**NSCS Capital Construction Program Statement Template (2020)**

A Program Statement is a planning document for renovation or new construction of programmed facility space that details the scope of the proposed space modifications and associated construction, and provides a thorough total project budget estimate. Program Statements are typically developed by architecture/engineering consulting firms using program and facilities information provided by the College. Program Statements are required for Board approval of *Capital Construction* projects per Policy 8060, *Section 2*.

When preparing a Program Statement, see also the requirements of *Board Policy 8036 Facilities; Planning for Technology.*

Program Statements are presented to the Board by the project design consulting firm for the purpose of obtaining Board approval.

The Vice Chancellor for Facilities and IT is responsible for submitting Program Statements to applicable state offices for review, and to the CCPE for approval.

The Program Statement format is as follows:

1. Introduction
   1. Background and history
   2. Project description
   3. Purpose and objectives
2. Justification of the Project
   1. Data which supports the funding request
   2. Alternatives considered (when applicable)
3. Location and Site Considerations
   1. County
   2. Town or campus
   3. Proposed site
   4. Statewide building inventory number (not required for new buildings)
   5. Influence of project on existing site conditions
      1. Relationship to neighbors and environment
      2. Utilities
      3. Parking and circulation
4. Comprehensive Plan Compliance
   1. Year of agency-campus comprehensive plan and updates or revisions
   2. Consistency with agency-campus comprehensive capital facilities plan
   3. Consistency with the current version of the CCPE Project Review Criteria/Statewide Plan (not applicable for revenue bond project Program Statements)
5. Analysis of Existing Facilities
   1. Functions/purpose of existing programs as they relate to the proposed project
   2. Square footage of existing areas
   3. Utilization of existing space by facility, room and/or function (whichever applicable)
   4. Physical deficiencies
   5. Programmatic deficiencies
   6. Replacement cost of existing building
6. Facility Requirements and the Impact of the Proposed Project
   1. Functions/purpose of the proposed program
      1. Activity identification and analysis
      2. Projected occupancy/use levels
         1. Personnel projections
         2. Describe/Justify projected enrollments/occupancy
   2. 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)
   3. Impact of the proposed project on existing space
      1. Reutilization and function(s)
      2. Demolition
      3. Renovation
   4. Space Program Summary and Room Data Sheets (may be located in Appendix)
7. Equipment Requirements
   1. List of available equipment for reuse
   2. Additional equipment
      1. Fixed equipment
      2. Moveable equipment
      3. Special and technical equipment
8. Special Design Considerations
   1. Construction type
   2. Heating and cooling systems
   3. Life Safety & ADA
   4. Historic or architectural significance
   5. Artwork (for applicable projects)
   6. Phasing
   7. Future expansion
   8. Other
9. Project Budget and Fiscal Impact
   1. Cost estimates criteria
      1. Identify standards, comparisons and sources used to develop estimated costs
      2. Identify the year and month on which the estimates are based and inflation factors used
      3. Gross and net square feet
      4. Construction cost per gross square foot
      5. Total project cost per gross square foot
   2. Total project cost
      1. Program planning
      2. Professional fees for design consultants, in-house, and other consultants
      3. Construction – general, mechanical, electrical, elevator, fixed equipment, and site improvements
      4. Moveable equipment
      5. Special and technical equipment
      6. Land acquisition
      7. Artwork (for applicable projects)
      8. Other costs (administration costs, moving, temporary space, testing, surveys, legal fees, insurance, and so forth)
      9. Project contingency
   3. Fiscal impact based on 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. Other
10. Funding
    1. Total funds required
    2. Project funding sources
       1. State funds
       2. Cash funds
       3. Federal funds
       4. LB309 Task Force funds
       5. Revenue bonds
       6. Private donations
       7. Other sources
    3. Fiscal year expenditures for project duration
11. Timeline
    1. Need Statement (if applicable)
    2. Program Statement
    3. Funding
    4. Professional consultant selection
    5. Construction Manager at Risk (CMR) selection (if applicable)
    6. Schematic Design
    7. Design Development documents
    8. Construction/bidding documents, and receive bids
    9. Award contract, or determine Guaranteed Maximum Price (GMP)
    10. Start of construction
    11. Completion of construction
12. Higher Education Supplement
    1. CCPE Review - required, or not required
    2. Method of contracting – Identify method and provide rationale for selection

End.