



## 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. **Feasibility Study** – An independent review of potential models
5. **Congregation Consideration for Approval** of presented models in business meeting with approvals from Congregation, CWM President, Bishop and Apostle on recommendation
6. **Acquire Property** through lawyer
7. **Task Architect** – Designer to design detailed construction drawings and plan, review with congregation for final approval

### CONSTRUCTION

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

### COMMISSIONING

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