



pennsylvania
DEPARTMENT OF GENERAL SERVICES

PROJECT PROGRAM STATEMENT

Date: 8/3/18

Project Number: **414-XX Phase 1**

Title: XXXXXXXXXXXX University – XXXXXXXXXXXXXXXXXXXXXXXX Renovation

Project Location:

Street Address:

County:

Local Municipality:

Background (Assume that the reader doesn't know anything about the facility or agency/institution):

Reason/Need for the Project:

Goals and Objectives:

Proposed Project Scope (to be confirmed as part of the project):

Project Title**Project Constraints:****Expected Deliverables (EDIT):**

The following should be expected, but does not limit or supersede the professional's final negotiated contract:

The proposed project scope outlined in this document will need to be reviewed within the context of the budget at the onset of the project.

Whenever possible, the design professional should provide multiple options and solutions for the agency/institution and DGS's consideration.

A thorough, yet non-destructive survey of the existing conditions shall be performed by the professional and the professional's key consultants at the start of the project. Findings from the survey shall be documented and presented in a report, to the agency and DGS. The report should note any observations of code deficiencies, or infrastructure issues that need to be addressed that have not yet been identified.

Detailed measured drawings are not expected. The professional is expected to field verify and/or document existing building conditions for areas of work, as necessary to create construction documents. The professional shall assist in obtaining topographic information and any testing, etc. if required by the study, as additional services. Such additional services are subject to concurrence on need and prior approval.

The professional, or its consultants shall calculate building loads and contact utility companies, as required to verify the availability and adequacy of utility services to support proposed design solutions. The professional, or its consultants shall contact state and local municipalities and perform the work required to obtain all site and building related approvals and permits including but not limited to DEP, county conservation, the local municipality, the PA Fish and Game Commission, and the PA Historic Museum Commission.

Upon the approval by DGS, the professional shall submit and obtain a building permit from the Department of Labor and Industry. The Commonwealth is exempt from municipal building approvals. The professional shall develop and maintain a design submission schedule.

The professional shall provide periodic cost estimates, as outlined in DGS's project manual and shall provide recommendations for changes in scope if the budget is projected to be exceeded.

The professional shall work with DGS's construction managers to develop a construction schedule and phased bid packages, if necessary.

All documents and procedures shall conform to DGS's project manual.

PROJECT PROGRAM STATEMENT

PROJECT NUMBER:

Project Title

General Project/Site Information:

Bldg. Area: **SF** Date of Construction: Stories:

Existing Building Major Building Systems:

- Foundation Type(s):
- Structural Framing System(s):
- Roof Type(s) and Warranties:
- Exterior Wall Material(s):
- Window Type(s):
- Door Type(s):
- Heating:
 - Fuel/Power Source:
 - Distribution System(s):
- Cooling:
 - Power Source:
 - Distribution System(s):
- Building Controls:
 - Electric:
 - Voltage/Phase:
 - Back-up Generator Manufacturer/Size/Fuel Type:
- Fire Alarm System Manufacturer:
- Security System Type/Provider:
- Data/Technology Systems:

Existing Site:

- Parking Satisfactory: **Yes/No**
- Circulation Satisfactory: **Yes/No**
 - Vehicular: **Yes/No**
 - Pedestrian: **Yes/No**
- Landscaping Satisfactory: **Yes/No**
- Storm Water Management Adequate: **Yes/No**
- Zoning Category:
 - Existing Variances or Exceptions: **Yes/No**

Existing Utilities:

- Electric Company:
- Water Company:
- Gas Company:
- Sanitary Sewer:
- Telephone:
- Cable:

PROJECT PROGRAM STATEMENT

PROJECT NUMBER:

Project Title

Applicable Codes (list):

Known Code Compliance Issues (list):

Hazardous Materials: **Yes/No**

Date of Last HazMat Survey:

Existing LEED Certification: **Yes/No**

Existing Documentation:

Master Plan: **Yes/No**

Assessment Studies: **Yes/No**

Program Documents: **Yes/No**

Building Specifications: **Yes/No**

As-Built Plans: **Yes/No** Prints: **Yes/No** AUTOCAD: **Yes/No**

Major Utility Relocation: **Yes/No**

Special Conditions/Requirements:

Total Building Demolition: **Yes/No**

LEED: **Yes/No**

Data/Networking: **Yes/No**

Acoustical Design: **Yes/No**

Audio Visual: **Yes/No**

Construction Sequencing: **Yes/No**

Other Project Specific Considerations:

Building to be occupied during construction: **Yes/No**

Other construction projects occurring on site during this project: **Yes/No**