

## Immaculate Conception Parish Building Committee - June 14, 2021

Members present included Deacon Al Stoverink, Fr. Randy Tochtrop, Gerald Landewee, Tim Sutterer, Joe Starke, Barbie Gibbs, Joe Bullinger  
Guests: Rich Hartmann

Opening prayer was led by Deacon Al

Minutes from 5/17/21 meeting were approved as presented.

### Discussion Items:

- Architectural/Engineering and Construction Management Requests for Qualifications (RFQ)—The RFQs sent out on June 10 were reviewed and agreed as presented.
- A/E and CM selection process—The selection process to be used was reviewed and agreed as presented in the RFQs. Submittals will be reviewed and firms to be interviewed will be selected at the next meeting, June 28, 2021. Robison Construction was suggested as another firm to invite for submittal.
- Schedule for interviews—Discussion of times and date and it was agreed that all will take place on July 12. A set of questions to be used as a guide for interviews was suggested.
- Parish Communications—How to better communicate with the parish was discussed and multiple suggestions made. Consensus was to have a brief written note weekly in the bulleting if possible and announcements by Father during Mass following each Committee meeting or as needed to keep the parish informed of activities.

### Action Items:

- Deacon Al will send RFQ to Robison and continue to respond to questions from firms.
- Deacon Al will prepare interview questions guide as proposed and have all RFQs ready for review for next meeting.
- Deacon Al will prepare a brief bulletin announcement each week and Fr. Randy will begin making announcements at Mass.

Guest comments were welcomed and suggestions with regard to communications were incorporated into action plans for parish communications.

Closing prayer led by Deacon Al

Respectfully submitted, Deacon Al

## Immaculate Conception Parish Building Committee - June 28, 2021

Members present included Deacon Al Stoverink, Fr. Randy Tochtrop, Tim Sutterer, Joe Starke, Barbie Gibbs, Joe Bullinger, and Katy Liley  
Guests: None

Opening prayer was the parish prayer for the intercession of Mary for a fitting dwelling.

Minutes from 6/14/21 meeting were approved as presented.

### Discussion Items:

- Review Submittals—Five architectural firms and five construction management firms submitted qualifications. Each of the committee members reviewed the submitted qualifications in some detail. Discussion of the relative merits of each submission followed the individual reviews.
- A/E and CM selections for Interview—Six firms will be interviewed, three for architectural/engineering services and three for construction management services.
- Schedule for interviews—Interviews will be conducted July 12 and 13.
- Questions for Interviews—A set of questions to be used as a guide was distributed and accepted.
- Parish Communications—How to better communicate with the parish was discussed and the consensus was to continue with the weekly/bi-weekly announcements in the bulletin, parish app, parish web site, and in Father's announcements at weekend Masses.

Action Items: Firms will be notified and times for the interviews scheduled.

Closing prayer was a St. Joseph prayer.

Respectfully submitted, Deacon Al