



Budget Requests; Planning, Design and Construction Documents

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Section X:	FACILITIES – CAPITAL CONSTRUCTION POLICY GUIDELINES
Board Policy Reference:	Policy 8060 Capital Construction; Budget Requests; Planning, Design and Construction Documents
Statutory Reference:	None
Related Form(s):	NSCS – Need Statement Template 2020; NSCS – Program Statement Template 2020; NSCS – Design Development Template 2020

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1. Purpose & Background

The NSCS Capital Construction guidelines are designed to provide the State Colleges with direction for initiating planning for specific major capital projects by developing Need Statements and Program Statements, and for requesting state general funds through the state Capital Construction Biennial Request (CCBR). Direction is also provided for developing Schematic Design after project funding has been approved, as well as Design Development documents and Construction Documents for the purpose of bidding the project. All of these topics are covered in Board Policy 8060. NOT covered in this guidance document are the remainder of Capital Construction topics found in Board Policies 8064 through 8071.

2. Definition of Terms for Title

2.A. Term 1: Capital Construction Project

A *Capital Construction Project* is a construction project estimated at \$500,000 total project cost and above, for renovation and new construction of *Programmatic Spaces*. This includes site improvement projects except for utilities infrastructure estimated costs. Excluded are LB309 Task Force for Building Renewal and Contingency Maintenance projects/funds regardless of project size. The \$500,000 cost threshold does not include estimated costs of the project attributed to fire/life safety upgrades, Americans with Disabilities Act (ADA) requirements, deferred repair, renewal work, utilities infrastructure, and energy conservation improvements. All Capital Construction Projects require Board approval, and subsequent quarterly status reports to the Board, per Policy 8050.

2.B. Term 2: Programmatic Spaces

Programmatic Spaces are net assignable spaces in a facility for the functions of Classrooms, Laboratories, Offices, Study Areas, Special Use and General Use Areas, Support Spaces, Health Care Areas and Residential Areas. Not included are non-assignable areas such as circulation space, building services such as restrooms and custodial, and mechanical areas.

3. Section 3: Capital Construction Budget Requests (CCBR)

- 3.A. Each College submits CCBR preliminary information (project title and description) to the Vice Chancellor for Facilities and IT by December 1st of odd-numbered years. After review by the Chancellor and the Board of Trustees Fiscal, Facilities and Audit (FFA) Committee, the CCBR preliminary information becomes a Board Action Item at the subsequent January Board meeting.
- 3.B. Detailed cost estimates and narratives of Board approved CCBR requests are submitted to the Vice Chancellor for Facilities and IT by March 31st of even-numbered years. The Chancellor and FFA Committee then recommend the CCBR priorities and dollar amounts in a Board Action Item at the subsequent June Board meeting.
- 3.C. Any new or revised scope Program Statements to support CCBR requests must be approved no later than at this June Board meeting. If a two (2) year-old Program Statement is unchanged except for inflation, the Vice Chancellor for Facilities & IT works with the College to determine the appropriate amount of inflationary cost to add to the project, and this inflated total project cost is then provided in the June Board Action item. In this case, there is no need to revise the Program Statement. Revisions are only necessary when the project changes in scope per the CCPE guidelines. Colleges need to consult with the Vice Chancellor for Facilities & IT regarding any possible scope changes to project Program Statements.

4. Section 4: Need Statements

- 4.A. A Need Statement is a planning document for renovation or new construction of *programmatic spaces* when a Program Statement is not required.

- 4.B. Need Statements do not require Board approval, but are used as information for the Board to approve CCBR requests or *Capital Construction Projects* that do not meet the requirements for a Program Statement.
- 4.C. Consult with the Vice Chancellor for Facilities and IT regarding Need Statement submission deadlines for particular projects needing Board approval.
- 4.D. The NSCS Need Statement Template/Outline is linked here (URL).

5. Section 5: Program Statements

- 5.A. Program Statements are typically developed by architecture/engineering (A/E) consulting firms, and based on program and facilities information provided by the College. For selection/hiring of A/E firms, see Policy 8066.
- 5.B. Program Statements require Board approval, per Policy 8060, Section 2. The manner of this approval includes both a Board Action Item, and a presentation of the Program Statement by the A/E consulting firm, at the Board meeting.
- 5.C. Consult the Vice Chancellor for Facilities and IT regarding Program Statement submission deadlines for specific *Capital Construction Projects*.
- 5.D. The NSCS Program Statement Template/Outline is linked here (URL).

6. Section 6: Schematic Design

- 6.A. The Schematic Design phase begins when funding for the project is in place. State General Funds and Donations are approved by the Board when identified in the approved Program Statement. Cash and CIF funds, even though identified in the Program Statement, require a separate Board Action Item approved by the Board.
- 6.B. Schematic Design drawings, or sketches, typically include site diagrams, building floor plans and elevations, building sections, and possibly three-dimensional views of the exterior.
- 6.C. Approval of the Schematic Design is delegated to the project design team, which is comprised of College and System Office personnel, and others as appropriate. This may include citizens that were CMR selection committee members.
- 6.D. Approval of the Schematic Design, which triggers the beginning of Design Development, should be based on consistency with the Program Statement goals, and the total project cost budget.

7. Section 7: Design Development

- 7.A. During the Design Development phase, the schematic plans, and the overall design of the project, are modified and updated based on better defined design requirements and refinement of construction systems and materials.
- 7.B. The completed Design Development documents and drawings become the basis for development of the construction bid documents.

- 7.C. For any Capital Construction Project that required a Program Statement presentation to the Board, and Board approval, a subsequent Design Development presentation and Board approval is also required.
- 7.D. Work with the Vice Chancellor for Facilities and IT regarding the deadlines for Design Development booklet review, printing of the booklets, and distribution to the Board members. The same is true regarding review of the Design Development power point for the presentation.
- 7.E. The NSCS Design Development Template/Outline is linked here (URL).

8. Section 8: Construction Documents

- 8.A. Construction documents (CD's) are the detailed plans and specifications developed by the A/E consulting firm for the purpose of soliciting bids for the project.
- 8.B. For traditional design-bid-build projects, the CD's are used by subcontractors to submit bids to general contractors (GC's), who in turn submit lump sum bids for the entire project. For Construction Manager at Risk (CMR) projects, pre-qualified subcontractors submit bids to the CMR for determining the Guaranteed Maximum Price (GMP).
- 8.C. Reviewing and approving construction documents is delegated to the project design team mentioned in Section 7 above.

9. Frequently Asked Questions

- 9.A. **If a College has a utilities project, or any project that does not upgrade programmatic spaces, and it is estimated at \$2.0 million or more, does it need Board approval?** No, per Policy 8060, Section 1, it does not meet the definition of a Capital Construction Project. This is likely a 309 Task Force or Contingency Maintenance project, which the Board approves through other policy requirements (Policies 8050 and 9006). If such a project is funded with Cash or CIF, then a specific Board Action Item is required to approve those funds.
- 9.B. **Are paving, parking and roads considered site improvements that qualify as Capital Construction Projects, or are these projects considered "utilities"?** Paving, parking and roads are considered site improvements, as are campus beautifications like developing green space, pedestrian ways, fountains, and so forth. Although such *Capital Construction Projects* of \$2.0 million or more require a presentation to the Board for approval, it is expected that an engineering study be substituted for the Program Statement. Design Development presentation to the Board for approval still applies for these projects over \$2.0 million, but several sections of the Design Development template/outline will not be applicable.
- 9.C. **Why does a site improvement project qualify as a Capital Construction Project when it does not have programmatic spaces?** Although campus open areas are not technically programmatic spaces, they are spaces that provide important functions and amenities, so we believe they are closely related to programmatic spaces. Also, this is consistent with past Board Capital Construction approvals for projects like Peru State's Park Avenue Entrance project and Wayne State's Lindahl Drive project.