

FACILITIES, NEBRASKA STATE COLLEGE SYSTEM

POLICY: 8062

Capital Construction; Program Statements

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BOARD POLICY

A Program Statement shall be prepared to support the college's funding request for the design and construction of a project that is estimated to cost more than five hundred forty thousand dollars (\$540,000) or amount as adjusted by State Building Division for inflation, excluding funds provided by the Task Force for Building Renewal for deferred repairs, energy conservation, ADA or fire-life safety projects. This document is generally prepared by an architect/engineering firm with input from college personnel on the programmatic need for the project on that campus and shall contain specific data to assist the Board in analyzing and approving the request.

Requests for appropriations will follow the procedures adopted by the State Building Division for Capital Construction projects:

1. Year one: request will be for planning funds (Program Statement)
2. Year(s) two, three, etc.: requests will be for design plans and construction funds

The Program Statement shall be submitted to the Board for review at least five (5) weeks prior to the request for approval of the document. Following review by the Board, System Office staff, personnel from the Governor's Budget Office, the Legislative Fiscal Office, the State Building Division and other designated persons, the document will be considered for approval, after which time it will be submitted to the Governor's Budget Office, Building Division, Legislative Fiscal Office and the Coordinating Commission for Postsecondary Education (CCPE) as support documentation for a specific capital construction funding request. No contract for the design, construction of a new facility, major modification or repair of an existing facility may be initiated unless an acceptable Program Statement has been approved by the Board.

If more than two (2) years elapse after the Program Statement is approved by the Board, an update to the document shall be prepared. The update shall include a revised project budget and construction schedule. If the scope of the project has been altered, that section of the Program Statement shall also be amended and presented to the Board for approval.

The Program Statement shall be comprised of the following sections:

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)

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- 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. Year of the agency's comprehensive plan and updates or revisions
 - 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
- 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

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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
- c. Life Safety/ADA
- d. Historic or architectural significance
- e. Artwork (for applicable projects)
- f. Phasing
- g. Future expansion
- h. 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

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- b. Total project cost
 - (1) Program planning
 - (2) Professional fees
 - professional design consultants
 - in-house consultants
 - other consultants
 - (3) Construction
 - general, including mechanical, electrical, elevator
 - fixed equipment
 - site improvements (utilities, sidewalks, parking, landscaping, etc.)
 - (4) Moveable equipment
 - (5) Special or technical equipment
 - (6) Land acquisition
 - (7) Artwork (for applicable projects)
 - (8) Other costs (agency administration costs, moving, temporary space, testing, surveys, legal fees, insurance, etc.)
 - (9) Project contingency
- 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

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11. Time line

- a. Need Statement (if applicable)
- b. Program Statement
- c. Funding
- d. Professional consultants selection
- e. Design Development documents
- f. Receive bids for construction
- g. Award of contract and start of construction
- h. Completion of construction

12. Higher Education Supplement

- a. CCPE Review
 - (1) CCPE review is required
 - (2) CCPE review is not required
- b. Method of contracting
 - (1) Identify method
 - (2) Provide rationale for method selection

Legal Reference: RRS 81-1108.41 State comprehensive capital facilities plan; State Comprehensive Capital Facilities Planning Committee; program statement; appropriation for drawings and construction; contracts; approval; report; contents

Policy Adopted: 3/11/94
Policy Revised: 12/3/98
Policy Revised: 9/10/02
Policy Revised: 2/12/04
Policy Revised: 6/7/07
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