

GVR Capital Project Review (CPR)

8-12-21 Draft

A. Background

The purpose of this process is multi-fold:

- Standardize the procedure so that new capital projects are overseen consistently by the P&E Committee, regardless of the Chair's politics or personality.
- Apply the *Evaluation Criteria* to all major capital projects, so that GVR members are assured that each project has been evaluated objectively & fairly
- Refine the existing process, given that new capital projects have become more expensive, more complex, and more competitive
- Increase the involvement of GVR staff to take advantage of their respective experience and coordinate their efforts better with the P&E Committee
- This should allow the P&E Committee to focus more on long-term planning:
 - a) become more knowledgeable of the five-year strategic plan & capital requirements;
 - b) identify issues & trends that could contribute to the update of these plans;
 - c) evaluate GVR's expansion needs for GVR new building sites & non-GVR real estate

B. Project Initiation/Sources

1. New product ideas come from many different sources: P&E Committee, GVR Members, GVR Staff, and Clubs*
2. Make it easy for any GVR member, regardless of their background, to submit a new idea.

C. Track new project suggestions on a single form/check list, through the 3 Stages of Capital Project Review (CPR):

1. Stage One: Screening (GVR Staff)

- a) All forms should come to a single "entry point"
- b) Organize the projects into logical categories (similar to how club requests are now handled)
- c) New capital projects \$25,000 or larger should move to Stage #2
- d) New Capital Projects under \$25,000 should be handled internally & evaluated on an as needed basis
 - Once the cumulative annual fiscal year total of new capital projects reaches a \$100,000, additional new projects must be reviewed by the P&E committee

2. Stage Two: Scoring/Evaluation (GVR Staff and P&E Committee)

- a) Apply *Evaluation Criteria* * & score each project (GVR Staff)
- b) Prepare rough cost estimate for high-ranking projects (GVR Staff)
- c) Prioritize capital projects (GVR Staff)
- d) Review prioritized/recommended project list with P&E Committee
- e) Evaluate the need to get input from stakeholders (Staff & P&E Committee)
- f) Refine Project costs (GVR Staff)
- g) Final project approval (P&E Committee & Staff)

Note: *Evaluation Criteria* is a work-in-progress

3. Stage Three: Update GVR Facility Master Plan

- a) Meet with FAC to identify a recommended funding source (GVR Staff and P&E designate)
- b) Update Five Year Plan
- c) Conduct work session with the BOD to review the next year's operations budget & and the Five Year Plan (FA Committee, CEO, Facilities Dir, Rec Dir, & P&E Designate)
- d) Recommend the Five-Year Plan to the BOD as part of the budget process, not individual projects
- e) The first year of the Master Plan becomes the next year's capital budget.

Addendum

A. Definitions

1. Capital Project Definition per GVR's CPM:

- a. Those projects whose costs exceed \$5,000
- b. Capital Replacement: A replacement is defined as anything that has to be replaced, including major refurbishments such as the floor, the walls, the roof, the doors, etc. down to the fixture replacement.
- c. Capital Addition: An addition is anything that is added on to the square footage and/or adds to the value of a capital asset.

B. Club Requests

- a) To be handled in a separate procedure