

# Board of Trustees of the Nebraska State Colleges

## Facilities

POLICY NAME: Capital Construction; Budget Requests; Planning, Design and Construction Documents

POLICY NUMBER: 8060

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### A. PURPOSE

To define the term, Capital Construction Project, and to specify approval and reporting requirements for such projects. To provide a process for the Colleges to follow for submission of Capital Construction Budget Requests (CCBR), and to provide requirements for Capital Construction Project planning and construction documents.

### B. DEFINITIONS

**1. Capital Construction Project:** For both state-supported and revenue bond facility projects, a *Capital Construction Project* is defined as a project estimated at two million dollars (\$2,000,000) total project cost and above, for renovation and new construction of programmatic spaces. This threshold does not include costs of the project attributed to fire and life safety upgrades, Americans with Disability Act (ADA) requirements, deferred repair and renewal work and utilities infrastructure, and energy conservation improvements. Majority funded LB 309 Task Force for Building Renewal projects, and Auxiliary Contingency Maintenance projects, are excluded regardless of project size. Campus site improvements are considered a *Capital Construction Project* when reaching the threshold stated above, after subtracting utilities infrastructure costs.

The Vice Chancellor for Facilities (VCF) determines whether a project qualifies as *Capital Construction Project* based on information provided by the College, and if applicable, by the project design consultants.

### C. POLICY

#### 1. Capital Construction Board Approval and Reports

- All projects meeting the definition of a *Capital Construction Project* will require Board approval, and subsequent quarterly status reports to the Board, per Board Policy 8050. Non-Capital Construction LB 309 Task Force and Auxiliary Contingency Maintenance projects are Board approved and reported per Board Policies 8050 and 9101.

- When a *Capital Construction Project* reaches two million dollars (\$2,000,000) or more in estimated total project costs for programmatic spaces, Board approval of a Program Statement is required. See *Section 4*. This Program Statement approval requirement applies also to biennial Capital Construction Budget Requests (CCBR) seeking *state general funds* equal to or greater than the established State Building Division (SBD) Program Statement requirement (currently eight hundred ninety-six thousand dollars [\$896,000] until January of 2026).

## 2. Capital Construction Budget Requests (CCBR)

- The CCBR is a biennial set of requests for state general funds, submitted by the Nebraska State College System (NSCS) to the state of Nebraska every September 15<sup>th</sup> of even numbered years. It includes requests for major renovation and new construction projects, as well as LB 309 Task Force for Building Renewal requests. It does NOT apply to revenue bond building or Auxiliary Contingency Maintenance projects. After the NSCS CCBR is approved by the Board, the System Office is responsible for submitting the NSCS CCBR to applicable state offices by the published state deadlines.
- CCBR preliminary information (not including LB 309 Task Force requests information) is due to the Vice Chancellor for Facilities (VCF) by December 1<sup>st</sup> of odd numbered years. This information is reviewed by the Fiscal, Facilities and Audit (FFA) Committee and the Chancellor. The CCBR preliminary information (excludes estimated costs and priorities) is submitted to the Board for approval at the subsequent January Board meeting.
- Detailed cost estimates and narratives of approved preliminary *Capital Construction Project* requests are submitted to the Vice Chancellor for Facilities (VCF) by March 31<sup>st</sup> of even numbered years. After review, the Chancellor and FFA Committee recommend the final NSCS CCBR, with priorities and total project costs, for approval at the subsequent June Board meeting. CCBR Program Statements must be approved by the Board no later than at the June Board meeting, unless an exception is allowed by the Vice Chancellor for Facilities.
- Program Statements approved two (2) years earlier or before do not need another approval by the Board, unless there is a change in scope as defined by the Coordinating Commission for Postsecondary Education (CCPE), and as determined by the Vice Chancellor for Facilities (VCF). Simple adjustments of project budgets to account for inflation can be made without modifying the Program Statements when these adjustments are accounted for in the final NSCS CCBR as approved by the Board.
- When a CCBR request is a major utilities or infrastructure project, which does not propose renovations or additions to programmatic spaces, an engineering study may be submitted to the state in place of a Program Statement. Engineering studies do not require Board approval, but are used as Board information to approve a utilities infrastructure project in the NSCS CCBR.

### 3. Need Statements

- A Need Statement is a planning document for renovation or new construction of programmatic spaces when a Program Statement is not required. For any CCBR renovation or addition project (excluding LB 309 Task Force requests) when the estimated total project cost is below the SBD Program Statement threshold stated in *Section 1*, only a Need Statement is required to be submitted with the CCBR.
- Need Statements do not require Board approval, but are used as Board information for approving CCBR project requests, or for approving *Capital Construction Projects* that do not meet a requirement for a Program Statement.
- The Need Statement template can be found on the NSCS website by clicking here <https://www.nscs.edu/information-for/system-resources/facilities-projects>.

### 4. Program Statements

- A Program Statement is a planning document for renovation or new construction of programmatic spaces 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 *Section 1*.
- When preparing a Program Statement, see also the requirements of *Board Policy 8036; Facilities; Planning for Technology*.
- Program Statements are presented by the project design consulting firm to the Board for the purpose of obtaining Board approval. This Program Statement presentation and approval item may be combined with the Design Development for the project when necessitated by the project schedule and when funding for construction is imminent. See *Section 6* for Design Development documents phase.
- The Vice Chancellor for Facilities (VCF) is responsible for submitting Program Statements to applicable state offices for review, and to the CCPE for approval.
- The Program Statement template can be found on the NSCS website by clicking here <https://www.nscs.edu/information-for/system-resources/facilities-projects>.

### 5. Schematic Design

- The Schematic Design phase typically starts once adequate funding for the project is in place, and this phase is intended to validate or modify Program Statement assumptions, consider alternative design layouts, and eventually

arrive at schematic floor plans, building elevations, and other final Schematic Design documents before proceeding to the Design Development phase.

- The project design team comprised of College and System Office personnel, and others as appropriate, approves the final Schematic Design documents based on consistency with the Program Statement and total project cost budget.

## 6. Design Development

- The Design Development phase refines and elaborates on the Schematic Design documents and creates drawings that serve as a basis for the development of construction bid documents. Programmatic spaces, floor plans and building elevations are modified and updated based on more defined design requirements, and further refinement of construction systems and materials.
- For any *Capital Construction Project* that requires a Program Statement, the final Design Development documents for that project also require presentation to the Board, using the same procedures as described in *Section 4*, and may be combined with the Program Statement presentation/Board approval item, per that same section.
- The Design Development document template can be found on the NSCS website by clicking here <https://www.nscs.edu/information-for/system-resources/facilities-projects>.

## 7. Construction Documents

- Once the Design Development documents are approved by the Board, construction documents are developed for the purpose of obtaining bids. For *Construction Manager at Risk* projects, the bids are used to establish the *Guaranteed Maximum Price (GMP)*. For additional information, see *Board Policy 8071*. Reviewing and approving construction documents are delegated to the project's design team described in *Section 5*.

**For additional guidance on *Board Policy 8060* and *Capital Construction Projects*, click here <https://www.nscs.edu/information-for/system-resources/facilities-projects>.**

For specific construction bidding applicability, contracts guidance, and procedures, see *Board Policy 8064; Capital Construction, Facility Maintenance and Repair Contracts, and Board Policies 8066, 8067, and 8071*.

For completion of *Capital Construction Projects*, see *Board Policy 8069; Capital Construction; Inspections; Substantial Completion; Final Completion*.

## **FORMS/APPENDICES:**

None

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## **SOURCE:**

**Legal Reference:** Neb. Rev. Stat. 85-411      Campus buildings and facilities; board; powers.

**Policy Adopted:** March 1994

**Policy Revised:** September 2006, July 2020, August 2020, March 2021, April 2022, June 2022, February 2025