

Updated tasks:

**TASK I. DOCUMENTATION OF EXISTING FACILITIES:** By adding the Chapel building to the Scope of Work, the level of effort to produce the existing conditions documents is roughly double what was required to draw up the meetinghouse. Fortunately, the drawings you provided from previous renovations will save us the time and effort of having to measure up the existing building.

In addition, you have requested that we provide a Physical Needs Assessment Report (or Property Conditions Assessment) for both buildings. We will need to add in time for the on-site work and the preparation of detailed reports for each building. I have attached a sample Property Conditions Assessment from another church for your review. Please take a look at it and let me know if this is the kind of report that you are looking for.

**TASK II. IDENTIFYING PROGRAMMATIC REQUIREMENTS:** Based on our conversations when we met, it seems that identifying the current needs of the congregation is less important than imagining the future possibilities for the congregation and the community. So rather than spending time detailing out what Church on the Hill has been doing, it seems that we want to spend more time exploring what can be done with the existing buildings. One of the deliverables from PSP was to be a report outlining the existing uses of each existing space. If I can get a hold of that report, I can eliminate the Task II Report from my Scope of Services.

**TASK III. DEVELOPING CONCEPTUAL ALTERNATIVES:** Once again, adding the Chapel to the Scope of Work doubles the design & drawing effort in this phase, as we would have to prepare sketches and drawings for the uses of both buildings.

**TASK V. DOCUMENTING THE MASTER PLAN:** The work of this phase would also increase somewhat.

Updated costs:

**TASK I:** The additional cost to draw up the Chapel building (both floors) would be \$750. The additional cost for the 2-building PCA would be \$6,000.

**TASK II:** Credit for eliminating the TASK II report: (\$2,500)

**TASK III:** Additional cost for including the second building in the work of this phase: \$5,000

**TASK IV:** Additional cost for including the second building in the work of this phase: \$750

**TOTAL INCREASE IN FEE = \$10,000; TOTAL FEE = \$29,000**

**Other thoughts:** If you would like a structural engineer to evaluate the tower and the foundation of the meetinghouse, add \$3,500 per the proposal from Hill-Engineers, Architects, Planners, Inc. dated May 5, 2020.

I would recommend that you accept Foresight Land Services Inc.'s proposal of \$4,500 (dated March 30, 2020) for a site review and parking study to determine potential additional parking opportunities, as the proposed services are outside the scope of my firm's capabilities but would be helpful to the development of the Master Plan.

Adding up the three proposals would bring you to a total project cost of \$37,000. We may be able to reduce the overall cost a bit by reducing the scope of Hill's work. We could explore limiting the scope of their work on the steeple to comparing the conditions of the deteriorating posts when they last inspected the tower in 2003 to their condition now and focusing on that aspect of the steeple.

Jim Hundt