

How to Hire and Work with an Architect

What you need to know to get the right design professional on your team

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Outline

- VMMB
- The Building Committee
- Finding, Interviewing, and Hiring Architects
- Contract Negotiations
- Working With the Architect
- The Integrated Process Model

VMMB

- **Vision**
What is God calling you to do and be as a church?
- **Mission**
How are you going to accomplish the Vision?
- **Ministry**
What programs and resources shall be marshaled in order to facilitate the Mission?
- **Buildings**
The primary purpose of buildings is to accommodate and facilitate the various ministries utilized to accomplish the Mission so the Vision is realized.

Your architect must know this in order to propose appropriate solutions

The Building Committee

- **Membership**
Best members are those sold-out to the Vision & Mission of the church
Construction-related experience of secondary importance
Long-term commitment needed (2+ years duration common)
- **Delegated Authority**
Usually, Building Committee answers to Governing Board
Those in authority must state *in writing* the purpose of the Building Committee
Clearly articulate the decision-making process to all involved, especially the Pastor's
- **Accountability**
Building Committee to design their own process, within guidelines, and keep to it
Limited membership; agree to disagree; become a lightning rod within your church
Regular prayer effort church-wide, and especially by designated group

Finding Architects to Consider

- **Ask Other Organizations**
Talk to other churches, schools, contractors, or denominational entities that have recently done a project. Be careful of friends, family, or members.
- **Visit Buildings**
Visit services or functions in recently completed buildings
- **AIA Resources**
The American Institute of Architects has a roster of member firms
(Seattle office: www.AIASeattle.org)
- **Design/Build?**
If interested in this, compare with other options. You'll want to talk to the architect *and* contractor

Experience with your project type is important! And you want to talk to their clients!

Make a List

- **Contact Each Firm**
Have a brief written scope of work, anticipated budget, and preliminary schedule on-hand when calling each firm. Ask about related experience, workload, and general interest in your project.
Building Committee members can divide this work. Each interested firm should send to the church a Statement of Qualifications (SOQ) by a specific date. Include list of projects.
- **List Potential firms**
Building Committee to meet and review SOQs, discuss phone interviews, and decide which firms to ask for a proposal. Divide the work of calling their clients amongst Building Committee members
- **Design/Build?**
If considering this option, allow non-design/build entities to participate and explain pros & cons

It's too early in the process yet to discuss fees

Contract Negotiations

■ Important Contract Items

1. Fee: fixed, *not* a percentage of construction
2. Changes: scope of work critical reference point (both budget and program)
3. Consultants: hired by Architect, reimbursable
4. "Additional Services": when do they start?
5. Permits: protection against bad review
6. Construction: decide on negotiated vs. hard bid
7. Reimbursables: 5% charge fair
8. Construction Oversight: include in fixed fee
9. E&O Insurance: \$1,000,000 minimum
10. Arbitration/Mediation: Christian-based service
11. Contractor: hired with AIA A111 1997 or A201 1997 contracts
12. Mistakes: "standard of care"

Work Process

■ Building Committee

Schedule regular meetings
Write agenda and circulate beforehand
Verify from whom the architect takes direction
Sign-off on drawings

■ Jurisdictional Meetings

Confirm everything in writing
May need other consultants: civil engineer, wetlands biologist, arborist, traffic engineer
Don't take "no" for an answer (at first)

■ User Groups

Must get input in writing
Make no promises
Building Committee to filter everything

■ General Contractor

Regular meetings
Design input/systems input/value engineering/constructability reviews
Cost estimates

■ Fundraising Campaign

Schedule deliverables for campaign events
Communications plan?
Special events?
See: *The Integrated Process Model*

Find Yourself on the IPM Diagram

The Integrated Process Model

An illustration of the model process to follow when undertaking a capital project, showing logical relationships, an orderly sequence to accomplish them, and the integrated nature of parallel work efforts.

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