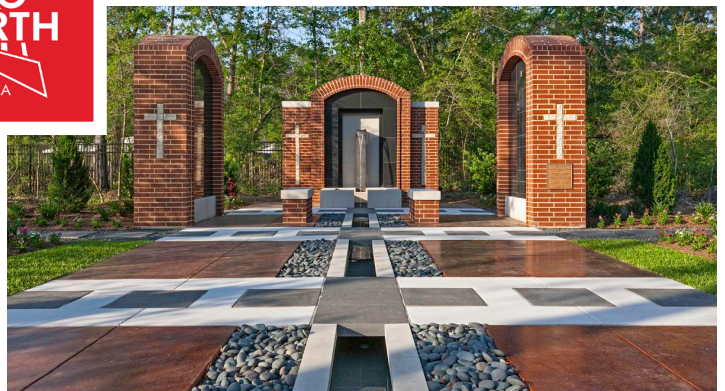


GO FORTH

A HOW-TO GUIDE FOR **STARTING A CHURCH PROJECT!**



- How long will it take? ■ What is a Building Committee?
- How can we raise funds? ■ What are Architectural Services?

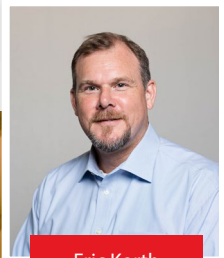


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WORSHIP EDUCATION & COMMUNITY STUDIO

History & Experience

Founded in 1977 and incorporated as Ziegler Cooper, Inc. (dba Ziegler Cooper Architects) in the State of Texas in 1982, our design solutions reflect a fresh approach that respects context, reinterprets historical tradition and transcends immediate circumstances to connect the client's vision. We pursue innovation with an entrepreneurial spirit, exploring the influences of each space - the uniqueness of the client, its leadership and community, visitors and patrons. Ziegler Cooper Architects (ZCA) designs buildings and spaces that are inspirational, highly functional and sustainable, resulting in extremely beneficial spaces for their owners and employees.

Lead by Principal Steve Lucchesi, AIA, The Worship, Education & Community Architecture Studio of ZCA brings to the table more than 31 years of religious and educational planning and design experience, with more than 200 clients.

The Worship, Education & Community Architecture Studio is comprised of a group of people who love architecture and take pride in our work. We are passionate about partnering with our clients, but more importantly, our work isn't just our job—we have the incredible honor and privilege to join with you as you build communities and bring people together. We will not push an architectural agenda or force a certain style on your building.

We understand the importance of the planning process and its relationship to a successful project: be it a master plan, a church, a city hall, a public library, a community center, a public park, a school, or simply a place of gathering. We work with you to design spaces that both inspire and meet the needs of your community. It is easy to get caught up in all the practicalities, numbers, and aesthetics, but at the end of the day, it is about the places of worship, learning, gathering, and the communities they serve.

We understand that your visions are bold, that your committee and membership are open to innovative solutions as to how your facility and membership can work to improve community connections. Your design team will benefit from collaboration with and support from more than 100 internal design professionals who remain on the cutting edge of church and worship community design through internal critiques and case study presentations of our work. At ZCA, we work in specialized studios, yet remain connected as a whole as teachers and students of our craft.

We are here to take your needs and vision, and work with you to discern how to make them real, tangible, practical, and physical things. Your church is critical to the community, and each space requires careful thought. Every project is an exercise in stewardship. We are ready to take this journey with you. We have the skills, experience, and passion to help lead your community into the future.



What is the process?

(A Sequence Guide)

GO FORTH: What is the process? (A Sequence Guide)



Fr. Rooney at St. Angela Merici Catholic Church

Below is a typical list of action items in the planning, design, and construction process. There are two standard design services that determine where the church starts in its' planning process.

Master Plan

Organizing the Master Plan Team

1. Form a Master Plan Committee
2. Create a list of needs and/or desires the Committee believes the Church and Community will benefit from. This should include a rough description of use and size of buildings.
3. Contact your Diocese or Conference Construction/ Development Office and share the church's intentions
4. Send out Requests for Qualifications (RFQ's) to relevant Architects the church is interested to know more about with information of the church, campus, and facility needs.
5. Review the Statements of Qualifications (SOQ'S) and Check References, narrowing the list to those the church wants to interview

6. Extend Invitations to the shortlist of Architects and schedule site visits with them and the Committee Chair and schedule interviews.
7. Interview the selected Architects and make a final selection

The Master Plan Design Process

1. Kick-off Meeting with the Committee & Architect- Introduce the team, review scope and Master Plan agreement, and prepare a schedule
2. Congregational Questionnaire- To identify needs and gauge the interest in facility developments
3. Staff Programming Interviews – Brief interviews o develop the building program indicating how spaces will be used and their size
4. Committee Meeting to share results of the Congregational Questionnaire and the Building Program developed from the staff interviews
5. Committee Meeting to consider site plan options of the campus presented by the Architect

GO FORTH: What is the process? (A Sequence Guide)

6. Committee Meeting to review the Architect's development of the Site Plan and Schematic Floor Plans of the Facilities
7. Committee Meeting to review the Final Master Plan, discuss the Phase 1 project and consider Contractors to provide an estimate
8. Committee Meeting to meet the Contractor and Review the Estimate
9. Town Hall Meeting for the Committee to present to the Church Body the work and results of the Master Plan
10. Contact your Diocese or Conference Construction/ Development Office and share the church's intentions
5. If the Church is looking for an Architect and has a clear vision for the project, send out Requests for Qualifications (RFQ's) to relevant Architects the church is interested to know more about, with information of the church, campus, and facility needs.
6. Review the Statements of Qualifications (SOQ'S) and check references narrowing the list to those the church wants to interview
7. Extend Invitations to the shortlist of Architects and schedule site visits with them and the Committee Chair and schedule interviews.
8. Interview the selected Architects and make a final selection

Preparing for the Architectural Process

Organizing the Building Project Team

1. Form a Building Committee
 2. Create a Building Program listing rooms and uses, sizes, & occupancies. (May have been in the Master Plan)
 3. Contact your Diocese or Conference Construction/ Development Office and share the church's intentions
 4. If a successful relationship between the Church and the Architect has been forged in the Master Planning Process, proceed to the Architectural Process with the established team
- ### The Architectural Process
- Kick-off Meeting with the Committee & Architect- This information will be used as a basis for the Architectural Agreement
1. Introduce the team
 2. Review the building program and scope
 3. Discuss a schedule
 4. Consider Engineers, Consultants, & Contractor and the how they will be incorporated into the projects
 5. Determine the expected construction process.
 6. Receive and review the Architectural Agreement form the Architect
 7. Receive and review the Pre-Construction Services Agreement from the Contractor

GO FORTH: What is the process? (A Sequence Guide)

8. Multiple Committee Meetings to review:
 - Review Design progress
 - Select Finish Materials
 - Meet Engineers and Consultants
 - Review Contractor Estimates
8. Building Dedication or Ribbon Cutting Ceremony
9. Warranty Walk after a year from the Substantial Completion Date

Bidding, Permit, and Construction Process

1. Submit Construction Documents to the Government Entities including Accessibility Review for Approval and Permit
2. Submit Construction Documents to the Contractor for Guaranteed Maximum Price (GMP)
3. Review GMP, Negotiate and Approve GMP to Proceed with Construction
4. Pre-Construction Meetings with subcontractors to review expectations
5. Groundbreaking
6. Construction
7. Regular Progress meetings at the site with the Contractor to review:
 - Progress
 - Submittals Logs
 - RFI Logs
 - Schedule
 - Material Mock-ups
 - Punch Walk to establish items to be completed and determine a date for substantial completion



Creating a Building Committee

GO FORTH: Creating a Building Committee



St. Angela Merici Groundbreaking

What is a Building Committee?

A Building Committee is a group comprised of Church members that help determine the size, arrangement, and character of the building project. They are an integral part of the design process and continue to represent the church through construction. A construction or architectural background is not necessary, but a commitment to and knowledge of the church and how the building should be used is key. A committee made up of 6-8 members representing the church body and a common goal will be successful. This committee is separate from a finance council but will work closely with a contractor reviewing estimates through the design process. Meeting frequencies vary: During the design phases, meetings can be held every 2-3 weeks. During construction, progress meetings with the contractor are often held every 2 weeks throughout the course of construction.

Committee Member Qualifications:

- Knows their ministry well and the church in general
- Has availability and commitment to participate in regular meetings
- Open minded and willing to work with others
- Loves the church & is committed to the church's mission

How many members are too many?

You know your church community best and which ministry groups need representation for the facilities being planned. But large committees can be inefficient for the work of design and construction. 6-8 members have traditionally been the most successful committee size.

Recognizing and Defining a Unified Vision.

As with all communities, shared purpose and vision are critical for a church. Building consensus among the committee and community members with varying ideas is one of our greatest strengths.



FUMC Dickinson Groundbreaking



How long will it take?



Bishop Doyle at Holy Comforter Episcopal Church Dedication

Below is a typical timeline for most projects:

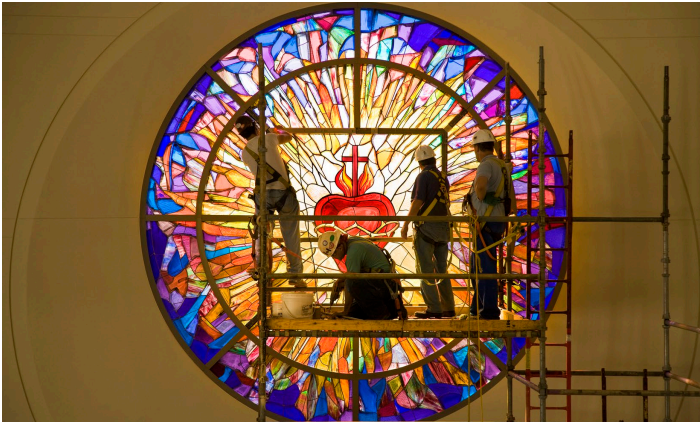
1. Master Planning (optional)..... 3-4 mo.
2. Fundraising 4 mo. (often conducted during architectural services)
3. Architectural Services
 - Design & Documentation..... 8-12 mo.
 - Bidding & Permitting 2-3 mo.
 - Construction 9-12 mo.

The time required is contingent upon the scope of the project and the availability of the team to meet.



How much will our project cost?

GO FORTH: How much will our project cost?



Co-Cathedral of the Sacred Heart – Stained Glass Installation

While the cost of building construction paid to the contractor represents a majority of the project budget, additional expenses such as fees, furnishings, permits are also required. There are rules of thumb to help estimate the additional expenses you may expect.

Worship Building – Construction cost plus 20% for other owner expenses

Administration, Halls, and Education Buildings – Construction cost plus 15% for other owner expenses

Below is a list of items that may be included in a building project or visit [Total Building Project Cost Estimating Worksheet](#) for a spreadsheet tool that will help you manage expenditures during the project.

Construction Costs

- Demolition
- New Construction
- Renovation
- Contingency
- Contractor fees & expenses

Professional Fees

- Architectural (including Structural & MEP Engineering)
- Mechanical Control Specialist
- Civil Engineering
- Geotechnical Engineering/ Soils Report
- Construction Materials Testing
- Asbestos Survey/Report
- Asbestos Removal
- Site Topographic Survey/Platting
- Code & Permit Expediter
- Landscape Architect
- IT Consultant
- A/V or Acoustical Consultant
- Kitchen Consultant

Systems

- Water / Sewer Impact Fees
- Landscaping, Irrigation, Fencing
- Audio / Visual Systems
- Phone System
- Security System
- Data Cabling
- Signage & Graphics

Furnishings

- Art Glass
- Artwork/ Religious articles and furnishings
- Tables, Desks, Chairs, Marker Boards
- Computers, Copier, Storage Goods
- Appliances
- Window Treatments
- Pre-Fabricated Interiors
- Playground Equipment
- Kitchen Equipment

Permit, Review, & Inspection

- Building Permits
- Texas Accessibility Review / Final Inspection



How do we raise funds?

GO FORTH: How do we raise funds?



Sacred Heart Catholic Church Conroe Dedication

While some ambitious congregations can manage fundraising activities with existing staff, most churches employ the services of professional fundraisers to guide a church-wide capital campaign. Typically hired at the end of the Master Planning process, the fundraiser will use the illustrative products of the Master Plan to present the vision to the congregation and garner financial support. A fundraising consultant can also help determine how much interest and financial support the church is likely to receive in the form of a feasibility study to help determine the scope and size of the project prior to a capital campaign.



Holy Comforter Episcopal Church Dedication



How to Select an Architect



Fr. Rooney and Bishop Fiorenza at St. Angela Merici Groundbreaking

Architect Evaluation & Interview Preparation

- Create a list of 4-5 Architectural firms you are interested in learning more about.
- Solicit Qualifications from them in the form of an RFQ and select 2-3 to interview.

Invite each of the 2-3 prospective Architects to interview with your committee, sending:

- Scope and building program information;
- Times each firm can tour the future job site with the Facilities Administrator or Committee Chairman;
- A list of interview questions;
- Scheduled interview times and location after confirming availability;
- A list of what technology will be available to use in the presentations (projector, screen or T.V. monitor, etc.)

Interview Room Tips

- Schedule an interview room large enough to hold the Committee and 4+ members of the Architecture team.
- Set up tables in an arc or U shape and prepare any special projection equipment if available.
- Have a designated committee member help welcome teams arriving early and direct them to a waiting room

Architect Interviews

By now you've identified a few qualified firms to interview. The process of selecting an Architect can be done in one evening as the committee is gathered and focused on the task. This is a time for each company to present their best qualities and allow the committee to experience the firms' personalities and find the best fit. Though it is a long meeting, it is encouraged to select an Architect that day as the memories of the presentations are fresh, the committee is present, and the prior research has been done.

GO FORTH: How to Select an Architect



Steve Lucchesi inspecting the mosaic dome at Christ the Redeemer Catholic Church

Typical Interview Schedule:

- 15 min for the committee to convene
- 15 min. 1st Presenter set up & introductions
- 45 min 1st Interview (30 min presentation / 15 min for Q&A)
- 10 min break for transition to the next firm
- Repeat steps for each firm
- 30 min to deliberate and make a selection

To arrive at a consensus, many committees go around the room asking for the top 2 that stand out to each of the committee members to eliminate 1, then talk through what aspects of the remaining 2 stood out. From there, 1 company generally rises above the other, but another vote may be taken.

Many hours were spent by all parties in preparation for this night. Send out "Thank You's" to all participant firms promptly and indicate if a selection has been made or note an expected date for the selection to be made.

Typical Questions asked of Architects

Background and Experience Questions

What other work have you done for churches or facilities of our type?

Describe your qualifications for designing a church or school?

What is your experience working with a community/complex of our size?

What is your philosophy and approach to working with a similar community?

What makes you different from other architects?

Can you give us examples of past projects similar to ours?

Can you provide a list of references for projects of similar scope?

Are there any plans in your company for mergers, partnering, or selling the business within the near future?

Design Process Questions

Describe your design process including how you establish priorities and make design decisions.

How does your company view its role in this process? Is it one of listening and incorporating ideas, or is it one of guidance, or both? Explain your reasoning.

What is your approach to committee opinions about design or strategy that significantly differ from your experience and expertise?

GO FORTH: How to Select an Architect

What do you expect from the church and/or committee during this process?

Do you have experience with sustainable or “green” design? Is this something we need to consider?

Project Questions

Tell us in your own words your understanding of our goals and constraints?

Given your understanding of our current situation, needs, goals, and desires, is this a project that you are interested in and are able to complete within the timeframe that we want?

What are your impressions of our campus? Do you have any initial ideas to share with us? Do you foresee any significant development challenges?

What are we missing? What should we be considering that we are not?

Describe the anticipated degree of disruption created by the construction process.

Project Questions Continued

Can you work with the existing master plan and needs assessment, or do you want to start from scratch?

Who in your firm will lead and support our project?

Why are they qualified / best fit for our project?

- Can you commit to having that person(s) engaged until the project is complete?
- Under what circumstances would that change?

- Will there be other consultants involved in our project? Are their fees included within your fee?
- What steps do you take to help keep our project on schedule and budget?

How do you work to limit the number of Change Orders?

Are you equipped to provide construction cost estimates during the design process?

How do you work with a church that has a budget shortfall

How do you see your role in selecting builders and in working with them during the construction process?

Fee Questions

What do you charge for Master Planning Services?

What is your fee structure for Architectural Services?

- OR -

How do you establish your fees?

What is included in your basic service and what services incur additional fees?

How do you handle change orders? How are changes justified and approved? How do you communicate the changes and the impacts?

How frequently do you bill, and what are the conditions of payment for work to continue on our project?



What are Master Planning & Architectural Services?

GO FORTH: What are Master Planning & Architectural Services?



St. Rose of Lima Parish Hall

Campus Study + Plan

Basic Master Planning Services:

- Programming
- Congregational Questionnaire (Optional)
- Site Analysis
- Master Planning

Additional Master Planning Services:

- Photo-realistic Renderings
- 3D Models / Flythrough Videos
- Civil Engineering or other additional consultants

Project Development

Basic Architectural Services:

5 Phases of Architectural Services

- Schematic Design
- Design Development
- Construction Documents
- Bidding & Negotiation
- Construction Administration
- Structural Engineering
- Mechanical/Electrical Engineering

Additional or Owner Provided Services:

- Surveying
- Geo-Technical Engineering
- Civil Engineering, etc.
- Interior Design
- Landscape Architecture
- Acoustician / Audio/Visual Consultant



Master Planning Services



St. Rose of Lima Master Plan

Master Planning Services

It helps to have a plan in place as a campus grows over the years. A Master Plan is an invaluable resource to guide future developments. It is a long-range planning document that should be reviewed each time development is expected and adjusted as necessary to accommodate new ministry needs. The process also is helpful in identifying a first phase need in church.

The Master Plan Process Includes:

Phase 1 Programming

- Preparation of a Congregational Questionnaire
- Interviews with Staff and Ministry Directors
- Building and Site Element Program outlining use, sizes, and adjacencies of spaces

Phase 2 Site Analysis

- Review of the site analyzing relevant information such as traffic studies, walking distances, view opportunities, sun angles, and programmed land use

Phase 3 Master Planning

- Site Layout options
- Schematic character studies
- Optional Services: Contractor Estimates, Phasing Diagrams, In-depth Character Studies, High Resolution Graphics for fundraising campaigns

How to Build a Master Plan Committee

The Long Range Planning, Master Plan Committee will help shape the Master Plan. They will work closely with the architectural team reviewing the Building Program and Planning Options resulting in a presentation to the Congregation. The Committee is often made up of 6-8 members representing the church body with a common desire of growing or improving the campus. A Construction or Architectural background is not necessary, but knowledge of key ministry areas is paramount. Meetings are generally held every 2-3 weeks. The process generally takes 3-4 months to complete. Near the end of the process, the church may ask for an estimate or additional graphics to prepare for the fundraising campaign.

How to determine if a Master Plan is needed

Before construction begins, it is advised to consider the complete buildout of a piece of property.

- How many people does the church want to eventually serve in this location?
- What ministries does it want to provide for now and in the future?
- Will placing a first phase building or parking inhibit the growth of the rest of the campus?
- If any future planning beyond the current project is expected, a Master Plan is essential. It is a “living” document in that it serves to guide campus improvements, but can be modified as development continues. Undeveloped, or “Green Sites”, benefit greatly from this service, but we also offer reviews and revisions of existing Master Plans to developed campuses.



Architectural Services



Mary Queen Catholic Church Friendswood Under Construction

Architectural Services Include:

Phase 1 Schematic Design

- Review and provide a preliminary evaluation of the scope, building program, schedule, budget for the cost of work, project site and proposed delivery method
- Provide a preliminary design illustrating scale and relationship of the project components

Phase 2 Design Development

- Prepare Design Development Documents including plans, sections, elevations, typical construction details
- Coordinate with Engineers and consultants including Civil, Structural, Mechanical, Electrical, Plumbing, A/V, etc...

Phase 3 Construction Documents

- Prepare Construction Documents including drawings and specifications for the purpose of Permit, Pricing, and Construction

Phase 4 Bidding & Negotiation

- Submit documents to government entities for review and permit
- Assist the church in obtaining negotiated proposals or competitive bids, responding to questions from subcontractors and reviewing contracts for construction

Phase 5 Construction Administration

- Advise and consult with the church during construction
- Answer questions from the contractor
- Review submittals and contractor's request for payment
- Visit the site regularly, attend meetings with the contractor, observe progress
- Conduct inspections to determine Date of Substantial Completion and Final Completion

Additional or Owner Provided Services:

- Surveying
- Geo-Technical Engineering
- Civil Engineering
- Interior Design
- Landscape Architecture
- Acoustician / Audio / Visual Consultant



Consultants & Engineers



Collaboration during First Baptist Church Pasadena Construction

Building projects typically require the services of a number of consultant engineers to design building systems, such as paving and drainage (civil), structural, air-conditioning, electrical, and plumbing. Other specialty consultants such as audio/visual, acoustical designers, landscape architects, kitchen consultants, etc... may also be needed. The scope of the project as defined by the master plan will determine which engineers are needed on the team.



How to Speak Construction

(Glossary of Terms)

BIM: “Building Image Modeling”- A computer modeling tool and process Architects and Engineers use to create and integrate multiple building systems into a single 3D building model

CAD: “Computer Aided Design”- Computer Software utilized by Architects and Engineers to develop Construction Documents

HVAC: “Heating Ventilation & Air-Conditioning”

IFC: “Issued for Construction”- Relating to a set of Construction Documents ready for Construction

MEP: “Mechanical (air-conditioning & heating), Electrical, and Plumbing”

RFI: “Request for Information”- Questions sent from the Contractor to the Architect during the Bidding and Negotiation and Construction Administration Phases

RFP: “Request for Proposal”- Often requested of the Architect by the Owner for a proposal of services and cost

RFQ: “Request for Qualifications”- This is a request made by the Owner of the Architect, Contractor, Consultants and Engineers of their relevant experience for the proposed project

SOQ: “Statement of Qualifications”- This is a response document to the RFQ (Request for Qualifications)

SUP: “Specific Use Permit”- A permit issued by the city authorizing land use allowed by the zoning district but may require special exemptions



FUMC Dickinson



Questions posed to General Contractors

GO FORTH: Questions posed to General Contractors



Catholic Church Under Construction

General

What is your availability: When can you start?

Approximately, what percentage of your work has been church work?

How many projects have you worked on with the selected Architect?

Have you ever done a project locally, and if so describe your experience or challenges

How accurate have your projected construction schedules been in the past?

Have you, your company, or any lead positions in your company, ever been sued for anything? If yes, what was it for, and what was the outcome?

Are you or your company currently involved in any type of lawsuit?

Safety

Describe your safety procedures.

What is your company's safety record for the last 5 years?

How will you ensure a safe campus during construction

GO FORTH: Questions posed to General Contractors

Cost

What is a normal cost variance between “estimation”, “bid cost” and “completion cost”?

How do you work with budget shortfalls?

How do you calculate change order costs?

Do you have experience working with an MEP Design-Build model?

Describe your pre-construction services. Is there a cost or contract associated with this work?

What contract form do you prefer to use as a construction agreement?

Employees and Sub-Contractors

Describe your background check or screening process for your employees and subcontractors?

Who are the proposed team members? Project Manager, Estimator, and Superintendent

If the church desires to use a specific subcontractor, do you offer a process to include them

Design & Construction

Do you provide and test mock-up walls for moisture penetrations at openings?

After your initial review of our campus/site visit, the master plan and in particular our phased construction areas, what stood out to you as a good idea or design feature, and what stood out to you as a possible challenge that you might suggest a fresh look at, change or re-evaluation?



Selecting a Contractor in a Negotiated Process

GO FORTH: Selecting a Contractor in a Negotiated Process



Christ the Redeemer Catholic Church Under Construction

Contractor Evaluation & Interview Preparation

A list can be formed by asking the architect to recommend contractors that they had a good history with and are sized suitably for the project, or good experiences the church had with their past campus projects.

- Create a list of 4-5 contractors you are interested in learning more about.
- Solicit Qualifications from them and select 3 to interview.
- Invite each of the 3 prospective contractors, sending scope and design plans out to the contractors
- Invite each team to tour the future job site with the Facilities Administrator or Committee Chairman and architect.

- Create a list of questions of what is important to the church to request answers a week in advance of the interviews
- Request availability for the interview night and schedule when and where will the interviews be held
- Inform how many from the church will be attending the interviews.
- Note if a screen, projector, or T.V. will be available?

Interview Area Accommodations

Schedule an interview room large enough to hold the Committee, Architects, and up to 6 from the contractor teams. Set up tables in an arch or U shape and prepare any special projection equipment if offered.

Have a helper welcome teams arriving early and direct them to a waiting room.

Contractor Interviews

The process of selecting a contractor can be done in one evening as most of the questions have been answered and committee scheduling conflicts can be avoided. This is a time for each company to present their best qualities and give the committee an opportunity to experience their personalities to find the best fit. Many are well qualified and will have similar processes. Who are you going to be able to communicate best with? Though it is a long meeting, it is encouraged to select a contractor that day as the presentations are fresh, the committee is present, and the prior research has been done.

Typical Interview Schedule:

- 15 min for the committee to convene
- 15 min. 1st Presenter set up & introductions
- 45 min 1st Interview (30 min presentation / 15 min for Q&A)
- 15 min 2nd Presenter set up & introductions
- 45 min 2nd Interview (30 min presentation / 15 min for Q&A)
- 15 min 3rd Presenter set up & introductions
- 45 min 3rd Interview (30 min presentation / 15 min for Q&A)

30 min to deliberate and make a selection

Approx.: 3 hours 45 min process

To arrive at a consensus, many committees go around the room asking for the top 2 that stand out to each of the committee members to eliminate 1, then talk through what aspects of the remaining 2 stood out. From there, 1 company generally rises above the other, but another vote can be taken.

Many hours were spent by all parties in preparation for this night. Send out "Thank You's" to all participant firms promptly and indicate if a selection has been made or note an expected date for the selection to be made.



FUMC Dickinson Topping-Out



What is the C3 Construction Process?



C3 Logo

Construction Career Collaborative

"A labor-neutral alliance of responsible Owners, Contractors, and Specialty Contractors, we will positively affect the issues facing the commercial construction industry in the Greater Houston region to create a safe, skilled and sustainable craft workforce." – Construction Career Collaborative

Why C3?

The commercial construction industry has been a provider of good jobs and careers for the craft workers in this region for decades. But, that trend has been eroding in recent memory and a different kind of workforce is emerging. Desirable careers are giving way to a workforce that is aging, largely mis-classified, under-trained, and diminishing in hourly workers.

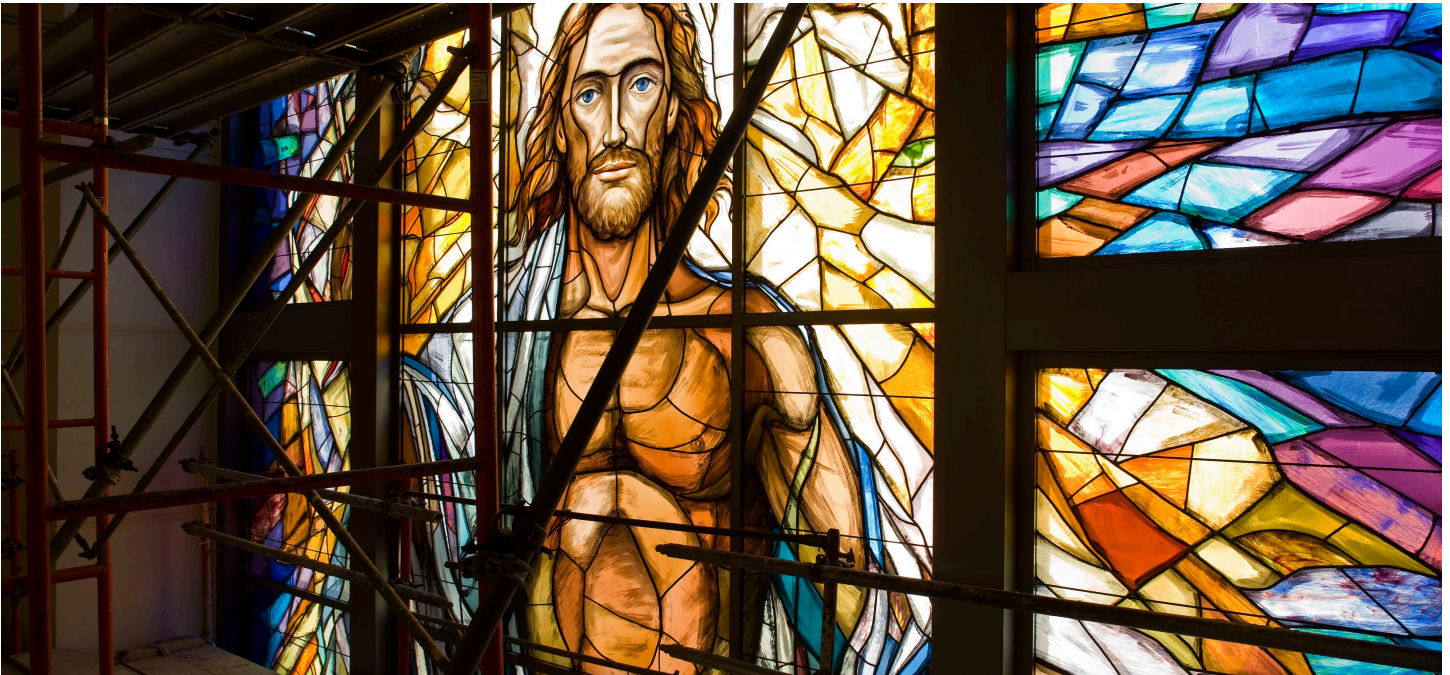
Industry sources tell us the missing link in the effort to promote industry training has been the broad participation and support of owners. As the driving force in every project, the owner is critical to workforce development. Without the commitment of owners, workforce standards become optional.

ZCA is a supporter of the C3 collaborative.

Learn More about C3 at:
www.c3.org



Establishing Fees, Contracts, Basic Services, Change Orders, & Billing



Co-Cathedral of the Sacred Heart

What Contract Form Does ZCA Use?

For significant building project agreements, we use the industry-standard AIA (The American Institute of Architects) Document B101.

Master Planning and Pre-design Services are typically performed under a short-form letter of agreement which is patterned after and references AIA contract document standards.

How do you establish your fees?

Master Planning work is done under a lump sum contract, separate from Architectural Services.

Architectural/Engineering Services for a building design are typically based on a negotiated percentage of the cost of construction. These fees vary according to the complexity of the building to be designed.

How do you handle change orders? How are changes justified and approved? How do you communicate the changes and the impacts?

We work very hard to produce thorough and accurate construction documents so Change Orders for errors and omissions do not occur. Almost all change orders on our projects are initiated by the owner to add items to the project that had been previously deferred.

How frequently do you bill, and what are the conditions of payment for work to continue on our project?

We invoice every 30 days based on our progress on the current phase of services. Invoices are mailed on or before the 21st of each month and are payable on or before the 10th of the following month.



What makes ZCA different from
other church architects?

GO FORTH: What makes ZCA different from other church architects?



ZCA's Worship, Community, and Education Studio

The ZCA Difference

What makes ZCA different from other church architects?

Many things set ZCA apart from other architects: Our extensive church project experience; Our successful processes for Master Planning and Building Design; Our focused attention to the Construction Phase when timely communication is critical; Our commitment to never stop listening to our clients and presenting ways to make buildings and campuses work better.



ZCA's Qualifications



Co-Cathedral of the Sacred Heart

ZCA's Qualifications

Ziegler Cooper Architects has completed over 280 projects for a variety of church denominations, including Catholic dioceses and parishes, Methodist, Lutheran, Baptist, Episcopalian, Presbyterian and Church of Christ. Whether it's a small scale renovation or world-class cathedral project, we have the experience, staff, and skills to make your project a success.



Request for Qualifications (RFQ) Template



GO FORTH: Request for Qualifications (RFQ) Template

REQUEST FOR QUALIFICATIONS

Church or School Name is interested in receiving a Statement of Qualifications from your Architectural Firm for Master Plan Services/Architectural Services (Select One).

Provide a summary or description of your current campus and what facilities the church expects to improve or add. Include how the future developments will advance the mission and ministries of the church. The following are items that would help describe the project...

- Campus Location & Size
- Description of Current Facilities (Size & Occupancy)
- What aspects of the current campus are deficient and why?

As a member/chairman of our committee, we are seeking information about your firm to develop a list of those to invite for an interview with our committee.

Projected Project Schedule:

Issue Request for Qualifications (RFQ).....	Date
Receipt of Qualifications (SOQ)	Date & Time Due
Invitation for Interviews.....	Date
Interviews, Architectural Firm Selection & Request for a Proposal (RFP) from Selected Firm	Date
Final Completion/Occupancy.....	Date (if there is a target date set)

Please provide in your Statement of Qualifications:

1. Letter of Interest
2. Firm Introduction
3. Proposed team members, their roles & project experience
4. Project Approach & Services Included
5. Projected Schedule
6. Typical Fee Structure
7. Examples of Relevant Projects
8. References

Please send how many copies of your qualifications to Address to the attention of Name. If you have any questions, or would like to visit the campus, please contact Name & Position at Phone Number.

Thank you,

Name,
Position