**Christ Church Cranbrook**

**Report to Vestry by the Special Committee (the “Special Committee”) for Coordination of**

**Program Building and Campus Renovation Project (the “Renovation Project”)**

**May 18, 2020**

**Owner’s Representative Activity**

Below is an outline of activity by the Owners Representative (Project Planning and Management, Inc., or “P2M”) in the past month:

1. Week of April 20, 2020
   1. Notification provided to P2M of selection as Owner’s Representative for the Renovation Project on April 22.
   2. P2M advises Construction Matters Subcommittee of proposed consultants required to implement the Validation Phase of the Renovation Project.
2. Week of April 27, 2020:
   1. Conference call with Alex Bogaerts and his associate, Patrick McAlinden, reviewing architectural status and existing proposals received from structural and MEP consultants.
   2. Zoom meeting with Construction Matters Subcommittee to review Renovation Project initiation, communication and reporting procedures.
3. Week of May 4, 2020:
   1. P2M prepares Scopes of Work for Structural, Mechanical, Electrical and Plumbing design engineers, reviewed by Construction Matters Subcommittee, and issues for quotes through Architect.
   2. P2M advises Code Consultant regarding scope of assignment. Code Consultant provides proposal to CCC. Kick-off call conducted among Code Consultant, P2M and Architect team.
   3. P2M prepares RFP for Hazardous Material Testing consultant, reviewed by Construction Matters Subcommittee, and issues RFP.
   4. P2M prepares RFP for Construction Manager Preconstruction Validation Phase services, reviewed by Construction Matters Subcommittee, and issues RFP.
4. Week of May 11, 2020
   1. P2M developing format for projected cash flow expenditures related to the project.

Proposals in response to RFPs referenced above are due May 18. The Construction Matters Subcommittee will review proposals on May 21 and make consultant recommendation to the Special Committee, which will provide comment or sign-off on the recommended consultants. **Recommendations will be provided to Fr. Bill and the Wardens the week of May 26.**

**Congregation Communication**

The Congregation Communication and Approvals Subcommittee has planned various means of communication and update to the congregation regarding progress on the Renovation Project, including:

* A timeline, modeled on the Candyland game board, of major milestones in the Renovation Project from inception (capital campaign completion, engagement of architect, etc.) to indicate when steps are completed.
* Announcements by Fr. Bill of progress on the Renovation Project at service on the first Sunday of each month.
* Regular blog postings/Communicant information.
* Coffee Hour Q&A presentations, once the congregation can again gather in person.

**Interior Design and Finishes**

The Interior Design and Finishes Subcommittee is preparing a PowerPoint presentation for the Artworks Committee of recommended interior designs and finishes for their review. This meeting is expected to occur within the next 5-6 weeks.

**Displacement Location Search**

The Displacement Location Search Subcommittee has been in contact with the consultant that has been engaged to discuss and plan relocation matters (cost, alternatives, relocation process, etc.) that can be advanced while potential relocation site tours are not feasible due to pandemic restrictions. The Subcommittee will also be discussing with P2M logistical planning and move management services available from MovePlan, a move management firm associated with P2M.