

GOOD SHEPHERD EPISCOPAL CHURCH, VENICE
Parish Revisioning & Restoration = 2022 – 2023
Roles & Responsibilities – Updated 5/2/2023

- **Vestry**
 - Regularly receives input and recommendations on restoration & revisioning from the Project Management Team (PMT).
 - Due to fiduciary responsibilities, makes the final decisions on restoration matters.

- **Project Management Team (PMT)**
 - The PMT is made up of eight individuals with the job titles mentioned below in this document.
 - Each member of this PMT will have various responsibilities overseeing specific areas of this project as delineated below.
 - Will cull through and review data with the PRT before making various recommendations to the Vestry.

- **Parish Revisioning Team (PRT)**
 - The PRT is made up of 15 individuals; others may attend by invitation based on the agenda.
 - Receives regular updates from the PMT on the church restoration process, asks questions and gives input.
 - In the revisioning portion of the project, they will receive from the PMT various church building upgrade suggestions and provide feedback and input to the PMT.
 - Communicates agreed upon talking points with the broader parish.

- **Rector – Fr. Joe**
 - Contact person with Church Insurance, and the Diocese regarding FEMA and other pertinent matters.
 - Spiritual guide for the project, keeping in the forefront where God is leading our parish.

- **Sr. Warden – Christine Neal**
 - Sets PMT and PRT meeting agendas in coordination with the rector and facilitates meetings.

- **Jr. Warden – Don McKelvy**
 - As the Vestry Member responsible for overseeing buildings and grounds projects, the Jr. Warden will work hand-in-hand with the Project Bid and Numbers Analyst and Project Construction Manager.

- **Project Coordinator – Paul Altimier**
 - In collaboration with sub-committees, PRT, and PMT, details the Scope, Time, and Cost of this project.

- Coordinates the scope of the project from bidding through renovation by working side by side with the Bid and Numbers Analyst and Construction Manager
 - Work with the Bid & Numbers Analyst:
 - To properly evaluate and compare both general contractor bids, he will keep in regular contact with both bidders, making sure each has the information/data/pictures/etc. that they need to be able to present a comparable bid. This contact will be made by way of email, text, and phone call.
 - As information is received back from both bidders, Paul will regularly relay numbers and figures data to Dave to add to the fuller bid picture.
 - Works with the Construction Manager:
 - Prior to the General Contractor contract being signed, Paul will keep the Construction Manager in the loop as to the scope of the project as it is evolving so John will be ready when the construction work begins.
 - Once construction is begun, as changes to the scope pop up, the Construction Manager will inform Paul of these changes so Paul can make adjustments to the scope of the project, and together they can determine whether the scope change in either work needed, or cost, is significant enough to bring this immediately to the attention of the PMT.
- Works collaboratively with all project Consultants regarding scope, time, cost.

- **Project Bid and Numbers Analyst – Dave Beall**

- Keeps in regular communication with Paul Altimier as Project Coordinator, and John Buntel as Project Construction Manager.
- Works with documents received from Church Insurance/FEMA/contractors, and data received from the Project Coordinator to compare details, estimates, bids, etc. Documents include Enservio contents and cost estimate, detailed general contractor and contractor bid details, etc.
- Shares the findings with the PMT for ongoing presentation to the PRT Team.
- ⊖ Works in coordination with Paul Altimier as Project Coordinator, and Bob Sawyer as Contracts Consultant.
- Utilizes the support of Bob Hazelrigg as Project Architect Consultant.
- Utilizes the support of Rich Weinmann as Electrical Consultant.
- As bids start wrapping up, and as it becomes clearer what costs of the project fall outside the coverage from insurance and FEMA, Dave will begin to shift his focus from Bid Analyst and begin to make plans for any needed Capital Campaign, including establishing a Campaign Team.

- **Project Contracts Consultant – Bob Sawyer**

- Works with the Project Bid & Numbers Analyst in evaluating the wording and amounts in various contractor bids.
- Works with the diocese and any other entities in forms submittal, review & filing

- **Project Construction Manager – John Buntel**
 - Due to the necessity of communicating with the various contractors throughout the project, the Construction Manager will keep in communication with the various contractors via phone, email, and onsite visits as necessary.
 - Prior to the signing of the General Contractor contract, keeps in regular communication with Paul Altimier as Project Coordinator, and Dave Beall as Project Bid and Numbers Analyst.
 - Throughout the construction phase, works side by side with the Project Coordinator as the scope of the project shifts.
 - Communicates regularly with the PMT for ongoing presentations to the PRT Team.
 - Utilizes the support of all consultants:
 - Bob Hazelrigg as Architect Consultant.
 - Rich Weinmann as Electrical Consultant.
 - Bob Sawyer as project Contracts Consultant.
 - Larry Fees as A/V Consultant.
 - Marcel Tabor as IT Consultant.

- **Project Architect Consultant – Bob Hazelrigg**
 - Works with the sub-committees, PRT, and PMT, on architectural layouts and designs.
 - Works collaboratively with all project Consultants.

- **Project Electrical Consultant – Rich Weinmann**
 - Works with the sub-committees, PRT, and PMT, on any electrical concerns/needs regarding the Project.
 - Works collaboratively with all project Consultants.

- **Project A/V Consultant – Larry Fees**
 - Based on the sound and streaming needs throughout the church Sanctuary, the A/V Consultant will provide technical input to the PMT and the PRT to ensure the church has adequate audio/video capabilities for all expected current, and potential future functions in the Sanctuary.
 - The A/V Consultant will work with the Project Coordinator in clarifying scope responsibilities between Pro Audio, Allan Organ, and Stroop Design. The Project Coordinator will clarify these matters with the Construction Manager as he works with Stroop, Pro Audio, Allen Organ.

- **Project IT Consultant – Marcel Tabor**
 - Based on the church IT needs for: internet, computer systems, networking, and phone systems, the IT Consultant will provide technical needs to the PMT and the PRT to ensure the church has adequate IT capabilities for all expected current and future functions in the church.