



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

PROJECT REPORT REPORT DATE 9/6/2011

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

Phase 4 – Planning and Pre-design

- 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

Our committee members are reviewing the proposals, and I'm pleased with generally favorable feedback about all of them. As expected, we've had to remind ourselves that the firms' written document must be combined with their formal presentation to the committee to provide the full scope of their proposal.

From a scheduling standpoint it's been tough to find a night in late September when we can get the committee leaders (Pastor and Scott Stinson) and a majority of the members together, but right now Monday night, September 26 looks most promising. We'd prefer to have them all the same date, but if necessary will break the schedule up to ensure that we have the best coverage and you the best opportunity to present your ideas. The congregation is invited to observe, but the format allows only limited participation by the audience.

Also, the positive reactions are being communicated to other members of the congregation and (also as expected) there is some confusion about how complete the preliminary vision will be, and what the price tag for the pre-design process actually represents. I'm trying to address this in our internal communications and will repeat it for each presentation.

Once again, our decision will 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.

I'm working on a CMMI-type comparison tool to help facilitate the group's discussion around the selection decision rather than a mathematic scoring process.