

## CTF Meeting Minutes

<b>Meeting attended by:</b>	Tom Pistorius, Keely Schneider, Jane Gilbreath, Alan Barlow, Bonnie Postlethwaite, Diane Cassity, Don Wakefield, Lamar Hicks, Tom Everitt, Chuck Downing, Marilyn Carpenter Amy Echhoff (GW)
<b>Absent from meeting:</b>	Kendyl Gibbons
<b>Date:</b>	October 26, 2016
<b>Time:</b>	6:30PM
<p><b>Topic #1 Notes:</b> Amy Echhoff (GW) led a discussion of GW's proposed architectural design and construction administration services, and the fees associated with those services. A tentative timeline for GW's services was presented and discussed (attached). The timeline is consistent with the suggested timeline in the CTF Charter.</p> <p>There was lengthy discussion of GW's fee proposal (see attached). The proposed fee is not to exceed \$138,390 (10% of projected construction costs) and includes costs for structural, civil engineering, and MEP consultants. Of the three GW consultants, one is a Women Owned Enterprise and one is a Minority Owned Enterprise. The Task Force unanimously recommended the fee proposal for approval. GW is to update the Agreement for services and forward it to Don and Tom for review and circulation to the Board, Steering Committee and Audit Committee.</p> <p>There was lengthy discussion of the importance to push off on the interior design features of the new administration wing and lobby/greeting areas and engaging members of the staff for their input. CTF members, Diane Cassity, Bonnie Postlethwaite and Marilyn Carpenter, agreed to represent the Task Force in interactions with GW, ASUUC staff (and others?) in the interior design development effort. They are to keep the Task Force apprised and report the status of the efforts to the Task Force at its regular meetings.</p> <p>There was discussion regarding the necessity to move forward with efforts to obtain a site survey, hazardous materials survey and geological testing to meet regulatory requirements. It was noted that these items are ASUUC's responsibility, but that GW would take the lead in guiding the Task Force regarding selection of vendors. Diane Cassity agreed to be ASUUC's contact person to coordinate access to the building as needed by GW and the vendors.</p> <p>There was discussion of the project budget with contingencies (see attached GW budget document). It was emphasized that the Task Force would require another thorough examination of the proposed budget at or near the completion of bid documents to assure that the project remains within budget. It was discussed that one potential use of part of the contingency within GW's fee proposal could be the engagement of a professional cost estimator (as was done in the early concept design stage) in an attempt to assure that budget numbers remain viable.</p> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• GW to finalize Agreement for services and forward to Don/Tom for review and circulation for approval/signature.</li> <li>• GW to meet with staff and Task Force representatives to initiate finished design.</li> <li>• GW to recommend vendors for surveys/testing and, once approved, GW and Diane will coordinate access to the building.</li> </ul>	

**Topic #2 Notes:**

There was discussion of the Addendum to the CTF Charter as a result of the Steering Committee's action to confer responsibility for performing research and analysis of ASUUC's parking needs, both short term and long term, on the CTF. Parking-related information that had been collected was distributed and briefly discussed. Several members of the Task Force indicated a willingness to be included in sub-groups. As a result of the meeting running late, it was agreed to take up further discussion of parking needs at the next Task Force meeting.

**Action Items:**

- Review distributed parking-related information for discussion at next meeting

**Topic #3 Notes:**

There was discussion of the Task Force's regular meeting schedule. The following meeting schedule through the end of 2016 was agreed upon:

- Wednesday, November 9<sup>th</sup> @ 6:30PM in Conover
- Tuesday, November 22<sup>nd</sup> @ 6:30PM in Conover
- Wednesday, December 7<sup>th</sup> @ 6:30PM in Meeting Room
- Tuesday, December 20<sup>th</sup> @ 6:30PM in Meeting Room

The need for listening/talking sessions with the congregation was discussed. It was agreed to assess the status of design development at each regular meeting to determine if it has progressed to the point that a church chat is warranted. Based upon GW's tentative timeline the first such church chat would likely be early December 2016.

**Action Items:**

- None

**Topic #4 Notes:**

A report of the CTF meeting of September 27, 2016 was circulated by email and no comment(s) received. All present indicated approval.

**Action Items:**

- None

**Next Meeting: Wednesday, November 9, 2016 at 6:30PM in Conover.**



Fee Analysis	<b>All Souls Unitarian Universalist Church</b>	<b>GastingerWalker&amp;</b>
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Project No. 2015.341  
 Date 26-Oct-16  
 Prepared by AE

<b>PROJECT DATA</b>	budget
Budget for Construction	\$1,383,901

<b>DESIGN FEE RANGE</b>	fee
Design Fee	\$138,390
% of Construction	10.00%

		Fee Less	
<b>BASIC SERVICES</b>	10.00%	Non-Reimb.	% of Total
Architectural		\$80,590	58.2%
Structural		\$14,700	10.6%
MEP		\$30,000	21.7%
Civil		\$5,100	3.7%
Unknown / Contingency		\$8,000	5.8%
		0%	
TOTAL		\$138,390	100%

<b>REIMBURSABLES</b>		Estimated	Non
		Reimb.	Reimb.
Printing, Cost Estimating, Renderings		\$500	\$-
Travel	site visits	\$-	\$-
Delivery		\$-	\$-
TOTAL		\$500	\$0

FEE / PHASE	% per phase	SD	DD	CD	Bid	CA	Total	Architectural Fee % w/o consultants	
Architectural	GW&	\$-	\$9,671	\$34,654	\$4,030	\$32,236	\$80,590	5.8%	
Structural	KHEG	\$-	\$1,764	\$6,321	\$735	\$5,880	\$14,700	1.1%	
MEP	ME Group	\$-	\$3,600	\$12,900	\$1,500	\$12,000	\$30,000	2.2%	
Civil	KVE	\$-	\$612	\$2,193	\$255	\$2,040	\$5,100	0.4%	
Lighting / Contingency		\$-	\$960	\$3,440	\$400	\$3,200	\$8,000	0.6%	
		Basic Services only fee							
TOTAL		\$0	\$16,607	\$59,508	\$6,920	\$55,356	\$138,390	10.0%	

<b>BUDGET</b>	<b><i>ALL SOULS UNITARIAN UNIVERSALIST CHURCH</i></b>
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26-Oct-16 GastingerWalker&

<b>\$ 1,776,041</b>	<b>Total Project Budget</b>	
\$ 69,195	Owner's Contingency	5.0% of Construction only

\$ 5,000	Information Technology	
\$ 10,000	FFE-Fixtures, Furnishings, Equipment	
\$ 5,000	Moving / Temporary Office Expenses	
<b>\$ 20,000</b>	<i>Subtotal for Owner Expenses</i>	

\$ 10,000	Special Inspections, Testing, Site Survey	
\$ 10,000	Environmental Testing and Abatement	
\$ 12,387	Permit Fees	
\$ 5,000	Signage	
\$ -	Builder's Risk Insurance	
<b>\$ 37,387</b>	<i>Subtotal for Soft Costs</i>	

138,390	Architectural and Engineering Design Fees	10.0% of construction
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127,167	Construction Contingency	9.2% of Construction only
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<b>\$1,383,901</b>	<b>Construction Budget</b>	
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<b>\$ 1,776,041</b>	<b>Total Project Budget</b>	
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