

Keller, Texas
May 20, 2023

Update
Planned Phased Implementation of the Church Master Plan

Phase 1: Replace all air conditioning units.

Phase 2: Relocate the Parish Offices to provide space for future church improvements.

Phase 3: Extend the Sanctuary east through the current office area.

Phase 4: Connect the Sanctuary with the Parish Hall.

Phase 5: Extend the Sanctuary west, relocating in the process the Choir, AV control systems and modifying the west end of the building waiting area and the entrances to the Sanctuary.

Phase 6: Update the interior of the Sanctuary.

Phase 7: Construct the tower and covered walkway from the tower to the Parish Hall.

Current Status of Work

An agreement has been signed and a Notice to Proceed was issued on May 18th to VLK Architects and its subcontractor, BHB, to proceed with the first of a four-stage effort to advance Phase 1 and Phase 2 of the Church's Master Plan, described as follows:

- **Stage A:** Review existing as-built drawings and inspect both the Parish Halls and the Sanctuary to ensure that subsequent stages of work do not run afoul of unforeseen conditions -- \$11,970.
- **Stage B:** Complete preliminary design and preliminary construction drawing associated with work to be done in the Parish Halls and the Sanctuary, ensuring in the process that the new air conditioning system can be accommodated within the design objectives outlined in the Parish's adopted Master Plan --\$23,825.
- **Stage C:** Prepare a Request for Proposals for all work to be undertaken, including the purchase and installation of a new air conditioning system and the renovation of the Parish Halls to accommodate the Parish Offices -- \$2,500.
- **Stage D:** Complete final design and final construction drawings for the purchase and installation of a new air conditioning system and the renovation of the Parish Halls to accommodate the Parish Offices – TBD.

As with any building renovation project, care must be taken to understand existing conditions before commitments are made regarding future construction. For this reason, the architect and its mechanical engineering subcontractor have not been given authority to proceed past Stage A until they have completed their assessment of our current buildings and can confirm that adequacy of their proposed scope of work, schedule of work, and budget. Stage B will involve the preliminary design of improvements to the church and Parish Halls. Members who are interested in participating in discussions and providing counsel related to this Stage of work should contact me, DJ Mitchell, at your earliest convenience.