

Process for Developing and Prioritizing Buildings & Grounds Projects

approved by the UU St. Petersburg Board of Trustees 14 March 2019

Identification and evaluation:

As a part of the UU St Pete Facilities Plan, the Design & Planning subcommittee of the Buildings & Ground (B&G) Committee will receive all potential building & grounds related projects for evaluation (except for minor repair and routine maintenance tasks). This will include major rehab and new construction projects, significant maintenance issues, building system replacement cycles and projects that will improve functionality of the facilities and that are estimated to cost \$1000 or more.

Committee chairs and staff will be consulted for their recommendations, especially with regard to improving functionality of the facilities to best meet the congregation's needs. Other B&G committee members and design professionals will be consulted as needed.

The subcommittee will use the principles & evaluation criteria listed below to assess and prioritize projects. Their ranked recommendations will be reviewed and approved by the B&G Committee, with major projects being referred to the Board of Trustees for final approval and funding. Approved projects will be published or posted for the congregation.

Submission of project proposals:

Committees, congregation members and staff may submit proposals to the Design & Planning subcommittee. To evaluate projects, the subcommittee will need to receive the following information: need being addressed, goals, scope of work, estimated costs, who will manage the project, and proposed funding source; see page 2 for template.

This work will be guided by the following **Principles**:

- Preserve & enhance historic character of 1929 and 1967 structures while creating a more inviting, attractive spiritual home for congregants and our work in the community.
- Select environmentally sustainable and cost effective solutions.
- Support our mission to be an inclusive, evolving religious community that inspires spiritual, including an understanding of life and caring for life, and making our world a better place.

The Committee will use the following **Evaluation Criteria** to prioritize projects:

- Enhancement or change that will allow the church to better fulfill its mission, recruit and retain members and better serve the community.
- Action needed to address an urgent need and/or safety issue.
- Increases building usability, accessibility and/or functionality.
- Strong return on investment with potential to reduce long term costs and/or increase revenue.
- Long lasting and thorough solution, addressing underlying structural or systems issues as appropriate.

UU St. Petersburg Buildings & Grounds Project Proposal

Project name:

Need or problem addressed by this project:

Goals:

Scope of work:

Estimated cost and recommended funding source:

On-going costs (e.g. maintenance):

Project management (team, committee or individual who will lead & manage the project, if funded):

Submitted by (name, email & phone #):

Date:

This proposal will be assessed using the following evaluation criteria:

- Enhancement or change that will allow the church to better fulfill its mission, recruit and retain members and better serve the community.
- Action needed to address an urgent need and/or safety issue.
- Increases building usability, accessibility and/or functionality.
- Strong return on investment with potential to reduce long term costs and/or increase revenue.
- Long lasting and thorough solution, addressing underlying structural or systems issues as appropriate.

Please send your B&G project proposal to Sharon Winters at swinters@tampabay.rr.com or Randy Nolan at randallcnolan@gmail.com Thanks!