

June 17, 2015

**Co-chairs:** Chris & Kelley Davis

**Members:** Dianne Cassity, Tom Everitt, Dr. Rev. Kendyl Gibbons, Bob Miller, Bonnie Postlethwaite, Ginger Powers, Don Wakefield

### **Architect Selection Task Force (ASTF)**

The purpose of this task force is to identify, manage and execute a plan by which an architectural firm will be selected to move forward with developing a Program, Conceptual Design and Cost Estimate for renovating All Souls Unitarian Universalist Church. In doing so, this task force will rely on the work done previously by the Vision Task Force, the Building Renovation Concepts Team and the Feasibility Study Task Force wherein members of the ASUUC have previously provided input. The ASTF's goal is to make a final recommendation for an Architect to the ASUUC Steering Committee (*which will serve as the liaison to the Board*) and to negotiate the terms of the contract and fee on behalf of the Board with the selected Architectural firm.

The attached identifies the primary tasks anticipated for the ASTF, along with a proposed schedule of completion. These tasks have been reviewed by the ASTF and the Steering Committee.

The following guidelines shall govern the work of the ASTF:

1. Members of the Task Force shall be active voting members of the congregation.
2. Members of the Task Force are expected to lead by example and actively participate in the capital campaign.
3. Members of Task Force shall be familiar with and in compliance with the congregation's conflict of interest policy.

**Proposed Tasks**

- I. Determine a Code of Conduct that all agree to follow to accomplish the goals of the ASTF.
- II. Review and amend the list of primary tasks for the ASTF.
- III. Review and amend the proposed schedule for accomplishing the goals.
- IV. Review and amend the draft of the Request for Qualifications (RFQ)
  - A. The RFQ will be drafted by Chris and Kelley based on ASUUC's RFQ from the 2007 Capital Campaign, with amendments based on their professional expertise.
  - B. The RFQ will be reviewed by the ASUUC Steering Committee for their approval prior to release, and provided to the Board for their information and continued awareness of the ASTF's work.
- V. Identify a list of potential candidates to receive the RFQ.
  - A. The ASTF will consider other selection factors, beyond those identified in the RFQ. For example firms that are MBE or WBE; Firms with specialty design services such as Environmental Sustainability; Signature architects
  - B. The ASTF will review previous candidates from the 2007 CC as well as other architects who have done work at the church.
- VI. Release the RFQ
- VII. Consider additional services that may be contracted in parallel with, and that will support the architectural design work.
  - A. Underground utility survey, roofing evaluation, mechanical system evaluation, office wing structural evaluation, maintenance issues and/or others.
- VIII. Locate, collect and copy existing building drawings for architect's use.
- IX. Coordinate open tour of ASUU for interested design firms.
- X. Review RFQ proposals and create a 'short list' for interviews.
  - A. Identify selection criteria and scoring process to be used by the ASTF for conducting the interviews.
- XI. Communicate effectively and transparently about its work to the Steering Committee and the congregation.
- XII. Interview firms
  - A. Coordinate interviews on site at ASUU.
- XIII. Finalize selection of Architect
  - A. Generate report of process to date, with final recommendation.
- XIV. Presentation to ASUUC Steering Committee
- XV. Hire and Negotiate design services contract with Architect
  - A. Contract and Fees will be reviewed by the Board for their approval and execution.

**Proposed Schedule 10 weeks**

May 31 - June 7	Form Task Force	1 week
June 8 - June 14	Kick-off Meeting - Review & Finalize Tasks & Schedule Review draft RFQ document	1 week
June 15 - June 21	<b>Finalize RFQ</b> Identify Architectural 'Long List' - Firms to receive RFQ Identify other desired services (if needed)	1 week
June 16	Review RFQ with Steering Committee	<i>(milestone)</i>
June 23	<b>Release RFQ</b>	<i>(milestone)</i>
**June 22 - Aug 16	<b>Hire and Execute Other Services / Evaluations</b> (if needed) Collect & copy existing building drawings for architect's use	8 weeks
June 30 (9:00 am)	<b>Tour of ASUUC for prospective design firms</b>	<i>(milestone)</i>
June 23 - July 9	Firms respond to RFQs	2.5 weeks
July 9	Receive RFQs	<i>(milestone)</i>
July 9 - July 19	<b>Identify 'Short List' - Firms to be interviewed</b>	1.5 weeks
July 20 - July 26	<b>Interview Firms</b>	1 week
July 27 - Aug 9	Make Recommendation regarding selection to Steering Committee Negotiate Fees with Selected Firm	2 weeks
Aug 12 (Wednesday)	ASUUC Admin Meeting - Submit report for Aug 19 Board Meeting	<i>(milestone)</i>
Aug 19 (Wednesday)	Board Approval and Authorization to Proceed	<i>(milestone)</i>
Aug 23 (Sunday)	Introduce Selected Firm to Congregation	<i>(milestone)</i>

\*\* Overlapping Activities

***Conclusion of ASTF work***

Given the quick time frame needed for the work to be completed at the end of November in preparation for a Fall 2015 Capital Campaign, the Steering Committee will begin the formation of the Architectural Design Task Force prior to the conclusion of the ASTF's work. The ADF will work with the architect throughout the programming & concept design phase to execute the work. In order to maintain the overall time frame, the schedule assumes that design work will proceed immediately upon successful contract negotiations with the selected firm.

Aug 23 - Nov 15	Programming & Concept Design	12 weeks
Nov 18 (Wednesday)	Present Final Deliverable to ASUUC Board	<i>(milestone)</i>
Nov 22 (Sunday)	Present Final Deliverable to ASUUC Congregation	<i>(milestone)</i>