



3201 Stanley Street, Stevens Point, WI 54481, 715-345-5000, www.elliswi.com

Design Meeting #11 – Minutes

Design Development – Presentation of DD pricing

Holy Spirit Catholic Parish – Addition and Remodeling

Ellis Office – Lower Level
February 6, 2019

Attendees

Lee Olsen, Holy Spirit
Fr. Steve Brice, Holy Spirit
Chris Burch, Holy Spirit
Ryan Zahn, Holy Spirit
Bob Hollar, Holy Spirit
John Krupka, Holy Spirit
Kevin Czerwinski, Holy Spirit
Wendy Mitch, Holy Spirit
John Clifford, Holy Spirit
Jim Anderson, Ellis Construction
Steve D. Chizzo, Ellis Construction
Brandon Kohls, Ellis Construction
Soua Cheng, Ellis Construction

Previous Meeting:

Design Meeting #10 – 1-16-19

(minutes not reviewed)

General:

1. The main goal for this meeting was to present the Projected Costs for the project and review the corresponding plans.
2. We also talked generally about the construction schedule and upcoming design schedule.

Projected Cost:

1. Brandon from Ellis presented and explained the overall projected cost for the project, **which equals \$5,087,000. (see attachment)**
2. There are notable inclusions and exclusions that were discussed and explained.
3. The **target cost for the project is still at \$4,900,000.** Reductions are necessary as we continue the design process in order to keep a contingency in the project budget for future unforeseen issues. Current contingency is approx. 6% of overall cost.

Requested Revisions to Project Cost:

1. Drawings should show alternate prices for:
 - Carpet in Sanctuary beyond just the Altar area (ceramic tile to remain)
 - A new sound system in the Sanctuary (and extended out into addition)
 - Tracing and labeling the electrical breakers and circuits in the existing building
 - Replacing light fixtures with LED throughout the basement
 - Extension of the existing security system into the addition
2. Asbestos removal will not be handled by Ellis but needs to be an allowance shown in the overall project budget. (reductions are necessary to make room for this in the budget)
3. Gas and electric utility work is to be included as an allowance in the overall project budget. (reductions are necessary to make room for this in the budget)
4. Note that each upcoming design meeting will focus on certain aspects of the design to finalize the project and will include discussions about potential changes to reduce construction costs.

Review of Building Plans:

1. The 'footprint' of the building addition hasn't changed.
2. The project budget includes a full buildout of the Kitchen.
3. The project budget includes removal and replacement of the 'big' parking lot.
4. Refinement of the interior design for the Gathering Space and Multi-Purpose Hall is needed.
5. All the ceilings in the existing basement will be removed and replaced with new, due to the work necessary for asbestos abatement, steam piping removal, new hot water heating piping, shoring for the painter's lifts, etc.
6. The current design for replacing the HVAC in the Sanctuary includes a large air handler on the roof of the existing east entrance. Ellis will 3D model that area to show how this will look. No additional screening or extension of the brick parapets or anything like that are included in the price.
7. The ceiling in the east entrance will be removed and replaced with new, due to the structural work necessary for the new rooftop air handler(s).

Miscellaneous Notes:

1. A financial 'cash flow' projection showing the approximate amounts and dates for construction draw requests is required by the Parish.
2. A general construction schedule and site diagrams are requested by the Parish to show how much of the site will be used and when. (required during construction but not a priority now)
3. A date for the Diocese project review has not been set.
4. The site plans and information need to be submitted to the City by Friday, Feb. 15 for the March committee meetings. (approval of parking plans and north setback reduction)
5. The next design meeting will be NEXT WEDNESDAY, Feb. 13 in order to make any final adjustments to the site plan before it goes in for City review.

Upcoming Design Meetings:

1. Weds. Feb. 13 - Exterior design of the addition and site plan.
 2. Weds. Feb. 20 - Gathering Space, Multi-Purpose Hall and Kitchen.
 3. Weds. Mar. 6 - Doors, windows, relocation of stained glass, etc.
 4. Weds. Mar. 20 - HVAC, plumbing, electrical, A/V, security, etc.
 5. Weds. Apr. 3 - Cabinets, furniture, finishes, Sanctuary design
 6. Weds. Apr. 17 - Final review of plans and spec's
 7. Note that keying discussions will occur later with the vendor for the doors/frames/hardware.
 8. Sanctuary design decisions can be finalized after the GMP is set, if necessary, as long as additional costs are not added.
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Action Items

- Ellis
 - o Prepare a projected 'cash flow spreadsheet'.
 - o Provide plans and documents to Holy Spirit as necessary for the Diocese meeting.
 - Holy Spirit
 - o Finalize the meeting date with the Diocese.
 - o Provide approval to proceed into the Construction Documents phase of design
 - o Confirm with the Diocese what the procedures will be for the asbestos abatement in order to assign costs to this item of work.
 - Rettler
 - o Submit documents to the City for project approval in March.
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Attachments

- 2019-02-06 – DD Cost Projections – Holy Spirit Parish Addition.pdf
- Holy Spirit Parish – DD full set – arch site MEP – 2-1-19.pdf

Next meeting: Wednesday, February 13th at 3:00 pm.

If any of the preceding minutes are not per your understanding, or if there are items missing which you would like added, please notify sender of such updates within (2) business days of receipt of these minutes. Minutes will be amended and redistributed as necessary.

----- END OF MEETING MINUTES -----