

St. Martin de Porres Building Committee
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1. Opening prayer- prayer was led by Father Charlie.
2. Presentation by Patrick Baker from the Austin Diocese building facilities office.
 - a. Austin Diocese construction guide was provided for the committee's use.
 - b. Construction project sequence
 - i. Get permission from the Bishop to begin the building planning process. (Father Charlie has already gotten this.)
 - ii. Pastoral needs are established by the Pastor and the building committee comes up with ideas to address those needs.
 - iii. Select a contract delivery method for the design and construction project.
 - iv. Research candidate teams of builders and architects and then request proposals.
 - v. Work with the Diocese to evaluate the proposals and select a project team.
 - vi. Work with the team to refine the design and oversee the construction.
 - c. There are several different contract delivery types that can be used.
 - i. Design-build: We have a contract with the builder who in turn has a subcontract with the architect. This can deliver a finished project quickly, but success depends on a good combination of architect and builder. This is the method that Father Charlie prefers.
 - ii. Construction management at-risk: There are separate contracts with architect and builder. While project is in design, builder provides services such as constructability review and preliminary cost

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estimates. This also includes a 2-year right to audit the builder's books after project completion. This is most common method used by the diocese.

iii. Construction management agent: This method includes an agent to manage the project and oversee construction to ensure quality control.

d. If we assume that we will use a design-build contract then the next steps will be:

- i. Assemble a request for proposals based on example questionnaire and letters provided by the diocese.
- ii. Provide a list of six to eight candidate firms for the diocese to review and approve.
- iii. Send request for proposals to the candidate firms.
- iv. Candidate firms will submit proposals including resume' outlining team's qualifications, team background and composition, and fee estimate for the cost of pre-construction services.
- v. Building committee will evaluate proposals and recommend a firm and request concurrence from the Diocese.
- vi. Patrick will modify the typical Diocese contract to make it suitable for a design-build project.
- vii. Patrick will help with process issues and visit the job site regularly during construction.

3. Discussion of project financing

- a. Diocese will loan the parish money for the project.
- b. Loan amount is based on several factors including the parish "cash on hand" (i.e. is income greater than expenses), amount of outstanding debt, and the potential for raising funds through a capital campaign.
- c. The Diocese may loan up to half the total cost of the project to the parish.

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- d. We need to begin working with the Diocese stewardship office and finance office as soon as possible.
 - e. Discussed a “ball-park” project budget drafted by David. This included estimates of income, debt retirement, capital campaign pledges, and interest. Patrick said that this draft budget appeared to be reasonable based on his experience with other projects in the Diocese. He recommended that we work with the stewardship and finance offices to refine the budget and get more detailed information on financing.
 - f. The committee thanked Patrick for taking the time to attend the meeting and providing so much useful information and guidance.
4. Next meeting date-to be determined
 5. Action Items:
 - i. Compile a list of firms that we can begin considering for the project. (Marty)
 - ii. Discuss David’s visit to St. Helen’s parish to see their new hall and review the floor plan.
 - iii. Discuss the features of St. Catherine’s parish hall based on photos and information obtained by Carroll.
 - iv. Continue discussion on the requirements for the new building (worship space, classrooms, offices, meeting rooms, storage).
 - v. Discuss how to re-purpose the existing space after project completion.
 - vi. Review action items from previous meeting.
 6. Closing prayer- Michael closed the meeting by leading the committee in prayer.