

MINUTES: SVUMC BUILDING COMMITTEE MEETING 8/13/2018

A meeting of the SVUMC Building Committee was conducted on 8/13/2018 @ 4:30PM in Room S1.

In attendance were-

Committee Members: (* Indicates Present)

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) (*)

Guests:

Ms. Traci Herrington

(Child Development Center Director)

Meeting Notes:

The meeting was opened at 4:30 PM by Pastor Stan Whites, with a prayer.

1. REVIEW OF NEW OFFICE LAYOUT PLANS

Mr. Steve Van Hoozer (Chairman) presented the revised *Office Plan (08/13/18)* prepared by Mr. C. Kinney (from the Architectural firm of Kinney/ Franke). These Plans were updated with input from the Staff, at the 08/06/2018 meeting of the Building Committee. This revision included approximately 400 SF that was added to the initial design. The Team unanimously approved this layout. There was an additional discussion on the potential of the Wesley Nurse and Counselor. The Team agreed that their needs can be incorporated in the project.

2. REVIEW OF CHILDREN'S EDUCATION WING

The proposed *Children's Education Wing Plan (08/13/18)*, prepared by Mr. C. Kinney (from the Architectural firm of Kinney/ Franke), was reviewed by the Team and Ms. T. Herrington (Director Child Development Center). Ms. Herrington had some concerns with the proposed layout and presented a case for an alternative location for the Director's office. The team had extensive and informative discussions with Ms. Herrington about her concerns and proposal.

A decision was made by the Team to further evaluate this proposal and to get further input on potential security issues/ options with the design proposals.

3. REVIEW OF THE CONSTRUCTION MANAGER AT RISK (CMAR) PROPOSALS

Mr. S. Van Hoozer reviewed the CMAR proposal document, that he prepared with Mr. R. Stinnett, with the Team and the process that would be followed in the selection process for the contractor. This proposal will be sent to at least 4 contractors for bid. These contractors have expressed an interest in the project and meet the requirements to be eligible for this project.

KEY DATES for the selection process (as established in the 8/06 meeting)

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

Bid submission to SVUMC: (prior to Bid Opening Date)

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

Bid Review: (prior to Award Project Date)

Award Project: September 13, 2018. (SVUMC)

4. DISCUSSION OF NEXT STEPS

- The team would like to schedule an additional "*First Impression Meeting*" (*Third Impression?*) with the Congregation before the Kick Off of the Capital Campaign, scheduled in the first part of October. The purpose of the meeting would be to review the refinements to the plan that have occurred in the past few months. Potential dates were proposed but no final decision was made.

- The Team would also like to review the current plans for the Columbarium which have been prepared by Ms. Y. Bell. **Note:** These were sent to the Team on 8/15 and will be reviewed at the next meeting.
- The team also would like to get more input on security to ensure that the project incorporates all reasonable precautions in the design.

5. FINANCES:

The Capital campaign is scheduled to begin October 5th.

6. TIMING & UPCOMING EVENTS

- The next team Meeting will be, 08/27/18, 4:30PM in the Mary Martha Room
- CMAR contractor meeting/ walk through: 08/21/18, 1PM in Room S1.

The Meeting was adjourned at 6:30 PM with a prayer.

Review of CMAR Site Visit 8/21

Contractors from the following companies attended the meeting:

Cunningham Construction Inc.

Lee Lewis Construction Inc.

Lott Brothers Construction Company.

Mid-Tex General Contractors.

Western Builders.

Representatives for SVUMC included:

Mr. Craig Kinney (Architect)

Mr. S. Van Hoozer (Chairman)

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Ms. Y. Bell (Team member)

Ms. T. McIver (Team member)

Mr. M. Meyer (Team Member)

Mr. P. Moreland (Team Member)

Mr. Van Hoozer reviewed an outline of the Project and provided each representative with the existing project layout drawings and Request for Bid Document.

Mr. C. Kinney then did a led walk through of the project with the Contractors and answered questions.

The entire process took about 1 1/2 hour(s). After the walk through the Team convened for a brief follow up meeting.

Prepared by Patrick Moreland

08/25/2018