

Recommendations for Planning and Implementing a Church Renovation

Project Planning

Following the decision that a capital project is needed or planned, either by the Inspection Check list, or Maintenance Manual Guidelines, the following outline will provide the guidance to implement the project. It is highly recommended to consult with design professionals, architects and/or engineers, prior to planning your project. A phone call or visit with one of these professionals will provide valuable planning insight.

1. Programming/Planning
2. Scope of Work
3. Budget
4. Schedule
5. Bidding Documents
6. Construction
7. Post Construction

1. Programming/Planning

Thoroughly outline the work to be done.

Prepare a detailed Program for each space or feature:

Room Name

Space-square footage

Space requirements-occupancy number

Support Features- i.e. power, lighting, A/V requirements, casework, storage, acoustics, etc.

Contracts:

Letter of Agreement

For some smaller projects, \$0 to \$250, 000,a letter of agreement defining the scope of the professionals work, fees, and schedule may be appropriate. The professional can assist your team making the right choice of contract documents for the size of your project.

Owner Architect Agreement:

For projects over \$250,000 you may wish to consider *an* AIA Contract Document. The AIA Contract Documents are divided into families based on project type or delivery method. Documents in each family provide a consistent structure and text base to support the major relationships on a design and construction project. Confer with your design professional and/or legal counsel for selection of the best family of documents for your project.

Owner Contractor Agreements:

For smaller projects \$0- \$50,000, a letter of agreement defining the scope of the contractors work, fees, and schedule may be appropriate. The professional can assist your team making the right choice of contract documents for the size of your project.

For projects over \$50,000, you may wish to consider an AIA Contract Document. The AIA Contract Documents are divided into families based on project type or delivery method. Documents in each family provide a consistent structure and text base to support the major relationships on a design and construction project. Confer with your design professional and/or legal counsel for selection of the best family of documents for your project.

Review if professional consultants may be required for your project:

Architect-programming, consultant team coordinator, code issues, plan approvals, building envelop/structure issues, master planning the site, project design-exterior and interiors, cost estimate

Civil Engineer- site utilities, survey, grading, topography, storm water, walks, drives

Structural Engineer- building structure issues, roof support, structural framing, beams columns, trusses, walls, retaining walls

Mechanical Engineer- heating and air conditioning, ventilation, plumbing, fire suppression (sprinkler system), exhaust ventilation, hoods, and boilers

Electrical Engineer- power, outlets, circuitry, panels; lighting; data, lighting protection Audio Visual/ Acoustical Consultant-sound systems, screens, projection equipment, speakers, recording, assisted listening devices, video monitors

Food Service Equipment- serving kitchens, kitchen equipment

The above list is a brief outline of each consultant's services; having a brief conversation with the appropriate consultant is recommended at the initial planning of the project.



Consultants for the above services will review your specific issues and recommend appropriate consultants and scope of their services for no fees. Following a mutual understanding of the project scope, the consultant will submit a proposal, including fees, reimbursables and schedule for their proposed scope of services.

Code Review/Plan Approvals

Have a preliminary review of your project with Local Township /borough building officials prior to initiating the project. This can be a phone call or personnel visit to local officials, outlining the scope of the work of the project to determine what approvals may be required, the schedule for required submittals, and schedule of meetings required for approvals.

The above consultants may be required to submit sealed documents for plan approvals. These documents will then be submitted to local or state authorities to gain plan and code review and approval. This may be required to obtain a building permit by your contractors, and required by local reviewing authorities. Early review of this issue is very important to prevent future delay of the project.

Projects involving building access and exiting, stairs, halls, corridors, exiting from a sanctuary, assembly areas and classrooms, relocating doors, or adding doors, interior or exterior, will require a local or state plan review and approval and review for Americans with Disabilities Act (ADA) issues.

Projects involving revisions to interior finishes, painting, carpeting, tile floors, wall/ceiling repairs will not usually require a plan review and approval. However, if the project involves moving walls which may impact exit travel or structural modifications, a building plan approval may be required. Contact your local borough officials early for a review of your project.

Renovations to restrooms, where plumbing fixtures/accessories are moved or added, including new or relocated toilet partitions, will require plan review and approval and careful ADA review for compliance with local codes and ADA requirements.

Additions to existing structures will typically require review and approval by local Planning Commissions for compliance with municipal planning codes. Check with your local officials. This review with the local officials will also determine if the project will be required to be submitted to the Zoning Hearing Board for their approval.

2. Scope of Work

Prepare a written outline of the scope of the work to be included in your project. Give consideration to all areas of the project and type of work to be included. Consider phasing of the work to maintain current church operations, including parking, walks, building entrances and exits, Sunday services and other church calendar of events.

3. Budget

Prepare a detailed budget for your project breaking down all of the work by category:

Cost to remove all loose equipment, furnishings, storage, window treatments, musical instruments, organs, etc.

Demolition-This is the contract to remove existing construction to enable new work to proceed, disposal and hauling off site of removed items and construction materials.

Hazardous Materials- remove asbestos, lead based paint, lighting PCB's (typical materials). You may need to consult with a Hazardous Materials consultant to evaluate the project area including testing of materials.

Site Work- grading, backfill, drives, curbs, walks, pavement, site lighting, signage, fences, site utilities, water, gas, sanitary sewer, data, cable TV, phone cable, landscaping, patios

Storm Sewer- storm water detention, separation of sanitary and storm

Concrete-footings, foundations, floor slabs

Masonry- concrete masonry units, brick, stone

Steel- columns, beams, joists, trusses, steel stairs, handrails

Insulation- consult code requirements and restrictions

Windows /doors/hardware/folding doors

Finishes- floor materials, carpet, tile, paint, wall coverings Accessories- toilet

room accessories, window treatments, audio visual
Equipment-elevators, lifts,

Plumbing-pipes, toilets, lavatories, drinking fountains, kitchen equipment

Mechanical Equipment-air handlers, boilers, controls, air conditioning equip., ventilation

Fire Suppression Equipment-sprinkler heads

Electrical- main power supply, lighting, outlets, panels

Audio Visual /Data/ Phone-projection screens, projectors, digital equipment, recording, video conferencing

Security-cameras, door locks, monitors

Total construction Costs (including all above items)\$\$

Soft Costs: (costs associates with the project, excluding construction costs) \$\$ Architectural /engineering

fees

Insurance Costs

Financing Costs

Fixtures/ Furniture/ Equipment (items that are not attached to the building)

Kitchen Equipment

Technology Equipment-projectors, screens, speakers, sound system,

Moving Costs

Escalation

Total Project Costs:

Construction Costs+ Soft Costs

Consultation with Architects, Engineers, and contractors can assist with preparing these estimates.

4. Schedule:

Prepare a realistic schedule for Planning, Design, and Construction:

Planning~

Assemble a committee of key decision makers:

Pastor, Chairman of Property Committee, Business Manager, 1-2 members of the congregation (selecting individuals in architecture, engineering, finance, construction, etc.), 1-2 staff, those who will program and use the renovated spac~s ..

Allow 1-2 months for planning with this committee leading the effort. Seek comments and ideas from other church members, especially interested stakeholders in the area of the project to be developed. Example Fellowship Hall Expansion- focus groups of youth, young adults, seniors, and other facility users.

Design:

Allow 1-3 months to prepare design and construction documents, drawings and specifications. The time required to prepare the documents will depend on the size of

the project. Consult with your design professional, Architect, to evaluate the time required.

Project Plan approvals:

Allow 1-3 months. Consult early with the local code and planning officials. They will assist your team with lead times for submitting drawings, forms and appropriate fees. They will also highlight coordination with the borough for approval meetings at planning commissions, township/borough commissioners, and zoning hearing boards if required.

Construction:

This time frame can vary depending on the size of the project; consult with a contractor for evaluation of this time frame and assistance in preparing a construction schedule.

5. Bidding Documents

It is highly recommended that someone prepare documents that define the scope of your project. These documents can be as simple as a written narrative describing in outline form the scope of the contractors' work on which he can submit his bid. Try to be as thorough as possible. Think through each stage of the work to enable you to define the entire scope.

For more complex projects it is recommended that you have a professional prepare drawings and specifications for bidding by multiple contractors. It is recommended that you seek a minimum of three bids from qualified contractors. You do not have to select the low bidder. However, if the contractors you have requested bids from are all equally good and come with recommendations from previous clients, it may be appropriate to select the low bid.

6. Construction

Contractors:

General contractor-general construction trades, concrete, masonry, wall framing, finishes, doors windows, roofing, manage sub-contractors

Plumbing contractor-piping, hot/cold water, plumbing fixtures, kitchen connections, interior storm /sanitary drainage

Mechanical contractor-heating ventilating, cooling/air conditioning, controls, smoke detectors

Electrical contractors-power, lighting, security, panel boards, outlets

Acoustical contractors-sound control,

Fire suppression contractors- sprinkler systems, fire extinguishers, kitchen hood fire suppression

Food service equipment contractors- kitchen equipment

Construction Work:

During construction have weekly job meetings with your contractors to review progress, construction issues, questions, projected progress, and schedule. Design professionals will normally attend the construction meetings every two weeks or as agreed to in their contract.

Review contractor pay applications monthly. Verify that the work he is asking to be paid for has been completed. If agreed to in his contract, you may retain a portion of his application, 5%, to be paid when the job is finished.

At the completion of the project it is recommended that you do a final inspection check list, known as the "Punch List". This is a final review of the project to confirm the contractors have completed their work as outlined in the bid documents. The list is provided to the contractors to direct them to finish the job and receive their final payment and retainage.

7. Post Construction

Archival Materials:

Maintain a file dedicated to building construction and maintenance care that includes building drawings, plans, details, specifications from all projects. Include shop drawings provided by the contractors during the construction phase, and maintenance manuals for all operating equipment, air handlers, boilers, chillers, condensers, and building finishes, etc.

Include files for programming documents, estimates, meeting reports, warranties, liability and property insurance, maintenance agreements, up-dated permits, occupancy permits from the township/borough, and state or local plan approvals. These approvals and occupancy permits are especially important for future projects, as they will be referenced and requested by the approving authorities.

Submitted:

Douglas L Shuck, AIA,

Principal, WTW Architects

Westminster Presbyterian Church, Property Commission