

**ST. ANDREW UNITED METHODIST CHURCH  
PHASE II BUILDING COMMITTEE  
MEETING MINUTES  
22 SEPTEMBER 2009**

Members Present:

Allen Amis	Christy Boyle	Brian Janssen	Mark Rudnicki
Robert Lee	Jenny Ricklefs	Mark Zwilling	Cindy Klick
Melanie Rowilson	Chuck Curtis	Woody Herring	JR Casner

Subcommittee Members Present:

Donna Parisi	Linda Lloyd	Dave Willetts
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- JR Casner led us in devotions to start the meeting.
- The minutes of the 15 September 2009 Building Committee meeting were approved as submitted.
- The meeting was advised that the closing for the construction loan occurred on 16 September 2009. Approval has been received from Douglas County to start construction and the Highlands Ranch Metro District utility permit has been issued.
- Fransen Pittman started mobilization on 17 September 2009 and the first day of construction was 21 September 2009.
- SlaterPaull reviewed the four potential cloud designs with the Committee and stated that the Interior Design Subcommittee favored the fourth design which was comprised of the three element concept. The Interior Design Subcommittee will finalize its recommendation next week and will present that recommendation at the Building Committee's 29 September 2009 meeting.
- The main item on the agenda was a discussion of scope creep. The following points are a summary of the presentation and discussion that took place regarding that subject.
- The current GMP of \$8.2M was based on the Design Development drawings. As the design proceeds toward the completion of construction drawings, certain additional items creep into the design and affect the cost. These items normally relate to design issues, requirements of regulatory authorities and owner additions. Collectively they are known as scope creep.
- Scope creep items are recorded in the Trend Log, which lists all of the items, their estimated cost and which have been accepted, rejected or placed in pending status.
- A copy of the current Trend Log was distributed to the attendees. The Trend Log indicates that the value of accepted scope creep items (including reductions for value engineering items) is currently \$137,324, which represents 1.68% of the GMP. G7 recommends that the value of scope creep be kept to a maximum of 1% until the final bid out of Fransen Pittman's contracts is completed.
- Certain of the accepted items are required and we have no choice but to incorporate them into the final design. An example is item CD12, reworking of the backflow preventer piping which HRMD now requires. Other items are considered necessities by the Building Committee, but are not required by the building code or design requirements. Examples include baffles at the skylight and shelving for music in the new choir room.
- As marked in the Trend Log there are six items that fall into this latter category and the recommendation to the Building Committee was to place these six items in the "Pending" category and include them as alternates to the contractors' bid packages. Doing this would reduce the value of the accepted scope creep items to \$70,649, which is 0.86% of the GMP. Although less than 1%, it is recommended that we stay with this figure as

some additional scope creep will occur as a result of regulatory authority review of the construction drawings and potential additional requests by the owner.

- It was stressed that the six items are not being rejected, but are being placed in a pending status until the bid out is completed. At that time we have the option to accept or reject the alternates. Fransen Pittman is still very confident that the bid out will result in a construction cost less than the \$8.2M in the GMP and that the savings will be at least sufficient to fund the six alternates. The worst case scenario would be that the bid out yielded no savings against the \$8.2M, in which case the Building Committee would be faced with some tough choices regarding which items to include or reject, or how much contingency we feel comfortable using at that time.
- Discussion followed and the general consensus was that the approach described above, including the acceptance of the value engineering items, was acceptable to the Building Committee.
- The Building Committee was informed that there will be a meeting on 29 September 2009. The main emphasis of the meeting will be acceptance of the cloud design and acceptance of the general interior design concept, specifically in the new sanctuary.

Respectfully submitted,  
H. D. Casner, Jr.