

UNIVERSITY OF NEBRASKA
CAPITAL PLANNING and DEVELOPMENT
ARCHITECTURAL PROGRAM PROCEDURES

UNFP 6.3.6.2

I. Reference and Application

- A. On November 7, 2008, the Nebraska Board of Regents approved a policy for Capital Planning and Development.
- B. Application: The procedures apply to all Board approved capital projects.

II. Objectives and Limitations

The objective of these procedures is to provide guidelines necessary to comply with Board Policy (RP-6.3.6) Capital Planning and Development and provide the foundation for efficient and successful design of high-performance buildings.

University of Nebraska goals for Architectural Programming include:

- A. Involve interested parties in the definition of the scope of work prior to the design effort.
- B. Gather and analyze data early in the process so that the design is based upon sound decisions.
- C. Achieve efficiencies by avoiding redesign as requirements emerge during architectural design.

III. Definitions

The Architectural Program process is defined as the research and decision making process that identifies the scope of work to be designed. In this context it is synonymous with 'facility programming' and 'scoping'.

IV. Procedure

Programming is based on in-depth discussion with all identified building users and detailed analysis of standards and guidelines. Completed programs must fully explain and document the following minimum requirements:

- A. Project goals and objectives:
 - 1. Form and image goals (aesthetic impact of design; relationship with surroundings; historical, cultural, or other context implications).

2. Functional goals (functions to take place in the building; number of people to be accommodated).
 3. Economic goals
 - a. Total Project Budget
 - b. Attitude toward initial cost versus long term O & M costs (look at Net Present Value of design options as investments)
 - c. Level of quality desired in relation to other existing projects
 - d. Attitude toward sustainability (e.g. the facility shall meet and acquire a Leadership in Energy and Environmental Design [LEED] Silver rating [or appropriate] as a minimum)
 4. Time goals (when is it to be occupied and the major milestones to achieve that date; changes anticipated over next 5, 10, 20 years).
 5. Management goals (schedule to meet process requirements for Board of Regents; CCPE; Legislature; other).
- B. Required size, use, occupancy, finishes and Furnishings/Fixtures/Equipment (FFE) requirements of all spaces. Consider any aspects of the project that must be projected into the future and any special licensing or policy standards for various functions.
 - C. Required relationships of spaces to other spaces (relationship/bubble diagrams; centralization versus decentralization; flexibility; flow; levels of access; security; phasing, if any).
 - D. Required energy usage and utility services for all spaces and investigations into available utilities.
 - E. Environmental requirements of all spaces.
 - F. Traffic/circulation requirements within and without the building, including building service requirements.
 - G. Tabulation of all net assignable areas.
 - H. Explanation of probable required non-assignable spaces.
 - I. Calculation of probable gross building area.
 - J. Calculate building efficiency, adjust if necessary.
 - K. Code information/analysis that impacts programming. Consider also campus standards and guidelines, if applicable; special licensing requirements; other legal obligations).
 - L. Site analysis, including legal description; covenants, deed restrictions and zoning issues, if applicable; traffic (vehicular and pedestrian); topography; vegetation; utilities; circulation; service; orientation; adjacent structures; potential offsite improvements required; etc.

- M. Address current requirements of the Nebraska Coordinating Commission for Postsecondary Education (CCPE) generally contained in CCPE Procedures Concerning Capital Construction.
- N. Program level Total Project Cost estimate. This estimate must be prepared by qualified professionals and include all costs that the University must bear including construction cost (building, site and off site work) plus all nonconstruction costs (consultant fees; FF&E; communications; surveys; testing; procurement; in-house management, if applicable; contingency; etc.) properly escalated to the midpoint of construction as established in item #1 above. A Total Project Cost Estimate format is at UNFP 6.3.6.3.
- O. Determine and thoroughly justify recommended construction delivery method (see UNFP 6.3.6.1).