

## **Recommendations from the Baptist Union property group regarding the procedure for appointing an architect and design team for a development project.**

### **1.0 INTRODUCTION**

This paper has been produced to assist the Baptist Union of Scotland member churches in the appointment of Architects and also if required other members of the design team such as, Cost consultants, Structural Engineers and Mechanical and Electrical engineers. (We have not included project managers as most Architectural practices should be able to provide project management as part of their skill set for these size of projects). This paper is also produced to clarify the remit of the members of the Baptist union property group some of whom may be practising consultants in their own right but are offering initially free advice on property matters.

### **2.0 Role of the Baptist union property group**

The Baptist union property group consists of consultants who give of their time to provide an advisory service for union church's throughout Scotland. They also look after the maintenance of the retirement property portfolio. When a Church makes contact in the first instance with the Union office they will be issued an indemnity form which requires to be signed by two trustees or officers with responsibility within the Church. The form should then be returned to the Union office. On receipt of the completed form, the office will contact the convenor of the property group who will on the basis of the enquiry select the individual on the group with the relevant expertise, to make contact with the Church in order to visit and provide advice. This may result in verbal advice or a report for the church depending on the extent and nature of the enquiry. The purpose of the indemnity form is to protect the property group individual in terms of the free advice they are providing.

### **3.0 Procedure in appointing an Architect and the appropriate design team member for a Church project**

**3.1 The first stage** in the process which is at the individual Church's discretion is to contact the Union office to request advice from a member of the property group as described in 2.0 above. Please note although the report may include some sketch ideas at this stage this is only to assist in clarifying the ideas expressed in the report. In most cases the report will be advisory only and will not at this stage include a fully costed out solution.

**3.2 The second stage** Part of the advice of the report produced at stage 1 may be that it is appropriate to produce a feasibility study to explore the options available to the Church. A fully costed feasibility study goes beyond the remit of the free service provided by the property group and the Church therefore requires to appoint the appropriate consultant to prepare this study and to have it costed, and in this way to test the advice provided under 3.1 above. Please note that although this study can be provided by a member of the property group (and sometimes it is advantageous for them to remain involved because of their understanding of the issues), each Church is free to appoint their own consultant at this stage in the process. It is important the Church obtains a fee proposal for this feasibility study and clarification of the extent of the study (i.e. scope of works) which should include a cost consultant's estimate of the architect's proposals. It may, depending on the nature of the project require some engineering input. The chosen architect may

have consultants they normally work closely with and they would include the cost of their time and input in the overall fee proposal. Again the Church is free to appoint consultants separately at this stage but there are advantages in maintaining a team that already works well together.

**3.3 The third stage** or post feasibility stage is when the project becomes real and is ready to move forward through the planning, building warrant, tender information and site monitoring stage. (The Royal Institute of Architects Scotland (RIAS) plan of work). The Church at this stage requires to appoint a design team to implement their project. In the first instance they should appoint an architect who in turn would recommend appropriate consultants to form the design team required. The property group's advice would be to appoint an architect with experience of working with Baptist or Church projects. However the Church is free to appoint architects and consultants of their choosing and may wish to obtain in the first instance a fee proposal from architects with the relevant experience. The architects approached will in turn if requested, advise the Church what other consultants are required to make up the design team and they can include the consultant's costs within their fee proposal. Please note it is extremely important that both the Architect and the Church enter into a contract at this stage which will involve the exchange of appointment documents prepared by the chosen architect and their team and signed by all parties as an agreement in terms of the extent of the service to be provided and the cost for the provision of that service. These documents are produced by the consultant's professional body such as the RIAS.

#### **4.0 Conclusion**

The above hopefully confirms the procedure involved in taking a project from the initial **stage 1** free advisory service provided by the Baptist Union Property group to obtaining the **stage 2** feasibility study and if the project is to proceed to the **stage 3** full appointment of the design team. Please note that the property group are available at any stage during this process to advise if the Church has any particular queries

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