

Appendix 4

Architect Interview Form

Name of Architectural Firm

Presenting Partner / Associate

Size of the Firm: Number of Partners
Number of Professional Staff
Total Size with Support Staff

Years in Business:
Firm's Specialty:

Committee Members: After listening to their responses in each category, assign a score to each one ranging from a low of 1 to a high of 10. Space is provided for your notes and thoughts.

1. The Working Team's Track Record

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Items/Questions to be covered:

- Who will make up the working team?
Give us some of their background and detail similar church projects on which they have worked.
Were they on time? Were they on budget? If not, why regarding each?
Who do they use for cost estimation? What is their track record with estimates versus actual bids?
What were the number and costs of the change orders for each? And why?
What was the most difficult church project you have faced, and how did you handle it?

Notes:

2. The Team's Process Skills

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10

Items/Questions to be covered:

- How would you propose to involve parishioners in developing a master plan?
What have you learned to be most critical in working with the parish as a whole?
How would you go about gathering the needs and dreams of these people for a church?
How would you handle a parish group asking for something unfeasible in the design?
If the parish held a number of listening sessions, how would you tap into that information?
[Pay attention to their listening and people skills during the interview.]

Notes:

3. Their Aesthetic-Creative Style Comfort/Experience

1 | _____ | _____ | _____ | 5 | _____ | _____ | _____ | _____ | 10
2 3 4 6 7 8 9

Items/Questions to be covered:

- Can you speak about the various church architectural styles in which you have worked?
- How would you guide a client in selecting an architectural style for a building?
- What are the strengths and weaknesses of the various styles?
- Knowing that cost is always a factor for churches, what are ways to retain an element of style while being fiscally responsible?

Notes: _____

4. Miscellaneous Items and Loose Ends

1 | _____ | _____ | _____ | 5 | _____ | _____ | _____ | _____ | 10
2 3 4 6 7 8 9

Items/Questions to be covered:

- Can you say what philosophy of a worship space you have used in past church projects?
- What has been your experience with church acoustics, and how would you assure good ones?
- Have you worked with our diocesan building commission?
- Are you familiar with what they require?
- What sort of architectural costs/fees can we anticipate for this project?
- Do you anticipate any additional expenses that would occur with a project like this?
- What is the current average cost of building a worship space?
- If you were 25 percent over budget at the bid openings, how would you go about reducing costs?
- How would you coordinate with a financial development firm during this project?

Notes: _____

5. The X-factor

1 | _____ | _____ | _____ | 5 | _____ | _____ | _____ | _____ | 10
2 3 4 6 7 8 9

Items/Questions are *not* asked of the interviewees, but of yourself at the end of the interview:

- Is this firm a fit for our parish? For our steering committee? Can we work with them?
- Does their perceived work style match ours? Am I comfortable with them?
- Will parishioners be comfortable with them? Asking them questions? Raising issues with them?
- Can you comfortably picture them in our town hall meeting discovering needs and dreams?
- How would they be at answering a question from an elderly parishioner? From an angry parishioner? How about answering a “dumb” question?
- Is this our “marriage partner”? Are these our kind of people?

Notes: _____
