

**SAINT MARY'S  
CATHEDRAL PROJECT  
OWNERS WORKING GROUP MEETING MINUTES**

**MINUTES #:** 01

AS E-MAILED TO ALL 02.02.2018

**MEETING DATE:** January 31, 2018

**ATTENDEES:**

St. Mary's: Msgr. Pat Brennan, Jennifer Overbay  
 Owners Working Group: Tom Brenneke, Marcus Parker, Jil Morby, Walt Bianchini  
 SOJ: Amy Copeland  
 Hacker: Stefee Knudsen, Caitlin Ranson  
 R&H: Scott Davies, Mark Simpson

**DISTRIBUTION:** As above and:

SOJ: Carter MacNichol

Minutes prepared by Amy Copeland – Please contact within 48 hours in case of errors or omissions.

FEBRUARY						
M	T	W	T	F	S	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

APRIL						
M	T	W	T	F	S	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**1 MEETING SCHEDULE / ABSENCES:**

Upcoming Meetings:

WED 02.14 @ 3:30 – 5:00 – Owners Working Group #2 @ St. Mary's

Week of 02.19 – Executive Committee @ St. Mary's

WED 02.28 @ 3:30 – 5:00 – Owners Working Group #3 @ St. Mary's

Owners Working Group:

Will meet bi-weekly throughout the design phase of the project.

Msgr. Pat Brennan, Jennifer Overbay, Tom Brenneke, Marcus Parker, Jil Morby, Walt Bianchini

Executive Committee:

Will meet twice during each design phase (Schematic Design, Design Development and Construction Documents)

Msgr. Pat Brennan, Jennifer Overbay, Tom Brenneke, Marcus Parker, Jil Morby, Walt Bianchini, Anne Yoo, Amy Biggs, Sr. Connie Furseth

Planned Absences:

**2 Owner's Report**

2.1 New Items:

2.1.1 **Technology Grant:**

01.31: Msgr. Pat submitted letter of intent for a technology grant. Will hear if project was accepted in 2 weeks, **Msgr. Pat to report**. If the project is selected St. Mary's will need to submit a technology scope for the project, **Amy and Hacker to develop** a draft scope for Owner's review.

3 **SOJ Report**

3.1 New Items:

3.1.1 **Contract Status:**

01.31: R&H contract has been executed for pre-construction work. Hackers contract is being reviewed by SOJ and St. Mary's counsel. **Amy to report**.

3.1.2 **Rectory Schematic Design Scope:**

01.31: Hacker has included a partial schematic design for the rectory in the design fee. The group discussed removing from the scope to save on design fees since the rectory is not part of phase one. It was determined a successful phase one we need to plan for phase two. **Amy to contact** Chris Corrada at Environments NW to receive literature about open office environments.

3.1.3 **City of Portland Permitting:**

01.31: Amy confirmed with the St. Mary's liaison at the Facilities Permit Program that this project will not be eligible for the FPP program. Stefee suggested contracting with Faster Permits, a permit management firm that will facilitate with building permit requirements. This group has a desk at the city and will act as a liaison for the project, monitor permit progress and submit plan check responses provided by Hacker. **Stefee to provide** a proposal for this work.

4 **Hacker Report**

4.1 New Items:

4.1.1 **Schedule Next Steps**

01.31: Stefee presented the proposed project schedule and Schematic Design (SD) schedule. These schedules are included at the end of the minutes. During SD the Owners Working Group will meet bi-weekly and there will be a presentation to the Executive Committee at 50% SD and 100% SD. The 100% SD presentation occurs during Cathedral School and PPS's spring break, this may be revised.

4.1.2 **Selective Demo Locations:**

01.31: Hacker and KPFF proposed locations for selective demolition. Msgr. Pat is open selective demolition occurring, but would prefer a majority of the demolition to occur in the old Archbishops residence. **Hacker/SOJ/R&H to review** the locations and provide a demolition plan to St. Mary's for review.

5 **R&H Report**

5.1 New Items:

### 5.1.1 **Proposed Exploratory Service Work:**

01.31: R&H proposed options for exploratory service work. These tests will minimize unknowns and improve accuracy of estimates. Proposed exploratory work below.

- Demolition Scope – Clarify structural unknowns.
- Sanitary Sewer Location – Verify if the existing sewer piping is adequality sized.
- Boiler Inspection – Confirm boiler can continue to service the rectory and cathedral.
- Fire Flow Test – Verify hydrants can provide adequate pressure for the proposed sprinkler system.
- Window Survey – Catalog and quantify the condition of the existing windows and repairs required.

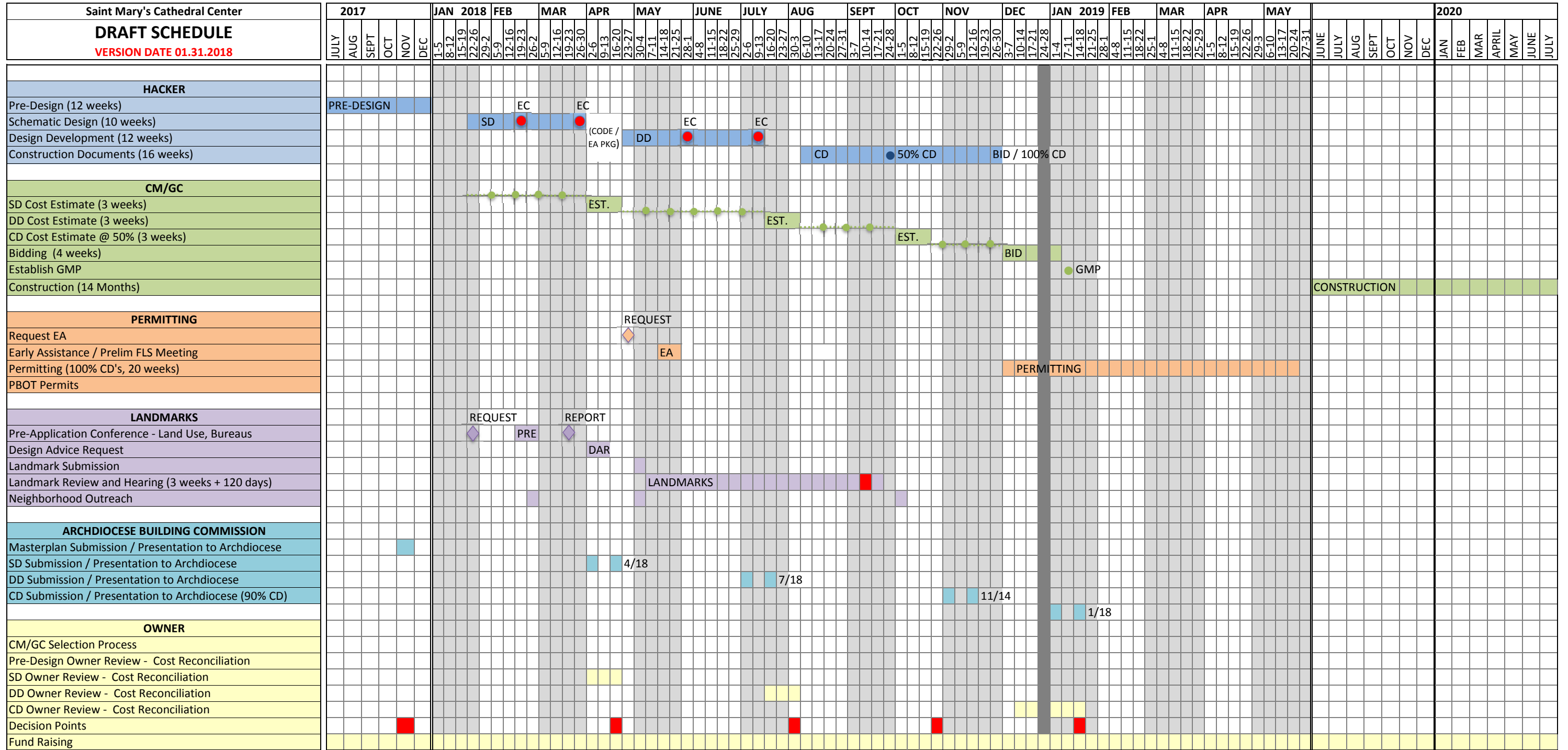
St. Mary's agreed R&H should move forward with the below testing. **Scott to provide** proposals for final approval.

### 5.1.2 **Mechanical, Electrical, Plumbing (MEP) Delivery Method:**

01.31: The group discussed the MEP delivery options for this project.

- Traditional Design Bid Build option: MEP engineer works independently of the sub-contractor and the sub-contractor joins the team during construction. The design team has more control over the systems selected.
- Design Build: Sub-contractor joins team during construction documents phase of the project. The MEP engineer provides a specification for the MEP system, but the subcontractor designs the system. The design build option would offer pricing certainty earlier in the project.

The delivery method will need to be selected by the end of February.



**PACKAGES:**

- 100% SD
- 100% DD
- 50% CD
- 100% CD/PERMIT
- CONFORMED CD/BID/PERMIT

**ARCHDIOCESE OPTIONS:**

- (A) ISSUE 65% CD AS THEIR 90% CD (11/1 FOR 11/14 PRES)
- (B) ISSUE 90% CD AS THEIR 90% CD IN JANUARY 2019

**R+H:**

MEP DELIVERY METHOD?



# ST. MARY'S CATHEDRAL CENTER SCHEMATIC DESIGN WORKPLAN

## REGULAR MEETINGS:

- 50% + 100% SD PRES: EXECUTIVE COMMITTEE
- BI-WEEKLY OWG MTGS (WED): STM, SOJ, HACKER, R&H
- BI-WEEKLY TEAM MTGS (TUES): SOJ, HACKER, R&H
- BI-WEEKLY CONSULT MTGS (TUES): DESIGN TEAM

1	1/22-1/26 TEAM MTG #1
2	1/29-2/2 OWG MTG #1
3	2/5-2/9 TEAM MTG #2
4	2/12-2/16 OWG MTG #2
5	2/19-2/23 TEAM MTG #3 50% SD PRESENTATION
6	2/26-3/2 PRE-APP CONFERENCE (2/27) OWG MTG #3
7	3/5-3/9 TEAM MTG #4
8	3/12-3/16 OWG MTG #4
9	3/19-3/23 TEAM MTG #4
10	3/26-3/30 100% SD PRESENTATION
1	4/2-4/6 R&H SD ESTIMATING
2	4/9-4/13 R&H SD ESTIMATING
3	4/16-4/20 R&H SD ESTIMATING 4/18 ARCHDIOCESE BC PRES

## SETUP:

- REVIT MODEL
- CONSULTANT KICK-OFF MEETING
- SCHEDULE AND PROCESSES
- SUBMIT EARLY ASSISTANCE (PRE-APP) APPLICATION

## OWG #1:

- SCHEDULE AND PROCESS
- EXPLORATORY WORK
- MEP DELIVERY METHOD

## TEAM PROGRESS:

- REVIT MODEL
- SD PLANS

## OWG #2:

- REVIEW ELEMENTS FOR 50% SD PRESENTATION

## 50% PRESENTATION:

- COURTYARD DESIGN OPTIONS
- PARISH HALL OPENING OPTIONS
- ENTRY / ELEVATOR OPTIONS
- CATHEDRAL CENTER FLOOR PLANS
- RECTORY FLOOR PLANS

## OWG #3:

- RECAP OF PRE-APP AND REVIEW OF 50% SD PRESENTATION
- UPDATES AND DECISIONS TO DIRECT STRUCTURAL, LANDSCAPE, CIVIL, MEP
- PREP FOR NEIGHBORHOOD CONTACT

## TEAM PROGRESS:

- R&H EARLY COST FEEDBACK FROM 50% SD
- TARGET NEIGHBORHOOD MEETING

## OWG #4:

- UPDATES ON COURTYARD, PLANS, OPENING
- PRELIMINARY REVIEW OF MEP, STRUCTURAL, CIVIL / ROW

## TEAM PROGRESS:

- FINAL CONSULTANT COORDINATION
- FINAL R&H COORDINATION
- RECEIVE PRE-APPLICATION REPORT

## 100% PRESENTATION:

- PRELIMINARY DESIGN FOR DAR
  - ELEVATIONS AT STREET (ENTRY, COURTYARD, OPENING)
  - COURTYARD
- SD FLOOR PLANS (ELEVATOR, BASIC LAYOUT)
- MEP SYSTEM SCHEMATIC (NARRATIVE, PLANS)
- STRUCTURAL SYSTEM (NARRATIVE, PLANS)
- ROW / CIVIL PLANS

## TEAM PROGRESS DURING ESTIMATING:

- ASSIST R&H ESTIMATING FEEDBACK
- SUBMIT ARCHDIOCESE BUILDING COMMISSION SD MATERIALS (WK 1)
- PREP DAR
- PREP FOR FIRE LIFE SAFETY EARLY ASSISTANCE MEETING
- SD PRESENTATION TO ARCHDIOCESE BUILDING COMMISSION