



CONCORDIA LUTHERAN CHURCH – SOUTH ST PAUL
NARTHEX AND ENTRY RENOVATION PROJECT

PROJECT REPORT
REPORT DATE 9/30/2011

This is a summary of the project activities within Concordia that will help prepare us to make the best possible decision about the entry areas of the church. After the selection of a firm and approval of the predesign concept, we will transfer to the firm's project management system for reasons of economy and simplicity.

This report captures the progress and current activities of the project team. The code:

- ✓ *Items with a check mark are substantially completed.*
- ✓ *Items in **red** are currently under way.*
- ✓ *Key team and church leadership deliverables and decisions are in **blue boldface**.*

Phase 0 – Preplanning

- ✓ Visioning with stakeholders
- ✓ Gather input identifying issues and opportunities
- ✓ Group process preliminary findings
- ✓ Socialize findings and gain consensus
- ✓ **Prepare preliminary project definition and goals**
- ✓ Organize and designate primary project team

Phase 1 – Talking and Looking

- ✓ Identify results of other church building projects
- ✓ Get recommendations and referrals
- ✓ Research designers for master list
- ✓ Determine criteria for selection
- ✓ **Select initial list and cull outliers**

Phase 2 – Learning and Thinking

- ✓ Put together briefing package for design firms
- ✓ Identify manageable list of firms to contact (4-7)
- ✓ project definition and goals
- ✓ blueprints and photos
- ✓ preplanning documentation
- ✓ Select interview short list (2-4 firms)

- ✓ Send out invitations to solicit response packages

Phase 3 – Choosing

- ✓ Presentations submitted by each firm
- ✓ Interview specific design team from each firm
- ✓ Review portfolio, project and planning process, references and deliverables
- ✓ **Select firm and backup**
- ✓ Negotiate agreement
- ✓ Present agreement to Parish Council

Phase 4 – Planning and Predesign

- Approve project definition, process and scope
- Set project plan with oversight and change approval process
- Data gathering/validation
- Present design concepts
- **Approve preliminary design**

Phase 5 – Design

- Detail Design and specifications
- Review
- Value engineering
- Approval of design and staging plan

Phase 6 – Execution

- Contract documents for first phase
- Review and cost estimates
- Approval and budgeting
- Contractor begins development

Status Report

On September 26 our team listened to presentations. On the basis of these sessions, the written proposals and our review of the firms' portfolios, there was a consensus to go with Krech, Mueller of Inver Grove Heights.

Our decision was be made on the basis of these factors:

- Their demonstrated understanding of our needs, constraints and priorities;
- their appreciation of the possibilities for the space;
- their process and plan for preparing a predesign package to bring to our parish council; and
- the cost and timebox for that predesign effort.

John and Scott will be working with Brady Mueller of Krech, Mueller to prepare a submission for the Parish Council to approve a contract for the first phase of the project, the creation of a comprehensive plan and a predesign process. On the basis of that plan, the congregation will make the decision to move immediately, to phase the project in or to put it on hold for a period of time.

