



Project Scoping Statement

Project:	Department contact:
Building:	Phone:
Room(s):	e-mail:
Department:	D and C Contact:
Date:	Phone:
Estimator:	e-mail:
Version:	

In an effort to better serve your project needs, streamline the project process, and quickly come to an initial consensus, a Scoping Statement is developed between the Campus Design and Construction Office and the affected User Group to help ensure a common project understanding in a variety of project areas. These project areas generally include project scope, budget requirements, design responsibility, anticipated design and construction schedules, and construction impacts.

It is critical to note that this Scoping Statement and any associated pre-bid project budget estimate is strictly a tool to form an initial assessment of your project.

The development of the Scoping Statement is usually completed ahead of detailed analysis and design. Due to the nature of construction projects, policies, funding, the design process, and a variety of other unforeseen conditions, it is likely that changes will occur that will alter the scope, design, schedule, and cost represented in this initial document.

Your agreement of the Scoping Statement along with the full or partial releasing of funding for study, design, and/or construction formally commences the project process.

If you have further questions about the project process, have general questions, and/or have ideas on how to better the process, please contact the estimator listed above. Campus Design and Construction values your assistance in this process.

Client

Date

Design Services Required

Design services funded by the project generally include:

- Space planning
 - Feasibility studies
 - Permitting
 - Compilation and creation of construction documents and technical specifications for permitting and bidding.
 - Interior design
 - MEP coordination of any necessary fire safety, electrical, and mechanical work to meet building codes and provision of an engineers' construction estimate
 - Provision of a direct construction cost estimate for budget purposes
 - Construction administration during the construction phase
- A design proposal outlining project details will be submitted for your approval prior to any contracted design work.**

Construction Project Management Services Required

Project management services funded by the project typically include:

- Facility management work
- Contract oversight
- Hazardous material abatement
- EH&S fire safety
- FFE Procurement
- UO Network Services
- Security
- Contracted construction work
- Moving Expenses

General Project Schedule

If this project is approved and funded by *date* an approximate occupancy date will be *date* .
Construction duration is estimated to be *duration* based on options selected.

Schedule Assumptions:

- Construction can occur during normal business hours.
- Construction can occur while classes are in session.

Anticipated Project Cost Breakdown

Design and Construction requires funding to be in place for all authorized work prior to starting.

Project Management and Design costs:	\$	-	<i>This is the minimum funding required for project startup.</i>
Remaining project costs:	\$	-	
Total anticipated project cost:	\$	-	

The pre-bid project budget is strictly a tool to form an initial assessment of your project. Refer to attached Budget Authorization Sheet for further details.