

Large Scale Project Process

Definition: Large scale projects affect a majority of residents, continue for more than one year, and generally cost around one million dollars or more.

1. Need for project identified by Long Range Planning Advisory Committee, CAM , and Board
 - How project fits into strategic plan
 - New – what is purpose and usage
 - Renovation – what is future usage
 - Narrative describing what the project includes
2. Create Project Team
 - Consists of two Board members (responsible for coordinating updates at all Board meetings and workshops), the General Manager (responsible for scheduling, setting up and running meetings), and additional key staff required for the core team
 - Other support staff attends only when required
 - Team develops basic project scope of work and timeline
3. Cost estimate – preliminary available funds
 - Identify reserve funds available
 - Identify estimated funding required for anticipated expansion, enhancements, etc.
4. Board approval of concept
 - Board meeting to approve the concept proposal and preliminary cost estimates to only indicate the scope of the project
5. Communicate project progress to community
 - Project Team develops plan to communicate project to community
 - Use all forms of media
 - Identify frequency and type of content
 - Occurs throughout entire project timeline
6. Town Hall #1 for resident comments and discussion
 - Project Team conducts presentation to residents about the concept
 - Discusses why we need the project, what's the proposal consists of, and anticipated costs

- Meeting is videoed and live streamed
 - Team will decide who will document all comments in a narrative report
7. Project Team meets with clubs if they are affected
 - All comments are documented and become part of the continuing design narrative
 8. RFP for design firms
 - CAM prepared RFP based upon design narrative created by Project Team
 - Project Team reviews RFP
 - Project Team interviews and evaluates firms and recommends selection to Board
 9. Board approves design firm, contract, and cost estimates
 - Project Team presents RFP process and justifies the firm selected
 - Project Team reviews contract prior to signing
 10. Design firm designs project with cost estimates
 - Uses concept design criteria to develop project
 - Meets with Project Team to discuss project design criteria and costs
 11. Design firm identifies permits required for project
 12. Town Hall #2 for resident input and discussion on design
 - Project Team makes presentation to residents with design firm showing the evolution from concept to almost final design
 - Design firm uses graphics as required in their contract
 - Meeting is videoed and live streamed
 - All comments are documented and become part of the continuing project narrative
 13. Finalize design and construction cost estimates
 - Design firm finalizes project based upon input from Town Hall #2 and final discussions with Project Team
 - Design firm revises cost estimate based upon final design
 14. BOD approval to proceed with final design and costs
 - Project Team makes presentation at workshop with graphics from design firm and their cost estimate at workshop
 - Board discusses at workshop and approves at business meeting
 15. RFP for general contractor
 - CAM prepares RFP based upon design firm plans with cost estimates

- Project Team reviews RFP
 - Project Team interviews and evaluates firms and recommend contractor to Board
16. Project Team reviews general contractor's contract prior to signing
 17. Board approves final project costs and contractor
 - Project Team presents final project costs and recommended contractor at meeting
 18. Design firm prepares and submits required permits
 19. Project Team continues to meet, monitor progress, and address changes
 20. Project Team and general contractor review pros and cons of project upon completion
 - Project Team documents discussion that becomes part of the project narrative

NOTE: Project Team maintains the same individuals throughout the entire process

Board Approval
February 8, 2018