**Program Statement**

Project Name:  *(for new buildings this will establish the “placeholder name”)*

Campus:

Date: *(of BOR meeting where it will be voted on)*

Prepared by: NU Facilities Planning & Construction

 *(A/E firm or others who helped)*

Project No:

1. **Introduction**
	1. **Background and history**
	2. **Project description**
	3. **Purpose and objectives**
2. **Justification of the Project**
	1. **Data that supports the funding request**
	2. **Alternatives considered**

(when applicable)

1. **Location and site considerations**
	1. **County:**
	2. **Town or campus:**
	3. **Proposed site**

*Image*

* 1. **Statewide building inventory:**

*From Real Estate*

* 1. **Influence of project on existing site conditions**
		1. **Relationship to neighbors and environment**
		2. **Utilities**
		3. **Parking & circulation**
1. **Comprehensive Plan Compliance**
	1. **Compliance with the University of Nebraska Strategic Framework, Campus Roles and Mission and Campus Strategic Plan.**
	2. **Consistency with the agency comprehensive capital facilities plan (year of plan and updates or revisions)**
	3. **Consistency with the current version of the CCPE Project Review Criteria/Statewide Plan**
2. **Analysis of existing facilities**
	1. **Function and purpose of existing programs as they relate to the proposed project**
	2. **Square footage of existing areas**

*Table*

* 1. **Utilization of existing space by facility, room and/or function**

(Whichever is applicable – sentences preferred, use a table only if necessary.

Include existing space in 6.B.1)

* 1. **Physical deficiencies**
	2. **Programmatic deficiencies**
	3. **Replacement cost of existing building**

*Start with FMIR value*

1. **Facility Requirements and the Impact of the Proposed Project**
	1. **Functions and purpose of the proposed program**
		1. **Activity identification and analysis**
		2. **Projected occupancy/use levels**
			* **Personnel projections**
			* **Describe/justify projected enrollments/occupancy**
	2. **Space requirements**
		1. **Square footage by individual areas and/or functions**

(A summary of all assignable and non-assignable spaces in net square feet by space use code)

*Table*

* + 1. **Basis for square footage/planning parameters**
		2. **Square footage difference between existing and proposed areas (net and gross)**

 *Simple Table*

* 1. **Impact of the project on existing space**
		1. **Reutilization and function(s)**

*Table or narrative (preferred)*

* + 1. **Demolition**
		2. **Renovation**
1. **EQUIPMENT REQUIREMENTS**
	1. **List of available equipment for reuse**
	2. **Additional Equipment**
		1. **Fixed equipment**
		2. **Movable equipment**
		3. **Special or technical equipment**

*Keep information in section 8 succinct. These are brief high level summaries that should indicate the intended direction of the project and any primary decisions or assumptions from programming.*

1. **SPECIAL DESIGN CONSIDERATIONS**
	1. **Construction Type**
	2. **Heating and Cooling Systems**
	3. **Electrical Systems**
	4. **Sustainability**
	5. **Life Safety/ADA**
	6. **Security**
	7. **Historic or architectural significance**
	8. **Artwork**

(for applicable projects)

* 1. **Phasing**
	2. **Future expansion**
	3. **Other**
1. **PROJECT BUDGET & FISCAL IMPACT**
	1. **Cost Estimate Criteria**
		1. **Identify recognized standards, comparisons and sources**
		2. **Identify year and month on which estimates are made and inflation factor used**
		3. **Net and gross square feet**

|  |  |
| --- | --- |
| Net Square Feet |   |
| Gross Square Feet |   |

* + 1. **Project cost per net and gross square foot**

|  |  |
| --- | --- |
| Net Square Feet |   |
| Gross Square Feet |   |

* + 1. **Construction cost per gross square foot**
	1. **Total project cost**

*Budget table; include Inhouse services*

* 1. **Fiscal impact based on first full year of operations**
		1. **Estimated additional operational and maintenance costs per year**

*Table*

* + 1. **Estimated additional programmatic costs per year**

*Table*

1. **FUNDING**
	1. **Total funds required:**
	2. **Project Funding Sources:**

 *Table*

* 1. **Fiscal year expenditures**

*Table (fiscal years are designated by the year in which they end)*

1. **TIMELINE**
	1. **Program Statement**
	2. **Funding**  or Fundraising (if not available at start)
	3. **Professional consultant(s) selection** (or Design/Build selection, Design and Construction Manager selections)
	4. **Intermediate Design**
	5. **Receive bids for construction** (NA for Design/Build)
	6. **Start of construction**
	7. **Complete construction**
	8. **Occupy**
2. **HIGHER EDUCATION SUPPLEMENT**
	1. **Coordinating Commission for Postsecondary Education (CCPE) Review**
		1. [ ] CCPE review is required.

(Information is included: State funded and/or O&M threshold met)

* + 1. [ ] CCPE review is not required.
	1. **Method of Contracting**
		1. **Identify method**

*Select from: Design-Bid-Build, Design-Build, Construction Manager at Risk (CMR)*

* + 1. **Provide rationale for method selection**

20 Page total document limit