

UUFSD Policy and Procedure Document**Policy ID: 455****Title: Dream Builders**

Date Approved by the Board of Directors: January 16, 2024

Purpose:

Projects associated with the *Capital Campaign*, and other capital improvement projects as desired by the congregation and approved by the Board that may occur from time to time on UUFSD's campus, should be planned, designed and executed in accordance with applicable codes and standards, the usual standard of care for design and construction, and managed in an organized way to meet UUFSD's development objectives along with basic record keeping. For this purpose, the Dream Builders Committee (UADB) has primary oversight responsibility for planning, design, management, administration, and execution for projects associated with the *Capital Campaign*, and other capital improvement projects.

The Committee:

- Includes a steering committee consisting of the Chair and multiple volunteers from within the Fellowship with expertise and interest in UADB. A liaison to the Board will be appointed from among them.
- May form subcommittees to address various project elements that require specialized knowledge or more intensive personal involvement. Subcommittees report to the UADB.
- Assigns individual(s) to act as UUFSD's representative(s) for each project.
- Meets as a group on a regular basis to review "Proposals", track the progress of new and existing projects, work as a group to expose and resolve areas of concern, and keep a record of actions required and items discussed.
- Solicits and reviews proposals from consultants, contactors, and other professionals as needed for a project, and makes recommendation(s) to the Board for appropriate executive action such as executing contracts and making payments to service providers associated with projects.
- Reports to the Board through written reports, meeting minutes, and presentations to keep the Board informed of work in progress, significant issues in design or construction that may increase UUFSD's risk, and to seek direction on matters that involve changes in cost, time, or primary design goals. [SEP]
- Coordinates with UUFSD's Design Review Committee for project design review.
- Has no specific operating budget but may recommend or seek funds from other sources for miscellaneous small projects.

Policy:

- Projects directly related to the *Capital Campaign* are separate from other capital improvement projects that may be considered from time to time on the campus. These other projects must have their own funding source(s), schedule, budget, and scope.

- Any committee or active member of UUFSD may submit a “Proposal” to UUDB for a capital improvement “Project” not associated with the *Capital Campaign*.
- A “Proposal” for a capital improvement “Project” when submitted to UUDB for consideration must include enough background information for UUDB to assess the “Proposal” on its merits and the materials provided. This may include, but not necessarily be limited to written descriptions, conceptual sketches, details, renderings, product information, and a suggested budget.
- The UUDB Steering Committee will review each “Proposal” and conclude to “Accept”, “Accept with Comments” or “Deny”.
- Should UUDB conclude to “Accept” the “Proposal”, UUDB will then recommend to the Board in writing that the “Proposal” be “Approved” and turned into a “Project”. UUDB will be notified accordingly by the Board.
- Should UUDB conclude to “Approve with Comments”, UUDB will return the “Proposal” to the applicant with written suggestions for revisions and an invitation to resubmit.
- Should UUDB conclude to “Deny” the “Proposal”, UUDB will return the proposal to the applicant with a written explanation for denial.
- UUDB should maintain an active membership of no fewer than 5 members or as necessary to address multiple projects and project roles at the same time.
- It is desirable to have members with some experience and/or skills related to building financing, or planning, or design, or construction.
- Committee members are expected to take active roles in project management and/or project administration representing the Fellowship on projects, as best suits their interests, abilities, and availability.
- Contracts and Agreements for Services that pass through UUDB are to be reviewed, approved, and signed by the presiding Board President. These documents once executed, along with other essential project documents shall be archived in UUFSD’s secure online database by the project’s designated archivist.
- Invoices received by UUDB from service providers are to be reviewed and approved and uploaded for recommended payment using UUFSD’s online *Expense Authorization Form*.

References

In furtherance of UUFSD’s desire to improve and maintain the built environment on campus in a way that reflects the congregation’s standards for quality, sustainability, environmental stewardship, and excellence, the **Policy ID 350: Hiring of Contractors and Other Professionals** is referenced into this P&P as a guide to achieving these goals.