex and houses approximately 160 students per semester. The existing units are beyond their useful life and no longer meet the needs of our students or institution. Simply put, our students deserve better and the current housing environment inhibits future enrollment growth at our main campus and nearby Technical Education Centers.

It is the desire of KCKCC to affiliate with an external partner to design, build, finance and possibly property manage a new 240–260 bed student housing facility on campus. To enable an external partner to secure financing, KCKCC seeks to enter a long-term land lease, property swap or other arrangement that meets the needs of both the partner and the College. We believe tax credit and other construction/financing incentives exist to help support this project and will work with the partner to maximize such incentives.

2.) GOALS, OBJECTIVES, & MOTIVATION

KCKCC has identified several goals for this project:

1. Safety and security
2. Enhance student engagement and community experience via the use of common areas, academic and non-academic programming, etc.
3. Cost effective for the student residents
4. Cost effective for long-term building operations and maintenance
5. Superior durability, longevity, and sustainability
6. Housing design that reflects an understanding of KCKCC student culture and promotes a healthy social, physical and emotional environment for living and learning
7. Pleasant appearance and aesthetics
8. Enhance the recruiting efforts for the Athletics Program and students who live outside our area

Bottom line: KCKCC wants to build something of quality, that works, and that our students can afford.

3.) KEY MEASURES OF SUCCESS

KCKCC has identified the following key measures of success:

1. Affordable individual housing costs for students
2. Financing is at a competitive rate
3. High occupancy rates, including Student Athletes and General Population Students (non-athletes)
4. Inclusive environment that promotes student engagement

SECTION 2 – CURRENT CONDITIONS

1.) OVERVIEW OF CURRENT ENVIRONMENT

KCKCC currently leases three housing units from an adjacent apartment complex that houses approximately 160 students per semester. The existing units are beyond their useful life and no longer meet the needs of our students or institution. Simply put, our students deserve better and the current housing environment inhibits future enrollment growth at our main campus and nearby Technical Education Centers.

2.) PAIN POINTS WITH THE CURRENT STATE

Major “pain points” with the current state are listed below:

1. Amenities:
 - a. The general poor condition of the overall current facility.
 - b. Poor condition and inadequate laundry facilities.
 - c. Inadequate student and housing storage for personal items, and furniture and equipment.
 - d. Current condition of apartments has resulted in a decrease in annual occupancy rates in the last two years.
 - e. Current apartments are not ADA compliant.
 - f. Buildings and Apartments do not have electronic entry systems.
 - g. No mailbox or mail distribution area.
2. Residential Life:
 - a. The apartments currently do not have a central “check-in” point. This is both an operational challenge and a safety risk.
 - b. Current building design and layout are not conducive for event planning or Residential Life Programs.
 - c. Insufficient quality outdoor gathering space.
 - d. No group-study, meeting, or common space.
 - e. Lack of adequate emergency communication, notification, and monitoring network.
3. Operations & Maintenance:
 - a. The college does not maintain the current apartment complex. Maintenance is currently provided by property manager. It is less than adequate in terms of response times, quality of repairs, etc.
 - b. Apartments must be vacated in the summer to provide time for major repairs during the “turning” process. This prevents use of housing for summer programming and events.
 - c. Continued infrastructure issues resulting in roof leaks, rodent infestations, mold concerns, plumbing problems, and other matters.
 - d. Overall building design creating security risks.
 - e. Inadequate building upgrades, creating unsightly internet and cable wiring.

3.) OCCUPANCY HISTORY

Historic average occupancy is approximately 90% - 95% during the academic year. This occupancy has decreased in the last two recent years due to overall condition of the housing facility. The current student housing facility serves two primary occupant groups:

- a. Student Athletes - approximately 90% of all students in housing
- b. General population students (non-athletes)

4.) CURRENT PROFILE OF RESIDENTIAL LIFE ACTIVITIES

Residential life experience is currently limited due to the current housing set-up. Residential Life offers programs and a variety of training, such as Title IX and Safety compliance for the students who live in housing during the school year. However, many of these events must be hosted away from student housing due to space limitations and lack of group meeting areas.

5.) CURRENT FACILITIES & OPERATIONS

Current housing facilities are around 50 years old. They are stick framed, thirty-year, residential multi-family apartments that the College leases year-to-year. They are maintained and operated by the property owner and its property management company. There is significant deferred maintenance on these units. The College collects Housing Fee Revenues from the students living in housing. The College is responsible for all utility costs and pays a monthly rent to the property owner.

The College pays for an on-site Student Housing Supervisor. This position is responsible for managing the students. They assign rooms, administer check-in and check-out, they interface with students who have maintenance issues with their apartments and submit the work orders to the property management company. They also handle all aspects of programming, activities, safety training, etc. The Student Housing Supervisor is assisted by a Student Housing Specialist and six Resident Assistants who are students. Currently the Student Housing Supervisor, Student Housing Specialist, and Resident Assistants live on-site.

The current housing facilities are separated from the other resident units within the housing complex by a fence that has restricted access gates for students and visitors. College Police patrols the College's Main Campus 24/7/365, and officers regularly patrol the student housing units by vehicle and on foot. They respond to any emergencies within the student housing units supported by Kansas City Kansas Police Department. Most incidents are handled by College Police with no intervention from local law enforcement.

Currently there is no mailroom or secure mailboxes in student housing. This puts an added burden on Housing personnel to notify students of letters and packages. Without secure mailboxes or a secure place for packages, students are not able to reasonably receive and send mail directly from housing.

6.) CURRENT DINING SERVICES ON-CAMPUS

Currently, the only on-campus dining services consist of a minor deli located in the Lower area of the Jewel Building. It is open Monday through Friday from 7:30am to 3:00pm. It is closed on weekends, during winter break, and most of summer break. The College's Food Services contractor offers meal-plans for students to use at the deli, but many students do not use up what they have purchased.

SECTION 3 – FUTURE STATE REQUIREMENTS

1.) DESIRED SITE

The desired site is located on the west side of the main campus, near the Kansas City Kansas Police Training Academy. Currently, this site is a large grassy field that runs up to the South side of the furthest west student parking lot. The desired location for the building begins in the southern end of the west parking lot and flows south into the grass slope overlooking the field. There is an approximate 20' vertical drop in the slope from the Northeast corner of the building site to the Southwest corner of the adjacent grassy field. The building footprint can encroach upon the current parking lot to the north if needed to keep the building on more level ground (this would be preferred over losing additional green space and/or trees). The desired building layout is a three-story building, so as to not overly project in the skyline.

Please see Section 7 – Attachments for the following images of the desired project site:

Site Image 1 – Student Housing Site Arial Overview

Site Image 2 – Student Housing Site Overhead with Identified Desired Location

2.) OTHER FEATURES

KCKCC desires the building to have a 50+ year design/service life and is energy efficient. Possible considerations include:

- Water efficiency
- Energy efficiency
- Occupancy daylight sensors
- Native landscaping
- Maximized natural light and views
- High efficiency appliances
- High efficiency plumbing and electrical fixtures

3.) DESIRED ROOM CONFIGURATIONS

KCKCC has developed the following room configurations; however, the college is also open to other room configurations that best utilize the available space, maximizes rental capacity, potentially decreases cost to construct, and meet the needs of both the partner and institution.

Primary Room Configuration (Four Person Suite)

The primary room configuration desired houses four (4) students with common living space, a full kitchen, four (4) bedrooms (with space for desks), and two $\frac{3}{4}$ bathrooms (or a Jack and Jill bathroom). However, similar configurations that encourage group interaction and allow for private individualized space are welcome and will be considered. KCKCC anticipates this primary room configuration to have an 800sf to 1000sf footprint.

Residents Assistants Suites

Residents Assistants (RA) will have a room configuration that is two bedroom, one $\frac{3}{4}$ bath, with common living room and kitchen space. KCKCC anticipates this room configuration to have an approximately 600sf footprint. KCKCC anticipates two RA Suites per floor.

Housing Supervisor and Housing Specialist Suites

Two suites would be needed (one for the Housing Supervisor and one for the Housing Specialist). The Housing Supervisor position includes option for single or married family with two bedrooms. The Housing Specialist position includes option for single or married family with one bedroom.

Other Room Requirements

Use best practices to include appropriate ADA accessible rooms

4.) MULTI-PURPOSE SPACE

KCKCC is interested in the inclusion of Multi-Purpose Space with the ability to accommodate different types of events. KCKCC anticipates this to be a single room located on the 1st floor and provide enough space to accommodate groups of up to 40 people.

A Multi-Purpose Space with the ability to accommodate up to 20 people is desired on floors two and three.

5.) OTHER FACILITY FEATURES

KCKCC is interested in the following features:

- Lobby & reception (front desk) on the main floor for general operation and building monitoring.
- Housing management office on the main floor
- Mailroom on main floor or area for mailboxes
- Public, Gender-neutral restroom(s) on the main floor
- Adequate laundry facilities
- Small convenience store or vending machine space
- Zoned heating/cooling regulated in each suite
- Increased availability of electrical outlets
- Energy efficient construction
- IT closet
- Building exterior/entrance door (front door) equipped with keycard system

6.) FUTURE STATE DESIRES FROM THE KCKCC ATHLETICS PROGRAM

The KCKCC Athletics Program has identified the following desires for the Student Housing facility:

- Student Athletes should feel that the facility is safe and represents a home-like and relaxing environment.
- Improve athletics recruiting capabilities, ideally resulting in a growth beyond the current count of approximately 170 student athletes.
- KCKCC is considering policies that would require student athletes to live in housing to be eligible for athletic scholarships (KCKCC can currently offer 148 athletic scholarships). Non-scholarship athletes are also highly encouraged to live on campus; KCKCC is considering a requirement that all student athletes living outside of a 15-20-mile radius live in student housing. KCKCC also plans to grow the athletics program in coming years; for example, KCKCC is proposing to add a spirit and dance team hoping to achieve a roster of 30 additional students.

7.) FUTURE STATE DESIRES FROM RESIDENTIAL LIFE

KCKCC is interested in a facility design that creates a functional and affordable learning and living environment and helps students to be connected beyond their individual rooms.

- Desire a layout that would facilitate a community “feel” rather than individualization, while still preserving the availability of individual private space
- Opportunity for increased residential life programming and training offerings
- Opportunity to conduct housing meetings on site
- Opportunity to invite special guest speakers on site

8.) FUTURE STATE DESIRES FROM THE KCKCC FACILITIES SERVICES DEPARTMENT

The Facilities Services Department has identified several considerations:

- Custodial closets on each floor according to industry standards (mop sinks, etc.)
- Storage space for programming and students per industry best practices
- Parking solutions will need to be considered as part of this project (or phased in the future) because the existing parking lot is aging
- Parking lots, sidewalks, and entries lighted with LED
- ADA compliant parking, ramps, and outside entrance
- Emergency Responders: Fire/Police lane and entrance access
- Small scale landscaping

9.) SAFETY AND SECURITY

Considerations include:

- Emergency system with immediate access to College Police
- Card or limited key access at exterior entries and crucial doorways throughout the building
- CCTV cameras in lobby area and elevators if applicable and all other crucial areas
- Emergency power generation for critical building components

10.) GROUND LEASE

KCKCC owns the ground of the desired building site. KCKCC anticipates maintaining its ownership and entering a long-term Ground-Lease with the Developer. The terms of the lease are to be negotiated. KCKCC anticipates the term of this lease to be a minimum duration of the Developer's ownership of the project and will be cancelable by either party upon transfer of ownership of entire project to KCKCC.

SECTION 4 – SCHEDULE REQUIREMENTS

1.) SCHEDULE REQUIREMENTS

The primary schedule constraint is the desire for the new facility to be ready for students by August 2022.

SECTION 5 – FINANCIAL REQUIREMENTS

1.) CURRENT STATE FINANCIAL ENVIRONMENT

Student Housing is a self-sustaining auxiliary enterprise fund of the College. Housing fees paid by the students are adequate to cover the College's rent, utilities, personnel, and other financial obligations.

Students currently pay \$2,370 for a regular double-occupancy room per semester. There are some smaller bedrooms that are designed to accommodate one student. If students request these rooms, they are charged the base housing fee plus \$300 per semester. Students may also request to be in a large bedroom as a single occupant. The student is charged the base housing fee plus \$1,200 each semester for these requests.

Moving forward, should designed space have double occupancy options, students desiring single occupancy will be required to pay full price for the unused bed space.

2.) BUDGET MODEL FOR THE STUDENT HOUSING PROJECT

The College has attempted to create a Budget Model for the project that will allow for a reasonable calculation of Student Housing Fees and the amount available for the College's annual debt/lease obligation. The cost to the student is one of the primary driving factors of this project. Within this Model, the College has attempted to capture the following cost drivers and input variables:

- Number of Beds – 250
- Number of months of occupancy – 10
- Average annual occupancy rate – 90% to 95%
- Various operating costs retained by the College (student programming, utilities, salaries, etc...)
- Replacement of FF&E is assumed to be incurred by the College
- Initial and replacement costs for parking assumed to be incurred by the College

The College feels that the maximum per semester cost to each student per bed is \$3,200, but desires to reduce this cost as much as possible. The following table provides a basic calculation of projected revenues, costs, and amount available for annual debt/lease obligation:

Housing Revenues

Student Revenue	\$ 1,488,000
Other Fees and Revenue	25,000
Summer Housing Revenue	40,000
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Total Projected Revenues	\$ 1,553,000

Housing Operating Costs

Salaries & Benefits	125,000
Student RA Wages	57,000
Student Programs	12,000
Operating/Utilities	134,000
FF&E Replacement Reserve	75,000
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Total Projected Operating Costs	403,000
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Projected Funds Available for Annual Lease Obligation	<u>\$ 1,150,000</u>

3.) OTHER FINANCIAL CONSIDERATIONS

- Affordable individual cost for students is a very real constraint. KCKCC understands the consideration to “give” on amenities and/or size to provide students an affordable cost.
- The College anticipates average annual increases to revenues and operating costs to reflect the current 10-year average of the CPI, which approximates 2% annually.
- This model assumes the College will bear the custodial, utilities, and other basic operation costs of the building. The developer will assume insurance, management fees, if any, and major repairs and maintenance costs.
- KCKCC anticipates assuming all revenue and collection risk by guaranteeing annual minimum lease payments. KCKCC will also be responsible for all billing and collection of student housing rents/fees.
- KCKCC bears responsibility for all programming related to student resident life and associated costs.
- KCKCC anticipates additional Summer Revenues by using the new facility as an opportunity to offer summer youth camps, athletic camps, or other groups and programs.
- FF&E Replacement assumes replacement to appliances every 10-12 years, and furniture every 4-5 years.
- The College is reviewing various possible tax incentives and credits that may be available.
- Possible government backed debt issuances that do not require the College to be a guarantor of the debt may be available to lower financing costs.
- The College recently received a debt rating from S&P Global of “AA-”.
- Opportunity to host a roof-top cell tower and other possible revenue generating options.
- KCKCC is within the jurisdiction of the Kansas City/Wyandotte County Unified Government (UG). All UG building and zoning requirements apply to this project.
- KCKCC has a good relationship with its neighboring owners. This said, KCKCC cannot predict whether neighboring property owners will oppose this project. While there has been some opposition to past projects, such attempts have not been sufficient to prevent or delay KCKCC proposed projects.

SECTION 6 – EXCLUSIONS & ASSUMPTIONS

1.) EXCLUSIONS

KCKCC notes that these following items are specifically excluded from the scope:

1. Workout/Gym Facility: The student housing building will not include a workout/gym facility. This is due to the assumption that the space would be overly costly and that the current Wellness Center on campus is more than adequate to meet this need.
2. Dining: the student housing building will not include amenities to support dining services as in room kitchens will exist.

2.) ASSUMPTIONS

KCKCC has made several assumptions when developing this SOW. KCKCC hopes that Suppliers will either (a) validate these assumptions when accurate, and/or (b) openly correct these assumptions when necessary.

1. KCKCC assumes this Student Housing facility is **not** sizeable enough to support dining services.
 - a. Currently the only KCKCC facility that can accommodate a dining facility is located 1-mile from main campus. Ideally the Student Housing facility would include a dining facility, but KCKCC assumes this was not a realistic expectation.
 - b. Accordingly, KCKCC has requested full kitchens in every room – because we are conscious of the need to support healthy eating options in the absence of dedicated dining services.
 - c. KCKCC sees benefit of moving away from in-room kitchens (mainly due to safety aspects) but does not think this option is realistic in the absence of College dining facilities.
2. KCKCC has assumed that primary suite layouts of 4 students are required to make the project financially feasible. Unless there is a way to make it more financially feasible, the assumption is KCKCC does not want to consider primary suite layouts that would house less than 4 students.
3. KCKCC assumed 2 single-occupancy bathrooms in each living unit (the desired primary room configuration). However, KCKCC is not sure whether this assumption is reasonable or realistic.

SECTION 7 – SITE IMAGES

Site Image 1 – Student Housing Overall Site Aerial



Site Image 2 – Student Housing Site Overhead Identifying Desired Location

