

13 December 2011

MEMORANDUM FOR Glenview Alliance Church Governing Board

SUBJECT: Facility Expansion Team (FET) Report – December 19th, 2011

1. The following is a role up of the FET open forum held on 6 Dec 2011, from 7:00 – 8:00pm, in the sanctuary of Glenview Alliance Church (GAC).
2. Pastor Tim opened the forum at 7:00pm, with the following:

Introduction

Jesus said “....I will **BUILD** My church and the gates of hell will not overcome it.” When Jesus referred to “My church” we know that he was not talking about any denomination or any local church. He was certainly not talking about the construction of a facility in which His followers would gather. A few chapters later, in Matt. 28, Jesus told us **HOW** He was going to build His church, by commanding you and me to “*make disciples of all nations*”. As we carry out our Lord’s Great Commission here in York County He promised to draw people to Himself through *our love for Him* and *His love for people*, through us.

As I have been emphasizing recently, we will be effective disciple-makers as we become men & women of **prayer**, men & women of **God’s Word** and men & women who are **filled with the Holy Spirit**. At our 2011 Annual Meeting, 3 weeks ago, I stated that “we must be *prepared* in faith for the harvest God will bring” as we are faithful to Him. And being prepared includes planning ahead so that we have an *adequate facility* to do the ministry God has called us to do.

I also acknowledged 3 weeks ago that we, as a Facility Expansion Team, have *not kept you informed* regarding our *progress and the *steps which we believe are just ahead for Glenview. So as of

November 13 we have “stopped the train” in order to “get everyone on board”.

Before I pray and turn this Open Forum over to Rich, I want to **thank**, once again, the members of the FET who have served for the last year. This team was assembled last December and they have committed countless hours to the progress which has been made over the past 12 months. I want to thank *Sue Campbell, *Tom Odle, *Jay Harvey, *Donna Hutcheson, *Roy Litz and *Brian Dart for their excellent work. I also want to thank our FET Chairman, *Rich Schnitker, for his leadership ability in keeping us moving forward.

Tonight, we hope to answer questions you may have about *what has been *done*, *where we are *right now* and *what are the immediate steps which we believe are *ahead of us*. I want to **thank each of you** for coming tonight. Let’s trust the Lord to give us an informative and productive evening together. [PRAY]

3. Rich Schnitker guided the forum and Sue Campbell was the recorder. The following are the highlights of the Q/A:

Introductions

ELA – Rick Jackson

Capital Fundraising - John Miller

Beers & Hoffman Architecture – Bob Beers and Scott Shonk

Hogg Construction - Jim Hogg and Kevin Inch

Why we need to build:

- Studies indicate that once a sanctuary is 80% full that new people will not come
- For special event services we have standing room only
- Christian Education rooms are over capacity
- We have no storage space
- We desire to reach out more to our community
- Desire multipurpose campus that could be used more than just Sunday and Wednesday

Question and Answer

Q 1 Why was the decision made to hire an architect and builder now rather than just design the building and put it out for bid?

- At this point we have not made any payments to those that will be our building project team.
- The FET opted not to pursue the design and bid approach as there is a much greater challenge to achieve budget with that approach.

Q2 Why not design first?

- If we design without having input from the builder we run the risk of numerous trips to the drawing board
- The reason to bring all parties in at the start is so that everyone has a clear understanding of the scope of the project. There is much less risk to the budget and a reduced amount of changes if everyone is involved from the start. Corrections at the beginning are much easier to fix and less costly vs. if planning and design was complete prior to bringing in the builder.
- Jim Hogg discussed their Smart Build System; this is a collaborative approach to meet ministry goals which starts with phasing of a Master Programming Plan.
- The Smart Build, collaborative approach uses positive tension to push back when necessary with focus on meeting goals the first time.

Q3 What is the purpose of Master Planning?

- Master Planning will consider the entire property and what the long range vision for ministry is. A complete plan is assembled to meet all needs now and in the future. The program is prioritized in phases based on need and budget.
- The Master Plan is all inclusive and shows phases for future implementation

Q4 What is the process for the project?

- Feasibility Study by Capital Fundraiser
 - o 30 Family interviews
 - o Additional individual interviews
 - o Interviews will test understanding of the project, financial support, and timing
 - o Results will shape the dollar goal for the project
- Programming – What is our vision
 - o We will revisit the ministry interviews that were done by the FET
 - o Architects will visit to observe the flow and how we use the buildings
 - o Additional interviews and surveys will take place to determine the land and building use
 - o Decide most critical ministry needs today and goals for the future
 - o Prioritize and phase the project based on results of feasibility budget forecast
- Site Inventory/analysis
 - o Determine what we can and cannot do
 - o How will the land accommodate the plan
- Schematic planning
- Fundraising
- Design
- Build

Q5 What is the timing for the project?

- Beginning January 2012 Feasibility study will begin
- By the end of March 2012 we hope to be prepared with a general cost for construction
- By the end of March 2012 the architects will complete their studies and surveys
- Mid-Summer 2012 through year end, fundraising will take place
- After fundraising is complete, GAC must decide to build based on fundraising commitments or wait to build
- Lending could be achieved based on commitments

Q6 How does the project team get paid if we do not have the funds yet?

- John Miller, ELA, Hogg, and Beer/Hoffman have been paid nothing at this point, their time investment to GAC at this point has been their commitment to our church.
- John Miller has submitted his cost for the feasibility study and that has been review by the FET and the Governing Board
- payments will be monthly as work is completed for Hogg and Beers

Q7 Have any building contracts been signed?

- No, not at this point

Q8 What is the approval process?

- Elders and Governing Board
- District Executive Committee
- Springfield Township
- York County

Q9 How are we going to address the new PA UCC Code for sprinklers?

- This will be looked at once decisions are made as to what we can do with the space we have

Q10 How will we determine what materials are used?

- Based on budget, Hogg Construction will consult with FET and architects for the best material at the best value and review all options for cost

Q11 How much can the church afford to spend?

- The purpose of the feasibility study is to determine what we can afford to budget for expansion
- Generally, 2.5 times the annual budget is how the Capital Campaign determines a goal for fundraising

Q12 Who gets the first checks?

- Capital Fund Raiser
- Land Developer
 - o Fund Raiser and Land Developer will be the smallest \$ but the biggest value
- Architects
- Builder

Q13 How will the church get progress reports?

- There will be weekly planning meetings with all project partners and FET Lead.

- FET has added a link for updates on the GAC website

Q14 Will the FET members continue to serve?

- Yes, they will continue where needed, however, additional members will be recruited as needed with skills and knowledge that will benefit the team and GAC

Q15 Who will be quality control?

- There will be many eyes on the project but contractually, Hogg Construction will head up quality control.
- Inspectors and Township Engineers will provide for quality as well
- Hogg Construction is also responsible for workmanship and warranty of sub-contractors

Q16 How are Sub-Contractors handled?

- Hogg has their own crew and will have a project superintendent on site for the entire time of project
- They sub out roof, electrical, plumbing, mechanical, concrete flatwork, others as needed
- They bid the jobs out to their approved list of subs
- They have internal controls for work and materials used by subs
- If the sub is an approved sub that GAC would prefer not to have on the job for whatever reason, Hogg will replace and choose another sub
- All subs are pre-qualified and bondable
- They have provided references that have been checked
- They are all insured and Hogg checks that their workman's comp. is in good standing
- Hogg manages a monthly process to make sure that the sub-contractors accounts payable are current. This effort is made to limit using subs that may not be in business to honor warranties

Q17 Can you explain Gross Maximum Price (GMP)?

- When final drawing's are complete and permits have been secured, Hogg will submit the GMP to the church
- All costs and invoices are kept open book for GAC to review
- If the project completion comes in less than the GMP given to the church , GAC will get that extra money back
- If the actual cost of the project is more than the GMP submitted, Hogg pays the difference

Q18 What type of warranty will GAC get?

- 1 year on building
- GAC will receive all owner's manuals and manufacture warranties

Q19 Can you describe the contractual relationships?

- John Miller, ELA, Beers Hoffman, and Hogg Construction will all be under separate contracts to GAC

Q20 Has there been discussion of a Third Party Owner's Representative?

- Not at this time

Q21 At what point can we move forward, who has the ability to authorize this project?

- Our next step is to get response from the Elders to the open meeting
- Next we will get a response from the Governing Board
- If both are in agreement, the FET will proceed in January

Q22 Is the congregation out of the decision process?

- No, once we have the design budget and numbers submitted the congregation will vote on the project

Q23 Will there be ongoing communication?

- Yes

Q24 When the budget is decided is that the end of the discussion?

- No, the Master Plan will provide options for additional financial decisions, up or down, based on material options and the number of phases we can undertake at this time from the Master Plan

Q25 Have we considered options to sub-divide property to support cost of expansion?

- It has been considered, however we must consider the coverage requirements for the property so we are not short.
- There was discussion when we purchased the land that we would not sell any off so we would also need to speak to Mr. Striving.
- Land coverage requires no more than 30% total coverage and 20% for the building

Q26 Have we explored the option of a day care for income?

- Not at this time
- Note: We are encouraging this type of forward thinking NOW as we are planning

Q27 Are there any wetlands on the property?

- This is something that ELA must quantify

Q28 At what point will the architect consider sound options?

- This is very important and is high on the priority list
- Beers Hoffman do have an acoustical consultant and they have extensive experience with sound design
- We also have a church member that has expertise in this area

Q29 Are we looking to re-work the existing space?

- We have discussed it but we are not sure what will be best for us yet
- Beers Hoffman have extensive experience in re-purposing church space and will bring some innovation to this if need be

Q30 How does the existing mortgage factor in to this new project?

- The feasibility study takes that into consideration when forecasting what budget we will have
- The project will start with construction loan and then usually the existing mortgage balance is rolled into the new mortgage

4. The following list represents those who were in attendance from GAC.

Open Forum Attendees

*Tim and Susie Allen
Ken Allison
John Anderson
Steve Bortner
Miles and Alice Burd
*Susan Campbell
Jack and Marlene Chapman
Paul and Joan Daley
*Brian Dart
Liz Downey
Darryl Eyler
Dave Flemmens
Dwaine Flemmens
Kelly Flemmens
Paulette Flemmens
Louise Flemmens
Denny and Kim Halteman
*Jay Harvey
Diane Hill
*Donna Hutcheson

Ron and Kathy Kirchner
Nate Kirschman
Andrew Knisely
Len Lewis
*Roy Litz
Jerry Murray
*Tom Odle
Garrick Sauder
*Rich Schnitker
Carey and Sue Shirey
Gene and Suzanne Smith
Dean Snyder
Rick and Deane Tawney
Michael Trauffer
Earl Willoughby
Mark Willoughby
Ed and Carolyn Young

* designates FET member

5. The FET will hold another open forum on March 11th, 2011, in the sanctuary for both services. This time for Q/A will last only 20 minutes and will be held at the beginning of the service.

Richard Schnitker
Elder, Chairman of FET