

Dear Friend of Saint Margaret,

Thank you for your generous donation to the new handicapped lift to be installed at Saint Margaret Parish. Due to your generosity and the generosity of many of your fellow donors, we have reached our goal to raise \$200,000 for this much needed project.

This letter is intended to keep you informed about our progress with these efforts. Below is a summary of events already completed and events to come in the installation of this lift. These are the salient components of the project to conceptualize, fund, design and build an enclosed structure addition to the Saint Margaret's Building that will house and include a handicapped lift assembly:

Conceptualization - This was the effort around realizing the need for a handicapped lift, engaging with many within the parish leadership to locate a suitable location and type of lift and roughly estimating the cost.....Completed December 2016

Concept Drawings - This was the effort with Gray Associates (the architect to be used) to develop preliminary concept drawings along with an artist rendition of the building addition and a rudimentary cost assessment.....Completed March 2017

Develop a contract to engineer and prepare plans - This was the effort to agree on the components of work responsibilities for the engineering firm, Gray Associates and others to oversee the project construction work. We were able to reduce costs by having some of the construction oversight to be performed by a parishioner who is a construction engineer. This contract has been approved by the archdiocese.....Completed June 2017

Scope Development/Plan Preparation - This is the effort of the architect, Gray Associates, and the parish representatives to develop and finalize construction drawings, contract specifications and bid documents to be bid on by general contractors to perform the installation work. This is currently ongoing with planned completion in mid to late November 2018.

Invitation for Bid (IFB) - This is the period of time when the project is out to bid and we are awaiting responses by approved contractors. Projected to be a 30 day period commencing around early December 2018

Project Award - This is the process to approve the contractor as capable and properly insured, etc. This will be handled by the archdiocese and will commence immediately following the bid opening and last for approximately 2 to 4 weeks. Could be completed in early January 2018.

Construction Period - It is estimated that this project will be about four to six months in duration and commence in June of 2019. The delay in the start of the project is due to

the fact that winter work in a very narrow area of the side of the church would be dangerous to parishioners traversing that area to attend Mass. Also, following the winter months, it would be too much of a disruption to the other significant activities in the church, e.g., Easter, First Communion, Confirmation, etc. Therefore the decision was made to shift the start date to a time when these activities are at a minimum and can accommodate warm weather work. The estimated construction period is June 8 to October 8, 2019 with contingencies to allow for two months more for early December 2019 completion.

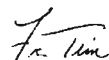
Construction Phasing - We are going to incorporate a required phasing of the salient components of the construction work by the contractor that will minimize disruption to the operations within the church. Following is the construction phasing along with associated time frames:

- **Environmental** - this is preparatory work that will first include testing of suspect hazardous materials existing within the work area, e.g. asbestos in floor tiles, asbestos in pipe insulation, asbestos in wall board, lead paint, ect. We are engaging with Covino Environmental to perform the testing within the next month. The actual abatement work would be independent of the construction contractor, however, would commence just prior to the start of the construction activity in order to minimize disruptions to the church. The schedule would be approximately May 2019 for three weeks duration.

- **Outside Structure** - The first phase of the work for the contractor is to construct the outside lift shaft enclosure. This will require excavation, removal of a section of the basement foundation wall, the installation of temporary basement wall, foundation installation, upper structure enclosure installation, exterior finishes, roofing, interior finishes, mechanical and electrical installations and exterior site work. This would be approximately 60 days commencing around June 8, 2019 to August 8, 2019. Next would be opening up the interior walls on the Church and lower hall, reconfiguring pews, installing electrical, fire detection, heating relocation, and interior finishes. This would take approximately 45 days commencing around August 8, 2019 and going to approximately late September 2019. Lastly would be the installation of the elevator lift itself commencing around late September 2019 and ending around Early October 2019. We allowed for two more months in the schedule for contingencies or other delays.

Once again, thank you for supporting our efforts with this very important project.

Sincerely in the Lord,



Rev. Timothy J. Kelleher