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‘Getting Building Work Done’

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WHAT SHOULD YOUR INSPECTING ARCHITECT OFFER YOU?

- Understanding of your building's history
- Sympathy with how you want to use it
- Track record of understanding building defects and managing repair programmes
- Track record of guiding alteration projects
- Knowledge of the local consents processes
- Knowledge of where to find specialist advice
- Knows when archaeological advice will be needed
- Knowledge of funding for church projects
- Enthusiasm for working with your team





CHOOSING AN ARCHITECT

The right architect – what are you looking for?

- **Core technical skills**
- **Trust and personality fit**

Ask for advice

- **DAC secretary or equivalent**
- **Neighbouring parishes**
- **Name of key person**

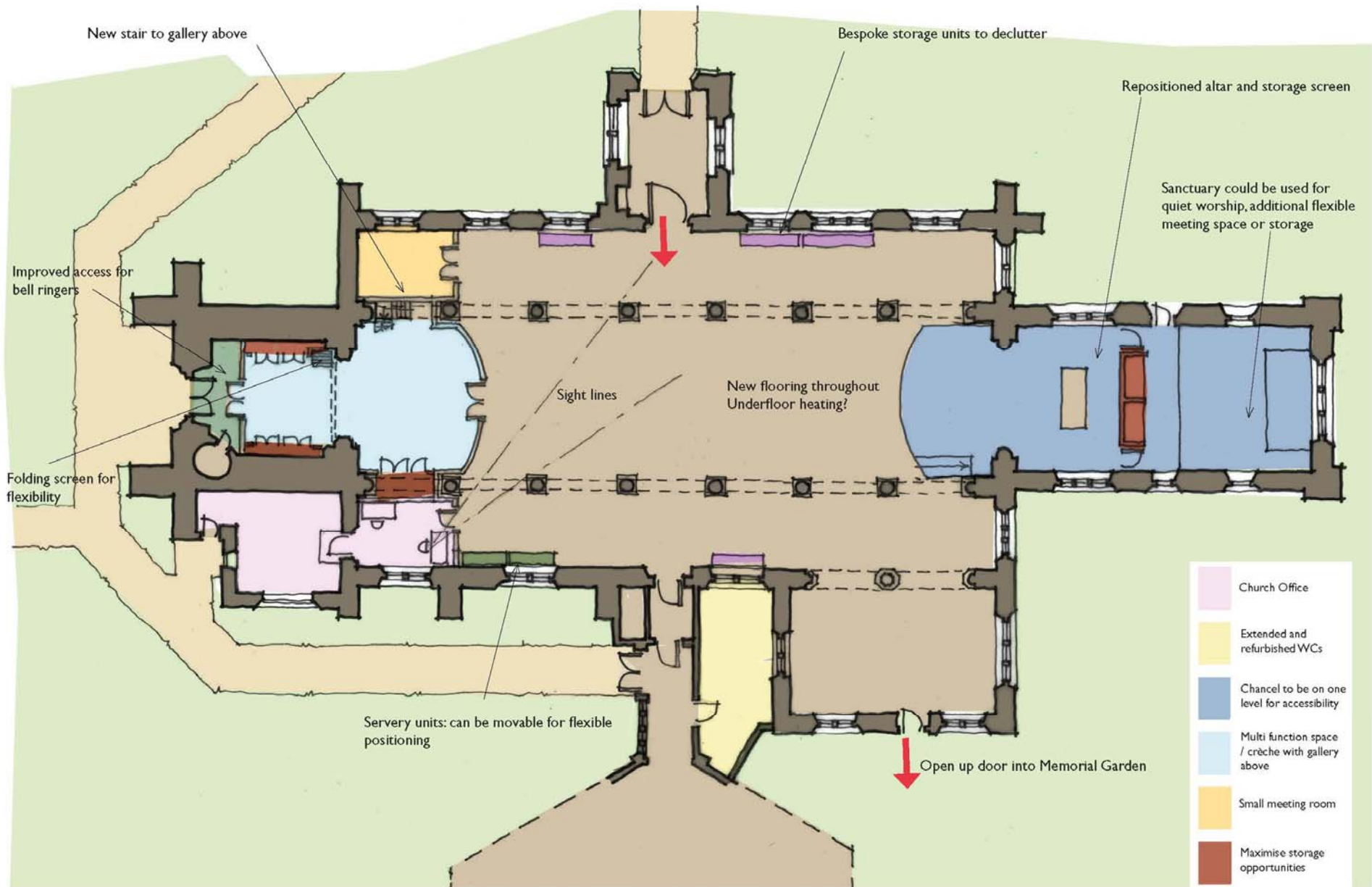
Experience - look at work elsewhere

- **Similar work**
- **Type of your project**

CHOOSING AN ARCHITECT

Shortlisting and interview

- **Technical and Design skills**
 - Your inspecting architect
 - References and visits
- **Size**
 - Availability
 - Day to day contact
- **Knowledge of churches and the planning processes**



CHOOSING AN ARCHITECT

Shortlisting and interview

- **Cost**
 - Overall value not necessarily lowest cost
 - Fee for different parts of the service
- **Faith**
 - Is it important for your project?

The retired architect on the PCC

- **Best use of their skills**

BUILDING THE REST OF THE DESIGN TEAM

CDM Principal Designer

- **New CDM Regulations since 6th April 2015**
- **Deals with H&S compliance**

Quantity Surveyor

- **Financial management**
- **Importance of an initial budget plan**
- **Full service**

BUILDING THE REST OF THE DESIGN TEAM

Services Engineer

- Heating, Lighting, Ventilation
- Best to incorporate from Feasibility stage

Structural Engineer

- Structural elements
- Sometimes underground drainage
- Either at early design stages or after Planning

Building Inspector

- Local Authority vs Approved Inspector

WHO ELSE MAY NEED TO BE INVOLVED?

Party Wall Surveyor

- Building close to a boundary
- Foundations within 3 metres

Acoustic Engineer

- For new worship space
- Concern over noise pollution

Audio Visual Engineer

- Is multi-media important?
- Basic AV can be through Services Engineer

WHO ELSE MAY NEED TO BE INVOLVED?

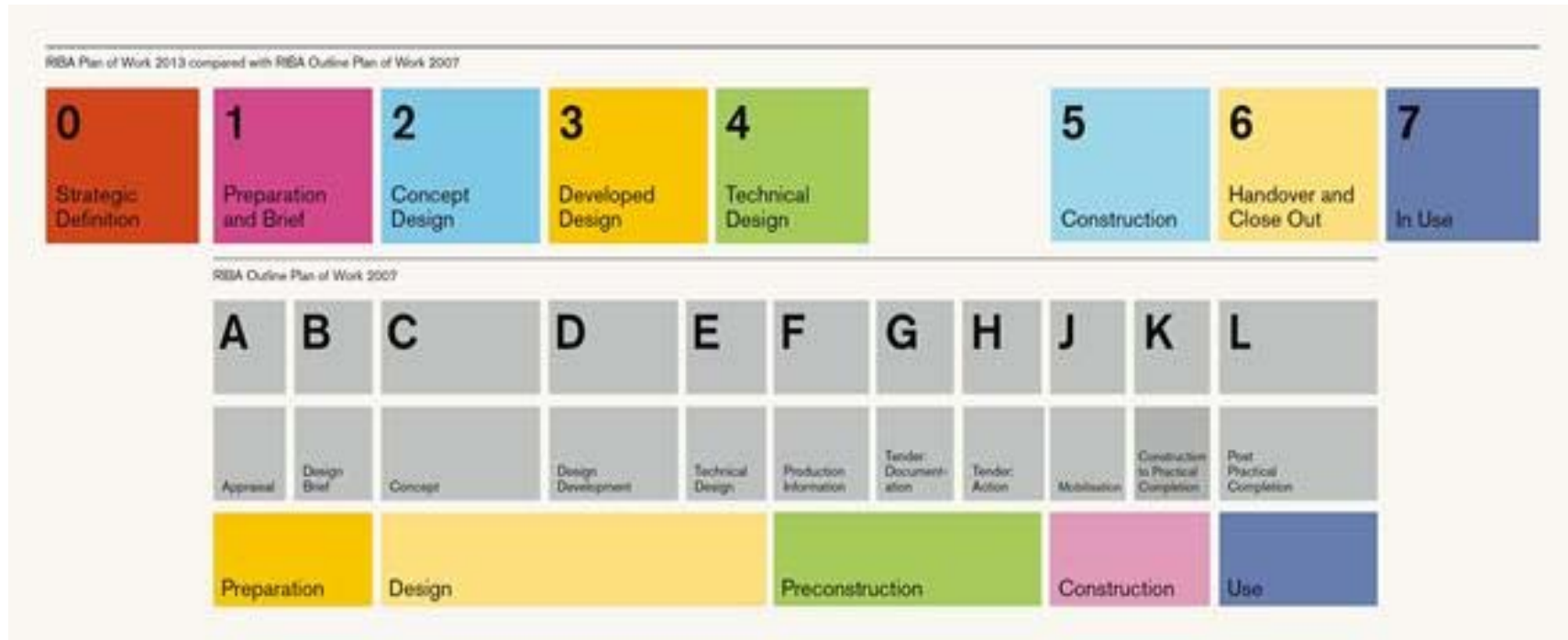
Lighting Designer

- Complex lighting controls
- Creating particular effects

Kitchen Designer

- Café or commercial kitchen
- Environmental Health requirements

THE RIBA STAGES



RIBA Plan of Work 2013 revision

- Important to understand how the stages fit together and typical timescales
- Actual building work in Stage 5 - everything else is preparation!

SO WHAT ARE THE STAGES?

Stage 0 – Strategic Definition

- Deciding whether or not you have a project
- Feasibility study

Stage 1 – Preparation and Brief

- Commissioning surveys
- Statement of Need

Stage 2 – Concept Design

- Sketch proposals
- Preliminary budget estimate

Stage 3 – Developed Design

- Formal applications to statutory authorities

SO WHAT ARE THE STAGES?

Stage 4 – Technical Design

- **Coordination of design information**
- **Tendering**

Stage 5 – Construction

- **Building the building!**

Stage 6 – Handover and Close Out

- **Receiving the completed building**
- **Defects period**

Stage 7 – In Use

- **Post-occupancy evaluation and reflection**

LEADERSHIP WITHIN THE CHURCH COMMUNITY, BRIEFING AND DECISION MAKING

Consultation

- Wide discussion
- With the PCC, congregation, wider user groups
- Majority voice

Briefing

- Clear and agreed
- Considered against your needs and aims
- Relevant for selection of architect and project brief

LEADERSHIP WITHIN THE CHURCH COMMUNITY, BRIEFING AND DECISION MAKING

Leadership and delegation

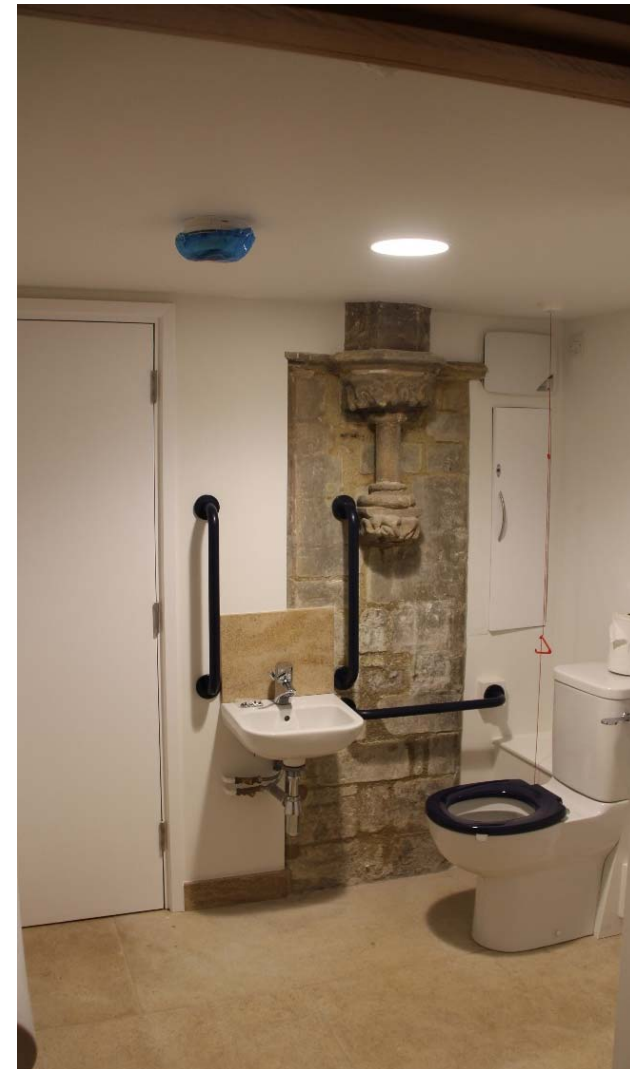
- Single client project manager
- Easily contactable
- Sense of authority and lines of communication
- Demanding and important role

When is it appropriate to have a paid Project Manager?

- Traditionally undertaken by architects
- Helps define success criteria, monitor risk and programme
- Good idea for certain size of project









MANAGING THE CONSTRUCTION PROCESS

Choosing the Right Builder

- Huge impact on quality of completed project and experience of getting there
- References from previous clients
- Ensure relevant experience in the Sector
- Ensure they have experience of projects of your size and complexity
- Carry out financial checks

Procurement and Tendering

- Traditional contracts
- Choosing builder earlier on:
‘Design and Build’ vs ‘Two Stage Tendering’









MANAGING THE CONSTRUCTION PROCESS

Managing Change and Cost Control

- Expected part of construction process – it happens!
- Reasons for change
- Clear communication
- Record changes in 'as built' drawings
- Review and monitor budget regularly

KEEPING THE TEAM WORKING TOGETHER FOR A SUCCESSFUL OUTCOME

Maintaining momentum

- Beginning, middle, end
- Key individuals driving the project

Client Ownership

- Full engagement through all decision making

Managing Design Change

- Signing off processes for each stage
- Reasons for change and implications
- Keep overall goals in mind

KEEPING THE TEAM WORKING TOGETHER FOR A SUCCESSFUL OUTCOME

Agreeing and maintaining a programme

- Stick to it
- To guide everyone
- To focus fundraising
- Establish regular pattern of meetings

Handover

- Celebrate and enjoy your vision!



