

Process for Annual Updates of GVR's 3 – 5 Year Facility Master Plan

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The Planning & Evaluation Committee is responsible for updating the GVR 3 – 5 Year Facility Master Plan annually, no later than March 25 of each year. The first update will officially commence April 1, 2019 and will cover: 2020-2014.

1. Identify and prioritize the top 3 – 5 GVR member needs based on:
 - WSM outreach
 - GVR 2018 Member Survey
 - Club/classroom data
 - GVR facility/club usage data
 - CR requests part of the 6 – 10 Year Plan
 - Other?
2. Determine space requirements and select location(s)/space for each project:
 - New building within GVR footprint
 - Existing GVR building – expansion, addition or re-purpose
 - Commercial land and/or properties
 - Available leased space

Develop no more than 2 alternative locations for each project; brainstorm the pros and cons for each location.
3. Document & evaluate each project objectively and its justification using a “Capital Project Request” form (CPR Form) – no later than September 1.
4. Meet with WSM to review all “Capital Project Requests”; incorporate their feedback into each CPR – no later than November 1.
5. Develop “ball park” costs estimates for each project that rely on the CPE committee/FM staff experience, for use in the evaluation process only.
6. Submit each CPR to the CPE sub-committee for their evaluation; review and prioritize.
7. CPE to make recommendation to P&E Committee – no later than December 1.
8. P&E to recommend plan to Board for their approval; after BOD approval, request that WSM cost each project. Prepare 3 – 5 Year capital plan & budget – no later than March 1.
9. Present to FAC no later than March 1.

Additional Comments:

- A. CPE Committee to meet with the CEO and FAC Committee in April/May to develop ways to fund large-scale, long –term GVR capital projects.
- B. Consider a small “growth committee” whose charge (confidential) is to ensure that GVR doesn't miss any real estate opportunities that need to be quickly addressed or missed altogether.

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