

**UNIVERSITY OF NEBRASKA**  
**PROJECT REVIEW BOARD PROCEDURES**  
**UNFP 2.0**

**I. Reference and Application**

- A. On October 18, 1991, the Board of Regents (BOR) approved the use of a Limited External Review process for each addition or new construction project with a construction cost of three million dollars or larger. On February 25, 2000, the BOR Business Affairs Committee reviewed the role and history of the Project Review Board (PRB), and reaffirmed the continued role of the PRB.
- B. Application: This procedure applies to all capital projects requiring Project Approval according to Regents Policy (RP) 6.3.6.2.d. except deferred maintenance project, most infrastructure upgrades, or projects having very incidental or minimal alteration(s) to the building envelope or exterior. Based upon these criteria, the Chief Facilities Officer or designee shall have final determination as to which projects are subject to PRB reviews.

**II. Objectives and Limitations**

The primary objective of this project review process is to assure that major University projects reflect a high degree of design competence, creativity, and cohesion with the existing campus environments. In order to realize this objective, PRB will be established to review and evaluate all major construction projects as described in paragraph I.B. and I.C. It is not intended that PRB assume any of the responsibilities normally falling to campus personnel or to the project design team during the review process. Accordingly, each PRB's role and mission are strictly limited to the following functions:

- A. Review of data prepared during the program or design process of a University project.
- B. Discuss this information with project designers and University representatives.
- C. Evaluate the presented design data orally and in writing in a useful and in a constructive manner.

**III. Project Review Board (PRB) Pool - Composition and Criteria**

- A. PRB Pool: Each PRB shall be assembled from a larger Project Review Board Pool. There shall be a PRB pool of at least eight members. It is intended that the pool will ordinarily consist of at least four (external) PRB members that are employed externally to the University, and at least four (internal) PRB members that are employed directly by the University. External members will normally be active professionals in their respective business. Members of the PRB pool will generally be registered architects, professional engineers, or professional landscape architects.
- B. Selection: Nominations for the PRB pool will be assembled by the Chief Facilities Officer. Nominations will be solicited and the nominees will be reviewed and recommended to provide adequate diversity and professional balance to the PRB pool. Selection will comply with criteria hereby established.
  - 1. The Chief Facilities Officer shall recommend four year terms for not less than

four or more than eight external nominations, with the intent being that the PRB Pool shall have one complete rotation every four years, excepting for any reappointments.

2. PRB members whose term has expired and have not been reappointed may be retained to complete any subsequent reviews of a project for which they have performed initial reviews.

C. Appointment to PRB Pool & Term Rotation:

1. Following selection recommendations, the PRB pool will be appointed by the Chief Facilities Officer.
2. An appointment may be terminated by the appointee or by the Chief Facilities Officer with either party giving the other at least two weeks written notification of termination. The Chief Facilities Officer may appoint a replacement to complete any unfulfilled terms as necessary.
3. Appointments will generally be for a four-year term, subject to possible reappointment for an additional term.

**IV. PRB - Composition and Assembly**

A. PRB Composition: A PRB shall be assembled for each project, and shall consist of not less than four members assembled from the PRB pool. It is expected that each PRB will be composed of at least two internal members and at least two external members, as described in paragraph III.A. It is intended that each review phase of a given project be reviewed by the same members as the initial review whenever possible. Exceptions may be made in response to scheduling conflicts.

B. Member Selection: It is intended that the member composition of each PRB will fluctuate from project to project, providing flexibility to match appropriate expertise with a specific project; to avoid conflicts of interest; or to accommodate scheduling or other conflicts. The Chief Facilities Officer or designee, with input from the campus project manager shall determine the membership to serve for each PRB.

C. Conflict of Interest: No member of a PRB shall engage in any activity that in any way conflicts with his/her duties and responsibilities as a member of a PRB, or that otherwise constitutes a conflict of interest as determined by the Chief Facilities Officer.

1. A conflict of interest shall be declared when a potential PRB member is a principal or an employee of the project design team or firm, or has a similar financial or other relationship with the design team, or the project designer's consultants.
2. A conflict of interest may be declared by the Chief Facilities Officer when a potential PRB member is a principal or an employee of a firm that has submitted procedural application data to the University with the implied intention of being considered as a consultant for that same project.
3. The Chief Facilities Officer shall make final determination as to whether a conflict of interest exists, including the right to waive that conflict of interest when

deemed to be in the greater interest of the project or the University.

**D. Funding, Compensation and Insurance**

1. Funding: All costs of a PRB including any costs for additional consultants required by the PRB will be funded from the project under review, or from related sources designated by the appropriate campus.
2. Compensation: The University shall compensate each external PRB member for services provided as an independent consultant at a fixed rate per hour. Internal members will typically not receive compensation from project funds in addition to their normal earnings from the University. Any exceptions will be made at the discretion of the Chief Facilities Officer. Any additional consultants or specialists required for project review by the PRB will be arranged by campus personnel in coordination with the Chief Facilities Officer; such consultants shall be similarly compensated.

**E. Liability**

1. Liability: The consulting services provided by the PRB members shall not constitute or be construed to constitute routine or standard services normally provided by an architect, engineer or other contractor for a project. The University further agrees that the performance of such consulting services shall not render the members of the PRB liable in any way for the design of a facility, quality of workmanship, or materials utilized in a facility, the cost estimates, or the utility of a facility.
2. Insurance: Members of a PRB will be covered by appropriate general and professional liability insurance or have equivalent risk loss coverage under the University's self-insurance program to the same extent as other University personnel whenever performing duties as members of a PRB on behalf of the University. Responsibility for providing professional and comprehensive general liability insurance for each project shall remain with the consulting firm approved to perform design services for the project.

**V. Procedures**

- A. Scheduling and Occurrence of Reviews: Scheduling arrangements for each review will be coordinated by the Chief Facilities Officer at the request of the campus representative. Every effort should be made by all to schedule the reviews in a timely manner in order to eliminate or minimize any extension of the design time. The review process will be conducted at the following phases of project development:
1. Program Phase Review: Analyze project program requirements. If PRB funding is available, this review should be scheduled before approval of the Program Statement by the BOR. This review should be completed before authorizing the start of design. The programming team is responsible for presenting adequate information for the PRB to evaluate the program according to established evaluation criteria. Typically, this information includes the preliminary program statement plus any supplemental material necessary to adequately evaluate the program.

2. Design Review: There will normally be one review during the project design phase. It is desirable that this review be conducted early enough in the design phase that the PRB may provide beneficial impact on the design, and that the design team can respond to PRB evaluation without major impact on the project schedule or budget. The campus should not provide a written approval of the design until after this review is completed.
- B. Subject Matter for Reviews: The review process will focus upon a number of broadly defined areas that typically include the following:
1. Planning compliance
  2. Master Plan compliance
  3. Site selection and design
  4. Design requirements
  5. Efficiency & cost
  6. Other items as considered necessary by the University

Each phase of review addresses certain aspects of information regarding the designs as they are developed during the programming and design process. PRB members are free to provide their evaluation of other aspects of the project, within the limits of their responsibilities as determined by the evaluation criteria.

C. Procedural Roles and Responsibilities:

1. Procedural information: At the outset of the review process, the Chief Facilities Officer will provide each member of the PRB participating in the project review with evaluation criteria, procedural instructions, guidelines, tentative schedules, and other organizational information as necessary. Campus representatives will be responsible for assembling the review and reference materials for each level of review. In addition, campus representatives are responsible for coordinating the transmittal of these documents to the Chief Facilities Officer, or designee, for distribution to individual PRB members in a timely manner, no less than one week prior to the PRB meeting.
2. Presentation: Project programmers and/or designers will present the project to the PRB at the scheduled meeting, at which time the project can be further evaluated.
3. Evaluation Summaries: At the conclusion of each project review meeting, individual evaluations and invoices will be forwarded to the Chief Facilities Officer, or designee, for distribution to the campus representative..

**VI. Evaluation Criteria:**

- A. With the input from campus representatives, the Chief Facilities Officer shall assemble standard program and design evaluation criteria that each PRB will use to evaluate each project orally and in writing. These criteria will strictly define the scope and extent of the PRB's project evaluations.
- B. Evaluation criteria may be revised by the Chief Facilities Officer as necessary.