

UNIVERSITY OF NEBRASKA
PROJECT REVIEW BOARD PROCEDURES

UNFP 2.0

I. Reference and Application

- A. On October 18, 1991, the Board of Regents 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, and reaffirmed the continued role of the PRB.
- B. Application: The Project Review Board (PRB) monetary threshold is hereby modified to apply to projects with a total project budget of \$7,500,000 and greater. Beginning January 2010, the Central Administration Director of Facilities Planning and Management (hereinafter referred to as the Director) shall annually adjust the \$7,500,000 threshold to account for inflation, based upon a multiplier as determined appropriate by the Director. Effective with the adoption of these procedures, annual adjustments shall become effective with each new calendar year.
- C. The PRB process shall apply to new construction, major additions, and major exterior alteration work to existing buildings and structures meeting the monetary threshold defined in paragraph I.B. above. Project reviews are typically not required for deferred maintenance projects, most infrastructure upgrades, or projects having very incidental or minimal alteration(s) to the building envelope or exterior. Based upon these criteria, the Director 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 of Nebraska construction projects reflect a high degree of design competence, creativity, and cohesion with the existing campus environments. In order to realize this objective, Project Review Boards 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 Project Review Boards assume any of the responsibilities normally falling to campus personnel or to the project design team during the review process. Accordingly, each Project Review Board'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 of Nebraska construction 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 Pool - Composition and Criteria

- A. Project Review Board Pool: Each Project Review Board shall be assembled from a larger Project Review Board Pool. There shall be a Project Review Board 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 Committee: Nominations for the Project Review Board Pool will be assembled by a Selection Committee composed of 1) the Central Administration Director of Facilities or designee, and 2) each Facility Director or designee at the four major campuses - UNK, UNL, UNMC, and UNO. The Selection Committee shall solicit nominations. The nominees will be reviewed and recommended to provide adequate diversity and professional balance to the Project Review Board Pool. The Selection Committee shall determine a method of review considered most effective, complying with criteria hereby established.
1. The Selection Committee 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 Project Review Board Pool & Term Rotation:
1. Following the Selection Committee's recommendations, the Project Review Board Pool will be appointed by the Central Administration Director of Facilities.
 2. An appointment may be terminated by the appointee or by the Central Administration Director of Facilities with either party giving the other at least two weeks written notification of termination. The Director 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. Project Review Board - Composition and Assembly

- A. Project Review Board Composition: A Project Review Board 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 Project Review Board 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 Director or designee, with input from the campus Project Manager shall determine the membership to serve for each Project Review Board.
- C. Conflict of Interest: No member of a Project Review Board shall engage in any activity that in any way conflicts with his/her duties and responsibilities as a member of a Project Review Board, or that otherwise constitutes a conflict of interest as determined by the Director.
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 Director 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 Director 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 Project Review Board including any costs for additional consultants required by the Project Review Board 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 Project Review Board 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 Director. Any additional consultants or specialists required for project review by the Project Review Board will be arranged by campus personnel in coordination with the Director; such consultants shall be similarly compensated.
- E. Liability
1. Liability: The consulting services provided by the Project Review Board 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 Project Review Board 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 Project Review Board 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 Project Review Board 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 Central Administration Director of Facilities Office 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 Project Review Board funding is available, this review should be scheduled before approval of the Program Statement by the Board of Regents. 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. Project Review Board 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 Director will

provide each member of the Project Review Board 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 Director or designee for distribution to individual Project Review Board members in a timely manner along with a copy to the Director or designee.

2. Presentation: Project programmers and/or designers will present the project to the Project Review Board 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 will be forwarded to the Central Administration representative.

VI. Evaluation Criteria:

- A. With the input from campus representatives, the Director shall assemble standard program and design Evaluation Criteria that each Project Review Board 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 Director as necessary.