

SUBJECT: Building Program Development - Capital Projects Procedure	Effective Date: 9/22/16	Procedure Number: FS 2016 FS0019	
	Supersedes: FS 2013 FPC0019	Page 1	Of 5
	Responsible Authority: Associate Vice President, Administration and Finance (Facilities and Safety)		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to departments in Facilities and Safety (F&S).

PROCEDURE STATEMENT:

The Building Program process will be initiated by the Facilities Planning & Construction (FP&C) Department. A Building Program Committee will be convened to prepare a Building Program for each capital project recommended for design and construction. The Building Program will subsequently be given to the Architect of Record to begin the program verification phase of the project.

The Building Program for each project will be consistent with the University's most recent Campus Master Plan Update or amendment thereto, strategic plan, and Educational Plant Survey space needs assessment. For projects that will be included in the first three years of a Public Education Capital Outlay (PECO) list, the Building Programs will be completed prior to the Educational Plant Survey or Spot Survey request.

PROCEDURES:

The Building Program Committee will be composed of representatives from Facilities & Safety; Space Planning, Analysis, and Administration (SPAA); and the building end user group, as follows:

- Director, Facilities Planning & Construction, Committee Chair
- Associate Vice President for Administration and Finance (Facilities & Safety), or designee
- Director, Facilities Operations, or designee
- Director, Utilities & Energy Services, or designee
- Director, Landscape & Natural Resources, or designee
- Director, Environmental Health & Safety, or designee
- Assistant Director of Planning, Facilities Planning & Construction
- Vice President for Information Technologies and Resources, or designee (representing SPAA)
- Two end-users, by invitation of the Director of Facilities Planning & Construction

The Committee may invite other representatives to participate or advise the Committee, as the Committee deems necessary.

The Committee will prepare the basic data needed to develop the Building Program, as described below. The Building Program is developed and approved by the University prior to the development of the detailed Final Building Program, which is the responsibility of the Architect of Record selected for the project.

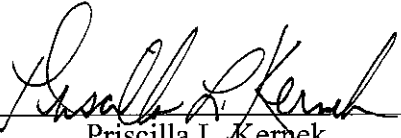
Building Program Requirements:

- Title Sheet (to include the project or building name, the campus location, and date of the document)
- Table of Contents
- Approval Signatures
 - Final Approvals:
 - Associate Vice President for Administration and Finance (Facilities and Safety)
 - Vice President for Administration and Finance and Chief Financial Officer
 - Provost
 - President
 - Preliminary Approvals: Building Committee Representatives
 - Space Release Approvals, if applicable
- Chapters
 - Introduction
 - Project Overview
 - Provide an overview of the proposed project or program.
 - Address the general plan for the project, as well as any specific information.
 - Project History. Provide a description of the project history.
 - Project Description. Provide a general description of the project concept and any related future projects.
 - Project Goals and Objectives
 - Provide a brief outline of specific project goals and objectives. Include an explanation of the needs this project will address.
 - Provide a brief outline of the design objectives.
 - Academic Plan (not applicable if the building is non-academic)
 - Academic Program Identification. Identify any proposed academic programs that will be housed within the facility.
 - Academic Program Reviews
 - Provide the date and program numbers of all relevant academic program reviews.
 - Explain how the proposed facilities program meets the recommendations of the last Academic Program Review.
 - List the recommendations of any review consultants.
 - Recommendations, Justification, and Variation. Explain how the proposed facility meets the recommendations or justify any variations.

- Need/Justification for New Academic Programs. If proposed academic programs are not a part of an approved academic plan, provide information to explain the need and justify the establishment of a new academic program.
- Space Needs Assessment
 - Facilities Problem Statement
 - Describe the facilities problem in terms of current and future facilities and space deficiencies.
 - Describe the analyses and recommendations of any Facilities Consultants.
 - Proposed Solutions and Alternative Solutions
 - Describe the proposed solution.
 - Describe alternative solutions considered, such as rescheduling of classes, remodeling of existing space, jointly using facilities on or off campus, and leasing of space. Provide reasons why other alternatives were not chosen and why a new facility is the best solution.
 - Space Analysis
 - Provide a quantitative analysis indicating how the proposed amounts and types of space were determined, using the requirements of the programs to be housed.
 - Discuss the Educational Plant Survey recommendations, or provide a statement that a Survey is needed. Describe any differences between Survey recommendations and the proposed project.
- Analysis of Impact on the Current Campus Master Plan Update
 - Describe how the proposed project will correlate with the Campus Master Plan.
 - Show the location of the project in the Campus Master Plan (if applicable).
 - If the project will require an amendment to the Campus Master Plan, provide information for the amendment.
 - If the project is located off the main campus, describe action(s) that will be taken to obtain necessary approvals.
 - Describe the project's relationship to the current Campus Master Plan Evaluation and Appraisal Report (EAR).
 - If Campus Development Agreement actions are required, discuss.
 - Describe any non-compliance concerns and proposed mitigation.
- Analysis of Impact on the Strategic Plan. Describe how the proposed project correlates with metrics in the University's Strategic Plan.
- Return on Investment. Provide information on the Return on Investment (ROI) expected from the project.
- Site Analysis
 - Describe project adjacencies.
 - Explain why the project has been placed on the chosen site.

- Provide a site analysis outlining the availability of utilities, roads, etc. Describe any unusual site conditions that may impact the cost or design of the project, such as grades, soil conditions, restricted building area, etc.
 - Provide a traffic and parking analysis. Describe the vehicular site access; the need for added, reduced, or modified parking; etc.
 - Provide a landscaping narrative. Describe the landscape goals of the project, including correlation with the Campus Landscape Plan.
 - Describe general planning considerations for utilities and utility connections. List sources for chilled water, power and lighting, natural gas, telecommunications, water and sewage, etc.
 - Address storm water concerns, water management district requirements, storm water basin identification and capacity, Storm Water Master Plan amendments or modifications required, Conceptual Storm Water Management Plan application, etc.
 - Provide a utilities impact analysis (the probable impact of this project on utilities).
 - Describe the project's impact on environmentally and/or culturally sensitive areas.
 - Provide a checklist of site information.
- Program Area
 - Include a table of space categories (required). Provide functional descriptions of the space categories proposed within the building.
 - Include the Educational Plant Survey comparison with the existing space categories. If an Educational Plant survey does not exist, request a Spot Survey or Educational Plant Survey through Board of Governors' staff.
 - Describe building organization requirements. Provide bubble diagrams to clarify programmatic relationships and functional adjacencies.
 - Describe information and communication technology requirements.
 - Building Analysis
 - Describe the proposed building exteriors; building structure; and building systems (fire suppression, plumbing, mechanical systems, electrical systems, telecommunications systems, safety and security systems, and utilities).
 - Describe any special building requirements, such as acoustics, instructional resources, lighting, etc.
 - Codes, Standards, and Guidelines
 - Provide a review of applicable codes that may affect this project.
 - Provide a statement that the project will comply with all applicable codes, laws, standards, and regulations.
 - Proposed Delivery Method. The AVP and the Director of FP&C will determine the design and construction delivery method for capital projects. The Building Program will include a statement of the proposed delivery method and rationale.
- Appendices
 - Maps. Include maps of the project:

- As shown in the Campus Master Plan
 - The site location
 - Utilities (or reference to location of such)
- Project Schedule. Provide an estimated project schedule illustrating major project milestones:
 - Programming
 - Solicitation
 - Contract Negotiation – Professional
 - Schematic Design
 - Design Development
 - Construction Documents
 - Bid/Permitting
 - Contract Negotiation – Contractor
 - Construction
 - Commissioning
 - Close-out
 - Move-in
 - Occupancy
 - Program Funds. Provide information on the funding source(s) for the project.
 - Project Budget Summary. Provide a project budget summary sheet.
 - Space Files. Include:
 - Program Area Table
 - Summary of Required Spaces
 - Descriptions of Required Spaces, if available
 - Supplemental Materials, if applicable
 - Space Diagrams, if available
 - List of Spaces to Be Released
 - Other

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	