



Unitarian Universalist Fellowship of Topeka  
4775 SW 21st Street  
Topeka, KS 66604  
785.272.9233  
Minister: Rev. Lisa R. Schwartz  
www.uuft.org

## **Scope of Work Renovation and Expansion of Unitarian Universalist Fellowship of Topeka February 2008**

### **Background**

The Unitarian Universalist Fellowship of Topeka (UUFT), located at 4775 SW 21st Street, with a single family space to the southwest, is a congregation of 150 adult members, 75 children and youth, and approximately 50 friends of the Fellowship. We serve a total of 250 to 300 individuals through our services and additional activities. The need for additional space to accommodate this growth was evaluated with input from leaders, members and friends. The result of this research was the Space Development Action Plan, developed in April 2007. In response to the Space Development Action Plan, the UUFT approved the hiring of a fundraising consultant, Mike Maude, who conducted selected interviews of UUFT members and evaluated our readiness for a capital campaign. It was the fundraising consultant's findings that, according to those surveyed: the time to expand is now, and that a capital campaign could be anticipated to raise \$400,000 to \$750,000 over a three year period. At a Congregational meeting, a unanimous vote approved a capital campaign to renovate and expand UUFT at its existing location.

### **Needs and Requirements**

UUFT is seeking to engage the services of an architect to develop plans for renovation and expansion at the existing location, contingent upon the amount raised through the UUFT capital campaign and financing approved both by the UUFT Board and the bank. The architect will provide an anticipated timeline for the project, develop construction documents, and obtain building permits in coordination with the UUFT Building Dreams Committee and UUFT Board. The architect, with consent and approval of the UUFT Building Dreams Committee and UUFT Board, will engage contractors for construction. The architect will work with the UUFT Building Dreams Committee and UUFT Board post-construction to successfully complete the project.

As a religious community, and in accordance with Unitarian Universalist principles, we wish the architect to take into serious consideration the following design elements:

1. *Aesthetics.* Consider both spirituality and aesthetics in the use of the space as a welcoming place. The use of natural lighting and nature is encouraged wherever practical.
2. *Playground.* Space for our children to run and play in a safe area is essential.
3. *'Green' building principles.* We are committed to sustainable building materials and practices wherever feasible, and maximum energy efficiency is imperative.
4. Adherence to general handicap accessibility.

### **Scope of Work**

The architect will propose plans for expansion to be approved by the Building Dreams Committee, the UUFT Board, and the congregation. The analysis of UUFT's space needs is set

forth in the attached Space Development Action Plan, April 2007, and incorporated by reference herein.

The Building Dreams Committee has made the following additions to the Space, Activity and Function Recommendations (page 8, Action Plan).

#### Space, Activity and Function Recommendations

1. To serve Children and Youth RE needs, eight (8) classrooms, each 350 sq. ft. or larger
  1. Nursery, with child height sink, and restroom shared with Preschool room.
  2. Preschool (ages 3, 4, and 5) with child height sink, and restroom shared with Nursery.
  3. K-2nd, 450 sq. ft., restroom nearby, consider a deep mop type sink for projects.
  4. Grades 3-4, consider a deep mop type sink for projects.
  5. Grades 5-6
  6. Junior High, 600 sq. ft.
  7. High School, 700 sq. ft. with center divider
  8. An additional room, similar to high school room, provides space to split larger classes.
  9. Classrooms need to be away from the formal space for sound and activity concerns.
  10. Other requests to consider include the availability of a shower for Youth CONS and other messy events, as well as classrooms being close in proximity to kitchen for cooking projects, etc.
  11. It is imperative that children have some space to use during the construction/ - renovation of the buildings, even if they have to have multi-age groups meeting together during that time.
  
2. To serve Adult RE, one class room, 350 sq. ft., and a library, 450 sq. ft., with wall book shelving, a conference table and chairs and casual seating.

The Building Dreams Committee talked about combining these three needs into one large space: the Library/Adult RE and Conference Room. Considering future needs for programs, we request seating for 30, with a middle partition creating separate rooms for 15 each. This division may create more expense. This space needs to be flexible, with good acoustics and AV capabilities. This multi-function room needs to be close enough to the Offices to be used by the Minister and DLRE.

3. A Narthex, or main entry hall, to accommodate people gathering, a greeting table and two chairs, a signature stand with supplies storage, and a wet counter for coffee and supplies storage.

The Building Dreams Committee wants to call this space the Main Entry Hall. In addition, the Main Entry Hall should be situated adjacent to the formal space so that overflow can go into this space. If this is the main entry way, it needs to be situated by the offices with zoned heating and air conditioning. The Green Dreams Committee also recommends an airlock. Consider glass windows and doors for visibility by staff and/or a video monitoring system for safety.

4. Restrooms sized and equipped to meet the needs of the adjacent area:
  1. Near the new formal space or renewed Scanland Hall and the office area.
  2. In the Nursery, should be shared with Preschool room.
  3. Near the other classrooms.
  4. Adjacent to the Multipurpose Room.

Building Dreams Committee states in those restrooms near the entry way need at least 1/3 larger space for women's restrooms than the men's.

5. A Multipurpose Room (Dining Room) adjacent to the new Kitchen, large enough to accommodate meal functions for 250 people.

6. A new formal space, or renewed Scanland Hall, large enough for services to comfortably seat 200 (this is a seating increase of 75% beyond the current Scanland Hall.) Possibly with a floor elevation higher in the rear, sloping gently toward the speaker platform. Other desirable details are included above, page 4, Town hall Meeting data.

The Building Dreams Committee recommends changing seating to 250 and is also concerned that the elevation proposed may limit the use of the formal space.

7. A new Kitchen with more and better of everything.

The Building Dreams Committee recommends expansion, either doubling or tripling our current square footage. Design it around our equipment needs:

- two sinks
- three ovens, at least one being convection
- three stove tops, possible griddle incorporated
- island work spaces, consider seating availability at some work stations
- more counter space
- consider high efficiency commercial dishwasher that will wash loads quickly

Other design considerations include getting the coffee out of the kitchen, innovative storage not up high, places for food to be put when it arrives and before it goes out, and a place to collect used dishes away from food preparation areas. Sanitation and safety are very important concerns for the kitchen design, although we are not necessarily looking at a commercial kitchen.

8. Office needs are detailed in Action Plan, pages 3 and 4, attached, Town Hall Meeting data, and are recommended for the plan, including physical and acoustic privacy:

1. The Building Dreams Committee recommends wireless network capabilities throughout UUFT, a projector, and additional AV considerations.
2. Minister office would ideally need space to meet with 4 persons and Minister, more than that could use the Library/Adult RE and Conference Room outlined above.
3. Private entrance from minister's office into formal space is important, eliminates having to be in public areas, including when groomsmen need to enter for a wedding.
4. Entry to come in out of the cold, and then locked glass doors where people can see you. May be that entrance for weekdays is different than entrance for program days.
5. Need to consider the importance of meeting room space for Minister and DLRE. Building Dreams Committee is thinking that the office space can be the same size for each, with availability of conference room.
6. If storage available elsewhere, DLRE and Minister offices could be similar.
7. Separate from RE and Minister offices, a space for the administrative personnel/area.
8. Considering long term, may need space for intern's use.

9. Adequate storage for furniture and equipment, audiovisual equipment, religious education supplies, maintenance equipment and supplies, and Sunday service and other ceremonial supplies, without encumbering the offices with these items.

Possible use of built-in storage in the class rooms and for the multi purpose space. This may limit the flexibility of room usage; maybe use single room for all RE curricula and supplies, which decreases classroom size needs. Library/meeting room could also have storage for curricula. We need 3 times the storage space that we have now. We will have storage in each room, plus tables, ladders, vacuum. One storage room could use a mop sink, if there are

moppable surfaces. Music needs storage, sound system storage. Supplies for chalice and service supplies. We need 500 to 600 sq. feet of storage above RE storage space needs.

10. The incorporation of a Tornado Shelter into the plan is recommended. We request architectural input.

11. Playground space.

Submitted by:

**UUFT Building Dreams Committee**

Phil Roudebush and Stan Williams, Co-chairs

Beth Foerster

Melanie Kitchner

Grace MacMillan

Jane Newman

Gary Price

Sue Rothschild

David Schaefer

Ex officio, Reverend Lisa Schwartz