

MEETING NOTES



Project: The Parish of the Immaculate
2019.020 2.1.2

Date: March 8, 2021
Prepared By: Michael Eagan

The purpose of this Renovation Committee meeting was to reduce the scope of work (and associated costs) to meet the financial goal established by the fund raising consultant (Steve McSwain, Generis).

1. Fr. John began the meeting with a prayer.
2. Michael noted that it was almost one year ago to the day (March 11, 2020) when we last met before the pandemic halted progress on the project.
3. The Total Project Budget range identified by ea at the completion of the Schematic design Phase was \$2.7M to \$3.2M. The capacity of the Parish to raise funds for this project identified by Generis in the financial feasibility study is \$2.0M to \$2.5M.
4. Michael suggested to focus the project on the interior of the Church rather than any additions or sitework. Michael also suggested funding the liturgical furnishings / sacred artwork via a Wishbook that might be introduced to Parishioners during the construction phase of the project. The following summarizes the recommended reductions in scope:
 - a. *Site Improvements \$120,000 to \$144,000*
 - i. Site Demolition / Prep
 - ii. Drainage & Utilities
 - iii. Pavement & Hardscape
 - iv. Landscape / Amenities
 - b. *New Construction \$216,500 to \$259,800*
 - i. Vestry / Vestibule Addition
 - ii. Drive-Thru Canopy
 - c. *Liturgical Furnishings / Sacred Artwork \$62,260 to \$74,712*
 - d. ***Revised Total Project Budget \$2.0M to \$2.4M***
5. The Committee discussed various items on the interior of the Church but reached consensus that the above changes accomplish the priorities and the other items can be incorporated if estimates are high (bids low) or fund raising exceeds expectations.
6. The Committee asked about the scope of work included on the HVAC system. Michael noted that HVAC work budgeted was minimal (\$7,000) but did not recall exactly what this included. Michael will follow up with the

HVAC Consultant and report his findings to Matt. *Since the meeting, Michael conferred with Ron Wyman, Mechanical Engineer for Circle Design Group (MEP Consultant to eA) and confirmed the following:*

- a. *The \$7,000 in the budget is for modifying the return air ductwork below the new Sanctuary Platform.*
 - b. *The concern with the HVAC system was noise. Ron believes the noise was created by air movement not mechanical noise and perhaps due to system being out of balance. The other issue was water in the ductwork.*
 - c. *Ron located a company to line the ducts with a waterproof material. He secured a budget quote of \$28,000 and passed all of this information on to the facility manager. It was our recommendation that the Parish work directly with this subcontractor to line the ducts as this is a repair item not requiring engineering time or fee. This application likely will affect the noise characteristics and balancing.*
 - d. *Once this work is complete and detailed design work is underway, Ron will review to identify the next step which is likely re-balancing this system. Ron can outline a re-balancing scope of work that the Parish can have a local balancing contractor perform. This data will then be used to inform Ron if there are any further steps necessary or even possible to address noise concerns.*
7. The Committee discussed the need / status of a new roof on the Church. Michael noted that this was not a part of the scope of the project but recommended addressing prior to interior renovation work commencing. There was some discussion about why the roof hadn't already been replaced and that funds were set aside for this work. The Committee agreed to investigate the status of the roof replacement project.
 8. Fr. John, Matt and Michael were asked to discuss this approach with Steve McSwain. In particular, if he found it acceptable to identify the interior renovation work as a base project or initial step, and the exterior work / new construction as the next step whenever funding is available. This discussion occurred on March 12 and Steve was supportive of this approach. Steve recommended that the graphics / electronic model clearly delineate the initial plan (scope of work) versus the ultimate plan.
 9. Michael will prepare updated graphics and a short video fly-around (through) with the electronic model based on the above comments for use in the Capital Campaign. Steve McSwain needs this information by the end of April 2021.

If any of the above does not agree with your understanding, please clarify by return mail within seven days of receipt. Otherwise, Notes shall stand as written.

Attended by:	Rick Ebelhar	Sarah Ford	Matt Gray
	Lisa Prendergast	Dot Reid	Julie Renshaw
	Lisa Sims	Fr. John Vaughan	Michael Eagan, eA

eCopy: Renovation Committee
Design Team (LHB, CDG, MBH, IMEG)
File