

**MINUTES: SVUMC BUILDING COMMITTEE MEETING 8/06/2018**

A meeting of the SVUMC Building Committee was conducted on 8/06/2018 @ 4:30PM in Room S1.

In attendance were-

Committee Members: (\* Indicates Present)

Guests:

Ms. Yvonne Bell (\*)

Mr. David Lupton (\*)

Ms. Traci McIver (\*)

Mr. Mike Meyer (\*)

Mr. Pat Moreland (\*)

Ms. Gena Muehlstein (\*)

Mr. Rick Stinnett (\*)

Mr. Steve Van Hoozer (Chairman) (\*)

Mr. David White (\*)

Mr. Stan Whites (Pastor) ()

**MEETING NOTES:**

1. The meeting was opened at 4:30 PM by Mr. S. Van Hoozer, with a prayer.

**TOPICS DISCUSSED:**

**2. SITE SURVEY**

The SitE Survey by SKG Engineering has been completed and was reviewed by the Team.

The survey will be supplied to the Architect (Mr. C. Kinney) as requested to assist him in developing his plans

**3. FOLLOW UPS WITH STAFF ON PROJECT DETAILS**

**CHILDREN'S WING:**

Mr. Van Hoozer (Chairman) met with Ms. Traci Herrington to review the proposed design of the Children's Wing. Some concerns were raised on the proposed layout. Several modifications to the design were presented. These proposed modifications were discussed by the team. The consensus of the Team was that security should be a primary goal of the design. Further discussion on the final layout of the Children's Wing may be required.

**Note:** After the meeting it was decided that the Team should meet with Ms. Herrington. A Committee meeting has been set up for Monday, August 13<sup>th</sup>.

**OFFICE BUILDING:**

Mr. Van Hoozer met with Ms. Ann Dodgen and Pastor S. Whites on the proposed design of the Office Complex. Several modifications were also proposed to the preliminary design. These proposed modifications were also discussed by the Team.

Mr. Van Hoozer has been coordinating with the architect on the proposed updates to the design and will continue to do so.

**4. REVISED PLAN DISPLAYED IN NARTHEX**

The revised plan for the project (which has been updated with input from the *First Impressions meetings*, has been mounted on a tri-fold board and is on display in the Narthex. Comment cards have been made available and the Building Committee Members have also made themselves available after services to answer questions about the project.

The comment cards were reviewed during the meeting. No significant issues were raised.

The Team members who have been communicating with the congregation about the plan reported that the feedback they have received has been positive. The congregation members liked the changes made to the plan and appreciate that the Building Committee listened to their input from the *First Impression* meetings and made updates.

**5. REQUEST FOR PROPOSALS: “CONSTRUCTION MANAGER AT RISK”**

Mr. Van Hoozer & Mr. R. Stinnett have been developing this document and will be sending it to select contractors this week. It will require the potential contractors to supply their qualifications and proposed cost estimates to meet the requirements of the document.

Their qualifications and estimates will be presented to the committee in a bid.

These bids will be reviewed and the contractor who best fits the needs of SVUMC will be awarded the contract.

**KEY DATES:**

**Pre-Bid Visit:** August 21 at 1:00 p.m. (SVUMC)

**Bid Opening:** August 30, 2018 at 2:00 p.m. (SVUMC)

**Award Project:** September 13, 2018. (SVUMC)

**6. TIMING & UPCOMING EVENTS**

- Next Meeting: TBD (Note: after this meeting, a Team Meeting was scheduled for 8/13/18 to review the requirements of the Children’s Wing with Ms. T. Herrington)
- Request for Bids: (as listed above)

The Meeting was adjourned at 6:30 PM with a prayer by Mr. P. Moreland.

Prepared by Patrick Moreland

8/06/2018