

March 25, 2016

Chris Urquhart
St. John Lutheran School
302 W. Holmes
Chester, Illinois 62233
Email: hornetbossman@yahoo.com

PDF Transmitted Via E-Mail

re: Proposal for Architectural Master Planning Services
St. John Lutheran School - Chester

Mr. Urquhart:

Thank you for meeting with me last week and showing me around the school, church grounds, and parish hall to explain the current uses and future goals for St. John Lutheran School. It was a pleasure to meet with your committee and Pastor Sims and learn about the ideas you have shared to date. My colleagues and I have worked with several churches, schools, and public bodies plan the renovation and future growth of their properties to and we truly appreciate the opportunity to help you do the same. The following paragraphs outline one way (of several options) we could methodically study the most effective options for St. John Lutheran School in Chester. Additionally, we are open to other paths or options that you feel may better serve your congregation.

Project Understanding

St. John Lutheran Church currently owns several adjacent parcels along Holmes Street / Illinois Route 3. The south end of the campus is located between Holmes and German Streets, immediately south of High Street. This half-block contains the original school building with a 1950s addition, a paved playground, and the Parish Center. Immediately north of High Street, a second half-block contains the Church Sanctuary, a former home used as offices, a lawn, and two parking areas. North of the next alley, the church owns two homes which they rent as residences until another proper use is identified. Finally, the church also owns the former Cohen Home, which it allows the Cub and Boy Scouts to use as their meeting place.

St. John Lutheran School serves the children of Chester by providing education from preschool through the Eighth Grade. Ten classes include first through eighth grades and two pre-school rooms. There is also a Music Room, Library, and Computer Lab. Although the most immediate need appears to be new pre-school space, other items were also discussed.

The Parish Hall is probably the busiest facility on site. It is used for school cafeteria space, for PE class, practice space for team sports including volleyball and basketball, fundraisers, and social functions such as wedding receptions and funeral luncheons. It is also rented to the public when available. Long-term plans should include creating additional space to accommodate some current Parish Hall uses.

Worship services are held on Saturday evening, and twice on Sunday morning. Like most traditional church structures, St. John Lutheran does not have covered drop-off facilities or space to facilitate fellowship time before or after services. Master planning should consider opportunities to create these spaces.

Sunday School and Bible Classes are held in the school building. The church choir practices in the school's Music Room. Traveling between the church and these areas currently includes several stairs and crossing a street, possibly in inclement weather. Ideally, these spaces can be more conveniently connected to the Sanctuary.

The Church Office and Pastor's Office are located in the former residence immediately behind the Sanctuary. Pastor Sims reports that the office meets his needs but as the congregation grows so with the need for two pastor offices, additional business office space, and perhaps other meeting space.

The same building currently holds the church's Food Pantry, which is in one small room and is open on a weekly basis. The Youth Group has a meeting space on the second floor of this building. Finally, the Early Childhood Center is also located in the former home. While I have not visited the building interior, I can imagine that all of these functions are somewhat crowded in the modestly sized structure.

As mentioned earlier, new Early Childhood Center spaces have been identified as a current priority. Ideally, this area would include 4 to 5 classrooms, a kitchen and eating area, and restroom facilities. Future plans should be designed to meet state Day Care standards, in case licensure becomes a goal in the future.

Although not currently used for church functions, the two rental residences and the Scout House should be considered when developing a master plan for St. John Lutheran. Any consideration of building functions must include opportunities to expand in an organized, efficient manner. One path to creating a working, efficient master plans are listed below. This is similar to the method we used at St. John's Lutheran School in Red Bud but we can modify this to meet your needs.

Programming

The Site Use Program as understood by Quadrant Design is listed above. In order to better understand the workings of all groups within the St. John Lutheran congregation, we suggest brief meetings or conversations with representatives of those groups. (You may have already had complete representation at our initial meeting.) While we don't anticipate creating a formal booklet with thorough documentation of each conversation, we propose creating a working list of spaces with descriptions of current functions, additional goals, and identified weaknesses. This list will be very useful in developing and verifying successes or short comings of a comprehensive master plan.

Building Code Review

Quadrant Design will briefly review the existing facilities to identify construction type and analyze allowable areas etc., with the International Building Code. Although Chester has currently adopted the 2006 version, we will refer to the 2012 or 2015 edition in order to use more timely data. Please understand that this review is not intended to be a fully detailed existing facility analysis but is included in this study to identify allowances, challenges, or limits to connect or expand existing facilities within the church campus. In addition to the Building Code, we will examine existing properties in relation to the Chester Zoning Ordinance.

Documentation of Site Conditions

Quadrant Design will visit the site and document existing conditions that will affect the project design. We will be interested in existing utility locations, curbs, sidewalks, ditches, easements, views to and from the property, tree locations, etc. These site conditions will be input into AutoCAD and used in the development of our designs.

Please understand that in order to keep initial costs at a manageable level, we do not propose documenting existing buildings to the level necessary to create construction drawings – just to the level needed to create an overall facility master plan. Whenever future building additions or modifications are designed, additional documentation will be needed to accurately create those detailed plans.

If you have existing building drawings that we can reference during our work, that will save Quadrant Design's time and St. John Lutheran's money. If you have surveys of the existing properties (even just some of them) that will also save time and money. Without surveys, we would like to work from legal descriptions – if they are not available, we will work from aerial photos and rounded lot dimensions available from the County Courthouse.

Our staff will visit the buildings, measure overall dimensions and individual elements (such as entryways or corridors) which we think could affect the overall master plan. We will create an overall plan of properties owned by St. John Lutheran Church as the base point to develop the master plan.

Master Plan Development

All of this information will be used to create options for a Master Plan design. After reviewing options with your committee, we will combine preferred elements from each design and modify as needed to create one master plan which can be executed in phases.

I suggest that your committee include representatives from several groups within the church to make sure multiple points of view are considered. I wouldn't suggest creating a very committee but you could have a core Facilities Committee and then ask for input concerning specific areas of the project from others (coaches and teachers about the gym, youth group leaders, choir director, IT volunteers, Board of Elders, etc.). Including representatives from across the spectrum of building users will avoid a difficult time of explaining (in a large public meeting) every decision that you had made over the past several weeks or months.

Cost Estimates

Using square foot costs, Quadrant Design will roughly estimate expenses needed to create the facilities contemplated by phase. These numbers need to include contingencies for things that won't be considered in preliminary plans and for future inflation. When your committee feels that we have a scheme that represents your needs and is ready to present to your congregation or governing boards, we will create presentation drawings. Please remember that these estimates will be preliminary, based on many assumptions, but will represent our best understanding of your goals and intentions. Should the church decide to move forward with one or more phases of construction, more itemized estimates will be developed with those more detailed construction documents.

Congregation Presentation

We will have colored floor plans with room sizes, building elevations with materials indicated, and some sections as needed to illustrate how the new and existing buildings fit together. I recommend creating a 3d model drawing similar to the one attached to help people understand how things fit together and generally look from the outside. I will be glad to assist you in presenting the final design, if you wish. You may choose to present this at a Voters Meeting or at a special school meeting – I leave those types of decisions to your committee. After the public meeting, you may want to post these materials on your websites, or distribute them by email (file sizes can get challenging at times).

Proposed Professional Fees

Quadrant Design proposes that the services listed above be provided at hourly rates, estimated to total \$8,000 and guaranteed to not exceed \$9,500. If things go quicker than I expect, you will spend less. If we can't help you reach consensus in an efficient manner, it will be our financial loss. Our hourly rates vary from \$55 to \$85, so you can see I think this will take around 115 staff hours to prepare the Master Plan. Our currently hourly rates are as follows:

Licensed Architect	\$70-85 per hour
Architecture Graduate	\$60-70 per hour
CAD Technician	\$50-55 per hour

Expenses not included in the fees above include printing of drawing copies, postage or messenger services, and other expenses approved in advance. My staff and I will treat your project as the important commission that it is; it will not be used as filler work or a training project.

I understand that things may change in the future and this project may be put on hold or even shelved indefinitely. Should that happen, you would have no obligation to Quadrant Design beyond the work already completed.

What is not Included in this Proposal

Quadrant Design is an architectural and planning firm. We have not included any work related to, nor are we able to identify or design abatement methods of asbestos, fuel tanks, lead, mercury, PCBs, perc, or other hazardous materials. We can assist you in contacting Environmental Consultants, if desired.

We have not included survey fees for the overall property. At this time, we assume you have some survey information and that survey expenses may be postponed until more technical design work is taking place. We can assist you in soliciting survey proposals if you want to pursue that at this time.

Consulting engineers for structural systems, mechanical, electrical, or plumbing systems, or parking lot grading layouts are not included. Should we encounter conditions that we think would greatly benefit from the participation of a consulting engineer, we will solicit a fee proposal and review with you before incurring any costs.

We do not anticipate and have not included any time for extensive public meetings with city officials. I will attend a meeting at City Hall with you to explain architectural issues but if multiple hearings or meetings are required, we may need to ask for additional compensation. We will do that before doing anything that we would consider additional expense.

The intended scope of work under this proposal is master planning for site development and building additions, modifications or new freestanding buildings. Creation of bid or permit documents for construction projects is not part of this scope.

Insurance

Quadrant Design, Inc. maintains Professional Liability Insurance in the aggregate amount of \$1,000,000 (One Million Dollars) and has never filed a claim. This proposal is based on a Limit of Liability of \$100,000 (One Hundred Thousand Dollars). If this limit of liability is not acceptable to you, we can revise the proposal (at additional cost) to meet your expectations.

Miscellaneous

For the purposes of public relations and future marketing efforts, Quadrant Design seeks the opportunity to use project images with descriptions in our advertising, promotional materials, newsletters, etc.

Quadrant Design extends this proposal for your consideration for 30 calendar days. We reserve the right to correct typographical errors before a contract is written.

Thank you for the opportunity to prepare this proposal for you. Please do not hesitate to call me if you have any questions, need additional materials, or feel I misunderstood your project scope. We are currently finishing several projects and could start work within two weeks. If this proposal meets your approval, please call me; I will prepare a contract form and schedule our staff to start work.

Sincerely,



Michael Schneider, AIA
principal architect