

ST. JOHN THE BAPTIST GREEK ORTHODOX CHURCH BUILDING COMMITTEE MEETING NO. 3

MEETING MINUTES

11/03/08

TO: **Joe Sullivan, Mirela Tudora, Ted Stoycos**, Stacia Leeders, **George Moutafis**, Mitch Chokas, **Buck Kinman, Taki Sofokidis, Fr. Vasile Tudora, Harry Karegeannes** (PC Guest)
Bold indicates those present for the meeting.

- Action Items from the previous meeting were reviewed:
 - AI-1 Joe** to submit RFP and concept drawings to these five firms with proposals for Detailed Design due **October 31st**. **Buck** to confirm his two firms' interest in receiving the RFP. **Joe** to contact Scott Martsolf to discuss the project in detail. **Complete**
- Design Consultant proposals for Detailed Design of the Church were tabulated and reviewed at the meeting:
 - § **Richard Wright Architects** provided an email proposal. His strategy for executing the project was to split it into two distinct phases. He provided a lump sum bid for concept/schematic design at 25% of the project, recommended a cost estimate be solicited at this point and then he would negotiate the remaining Detailed Design phase at a fee of 8% of the construction cost minus the initial Phase 1 payment.
 - § Design team facilitated through **Ashton Wynne Commercial** did not provide a proposal but forwarded independent proposals from an Architect, Structural Engineer, MEP Engineer and Civil Engineer. These proposals were not a comprehensive design proposal as requested in the RFP.
 - § **Hidell & Associates Architects** provided a comprehensive proposal compliant with the RFP. They provided a comprehensive list of Churches they have designed (50+) including St. Seraphim Orthodox Church in Dallas.
 - § **Ron Hobbs Architects** provided a comprehensive proposal compliant with the RFP.
 - § **Martsolf Architecture** did not provide a proposal due to their workload.
- Criteria for selecting the awarded firm was discussed, to include: Adherence to the overall Byzantine-style concept design developed by Mirela, willingness to work with Mirela as the lead architect on the project, previous Church experience (Orthodox Churches in particular), completeness of the proposal and adherence to the RFP deliverables, ability to generate a comprehensive set of biddable Construction Documents, overall cost of their services.
- With this criteria in mind, the BC recommended that Martsolf Architecture be given another opportunity to provide a proposal as he has extensive Church experience, had previously worked with Mirela on another Orthodox Church project and is viewed to be a lower cost solution for the Detailed Design.

AI-1 Joe to contact Scott Martsolf to arrange a meeting with Fr. Vasile, Mirela and Joe present to solicit his proposal if his time demands are reduced in the next several weeks.

- Selection criteria also led BC to recommend that Hidell & Associates Architects be shortlisted and remain in consideration due to their extensive Church experience, Orthodox Church design experience, comprehensive proposal and assumed willingness to keep the current concept design intact (their costs were over anticipated budget, however).

AI-2 Buck to contact Bill Hidell to inform him of the BC's continued interest in their participation and to clarify their Construction Administration fees, agreed by the BC to be too high for this project.

- Both Richard Wright Architects and the Asthton Wynne group of consultants were removed from consideration due to their strategy and approach to the Detailed Design. Mr. Wright's two step approach was viewed to be recreating the overall concept design as his own which the BC was not willing to accept. Joe confirmed in his on-site meeting with Mr. Wright his hesitation to approach the project as starting with the concept plans as they are currently designed. The BC felt that the approach provided by Ashton Wynn required the BC to act as the overall coordination body for the Detailed Design effort. Additionally, there were no assurances that a set of fully coordinated, cohesive Construction Documents would be developed as requested in the RFP. However, Ashton Wynn was agreed by all of the BC to be a prime candidate for the Church's General Contractor based upon their previous proposal for the construction scope of work.
- Ron Hobbs Architects was removed from consideration due to their high cost for the overall scope of work.
- The BC agreed that due to the criticality of the selection criteria for the overall awarded Design Consultant, and given that a primary candidate was not able to provide a proposal due to current project needs, a complete presentation to the General Assembly will be delayed from the upcoming meeting scheduled for November 9th. Harry agreed that this topic would warrant a special GA Meeting, tentatively planned for mid-December.

At this point, the BC will be prepared to present a comprehensive strategy for Design Consultant recommendation; strategy for implementing the Detailed Design of the Church Building based upon Mirela's concept design; overall budget and payment schedule for the Detailed Design effort; and schedule for Detailed Design.

AI-3 Upon receiving proposal from Martsolf Architecture, **Joe** to develop a comprehensive Bid Tab comparison table between Martsolf and Hidell and submit the results to the BC for review. A BC Meeting will be tentatively planned for Saturday, **December 6th** at 8:30am to invite the two firms in to interview with the BC prior to final Design Consultant selection.

- Our BC Church blessing will be scheduled for **November 9th**.

Building Committee Meeting Schedule:

December 6th (tentative)

Meeting will be at 8:30am at the Church.