

Proposal for  
Master Planning Services

CHURCH ON THE HILL  
LENOX, MA



foresight architects

434 State Street, Floor 2

Schenectady, New York

(518) 371-0832

## Who We Are

Foresight Architects was started in 1993, responding to the need among religious organizations for specialized, professional consulting services. From the very beginning, the focus of the firm has been to provide high quality, personalized service to our clients. In order to ensure principal involvement in every project, the firm has consciously stayed small. Although the firm's size has remained fairly constant over the years, the geographic area it serves continues to expand every year. The size of the firm and the focus on religious architecture have allowed the firm to provide a high level of service on projects located more than 1,000 miles away from our office.

Our design solutions develop from the unique character, history, traditions and needs of your congregation. We understand that the concerns of clergy, church members, trustees and many others must be addressed by the architect. We also understand the need for solutions that fit within your budget and provide you flexibility as your congregation grows and changes over time. Through interaction with various groups affected by the project at hand, we develop a thorough understanding of the current and long-term needs of your church community. This interaction becomes the foundation of our approach to your design problems. With a good basis of understanding about your church, design solutions will be complete, and the project will be supported during any fundraising efforts you might have.

We see our role not merely as designers but as a means through which congregations can fulfill their own goals of growing in Christ. Therefore, we understand that it is the realization of the church's vision that is most important. We work to serve the needs of the church and, as such, we make every attempt to listen carefully to what every member of the congregation has to offer. Consequently, each design we create is a reflection of the community for whom it was created. It is only through this approach that people will be able to feel "at home" in their new or renovated facilities.

### Jim Hundt

Over the years, Jim Hundt has designed a wide variety of facilities for religious organizations and other institutional clients. These projects have ranged from the construction documents for entire new facilities to the design of a private chapel to a new church lighting system. For all projects, Jim has maintained the same level of commitment and communication with the client from inception to occupancy. Jim will be the primary person responsible for this project, attending all meetings and presentations and overseeing all design work.

Jim graduated from the McGill University School of Architecture in Montreal in 1980. He is licensed to practice architecture in MA, MI, MN, NJ and NY, and holds a certificate from the National Council of Architectural Registration Boards. He is actively involved in continuing education in church design issues on both a local and national level, including presentations at conferences such as the Southwest Liturgical Conference. He has served on the boards of the Interfaith Forum for Religion, Art & Architecture and the Association of Consultants for Liturgical Space. He has had articles and projects published in journals including *Environment & Art Letter*, *EnVision Church*, *Architectural Lighting*, *Ministry & Liturgy* and *Faith & Form*.

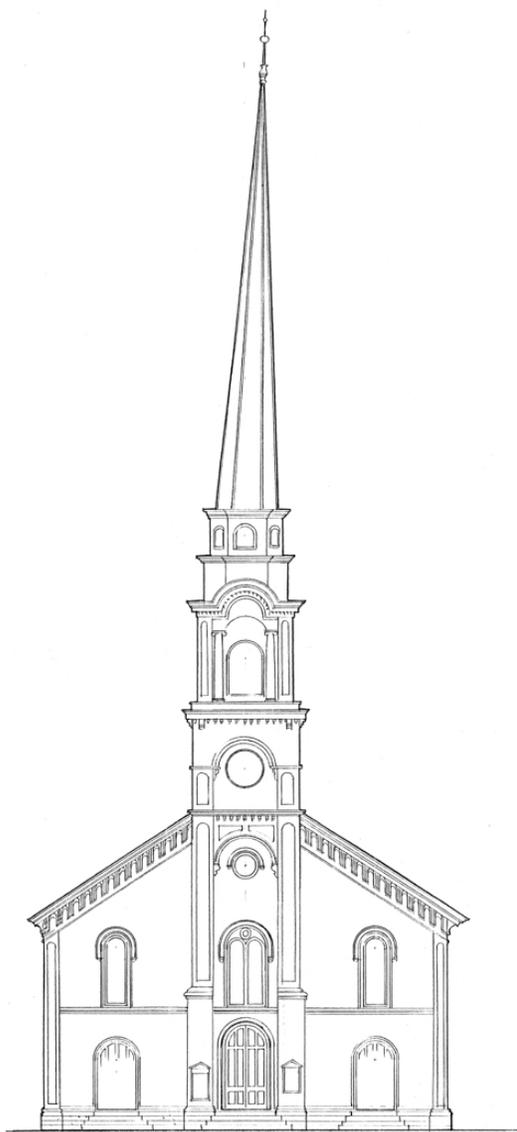
## Experience with Similar Projects

Our firm has worked with over one hundred different religious organizations in the last twenty-seven years. The following partial list of projects includes clients for whom we completed a Master Plan.

- Adirondack Community Church, Lake Placid, NY
- Assumption/St. Paul Parish Community, Mechanicville, NY
- Calvary United Methodist Church, Latham, NY
- Catholic Community of Sacred Heart, Lake George, NY
- Catholic Community of Saint Henry, Averill Park, NY
- Christ Church United Methodist, Glens Falls, NY
- Christian Assembly Church, Pittsfield, MA
- Church of Christ the King, Guilderland, NY
- Church of Corpus Christi, Round Lake, NY
- Church of the Holy Trinity, Schaghticoke, NY
- Cobleskill United Methodist Church, Cobleskill, NY
- Coila Church, Cambridge, NY
- Dominican Retreat and Conference Center, Niskayuna, NY
- East Glenville Community Church, East Glenville, NY
- Emmanuel Baptist Church, Albany, NY
- Emmaus United Methodist Church, Albany, NY
- First Baptist Church of Ballston Spa, Ballston Spa, NY
- First Congregational Church of Lee, Lee, MA
- First Reformed Church of Glenville, Amsterdam, NY
- First United Methodist Church, Delmar, NY
- First United Methodist Church of Voorheesville, Voorheesville, NY
- Good Ground Family Church, Cohoes, NY
- Holy Family Church, Newark, DE
- Hope United Methodist Church, Eagle Mills, NY
- Immaculate Heart of Mary Parish, Watervliet & Green Island, NY
- Loudonville Presbyterian Church, Loudonville, NY
- Lynnwood Reformed Church, Schenectady, NY
- McKownville United Methodist Church, Albany, NY
- Our Lady of Fatima Church, Schenectady, NY
- Our Lady of Grace Church, Ballston Lake, NY
- Prince of Peace Lutheran Church, Clifton Park, NY
- Princetown Evangelical Presbyterian Church, Princetown, NY
- Reformed Church of Cortlandtown, Montrose, NY
- Saint Athanasius Parish, Reading, MA
- Saint Cecilia Church, Warrensburg, NY
- Saint James Parish, Albany, NY
- Saint Joseph's Church, Holbrook, MA
- Saint Joseph's Church, Scotia, NY
- Saint Mark the Evangelist Church, Long Valley, NJ
- Saint Mary's Church, Cooperstown, NY
- Saint Stephen's Church, Hagaman, NY
- Shenendehowa United Methodist Church, Clifton Park, NY
- Sisters, Servants of the Immaculate Heart of Mary, Monroe, MI
- Trinity Lutheran Church, Worcester, MA
- West Stepentown Baptist Church, Stepentown, NY
- Worcester United Methodist Church, Worcester, NY

## SELECTED PROJECT EXPERIENCE

The following pages describe a selection of past projects where they faced similar issues as Church on the Hill. For each project we have included the name of a contact person at the church. We encourage you to contact any of these individuals to find out more about their experience working with us. We have also included three letters of recommendation from our clients. These letters will allow you to hear from our clients themselves about their experience of working with us.



SOUTH ELEVATION ILLUSTRATION

### **FIRST CONGREGATIONAL CHURCH LEE, MA**

Built in 1857, this Italianate church located in the center of Lee, Massachusetts is best known for having the tallest wooden steeple in New England and for the elaborate faux painting in its nave. Our challenge was to work within the confines of a Preservation Restriction Agreement with the Massachusetts Historical Commission while developing a Master Plan for a congregation that wished to be more accessible and welcoming. The proposed Master Plan was designed to make their church more welcoming, more open and more hospitable by providing a renewed worship environment and a completely accessible building. Although the first phase of the project was scheduled to proceed in 2008, the funding for the project had to be diverted to repair of the steeple, which became the most urgent need for that year. The first phase of the Master Plan was finally implemented in 2010.

*Total Estimated Project Cost: \$1,500,000*

*Projected Completion Date: To be determined*

*Contact: Stan Rossier*

*Telephone: (413) 243-4423*



**EMMANUEL BAPTIST CHURCH  
ALBANY, NY**

Our work with this congregation dates back to 1996, when we prepared an Existing Conditions Survey for this High Victorian Gothic Revival church and attached four-story education building. The building envelope repairs recommended in our report were implemented soon after submission of the report. A few years later, the church called us back to develop a Master Plan for their facility. Built in 1871 with a seating capacity of over 1,000 people, it was erected “for the object of a better accommodation of our membership and increased facilities for Christian work.” During the following 130 years, this congregation has continued to support, encourage and give of its resources and membership to other churches and to serve the community. As the needs of the community have changed, the building’s ability to meet those needs has also changed. We developed a Master Plan that will help further the mission of the church while providing them with a worship environment that is better suited to their reduced congregation size. The first phase of implementation of the Master Plan was completed in 2007 and the congregation has been enjoying the benefits of the reordered worship space ever since then. The second phase—new handicapped-accessible toilet rooms, a new choir room, a new library and a new nursery—was completed in 2012. The church secured a Sacred Sites grant for additional exterior restoration work, which was completed in 2014.

*Total Project Cost: \$660,000*

*Second Phase Completion Date: 2012*

*Contact: Jean Burton, Committee Chair*

*Telephone: (518) 872-2333 (Home)*



Existing



Proposed (rendering)

### **TRINITY LUTHERAN CHURCH WORCESTER, MA**

The primary goal in the design of the reordered worship space at Trinity Lutheran Church was to simultaneously address the needs of accessibility, flexibility, visibility and community, keeping in mind that accessibility includes the Nave, chancel, balcony, reading positions, pews, Chapel and places of sacramental celebration (Holy Baptism and Holy Eucharist).

The final design for the worship space eliminated the need for accessibility to the chancel by bringing all the places of liturgical action onto the main floor. The reordering of the Nave provides ample space for the addition of a grand piano, which would also increase the flexibility of the music ministry.

Another major component of the renovation was the relighting of the Chancel and Nave. The existing historic fixtures were maintained but new fixtures were added to improve overall lighting and to provide focal lighting for the liturgical action. The work in the Nave was just a small part of a \$1,200,000 renovation of major parts of this 60,000 square foot facility, originally built in the late 40's/early 50's.

*Phase 1 Project Cost: \$1,200,000*  
*Phase 1 Completion Date: September 2018.*  
*Contact: Rev. Susan Nachtigal, Retired Former Pastor*  
*Mobile Telephone: (774) 330-8212*



**ADIRONDACK COMMUNITY CHURCH  
LAKE PLACID, NY**

Adirondack Community Church is a beautiful, historically significant edifice that was built on the shores of Mirror Lake in 1927 and expanded in 1958. Recent changes within the church have put an added strain on the facilities. Much of the space needed for worship, fellowship, children's and youth ministry is inadequate or inappropriate. We were asked to develop a Master Plan that would allow this vibrant congregation to grow throughout the 21<sup>st</sup> century. Our solution consists of several additions, renovations of all three floors of the 1958 structure and reconfiguration of the sanctuary so that the worship space is consistent with the congregation's focus on community. The biggest challenge we faced and met was making all seven levels of the facility accessible to the disabled. The Master Plan is being implemented as funds become available, supplemented by volunteer labor.

*Total Estimated Project Cost: \$3,300,000*

*Phase 1 Completion Date: 2009*

*Contact: Mark Demers, Former Pastor*

*Telephone: (802) 862-2732 (Home); (802) 862-1151 (Work)*



**CHRIST CHURCH UNITED METHODIST  
GLENS FALLS, NEW YORK**

A 1972 census of historic Christ Church in downtown Glens Falls listed a 1,500 seating capacity and a total of 46 rooms available for use of church school on Sunday. By 2009, typical Sunday attendance averaged 120 and only two Church School classrooms were required. Our challenge was to develop a Master Plan that included a more appropriately sized space for worship, creating better space for welcoming visitors before and after services, improved handicapped accessibility and used the existing building more efficiently.

Our solution included: subdividing the existing sanctuary to create both worship and gathering space (without compromising the integrity of the historical interior); creating a new, centralized circulation route, complete with a three-stop elevator; and reconfiguring offices, classrooms and other spaces throughout the facility. The Master Plan for Christ Church is a comprehensive plan that allows for the growth and expansion of the church's ministries and programs into the future. It takes maximum advantage of the existing facilities by converting, upgrading and modifying those facilities to create a facility that will function as one, unified facility. It provides better places for worship, fellowship and Christian Education and meets the needs of a modern church for office and Youth space. The proposed Master Plan can be implemented in various stages, according to the financial resources and growth of the church.

*Total Estimated Project Cost: \$1,200,000-1,500,000*  
*Completion Date for Phase I: 2011*  
*Contact: Mr. Marty DeVit, Building Committee Chair*  
*Telephone: (518) 798-5500 (Work)*

## ABOUT YOUR PROJECT

*The Lenox Congregational Church, or the "Church on the Hill", possesses integrity of location, design, setting, materials, workmanship, and association. In addition to its role as a house of worship, it gains community development significance in having provided a larger, more elaborate meeting place for a growing frontier county seat in the early 19th century. It served as a podium for several guest speakers of both local and national prominence. Architecturally, the building shows the influences of Asher Benjamin and Charles Bulfinch, both Boston-based architects of the period. The success of the design demonstrated the competency and skillful eye of its provincial builder, Benjamin D. Goodrich. Thus, the Lenox Congregational Church meets (Criteria A, B, C) of the National Register of Historic Places.*

National Register of Historic Places Inventory—Nomination Form

Given the building's historic and architectural significance, it is small wonder that Church on the Hill is a treasured and beloved building in the Village of Lenox. It has provided a place of worship for its members for over two hundred years and has undoubtedly been the site of many important occasions in the life of its members. While well built and well maintained, like most large, historic buildings, it has started to become more of a burden than the dwindling congregation can likely continue to bear. The discrepancy between its seating capacity and its typical Sunday evening attendance (typically only 10% full) makes it hard for the worshipers to feel connected to one another. This is not news to anyone in the congregation. It is also not a unique situation – especially in the Northeastern United States.

But while there are challenges with the building, there are also assets to the building, both as it stands at the present moment and in its potential as a "wellspring for renewed life". Preserving the current assets (such as the sacredness of the building) while seeking ways to tap into its potential is always a big challenge with historic churches like Church on the Hill. To do so effectively takes good leadership, good, professional guidance and good communications. Perhaps most importantly, it takes openness to the guidance of the Holy Spirit.

Foresight Architects is no stranger to these types of opportunities. In our work with over one hundred congregations in the last twenty-seven years, we have developed workable solutions to these kinds of challenges in many historic churches where there was a significant discrepancy between the size of the facilities and the size of the congregation. Our focus on a consensus decision-making process has made the process of developing a Master Plan for a congregation one of growth and enrichment for the members of the church, rather than one of division and disharmony. We believe that our specialized experience with master planning for churches can help Church on the Hill determine the best way to meet their present and future needs with their facilities, as well as the needs of the community at large.

## PROPOSED SCOPE OF SERVICES

The specific services to be provided for this project are based on our discussions with Rev. Elizabeth Goodman on April 2, 2020 as well as our experience on many similar projects. A description of the process to be used and services to be provided follows.

### TASK I DOCUMENTATION OF EXISTING FACILITIES

As part of this task, we would prepare AutoCAD floor plans of the existing building as required for use in the Conceptual Design Phase of the Master Plan. Rev. Goodman has shared images of existing drawings with us that appear to be adequate for the creation of AutoCAD drawings without having to do any extensive on-site measurements.

### TASK II IDENTIFYING PROGRAMMATIC REQUIREMENTS

#### 1) IDENTIFICATION OF PROGRAM NEEDS

Our first needs assessment activity will be accomplished by meeting with various church members to obtain more detailed information about church resources and programs. For a congregation of your size, this can usually be accomplished in a single 90-minute meeting.

#### 2) CONGREGATIONAL INPUT

Part of our Scope of Services typically includes a congregational workshop. This workshop adds to the involvement of the entire congregation by engaging them early on in the process. We understand that this discernment process has already been going on for several years and members of the congregation are a bit tired of “process” and more interested in progress. Additionally, considerable time and expense were spent working with Partners for Sacred Places. We assume that the work with Partners resulted in some useful information that was gathered from the congregation (and possibly the community) during their work with you. That information may serve the purpose of providing us with the necessary input from the congregation without asking them to repeat work they have already done. We will review this information as soon as it is made available to us to verify that it meets both those purposes.

#### 3) TASK II REPORT

The information gathered from these documents and from our meeting(s) with church members will be combined to develop a *Functional Building Needs Assessment Summary*. This document will include a statement of all the problems and desires related by the congregation. This report will be submitted to the Committee for their review and discussion. All review comments from the Committee will receive written responses.

### TASK III DEVELOPING CONCEPTUAL ALTERNATIVES

Phase III is where the Master Plan begins to take shape. Using the *Functional Building Needs Assessment Summary* as a guide, the Architect begins to sketch out ideas for meeting the identified needs. At least two different solutions would be presented to the Committee. If necessary, additional alternatives would be explored and presented to the Committee. Narrative descriptions and square-foot cost estimates for each scheme would also be prepared and compared in the Task III report. Copies will be distributed as required by the Committee. We assume a total of three meetings for this task.

When working with the Committee, we use a consensus-based decision making process. Consensus decision-making calls for Committee members to let go of their vested interests and their personal agendas. They are encouraged to approach old and new ideas with openness, to talk about issues without being defensive. Working towards consensus becomes easier when everyone agrees to drop their prejudices and personal preferences and examine issues and ideas objectively. By doing this, we begin to separate legitimate needs from perceived or apparent needs. Legitimate needs are those that are not biased or selfish, and that look beyond immediate problems of the present. As we go through the process, these true needs emerge and gradually become obvious as being important to the whole congregation.

### TASK IV CONSENSUS-SEEKING PHASE

Even though more than one scenario will be presented to them, one option will have the strong support of the Committee because it will be the most successful at meeting the established needs of the church and will be possible within the financial constraints of the congregation. This plan will become the heart of the presentation at a congregational presentation, where the entire congregation is given the opportunity to review and respond to the work of the Committee and the Architect. We assume one meeting to prepare for the presentation and participation in the presentation.

### TASK V DOCUMENTING THE MASTER PLAN

The final phase is the documentation of a Master Plan for the implementation of the proposed improvements to the facilities. Incorporating the comments from the congregational presentation and the Committee, we will document the results of the previous phases in a working document that provides a framework within which the church can realize their own unique vision. This document would include a site plan, conceptual floor plan, approximate architectural configurations, conceptual-level cost estimates and recommended strategies for implementation by phases, if necessary. This stand-alone document would be submitted to the church for their use.

## PROPOSED FEE

We propose a lump sum (fixed) fee for the Master Plan of Nineteen Thousand Dollars (\$19,000.00). This fee is for professional services only and does not include reimbursable expenses, such as printing, renderings, models, mileage, tolls, etc. Such expenses would be charged at cost plus 10%. We estimate the total reimbursable expenses to be approximately 5% of the total fixed fee amount, not including the costs of renderings, models or other special presentation materials.

An initial payment of \$5,000.00 would be required with the signed Owner-Architect Agreement, which would be based on AIA Document B727, 1993 Edition.

## FUNDING OPTIONS

As Church on the Hill is listed on both the National & State Registers of Historic Places, it is eligible to apply for funding to offset the cost of the Master Plan from at least two different sources. If you are not already familiar with these programs, more information is available online.

The Massachusetts Preservation Projects Fund provides grants for pre-development projects such as the Master Plan. Unfortunately, the deadline for this round of funding was March 20, 2020 so you would have to wait until next year to apply for this grant.

Having previously worked with Partners for Sacred Places, you are most likely aware of the National Fund for Sacred Places, a program on which Partners collaborates with the National Trust for Historic Preservation. Grants of up to \$5,000 are available for Master Plans. If you have not already received a grant from this program, to apply for this round of funding, a Letter of Intent must be submitted by April 22, 2020. More information can be found at [www.fundforsacredplaces.org](http://www.fundforsacredplaces.org). We would be happy to assist you in your application.

## SPECIAL ACCOMMODATIONS

As our work is not considered an essential service by the government, we are currently performing all our work remotely, including meetings and presentations. Using either conference calling or GoToMeeting software, we continue to meet with our clients and keep their projects moving forward. While most of the tasks listed above can be done remotely, we feel that it would be essential to visit the site at least once before starting Task III in the Scope of Services. Assuming that it takes the Committee at least a month to select an architect (allowing time for review of proposals, interviews and the discernment process), the earliest we anticipate starting work on this project is early May. According to recent reports, that may be near the peak of the current pandemic in this part of the country. We would expect social distancing restrictions to continue for at least a month after that. During that time, it would be possible for us to complete Task II in the Scope of Services remotely. Once citizens are again free to travel, we would be able to visit the church so that we could perform Tasks I & III and continue to make progress on the project.

**Church  
of the  
Guardian Angel**



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***Blessed be God forever***

***Rev. Charles Pinyan, Pastor***

May 2014

I write this letter to endorse your consideration of the architect James Hundt, of the firm Foresight Architects of Schenectady, NY.

In 2008, his firm was one of three that our parish selected to compete for a project to develop a plan to meet our worship and meeting needs. Our committee unanimously selected Jim's firm based on his background, experience, flexibility and eagerness to clearly understand our needs.

Both Jim Hundt and his associate Ted Lutz were readily available to me throughout the planning process. The "Master Plan" they presented was creative and practical. They also exhibited a willingness to adapt their original plan based on constructive feedback from our construction committee and parishioners. The proposal incorporated both an appreciation for our current church building and a contemporary understanding of the needs of liturgical celebrations.

Because of economic considerations, the plan was postponed for 5 years. When we were ready to proceed, Jim was accessible and helpful. His plans were prepared for the bidding process in an extremely timely manner and were clear and precise.

Throughout the construction phase Jim was diligent in organizing progress updates and remaining in constant contact with the contractor, the archdiocese and the parish. His careful attention to detail helped us achieved results that have been widely complimented for aesthetic beauty and liturgical benefit.

I would strongly encourage any parish to consider utilizing his firm.

In Christ,

Rev. Charles Pinyan  
Pastor



## *Cobleskill United Methodist Church*

"Open Hearts, Open Minds, Open Doors"

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Website: [www.cobleskillumc.org](http://www.cobleskillumc.org)

Rev. Pamela Mikel Hayes, Pastor

February 6, 2012

To Whom It May Concern:

Cobleskill United Methodist Church highly recommends Foresight Architects of Schenectady, New York, based on our experience with them in 2011.

Foresight Architects treated our congregation with respect throughout the project of developing a Master Plan. They customized the project to the unique nature and needs of our faith community. They demonstrated flexibility throughout, listening attentively and responding in a timely fashion to our requests. They exhibited professionalism as they collected input from a wide variety of people within our church and formulated a comprehensive and fully inclusive plan. Most importantly, they clearly demonstrated their gifts of organization, vision and purpose within our Christian ideology.

Sincerely,

Dale Case, member, on behalf  
Master Plan Companion Committee  
Cobleskill United Methodist Church

Sisters, Servants of the Immaculate Heart of Mary  
610 W. Elm Avenue  
Monroe, Michigan 48162

January 10, 2006

James Hundt, Architect  
56 Clifton Country Road, Suite 106  
Clifton Park, NY 12065-3838

Dear Mr. Hundt,

The IHM Chapel Master Plan has been very well received by our IHM Community and has received wonderful commendations from visitors who have viewed the renditions on display outside the Chapel.

It has been a real pleasure to work with Carol Frenning, Liturgical Design Consultant, and you throughout the process. Your presentations have been very informative, your designs sensitive to the values our Community articulated and your presence very warm and caring.

Initially during the process of selecting an architect, the Chapel Renovation Committee was thinking of a local architectural firm. After interviewing several firms and considering the fit for the Community, we selected your firm trusting that distance issues could be accommodated. We are truly grateful that we made that decision for our working relationship has truly been a blessing and distance between the States of New York and Michigan was never a problem.

The Chapel Committee lives in hopeful anticipation for the implementation of the Master Plan. The implementation decisions rest with the newly elected IHM Leadership Council, who begins their term of office in July, 2006.

May 2006 be a year of many blessings for you, your family and your business. Hopefully our paths will cross in the near future.

Sincerely,

Sister Barbara Weigand, IHM  
IHM Leadership Council  
Chairperson, Chapel Renovation Committee