

MINUTES: SVUMC BUILDING COMMITTEE MEETING 8/27/2018

A meeting of the SVUMC Building Committee was conducted on 8/27/2018 @ 4:30PM in the Mary Martha Room

In attendance were-

Committee Members: (* Indicates Present)

Guests:

Ms. Yvonne Bell (*)

Sgt. Barry Wike

Mr. David Lupton (*)

(SAPD)

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:

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

1. REVIEW OF THE NEW CHILDREN'S EDUCATION WING DESIGN

The Team reviewed two new proposals for the Design of the Children's Education Wing. After extensive discussion the Team agreed on a proposal which utilizes the existing Children's Building and adds new construction in the general area now occupied by the Barracks Buildings (which are to be removed).

The new design proposal is slightly modified from the originally proposed layout. This design will move the main entrance of the building from the east end of the new construction (by the existing Bus Barn, *Kinney Franke dwg 08/12/18*), to a central area between the existing building and the new construction (*markup drawing provided by Mr.*

S. Van Hoozer). This proposed layout best addresses all the issues that have been discussed on the layout of the Children's Education Wing during the last few meetings.

2. REVIEW OF POTENTIAL SAFETY CONCERNS

The Team invited Sgt. Barry Whites from the SAPD to review the proposed layout of the Children's Education Wing and provide any input he may have on Safety/ Security issues.

All members of the Team and Sgt Whites agree that Safety & Security issues are essential to any designs proposals.

Recommendations included:

- Controlled access to the building is a must and is standard practice throughout SAISD
- Where possible, include fences with gates to control access
- Perimeter lighting and video cameras are desirable
- Lockdown buttons should be available in case of emergency

3. REVIEW OF MULTI-PURPOSE/COMMUNITY ROOM PROPOSED LAYOUT

The Team did a walkthrough and reviewed a proposed design layout of the Multi- Purpose Room (*Kinney Franke Proposed master plan, 08/21/18*). The team agreed that the proposed design will meet the intended purpose of the Room.

4. REVIEW OF THE COLUMBARIUM LAYOUT

The Team reviewed the proposed design of the Columbarium provided by Ms. Y. Bell (*Yvonne Ezell Designs, 4/27/2017*) and did a walkthrough of the proposed area. The Team felt the proposed design met the vision of the Columbarium Team and agreed that the layout would allow for phased construction as the needs for it increased over time.

5. CMAR PROPOSALS

The CMAR (Contract Manager at Risk) bid proposals are due from the interested contractors (attended Site Visit Presentation 8/21/18), by 2.00PM, August 30th.

Note: The Contractors who attended the Site Visit presentation are listed in the minutes for the 8/13 meeting.

6. PROJECT PRESENTATION TO CONGREGATION

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.

At this time the presentation is scheduled for 9/22-23/18 after the Saturday service and between the Sunday morning services.

7. FINANCES

The Capital campaign is scheduled to begin October 5th. Preparations for the Campaign are ongoing.

8. TIMING & UPCOMING EVENTS

- The next team meeting will be Sept 17th @ 4PM, Room S-1.
- CMAR proposals due from Contractors, 8/30 @ 2PM. **See update below**
- Interviews with qualified CMAR contractors: TBD
- **Note: Interviews were conducted on 9/11/18. See update below.**
- Award of project to contractor: TBD

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

Prepared by Patrick Moreland

9/13/2018

Update: Receipt of CMAR Proposals 8/30

Proposals from the following Contractors were submitted to SVUMC by the 2PM Deadline:

Cunningham Construction Inc.

Lee Lewis Construction Inc.

Lott Brothers Construction Company.

Mid-Tex General Contractors.

Note: ***Western Builders*** attended the Site Visit Presentation but declined to submit a bid.

Representatives for SVUMC included:

Mr. S. Van Hoozer (Chairman)

Mr. P. Moreland (Team Member)

The proposals were opened and briefly reviewed for completeness. Mr. Van Hoozer distributed copies of these proposals to the Team Members for review. These documents will be reviewed at the contractor interviews.

UPDATE: CONTRACTOR INTERVIEW: 9/11/18, 9AM, ROOM S-1.

Contractor interviews were scheduled for ***Lee Lewis Construction Inc & Mid-Tex General Contractors*** , the morning of 9/11/18.

Team members in attendance were:

Mr. S. Van Hoozer (Chairman)

Ms. Y. Bell (Team member)

Mr. D. Lupton (Team Member)

Mr. M. Meyer (Team Member)

Mr. P. Moreland (Team Member)

Mr. R. Stinnett (Team Member)

Each meeting with the respective contractor lasted approximately 1 ½ hours.

Each contractor spent about ½ hour explaining their proposal, qualifications and introduced the team that would be supporting the project and their relevant experience.

The contractors were well prepared and gave professional presentations. The owners of both companies were present, along with the key members of their company which will be responsible for the project.

Both companies committed to a full time representative whose sole responsibility would be this project. This individual would be on-site during the duration of the project.

Mr. Van Hoozer asked a series of pre-determined questions to the contractors which allowed them to further define their experience/qualifications, and their plans to complete the project so that they will meet our goals of **Quality, Schedule and Cost**.

They also supplied sample documents that they will use to manage these aspects of the project.

Additional topics discussed also included:

- Contribution to the design process, and their ability to implement measures which will control costs.
- Process to select qualified sub-contractors.
- Measures to be used to phase the work so that the Church will be able to remain active during the project timeline.
- Safety policies/ background checks of workers on site.
- Financial qualifications/ bonding.
- Change Order procedures and cost control.
- Project closure and “Punch List” resolution.
- Process to provide all relevant documents, i.e. “As Built Drawings” and warranty documents, to the customer.

The remainder of the time was then spent in general Q&A with the Team.