

Quimper Unitarian Universalist Fellowship

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Special Congregational Meeting on Expanding and Equipping QUUF Facilities

Sunday April 1, 2007 -- 12:30 PM in the Sanctuary

QUUF's Board of Trustees has called a special meeting to discuss and vote on

- The Program Document for building and expansion, authorizing architect Richard Berg to prepare a schematic drawings and, together with the contractor to prepare a budget, authorizing funds necessary to complete the schematic drawings and budget.
- Possible purchase of the concert grand piano that is currently in our sanctuary.

This is your chance to make your voice heard and vote on these crucial issues.

Meeting Agenda

1. Presentation of the Program Document for discussion and a vote of approval by the congregation.
2. Vote to authorize the architect Richard Berg to prepare schematic drawings and, together with the contractor to be selected by the end of April, to prepare a budget based upon the Program Document.
3. Vote to authorize the expenditure of funds necessary for schematic drawings and budget.
4. Discussion of opportunity to purchase the concert grand piano presently on loan to us for our services. Possible vote on that purchase.

Voting Procedure

- Thirty percent of current confirmed members constitute a quorum.
- Voting will be by written ballot. To pass, any measure must receive a majority of ballots cast.
- Confirmed members of QUUF are eligible to vote. Sign in and receive a ballot between the first and second services and after the second service.
- If you are unable to attend the meeting, you may file a proxy with the Secretary before the beginning of the meeting. Proxy forms will be available in the rear of the sanctuary for several weeks before the meeting. No person present may cast more than two proxy votes. Only members at the meeting may act as proxy.

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March 6, 2007

Dear QUUF Members and Friends,

We are pleased to share with you another major step in our building campaign: The Building Program Document (in final draft form). The program document gives our architect, Richard Berg, requirements for our expansion, together with our budget. Richard will respond with a design based on our budget and on our requirements in the form of schematic drawings. Further, Richard, working with the general contractor, will provide our first realistic cost estimates based on this design.

The process of creating this document has been exhaustive and highly participative. Last fall, we held our successful capital campaign, which established our funding base. At the same time, nine task forces, involving over 80 people, prioritized the wants and needs that we had identified last year. Based on all of this input, as well as a highly informative meeting with our architect and an architectural consultant, a small subcommittee of the Building Steering Committee began work last December crafting the document. Since then, there have been two congregational discussions, reviews by the task forces, building committees, board members, staff, and our architect. Last Sunday, the Board approved the current draft, and is calling a special congregational meeting for April 1 (notice enclosed).

But, the process is not yet complete. After the second service on March 18, we will hold another congregational discussion, where you can raise your questions and/or concerns about the document. If warranted by the discussions, the document may be refined before the April 1 vote.

As mentioned above, the Program Document is directed towards the architect. To assist you in understanding and evaluating the document, we have included bubble concept drawings and frequently asked questions.

We look forward to seeing you on March 18 and April 1!

Sincerely,

QUUF Building Steering Committee



Quimper Unitarian Universalist Fellowship

Advancing the Quest for Liberal Religious Values, Insight and Action

Building Program Document Report To Architect Richard Berg

(Final Draft Submitted to Congregation 03-06-2007)

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Appendices:

1. Consolidated Building Task Force and Staff Reports
2. LEED-NC Version 2.2 Registered Project Checklist

See our website (<http://www.quuf.org>) for these and other growth-related materials

Respectfully submitted by the Big Issues Group of the Building Steering Committee:

Jim Golden, Irv Mortensen, David Hundhausen, Megan Cate

Introduction

The Quimper UU Fellowship is embarking on a major expansion of facilities. This expansion is based on several years of discussions and the recent work of nine Task Forces that focused on specific program-related subject areas.

Over time, we plan to add approximately 8300 square feet of new construction and reconfigure interior portions of our existing buildings. Our existing buildings consist of about 4100 square feet. We recognize that we do not have adequate resources to complete the entire project, and therefore we plan to expand in phases. First phase construction would begin in 2008. The Phase Two proposal (to build out our site) is probably 8-10 years away, and will require a new capital campaign.

Note: A full build out of our site would be full usage of our current lot with no further possibility of expansion.

This Program Document is not intended to, and does not, address all points or priorities raised in the Task Force Reports. The details we have provided are possible scenarios rather than absolute specifications. Our primary purpose is to give enough direction so you can use it, the Task Force Reports and other information you gather from our congregation to create and present professional design options. (Please refer to the consolidated task force reports on the web site located at www.quuf.org)

We are asking you to include, in your preliminary drawings and cost estimates:

- Phase One
- Phase One plus Add-on One
- Phase One plus both Add-on One and Add-on Two

We are asking you to also prepare a Master Site Plan that incorporates the elements listed above and our Phase Two requirements.

Use your creativity to minimize the per square foot construction costs, while keeping in mind our commitments to aesthetics, acoustics, significant volunteer participation in the construction, and building green. This will increase our chances of including the Add-ons.

We will be looking at ways to reduce soft costs and increase available resources – both time and money.

When you prepare your preliminary drawings and cost estimates, please keep in mind the following:

1. We are committed to building green.
2. We ask that you use in your building design the appropriate items in the LEED-NC Version 2.2 Registered Product Checklist (see attachment), and the appropriate items from the Built Green program of the Jefferson County Homebuilders Association.
3. The amount of additional costs we want to expend for building green can only be determined once we have reasonably firm cost estimates for the design requested in this program document.
4. We are committed to the goal of using at least one checklist and achieving the basic certification requirements in at least one of the green building outside certification programs specified above. Once we have a better understanding of options and costs, we will decide whether or not to commit to the goal of seeking outside certification.
5. We will remain open to other ideas that manifest our values for building green that may emerge from sources other than the checklists identified so far.

Phase One Program

Phase One consists of (a) 5700 square feet of new construction, which includes 800 square feet of unfinished space, (b) reconfiguring the lobby/kitchen area within the existing sanctuary, and (c) two possible "Add-ons" that would finish the 800 square foot space and which you can explore with the contractor in the process of developing conceptual drawings and project costing.

If our budget allows, one or both of the Add-ons can be included in Phase One. If not, they will be completed as funds become available, but before Phase Two. Listed below are the space requirements including, where relevant, a description of desired spatial relationships amongst rooms.

1. A flat-floored sanctuary of approximately 3000 square feet seating 200 people not counting the choir. Included within the sanctuary square footage are the following:
 - a. A chancel that will accommodate a choir of 35, a pulpit, a grand piano and, if possible, a small instrumental ensemble. The chancel should be ADA accessible.
 - b. At the rear of and on one side of the sanctuary there should be a sound control room with a view of the sanctuary through a sliding glass window. On one end of the control room, there should be a systems control closet.
 - c. At the rear of and on the other side of the sanctuary (or at an alternate location), there should be an administrative workroom accessible through a door in the foyer/hallway.
 - d. Adequate storage space including areas for tables and choir risers.
 - e. Access to the sanctuary should be from a foyer/hallway via three sets of doors (center, right and left). There should also be exits right and left just in front of the chancel.
2. A foyer/hallway totaling approximately 1000 square feet located outside the new sanctuary as a greeting and gathering space. The foyer/hallway would link the new sanctuary to the existing sanctuary and provide access to other new spaces and the new parking lot. Within the foyer/hallway, there should be places to hang coats.
3. A custodial closet and two large restrooms (ADA accessible) located off the foyer/hallway.
4. A kitchen of approximately 400 square feet located off the foyer/hallway (as shown in your original conceptual drawing).
5. A coffee bar with a pass-through access to the kitchen.
6. Reconfiguration of the lobby/kitchen area of the existing sanctuary into a new classroom for RE/ALPS or accessible staff office space. If the space is reconfigured for office space, then the existing office space will be reconfigured as a new RE/ALPS classroom.
7. An 800 square foot unfinished shell adjacent to the restrooms and opposite the sanctuary (the library in your original concept drawing). This shell will contain the First and Second Add-ons to Phase One and would allow them to be completed earlier than the Phase Two Program.
8. The feasibility, including cost, of building the rear wall of the chancel as a "break-out" wall for possible future expansion should be explored.

First Add-on to Phase One

1. Within the 800 sq. ft. shell described above, build a four office suite, including a waiting area, of approximately 560 square feet next to the restrooms.
2. Convert the office area in the existing sanctuary into a new classroom for RE/ALPS.
3. Reconfigure the existing RE Building classrooms into a small storage room and three classrooms, one for preschool children, one for elementary children (and ALPS classes), the other for childcare.

Second Add-on to Phase One

Within the shell described above, build a library/meeting room of approximately 240 square feet located next to the office suite.

Phase Two Program

Phase Two would include approximately 2600 square feet of new construction with the first four spaces contained in a wing located between the sanctuary and the new parking lot (as in your original concept drawing):

1. A library of approximately 600 square feet including a meeting area, an informal seating area with a fireplace, a computer use area, and ADA accessible shelving.
2. A music room of approximately 550 square feet (located on the end of the wing closest to the chancel) containing an office area for the Choir Director, a storage area for music and instruments and seating for approximately 35 people. This room could be used as a classroom at all times except Sunday mornings.
3. Recognizing that there may be future needs, the program for Phase Two should include a room of approximately 500 square feet which could serve a variety of purposes such as office space for new staff. A logical location would be on the end of the wing containing the library and music room.
4. A hallway of approximately 500 square feet connecting to the Phase One foyer/hallway on one end and providing access to the rooms described above and to an exit adjacent to the chancel.
5. A classroom of approximately 430 square feet located, preferably, as an addition to the RE facilities. This room would replace the one located above the old kitchen which is not ADA accessible. The upstairs space could be converted to some other use, e.g. storage.
6. The library area in the Second Add-on to Phase One could be converted to an informal seating area suitable for quiet meditation and conversation.
7. If the congregation has increased significantly in numbers, Phase Two might also include an expansion of the sanctuary through the rear wall of the chancel.

Budget

Current estimates of Phase One available finances are as follows:

Money Contributions:	\$ 700,000
Mortgage:	\$ 400,000
Value of Volunteer Labor:	<u>\$ 150,000</u>
TOTAL	\$1,250,000

For the Phase One cost estimates below, we used an industry “rule of thumb” of \$175.00/sq.ft. for hard construction costs (building materials, labor), 30% of hard costs for soft construction costs (permits, architect, contractor, fees), and 10% of combined costs for a contingency fund.

Hard Construction Costs* (\$175 x 4900):	\$ 857,500*
Soft Construction Costs (@ 30%):	\$ 257,250
Contingency Fund (@ 10% of combined):	<u>\$ 111,475</u>
TOTAL	\$1,226,225

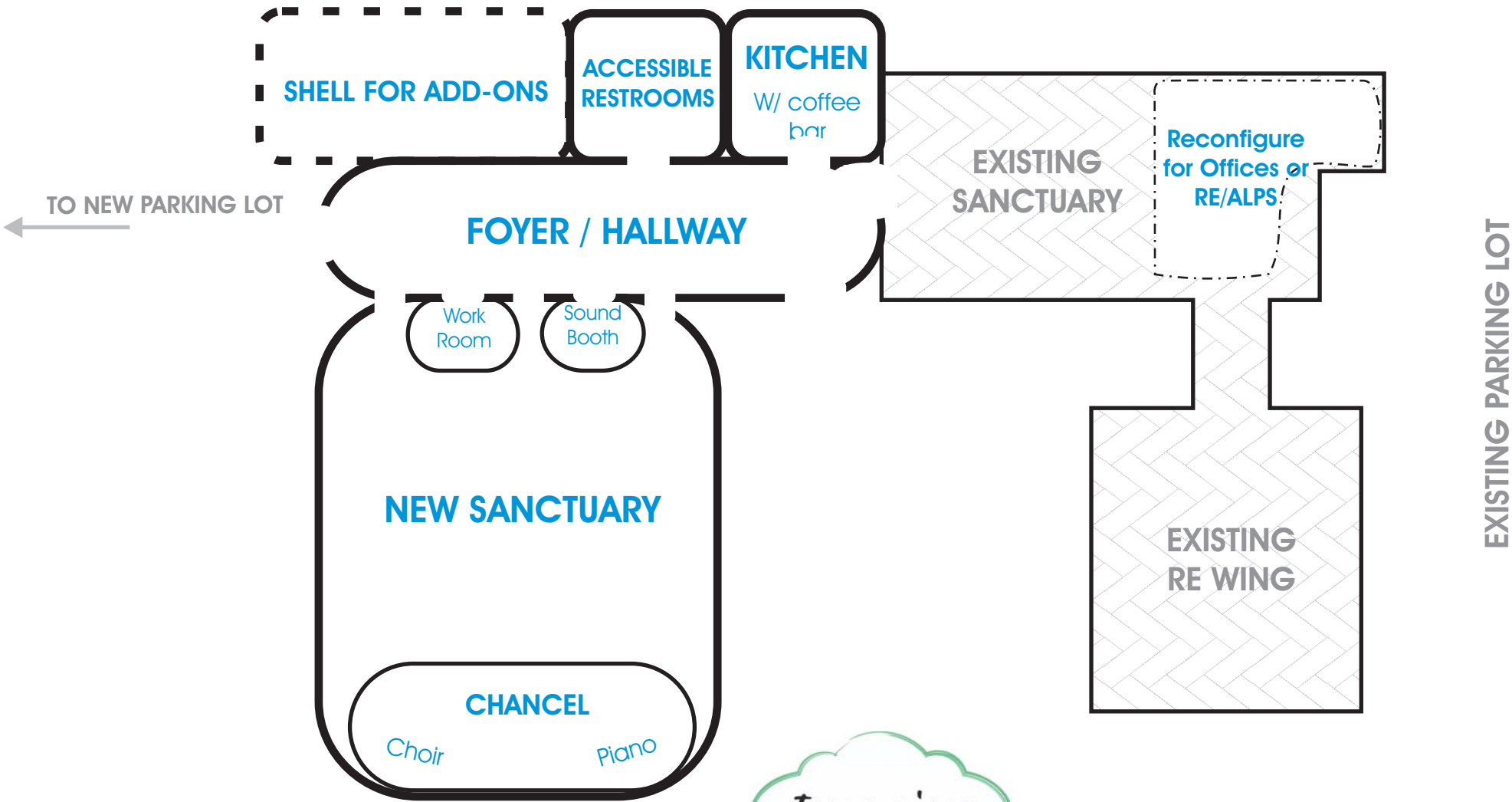
*Hard Construction Costs for 800 sq.ft. unfinished shell, and renovations, are not included

Issues Deferred

The following issues need more research to be fully incorporated into a building plan, and we expect you will continue to work with designated QUUF committees and task forces to develop the Master Site Plan:

1. Beyond ADA Accessible
2. Emergency Preparedness
3. Showers, Washers/Dryers
4. Columbarium (def: a place for the respectful and usually public storage of urns holding a deceased's cremated remains)

PHASE ONE

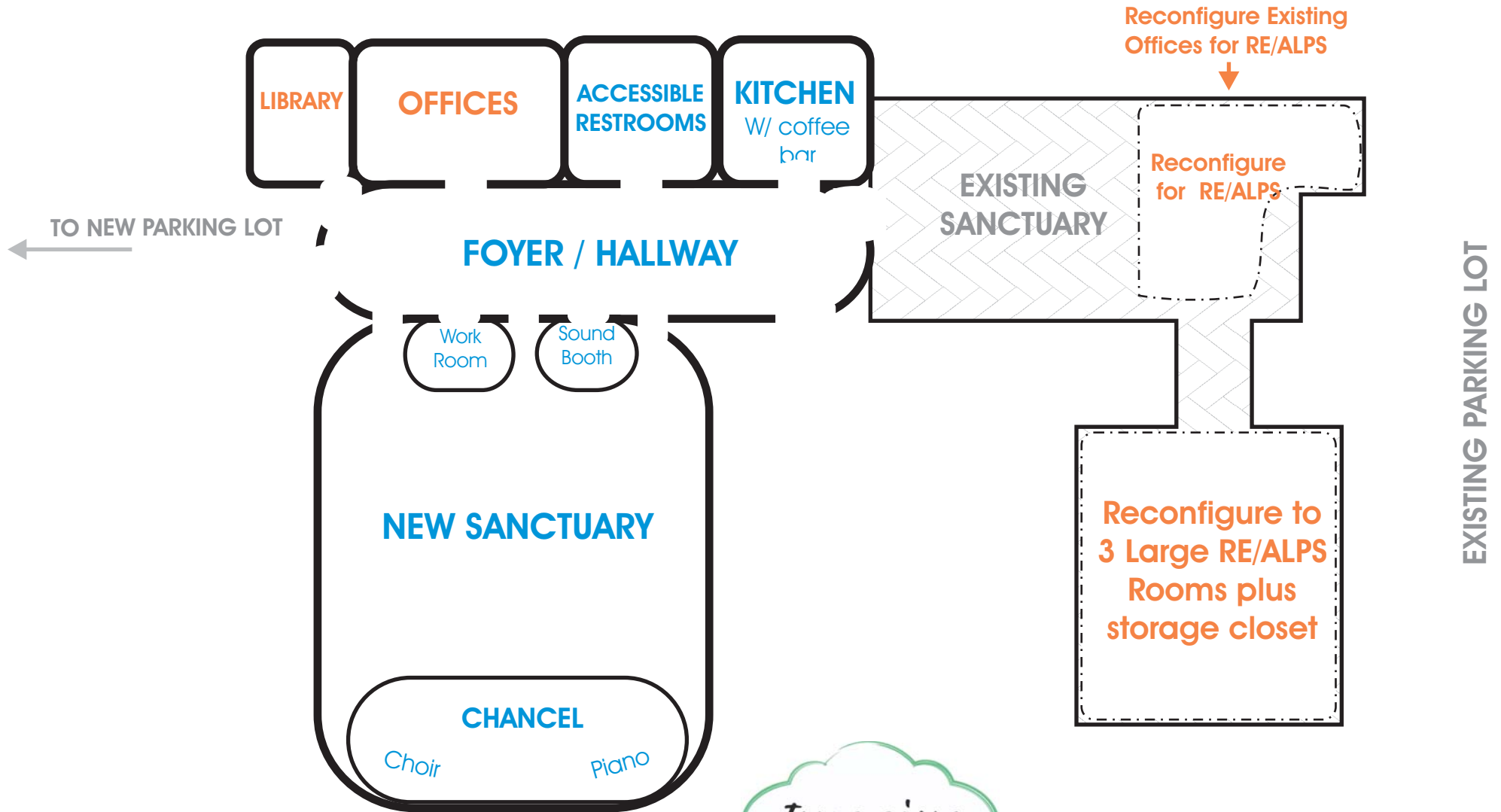


**QUUF BUILDING EXPANSION
CONCEPT SKETCHES**



**LEGEND
PHASE ONE**

PHASE ONE ADD-ONS

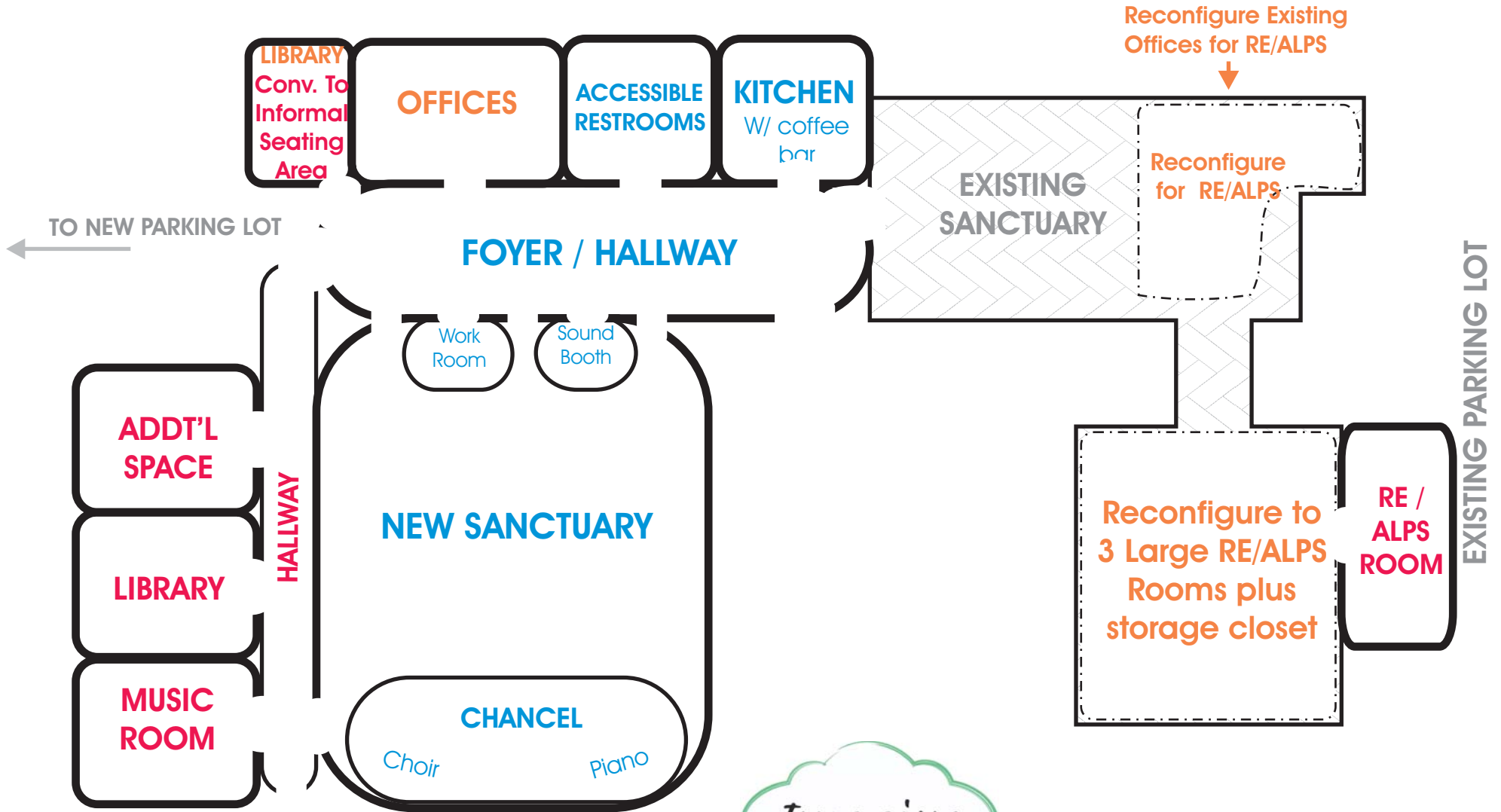


**QUUF BUILDING EXPANSION
CONCEPT SKETCHES**



LEGEND
PHASE ONE
PHASE ONE ADD-ONS

PHASE TWO



QUUF BUILDING EXPANSION CONCEPT SKETCHES



- LEGEND**
- PHASE ONE
 - PHASE ONE ADD-ONS
 - PHASE TWO

FREQUENTLY ASKED QUESTIONS ABOUT QUUF's BUILDING PROGRAM

Last updated March 6, 2007

(Note: This document will be updated frequently, and the most recent version will be available on the growth news section of the QUUF website www.quuf.org)

PROGRAM DOCUMENT

What is the purpose of the Program Document?

The main purpose of the Program Document is to provide the architect with specifications that meet our program needs, as well as scenarios as possible solutions to our program requirements. Through the Program Document, we are asking the architect and contractor to provide schematic drawings and cost estimates for Phase One, and Phase One Add-ons. We are also asking the architect to provide a Master Site Plan that incorporates both Phase One and our Phase Two requirements.

What are the differences between Phase One, Phase One Add-ons, and Phase Two?

Phase One with Add-ons includes space (new and renovated) that would meet our high-priority needs for the next 8-10 years.

We recognize that we may not have the resources to build the Add-ons now. Therefore, the basic Phase One program includes a shell (unfinished space), to hold the Add-ons, as funds become available. By providing a shell now, we can continue to work on completing the Add-ons, without having to wait for a second major construction project.

Phase Two includes space that is desirable, especially as we grow to fill our sanctuary space. The scope of Phase Two is large, and will require a separate capital campaign to finance its construction. Therefore, it will likely be 8-10 years before Phase Two is completed.

Why is Phase Two included in the Program Document, if we're not going to build it for 8-10 years?

It is important for Phase Two requirements to be included, so that the architect can prepare a master site plan. The master site plan includes full usage of our current lots, with no further expansion envisioned or planned.

Why is there no discussion about aesthetics or acoustics?

The Program Document includes, as an addendum, the task force reports prepared last December and January. We expect the architect to incorporate the information in these reports in his design.

SPACES AND USES – PHASE ONE

What are the new spaces in Phase One? What existing spaces will be renovated?

Phase One includes, as new construction, a new sanctuary, foyer/hallway, kitchen, bathrooms, and storage, plus a shell for the Phase One Add-ons.

Phase One Add-ons include new office space and a small library/meeting room.

By the time Phase One (with Add-ons) is complete, the existing RE building will be renovated (3 large rooms replacing the 5 small rooms), and the existing kitchen, lobby and office areas will be reconfigured for RE/ALPS use.

What will the new sanctuary be like?

The new sanctuary will be approximately 3000 sq.ft., including a chancel, ADA (or better) accessible, and sound room. It will comfortably seat 200, plus 35 choir members on the chancel. It will have a flat floor with movable seating, for maximum flexibility as a multi-use facility and for maximum accessibility. Our Program Document, and the task force reports, specify high quality acoustics, good sight lines, and pleasing aesthetics, which we expect the architect to incorporate into his design.

What will the new spaces be used for?

On Sunday mornings:

The new sanctuary will be used for our worship services. Before the services, it will be used for choir warm up, and will be a quiet, peaceful space.

The foyer/hallway is a greeting and gathering place, conducive to conversation. After the services, it, together with the existing sanctuary, will house coffee hour (the existing sanctuary is neither large enough, nor acoustically sound enough, to fully contain coffee hour). Space for membership committee/newcomer information tables, signups, and seated conversations will be included.

The foyer/hallway also serves as a transition space to the peacefulness of the new sanctuary. It connects to the existing sanctuary and the new parking lot.

The existing sanctuary, in addition to coffee hour, can be used by RE for multi-age worship activities (during the service).

The kitchen, with integrated coffee bar, will provide the physical nourishment (to complement spiritual nourishment) for coffee hour (or potentially brunches or lunches).

Other times:

The design of the sanctuary makes it available for a wide variety of uses. It can serve the wider community through concerts, lectures, weddings, memorial

services, community forums, workshops, etc. Congregational events include dinners, parties, auction, meetings, Queen-for-a-day activities.

The existing sanctuary can be used for the same purposes as the new sanctuary, for smaller gatherings.

Kitchen uses would include church dinners, potlucks, community events, cooking for shelter, RE kids' baking projects, etc.

The foyer would support (coffee breaks, etc.) functions in either the new or existing sanctuary. It will be large enough to hold, for instance, a reception for a small wedding in the existing sanctuary.

Phase One Add-ons

The new office area will provide comfortable, accessible, office spaces. The minister's office will be large enough for pastoral counseling or small group meetings.

The library can be used for small meetings as well as individual reading.

What will the renovated spaces be used for?

The main purpose of the renovations is to provide increased space for RE and ALPS programs (see below).

How will RE benefit from the expansion?

RE currently has five small rooms, in the RE wing. The RE task force has requested six rooms of various sizes (all larger than the existing rooms). In Phase One, the existing sanctuary will be available as one space, and an additional space will be created either from the existing kitchen/lobby or the existing office space. The remaining four spaces will be in the RE wing.

Once Add-on One is completed, both the existing kitchen/lobby and existing office space will become RE spaces. The existing RE wing will be reconfigured into 3 classrooms and a storage closet. At this point, the RE needs (quantity and size) will be met. [Note: one of the RE spaces – the existing office space – is not accessible to people with physical disabilities. It will be the same size as one of the reconfigured spaces in the RE wing, so that they can be 'swapped' as needed]

How will ALPS benefit from the expansion?

All of the rooms described for RE will also be available to the ALPS program (as well as the new sanctuary and foyer). The needs identified by the ALPS task force are easily met, especially once Add-on One is completed.

When will we have accessible offices?

As part of Phase One, the existing kitchen/lobby will be renovated. One possibility is to use it for office space temporarily, until Add-on One is completed. If the existing lobby/kitchen is initially reconfigured as RE space, then offices will be accessible when Add-on One is finished.

Will we be going back to one service?

No. Currently, we are averaging around 190 adults (and 40 children) at our Sunday services. To comfortably hold this many at one service, and still have room for visitors to feel welcome, we would need a sanctuary holding 240-280. The sanctuary envisioned in the Program Document holds 235, including choir. While it might be possible to have one service when we first occupy the new sanctuary, we would quickly need to go back to two services to accommodate the growth that we anticipate.

How large will we be able to grow, before we need to divide into two congregations?

This is a complex question, that can be looked at from various angles. The simplest math might be: We currently have 244 members, with a sanctuary with 135 chairs (including choir). If our new sanctuary holds 235 chairs, then our 'full' membership would be 435 members. While this calculation is based on overly simplistic assumptions, it suggests that we could support a congregation of 400-500 members.

FINANCES

What resources do we have?

Currently, we have budgeted \$1,250,000 for this project, from the following sources:

\$700,000 Contributions (\$690,000 from capital campaign, \$10,000 prior)
\$400,000 Mortgage
\$150,000 Volunteer Labor

Can we afford a \$400,000 mortgage?

Yes. QUUF's long range plan, adopted in June 2006, includes a five-year financial plan. This plan includes debt service (interest + principal) of \$40,000 per year. At current interest rates, this will support a \$400,000 25 year mortgage. For the next two years, proceeds from our service auction will help pay the debt service. After that, pledge growth (from increased membership) will suffice.

What does \$150,000 of labor mean?

It means that we will provide enough volunteer labor to replace \$150,000 of paid construction labor. We estimate that 10,000 hours of volunteer labor (valued at \$15.00 per hour) will provide this level. [Note: over 8,000 hours of volunteer labor, from a QUUF membership of 60, went into our existing building]

What can we build for \$1,250,000?

We don't know exactly, as building costs can vary widely, depending upon design, materials, finish, etc. We have been using the following factors in our current discussions (based on recommendations from our architectural consultant):

Hard costs \$175 per sq.ft. for new construction
Soft costs 30% of hard costs
Contingency 10% of hard+soft costs

Using these figures, we could build about 5,000 sq.ft. of new construction. *However, we won't know for sure until our architect and builder respond to the Program Document with conceptual schematic drawings and costing.*

What items are included in hard costs and soft costs?

Hard costs are the labor and materials needed to construct the building.

Soft costs include all other costs for the project. They include:

Design/engineering fees (including architect's fees)
Land purchase (23rd St. street vacation)
Infrastructure and site construction
Permits and surveys
Furniture, Fixtures and Equipment
Landscaping
Short-term financing and mortgage closing costs

How accurate is the \$175 per sq.ft. figure?

Probably not very accurate. \$175 was suggested by our architectural consultant as the average cost for new commercial construction. As mentioned above, many factors will determine our costs.

In addition, the soft costs are only an estimate. Savings in soft costs (by postponing purchase of some furnishings or equipment, for instance) would provide more funds for construction.

If the calculations say we can build 5,000 sq.ft., why does the Program Document include 5,700 sq.ft., plus some renovation of existing space?

The main purpose of the Program Document is to provide the architect with specifications that meet our program needs. The Phase One concept meets, we believe, nearly all of the high priority needs identified by the task forces. In particular, by including the shell in Phase One, we will be able to complete the Add-ons before Phase Two. We are optimistic that we can afford Phase One. However, we won't know for sure until our architect and contractor respond to the Program Document with conceptual schematic drawings and costing.

Of the 5,700 sq.ft. in the Program Document, 800 sq.ft. are shell only, which presumably cost much less than finished space.

How will we get cost estimates?

Our architect, working with our building contractor and members of the Building Design committee, will submit, with the schematic drawings, estimates of hard costs. We are currently working on a better estimate of soft costs (based on actual components, rather than a percentage of hard costs).

What will we do if we don't have enough resources?

If we find that, when the architect submits his response to the Program Document, we do not have the resources for Phase One, then we will have to either 1) reduce the scope of Phase One, or 2) increase our resources, either time or money. If we have to reduce the scope, then we will have to make some tough decisions to balance the various needs and desires of the congregation. We would do this through an open, participatory process similar to the one we are using to create the Program Document.

Don't we have to purchase the street vacation (land between our two properties) from the city?

Yes. We have had the land appraised – the appraised value (which will be the purchase price) is \$17,500, significantly less than the \$30,000 we had budgeted. Note: this price might increase slightly before the actual purchase date, expected in early 2008.

PROCESS AND PARTICIPANTS

What are the roles of all of the committees and task forces?

In June 2005, the congregation authorized the creation of three committees to spearhead the building process. During the 2005-6 church year: the Long Range Planning committee crafted our mission/vision/values statements; the Building Options committee developed space recommendations for the expansion, and selected an architect; the Capital Campaign committee conducted a financial feasibility study to evaluate our potential fundraising capability.

As the 2006-7 church year began, a Building Steering Committee was created to oversee and coordinate the building process. It includes representatives from the three committees discussed above, as well as board members and others. Currently, a major responsibility of the Building Steering Committee is the preparation of the Program Document.

The Capital Campaign committee conducted a highly successful building fund campaign, raising nearly \$700,000. The Building Options committee morphed into the Building Design/Construction committee, which is focusing on choosing a building contractor, and coordinating with the architect, contractor, and city on building design issues.

As part of the preparation of the Program Document, 9 task forces were created to prioritize the program and space needs in their particular areas. Over 80 QUUF members joined task forces. The Building Design committee coordinated the activities of the task forces.

Where are we in the overall process?

Currently, we are preparing the Program Document for submission to the architect (see separate section on the Program Document). We are also in the process of selecting a building contractor, working with the city on acquiring the land between our two parcels (23rd St. street vacation), and identifying infrastructure requirements.

We anticipate voting to submit the Program Document to the architect in early April. The architect, working with the contractor, consultants, and the Building Design Committee, will provide, in response, conceptual schematic drawings and cost estimates for consideration by the fellowship. After modifications to meet our desires (and budget), we expect a final vote on the project in Fall 2007, with an anticipated ground-breaking in Spring 2008.

When and how will we select a contractor?

The Building Design/Construction Committee will be interviewing potential contractors in late March and early April, with the goal of selecting a contractor by April 25. This will allow the contractor to participate in the preparation of the schematic drawings and cost estimate.

What will we be voting on in April?

Our vote in April will include three parts:

- Approving the Program Document, and submitting it to the architect
- Authorizing the architect, working with the contractor, to prepare schematic drawings and cost estimates based on the Program Document.
- Authorizing funds for the preparation of the drawings and cost estimates..

We will NOT be making any final decisions about quantity or sizes of spaces. Those decisions will only be made after we have received the schematic drawings and cost estimates from the architect.