

Christ Church Cranbrook

Special Committee for Coordination of Program Building and Campus Renovation Project

Report to Vestry on Activity to Date

Special Committee Purpose: Subject to Vestry oversight (in collaboration with the Rector), the Special Committee shall monitor the reconfiguration and renovation of the Church program building and landscape as supported by the *From Our Founding to Our Future* capital campaign (the “Project”), and shall coordinate and collaborate with Vestry and all appropriate Church committees and other Parish constituencies through the planning, execution and completion of the Project to ensure that such constituencies (i) are informed regarding the progress of the Project and (ii) have the opportunity to provide appropriate input regarding Project matters (including ensuring that necessary approval by any committee and/or Vestry is timely obtained).

Process Overview: The Special Committee is currently pursuing its purpose and working on fulfilling its duties and responsibilities through the work of five (5) subcommittees, who are identified, and whose activities to date are summarized, below. The full Special Committee meets approximately twice a month to coordinate and discuss subcommittee activities and plans, as well to address matters requiring the attention of the entire Special Committee.

Motions adopted by the Special Committee that may not have yet been considered by Vestry are provided at the end of this Report.

Summary of Roles and Activity of Subcommittees to Date

Construction Matters

Role: General responsibility to investigate, prepare RFPs for engagement, interview and make recommendation to the Special Committee, for consideration and recommendation to Vestry, regarding hiring of key vendors (architect, owner’s advocate, construction manager, consultants, general contractor, etc.), their services, ongoing vendor contractual matters and other issues related to project construction.

Subcommittee activities to date include:

- Setting initial cadence of action of: 1. Owner’s Advocate engagement; 2. Consultants engagement; 3. Completion of biddable plans; 3. Solicitation of bids from general contractors; 4. Project approval by congregation and diocese;
- Finalizing the contract with the architect;
- Establishing process for engagement of consultants with the architect;
- Obtaining updated cost estimates for the Project based on current, updated plans;
- Completing RFP for Owner’s Advocate. Distributed to ten (10) candidates on February 11, with responses due March 13, 2020. The Subcommittee will review candidate responses, interview finalists and make recommendation to the Special Committee for consideration and recommendation to Vestry (currently estimated April 2020); and

- Working with architect on submissions and discussions with the City of Bloomfield Hills for necessary approvals. A brief summary of communication with the City to date is as follows:

In December 2019, the project architect, Alex V. Bogaerts & Associates, submitted plans on behalf of the Church regarding the proposed construction project to the City for site plan approval. Early in January, Michael Dul & Associates also submitted a plan for the installation of a small scale, temporary sculpture near the Church. A subcommittee of the Zoning Board of Appeals reportedly combined both applications, delaying the advancement of the Church's two distinct applications to the Zoning Board of Appeals for consideration.

At a meeting with the City on February 13, Church representatives were told by the subcommittee that its applications would be advanced and that it was possible that they would be reviewed at the Zoning Board of Appeals' March meeting. It is more likely, however, that the Church's application will not be reviewed until April.

Interior Design and Finishes

Role: Subcommittee works with the project interior designer in selection of interiors and finishes for new and altered existing spaces. Coordinates/listens to input, opinions and concerns of stakeholders and members of the congregation.

The Subcommittee has met twice to date (12/17/19 and 2/18/20) with Molly Thomas from Alex Bogaerts to review the general layout of the new and redesigned spaces and to select recommended flooring and wall covering:

- Little Lambs space has been designed and floor and wall coverings recommendations selected;
- Recommend using porcelain tile flooring in the community spaces - hospitality center, multipurpose rooms and courtyard;
- Have selected recommendations for carpet and wall covering for the educational and office spaces. Options for carpet layout design is complete for the youth room and corridors, with additional discussion remaining on details for the classrooms;

The Subcommittee will continue to meet as needed to review design changes and make decisions on finish recommendations. The Subcommittee will continue to work with the designer to make initial recommendations on interiors, and communicate and collaborate with other stakeholders, when appropriate, for final determinations.

Congregation Communication and Approvals

Role: Liaison with the Special Committee and its subcommittees and Campaign Continuation Committee on all communication regarding the Project, with the goal to keep the congregation informed at all relevant stages. The Subcommittee is developing a PR program to promote the progress of Project to include, but not be limited to:

- Monthly updates in *The Communicant*, email blast, bulletin insert;
- Announcements during church services;
- Video updates on the church website;
- Coffee hour rolling slideshow;
- Town Hall meetings with Q&A;
- Hosted “hard hat” tours of construction progress;
- Ground breaking ceremony; and
- Grand Opening

The Subcommittee has:

- Confirmed its committee members;
- Next meeting date – February 26;
- Drafted an organizational chart of the Special Committee;
- Outlined a preliminary communications/PR program for input; and
- Identified the process for gathering information from Subcommittees for communication pieces.

Budgeting and Bridge Financing

Role: Responsible for compiling the project budget and making financing recommendations to the Special Committee for consideration and further recommendation to the Vestry. Exchanges information and collaborates with the Special Committee and its Subcommittees in setting the budget and tracking performance for communication to the Special Committee, Vestry and Church congregation.

A master file for Project finance tracking is being maintained, including pledge projections, expenses and other funding. Preliminary parameters include:

- Initial project budget to use a conservative 90% pledge realization projection. To date, pledges of greater than \$1.9 million have been realized;
- Recommends that expenses during the Project planning phase should continue to be funded from Dessie Black undesignated gift until there is a firm cost estimate and budget in preparation for final congregation approval of the Project. Recommendation considered and adopted by the Special Committee, for recommendation to Vestry, on 2/04/20;
- Pledge receipts are being kept liquid by maintaining them in a short-term, interest bearing investment; and

- Bridge financing should be secured through a line-of-credit or similar borrowing facility, not a term loan. The Subcommittee believes that the Church will be viewed as good credit risk.

Next steps and preliminary timeline for subcommittee activity are as follows:

- Bridge financing rate benchmarking – March 2020
- Updated budget and cash flow estimate – April 2020
 - Planning / pre-approvals - final plan estimate – Spring 2020
 - Construction Matters - updated estimate – Spring 2020
 - Interior Designs and Finishes - Estimates – Spring 2020
 - Displacement Location - Option Estimates – Spring 2020

Displacement Location Search

Role: Locating space for staff, programs and Little Lambs to move into during Project construction.

In late December 2019, the subcommittee met with Paul Hoge for a site visit to the former Detroit Country Day School building at Maple and Lahser. The space met many of the needs for staff, programming and Little Lambs. Discussions ensued between Father Bill and Paul Hoge. There has been discussion by certain parties about the possibility of entering into an extended lease with an option to buy; provided, however, that only the potential lease of space as a displacement site during Project construction is the subject of any consideration by the Subcommittee or the Special Committee.

Consulted with Mark Bowman of Bowman Ecker, per the recommendation of Brian Sarver, as a possible tenant representative. The Subcommittee met with Mark Bowman, and it was unanimously agreed that he should become the Church's leasing agent representative. The Special Committee also recommended such engagement to the Vestry, who approved the agreement with Mr. Bowman.

Several members of the Subcommittee and Church staff met to review space needs for the relocation, per the request of Mr. Bowman. An agreed upon list of space needs was prepared and provided to Mr. Bowman.

The Subcommittee will work with Mr. Bowman to determine estimated lease costs for displacement site and confer with Little Lambs regarding its contribution to such costs.

Motions Adopted by Special Committee for consideration by Vestry:

Recommend to Vestry to continue using Dessie Black Estate funds for capital project expenses during the planning process (adopted 2/04/20).

