

UNIVERSITY OF NEBRASKA

CAPITAL PLANNING and DEVELOPMENT

PROGRAM STATEMENT OUTLINE PROCEDURES

UNFP 6.3.6.3

I. Reference and Application

- A. In cooperation with the Coordinating Commission for Postsecondary Education in 2001 and the Department of Administrative Services, State Building Division in 2005, the University of Nebraska developed a Program Statement Outline for all projects requiring Board approval.
- B. On November 7, 2008, the Board of Regents approved a policy for Capital Planning and Development.
- C. Application: The procedures apply to all Board approved capital projects.

II. Objectives and Limitations

The objective of these procedures is to provide the outline necessary to comply with Board Policy (RP-6.3.6) *Capital Planning and Development* in an agreed upon format with Nebraska Coordinating Commission and Department of Administrative Services.

III. Procedures

- A. All Program Statements shall conform to the following outline:
 - 1. Introduction
 - a. Background and history.
 - b. Project description.
 - c. Purpose and objectives.
 - 2. Justification of the Project
 - a. Data which supports the funding request.
 - b. Alternatives considered (when applicable).
 - 3. Location and Site Considerations
 - a. County.
 - b. Town or campus.
 - c. Proposed site.
 - d. Statewide building inventory (not required for new buildings).

- e. Influence of project on existing site conditions.
 - (1) Relationship to neighbors and environment
 - (2) Utilities
 - (3) Parking and circulation

- 4. Comprehensive Plan Compliance
 - a. Compliance with the University Strategic Framework, Campus Roles and Mission and the Campus Strategic Plan.
 - b. Consistency with the agency comprehensive capital facilities plan.
 - c. Consistency with the current version of the Statewide Comprehensive Capital Facilities Plan or CCPE Project Review Criteria/Statewide Plan (whichever applies).

- 5. Analysis of Existing Facilities
 - a. Functions/purpose of existing programs as they relate to the proposed project.
 - b. Square footage of existing areas.
 - c. Utilization of existing space by facility, room and/or function (whichever is applicable).
 - d. Physical deficiencies.
 - e. Programmatic deficiencies.
 - f. Replacement cost of existing building. Replacement Cost is the amount the University would have to pay, in the present time, to replace the building.

- 6. Facility Requirements and the Impact of the Proposed Project
 - a. Functions/purpose of the proposed program
 - (1) Activity identification and analysis
 - (2) Projected occupancy/use levels
 - Personnel projections
 - Describe/Justify projected enrollments/occupancy
 - b. Space requirements
 - (1) Square footage by individual areas and/or functions
 - (2) Basis for square footage/planning parameters
 - (3) Square footage difference between existing and proposed areas (net and gross)
 - c. Impact of the proposed project on existing space
 - (1) Reutilization and function(s)
 - (2) Demolition
 - (3) Renovation

- 7. Equipment Requirements
 - a. List of available equipment for reuse (if applicable)
 - b. Additional equipment (if applicable)
 - (1) Fixed equipment

- (2) Movable equipment
- (3) Special or technical equipment

8. Special Design Considerations

- a. Construction Type
- b. Heating and cooling systems (use Life Cycle Cost analysis from Program)
- c. Sustainability (goals from Program)
- d. Life Safety/ADA
- e. Security
- f. Historic or architectural significance
- g. Artwork (for applicable projects)
- h. Phasing
- i. Future expansion
- j. Other

9. Project Budget and Fiscal Impact

- a. Cost estimates criteria
 - (1) Identify recognized standards, comparisons and sources used to develop the estimated cost
 - (2) Identify the year and month on which the estimates are made and the inflation factors used
 - (3) Gross and net square feet
 - (4) Total project cost per gross square foot
 - (5) Construction cost per gross square foot
- b. Total project cost (include the Estimate of Probable Total Project Cost from UNFP 6.3.6.3.1)
- c. Fiscal Impact based upon first full year of operation (include proposed funding sources and percentage of each)
 - (1) Estimated additional operational and maintenance costs per year
 - (2) Estimated additional programmatic costs per year
 - (3) Applicable building renewal assessment charges

10. Funding

- a. Total funds required
- b. Project Funding sources (amounts and/or percentage of each)
 - (1) State funds
 - (2) Cash funds
 - (3) Federal funds
 - (4) LB 309 funds
 - (5) Revenue bonds
 - (6) Private donations
 - (7) Other sources
- c. Fiscal year expenditures for project duration

11. Schedule
 - a. Need Statement (if applicable)
 - b. Program Statement
 - c. Funding
 - d. Professional consultant(s) selection
 - e. Schematic Design to Board for Program Approval
 - f. Design Development documents
 - g. Receive bids for construction
 - h. Award of contract and start of construction
 - i. Completion of construction

12. Method of Contracting (UNFP 6.3.6.1)
 - a. Identify recommended method
 - b. Summarize rationale for method

13. CCPE Review Higher Education Supplement
 - a. CCPE review is required and information is included
 - b. CCPE review is not required