PROCESS FOR DEVELOPING SCOPE OF WORK AND BUDGETS FOR CONSTRUCTION* PROJECTS AT UNL

Facilities Planning and Construction
Revised: 1-28-04

Contact UNL Manager of Facilities Planning (2-3131)
Discuss nature of project and options

Under $400K / Fast Track:
If project needs to proceed ASAP - without a construction cost estimate or planning budget. Sends a requisition for $1,000 to initiate the project. Balance of funds needed will be sent once project is further defined.

Planning Budget:
Based on actual square foot costs for similar projects and adjusted for obvious differences. This method is recommended for projects where the scope is only generally defined and a preliminary “order of magnitude” estimate is needed. Facilities Planning will prepare the Planning Budget. When needed, the Planning Budget may be verified by one of four approved construction contractors.

Over $400K

Optional Process
Architect hired at Requestor’s expense to prepare schematic drawings for more detailed understanding of project and cost.

PIR & Program
If required, a Project Initiation Request (PIR) must be approved, and Program Statement must be prepared - unless a maintenance only project. The budget will be based on an estimate from a cost consultant paid for by the Requestor.

Requestor meets with contractor.
Contractor gets input from UNL service units.
Contractor prepares estimate
Requestor reviews estimate
Meets with contractor again if needed.
Requestor decides to proceed or not.
Confirms funding.
Sends requisition to Manager of Facilities Planning

Approval of by Board of Regents.
Design Phase of project begins.
Once approval & funding is received, a UNL project manager is assigned. Architect starts preparing drawings and specifications.
Small/simple projects may require minimal design, sufficient to document the project for UNL records, Code review and issuance of a Building Permit.

Under $400K / Construction Cost Estimate:
Prepared by one of four approved construction contractors. Estimates for professional fees, a contingency, equipment, etc., are added to create an estimated Total Project Cost.

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* Construction = New buildings, additions, and renovations including the installation of new components (architectural, structural, mechanical, plumbing, electrical, etc.) or the removal/demolition of existing components. For the UNL Facilities Planning and Construction Policy see: http://busfin.unl.edu/bfsite/fmp/609.cfm