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Dr. Philip Bush, Pastor  
Groveton Baptist Church  
6511 Richmond Highway  
Alexandria, Va. 22306  
Via mail and e-mail

Project Ref: Groveton Baptist Church renovation

Dear Philip:

Thank you for meeting with Ken Miller and me earlier this week. We were happy to provide you with information that might assist the congregation in under taking the renovation of the building. As we discussed, we have a great depth of knowledge with church projects, work in Fairfax and in the local area.

As we discussed Ken Miller and Robson Group Architects (RGA) have worked together on many church projects. Over the course of that experience, we have devised a project approach that maximizes design solutions and effectiveness while at the same time be cost conscious and affordable. The key components of this approach include:

- Establishing the project design based on the financing available,
- Creating a total project budget early,
- Checking the construction cost at the project outset and rechecking the price at critical points in the project,
- Assess funding potential at the project's onset,
- Balancing the design with the available funds and funding approach and
- Maintaining affective communication through the project's development.

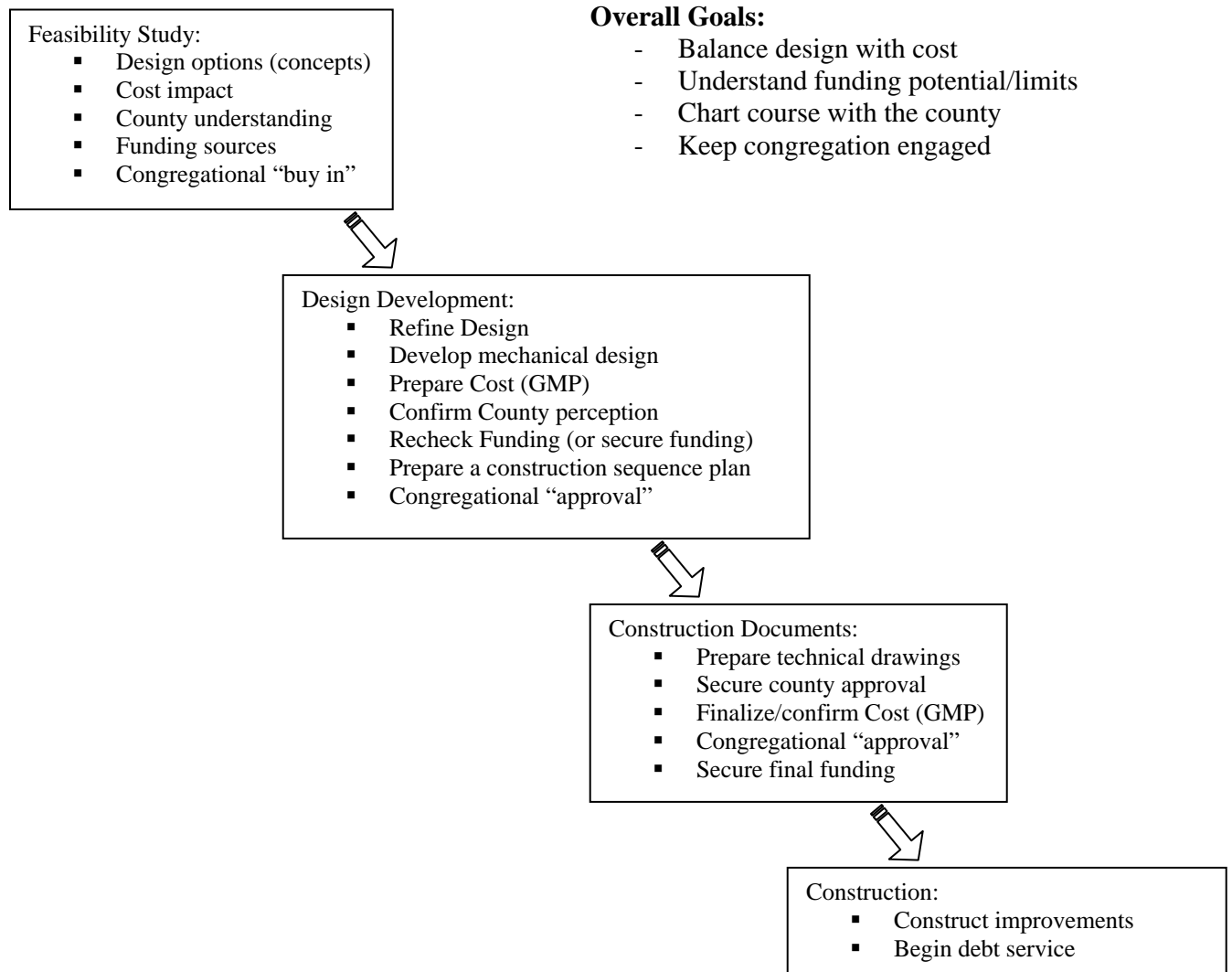
This relationship benefits the church because, the you as the client make decisions based on real time pricing, are able to judge design benefits against cost and understand the global view of the project at it's onset. You will have the benefit of a Guaranteed Maximum Price (GMP) early in the project's development cycle, which allows you the confidence needed to secure funding and plan our cash expenditures.

Based on our discussions, the goals of the renovation for Groveton Baptist Church (GBC) include:

- A) Creating an ADA circulation and access plan for all parts of the building including but not limited to; adding an elevator, adjusting corridor widths, adjusting door widths, etc.

- B) Creating ADA compliant bathrooms along with finishing upgrades,
- C) Enlarge the main entrance so the building entry can match the church’s mission (reaching non-believers), provide more conversation areas, be more welcoming and provide community space for the congregation.
- D) Designate a dedicated youth space and upgrade the educational areas of the building to reach out to the youth and young families.
- E) Upgrade the mechanical system
- F) Renovate the office areas, to create a more functional area for the church administration.

Because the building is located in Fairfax county, we will need to pay special attention to the county’s review of the renovation, maintaining the footprint, categorizing the renovations as a ADA upgrades, zoning and code interpretations. With the GBC project, we recommend, “taking it one step at a time” and “managing your risk”. In terms of an overall project approach, you will find outline below our recommended strategy.



We suggest proceeding now with the feasibility portion to make sure that the design can be balanced with the available funds. This will allow you to comprehend the various hurdles involved and secure a resolution before investing substantial funds towards constructing the improvements. The purpose of a feasibility study is determine the likelihood of success, identify potential “pitfalls” and provide an understanding of limitation or success of undertaking the project. With this in mind, our services and fees for the feasibility study are as follows:

1) Pre-design (\$1,800):

- a. Review existing building plans (provided by the church) and compare to the existing building by taking spot measurements at the bathrooms, office, stairway and main entry so to confirm the existing building drawing’s accuracy.
- b. Meet with the church committee to refine the project needs and gather additional information related to the “needs” and priorities
- c. Meet with the county to review/confirm:
  - Zoning limitation and exclusions
  - ADA project leniency
  - Building code related matters

2) Design (\$5,500):

Create two hand drawn conceptual design floor plan options for each of the following areas (note number of options shown in parenthesis):

- a. Elevator (2 options)
- b. Entry (1 option)
- c. Bathrooms (1 option)
- d. Office areas (2 options)
- e. Youth room and classrooms (1 option)

We will meet with the church personnel to review the options and solicit feedback. Following the meeting, we will make revisions and conduct a final review with the church committee.

3) Electrical and mechanical feasibility (\$7,500):

Our electrical and mechanical engineer will review the existing building to determine the existing electrical capacity as well as what improvements are necessary to add the elevator. The mechanical engineer will review the existing equipment and make recommendations as to the system’s anticipated life expectancy and what improvements are required to upgrade the system. This information will be provided to the church in the form of an assessment and report.

4) Cost estimating (\$3,500):

Following the final review meeting with the church committee, Ken Miller will prepare a cost estimate for each of the selected components based on the church committee's final selection of a concept design. Various cost options will be prepared and compared against the funding scenarios (see next section).

5) Funding potential and implementation schedule (\$1,200):

In order to understand the feasibility of funding the project we will conduct an informal assessment of the potential of raising capital internally coupled with a conventional loan. This will involve estimating stewardship goals, securing a private loan and forecasting debt service. Based on the variation between several scenarios, we will determine to what extent the project (or project components) can be funded.

A proposed project schedule will be created based on selected design options, cost, funding and implementations. A timeline projection will be prepared indicating the significant target dates to implement stages of the renovation plan.

6) Final report (\$1,050):

We will prepare a final report that contains; an executive summary, outline for each of the major components of the project and the final recommendation.

We will present the report to the committee and at a congregational meeting.

**Total Fee for the above services shall be \$20,550, excluding reimbursable expenses.**  
*Stated services will be provide on an hourly basis not to exceed the amounts shown.*

In order to reduce the initial costs to the church, the following items are not included but can be added if requested by the church:

- Converting the existing building plans to a computer based drawing.
- Ethnographic study and observing the building usage (circulation, utilization of space, etc.) patterns
- Elevation/section drawings (will perform at a later date)
- Zoning approval or interpretations, etc.

We have listed three similar projects with the references below:

- 1) Mount Vernon Baptist Association and Student Ministry Building Renovation. This project work was provided to the Mount Vernon Baptist Association (now North Star ministry and involved by ADA compliancy, renovation for a change in use, zoning, etc.). Please contact Dr. Steve Welch at (703) 941-6822
- 2) Oakton Church of the Brethren ADA Renovation. This project involved making ADA changes to an existing building constructed in the late 1950s. The project included

adding an elevator, creating larger hallways, larger door openings and modifications to other building components. Please contact Mr. Jim Earnst at (703) 533-6298

- 3) Manassas Church of the Brethren. This was large renovation and addition project to an existing 1940 era church in Manassas, Virginia. The project included renovating the existing sanctuary as well as adding a youth multi-purpose hall. The ADA components included an elevator, ramps, alarm systems and ADA compliant bathrooms. Please contact Mr. Steve Hollinger at (703) 754-7414.

We have provided client contacts for church projects of a similar nature as to your project. If you desire additional contacts for new church buildings, please contact me.

Again, thank you for this opportunity to provide you with services and we hope that you will allow us this opportunity to work with your congregation.

Respectfully,

William Robson AIA

Cc:

Mike Lloyd, via e-mail to [mike.lloyd@cbbnce.com](mailto:mike.lloyd@cbbnce.com)