

**UUCSF Work Plan & Schedule for New Building -- 1/19/2005**  
(Endorsed by UUCSF Board of Trustees 10/27/2004)

Group & Responsibilities	Phase						
	Building Program	Schematic Design	Capital Campaign	Design Development	Construction Docs	Bidding/Negotiation	Construction
<b>CONGREGATION</b> <ul style="list-style-type: none"> <li>Participate in information meetings</li> <li>Make informed decisions</li> <li>Volunteer for committees &amp; tasks</li> </ul>	<input checked="" type="checkbox"/> Confirm elements of new building <small>9/16/2004, 9/18/2004</small> <input checked="" type="checkbox"/> Decide on site for new building <small>11/14/2004</small> <input type="checkbox"/> Approve \$45,000 (estimated) design fees <small>3/2005?</small>	<input type="checkbox"/> Approve interim changes to existing facility <small>2/3Q 2005?</small> <input type="checkbox"/> Approve schematic design <small>6/2005?</small> <input type="checkbox"/> Approve preliminary project budget <small>6/2005?</small> <input type="checkbox"/> Decide to hold a capital campaign <small>6/2005?</small>	<input type="checkbox"/> Make contribution	<input type="checkbox"/> Provide input to & recommendations for 107WB transition plan <input type="checkbox"/> Provide feedback during design development		<input type="checkbox"/> Approve loan amount	<input type="checkbox"/> Contribute work that makes the new building our home
<b>BOARD OF TRUSTEES</b> <ul style="list-style-type: none"> <li>Communicate with Congregation</li> <li>Guide decision making (provide information &amp; discussion opportunities)</li> <li>Audit &amp; approve project expenditures</li> <li>Maintain current operations</li> <li>Conduct congregational meetings when decisions are needed</li> <li>Monitor project committees</li> </ul>	<input checked="" type="checkbox"/> Approve building program <small>10/27/2004</small> <input checked="" type="checkbox"/> Charter project committees <small>10/27/2004</small> <input checked="" type="checkbox"/> Identify interim changes to 107WB <small>10/27/2004</small> <input type="checkbox"/> Develop payment plan for design fees <input type="checkbox"/> Appoint CCC leadership: <ul style="list-style-type: none"> <li><input type="checkbox"/> overall Committee Chair(s)</li> <li><input type="checkbox"/> Communications Chair(s)</li> <li><input type="checkbox"/> General Gifts Chair(s)</li> <li><input checked="" type="checkbox"/> Leadership Gifts Chair(s): <b>Helen Snoko</b> <small>1/11/2005</small></li> </ul>	<input checked="" type="checkbox"/> Appoint Project Representative: <b>Ken Kurtz</b> <small>12/15/2004</small> <input type="checkbox"/> Approve & sign architectural contract <small>2/23/2005?</small>	<input type="checkbox"/> Make contribution	<input type="checkbox"/> Approve details of developed design <input type="checkbox"/> Approve 107WB transition plan		<input type="checkbox"/> Approve Contractor <input type="checkbox"/> Approve & sign construction contract	
<b>PROJECT DEVELOPMENT COMMITTEE</b> <ul style="list-style-type: none"> <li>Develop building program</li> <li>Hire architect</li> <li>Communicate with Congregation</li> <li>Assist BOT</li> </ul>	<input checked="" type="checkbox"/> Develop building program elements <small>12/18/2004</small> <input type="checkbox"/> Develop & conduct architect selection process <small>12/2004 - 2/16/2005?</small> <input type="checkbox"/> Develop preliminary project budget	<input checked="" type="checkbox"/> Research & recommend Project Representative to BOT <small>12/7/2004</small> <input type="checkbox"/> Recommend architect to BOT <small>2/16/2005?</small>	<i>PDC work ends</i>				
<b>BARCELONA TRANSITION COMMITTEE</b> <ul style="list-style-type: none"> <li>Prepare 107 West Barcelona (107WB) for sale</li> <li>Manage transition from 107WB to new facility</li> <li>Assist BOT</li> </ul>	<input type="checkbox"/> Research & recommend "best" way to make changes	<input type="checkbox"/> Make approved interim changes to 107WB <input type="checkbox"/> Research rezoning	<input type="checkbox"/> Develop plan to transition out of 107WB <input type="checkbox"/> Plan market study for sale of 107WB			<input type="checkbox"/> Conduct market study for sale of 107WB <input type="checkbox"/> Negotiate sale/rent-back of 107WB	
<b>PROJECT MANAGEMENT COMMITTEE</b> <ul style="list-style-type: none"> <li>Project Representative is <i>one and only</i> liaison to architect &amp; contractor</li> <li>Manage construction</li> <li>Communicate with Congregation</li> <li>Assist BOT</li> </ul>		<input type="checkbox"/> Architect develops schematic designs & models <small>1/2Q 2005</small> <input type="checkbox"/> Complete required surveys (soil, topo)	<input type="checkbox"/> Obtain water rights <input type="checkbox"/> Obtain Special Use Permit	<input type="checkbox"/> Refine project budget <input type="checkbox"/> Make material & equipment selections	<input type="checkbox"/> Coordinate with architect to develop construction plans & alternates	<input type="checkbox"/> Recommend contractor <input type="checkbox"/> Determine contracting method <input type="checkbox"/> Revise to meet budget <input type="checkbox"/> Select alternates from bid	<input type="checkbox"/> Manage construction
<b>CAPITAL CAMPAIGN COMMITTEE</b> <ul style="list-style-type: none"> <li>Manage capital campaign process</li> <li>Educate Congregation about capital campaign process</li> <li>Communicate with Congregation</li> <li>Assist BOT</li> </ul>	<input type="checkbox"/> Begin developing campaign team	<input type="checkbox"/> Research best practices <input type="checkbox"/> Develop campaign (~ 9 months) <small>2/3Q 2005 - 1/2 Q 2006</small> <input type="checkbox"/> Educate Congregation about campaign process	<input type="checkbox"/> Conduct capital campaign <input type="checkbox"/> Consecutive w/annual canvass <small>3/2006?</small>	<input type="checkbox"/> Collect capital campaign funds	<input type="checkbox"/> Collect capital campaign funds	<input type="checkbox"/> Secure construction loan <input type="checkbox"/> Collect capital campaign funds	<input type="checkbox"/> Collect capital campaign funds