

**[Project Name]**

**[Project #]**

**Program of Requirements**

**[Date of draft]**

Facilities Management (Or A/E Firm name and address)

Program of Requirements

Formal Endorsement and Approval

|  |  |  |
| --- | --- | --- |
| **Name** | **Department/Office** | **Date** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Dean/Chair/Director) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Customer) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Certifying Signature) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Project Manager or Senior PM) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Other) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

The goal of programming is to further define the project’s relationship with the university as a whole, the mission and vision of the project, the objectives of the project, and to provide detailed information of all identifiable spaces to be constructed or renovated – including exterior features. This information is presented in the **PoR**.

An important first step is determining whether the **PoR** should be prepared by in house staff or by a consultant. Projects of significant size and complexity should have the **PoR** prepared by either the A/E or a programming consultant.

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**SECTION I**

**PROJECT OVERVIEW**

**University Context**

**Project Scope**

**Project Mission / Objectives**

**Conceptual Project Budget**

**University Context**

At University of Houston, the development of each project is recognized as an integral component of the process of creating the campus. A major role of the campus is to provide for our academic community a setting that contributes to the accomplishment of the university’s mission, supports the Academic Plan, and enhances the quality of life for students, faculty, staff, and visitors.

It is important, at the outset to recognize that every Program of Requirements includes university-wide consideration of the facility’s general responsibility to the public realm of campus, as well as the programmatic demands of the unit.

**Project Scope**

[Provide a brief description of the project and desired GSF in this description.]

**Project Mission / Objectives**

[Provide a sentence or two describing the main mission or vision of the project. This should come from discussions with the users.] As needed also [provide several detailed points or project items that will help achieve the mission/vision noted above. Items need not be listed in priority order.]

**Conceptual Project Budget**

Estimated Conceptual Budget for Priority 1 and Priority 2 spaces.

|  |  |
| --- | --- |
| **Source of Funds** | **Dollar Amount** |
| (Source #1) |  |
| (Source #2) |  |
|  |  |
| **Estimated Total Project Budget** | **$** |

|  |  |
| --- | --- |
| **Estimated Total Project Budget** | **Dollar Amount**  **20XX Dollar1** |
|  |  |
| Construction |  |
| Civic Structure (2%) |  |
| **Total Construction Cost** |  |
|  |  |
| Design Contingency (3%) |  |
| Construction Contingency (8%) |  |
| Commissioning (½ %) |  |
| Fixtures, Furnishings & Equipment (10%) |  |
| Technology (2.5%) |  |
| Design Service Allowance 6-7% |  |
| Additional Services 3-4% |  |
| Project Administration Fee (3-6%) |  |
| Moving Cost (# ASF @ $2.50 per ASF)2 |  |
| Swing Space Renovation Cost (# ASF @ $ per ASF) |  |
| Other (specify) |  |
| **Estimated Total Project Budget** |  |

1. Figures shown are the estimated distribution of the project dollars at the midpoint of construction.
2. All costs associated with moving are the responsibility of [Using Agencies].

**Contingencies**

Construction Contingency will be used only after construction begins and is intended to cover unexpected conditions or situations that arise as a result of the construction process (i.e. errors and omissions, differing conditions, field resolutions).

Project Contingency may be used prior to bidding the project for miscellaneous expenses and costs related to the project. The Project Contingency can also be added to the Construction Costs as needed to address scope issues.

**Fixtures, Furnishings and Equipment**

The Fixtures, Furnishings and Equipment purchases will be coordinated by Facilities Management [Or Customer]. FFE should be reported in the total project cost and documented in the project record at the commencement of the project. It is important from an auditing standpoint that the project manager is able to validate the receipt and placement of the FFE purchase within the project/project site.

**SECTION II**

**PROJECT INFORMATION**

**Customer Information**

**[Design Challenges, if applicable]**

**[Building Services Spaces, if applicable]**

**[Hazardous Materials Abatement/EPA, if applicable]**

**[Security, if applicable]**

**[Additional sections as necessary]**

**Signage and Way-finding**

**Ergonomics**

**Customer Information**

(Use this section to briefly describe the User(s), their mission, etc, and how they relate to this project)

**[Design Challenges, if applicable]**

(Use this section to describe any project specific conditions that will be particular challenges or require extra planning/attention during the design and layout of the project)

**[Facilities Services Spaces, if applicable]**

(Use this section to describe and address project specific issues as they relate to the Facilities Services Space (i.e. loading docks, trash rooms, restrooms). Describe any situations or special conditions that will require the project to go above and beyond the design guidelines or situations that require special attention, and that should be noted in the PoR.

[**Hazardous Materials Abatement/EPA, if applicable]**

(Use this section to describe any hazardous materials abatement work or conditions that may require abatement. Below is standard language that should be included in most PoRs.)

Funding allocated for hazardous material removal is based upon current known quantities of hazardous materials. Once construction work begins, additional quantities of hazardous materials may be identified.

**[Security, if applicable]**

(Use this section to describe any specific security needs or conditions that may require extra attention to security; also to describe any special security needs of particular spaces.)

**[Additional Sections, if applicable]**

**Signage and Way-finding**

For interior and exterior areas of the building affected by the project, the project will provide all signage.

Donor recognition signage is usually not part of the Project Manager’s scope of services. However, Project Managers should determine appropriate locations and spaces for donor recognition signage throughout the design process.

A donor recognition package should include accommodation for the following types of signs:

* Display of the building name on the exterior of the building in a prominent, visible location.
* A commemorative plaque or display recognizing the person(s) for whom the building is named.
* Cumulative donor display graphics on a prominent public wall.
* Small plaques or other graphic devices to signify individually named or sponsored spaces.

**Ergonomics**

Any spaces where computers are going to be used should be equipped with ergonomic furnishings and equipment.

**SECTION III**

**SITE PROGRAM**

**Master Planning Site Goals**

**Existing Conditions**

**Existing Conditions – Project Site**

**Transportation & Parking**

**Construction Needs**

**Master Planning Site Goals**

[Please review all pertinent plans for the area. Summarize what is addressed in the corresponding Master Plan(s) including description and analysis of the goals and expectations for the specific site in the pertinent plans]

**Existing Conditions**

[Identify what is existing outside the project boundaries, such as buildings, areas and occupants; current uses in the areas; services provided in the area; planned construction. Also describe the architectural and functional context of the area. The architectural context should include a discussion of the surrounding buildings – historic or modern, the building names and the year built.

Discuss the pedestrian patterns, locations of destination and gathering points, entrance patterns and the orientation of neighboring buildings.

Discuss how this project will impact the neighborhood during and after construction, including discussion of traffic impacts (vehicular, pedestrian); access to buildings and other services.]

**Existing Conditions – Project Site**

[Identify the site boundaries, the sidewalks, roads, grounds, open space and landscaping that are part of the project.

Identify any issues, problems and challenges of the existing conditions of the site.

Identify key features of the project site, including the topography; utilities to the site and around the site; geology (i.e. water table); the climate (i.e. sun angles); existing structures.

Identify key features or qualities of the site that must be preserved; the features of the site that will be removed or modified; and also discuss the sufficiency of the existing conditions.

Identify opportunities to partner with another entity to create or improve the site conditions.]

**Transportation and Parking**

[Describe the parking in the vicinity – both within and outside the site boundaries – including permit parking garages or lots; vehicle, motorcycle or bicycle parking; short-term, metered, reserved, handicapped.

If any parking will be removed as part of the project, indicate the number of spaces and discuss the opportunities to replace the parking.

Discuss issues related to traffic patterns and road conditions, including the sufficiency of what is existing; traffic problems or limitations; opportunities for improvements. Parking and Transportation department should be contacted to model a traffic impact study for the project if necessary.

Identify opportunities to partner with another entity to improve the infrastructure.

Identify any special traffic access or parking needs of the users.]

**Construction Needs**

[Briefly identify key issues to consider during the construction of the project, including potential lay down/staging areas; service access to the site; pedestrian, bicycle and vehicular movement around the site during construction. Identify any potential conflicts with neighboring facilities or other road closings during construction.]

**SECTION IV**

**PROJECT TEAM & ADDITIONAL STAKEHOLDERS**

**Project Team**

**Project Consultants**

**Additional Stakeholders and Neighbors**

**Project Team**

|  |  |
| --- | --- |
| **Name**  **Department/Office** | **Telephone**  **E-mail** |
| (Customer Representative)  (Department) | (telephone)  (email address) |
| (Representative)  (Department) | (telephone)  (email address) |
| (Representative)  (Department) | (telephone)  (email address) |
| (Project Manager)  Facilities Management | (telephone)  (email address) |
| (Others as needed) |  |
|  |  |

**Project Consultants**

|  |  |
| --- | --- |
| **Name**  **Department/Office** | **Telephone**  **E-mail** |
| (Representative)  (Department) | (telephone)  (email address) |
| (Others as needed) |  |
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|  |  |
|  |  |
|  |  |

**Additional Stakeholders & Neighbors** (should be informed and involved throughout project life span)

|  |  |
| --- | --- |
| **Name** | **Stakeholder/Neighbor** |
|  |  |
|  |  |
|  |  |
|  |  |

**SECTION V**

**DESIGN GUIDELINES AND MASTER PLANS**

**Building Design Guidelines and Standards**

**University Master Plans**

Available from:

Facilities Management

4211 Elgin St.

Houston, TX 77204

<http://www.uh.edu/plantops/departments/fpc/design-guidelines/>

**SECTION VI**

**SITE MAP & FLOOR PLANS**

**Site Map**

**Floor Plans**

**Site Map**

[Site boundaries should be noted on Site Map]

**Floor Plans**

[Shaded areas indicate existing spaces included as part of this project.]