

ARCHITECT/DESIGNER SELECTION PROCESS - ST MARTIN'S ENVISIONING

Approved by the Vestry on 12/17/2025

(Submitted by Maria Acuna-Feldman, Beth Capell, Jim Jordan, Tony Miller, Jessie Ann Owens; we are grateful for the assistance of architect Mark Howland)

In November, the Vestry approved funding for a conceptual design to address the needs and priorities identified in the report of the Capital Needs Discernment Task Force. The task now is to select an architect or designer to produce a plan that can help the St. Martin's community weigh possible changes to the campus.

THE ARCHITECT/DESIGNER SELECTION TEAM [December and early January]

1. The team could consist of four or five members who have a range of professional and committee experience (for example, Buildings and Grounds; Capital Needs Task Force; previous capital projects; building trades; communications; contracts), with the rector and senior warden serving ex officio.
2. The vestry discusses the make-up of the team and recommends members. The rector and senior warden form the team.
3. The team reports to the Vestry, and provides monthly updates.
4. Discussion at December 17 vestry meeting; team formed as soon as possible.
5. Communications: [early January?] parish informed that the vestry has approved hiring an architect/designer to explore possible improvements to the campus and that a team has been formed to advise the vestry on the selection of an architect/designer. Invitation to make recommendations to the team. Explanation of process: exploration but no further commitment. [further discussion at annual meeting]

TASKS FOR THE SELECTION TEAM [January and February]

1. Complete the prospectus (RFP materials). a) Cover letter/general description of process & goals. b) Reference Material: Existing conditions, Inspection Report c) Deliverables: Product is a conceptual design that should include three scenarios. Proposals should include examples of their work; references; church experience; an estimate of cost for conceptual design; process they would use. d) Selection criteria: church experience, references, interpersonal/responsiveness, cost/bid. e) Proposals due March 1
2. Generate list of architects to be invited, places to post
3. Invite conversations and campus visits (begin to build the relationship). [by January 20]
4. Three firms invited to submit a proposal (more OK but only viable candidates); decision

made by team. [by January 31]

5. Formal on-campus interviews while they are working on their proposals [February]
(consider who might participate in addition to the team)
6. Team makes recommendation of one firm (and one alternate) to vestry.
7. Communications TBD, including annual meeting; vestry retreat; Reflections.

Note: This draft only goes as far as the selection of the architect/design firm. The goal is to have a conceptual plan for vestry consideration by mid-2026.