

Miller Dunwiddie's team will include:

- **Miller Dunwiddie** – architecture, interior design, facility assessment, congregational engagement, visioning & graphics, project management
- **Langer Construction** – cost estimating, infrastructure systems assessment, construction feasibility

Miller Dunwiddie's master plan outlines 4 steps they will provide to develop a master plan and gives additional description for each. They understand that some of the listening session tasks noted within the second step have previously been completed through congregation meetings. They will utilize this information as a good start but will also establish a series of listening/engagement sessions with ministry areas to verify and enhance this previous information.

The remaining tasks may be adjusted and modified if needed to be more specific for the needs of our congregation and both campuses.

MASTER PLANNING - PROJECT UNDERSTANDING

Miller Dunwiddie's Master Plan / Visioning document will help Centennial UMC guide the congregations in strategic decision-making for physical improvements over the next 5 to 10 years. This will include where to unify & consolidate your combined church facility needs. This will assist in creating church & community involvement, spiritual unity, and full congregational alignment for any potential Capital Campaign.

They will work with our congregation's leadership to review both campus facilities, infrastructure areas, program/ministry functions, building code and zoning requirements, and overall building accessibility. They will conduct programming sessions with multiple congregational ministry groups at both campuses, and overall congregational meetings, to determine needs and develop long-range visions for what the Centennial UMC facilities could become in the future. This could be to co-locate in Roseville, St. Anthony, or at a new undetermined site.

Miller Dunwiddie will develop plans and images to review and share with the congregation that reflect the programming and in-depth discussions held at ministry and congregational meetings. Recommendations and phasing plans (including budget estimates) will be reviewed with leadership, with a final report and presentation at the conclusion of the master planning effort.

STEP 1: Gathering Data *(Building & Site Analysis, Assessment, Research and Documentation; estimated 30 hours)*

Miller Dunwiddie will analyze our current campuses, church buildings and site elements to assist in determining the conditions, needs, opportunities and functional organization of the buildings and site.

- They will perform an on-site assessment to evaluate and record existing conditions, features, materials, and spaces. This initial assessment will utilize visual and digital photographic observation and documentation.
- Review any existing site and other documents and use them throughout the assessment and planning process, including any other studies, reports, or information concerning past improvements.
- Miller Dunwiddie will discuss with and obtain the Zoning requirements that apply to the properties and indicate those on a site plan or survey provided by Centennial UMC.
- Prepare a preliminary Building Code review of each campus, addressing use, accessibility, exiting & life safety issues.
- Prepare an initial cost estimate outlining existing facility needs.
- **STEP 1 Anticipated Meetings:**
 - Kick off meeting with Centennial UMC project team
 - Site assessment meeting (will only require a facilities person to enable our team to access all areas of both campuses)
 - Meeting with Centennial UMC project team to present findings and cost estimate

STEP 2: Meeting with Key Stakeholders (*Listening Sessions – Space Needs and Ministry Goals; estimated 64 hours*)

Miller Dunwiddie will meet with multiple user groups within each campus of Centennial UMC (adult education, music & worship, hospitality, administration, meeting & social spaces, community engagement & outreach, youth & children ministry areas) to better understand the needs and desires, to provide a comprehensive list of both current and future needs.

- They will attend and observe worship services and other major functions to better understand how the facilities operate.
- Miller Dunwiddie will review and analyze any current programming information.
- They will tour our existing facilities with members of Centennial UMC as they begin to understand how our current areas are now used and how we might wish to improve these in the future as a single combined campus.
- The verification will include observations regarding not only physical condition but functional programs and activities, performance and adjacencies of the physical space.
- They will meet with the user groups identified to understand building functions, existing and future staff/space requirements, required/desired interactions between spaces, etc.
- Based on all the above, Miller Dunwiddie will prepare a “What We Heard” summary of desired needs reflecting church, gathering space, preschool, administrative, hospitality and educational components. This summary will help them address efficiencies and spatial “overlaps” when combining campuses together.
- **STEP 2 Anticipated Meetings:**

- Meeting/tour of each campus with members of the Centennial UMC project team to understand the leadership team's goals and desires.
- Key Stakeholder Meetings: Miller Dunwiddie will conduct 6 to 8 Programming "needs / desires" listening session meetings to draw out the needs / goals / desires of current conditions, but also long-range "wishes". These meetings will be with ministry areas noted above, including adult education, music & worship, hospitality, administration, meeting & social spaces, community engagement & outreach, youth & children ministry areas, among others. They like to schedule these 1-hour meetings within a 2-to-3-day period, with at least one member of the Centennial UMC project team also attending. This helps with project continuity and clarification.
- Meeting with Centennial UMC project team to present summary of "What We Heard" from stakeholder meetings.

STEP 3: Develop Multiple Plans for Discernment (*Visioning & Concept Options; estimated 160 hours*)

Utilizing the breadth of information gathered from Centennial UMC through the Facilities Assessment (Step 1), and Listening Sessions (Step Two), Miller Dunwiddie will facilitate a thorough Visioning process.

- This step will include developing Concept Design drawings that illustrate three distinct options that reflect both the immediate needs and the 5 to 15-year goals of Centennial UMC. Each option will consist of site plan and building floor plan diagrams, visual sketches and general 3D massing diagrams.
 - Consolidate to the Roseville campus
 - Consolidate to the St. Anthony Park campus
 - Relocate to a new-build facility
 - Miller Dunwiddie will utilize our UMC real estate team to review the "new-build site" option for a combined church on a new site.
- They will prepare an analysis and "Pros and Cons" for each of the 3 scenario options to help guide the congregation's discernment process. These will be discussed with our Centennial UMC project team and Leadership Board.
- Working with Langer Construction, Miller Dunwiddie will develop a Rough Order of Magnitude Cost for each option as part of the Concept / Visioning Design. They understand that Mortenson is also available to assist with cost estimating and will welcome this additional review as it will be beneficial to the project at this point in the process.
- Miller Dunwiddie will work with the Centennial UMC project team and Leadership Board to develop a consensus for a preferred option, and which option(s) to present at a future congregational meeting. This congregational meeting may occur in this Step or wait for after completion of step 3 and part of the "Final Plan Development".
- Optional Services for this step:
 - Miller Dunwiddie's base fee includes simple 3D exterior massing diagrams for each option. If more elaborate rendering styles are desired (intricate

fenestration, detailed materials representation, “photo-realistic” style), these can be provided at an estimated fee of \$3500 per rendering.

- Congregational Meeting(s): Working with our Centennial UMC project team and Leadership Board, Miller Dunwiddie will share these overall visions with the congregations at both campuses. This may be through separate presentations or a full UMC-wide meeting. This meeting will be highly interactive and encourage open discussion of the advantages and disadvantages of each option. Miller Dunwiddie’s team will record the comments to assist in establishing a consensus for a single preferred direction.

- **STEP 3 Anticipated Meetings:**

- 4 meetings with Centennial UMC project team to review progress of the options, obtain feedback for refinement of each option. It is anticipated that these will occur every 2 weeks.
 - Meeting One – Review initial options for all 3 scenario options
 - Meeting Two – review refinements for each of 3 scenario options and develop a consensus ranking/priority of the 3 scenarios among the Centennial UMC project team
 - Meeting Three – Review refinements and cost estimates for each of 3 scenario options
 - Meeting Four – Review refinements to each of 3 scenario options and determine a “preferred” option if possible
- Optional Congregational meeting(s). See above for description.

Final Plan Development (*Refinement of Preferred Option; estimated 64 hours*)

Utilizing comments and feedback from the Leadership Team and the congregation meetings, Miller Dunwiddie will refine and modify the preliminary Concept Design drawings into a single preferred direction for the campus consolidation plan and location.

- Miller Dunwiddie will meet with the Centennial UMC project team and Leadership Board to discuss the results of Steps 1-3 and any congregational meetings and to verify the modifications needed to the single preferred scenario option for the campus consolidation plan.
- They will prepare presentation-quality schematic plans, elevations, sections, and 2 to 3 3D images for fundraising and/or final approval purposes.
- Prepare a final cost estimate of the preferred scenario option.
- Prepare an executive summary of the project report for use by the congregation to understand and explain the proposed Master Plan to our community.
- Meet with the Centennial UMC project team to finalize graphics and schedule.
- Congregational Meeting: Miller Dunwiddie will conduct a congregation-wide meeting to present the full assessment and visioning project that has been developed. This is also a good opportunity to use it as a unifying event for healing and as a potential kick-off to any relocation effort.