PROCESS FOR DEVELOPING SCOPE OF WORK AND BUDGETS FOR CONSTRUCTION* PROJECTS AT UNL
Facilities Management and Planning / Revised: 3-28-07

Requestor completes on line request form or contacts FMP for assistance

Under $500K / Fast Track:
If project needs to proceed ASAP - without a construction cost estimate.
Requestor confirms they will be responsible for costs.

Capital Project Planning Decision Flowchart (CPPDF) is followed. This includes the preparation of a program statement. A detailed program statement is prepared for complex projects. A cost estimating consultant is paid for by the requestor.

(Potentially) Over $500K

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.

Under $500K / Construction Cost Estimate:
Estimator meets with requestor to review scope of project. A cost estimating consultant is paid for by the requestor.

Total project cost estimate is sent to requestor for approval.

Approval by the Department

* 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://bf.unl.edu/fmppolicy/UNLFacilitiesPlanningConstruction.shtml