

PHASE I: SPACE PLANNING



Community of Christ
Calgary Congregation

Review
Survey



Engage
Architect



Review
Models



Engage
Realtor



Bring
Properties to
Congregation



Church
Approvals



Acquire
Property



Task
Architect



Feasibility Study



ACQUISITION PROCESS: THREE PHASES

In preparation for our new home, the Property Team has developed a more comprehensive set of steps for the congregation to better understand the process in its entirety. While the eight steps that were originally distributed to the congregation are still being utilized, the ten additional steps added below provide more specific tasks for accountability purposes. With this in mind, and in the spirit of transparency, the Property Team has broken out the following 18 steps into three focused phases: SPACE PLANNING, CONSTRUCTION, AND COMMISSIONING

SPACE PLANNING

1. **Review Survey** data and recommendation(s) generated by survey results
2. **Engage Architect** – Designer for general model(s) to meet needs
3. **Review, Discuss Models** with congregation, finalize general model
4. **Engage Realtor** to locate suitable properties to accommodate model
5. **Select Properties** that fit needs, bring to Congregation in business meeting
6. **Receive Appropriate Approvals** from Congregation, CWM President, Bishop and Apostle on recommendation
7. **Acquire Property** through lawyer
8. **Task Architect** – Designer to design detailed construction drawings and plan, review with congregation for final approval

CONSTRUCTION

9. **Develop Project and Operations Budget** – prepare a business case for investment
10. **Tender for Project Construction Bids** – prepare RFP (*request for proposals*), criteria and manage a bid process
11. **Engage Builder for Construction** – review and recommend a builder based on scoring against criteria for recommendation and approval by Congregation
12. **Receive Approvals for Construction Project and Commissioning Budgets** from Congregation, CWM President, Bishop and Apostle
13. **Develop and Sign Construction Contract** – through lawyer
14. **Oversee and Manage Construction Progress** - through Owner's representative or Project Manager
15. **Achieve Completion of Construction** – on time, on budget, as designed

COMMISSIONING

16. **Implement Commissioning Projects** – furnishings, equipment, and other commissioning matters
17. **Establish Occupancy Date** – give notice at temporary location, set date for occupancy, and plan move to new location
18. **Hold Grand Opening** – celebrate and invite community into our new home

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Facility Planning Update and Report Coffee and Conversation February 11, 2018 10 AM

Proposed Project Feasibility Study

The project feasibility study includes testing and validating the assumptions contained in the concept design. The concept design was developed with the assistance of the selected Architect. The design was conceptualized to achieve the feedback received in the Congregation's facility.

Basically, the feasibility study will help us move from identification of space needs and development of a concept to the steps involved in the proof of concept. The feasibility study treats the concept as a project and is focused on success by identifying the costs and benefits of the project and any barriers to a successful project.

The feasibility study is a set of steps where we test and validate the following;

- Investigation for possible sites in Calgary.
- Identifying financial costs, benefits and budget impacts for;
 - Project Planning,
 - Project Construction,
 - Project Commissioning, and
 - Future Operations
- Identifying and assessing potential risks of the project.
- Identifying an acquisition model (lease versus purchase).
- Identifying a construction management model.
- Identifying potential partners to assist with the project.

The feasibility study will take several months to complete, will involve using professionals and expertise, with the conclusion being a proposal and plan to be presented to the Congregation. The feasibility study will help us progress from Step 3 to Step 6 of our Space Planning Process and is the steps we take before we present for approval any project plan for facility acquisition and construction.

A budget for the project feasibility study will be proposed to the Congregation to include the following professionals and expertise to assist us and we propose to enter agreements for services by contract;

- Engaging realtors for site visits and market information as consultants.
- Engaging architects for site visits as design consultants.
- Engaging a project manager for site visits as construction consultant.
- Engaging a lawyer to ensure all contracts are reviewed for due diligence before signing.
- Engaging other risk management, professional or construction expertise to assist with study, as required within the budget available.

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Proposed Project Structure

The facility planning team would like to recommend a structure which will ensure the project has oversight while having project work done in a professional manner. This is a significant investment for the Congregation and the planning team would like to be the oversight committee to maintain accountability for the Congregation but also to ensure success of the project and manage risk. This means to ensure the work is done with the specific knowledge and expertise required.

Congregation



Facility Planning Team

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Project Team

Owners Representative
Project Manager
Architectural Design
Construction Management