

Outline for Program Statements (Agreement with Higher Education, 12/2001)

1. Introduction
 - a. Background and history
 - b. Project description
 - c. Purpose and objectives
2. Justification of the Project
 - a. Data which supports the funding request
 - b. Alternatives considered (when applicable)
3. Location and site considerations
 - a. County
 - b. Town or campus
 - c. Proposed site
 - d. Statewide building inventory (not required for new buildings)
 - e. Influence of project on existing site conditions
 - (1) Relationship to neighbors and environment
 - (2) Utilities
 - (3) Parking and circulation
4. Comprehensive plan compliance
 - a. Year of the agency's comprehensive plan and updates or revisions
 - b. Consistency with the agency comprehensive capital facilities plan
 - c. Consistency with the current version of the Statewide Comprehensive Capital Facilities Plan or CCPE Project Review Criteria/Statewide Plan (whichever applies)

5. Analysis of existing facilities
 - a. Functions/purpose of existing programs as they relate to the proposed project
 - b. Square footage of existing areas
 - c. Utilization of existing space by facility, room and/or function (whichever is applicable)
 - d. Physical deficiencies
 - e. Programmatic deficiencies
 - f. Replacement cost of existing building
6. Facility requirements and the impact of the proposed project
 - a. Functions/purpose of the proposed program
 - (1) Activity identification and analysis
 - (2) Projected occupancy/use levels
 - Personnel projections
 - Describe/Justify projected enrollments/occupancy
 - b. Space requirements
 - (1) Square footage by individual areas and/or functions
 - (2) Basis for square footage/planning parameters
 - (3) Square footage difference between existing and proposed areas (net and gross)
 - c. Impact of the proposed project on existing space
 - (1) Reutilization and function(s)
 - (2) Demolition
 - (3) Renovation
7. Equipment Requirements
 - a. List of available equipment for reuse (if applicable)
 - b. Additional equipment (if applicable)
 - (1) Fixed equipment

- (2) Movable equipment
- (3) Special or technical equipment

8. Special Design Considerations

- a. Construction Type
- b. Heating and cooling systems
- c. Life Safety/ADA
- d. Historic or architectural significance
- e. Artwork (for applicable projects)
- f. Phasing
- g. Future expansion
- h. Other

9. Project budget and fiscal impact

- a. Cost estimates criteria
 - (1) Identify recognized standards, comparisons and sources used to develop the estimated cost
 - (2) Identify the year and month on which the estimates are made and the inflation factors used
 - (3) Gross and net square feet
 - (4) Total project cost per gross square foot
 - (5) Construction cost per gross square foot
- b. Total project cost
 - (1) Program planning
 - (2) Professional fees
 - professional design consultants
 - in-house consultants
 - other consultants
 - (3) Construction
 - general, including mechanical, electrical, elevator
 - fixed equipment
 - site improvements (utilities, sidewalks, parking, landscaping, etc.)

- (4) Moveable equipment
 - (5) Special or technical equipment
 - (6) Land acquisition
 - (7) Artwork (for applicable projects)
 - (8) Other costs (agency administration costs, moving, temporary space, testing, surveys, legal fees, insurance, etc.)
 - (9) Project contingency
- c. Fiscal Impact based upon first full year of operation (include proposed funding sources and percentage of each)
- (1) Estimated additional operational and maintenance costs per year
 - (2) Estimated additional programmatic costs per year
 - (3) Applicable building renewal assessment charges

10. Funding

- a. Total funds required
- b. Project Funding sources (amounts and/or percentage of each)
 - (1) State funds
 - (2) Cash funds
 - (3) Federal funds
 - (4) LB 309 funds
 - (5) Revenue bonds
 - (6) Private donations
 - (7) Other sources
- c. Fiscal year expenditures for project duration

11. Time line

- a. Need Statement (if applicable)
- b. Program Statement
- c. Funding
- d. Professional consultants selection

- e. Design Development documents
- f. Receive bids for construction
- g. Award of contract and start of construction
- h. Completion of construction

12. Higher Education Supplement

- a. CCPE Review
 - (1) CCPE review is required
 - (2) CCPE review is not required
- b. Method of contracting
 - (1) Identify method
 - (2) Provide rationale for method selection