

**UNIVERSITY OF NEBRASKA**  
**CHANGE OF SCOPE PROCEDURES**

**UNFP 6.3.6.5**

**I. Reference and Application:**

- A. On May 16, 1997, the Nebraska Board of Regents approved policies for capital projects requiring that significant changes require written approval of the President and a report to the BOR. On November 7, 2008, the Board of Regents amended the policy.
- B. Application: The procedures apply to all Board of Regents approved projects.

**II. Objectives and Limitations:**

- A. The objective of these procedures is to provide clarification to Board of Regents (BOR) policy, and to provide uniform reporting procedures for all construction projects requiring BOR approval.

**III. Definitions**

A. Significant Change (of scope):

- 1. An increase or decrease of \$250,000 or more of the total Board of Regents approved budget in:
  - a) construction budget category; or of the
  - b) non-construction budget category, each as in the Intermediate Design Phase.

The *construction budget category* shall include all budgeted construction costs plus any contingency; the *non-construction budget category* shall include all other costs included in the approved Intermediate Design budget total.

- 2. Or where the change is less than \$250,000, an increase or decrease of 5% or more of the total Board of Regents approved budget in:
  - a) construction budget category, or of the
  - b) non-construction budget category.
- 3. An increase or decrease in the allocation of square feet for any major room-use category (100 – 000) by 15% or more, where the change equals at least 5% of the total net square feet (NFS) as defined in the Intermediate Design Report and the change is at least 1,000 NFS.
- 4. A programmatic change that involves a revision in the program and/or for what purpose the majority of a major room-use category serves.

#### **IV. Procedures**

##### **A. Significant Change of Scope:**

1. Any proposed change of scope shall be identified and submitted by the campus on UNFP 6.3.6.5.1 Change in Scope – Construction Projects by Budget or Use Categories, to the Central Administration Director of Facilities before or at the conclusion of the current design phase (Design Development, Construction Documents), or whenever identified at any time during construction.
2. The Director will inform the Vice President for Business & Finance, and will then seek the written approval of the President. The Central Administration Director of Facilities shall also provide a written report of the change to the Board of Regents at their next regularly scheduled meeting.