

# REQUEST FOR PROPOSALS

## Preferred Operator for Southside Community Center

Contact Person: Corey Gray  
City of Bethlehem  
10 E Church Street  
Bethlehem PA 18018  
610-997-7628  
[cgray@bethlehem-pa.gov](mailto:cgray@bethlehem-pa.gov)

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Due Date for Responses: October 31, 2025

## 1.0 INTRODUCTION

The City of Bethlehem, Pennsylvania (population approx. 79,000), is seeking proposals from qualified nonprofit organizations, mission-driven businesses, and/or public-private partnerships to operate and manage a community center located on the Southside of Bethlehem. The center is intended to serve as a hub for educational, recreational, cultural, and social services, promoting inclusion, community empowerment, and neighborhood revitalization.

The successful respondent will demonstrate experience in community development, program administration, fiscal stewardship, and collaborative engagement with diverse populations, particularly those traditionally underserved.

## 2.0 BACKGROUND

Bethlehem's Southside is a historically diverse and dynamic neighborhood undergoing significant economic and social change. The proposed community center is envisioned as a vibrant and inclusive space that supports youth, families, seniors, and local residents through programming and resources that promote well-being and equity. Beginning in January 2024, the city, with assistance from various stakeholders, conducted a Southside Community Center Feasibility Study. The goals of this study were as follows:

- Engage the community in meaningful conversations about what is most needed in Southside Bethlehem
- Evaluate existing amenities and determine how they correspond to the needs
- Analyze multiple sites to determine an appropriate location for a new community center
- Perform an economic analysis of the cost of constructing and operating a community center.
- Identify possible funding sources for the center
- Generate momentum to move the project forward

Existing resources on the Southside were mapped to understand what is missing and needed. Focus groups, surveys, and community engagement meetings were conducted to listen and justify the findings of the study and result in a community-driven design.

The facility will be equipped with multipurpose rooms, offices, and both indoor and outdoor recreational space. It is expected to support programming such as after-school activities, basketball, athletic, art and dance classes, job readiness training, health and wellness workshops, arts and culture initiatives, and community meetings. The desired elements as heard from the community Needs Assessment are the following:

- Welcome/ Resource Center
- Gymnasium and Locker Rooms
- Classrooms
- Teen Lounge/Kids Space

- Multi-purpose Room
- Communal Kitchen
- Office Space

Outdoor spaces would include the following:

- Outdoor Play Space
- Community Garden
- Parking for Pops (Food Truck, etc.)

### 3.0 STUDY AREA

Multiple potential sites were studied, however Site #3, the Mechanic Street Parking Lot was selected as the preferred location. This lot is located between Webster Street and Taylor Street.

This parking lot is owned by the Bethlehem Parking Authority and is centrally located in the Central Business District and is directly adjacent to the South Bethlehem Greenway. The site is a level piece of land, and adjacent to utilities. Approximately 6,316 people are located within a 15-minute walking distance.

### 4.0 PROJECT OVERVIEW AND GOALS

The City of Bethlehem seeks to enter into a partnership with a preferred community center operator as it begins final design and engineering of a future facility. The City intends to design the center's programming and amenities in concert with this design process along with long-term financial projections. The City intends this to be a collaborative process that incorporates the professional expertise of the selected preferred operation.

If this planning partnership is successful, the City and preferred operator may choose to enter into a long-term operator agreement for the planned facility.

The selected operator will demonstrate experience in planning, implementing and managing a successful community center or similar facility of a scope, focus and complexity similar to what is outlined here for the City of Bethlehem. Respondents should demonstrate expertise in all aspects of community development and community empowerment as well as an understanding of program administration, program implementation, and fiscal stewardship.

The community center will provide a safe, convenient space with access for users of all ages and abilities, regardless of their accommodation. This emphasizes the needs of those whose needs have not been met through a traditional approach, such as older adults, families with small children, and people living with disabilities. The community center location was prioritized in an area of the city that has historically experienced systemic underinvestment.

Services needed include, but are not limited to:

- Program Development and Delivery
- Facility Management and Staffing
- Community Engagement
- Financial Management and Fundraising
- Monitoring and Evaluation

## 5.0 RESOURCES

Project guidance will be available through the City of Bethlehem's Community and Economic Development and Public Works departments. GIS information will be made available to the selected team. Prior community engagement as well as any technical resources will be provided at the time of selection.

## 6.0 SCOPE OF SERVICES

The selected operator will be responsible for working with the City on:

- Final Design and Engineering
  - Working with the City and its selected architect to design a facility that is reflective of current community needs and designed to meet future community needs.
- Program Development
  - Design inclusive programs that reflect community needs, with a focus on youth development, adult education, workforce training, health and wellness, and cultural engagement.
- Facility Management, Staffing and Volunteers
  - Develop an operational and staffing plan to maintain the physical space, ensuring it is safe, accessible, and welcoming.
- Community Engagement
  - Conduct outreach and foster partnerships with local schools, nonprofit organizations, city departments, and community members to ensure broad participation and relevance of services.
- Financial Management and Fundraising
  - Prepare a sustainable budget, pursue grants and donations, and ensure transparent financial practices.
- Monitoring and Evaluation
  - Establish metrics and reporting systems to measure program impact and center usage and provide regular updates to the City of Bethlehem.

## 7.0 DELIVERABLES

The proposal and all accompanying documentation shall be presented in a professional and reproducible format. The following items shall also be included:

1. A hard copy of the final documents along with accompanying electronic copies in pdf format.
2. Resumes of key staff.

## 8.0 INQUIRIES AND SUBMITTAL

All inquiries and final proposals to the RFP shall be submitted electronically to:

Corey Gray  
City of Bethlehem  
Senior Planner  
610-997-7628  
[cgray@bethlehem-pa.gov](mailto:cgray@bethlehem-pa.gov)

Proposals shall be emailed as attachments in Portable Document Format (PDF) or via a downloadable link. Please contact the city ahead of the final submittal to test any links or file share options. The City reserves the right to reject any or all proposals not submitted appropriately by the specified deadline.

## 9.0 PROPOSAL CONTENT

At a minimum, all proposals shall respond to the following:

1. Cover Letter
  - a. Introduction of the organization and expression of interest.
2. Organizational Profile
  - a. History and mission should be detailed.
  - b. Description of nonprofit organization, mission-driven business, and/or public-private partnership team.
  - c. Provide all contact information for the primary contact person, along with all of the people that will be a part of the respondent team.
  - d. Provide information about the size of the entity, years in business and any specialty experience.
3. Description of Project Team
  - a. Who will the team members be?
  - b. What role will each team member play?
  - c. What is their experience?
  - d. List all contact information for each sub applicant.

4. Related Experience.
  - a. Present a summary of your experience as a community center operator, including any specific examples.
  - b. Describe any similar projects and how they relate to the project described here.
5. Project Management.
  - a. Proposed services and programming for the community center are listed above, please describe how your entity will meet each of these needs.
  - b. Who will be the City's primary contacts for this proposal?
  - c. How will your entity ensure coordination between our offices, your staff and our project partners?
6. Operational Plan
  - a. Please include a staffing structure model.
  - b. Draft hours of operation
  - c. Include a facility maintenance strategy.
  - d. Include a community engagement plan
7. Financial Plan
  - a. Please include a preliminary budget, future potential funding sources and any existing fundraising strategies.
8. Partnerships and Collaborations
  - a. A detailed narrative of existing and potential partnerships to support center activities.
9. Monitoring and Evaluation Plan
  - a. Explain your approach to assessing and reporting on program outcomes.
10. References
  - a. Minimum of three references from past or current partners or funders.

Proposals shall be concise yet detailed and complete. There are no extra points for the volume of information. Proposals should include a table of contents for ease of reference.

## 10.0 SELECTION CRITERIA

The following criteria will be utilized to evaluate proposals and select a consultant.

1. Experience successfully operating a community center in urban communities. Familiarity with operating in Pennsylvania is preferred.
2. Experience of the personnel assigned to this project.
3. Innovation and creativity in the organizational and programmatic planning process, including the approach to finances, staffing, and monitoring and evaluation of services, creating solutions to complex urban and neighborhood issues and ability to work with several partners.
4. Knowledge of technical requirements.
5. Quality of proposal.
6. Project budget.

## 11.0 OTHER ITEMS TO CONSIDER:

- Firms may be asked to present their capabilities to a review panel during an interview process prior to consultant selection.
- The cost of preparing, submitting and presenting proposals and subsequent presentations to a review panel are the sole expense of the consultant.

## 12.0 CONCLUSION

The City of Bethlehem will evaluate all proposals and select the successful firm. The City of Bethlehem is not responsible for any costs incurred by prospective bidders in responding to this RFP. The City reserves the right to award the project in the best interests of the project and is not obligated to select the lowest priced proposal.



**CITY OF BETHLEHEM**

# **Southside Community Center Feasibility Study**

Final Report  
8 January 2025

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**ARCHITECT**

Atkin Olshin Schade Architects  
125 S 9th Street, Suite 900,  
Philadelphia, PA, 19107  
215.925.7812  
aosarchitects.com

**ASSOCIATE ARCHITECT**

MASS Design Group  
Hudson Valley Design Lab  
289 Main Street, Suite 101  
Poughkeepsie, NY 12601  
massdesigngroup.org  
845.473.4003

**COMMUNITY ENGAGEMENT PARTNER**

Taggart Associates  
26 E. Third St.  
Bethlehem, PA 18018  
610.882.1571  
taggartassociates.com

**FINANCIAL CONSULTANT**

Ideas and Action  
424 Grand Street #1  
Brooklyn, NY 11211  
917.647.8944  
ideasandaction.net

**COST ESTIMATOR**

Allied Building Corporation  
74 W. Broad St., Suite 200  
Bethlehem, PA 18018  
484.898.1111  
Alliedbuildingcorp.com

**CITY OF BETHLEHEM**

Mayor J. William Reynolds  
  
Laura Collins, Director Department of Community & Economic Development  
  
Sara Satullo, Deputy Director of Community Development, Department of Community & Economic Development  
  
Darlene Heller, Director Planning and Zoning  
Janine Santoro, Director of Equity & Inclusion  
Rachel Leon, City Council Vice President  
Jodi Evans, Recreation Director  
Anthony Silva, Recreation Coordinator  
Corey Gray, Senior Planner  
Paige Hoffman, Grants Administrator  
Celina Daddario, Neighborhood Coordinator

PROJECT DESCRIPTION

The goals of the Southside Community Center Feasibility Study included:

- Engage the community in meaningful conversations about what is most needed in Southside Bethlehem
- Evaluate existing amenities and determine how they correspond to the needs
- Analyze multiple sites to determine an appropriate location for a new community center
- Perform an economic analysis of the cost of constructing and operating a community center.
- Identify possible funding sources for the center
- Generate momentum to move the project forward

PROJECT DELIVERABLES

The primary products of the study include this Feasibility Study Report and the Community Anthem video.

PROJECT TEAM ROLES

The project team members each had primary roles in performing the work, yet also collaborated throughout the process in order to share information as broadly as possible.

The City identified the community engagement aspect of the project as being of primary importance. Taggart Associates, located in Bethlehem, helped the entire team understand issues unique to the Southside and identified key people that could help shape the vision for the new community center. Taggart Associates led the Focus Group sessions and supported the Community Caucus.

MASS Design Group developed the community engagement process and supported the Community Caucus. MASS designed and managed the Tribute platform to gather community voices and did the filming, interviewing, and production of the Community Anthem - a five minute video that is the centerpiece of the engagement process.

Ideas and Action supported the evaluation of existing facilities and collected data on the operational costs of comparable facilities and how they are funded. Ideas and Action also developed the financial model for the new community center.

Allied Building Corporation provided construction cost estimating services for the selected site and concept design.

AOS Architects led the project team, performed the site evaluation and concept design, and led the Community Caucus. AOS was also the primary author of the interim presentations and the final report.

PROJECT TIMELINE 2024

11 January	Kick-Off Meeting
30 January	Site Visits
20 February	Tribute Video Opens
20 February	Focus Group Meeting 1
21 February	Focus Group Meetings 2
28 February	Owner Meeting
29 February	Focus Group Meetings 3
13 March	Community Caucus
14 - 15 March	Community Anthem Filming
15 March	Surveys at Bingo Night
15 March	Broughal Student Focus Group
5 April	Owner Meeting
16 April	Tribute Video Closes
29 April	Owner Meeting
16 May	Site Visit of Windish Church
24 May	Owner Meeting
1 July	Draft Report
1 July	Community Anthem Video
3 July	Owner Meeting
8 August	Construction Cost Estimates
15 October	City Staff Tour Windish Church
27 November	Final Draft Report
8 January 2025	Final Report

### SUMMARY OF FINDINGS

The design team found the City of Bethlehem staff to be highly committed to the success of this project and strong proponents for the City.

#### COMMUNITY ENGAGEMENT

Extensive participation by the citizens of Bethlehem, and particularly residents of the Southside, helped to build a strong justification for the findings of this Study. A majority of the engagement events were supported by Spanish speakers and/or written materials.

The community engagement process was multi-faceted and included the following:

- Four Focus Group sessions that engaged sixteen community leaders and nine middle school students
- Multiple iPad kiosk locations used to collect video tributes to the City
- 20 write-in surveys
- 53 video tributes submitted via phone and iPad
- 60 attendees at the Community Caucus
- 14 video interviews

#### COMMUNITY INFORMED DESIGN

In an effort to assemble multiple perspectives early and continually through the feasibility process, we stressed the need to listen to many voices. More and more, we see how communities spread the word, through their stories and through their lived experiences. By seeing and hearing the authentic realities of recognizable neighbors, the community can directly see goals and ideas are being shared with technical experts to be trusted with the task of design.

In order to accelerate the design process, our team used film media work to seed future design phases with community voices, which we see as a crucial methodology to success in working with your community in Bethlehem.

#### NEEDS ASSESSMENT

The community engagement process supported the team's evaluation of existing needs. This first-person data was supported by research into the services and facilities already provided in the Southside. A final program of spaces for the new Center yielded the following desired elements:

- Welcome/Resource Center
- Gymnasium and Locker Rooms
- Classrooms
- Teen Lounge/Kids Space
- Multi-purpose Room
- Communal Kitchen
- Office Space

Desired outdoor spaces include the following:

- Outdoor play space
- Community Garden
- Parking for popups (Food trucks, etc.)

One important takeaway we heard is how dancing and music are key programs that would make any community center successful across cultures and generations.

#### SITE ANALYSIS

Approximately a dozen potential sites were visited including vacant land and existing buildings. Some of the vacant sites are owned by the City and some are owned by private interests. Community input regarding locations in the Southside was gathered during the Focus Group session and Community Caucus.

A SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats) was done for the three sites that were most promising. Ultimately, the Mechanic Street Parking Lot was selected as the most promising location for the center with the Windish Church site also highly considered.

#### FINANCIAL ANALYSIS

Three financial tools were developed to study financing of the Community Center.

- An Operating Model which compares the operational expenses of the proposed community center to local peer organizations.
- A Total Development Cost Budget which is based on estimates of construction cost, acquisition costs, and other development soft costs.
- A Funding Plan with possible sources of public and private funding identified and estimates of the amount of funds that could be raised.

The results of these analyses shows that the Windish Street site less expensive to develop than the Mechanic Street site and can be fully funded. The Mechanic Street site is shown to have a modest funding gap.

#### CONCLUSIONS

- There is both desire and need for a community center in the Southside.
- A centralized location and purpose-built facility can best meet the requirements for a community center.
- The Windish Church facilities have several limiting conditions that make it a less desirable location for the community center.
- The Mechanic Street site is considered to be the best location for a new Southside community center.

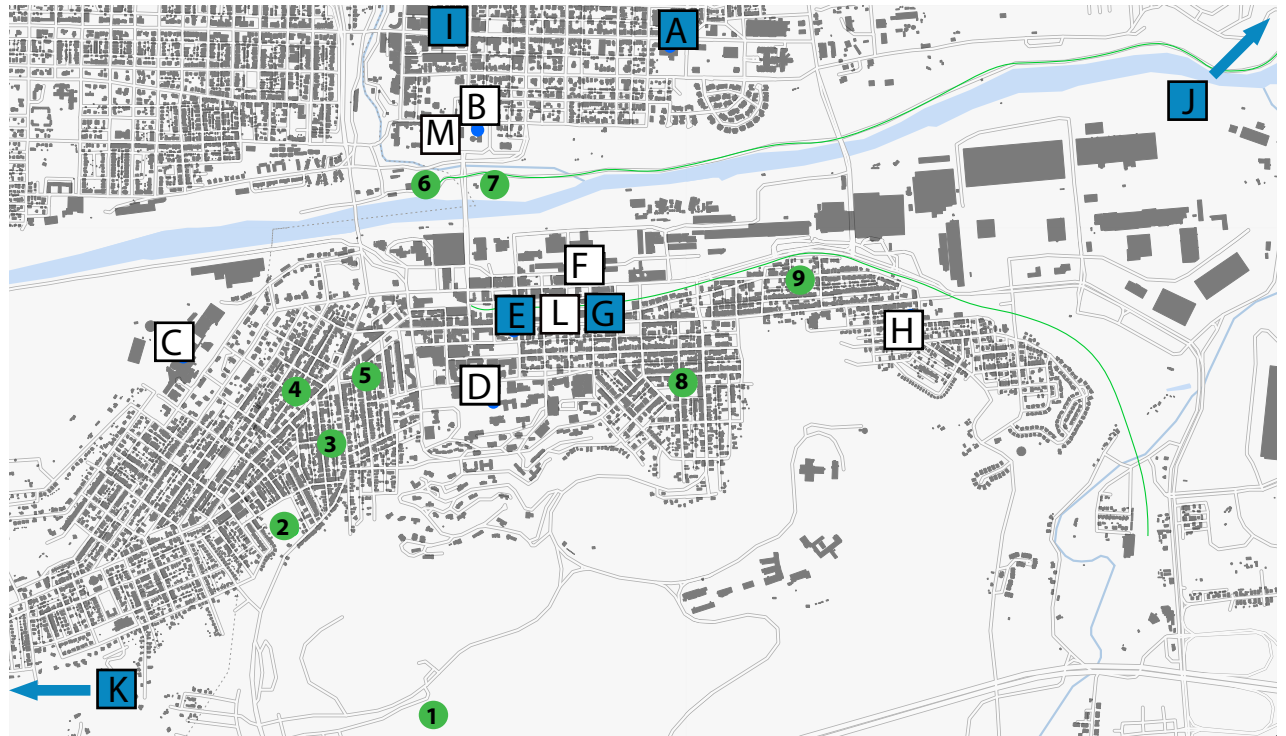


# NEEDS ASSESSMENT

## EXISTING RESOURCES

The design team evaluated existing community resources in Bethlehem to determine what facilities and services were already available. Our focus was on facilities located in the Southside, but selected facilities located elsewhere, such as the YMCA Bethlehem, were also reviewed. We visited facilities that focused on recreational activities with City staff including members from the Recreation Department.

We identified thirteen facilities that provided services to the Southside community and created the following spreadsheet to understand where there were duplicative or missing services. The findings were generally consistent with the results of the input received during the community engagement process and meetings with the City.



X COMMUNITY FACILITIES	● PARKS AND RECREATION	■ FINANCIAL MODELS
A. YMCA Bethlehem	1. South Mountain Disc Golf	A. YMCA Bethlehem
B. Bethlehem Health Bureau	2. Ullman Park	E. Bethlehem Area Public Library
C. St. Luke's University Hospital	3. Madison Park	G. Hispanic Center
D. Lehigh University	4. Enix Park	I. Historic Bethlehem Museums and Sites
E. Bethlehem Area Public Library Southside Branch	5. Martin Luther King Jr. Park	J. Boys & Girls Club of Bethlehem
F. Northampton Community College Fowler Family Southside Center	6. Sand Island Park	K. Allentown YMCA
G. Hispanic Center Lehigh Valley	7. Sand Island Tennis Courts	
H. Community Action Lehigh Valley	8. Yosko Park & Pool	
L. Community Action Development Lehigh	9. McNamara Park	
M. Bethlehem Area Public Library Main Branch		

## EXISTING RESOURCES

Amenities and Services		Banana Factory	Bethlehem Area Public Library	Bethlehem Parks and Rec Department	Boys & Girls Club	Broughal Community School	Community Action Lehigh Valley	Donegan Community School	Hispanic Center Lehigh Valley	Lehigh University	Northampton Community College	St. Lukes Hospital	Wind Creek Casino	YMCA
OUTDOOR SPACES	Community Gardens			X										
	Dance/Cardio Studio	X			X									X
	Gymnasium					X		X		X	X	X		X
	Playground			X		X								
	Recreation Fields (Outdoor)			X		X				X	X	X		
	Swimming Pool			X						X	X			X
INDOOR SPACES	Community Kitchen / Teaching Kitchen													
	Flexible Classrooms				X	X		X		X	X			
	Flexible Offices									X	X			
	Gallery / Exhibition Space	X								X			X	
	Library		X			X		X		X	X	X		
	Meeting Room(s)					X	X	X		X		X	X	
	Multi-Purpose Room	X			X	X		X	X	X	X			
	Program Admin Offices						X			X	X			
	Teen Space	X			X									X
	Unhoused Care Facilities						X							X
ADULT SERVICES	Clothing Donations													
	Computer Training / Public Computers		X									X		
	Entrepreneur & Small Business Support						X							
	Food Pantry					X	X	X	X					
	GED Classes								X					
	Health Services						X		X	X	X	X		
	Housing & Tenant Counseling						X							
	Information Resource Center						X			X				X
	Job Placement Services								X	X	X			
	Language Programs					X		X	X	X				
	Medical Clinic						X		X					
	Non-profit Organization Funding & Support						X							
	Senior Services	X							X					
	Social Services / Counseling					X			X	X	X			
	Workforce Training								X	X	X	X	X	
YOUTH SERVICES	After School Programs	X			X	X	X	X	X		X			X
	College Counseling						X			X	X			
	Day Care											X	X	X
	Summer Youth Park Program			X										
	Sport Clinics			X										

### TRIBUTE VIDEOS

In an effort to connect with as many Southside residents as possible, the project team developed a strategy to allow residents to upload video tributes with their thoughts about two main questions:

- What do you love most about being in Bethlehem?
- What would make Bethlehem's Community Center a success?

The City widely advertised the request for video tributes and located four iPads with recording instructions at major institutions, as well as circulated one of the iPads to the schools on the Southside. The fixed locations included:

- Bethlehem Area Public Library Main Branch
- Bethlehem Area Public Library Southside Branch
- NCC's Fowler Family Southside Center

Additional videos were obtained by direct uploads from mobile phones to the Tribute website. In all, 53 tributes were submitted from a wide range of residents. The video tributes were transcribed and evaluated to identify recurring themes. The tribute videos were then collated and combined with longer interviews to create the Community Anthem.

From the City of Bethlehem Website:

***In a celebration of unity and collaboration, the City of Bethlehem invites all community members to help envision a new Southside community center. This groundbreaking initiative aims to harness the creative spirit and collective wisdom of the residents, marking a pivotal moment in the city's growth and development.***

***Why Participate? A Request from Mayor J. William Reynolds:***

***"This is not just a community center; it's a collective dream waiting to be realized. The City of Bethlehem believes that true community engagement is about amplifying the voices of every resident, ensuring that the new community center is a reflection of the people it serves.***

***At this moment, the needs couldn't be greater, and we need your voice to be part of the Community Anthem that will resonate for generations to come. Join us in shaping the future of the Southside of Bethlehem."***



YouTube link inviting residents to shape the future of New Community Center



Still images from tribute videos

## FOCUS GROUPS

The design team and the City identified key individuals to participate in four Focus Group Sessions. The sessions were led by Taggart Associates (Donna Taggart, and Aurea Ortiz) and were recorded by Cindy Glick. The meetings took place in late February.

Focus Group participants:

### RECREATIONAL FACILITIES OPERATORS

Winston Alozie, Boys & Girls Club of Bethlehem

Delia Marrero, YWCA of Bethlehem

Jonafer McDonald, TeamSix Sport

### COMMUNITY PARTNERS

Anna Smith, Community Action Development

Paula Johnson, Northeast Community Center

Chrisdee Johnson, Northeast Community Center

Roy Ortiz, Lynfield Community Center

Rita Koller, (former) S. Bethlehem Neighborhood Center

### EDUCATION PARTNERS

Carolina Hernandez, Lehigh Community Services Office

Ashley Sciora, Lehigh Community Services Office

Eric Fontanez, Bethlehem Area School District

Anais Martinez, Community School Coordinator,

Paige Hoffman, former Community School Coordinator

Tanya Francis, BASD Counselor

Christine Lincoln, CEO, Charter Arts High School

WHAT RECREATIONAL FACILITIES ARE NEEDED ON THE SOUTHSIDE?	WHAT OTHER PROGRAMS, SERVICES, OR CLASSES WOULD YOU LIKE TO SEE?	WHERE SHOULD A CENTER BE LOCATED TO BEST MEET COMMUNITY NEEDS?
<ul style="list-style-type: none"> <li>◦ <b>YEAR-ROUND</b> INDOOR SPORTS ACTIVITY SPACE</li> <li>◦ LEVERAGE RECREATION SPACE THAT'S <b>ALREADY AVAILABLE</b> IN THE SOUTHSIDE</li> <li>◦ <b>SPACE FOR COMMUNITY TO USE</b>, NOT ONLY FOR RECREATION</li> </ul>	<ul style="list-style-type: none"> <li>◦ <b>COLLABORATION</b> WITH EXISTING PROVIDERS</li> <li>◦ AVOID <b>COMPETITION FOR FUNDING</b></li> <li>◦ <b>CENTRALIZED INFORMATION HUB</b></li> <li>◦ <b>VARIETY OF ACTIVITIES</b>, BOTH YOUTH AND ADULTS</li> <li>◦ HORIZON FOR YOUTH IS GOOD BUT TOO EXPENSIVE - NEED <b>AFFORDABLE PROGRAMMING</b> OPTIONS</li> <li>◦ FOLLOW THE MODEL OF THE <b>COMMUNITY SCHOOL</b></li> <li>◦ <b>SNACKS AFTER SCHOOL</b> AND IN THE SUMMER FOR KIDS</li> </ul>	<ul style="list-style-type: none"> <li>◦ LOCATION NEEDS TO SERVE THE <b>ENTIRE SOUTHSIDE</b> - NEAR BRIDGES?</li> <li>◦ TRANSPORTATION HAS ALWAYS BEEN AN ISSUE, ESPECIALLY <b>AFTER SCHOOL</b></li> <li>◦ THE CENTER SHOULD BE <b>CLOSE TO THE GREENWAY</b>, THE SOUTHSIDE CONNECTOR</li> <li>◦ LEVERAGE FAMILIES <b>TRUST IN SCHOOLS</b></li> </ul>

*Summary of key issues discussed with the Focus Groups*

## FOCUS GROUPS

A fourth Focus Group took place after the Community Caucus with students at Broughal Middle School.

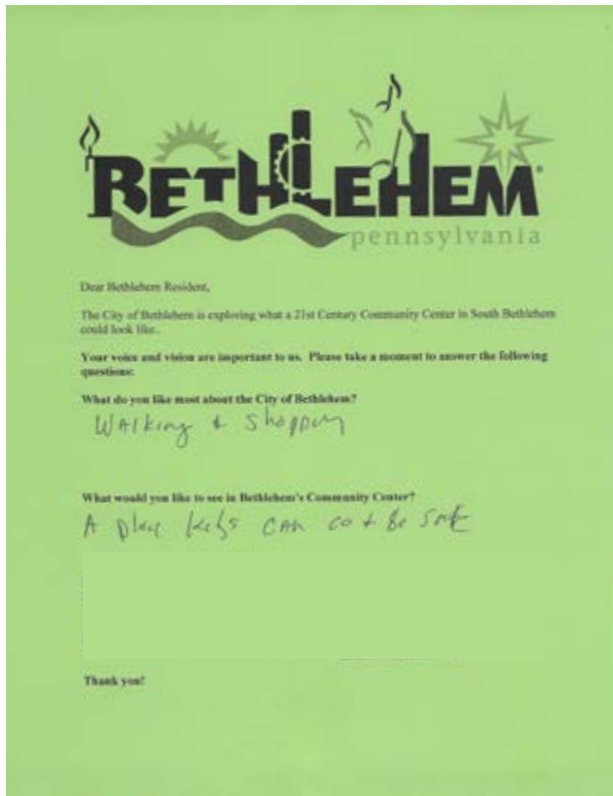


WHAT PLACES BRING A COMMUNITY TOGETHER?	WHAT COULD THE CITY PROVIDE TO HELP PEOPLE?	HOW DO YOU GET AROUND THE SOUTHSIDE?	HOW DO YOU FEEL ABOUT LEHIGH STUDENTS?	WHAT HELPS YOU WHEN YOU FEEL NERVOUS?	WHAT MAKES YOU FEEL WELCOME?	WHAT KIND OF PLACE / SPACE DO YOU NEED?
<ul style="list-style-type: none"> <li>PARK SPACE (YOSKO)</li> <li>SWIMMING POOLS</li> <li>SCHOOL <b>ACTIVITIES</b></li> <li>BANANA FACTORY PROGRAMS</li> <li><b>BASKETBALL</b> &amp; RECREATION</li> <li>PEOPLE <b>COME FOR FOOD</b></li> </ul>	<ul style="list-style-type: none"> <li>BLANKETS</li> <li><b>FAMILY MEALS</b> &amp; SNACKS</li> <li>HYGIENE SUPPLIES</li> <li>CLOTHING</li> <li><b>SHELTERS</b> &amp; SERVICES FOR UNHOUSED CITIZENS</li> </ul>	<ul style="list-style-type: none"> <li>STUDENTS <b>MOSTLY WALK</b></li> <li>AREAS DON'T GET ENOUGH BUS SERVICE</li> <li><b>UNSAFE TO WALK</b> DUE TO TRAFFIC</li> <li>SOME KIDS <b>CAN'T AFFORD THE BUS</b></li> <li>SIDEWALKS MAKE BIKING DIFFICULT</li> <li>SIDEWALKS ARE DIFFICULT TO WALK ON AROUND 4TH ST</li> <li><b>GREENWAY</b> IS THE BEST PLACE TO BIKE</li> </ul>	<ul style="list-style-type: none"> <li>ROLE MODELS</li> <li>HELPFUL TO SOUTHSIDE STUDENTS</li> <li><b>TUTORING</b> PROGRAMS &amp; HOMEWORK HELP</li> </ul>	<ul style="list-style-type: none"> <li>CLASSROOM "CALMING AREAS"</li> <li>SCHOOL <b>COUNSELORS</b></li> <li>SUPPORTIVE AND CARING TEACHERS</li> <li><b>PEACE ROOMS</b> &amp; DEESCALATION SPACES</li> </ul>	<ul style="list-style-type: none"> <li>"PEOPLE I <b>RECOGNIZE</b>"</li> <li>GREETINGS FROM FACULTY</li> <li>A SCHOOL THAT <b>FEELS SAFE</b> (BROUGHAL)</li> <li>HALL MONITORS, HELPING STUDENTS CROSS THE STREET</li> </ul>	<ul style="list-style-type: none"> <li>A SPACE TO <b>DANCE</b></li> <li><b>SAFE PLACE</b> FOR KIDS TO GO</li> <li>OPEN IN THE <b>EVENING</b></li> <li>TRANSPORTATION TO AVOID UNSAFE AREAS</li> <li>A PLACE TO PLAY <b>FOOTBALL</b></li> <li>COMPUTER SPACE</li> <li><b>COMMUNITY SHOW</b>, FEATURING STUDENTS AND COMMUNITY</li> <li>KIDS ENJOY <b>SINGING</b></li> </ul>

*Summary of key issues discussed with the Broughal Middle School Students*

## WRITTEN SURVEYS

Another method to gather community input was to offer a chance to submit a written survey. The surveys were made available at the iPad kiosks and at the Donegan Elementary School's Bingo Night. Surveys were available in English and Spanish.



### WHAT DO YOU LIKE MOST ABOUT THE CITY OF BETHLEHEM?

- THE **GREENWAY** & SKATEPARK
- FAMILIES HAVE **TRUST IN SCHOOLS**
- **HISTORY** & SENSE OF COMMUNITY
- MELTING POT OF **MULTICULTURAL** FAMILIES

### WHAT WOULD YOU LIKE TO SEE IN BETHLEHEM'S COMMUNITY CENTER?

- **RECREATION** COMPONENT AS WELL AS A SPACE THE COMMUNITY CAN USE
- SUPERVISED **TEEN AREA**
- CONNECTION WITH **LOCAL ORGANIZATIONS** (SCHOOLS, CHURCHES, BUSINESSES)
- JOB OPPORTUNITIES
- MORE **RESOURCES** FOR HISPANICS AND MINORITIES
- EXERCISE & **DANCE** CLASSES
- **SAFE PLACE** FOR KIDS
- **FOOD ACCESS**
- ACCESS FOR ALL (ETHNICITY, AGES, ECONOMIC LEVELS)

*Summary of responses from written surveys*

### COMMUNITY CAUCUS

The centerpiece of the engagement component of the study was the Community Caucus, held on March 13, 2024, at the Northampton Community College. Sixty residents participated in the interactive caucus which included an introduction to the project by City officials and the design team, followed by hands-on break out sessions and a concluding question and answer period.

The break out sessions engaged the participants by asking them to respond to questions about program ideas and locations for the new community center. Six members of the design team managed individual tables and interacted directly with the public.

The program and needs prompt posed the question: "How could the Community Center Support You?" and offered nine categories for participants to record their responses.

The site location exercise used three area maps of the Southside designated as Zone 1, 2, and 3. Participants were asked to annotate the maps with their impressions and ideas for specific locations.



## HOW COULD THE COMMUNITY CENTER SUPPORT YOU?



Participants used Post-it notes to indicate their ideas and concerns in nine categories.

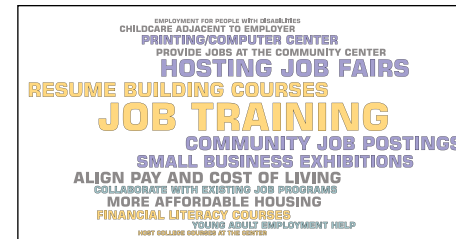


## HOW COULD THE COMMUNITY SUPPORT YOU?



### Social Support & Community Context

### Employment & Income



### Race, Gender, Social Norms



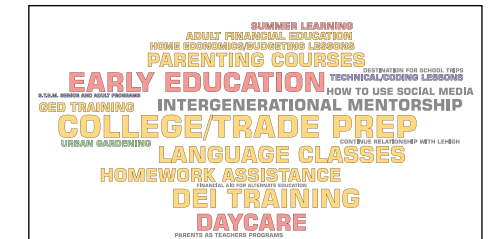
### Food & Nutrition



### Physical & Mental Health



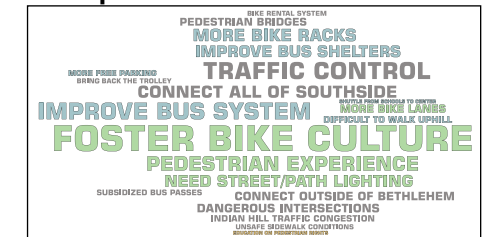
### Education



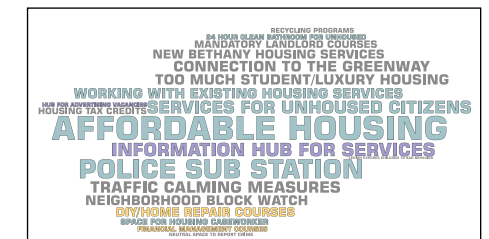
### Childhood Experiences



### Transportation

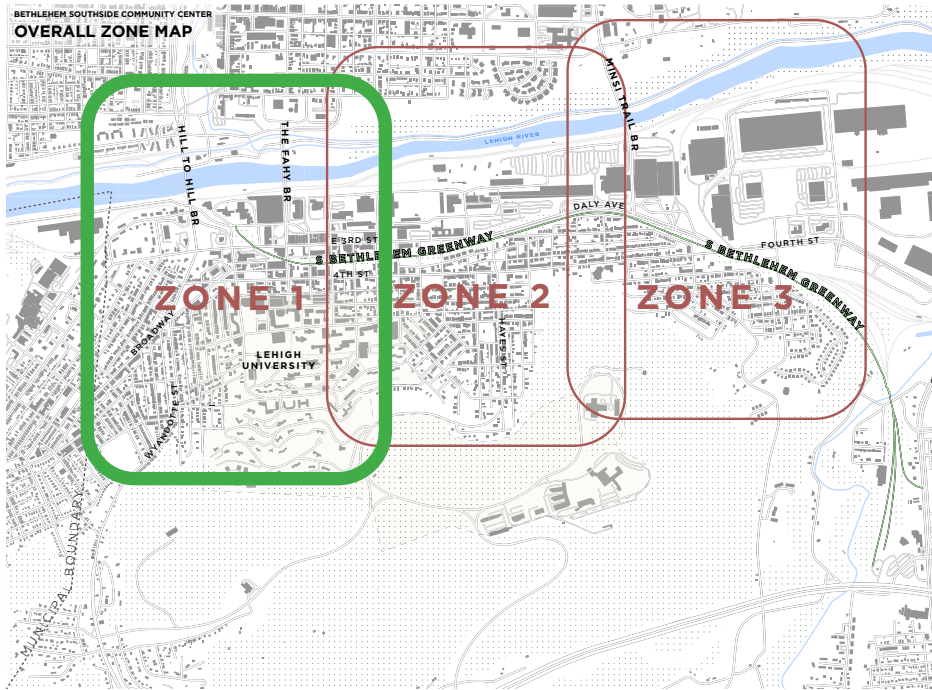


### Housing, Safety, Built Environment



Word Clouds were derived for each of the nine categories to highlight the most frequently cited issues

## SITE CONSIDERATIONS



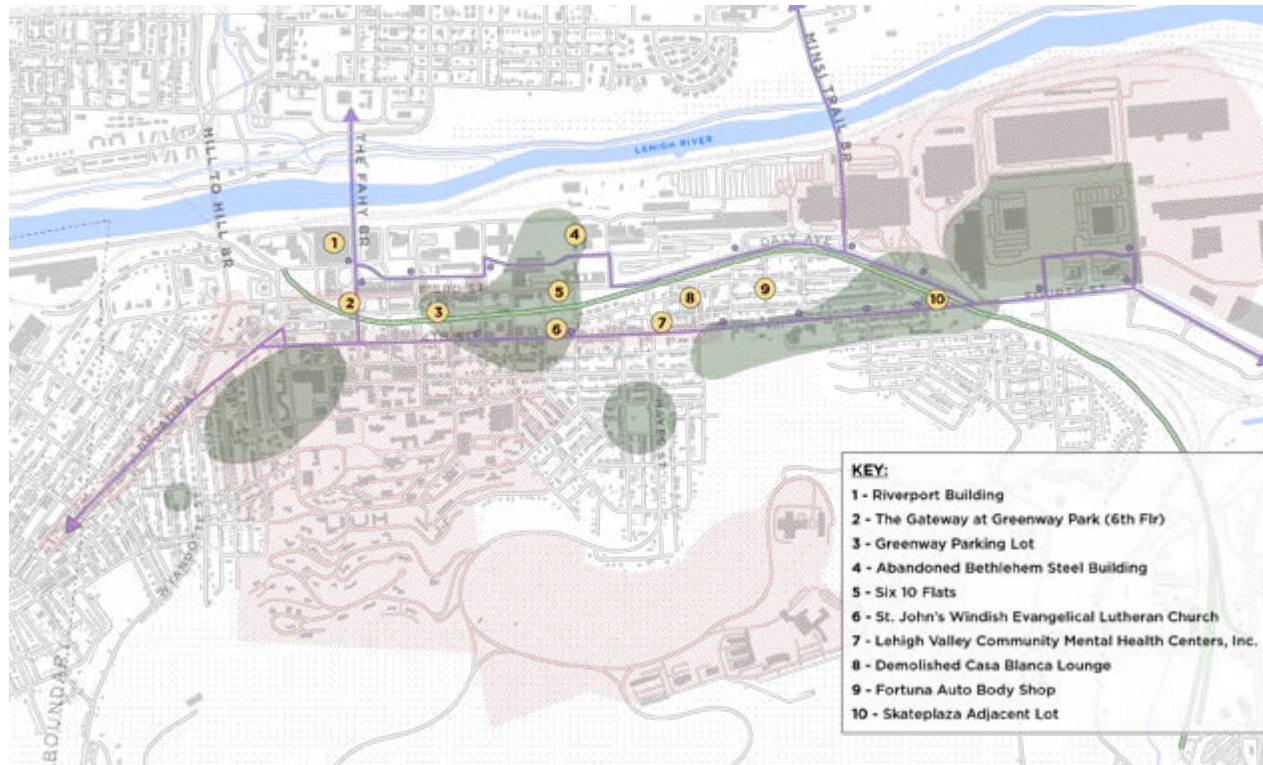
### Tell us more about this area.

Participants were given the opportunity to identify locations in the Southside that had either positive or negative attributes. Comments were written on Post-it notes and pinned to the three Zone Maps.

The design team collated the information on the maps and prepared the summary diagrams on the following page.

## SITE CONSIDERATIONS

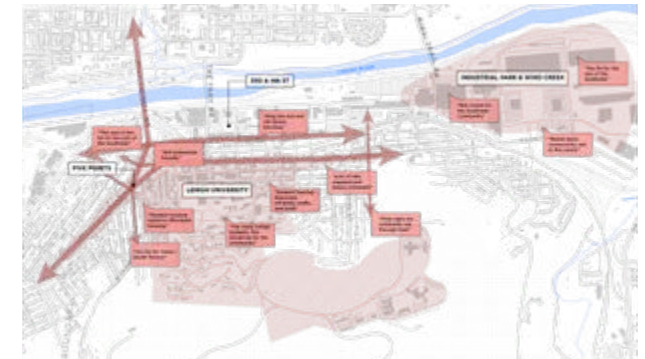
### Potential Site Summary



The design team identified areas of concern and areas of opportunity based on input from the Community Caucus. These areas were overlaid with transportation connections to determine potential locations for the community center.

The Potential Site Summary Map, above, shows the ten original sites that were investigated, and which ones fall within the areas of opportunity.

### Areas of Concern



### Areas of Opportunity



### Essential Connections



## EARLY ENGAGEMENT ANTHEM

We believe that everyone in Bethlehem can share their voice with the City and the design team. As an initial step, through a smartphone or a camera-ready tablet, we asked that motivated community storytellers share their wisdom in the form of Tributes that would be collected into a community anthem.

We invited community members to create and post videos that respond qualitatively to two prompts:

***“Tell us your favorite thing about Bethlehem”***

***“If you could offer one piece of advice for a community center in South Bethlehem, it would be...”***

As opposed to a questionnaire, these self-made clips began a live forum, which can be rebroadcast to local social platforms, and also become transcribed assets for further focused engagement work.

For eight weeks, the online video tribute portal invited community members to offer ideas and hopes for a community center, via any digital platform. To assist this process, tablet kiosk stations were positioned around Bethlehem, at public library branches, City Hall, Northampton Community College and local public schools. During this period, 53 Tributes were captured.



*Still images from Tribute Video*

## COMMUNITY ANTHEM

To further the initial conversations, AOS and MASS came to Bethlehem over March 13-15, 2024. With the help of our local engagement partner Taggart Associates, we invited community members, leaders, and folks from the Early Engagement Anthem to participate in more focused conversations. These community leaders wanted to offer deep insights into the lived experiences of their communities.

49,552 Words Transcribed  
6 Hours 33 Minutes 1 Second Footage  
410.36 GB of Content  
304 Video Clips  
53 Tributes Submitted  
23 Perspectives Captured  
14 Interviews and 1 Focus Group Filmed

14 Interviews were convened at or near:

- Northampton Community College
- Hispanic Center Lehigh Valley
- Moravian University
- Yosko Park
- Lynfield Community Center
- Boys & Girls Club of Bethlehem
- Liberty High School
- Broughal Middle School
- Donegan Elementary School
- South Bethlehem Greenway



**Veronica Moore**  
Local Business Owner,  
Children's Book Author  
Community Advocate

*"We really look to uplift each other, not only as residents, but you know, those of us who are multifaceted as business owners, community advocates, residents, educators, professors, business individuals."*

*"I think that that's one of the things that is missing at the core of...our community gathering. Resources that are free of charge as well to our students and our families, especially outside of the structured, educational time and, of the school year, what else is there to do to engage our families and our community in a way that they can have access to it?"*

*"I think that a model like that is really what we need to help people feel a sense of connection to South Bethlehem, help them feel a sense of continued pride, um, or maybe even growth of pride, right?"*



**Roy Ortiz (Coach Roy)**  
President of Lynfield Community Center

*"I would like to have like an indoor gymnasium. 'Cause during the winter months, you know, 'cause of daylight savings, you know, by the time it's 4:30, it's dark"*

*"I'm very big on education and I would like to have the kids go on to college. Now, if you're not, not every kid is cut out for college, but we also have like different programs where they can join and get a skill because, some kids is not just cut out to college, especially the course of college these days."*

*"We accept all kids 'cause nobody is... gonna be left behind. Not... on my watch. As long as I'm the president of this community center, I will make sure that every resident is part of this center. And if they have issues, we'll be more than glad to sit down with them."*

## COMMUNITY ANTHEM



Click above to link to the Community Anthem



**Jonafer McDonald**  
President of SixTeam Sports

*“give these kids somewhere where they can just go let their hair down and, shoot a hoop, or play a game of basketball, invite friends to come over and, you know, get some friendly competition and just get away from the stressors of the world.”*

*“I know when I was growing up, we were at the Boys & Girls Club and those counselors that were there were like family, you know what I mean? It wasn’t just, they’re there to do the job, they’re there to make a difference. I feel like a community center, you know, everybody thinks of a building, but I think it’s the people that make a difference the most.”*

*“My mother couldn’t afford a lot of things when I was younger. So me being able to go there and just be able to feel like I was taken care of outside of her realm was, was a great thing. You know what I mean? I met some of the, the greatest people in the city at the Boys & Girls Club. So I think we need something like that for these kids nowadays as well.”*



**Anna Smith**  
Director of Community Action Development Bethlehem

*“I think one of the greatest challenges that our community members face is where to go to find information or to have their questions answered about any kind of challenges that they might be facing, or ideas that they might have that they would love to take action on. We hear from so many residents about a desire to get involved in their community, but just weren’t sure what steps they can take to get more engaged.”*

*“I think the greatest need that we have heard from for over the years from our neighbors and community members is the decline in space for sports and recreation activities, indoors. So we have fabulous parks that serve our communities for playing basketball. Um, the pools and our splash pad. We have some, you know, little league fields and things like that located throughout our neighborhoods, but we don’t have many places to go in the winter.”*



# SITE ANALYSIS

## SITE VISITS

Early in 2024, AOS met with City staff to visit several potential sites for the Southside community center. The site selection includes City-owned properties, vacant lots, and properties for sale or lease. In addition to potential sites identified by the City, a local Realtor recommended several properties for our consideration.

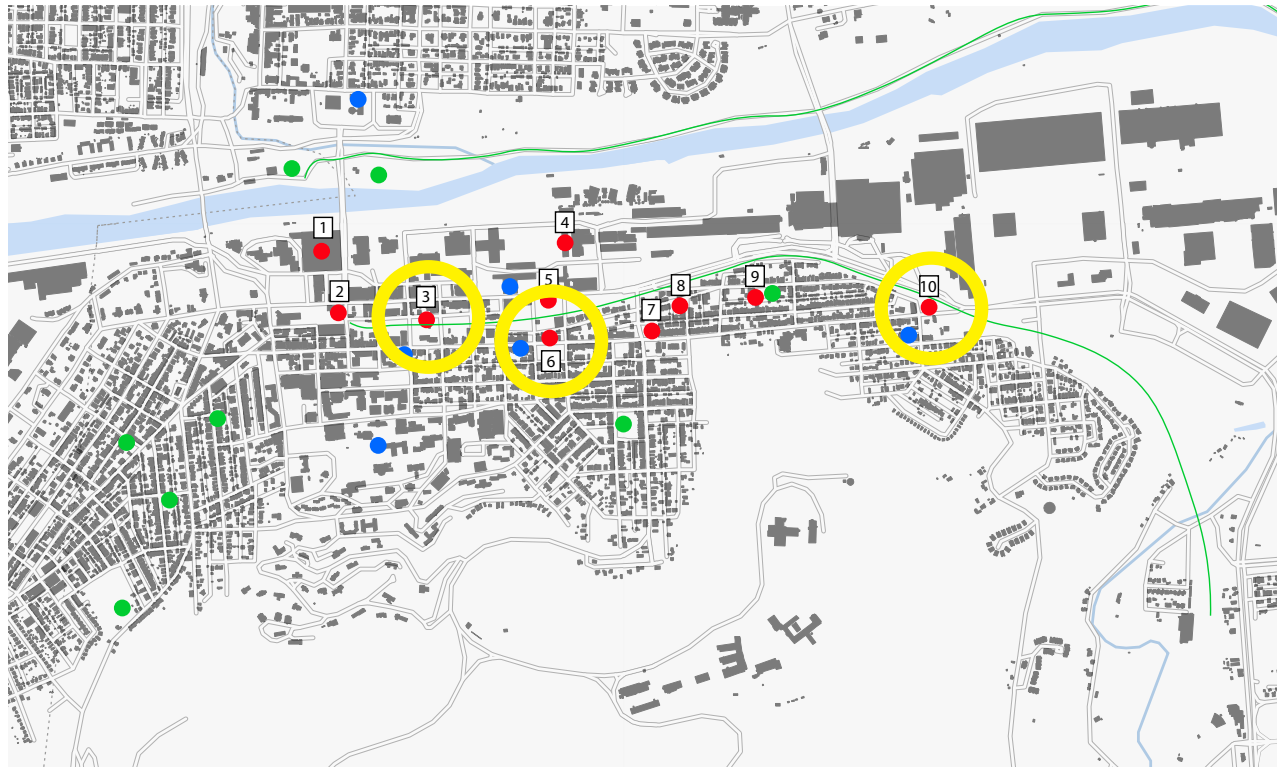
The analysis also considered existing community spaces, such as Bethlehem Area School District gymnasiums, as potential sites, but existing demand and staffing constraints made the spaces infeasible.

## SELECTED SITES

Through discussion with the City and analysis of available information, three sites were selected for further analysis. They included two sites owned by the City of Bethlehem and the former St. John Windish Evangelical Lutheran Church, owned by Lehigh University.

Site #3, the Mechanic Street Parking Lot, is owned by the Bethlehem Parking Authority and is centrally located in the Central Business District, and is directly adjacent to the Greenway. The site would be easy to develop as it is a level piece of land, and adjacent to utilities.

Site #6, Windish Church, was purchased by Lehigh University in 2023 as part of a larger package of three former Lutheran churches. Once Lehigh acquired the property, they began exploring community uses and are open to a community center. The church and associated education building almost fill the entire lot. The parcel also includes the large surface parking lot across 4th Street. The church is centrally located in the Central Business District and is near the Greenway

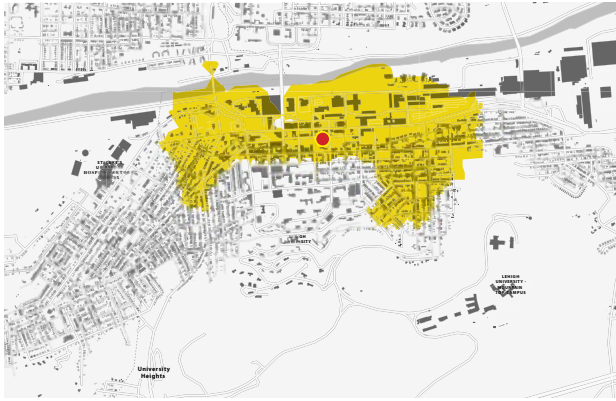


*Three selected sites are highlighted*

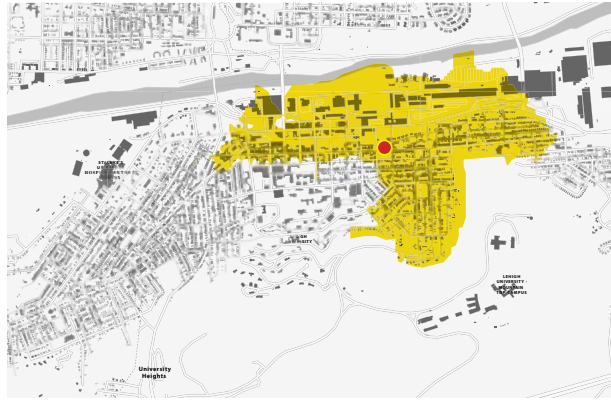
Site #10, 1401 E 4th Street, is an existing green space just east of the Bethlehem Skateplaza. The site is owned by the City and is not currently used except for an extension of the Greenway that connects to Steel Avenue. The site would be difficult to develop due to the steep slope that is adjacent to the East 4th Street ramp.

Each of the three sites was analyzed using multiple criteria including population density, walking distance, and existing zoning. A SWOT analysis (strengths, weaknesses, opportunities and threats/constraints) was prepared for each of the three sites. This data is included in the following pages.

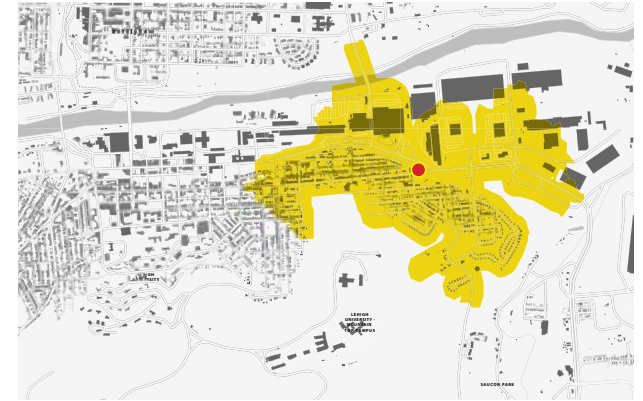
## 15 MINUTE WALKING DISTANCE



Mechanic Street Parking Lot



617 E 4th Street / Windish



1401 E 4th Street / Skateplaza

## POPULATION BY AGE WITHIN 15 MINUTE WALKING DISTANCE



Mechanic Street Parking Lot

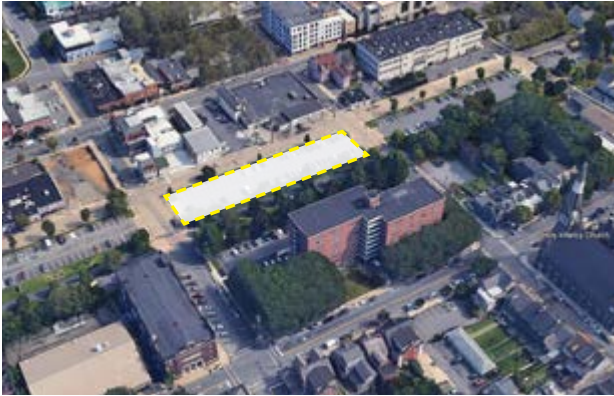


617 E 4th Street / Windish



1401 E 4th Street / Skateplaza

## EXISTING CONDITIONS



### Mechanic Street Parking Lot

- Parcel ID: 203-023584
- Zoning: CB Central Business District
- Historic District: Southside Historic District
- Lot Size: 22,632 SF
- Lot Coverage Allowed: 100%
- Maximum Height: 150 ft



### 617 E 4th Street / Windish

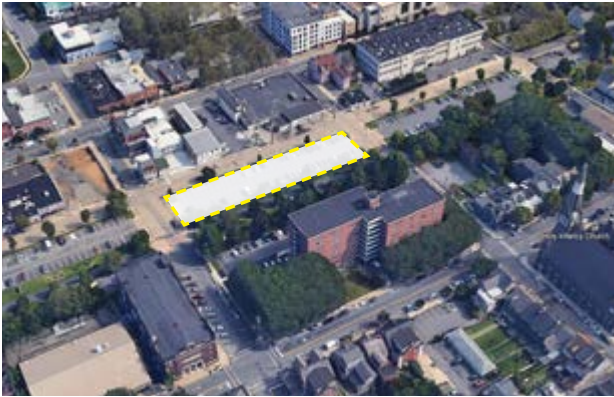
- Parcel ID: 204-023747
- Zoning: CL Limited Commercial District
- Historic District: Southside Historic District
- Lot Size: 13,236 SF
- Lot Coverage Allowed: Existing
- Maximum Height: Existing



### 1401 E 4th Street / Skateplaza

- Parcel ID: 217-022350
- Zoning: I Institutional District
- Historic District: None
- Lot Size: 18,012 SF
- Lot Coverage Allowed: 65%
- Maximum Height: See Section 1306.02 (c,f)

## SWOT ANALYSIS



### Mechanic Street Parking Lot

#### STRENGTHS

- Owned by Bethlehem Parking Authority / low purchase cost
- Adjacent to Greenway
- Adjacent to playground
- Adjacent to parking
- Easy van/bus access
- Centrally located between residential areas
- Adjacent to Central Business District
- Flat topography
- Utilities are adjacent
- Near public transit stops
- Close to Hispanic Center Lehigh Valley
- Close to food and retail

#### WEAKNESSES

- Not immediately close to neighborhoods
- Close to Hispanic Center (redundant)
- Close to student housing overlay district
- Not many children within walking distance

#### OPPORTUNITIES

- Creates a node on the Greenway
- Synergy with other nearby facilities
- Less expensive to develop
- New purpose-built construction
- Could be designed to be enlarged

#### CONSTRAINTS

- Low-density building may not be the highest and best use for this site

## SWOT ANALYSIS



### 617 E 4th Street / Windish

#### STRENGTHS

- Existing facility with gymnasium, large kitchen, classrooms, meeting rooms and offices
- Abundant parking
- Centrally located between residential areas
- Located in Central Business District
- Utilities are adjacent
- Near public transit stops
- Close to Hispanic Center Lehigh Valley
- Close to food and retail

#### WEAKNESSES

- Cost of purchase
- Currently owned by Lehigh University
- Not directly on the Greenway
- No outdoor space
- Maintenance and operating costs will be more than new construction
- Inaccessible to disabled
- Close to Hispanic Center (redundant)
- Potential unknowns in structure and building integrity

#### OPPORTUNITIES

- Established as a community hub
- Sustainable use of existing fabric
- Parking lot is a good location for future development

#### CONSTRAINTS

- Religious architecture
- Stained glass windows
- Overall gymnasium dimensions are 46' x 72' (too small for standard basketball court)
- Inserting program into existing spaces

## SWOT ANALYSIS



### 1401 E 4th Street / Skateplaza

#### STRENGTHS

- Owned by City/ low purchase cost
- Adjacent to Greenway
- Synergy with skate park
- Near new affordable housing development
- Near public transit stops

#### WEAKNESSES

- Remote from Central Business District
- Steeply sloped
- Awkward lot shape
- Likely more expensive utility access
- Very close to Daly Avenue
- 15 minute walking population is low compared to other sites
- Remote from food and retail
- More expensive to develop
- Poor pedestrian access from the east

#### OPPORTUNITIES

- Creates a node on the Greenway
- New purpose built construction

#### CONSTRAINTS

- Parking is difficult to accommodate on site
- Skatepark parking is remote
- Located at the “edge” of town
- Two of three boundaries are inhospitable
- Zoning is more restrictive due to Institutional designation
- 4th Street Bridge is in PennDOT’s jurisdiction

## PROGRAM

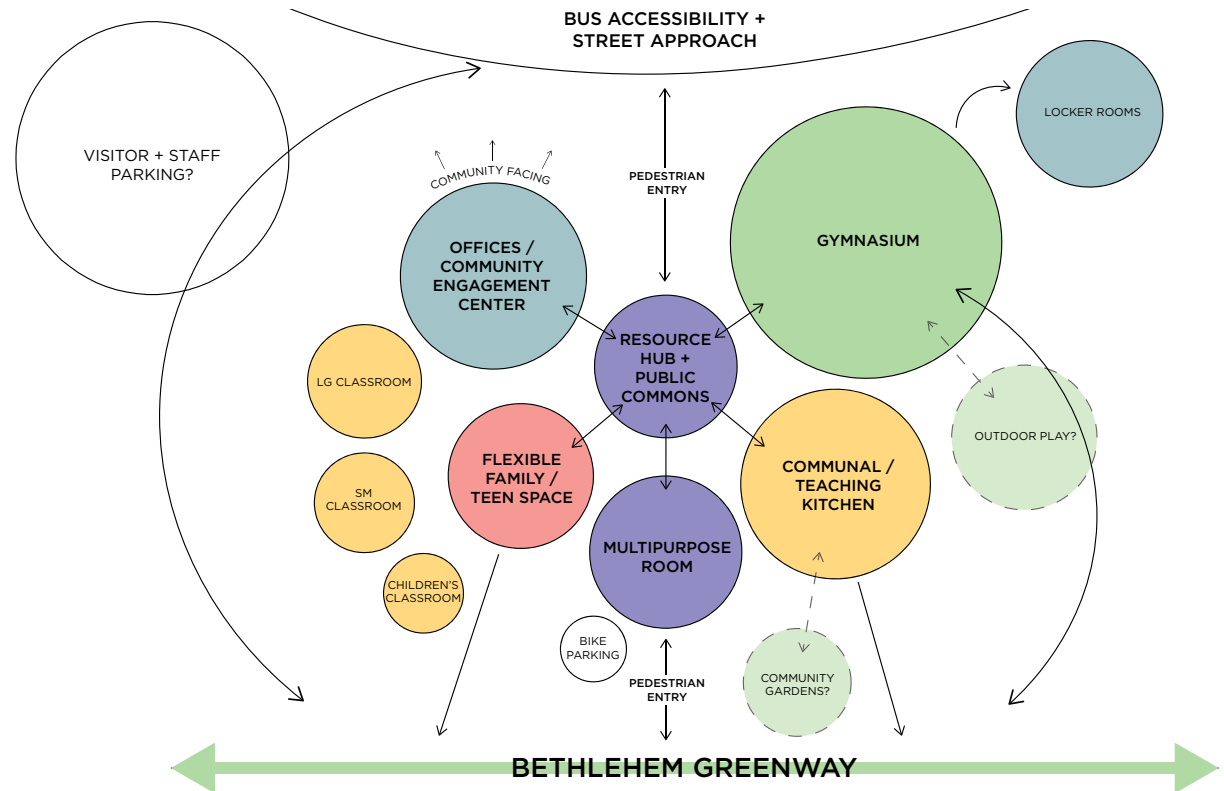
A program of spaces was developed based on input received during the engagement process and information provided by the City. The net area needed is approximately 16,500 SF, adding a typical grossing factor of 25% yields a building area of approximately 18,500 SF.

An adjacency diagram was developed to understand how the functional program could be distributed in an efficient manner.

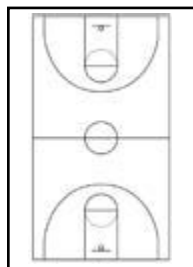
One of the significant space determinants for the building is the inclusion of a gymnasium. Ideally, this space would be sized to support high-school basketball, but given the constraints, including the size of the site and costs, other sized courts could be considered. In all cases, the gymnasium would be designed to accommodate a variety of athletic and multi-purpose events.

PROGRAM SPACE	AREA SF
Gymnasium (middle school)	5,200
Locker Rooms	1,500
Office Space	1,600
Communal Kitchen	1,600
Multipurpose Room	1,100
Large Classroom	750
Small Classrooms (2)	900
Teen Lounge/Kids Space	1,000
Welcome/Resource Center	1,200
Mechanical Space	400
Restrooms	950
Storage	300
<b>Total Program SF</b>	<b>16,500</b>
Circulation Space Multiplier	25%
<b>Total Building SF</b>	<b>20,625</b>

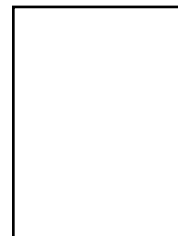
## ADJACENCY DIAGRAM



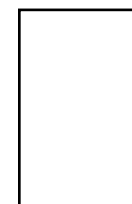
## GYMNASIUM SIZES



**HIGH SCHOOL**  
84' x 50' court  
96' x 70' room

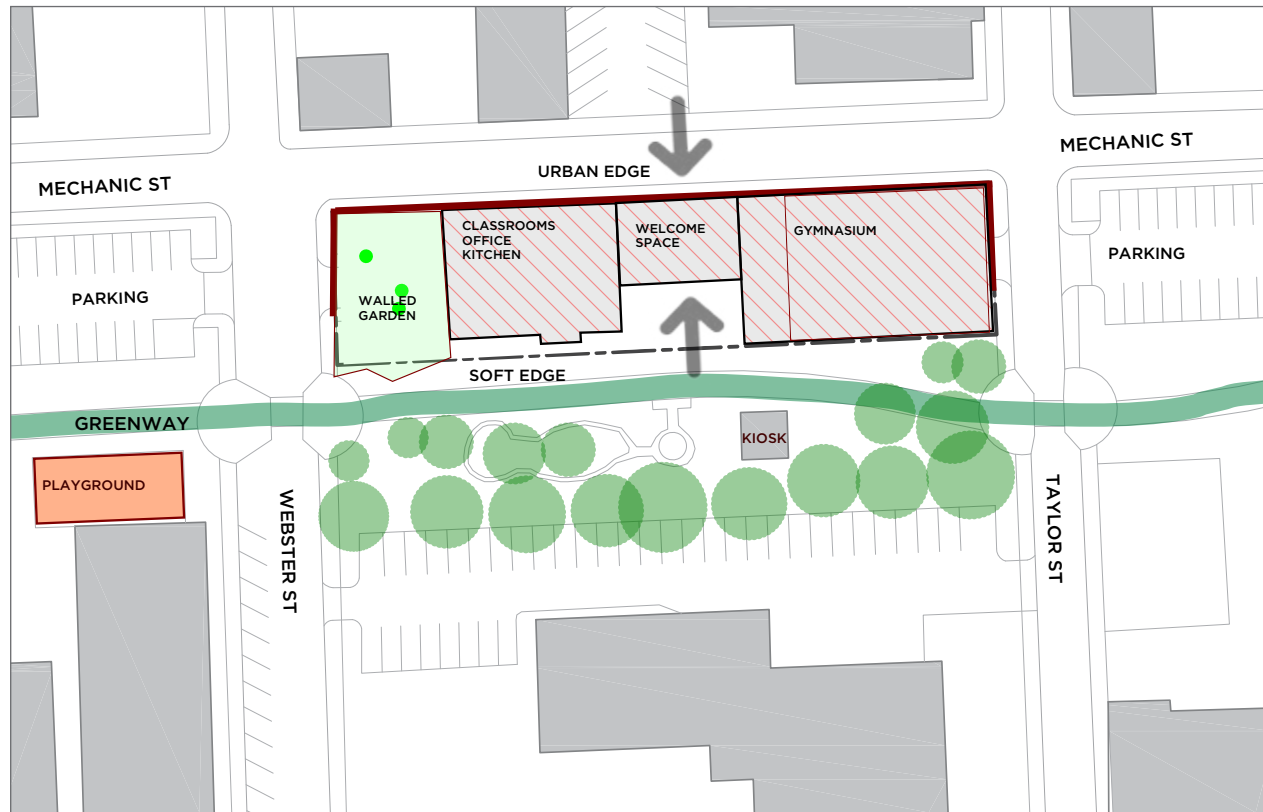


**MIDDLE SCHOOL**  
74' x 42' court  
84' x 62' room



**WINDISH GYM**  
66' x 40' court  
72' x 46' room

## TEST FIT



**Mechanic Street Parking Lot**

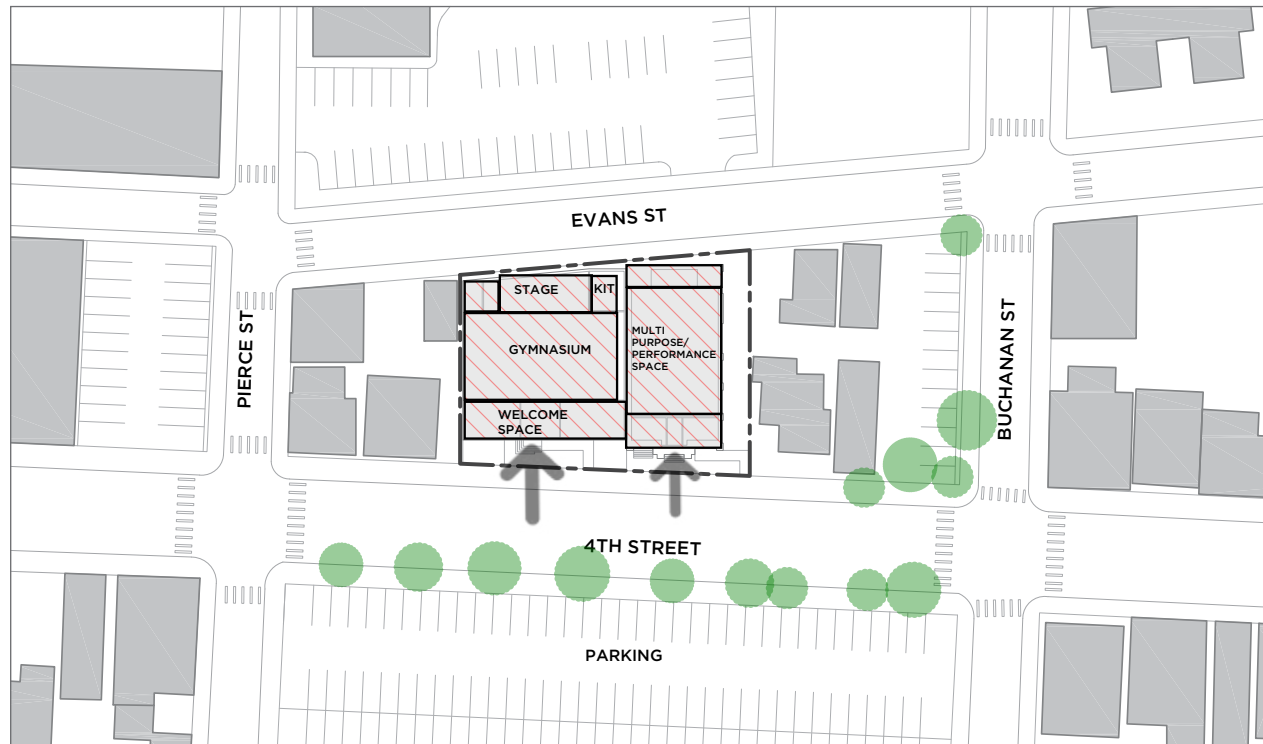
### Mechanic Street Parking Lot

The Test-Fit diagram for the Mechanic Street parking lot takes advantage of the site's proximity to the Greenway. The south side of the building, facing the Greenway is conceived of as a soft edge. The south facade is irregular in plan. The north side, along Mechanic Street extends to the sidewalk edge and forms a more regular street wall. Entries into the Welcome space are proposed from both the Greenway and Mechanic Street.

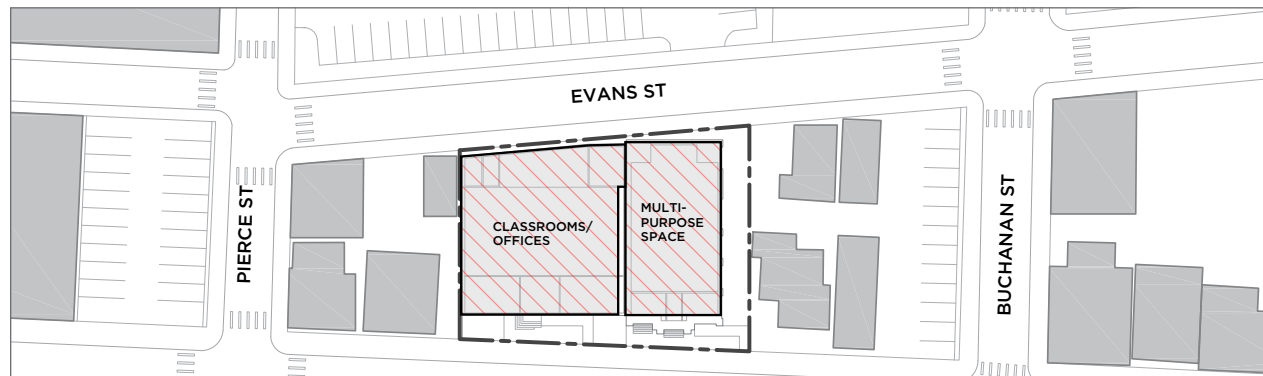
A high-school size gymnasium is proposed on the east end of the site, with a two story portion of the building extending to the west. The site is large enough to include a garden space on the west side, which could be a future addition to the building.

The Mechanic Street site was selected as the most viable site based on the SWOT analyses and Test Fit studies.

## TEST FIT



617 E 4th Street / Windish - Main Floor



617 E 4th Street / Windish - Lower Level

### 617 E 4th Street

The Windish complex includes two connected buildings. The Church building, to the east, sits higher than the Education building. Both buildings are two stories tall plus a partial 3rd floor. The parcel includes the ~57,000 SF surface parking lot across 4th Street.

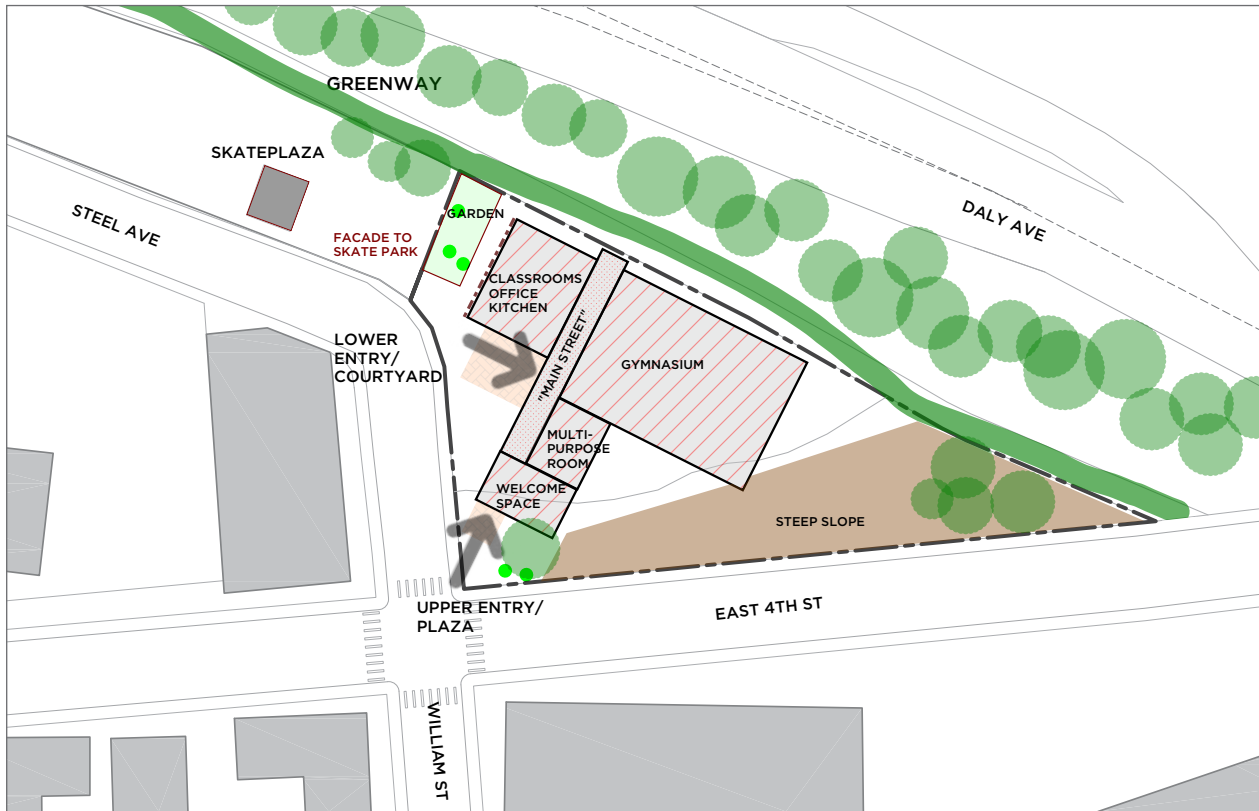
The Test-Fit diagram for the Windish Church takes advantage of the major existing spaces within the buildings, primarily the “gymnasium” which has a elevated stage on the north side and a generous kitchen. The church sanctuary, which has a raised altar to the north and organ loft to the south, can remain intact as a multi-purpose performance space. Presumably the religious iconography would be removed or otherwise made less prominent.

The lower levels of each building are currently divided into a series of classrooms of various sizes. It is recommended that these floors be gutted and reconfigured to meet the specific requirements of the Community Center and to refresh the finishes.

The existing restrooms are not fully accessible per the ADA, and there is no elevator in the complex. It is recommended that the Windish site be made fully compliant with building and accessibility code requirements as part of the renovation.

A report, prepared by Michael Baker International, was completed in November 2022 and addresses the existing conditions of the buildings.

## TEST FIT



1401 E 4th Street / Skateplaza

### 1401 E 4th Street

The triangular shaped Skateplaza site has limited area to build on due to the steep slope that supports the 4th Street ramp. The proposed test-fit places the building parallel to the Greenway and has a two-story volume that faces the Skateplaza. The main entry is located at the corner of Williams and East 4th Streets. The multi-purpose room opens directly off of the entry/welcome space. A linear “main street” connects the main entry to the north side of the building with the gymnasium to the east and classrooms, offices, and the kitchen to the west.

A lower level entry allows access from the Greenway and is closest to the Skateplaza parking, which is assumed as available for Community Center parking.

The Skateplaza site was determined to have too many constraints and was not studied any further.

### BUILDING CONCEPTS

As part of the site evaluation, conceptual building designs were developed for the Mechanic Street site and for Windish Church. A narrative describing the scope of work was prepared to assist Allied Building Construction in determining estimated construction costs for developing each site. The cost estimates were used by Ideas and Action to prepare the financial feasibility analysis.

### MECHANIC STREET

The proposed design of the Mechanic Street site was developed in response to its location between the Southside Bethlehem Greenway and Mechanic Street. The building includes a one-story gymnasium and a two-story wing which contains the remainder of the program spaces.

There are two main entries - one from the Greenway and one from Mechanic Street. The south facing facade has a large pergola facing the Greenway that provides a gracious entry and usable, shaded outdoor space. The pergola serves as a front porch to the center, and would be large enough for events in the Multi-Purpose Room to expand outdoors.

A double-height Welcome Space is located immediately off of the entries and could serve many purposes including a reception desk, community bulletin board, digital display, movable furniture, space for gathering before or after events, and wall space for a rotating gallery.

The high-school size gymnasium has room for a small amount of bleachers along the north wall. Men's, Women's, and non-gender specific locker rooms open off of the corridor leading to the gym. A loft overlooking the gym could be used as multi-purpose space.



South Bethlehem Community Center  
Mechanic St. | Site Plan

The west end of the lower level includes restrooms, offices, a multi-purpose room, and a community kitchen. The kitchen opens to an outdoor dining area and community garden.

The second floor is reached by an open stair or elevator, both located in the Welcome space. A second egress stair is in the west end of the building. The second floor program includes restrooms, classrooms and the teen room, and additional gallery space, overlooking the Welcome Space.

Initial concepts for the building structure include a concrete slab-on-grade, load cold-form metal framing exterior walls, structural steel framing, and concrete on metal deck for the second floor slab.

The exterior materials are proposed to be a mixture of veneer brick, metal siding, and aluminum storefront and windows. The pergola is built with painted steel members that recall the history of Bethlehem's industrial past in a contemporary manner.

The interior finishes will be selected for durability and ease of maintenance and will include carpet tile, sheet linoleum, and ceramic tile in the restrooms. The gym will have a floating hardwood sports floor.

BUILDING CONCEPT | MECHANIC STREET PARKING LOT



South Bethlehem Community Center  
Mechanic St. | First Floor Plan

BUILDING CONCEPT | MECHANIC STREET PARKING LOT



South Bethlehem Community Center  
Mechanic St. | Second Floor Plan

## BUILDING CONCEPT | MECHANIC STREET PARKING LOT



South Bethlehem Community Center  
View from Greenway

## BUILDING CONCEPT | MECHANIC STREET PARKING LOT



South Bethlehem Community Center  
Entrance from Greenway

## BUILDING CONCEPT | WINDISH CHURCH

The proposed design of the Windish Church site is a major renovation of the existing two-building complex which includes a sanctuary building and an education building. The concept design shows that the complex could support the Community Center program. There will be some compromises, however, due to the size and location of the available spaces and the awkward connection between the two buildings.

The design includes the existing gymnasium and a reprogramming of the sanctuary and classroom spaces to fit the needs of the Community Center. The main entry is into the education building, with an additional entry into the multi-purpose space. Both entries are wheelchair accessible allowing for the multipurpose room entry to be utilized for special events and performances.

The Welcome Space is located inside the main entry and opens into the gymnasium, elevator lobby, and circulation to the multi-purpose space. This is a flexible space that could provide a variety of welcoming services such as a reception desk, community message board, gathering space, and gallery space.

The gymnasium is smaller than a standard middle school sized gym, but would work well for young children and casual pick-up games. Through a reprogramming of the space, both Men's and Women's locker rooms have been added in place of the existing stage and kitchen. A non-gender specific locker room is included on the floor below just off the back staircase. The requirements for locker rooms should be revisited given the small size of the gym.



South Bethlehem Community Center  
Windish Church | Site Plan

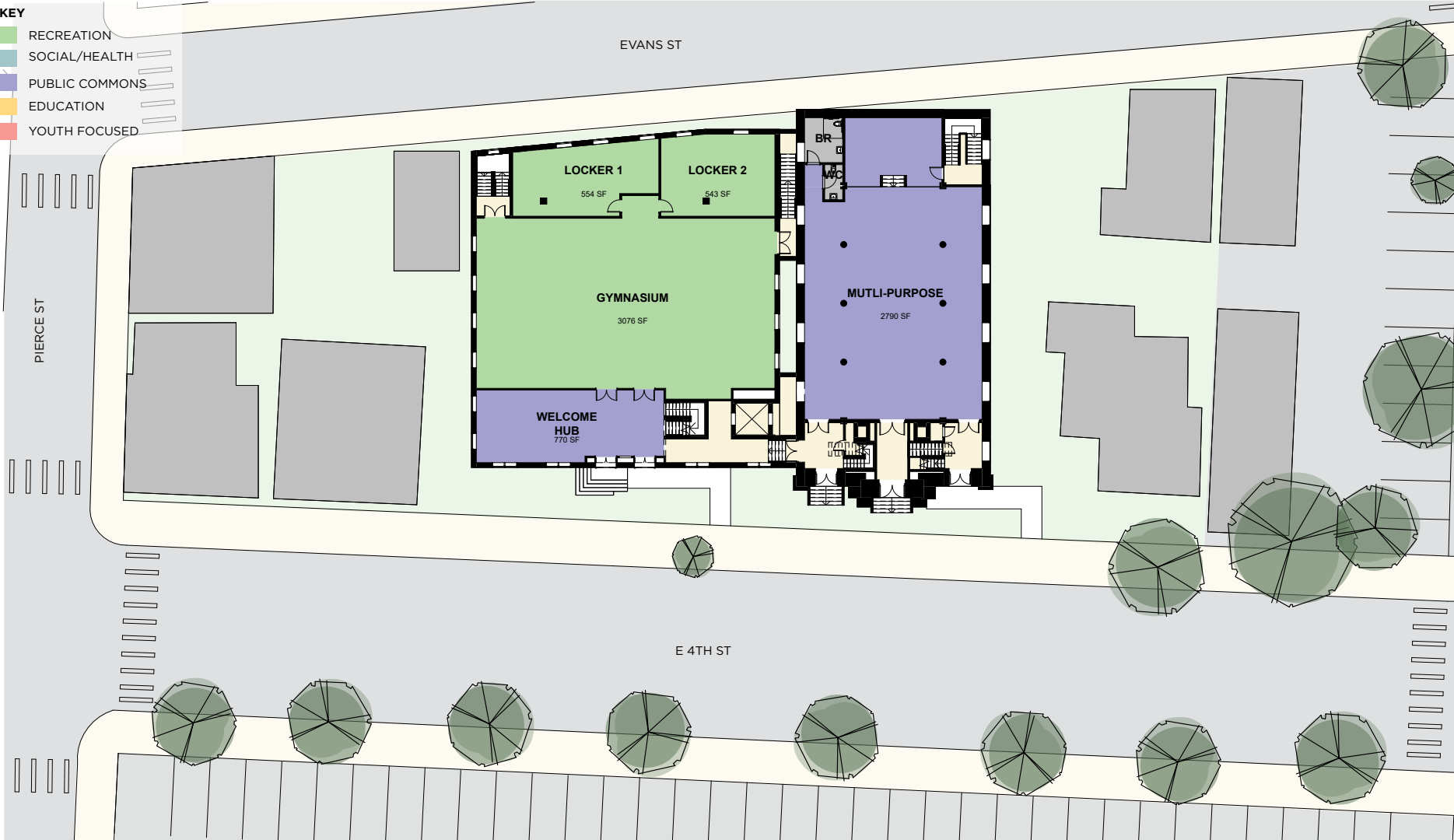
The east end of the main level includes the renovated church sanctuary as a multi-purpose room which removed the pews to open up the space and utilizes the existing alter as a stage for performances. Two single occupant restrooms are placed in what was the vestry.

Due to the change in floor heights between the first level of the existing church and gym, a two-sided elevator is proposed just off the Welcome Space which would allow access between the main entry and the multipurpose space. This elevator, as well as the existing stairs in this hall, also reach to the basement level. The existing egress stairs are in the north east and north west corners and will remain as is. The basement level program includes restrooms, classrooms, the teen room, the community kitchen, and support offices.

The exterior is proposed to be renovated to remove selected religious iconography. Exterior repairs could include new doors and windows, masonry repointing, and roof repairs. The November 2022 Feasibility Report, prepared by Michael Baker International, should be consulted for additional recommendations.

The interior finishes will be replaced and renovated with durability and ease of maintenance as a top priority. In addition to carpet tile, sheet linoleum, and ceramic tile for restrooms, the religious iconography will be removed or made less prominent throughout so as to create a space that is welcoming to all members of the Bethlehem community.

BUILDING CONCEPT | WINDISH CHURCH

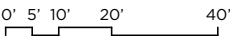


South Bethlehem Community Center  
Windish Church | First Floor Plan

BUILDING CONCEPT | WINDISH CHURCH



South Bethlehem Community Center  
Windish Church | Basement Floor Plan



## BUILDING CONCEPT | WINDISH CHURCH



*Exterior View showing new signage at main entry.*



*Interior View showing remodel of sanctuary to a Multi-Purpose Space with a stage for performances.*



## FINANCIAL SCOPE

### OPERATOR SURVEY AND ENGAGEMENT

The team conducted a survey of local community facility operators to assess gaps in existing programming, as well as identify local precedents for an operating model, costs, and funding structures.

The team conducted interviews with representatives from several local community facility operators and reviewed public and private operating financials for five (5) local community programs. This engagement provided the team with insights from local operators about the costs, funding sources, and feasibility challenges of community facility operation.

### PUBLIC PRIVATE PARTNERSHIP MODELS

The team's engagement with community facility operators provided local precedents of public-private partnership structures that are being used to achieve the feasibility and mission of their respective community programs.

The team reviewed local and national precedents of how cities partner with non-profit entities to share ownership, leadership and responsibility for community programming. This included various models of shared real estate ownership and maintenance, shared decision-making about programming and operations, mixed sources of funding, and agreements about ongoing duties and responsibilities of public and private partners.

The team will continue to develop and vet the plan for public-private partnership structures beyond the ongoing success of the Southside Community Center.

### OPERATING MODEL

Based on the operations review of local community facilities and programs, the team developed a working financial model tool that will be used by the City team to evaluate the feasibility of a variety of program options and operating scenarios.

The tool enables the City to build an operating cost budget, as well as a matching funding plan for the SSCC. As a guiding reference and benchmark, the tool places the operating costs and funding sources from comparable community facilities immediately adjacent to the budget and funding plan inputs.

The following table shows preliminary operating cost budget and funding estimates that will continue to be refined as the SSCC program and partnership structure is developed and vetted.

## OPERATING COST BUDGET &amp; PEER COMPS

	NEW SSCC			Peer 1	Peer 2	Peer 3	Peer 4	Peer 5					
	Pro Forma			2024 Budget	2024 Budget	2022 Financial Report	2022 Financial Report	2021 Financial Report					
<b><u>PUBLIC-PRIVATE PARTNERSHIP STRUCTURE</u></b>													
Real Estate Ownership	City			City	Private Owner	City / Housing Authority	Private Owner	Private Owner					
Operating Funding Source	City / Private / Other Public			City / Other Public	Private / Other Public	City? / Private / Other Public	Private / Public / Fees	Private / Public / Fees					
Community Facility Administrator	501(c)3 Administrator			501(c)3 Administrator	501(c)3 Administrator	501(c)3 Administrator	501(c)3 Administrator	501(c)3 Administrator					
City Controls - Entity	City-appointed CEO / City-approved Board / City-approved By Laws / City-approved Operating Agreement / Funding Agreement /			TBD	None	TBD	None	None					
City Controls - Occupancy	Ground Lease / Building Lease / Mgmt. Agmt.			Ground Lease / Building Lease / Mgmt. Agmt. / Occupany Agmt. /	None	Building Lease	None	None					
Facility Maintenance	City / 501(c)3 Administrator / Other			City / 501(c)3 Administrator	Private Owner / 501(c)3 Administrator / Other	City / Housing Authority / 501(c)3 Administrator	Private Owner / 501(c)3 Administrator / Other	Private Owner / 501(c)3 Administrator / Other					
Program Providers	City / 501(c)3 Administrator / Other			501(c)3 Administrator	501(c)3 Administrator / Other	501(c)3 Administrator	501(c)3 Administrator	501(c)3 Administrator					
Program Provider Agreements	Sub-lease / Mgmt. Agmt. / Service Agmt.			N/A	TBD	N/A	N/A	N/A					
<b><u>OPERATING REVENUES</u></b>													
	% Rev.	Description		% Rev.	% Rev.	% Rev.	% Rev.	% Rev.					
Government Grant Funding	\$1,000,000	48.1%	1	\$2,693,771	90.4%	\$657,854	38.2%	\$19,677	2.8%	\$7,537,812	39.1%	\$157,423	17.6%
Private Contributions	\$700,000	33.7%	1	\$0	0.0%	\$571,860	33.2%	\$626,066	87.7%	\$4,922,207	25.5%	\$240,709	26.9%
Program & Membership Fees	\$0	0.0%		\$56,000	1.9%	\$0	0.0%	\$4,888	0.7%	\$6,198,974	32.2%	\$280,772	31.4%
Special Events / Campaigns	\$150,000	7.2%		\$17,000	0.6%	\$155,000	9.0%	\$59,499	8.3%	\$166,521	0.9%	\$139,850	15.6%
Space Rental & Merchandise	\$130,000	6.3%		\$92,000	3.1%	\$158,501	9.2%	\$0	0.0%	\$33,988	0.2%	\$76,141	8.5%
Other Revenue	\$100,000	4.8%		\$121,250	4.1%	\$180,000	10.4%	\$4,098	0.6%	\$421,045	2.2%	\$0	0.0%
TOTAL REVENUE	\$2,080,000	100.0%		\$2,980,021	100%	\$1,723,215	100%	\$714,228	100%	\$19,280,547	100%	\$894,895	100%
<b><u>OPERATING EXPENSES</u></b>													
	% Rev.	Description		% Rev.	% Rev.	% Rev.	% Rev.	% Rev.					
Admin & General	\$535,400	25.7%		\$418,216	14.0%	\$398,430	23.1%	\$164,383	23.0%	\$1,887,665	9.8%	\$131,205	14.7%
Fundraising	\$96,450	4.6%		\$64,262	2.2%	\$110,965	6.4%	\$93,100	13.0%	\$556,901	2.9%	\$0	0.0%
Real Estate & Facility Management	\$359,133	17.3%		\$341,120	11.4%	\$252,380	14.6%	\$44,814	6.3%	\$1,120,601	5.8%	\$156,433	17.5%
Total Program Expenses	\$1,037,000	49.9%		\$2,122,854	71.2%	\$841,626	48.8%	\$179,443	25.1%	\$9,148,826	47.5%	\$480,746	53.7%
TOTAL OPERATING EXPENSES	\$2,027,983	97.5%		\$2,946,452	98.9%	\$1,603,402	93.0%	\$481,740	67.4%	\$12,713,993	65.9%	\$768,384	85.9%

## CONSTRUCTION COST ESTIMATES

## MECHANIC STREET SITE - NEW CONSTRUCTION

CODE	ITEM	ESTIMATED COST
001	GENERAL CONDITIONS	\$206,350
001	PERMITS (ALLOWANCE)	\$25,984
001	TEMPORARY REQUIREMENTS	\$317,677
002	EXISTING CONDITIONS	\$10,000
003	CONCRETE	\$508,493
004	MASONRY	\$930,623
005	METALS	\$1,838,600
006	WOODS, PLASTICS & COMPOSITES	\$104,555
007	THERMAL AND MOISTURE PROTECTION	\$1,663,346
008	OPENINGS	\$418,515
009	FINISHES	\$1,819,563
010	SPECIALTIES	\$49,600
011	FOOD SERVICE EQUIPMENT (ALLOWANCE)	\$150,000
012	FURNISHINGS	\$29,450
013	SPECIAL CONSTRUCTION	\$0
014	ELEVATOR	\$130,000
021	FIRE SUPPRESSION	\$143,592
022	PLUMBING	\$356,000
023	HVAC	\$658,130
026	ELECTRICAL	\$909,392
027	TELE / DATA	\$179,490
028	FIRE ALARM & SECURITY	\$130,477
031	EARTHWORK	\$219,477
032	EXTERIOR IMPROVEMENTS	\$207,110
033	UTILITIES - WATER & SANITARY	\$35,571
Subtotal		<b>\$11,041,994</b>
INSURANCES - PL & GL		\$99,378
Subtotal		\$11,141,372
CM FEE - 10%		\$1,114,137
Subtotal		\$12,255,509
BUSINESS PRIVILEGE TAX		\$36,767
Subtotal		\$12,292,276
CONSTRUCTION CONTINGENCY - 15%		\$1,656,299
Subtotal		\$13,948,575
Payment and performance bond		\$209,229
Subtotal		\$14,157,804
ESCALATION - NOT INCLUDED		\$0
<b>TOTAL</b>		<b>\$14,157,804</b>

## WINDISH CHURCH SITE - RENOVATION

CODE	ITEM	ESTIMATED COST
001	GENERAL CONDITIONS	\$206,350
001	PERMITS (ALLOWANCE)	\$15,361
001	TEMPORARY REQUIREMENTS	\$304,874
002	EXISTING CONDITIONS	\$305,320
003	CONCRETE	\$251,266
004	MASONRY	\$316,000
005	METALS	\$108,065
006	WOODS, PLASTICS & COMPOSITES	\$93,242
007	THERMAL AND MOISTURE PROTECTION	\$85,307
008	OPENINGS	\$343,050
009	FINISHES	\$1,177,327
010	SPECIALTIES	\$48,675
011	FOOD SERVICE EQUIPMENT	\$150,000
012	FURNISHINGS	\$28,050
013	SPECIAL CONSTRUCTION	\$0
014	CONVEYING SYSTEMS	\$260,000
021	FIRE SUPPRESSION	\$118,872
022	PLUMBING	\$539,000
023	HVAC	\$507,906
026	ELECTRICAL	\$540,325
027	TELE / DATA	\$162,098
028	FIRE ALARM & SECURITY	\$117,834
031	EARTHWORK - Sitework improvement and utility allowance	\$28,000
Subtotal		<b>\$5,706,920</b>
INSURANCES - PL & GL		\$51,362
Subtotal		\$5,758,282
CM FEE - 10%		\$575,828
Subtotal		\$6,334,110
BUSINESS PRIVILEGE TAX		\$19,002
Subtotal		\$6,353,113
CONSTRUCTION CONTINGENCY - 15%		\$952,967
Subtotal		\$7,306,080
Payment and performance bond		\$109,591
Subtotal		\$7,415,671
ESCALATION - NOT INCLUDED		\$0
<b>TOTAL</b>		<b>\$7,415,671</b>

**Notes:** Construction Cost Estimates are based on Open Shop labor rates. Prevailing Wage labor rates may be required by some funding sources. Estimates were prepared in August 2024 and do not include escalation.

## CONSTRUCTION FEASIBILITY

The team built a construction feasibility assessment tool that will be used by the City team to evaluate funding gaps and build a funding plan.

The first part of the tool is a total development cost budget estimate for the SSCC, which incorporates hard cost estimates provided by Allied Building Corporation. The development budget outlines typical development cost components, with eighteen input variables that will continue to be refined as the development team is assembled and project components – acquisition, hard and soft costs – are negotiated and bid out.

This data is summarized to the right and shows that development of the Windish site is significantly less expensive than the Mechanic Street site. Although the Windish site has site acquisition costs that the Mechanic Street site does not require, the cost of renovating the existing church buildings is less than the cost of new construction at Mechanic Street. The primary functional difference between the sites is the sizes of the gymnasiums, which is significantly compromised at Windish.

The second component of the construction feasibility assessment tool is a funding plan module that stacks identified funding sources up against the project development budget. The funding plan, or funding “sources,” is set up with input categories based on the team’s local engagement and national expertise with community development finance. A preliminary set of specific funding sources is identified in the funding plan module and will continue to be refined as the team engages further with prospective public and private funding partners. This data is available in the live Excel files and is not incorporated into this report.

## TOTAL DEVELOPMENT COST BUDGETS

### MECHANIC STREET SITE

COSTS			
<b>ACQUISITION</b>			
Purchase Price		\$0	0.0%
Due Diligence		\$0	0.0%
Closing, Legal & Transaction Costs	4.0%	\$0	0.0%
<b>Acquisition</b>		<b>\$0</b>	<b>0.0%</b>
<b>HARD COSTS</b>			
General Conditions		\$524,027	3.3%
Site Work & Remediation		\$265,048	1.7%
Vertical Construction		\$7,917,956	50.0%
Interior Buildout		\$2,129,530	13.4%
FF&E		\$179,450	1.1%
Contractor Fee, Bonding, Insurance, Warranties etc.		\$1,459,511	9.2%
Contingency		\$1,656,299	10.5%
<b>Hard Costs</b>		<b>\$14,131,821</b>	<b>89.2%</b>
<b>SOFT COSTS</b>			
Design & Engineering	8.0%	\$818,155	5.2%
Survey & Geotech		\$25,000	0.2%
Special Inspections		\$15,000	0.1%
Utility Connection & Impact Fees		\$50,000	0.3%
Permitting & Approvals		\$25,984	0.2%
Fundraising & Marketing		\$50,000	0.3%
Legal		\$50,000	0.3%
Financing Fees	3.0%	\$110,287	0.7%
Developer Project Management Fee	4.0%	\$565,273	3.6%
<b>Soft Costs</b>		<b>\$1,709,699</b>	<b>10.8%</b>
<b>TOTAL DEVELOPMENT COSTS</b>		<b>\$15,841,520</b>	<b>100.0%</b>

SOURCES		
Project Partner Contributions	\$2,676,228	17.6%
Government Grants	\$10,125,000	66.4%
Private Grants	\$1,150,000	7.5%
Fundraising Campaign	\$296,250	1.9%
Loans	\$1,000,000	6.6%
<b>TOTAL FUNDING</b>	<b>\$15,247,478</b>	<b>100.0%</b>

<b>FUNDING GAP / % FUNDED</b>	<b>-\$594,042</b>	<b>96.3%</b>
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### WINDISH SITE

COSTS			
<b>ACQUISITION</b>			
Purchase Price		\$1,500,000	15.0%
Due Diligence		\$15,000	0.1%
Closing, Legal & Transaction Costs	4.0%	\$60,000	0.6%
<b>Acquisition</b>		<b>\$1,575,000</b>	<b>15.7%</b>
<b>HARD COSTS</b>			
General Conditions		\$511,224	5.1%
Site Work & Remediation		\$333,320	3.3%
Vertical Construction		\$3,211,708	32.1%
Interior Buildout		\$1,457,259	14.6%
FF&E		\$178,050	1.8%
Contractor Fee, Bonding, Insurance, Warranties etc.		\$755,783	7.5%
Contingency		\$952,967	9.5%
<b>Hard Costs</b>		<b>\$7,400,311</b>	<b>73.9%</b>
<b>SOFT COSTS</b>			
Design & Engineering	10.0%	\$484,702	4.8%
Survey & Geotech		\$5,000	0.0%
Special Inspections		\$5,000	0.0%
Utility Connection & Impact Fees		\$50,000	0.5%
Permitting & Approvals		\$15,361	0.2%
Fundraising & Marketing		\$50,000	0.5%
Legal		\$50,000	0.5%
Financing Fees	3.0%	\$84,070	%
Developer Project Management Fee	4.0%	\$296,012	3.0%
<b>Soft Costs</b>		<b>\$1,040,145</b>	<b>10.4%</b>
<b>TOTAL DEVELOPMENT COSTS</b>		<b>\$10,015,456</b>	<b>100.0%</b>

SOURCES		
Project Partner Contributions	\$1,802,318	13.6%
Government Grants	\$10,125,000	76.3%
Private Grants	\$50,000	0.4%
Fundraising Campaign	\$296,250	2.2%
Loans	\$1,000,000	7.5%
<b>TOTAL FUNDING</b>	<b>\$13,273,568</b>	<b>100.0%</b>

<b>FUNDING GAP / % FUNDED</b>	<b>\$3,258,113</b>	<b>132.5%</b>
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APPENDIX **1** INTERVIEW TRANSCRIPT SUMMARIES

APPENDIX **2** MEETING NOTES

APPENDIX **3** OUTLINE SPECIFICATIONS

APPENDIX **4** CONSTRUCTION COST ESTIMATE DETAILS

## INTERVIEWS

### Carlos Diaz

*Carlos Diaz, a lifelong resident of Bethlehem's Southside, discusses the community's shared experiences, the importance of a community center as a safe space for children, and his role in fostering intergenerational relationships and supporting the Latino community. He emphasizes the need for inclusivity, mentorship, and practical amenities like a kitchen, envisioning the center as a beacon of hope amidst gentrification.*

#### Community Cohesion and Support:

- Diaz highlights the sense of community and shared experiences that bring people together, emphasizing the importance of support networks and intergenerational relationships.
- He mentions mentoring and guidance, particularly for youth, emerge as critical aspects of community support, aiming to navigate contemporary challenges.

#### Need for a Safe and Welcoming Space:

- Diaz emphasizes the necessity of a community center as a safe and inclusive environment for all members of the community.
- He envisions the center not just as a recreational space but also as a place for educational activities, mentorship, and providing meals for those in need.

#### Preservation of Cultural Identity:

- Diaz expresses a desire for the community center to celebrate cultural diversity, particularly highlighting the importance of Latino and other minority groups' representation.
- He places a strong emphasis on ensuring that the center remains accessible and welcoming to people from all backgrounds.

#### Symbolism and Hope for the Future:

- Diaz wishes the community center symbolizes hope for the future, particularly in the face of gentrification and changing demographics.
- He hopes that the center is seen as a focal point for the community, akin to the historical Boys and Girls Club and library, serving as a beacon of support and unity amidst urban transformation.



### Doug Roysdon

*Doug Roysdon, an active member of the Community Action Committee of the Lehigh Valley, emphasizes the importance of community infrastructure and engagement. He advocates for a community center that empowers local residents to lead and participate in various programs, highlighting the significance of fostering a creative and inclusive community atmosphere.*

#### Community Engagement and Involvement:

- Roysdon emphasizes the importance of community involvement and collaboration in various initiatives and projects.
- He discusses their active roles within community organizations and highlighted the significance of long-term engagement.

#### Infrastructure and Spaces for Community Gathering:

- There was a recurring discussion about the necessity of adequate infrastructure and resources to support community development.
- Roysdon emphasizes the importance of having accessible spaces, buildings, and platforms that facilitate community gatherings and activities.

#### Empowerment and Creative Community Initiatives:

- Roysdon highlights empowering local community members to take ownership of initiatives and projects emerged as a prominent theme.
- He discusses a preference for initiatives driven by community members rather than relying solely on external sources or ideas.

#### Vision for Community Development:

- Roysdon shares a vision for holistic community growth beyond physical structures, focusing on cultural and social aspects.
- He discusses the importance of nurturing a sense of community identity and fostering connections across different parts of the community.



### Jack Silva

*Jack Silva, Bethlehem Area School District Superintendent, emphasizes the pivotal role of community centers in fostering community engagement and collaboration, echoing the speaker's view of them as vital hubs for neighborhood cohesion. It aligns with the speaker's profound affection for Bethlehem, showcasing its vibrant cultural landscape and resilient community spirit, which are exemplified through personal anecdotes and reflections on shared memories.*

#### Role of Community Centers:

- Silva highlights community centers as crucial for nurturing a sense of belonging and unity within neighborhoods, serving as accessible meeting places beyond school hours.
- He emphasizes the significance of community engagement and collaboration, especially between community leaders, organizations, and schools.

#### Community Engagement and Collaboration:

- Silva, serving as the superintendent, underscores the importance of collaborative efforts across various community sectors, including religious, social, educational, and public health initiatives.
- His involvement reflects a commitment to addressing local needs and challenges through partnership and cooperation.

#### Affection for the Community:

- Silva expresses a deep admiration for their hometown, the interviewee praises Bethlehem's diverse cultural scene, educational opportunities, and progressive values.
- He commends Bethlehem's resilience and adaptability, driven by a can-do attitude, as foundational to its identity and growth.

#### Personal Impact and Memories:

- Silva shares a personal anecdote that underscore the positive impact of community centers, reflecting on childhood experiences and the significance of safe spaces for community gatherings.
- The anecdote reinforce the recurring theme of community cohesion and resilience, highlighting the Silva's appreciation for Bethlehem's collective spirit.



## INTERVIEWS

### Paula Johnson

*Paula Johnson, Executive Director at Northeast Community Center, highlighted the diverse needs of the Bethlehem community and the center's efforts to address them, emphasizing the importance of equitable access to resources. Paula emphasized the significance of community engagement and collaboration in tackling issues like food insecurity, showcasing how the center serves as a vital hub for support and assistance.*

#### Community Diversity and Resources:

- Johnson highlights Bethlehem's diverse population and variety of resources contribute to its appeal.
- She appreciates the sense of community and the multitude of services available, including food options and supportive programs.

#### Community Engagement and Stability:

- Johnson explains the Northeast Community Center serves as a pillar of stability, offering continuity and support to the Marvine-Pembroke community for 43 years.
- She underscores that the center's familiar faces create a sense of belonging and comfort within the community.

#### Community Needs and Support:

- Johnson expresses there is a significant need for basic assistance with paperwork and administrative tasks among community members, especially in low-income housing areas.
- She identifies rent assistance and access to mental health resources as crucial needs in the community.

#### Community Empowerment and Collaboration:

- Johnson shares that the community center aims to provide equitable opportunities and resources for all residents, regardless of income or background.
- The center works in collaboration with local organizations, businesses, and volunteers, along with storytelling and grant writing efforts, facilitates community empowerment and support.



### Rayah Levy

*Rayah Levy, a librarian and school board director in Bethlehem, expresses a passion for preserving diverse cultural histories and fostering inclusivity within the community, highlighting initiatives like the Black Bethlehem Project. She envisions Bethlehem as a beacon of unity and mutual respect, advocating for grassroots-level historical education and dialogue to promote understanding and celebrate the city's rich heritage.*

#### Cultural Preservation and Inclusivity:

- Levy expresses a passion for preserving diverse cultural histories within Bethlehem, emphasizing the importance of inclusivity and bringing in voices from various backgrounds.
- She highlights her initiative, the Black Bethlehem Project, aimed at addressing historical gaps in representing marginalized communities.

#### Community Unity and Solidarity:

- Levy discusses the significance of community cohesion and the need to foster unity among Bethlehem residents, regardless of cultural or ethnic backgrounds.
- She envisions Bethlehem as a beacon of inclusivity and mutual respect, drawing parallels to the ideals of brotherhood and sisterhood espoused by the early Moravian settlers.

#### Historical Education and Dialogue:

- Levy underscores the importance of grassroots-level historical education, advocating for local hubs where residents can engage in dialogue, share stories, and learn about Bethlehem's rich cultural heritage.
- She emphasizes the value of intergenerational conversations and mutual understanding between different demographic groups within the community.

#### Vision for a Community Center:

- Levy envisions a community center serving as a hub for historical preservation, cultural exchange, and storytelling.
- She suggests the center could offer educational resources, host cultural events, and facilitate dialogue between diverse community members, fostering a sense of belonging and shared identity.



### Roy Ortiz

*Roy Ortiz, also known as Coach Roy, discusses his extensive involvement in the Bethlehem community, running the Lynfield Community Center and the Southside Sluggers Youth Baseball organization. He emphasizes the center's role in providing educational support, fostering inclusivity, and expanding resources for youth, highlighting initiatives such as the homework club, college preparation programs, and plans for a food truck and baseball field improvements.*

#### Community Center and Youth Engagement:

- Roy Ortiz has been running the Lynfield Community Center and the South Side Sluggers Youth Baseball organization in Bethlehem for over 26 years.
- The organization provides various programs such as homework clubs, free summer camps, and sports leagues for youth aged 8 to 18.

#### Support for Education and Skill Development:

- Ortiz prioritizes education and skill development, aiming to encourage academic achievement and provide opportunities for higher education or practical skills.
- He advocates for pathways beyond traditional college, recognizing that not all children may be suited for it.

#### Inclusive and Supportive Community Environment:

- Ortiz highlights the inclusivity and supportiveness of the Bethlehem community, where residents, especially children, are welcomed regardless of background or abilities.
- He ensures that no resident is turned away and that all are accepted, reflecting a commitment to creating an inclusive and supportive environment.

#### Future Plans and Resource Expansion:

- Ortiz discusses plans for future improvements, including renovating the baseball field with a home run wall and acquiring a food truck to support both the center's programs and fundraising efforts.
- The center secures funding through grants from the City of Bethlehem and leverages partnerships with organizations like HSI to make these initiatives possible.



## INTERVIEWS

### Anna Smith

Anna Smith, the Director of Community Action Development Bethlehem and a lifelong resident of South Bethlehem, discusses the vital role of public spaces like parks in fostering community engagement and unity. She highlights challenges in accessing information, emphasizes the demand for year-round recreational facilities like indoor sports spaces, and underscores the interconnectedness of recreational programs in building community ties.

#### Community Engagement through Public Spaces:

- Smith underscores the role of public spaces like parks in fostering community interactions and unity.
- She shares that these spaces serve as hubs for diverse residents to come together, fostering a sense of belonging and neighborhood pride.

#### Challenges in Information Access and Dissemination:

- Smith discusses the difficulty community members face in accessing information and resources.
- She emphasizes the need for centralized information hubs and effective communication channels, highlighting the role of schools in disseminating information.

#### Demand for Year-Round Recreational Facilities:

- Smith highlights the community's strong desire for indoor recreational spaces, particularly for sports like basketball.
- She emphasizes the importance of early exposure to various sports to cater to diverse interests and skill levels.

#### Interconnectedness of Recreational Programs and Community Building:

- Smith discusses how recreational activities can strengthen community ties and support networks.
- She explores the potential of intergenerational activities to preserve cultural heritage and enhance community cohesion.



### Carolina Hernandez

Carolina Hernandez, a long-term South Bethlehem resident and director of Lehigh University's community service office, highlights the community's passionate unity, emphasizing its rich cultural tapestry and the role of institutions like Lehigh in fostering civic engagement. She envisions community centers as hubs for resource sharing and collaboration, aiming to enhance accessibility and support for all residents, reflecting a commitment to inclusivity and empowerment within the vibrant South Bethlehem community.

#### Community Unity and Engagement:

- Hernandez highlights the passionate and vibrant community in South Bethlehem.
- She emphasizes the role of events, food, and partnerships in bringing people together.

#### Sense of Belonging to Multiple Communities:

- Hernandez identifies herself as part of various intersecting communities in South Bethlehem, including residents, the Hispanic community, and Lehigh University.
- She emphasizes the intersectionality of these communities, contributing to her sense of pride in South Bethlehem.

#### Role of Institutions in Community Development:

- Hernandez discusses her role as the director of the community service office at Lehigh University.
- She explains the goal of engaging university students, faculty, and staff in meaningful ways within the local community, fostering civic engagement and belonging.

#### Vision for Community Centers and Information Sharing:

- Hernandez articulates her vision for community centers as hubs for holistic services and collaboration, drawing parallels with the community school model.
- She stresses the importance of information sharing among community leaders to maximize resource utilization and address challenges such as access to information and breaking down silos.



### Jonafer McDonald

Jonafer McDonald, Director of SixTeam Sports, discusses the importance of community engagement, diverse recreational spaces, mentorship, and addressing social issues through the establishment of a community center, emphasizing the need for holistic support and opportunities for youth in Bethlehem. McDonald underscores the transformative potential of such a center in providing a safe, inclusive space for recreation, mentorship, and access to resources to empower and uplift the community.

#### Youth Needs and Engagement:

- McDonald highlights the need for community centers where youth feel comfortable, engaged, and can pursue their interests, such as sports and arts, to keep them away from negative influences.
- He emphasizes the importance of mentorship and role models in guiding youth towards positive behaviors and opportunities.

#### Community Building and Integration:

- McDonald explains the significance of events and spaces that bring people together bridging gaps between neighborhoods.
- He discusses the potential for community centers to facilitate interactions between generations.

#### Resource Access and Support Services:

- McDonald emphasizes the need for central hubs where residents can access various resources and support services, including financial literacy.
- He addresses the need for transportation solutions, to ensure equitable access to community centers, particularly in areas where walking distances may be impractical for residents, especially youth.

#### Cultural Expression and Identity:

- McDonald recognizes the importance of providing spaces and programs for cultural expression, such as dance, music, and artistic activities, to empower youth and promote self-expression.
- He acknowledges the role of community centers in fostering a sense of pride, enhancing community identity and cohesion.



## INTERVIEWS

### Ramira Garcia

Ramira Garcia expresses deep appreciation for the Hispanic Center, Lehigh Valley, highlighting its role in fostering community support and providing recreational activities like domino and bingo. She underscores the importance of community engagement in addressing housing issues while praising Bethlehem for its peaceful atmosphere and advocating for more outdoor events to enhance community cohesion.

#### Importance of Community Center:

- Garcia highlights the significance of the Hispanic Center in providing a space for fun, support, and problem-solving for the community.
- She emphasizes the role of the center in resolving problems and fostering happiness through activities like playing domino and bingo.

#### Need for Community Engagement:

- Garcia suggests that the mayor should visit the community center to understand their needs and help address housing issues.
- She expresses the importance of community involvement in shaping programs and services to improve residents' lives.

#### Appreciation for Bethlehem:

- Garcia appreciates Bethlehem's quiet atmosphere compared to New York, highlighting the safety and opportunities offered by the city.
- She values events like music festivals that bring people together and suggests more outdoor events to enhance community engagement.

#### Emphasis on Cultural Activities:

- Garcia enjoys cultural events organized by the center, such as Spanish music and dancing, demonstrating the importance of cultural preservation and celebration.
- She mentions participating in a dance group called Roca, showcasing the role of cultural activities in community bonding and expression.



### Raymond Santiago

Raymond Santiago, the Executive Director of the Hispanic Center Lehigh Valley, discusses the importance of accessible and inclusive community spaces in Bethlehem, emphasizing the need for centralized locations with minimal barriers to attendance. He envisions a new community center as an extension of local schools, offering diverse programs, mentorship opportunities, and wellness initiatives to address the evolving needs of South Bethlehem residents.

#### Community Cohesion and Accessibility:

- Santiago highlights the importance of creating spaces where communities feel safe and accessible, emphasizing the need for centralized locations with minimal barriers to attendance.
- He underscores his connection to multiple communities within Bethlehem, suggesting a sense of inclusivity and engagement.

#### Role and Impact of the Hispanic Center:

- As the executive director of the Hispanic Center Lehigh Valley, Santiago sees his role as ensuring the well-being of vulnerable community members and addressing their needs, particularly after the challenges brought by Covid-19.
- He discusses the center's collaborative efforts with other local agencies to provide comprehensive support services, indicating a commitment to holistic community care.

#### Community Needs and Future Vision:

- Santiago expresses the need for a new community center in South Bethlehem, envisioning it as an extension of schools and a hub for youth activities, mentorship, and wellness programs.
- He suggests the possibility of including amenities like a pool, addressing gaps in existing community facilities and enhancing opportunities for physical and mental well-being.

#### Collaboration and Partnership:

- Santiago emphasizes the importance of collaboration between the Hispanic Center and future community centers, envisioning a space for mutual support and resource-sharing to meet evolving community needs.
- He welcomes input from seniors and other community members to ensure that the services provided are comprehensive and responsive to the diverse needs of Bethlehem residents.



### Veronica Moore, local business owner and author

Veronica Moore discusses her love for Bethlehem's community and emphasizes the importance of collaboration and community engagement, particularly in addressing local needs. She expresses concerns about development projects, advocates for inclusivity and equity, and highlights the need for more green spaces and accessible enrichment opportunities in South Bethlehem.

#### Community Engagement and Collaboration:

- Moore emphasizes on community-driven initiatives like clean-ups and community days, reflecting a collaborative effort among residents and local businesses to address community needs.
- She highlights the importance of preserving community values and fostering collaboration among residents, business owners, educators, and various stakeholders to uplift the community.

#### Concerns about Development and Resource Allocation:

- Moore expresses concerns about the impact of development on community resources and the need to ensure that new initiatives align with community needs rather than being self-serving.
- She advocates for responsible stewardship of resources by investing in existing programs and infrastructure, while also addressing gaps in services.

#### Inclusivity and Equity:

- Moore recognizes the importance of inclusivity and equity in community development efforts, particularly in ensuring accessibility to proposed community centers and programs for all residents.
- She advocates for the removal of barriers to participation, such as financial constraints, and the provision of resources and funding to support diverse community engagement opportunities.

#### Community Spaces and Enrichment Opportunities:

- Moore identifies the need for green spaces and outdoor areas as essential components of community gathering and enrichment, promoting organic community engagement and interaction.
- She highlights the value of free or low-cost programming to engage families and individuals outside of structured educational settings.



## INTERVIEWS

### Winston Alozie

Winston Alozie, Executive Director of the Boys and Girls Club of Bethlehem, discusses the significance of communal spaces like the club in fostering community cohesion and providing essential services. Alozie highlights the impact of demolishing community centers, underscores the need for equitable access to resources, and emphasizes the value of intergenerational engagement in such spaces to promote learning and mutual understanding.

#### Community Building Through Shared Experiences:

- Alozie emphasizes the importance of communal activities like shared meals or block parties in bringing people together.
- He highlights the need for low-stakes events that allow individuals to engage with their neighbors, share values, and build relationships, especially in neighborhoods facing gentrification.

#### Impact of Demolishing Community Spaces:

- Alozie discusses the repercussions of demolishing the Boys and Girls Club in South Bethlehem, leaving a void in the neighborhood where children used to have a safe space.
- He expresses concern about the lack of accessible recreational facilities and educational resources for children since the club's closure in 2018.

#### Equitable Access to Resources:

- Alozie advocates for a community center that serves the diverse needs of South Bethlehem's residents, ensuring affordability and accessibility to all families regardless of economic status.
- Hw highlights the importance of recreational facilities, classrooms, and service providers offering assistance with essential resources like rental assistance and job fairs.

#### Intergenerational Engagement and Learning:

- Alozie underscores the value of intergenerational programming, citing past experiences where youth interacted with seniors, exchanging knowledge and fostering mutual respect.
- He emphasizes the potential for a community center to facilitate interactions between different age groups, enabling learning opportunities and cultural exchange, thereby enriching the fabric of the neighborhood.



### William Rodriguez

William Rodriguez, a police officer in Bethlehem, discusses the community-oriented nature of the city, emphasizing its diversity and the need for safety and empowerment. Rodriguez advocates for a community center with recreational and educational programs, highlighting the importance of trust and safety in such spaces for all residents.

#### Community Oriented Bethlehem:

- Rodriguez highlights Bethlehem's community orientation, emphasizing its diversity, arts, and evolving nature.
- He appreciates the unity fostered by shared experiences, cultural understanding, and common goals among residents, highlighting the importance of safety, empowerment, and thriving communities.

#### Vision for a Community Center:

- Rodriguez envisions a community center offering diverse recreational and educational opportunities for children and adults alike, including sports facilities, job training, and academic support.
- He stresses the importance of a safe and inclusive environment where individuals can access essential services, feel accepted, and receive guidance towards resources within and outside the community.

#### Role of Law Enforcement in Community Partnership:

- Rodriguez underscores the partnership between law enforcement and the community, highlighting the mutual empowerment and support required for effective policing.
- He emphasizes the need for trust, familiarity, and positive relationships between law enforcement and residents to enhance community safety and well-being.

#### Safety and Trust in Community Spaces:

- Rodriguez discusses the significance of safety in community centers, emphasizing the need for comfortable, trusting environments where individuals, especially children, can thrive.
- He suggests strategies such as increased police presence, involvement of trusted community members, and partnerships with local organizations to ensure safety and foster a sense of belonging for all community members.



## MEETING NOTES

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Michael Schade, AIA, LEED AP  
Lisa Dustin, AIA  
Paul Avazier, AIA, LEED AP

**Meeting Notes – Kickoff Meeting**

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 11 January 2024 / 10:00AM - 11:00AM

Location: Zoom

Attendees: Mayor J. William Reynolds  
Laura Collins, Director Department of Community and Economic Development  
Sara Satullo, Deputy Director of Community Development  
Darlene Heller, Director, Planning and Zoning  
Janine Santoro, Director of Equity and Inclusion  
Jodi Evans, Recreation Director  
Rachel Leon, City Council Vice President  
Merik Mulcahy, Ideas and Action  
Cristoforo Magliozzi, MASS  
Antonietta Boxce, MASS  
Christopher Kroner, MASS  
Donna Taggart, Taggart Associates  
Aurea Ortiz, Taggart Associates  
Michael Schade - AOS  
Eric Minton – AOS

Purpose: Kickoff Meeting

1. How will the project be a success?
  - a. Build a Community Center! JWR
  - b. City is primarily focused on the solution, not something mid-sized cities usually create
  - c. Value in getting everyone working in the same direction to meet the needs of the community
  - d. Process will be important to continue engagement with the community after the building is completed.
  - e. Excited about the possibility and excited about the process
  - f. Measure of success is an engagement process that creates a "third place" that fits the needs of the community that are apparent and that haven't even been thought of yet. SS
  - g. Being able to create a plan that people are interested in investing in. JWR
2. Project Team
3. Project Phases
  - a. Needs Assessment
  - b. Site Analysis
  - c. Financial Analysis
  - d. Final Report
  - e. Final Press Release
4. Community Engagement
  - i. Community Anthem
  - ii. Focus Groups
  - iii. Community Caucus

- iv. Film Interviews
- b. Community engagement participants. Additional names and institutions to include:
  - i. Jonafer McDonald – Youth Basketball
  - ii. Carolina Hernandez – Lehigh University Community Services
  - iii. The Rev. John Stratton – Nativity Cathedral
  - iv. Vanessa Rexs – Greater Valley YMCA
  - v. Afterschool programming is supported by United Way and other private partners
  - vi. JWR will contact Dr. Silva at the Charter Arts prior to the design team reaching out
  - vii. Possibility of the School District partnering with the City for potential sources of funding
  - viii. Look back at people who ran previous community centers and find out what was offered and why they closed Southside Community Center that previously closed
    1. Sue Bergman – ED
    2. Rita Kohler
  - ix. Southside Branch of the Public Library: Claire Ebner
  - x. Sonia Vasquez, Principal at Bethlehem Area School District
  - xi. Andy Po – Homebase Skateshop owner
  - xii. Gary Martell – Former director of Boys and Girls Club
  - xiii. This is an inclusive list of people that will be contacted throughout the project.
  - xiv. Pulling in residents will be paramount to understanding the community needs outside of this list
  - xv. Post Meeting Note: Taggart Associates met further with the City and agreed to expand our outreach to the northeast section of the City. Included the Marvins/Pembroke public housing development, Marvins community school, and the Northeast Community Center.
- c. YWCA Study Report
  - i. Will reference report in the study and possibly interview Dr. Davis
  - ii. Review struggles the study had to try and engage with teenage youth
- d. Process
  - i. What is the pulse of the community today
  - ii. Amplify voices that have not yet been heard yet
  - iii. What kind of City staff will be needed for the interviews? SS
    1. MASS can work without City officials present for film interviews
    2. City has a HUD site meeting on 3/14
- e. Press Release
  - i. Press release can provide invitation to participate in video and community caucus
  - ii. Bethlehem Corner is a social media unit of the City that could be used to announce the project/study
- f. Community anthem platforms
  - i. Recognizable figure in the City to announce the project and show a past project
  - ii. Could help to pull people into the study and identify specific needs for a community center
  - iii. Website/app could be live on February 1<sup>st</sup>, giving 6 weeks for people to get videos submitted in advance of the Community Caucus
    1. "Tribute" as a platform for collecting videos, embeds reminder emails
    2. "Google Forms" as alternate to Tribute
  - iv. Primary distribution will be from the City to usual list of partners, from there they will encourage distribution from person to person
  - v. Host of Hispanic public radio has large list of people – Aurea will reach out
  - vi. Perhaps embed a link into people's email signatures from the City

## MEETING NOTES

City of Bethlehem Southside Community Center Feasibility  
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- g. iPad locations Kiosk
  - i. Locate the iPad at the library
  - ii. Cost of kiosk is about \$150
  - iii. Includes a spot for flyer distributions
  - iv. Lynnfield community center
  - v. YMCA
  - vi. Ideally 2 kiosks would be setup
    - 1. MASS has 2 iPads to loan for the process
    - 2. City will have to purchase the kiosk for the iPad
- h. Operators and Service Providers
  - i. Need to understand City's role or leverage in the selection of ownership / programming / development / operations
  - ii. JWR
    - 1. Not a fully run City building
    - 2. Hybrid version where the City has a role/employees but is funded/owned separately
    - 3. Easiest is if the public already owns the land or it is gifted to the City
    - 4. Financing and construction will rely on recommendations from Merik
    - 5. Hard to answer these questions at this point but it is great to get started on it
    - 6. All options are currently on the table
    - 7. Make sure its for the people of south Bethlehem in lower financial areas, cannot price people out
    - 8. City has some ideas for potential partners, AOS/MASS will send questions in follow up email
- 5. Site Selection
  - a. City rec sites are identified on a map. What other private recreational facilities are there on the Southside?
    - i. Playground on the Greenway
    - ii. Skatepark
    - iii. Pocket parks, Tranquility
    - iv. Temporary ice-skating rink
    - v. Wynnefield Community Center
    - vi. Southside Sluggers at Saucon park
    - vii. Donnegan's park
    - viii. Add school parks/playgrounds
  - b. AOS to review with the Recreation Dept when we visit
  - c. (2) sites are already in consideration
    - i. Windrich Church, owned by Lehigh University. City is unsure what Lehigh's plans are for the building
    - ii. BPA lots are a centrally located, no site acquisition costs, adjacent to the Greenway
  - d. Use GIS to identify City owned lots
    - i. 4<sup>th</sup> and Williams is owned by the City
  - e. Is there available open space on Bethlehem Steel site?
    - i. Drawback is location not in the heart of the neighborhood
  - f. Spirit Temple Bible Church African American Church is an opportunity
  - g. Consider private land where development projects that have stalled
    - i. Holy Infancy Church site
    - ii. Hectors lot at 3<sup>rd</sup> and Polk
    - iii. Church by the skate shop 4<sup>th</sup> and Vine

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- 6. Funding
  - a. Laura and the team can take place of Alicia to field any of Merik's questions
- 7. Schedule
  - a. Need to confirm March 13<sup>th</sup> Community Caucus
  - b. Reserve the room at the Community College
  - c. Need to coordinate a day for Mike and Eric to visit, Bethlehem to send potential dates for visit. Jody and Sara to discuss internally for targeted spots
- 8. Next Steps & discussion
  - a. Press release
    - i. Bethlehem to discuss internally press release
    - ii. Press release has already been put out
    - iii. Next press release will include platforms for video and community caucus
  - b. Determine participants for the Focus groups: focus on Community Organizations and child-oriented organizations
  - c. AOS to send options for monthly meeting dates

End of Meeting Notes

Any authorized persons who take exception to any statement in this report shall notify the Preparer within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

Respectfully submitted,  
Eric Minton

Attachment: 2024 0111 SSSC Kick Off Mtg v2 slide presentation

## MEETING NOTES

City of Bethlehem Southside Community Center Feasibility  
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Michael Schade, AIA, LEED AP  
Lisa Dustin, AIA  
Paul Avazier, AIA, LEED AP

### Meeting Notes – Kickoff Meeting

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 19 January 2024 / 11:30AM – 12:00 PM  
Location: Google Meet  
Attendees: Sara Satullo, Deputy Director of Community Development  
Michael Schade - AOS  
Eric Minton – AOS

Purpose: Project Progress Review

1. Press Release
  - a. MASS draft Press Release is attached for further review by the City.
  - b. Comments and questions for the City are included in the pdf.
  - c. Sara will talk to Mayor Reynolds about recording an introduction/prompt.
  - d. Draft includes a suggested cover email and email address footer for use by the City.
2. Community Anthem:
  - a. MASS recommends use of Tribute platform for collecting video clips. Cost of the software will be a reimbursable expense.
  - b. MASS will distribute test emails to the design team in advance of distribution to stakeholders and the public.
  - c. AOS will order two kiosks to hold iPads and have them delivered to Sara's office. AOS will lend iPads.
  - d. Fixed kiosks will be located at the Southside Library and either City Hall or the main library next to City Hall.
  - e. City may add a third kiosk and iPad and move it between multiple locations.
3. Focus Group Sessions
  - a. Taggart Associates has compiled a list of recommended participants (attached) for review by the City. Educators and Community Organization members have been identified.
  - b. Post Meeting Notes:
    - i. Taggart Associates would like to hold the educator's session at NCC and the community groups session at the Hispanic Center. We are looking to hold the community groups session sometime the week of February 20 and the educators the week of February 26.
    - ii. The list of invitees for the Focus Groups is large – ideally the community group session would be two separate meetings.
4. Community Caucus
  - a. A decision on the room configuration and use of break-out classrooms can wait until we have a rough count on the expected turnout.

- b. A draft of an Eventbrite landing page for the Community Caucus is attached for review and comment.

5. Site Visits
  - a. AOS will contact Cindy Feinberg regarding access to 865 E 4<sup>th</sup> Street and to discuss other available properties that may be appropriate for the community center.
  - b. Sara will connect with Lehigh about visiting Windrich Church.
  - c. Sara will connect with Jodi about visiting existing centers that may be comparable to the proposed new community center.
  - d. Steel Stacks
    - i. Windcreek owns the majority of the site and are currently preparing a master plan.
    - ii. Peron Development (Mike Perrucci) owns the SGO complex and adjacent land.
  - e. AOS and Sara will review site visit logistics more detail during a future call (1/23 at 1:30 PM is proposed.)

Any authorized persons who take exception to any statement in this report shall notify the Preparer within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

Respectfully submitted,  
Michael Schade, AIA, LEED AP

#### Attachments:

- List of Focus Group Attendees
- Draft Press Release
- Draft Eventbrite Landing Page

## MEETING NOTES

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### Proposed Focus Groups

#### Educators

- Carolina Hernandez - Lehigh University (oversees Community Schools)
- Eric Fontanez - BASD
- Rosa Carides-Hoff - Donegan Elementary
- Anais Martinez - Broughal Middle School
- Paige Hoffman - Fountain Hill Elementary
- Tanya Francis - Freemansburg Elementary
- Luis Vasquez - Marvine Elementary
- Kristin Vazquez - Liberty High School
- Selines Oqendo - Freedom High School

#### Community Organizations

- Iris Cintron - Holy Infancy Church
- Roy & Malta Ortiz - Lynfield Community Center
- Raymond Santiago - Hispanic Center Lehigh Valley
- Winston Alozie - Boys & Girls Club Bethlehem
- Delia Marrero - YWCA
- Vanessa Rex - YMCA
- Claire Ebner - Southside Branch Bethlehem Public Library
- Gary Martel - former Boys & Girls Club E.D.
- Sonia Vazquez - former Principal Donegan Elementary
- Esther Lee - Bethlehem NAACP
- Rita Koller - former Bethlehem Neighborhood Center
- Paula Johnson - Northeast Community Center



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### Meeting Notes – Kickoff Meeting

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 2 February 2024 / 3:00PM – 4:20pm  
Location: Zoom  
Attendees:

Merik Mulcahy, Ideas and Action  
Antonieta Boxce, MASS  
Christopher Kroner, MASS  
Donna Taggart, Taggart Associates  
Aurea Ortiz, Taggart Associates  
Michael Schade - AOS  
Eric Minton – AOS

Purpose: Project Progress

1. Press Release
  - a. MDG is translating PR (ready by Tuesday).
  - b. MDG will send to Aurea to confirm translation.
  - c. City agreed to send distribute the PR.
  - d. Tribute goes live week of 2/8.
  - e. City wants kiosks operational pre-release of PR.
2. Community Anthem
  - a. Eric to test Tribute with his Android phone ASAP.
  - b. MDG will review and download clips.
  - c. Mayor's video in progress w/ George Wacker.
3. Focus Group Sessions
  - a. Rooms are reserved: 2/20 2 PM. Comm. 2/29 10 AM Educators.
  - b. Only 2 groups.
  - c. Donna's invite should include a link to the PR. She will check to see if it will come from DT or City.
  - d. Discussion at Focus Groups:
    - i. Explain the scope of our project: Feasibility Study w/ multiple components.
    - ii. Site location?
    - iii. Program elements?
    - iv. Who should be served?
    - v. What is missing in the Community?
    - vi. Why would you go, why would you return?
4. Community Caucus
  - a. Break out topics/ Science Fair Style. (invite City reps to listen in or man a table)
  - b. General presentation to start

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## MEETING NOTES

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- c. Break out options: site selection process: SWOT analysis. Programming options such as sports/food/multiculturalism/senior services/etc.
  - i. Maybe have 6-8 sites w/one design team member at a table. One site per table.
  - ii. Chime to move to next station.
  - iii. Chime to move to next topic.
- 5. Site Visit Report
  - a. Rec department members (Jodi and Tony) believe that an indoor basketball court is an important component. This would limit site selection, unless half-courts are acceptable (46x30)
  - b. What other spaces are needed besides basketball?
  - c. Riverport ground floor is vacant - AOS to ask Sara about it.
  - d. Merik can locate vacant spaces (Costar.)
  - e. Include Windish Church in options.
- 6. Programming
  - a. Determine what is already provided by other agencies such as the Hispanic Center
  - b. AOS to look at these including churches, schools, St. Lukes
  - c. Community Center - not just recreation center
  - a. What programs are missing, do not duplicate
- 7. Economic Study
  - a. Potential operators - St. Lukes Hospital should be added to Merik's list (John Hauth)
  - b. Housing study by City
  - c. Potential Operators - who besides the Y?
  - d. Demographic data options
  - e. How to coordinate demographics with needs assessment



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Michael Schade, AIA, LEED AP  
Lisa Dustin, AIA  
Paul Avazier, AIA, LEED AP

### Meeting Notes – Progress Meeting

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 28 February 2024 / 9:00AM - 10:00AM  
Location: Zoom  
Attendees: Mayor J. William Reynolds  
Laura Collins, Director Department of Community and Economic Development  
Sara Satullo, Deputy Director of Community Development  
Janine Santoro, Director of Equity and Inclusion  
Jodi Evans, Recreation Director  
Merik Mulcahy, Ideas and Action  
Antonietta Bocxe, MASS  
Christopher Kroner, MASS  
Donna Taggart, Taggart Associates  
Aurea Ortiz, Taggart Associates  
Michael Schade - AOS  
Eric Minton – AOS

Purpose: Progress Meeting

#### 1. Press Release & Outreach

- a. There are currently zero submissions on the Tribute platform
- b. There is a hesitation in the community to make videos, several reasons were discussed:
  - i. Camera shy
  - ii. Mis-trust of the city government
  - iii. Not understanding the prompt
  - iv. Hesitancy to give out personal information
- c. Options to try and get more submissions/feedback from the community:
  - i. The city is currently looking for teachers at schools to spearhead Tribute video submissions by students
  - ii. iPad for Tribute videos will be distributed to local schools, schedule of what schools is to be released soon.
  - iii. AO is having several old colleagues from previous jobs/positions submit videos
  - iv. AO is also doing outreach to several of the churches to prompt their congregations to submit videos
  - v. AO is going to bring an iPad kiosk to Donegan's Bingo night
  - vi. Google form for distribution is an alternate method in lieu of video submission. The city could have link on their social media engagement platform
    - 1. Google form provided by MASS will be ready to distribute today
  - vii. City also proposed to use their We Build Bethlehem platform to document the process creating a timeline of all engagement methods
- d. CK - Community engagement does not need to end after the community caucus
  - i. Online interview and video submissions can continue after the caucus and still be used for the community anthem

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## MEETING NOTES

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## 2. Focus Group Sessions

- a. Two sessions have been held so far with recreation facility operators and community members. Third session with educators is scheduled to take place 2/29
- b. Several participants voiced concerns with funding of a new community center and what it would mean for existing facilities funding
- c. Participants mentioned there is an abundance of community support but often residents don't know how to access it. There is a need for a central directory
  - i. Community Action may take on the role to provide a platform for a directory
- d. Possible programs for the community center
  - i. Indoor recreational spaces (gymnasiums). This could be similar to what the Boys and Girls Club used to provide
  - ii. Flex space for any organization to use
  - iii. Space for families to use for gatherings (birthday parties, family reunions, etc.)
  - iv. Basic administrative support i.e. filling out simple forms (tax, immigration, social services)
- e. So far, most engagement has been through talking with adults, but the focus has been serving children
  - i. Mayor is worried there is a disconnect between what adults are thinking and what kids/ young adults actually need
  - ii. How do we create a good messaging for children going forward?
  - iii. CK – will send video from The YOU in Poughkipsee which is a similar project at MASS
    - 1. Focused on talking to people about their “inner youth” as an approach to talking to adults
  - iv. Youth provided drawings in recent reports are exciting
  - v. Imaginative ideas help to spark interest and energy in children and allow them to engage in the process
- f. Community center study needs to set the basis for what the Southside needs based on what residents say and cannot rely on existing community programs to say what the needs are
  - i. AO – maintaining collaboration with existing facilities is a must
  - ii. SS – historically there is a mistrust in the community of the city government
  - iii. Mayor - City has unique positions to create connections and provide funding that smaller facilities do not. That may cause a rift with existing facilities
  - iv. Mayor - If everyone could raise the money like the city could there wouldn't be the needs that the Southside has right now
- g. Ultimate challenge will be to have the community come together and unite behind a community anthem

## 3. Financial Analysis

- a. YWCA report and community health assessment are very compelling and gave design team the window we needed to understand the landscape of needs in Bethlehem
- b. 7-8 different census data sets we have can quantify the report's findings
- c. Equity tool from health bureau will be shared with the team
- d. Ideas & Action and AOS reviewed vacant commercial spaces in the southside as possible locations for future community center
- e. After the caucus design team will refine the focus of the data and provide thematic diagrams based on demographic data

## 4. Site Selection

- a. Created a map of existing community facilities and recreations sites
- b. Created a spreadsheet of some of the amenities that each existing community facility provides
- c. AOS identified 10 possible sites to review for a community center

City of Bethlehem Southside Community Center Feasibility  
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- i. Sites near the bridges could be preferred for access
- ii. Sites with access to the greenway are preferred
- iii. Sites should be able to access/be directly adjacent to recreation parks
  - 1. Site #10 is great because of adjacencies to skate plaza, greenway, Saucon park, bridge adjacencies
- d. City does not want to present individual sites at the community caucus
  - i. Generalized areas/neighborhoods for potential sites could be used.
  - ii. Provide documentation of populations by age range in those areas
- e. Community caucus will focus on needs assessment
  - i. Are there geographic areas you would be more likely to go?
  - ii. Guidelines and approach to what a site is and not actually picking a site
  - iii. Ask location questions that are not site specific
  - iv. Tell us your impressions of each zone
  - v. People need to feel empowered about choosing a site for the community center
  - vi. Tell us about your city!

## 5. Community Caucus

- a. City will provide opening introductions and kickoff the community caucus
- b. Design team should lead with program goals and pivot to generalized ideas of locations
- c. Site selection has been fraught in the city so far
  - i. Suggests that the engagement on needs is performative if a site is already selected
  - ii. Focus on locations and adjacencies when talking about sites
  - iii. What do we need to be located next to for the community center to be successful
- d. Zone out the southside and ask the city to describe each location
  - i. Characteristics that could quantify each area
  - ii. Large map of the city and allow people to put sticky notes on the map of places that are important to them
  - iii. Choice neighborhood study planning grant as an example
- e. Team needs to be very conscious about messaging
  - i. City is trying very hard to be respectful and inclusive of all existing facilities and groups
- f. Design team to provide all aspects of the meeting to the city for approval prior to the caucus
- g. Nametags and random table assignments could be beneficial at the meeting

End of Meeting Notes

Any authorized persons who take exception to any statement in this report shall notify the Preparer within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

Respectfully submitted,  
Eric Minton

Attachment: 2024 0228 SSCC Mtg.pdf slide presentation

## MEETING NOTES


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Sam Olshin, FAIA  
Michael Schade, AIA, LEED AP  
Lisa Dustin, AIA  
Paul Avazier, AIA, LEED AP

**Meeting Notes – Owner's Meeting**

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 5 April 2024 / 1:00PM - 2:30 PM

Location: Zoom

Attendees: Mayor J. William Reynolds  
Laura Collins, Director Department of Community and Economic Development  
Sara Satullo, Deputy Director of Community Development  
Corey Gray, Senior Planner  
Paige Hoffman, Grants Administrator  
Celina Daddario, Neighborhood Coordinator  
Janine Santoro, Director of Equity and Inclusion  
Jodi Evans, Recreation Director  
Tony Silva, Recreation Director  
Rachel Leon, City Council Vice President  
Merik Mulcahy, Ideas and Action  
Antonieta Bocxe, MASS  
Christopher Kroner, MASS  
Donna Taggart, Taggart Associates  
Aurea Ortiz, Taggart Associates  
Michael Schade - AOS  
Eric Minton – AOS  
Henri Brooks – AOS

Purpose: Post-Caucus Progress Meeting

**1. Engagement & Community Caucus**

- a. AOS and MASS summarized the experience of the community caucus from 3/13/2024 with a series of photos from the evening. They also shared photos of the Community Needs Boards that residents of Bethlehem filled with sticky notes containing their ideas related to the community center.
- b. AOS shared their documentation strategy of the Community Needs Boards, including categorizing comments by 'ideals' and 'experiences', and using a gradient to visually show which comments were repeated the most.
- c. AOS shared the word cloud exercises that visually organized the Community Needs Boards comments and proposed program questions from the outcomes.
  - i. The police substation as a major request was a surprise to city officials. It was stated that there are many substations that already exist.
  - ii. Dance and DJ training was found to be an interesting way to engage the youth.
  - iii. The Coalition for Appropriate Transportation is looking for a new headquarters location.
  - iv. In response to the 'Education' word cloud, it was shared that the Public Library currently provides a long list of events and resources for the community, but people do not know about them.

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City of Bethlehem Southside Community Center Feasibility  
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- v. It was wondered if the city government is the communicator of all programs that exist in the city. They already have several channels to disperse information about city sponsored events but taking on the role of a digital repository for all public events in the city would be daunting.
  1. Could the Library serve as the information hub or central city source for program and service information?
- vi. There was interest in the community center acting as a hub for community organizations through a co-working space.
- vii. An additional food pantry location was a key point in the 'Food and 'Nutrition' word cloud.
  1. There was discussion over the redundancy of this program. MASS reported that food pantries limit the number of times a family can use them per month.
  2. City officials brought up a number of other locations that have less limitations on getting food from their pantries.
  3. The goal of an additional food pantry location would not to add redundancy but to improve the network that already exists.
- viii. Affordable housing and services for unhoused citizens were key points brought up on the 'Housing, Safety, and Built Environment' word cloud.
  1. The city is already currently working on a year-round shelter (80 beds) and family shelter for unhoused citizens. YMCA is already performing this service as well.
  2. It was mentioned that the stigma of unhoused people in the community center may turn people off from bringing their kids to the center.
  3. The center could have cleaning and self-care facilities for unhoused folk.
- d. AOS shared the Existing Facilities chart which now studied community facilities with new program items that came from the word cloud exercise.
  - i. AOS is to add Bethlehem Parks and Recreation to the existing facilities list.
  - ii. AOS is to add the Police Department and Health Bureau to the existing facilities list.
  - iii. There are additional public library services that were not included on the list.
  - iv. AOS will share the spreadsheet with members of the Recreation dept to fill out any missed items.
- e. Taggart Associates presented outcomes of the focus groups and write-in surveys, which echoed many of the comments shared during the community caucus.
  - i. There was additional emphasis on food for families and kids after school, as well as dance.
  - ii. Further emphasis was placed on the community school model and the value it provides to the Southside. The community center should prioritize accenting these services rather than duplicating them.
  - iii. There was enthusiasm for the community center to have a community kitchen component, where families could come and use a larger kitchen space to feed groups at the community center.

**2. Filming Progress**

- a. MASS presented the progress that has been made on the Community Anthem video. A few portions of select interviews were shared.
  - i. More emphasis was placed on uplifting existing services rather than duplicating them.
  - ii. A request for an indoor gymnasium was made for indoor recreation during the winter months.
  - iii. Testimonials from the community revealed the support and inclusivity of the Southside community.
  - iv. The Boys and Girls Club was referenced as a very valuable precedent for affordable recreation centers.

## MEETING NOTES

City of Bethlehem Southside Community Center Feasibility  
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### 3. Site Considerations

- a. AOS shared documentation of site analysis based on the map boards, defining zones of where the community center could be built.
  - i. Slide 1 walked through the negative comments made all over the Southside and began to mark those areas to avoid them.
  - ii. Slide 2 highlighted positive locations in the Southside, which largely corresponded to community services and organizations that already exist.
  - iii. Slide 3 overlaid transit and travel systems throughout the Southside and featured both praise and critiques for these networks.
  - iv. Slide 4 overlaid sites that had already been considered with the positive and negative zones created through resident comments.
- b. The potential site summary slide was found to be extremely helpful in understanding possible zones of where a community center could be located in the Southside.

### 4. Follow-Up Steps

- a. The design team is to share the presentation with the city.
- b. The design team will develop a list of questions that the need to be answered to move forward with the design process.

End of Meeting Notes

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Respectfully submitted,  
Henri Brooks

Attachment:



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Michael Schade, AIA, LEED AP  
Lisa Dustin, AIA  
Paul Avazier, AIA, LEED AP

### Meeting Notes – Owner’s Meeting

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 29 April 2024 / 3:00PM - 4:30 PM  
Location: Zoom  
Attendees: Mayor J. William Reynolds  
Laura Collins, Director Department of Community and Economic Development  
Sara Satullo, Deputy Director of Community Development  
Corey Gray, Senior Planner  
Paige Hoffman, Grants Administrator  
Celina Daddario, Neighborhood Coordinator  
Darlene Heller, Director of Planning and Zoning  
Jodi Evans, Recreation Director  
Tony Silva, Recreation Director  
Rachel Leon, City Council Vice President  
Merik Mulcahy, Ideas and Action  
Antonietta Bocxe, MASS  
Michael Schade - AOS  
Eric Minton – AOS  
Henri Brooks – AOS

Purpose: Progress Meeting

### 1. Community Facility Operating Overviews

- a. Merik presented a spreadsheet that was developed in order to visualize and compare program and operations of several community facilities and organizations in Bethlehem and the Southside
  - i. The spreadsheet presented the results of an analytical exercise of reviewing and organizing operating financials gathered from various organizations, which were interpreted and re-organized into a consistent comparison table across organizations.
  - ii. The attendees from the city found the information shared to be extremely helpful in the potential of developing an operating plan for the new community center
- b. The presentation provided various insights into the funding of community centers and services across the Southside, and a level of detail intended to be an ongoing resource for the client in designing and evaluating the feasibility of various community center operating models.
  - i. The Boys & Girls Club appeared to be financed largely through private funding sources
  - ii. The Hispanic Center had no fee included for programming or membership; this center is accessible to the public for free.
  - iii. The YMCA was shown to have a material portion of its revenue from membership fees, a large portion of which comes from their childcare service
  - iv. It was noted that it can be very difficult to run a community center with only program fees; Often times there needs to be funding from other government and philanthropic sources

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## MEETING NOTES

City of Bethlehem Southside Community Center Feasibility  
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- v. In addition to outlining revenue sources, the presentation breaks down operating expenses, identifying key expense categories for the client to consider. Staff an labor consistently were the largest expenses. Real estate occupancy, insurance and/or maintenance costs were sometimes offset via public-private partnerships with the City or Housing Authority.
- c. A note from Mayor Reynolds was that the identity of a community center is partially defined by where the money comes from
- d. It was suggested that the spreadsheet should include an example of a community center that blends public and private funding, similar to what is anticipated for this project. Merik noted that the current case studies all included public-private partnership elements, both in their funding mix as well as the real estate ownership and operating. Merik agreed to clarify some of these typologies in the table. Merik offered to find precedent case studies for public-private partnership models that were not included in the current table as desired. Further discussion is required to define the client's target mix of public and private funding sources. Further discussion is required to clarify the types of public-private real estate ownership and operating models that we want to confirm precedent case studies for.

### 2. Community Anthem Video

- a. MASS shared their progress of the community anthem video, which now combined both personal interviews and the community tribute clips into one video, roughly 4 minutes long
  - i. Members of the city were very pleased with the progress of the video and found it to capture the diversity and spirit of residents of the Southside
  - ii. It was noted that the video accurately captures both the excitement and the anxieties that residents evidently feel regarding the project
  - iii. It was noted that the video is very engaging for all 4 minutes and does not need to be cut back at all
- b. It was noted that a potential improvement to the video would be to include an introductory interview or clip to summarize the project's intentions before seeing the community's thoughts on it
  - i. A portion of Winston's interview might be able to be moved to the beginning of the video, as many of his sentiments accurately summarized the spirit and goals of the project

### 3. Programming and Site Selection

- a. AOS shared their progress in developing a refined program list with the feedback received from the city on 4/24. This included rough square footages that amounted to an assumed building square footage as well as a program adjacencies diagram
  - i. City officials seemed generally in favor of the program diagram that was shared, and did not find any redundancy in the program list
  - ii. Bus access
    - 1. School bus access is not required.
    - 2. The center should accommodate mobile medical and dental vans (such as Star Health) to provide clinic space to residents. These vehicles are normally about the size of an RV.
    - 3. It will be acceptable for visitors to walk a few blocks from the center to the bus approach location, if there is not room on-site nor an adjacent LANta stop.
- b. AOS shared their findings related to the two city-owned sites that were selected for further investigation. This included preliminary zoning information and lot sizes as it relates to the proposed program list and the size of the potential building itself

City of Bethlehem Southside Community Center Feasibility  
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- i. It was noted that the site adjacent to the skate park is not limited to the parcel lines found on the zoning plans. The potential building would be able to extend closer to the Greenway
- ii. Members of the city were not envisioning a one-story building and would prefer to work within the city context of a multi-story project
  - 1. This is especially true with the Mechanic St site, which is in a historic district
- iii. The proposed "Gateway on 4<sup>th</sup>" affordable housing development across the street from the skatepark site was said to have potential synergy with the new community center
  - 1. This could mean using first floor space of the affordable housing developments or layering in housing tax credits to the project
- iv. The city will share available site survey data of the two sites and the concept plan for the Gateway on 4<sup>th</sup>.

End of Meeting Notes

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Respectfully submitted,  
Henri Brooks

## MEETING NOTES

City of Bethlehem Southside Community Center Feasibility  
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Lisa Dustin, AIA  
Paul Avazier, AIA, LEED AP

**Meeting Notes – Owner's Meeting**

Southside Community Center Feasibility Study  
City of Bethlehem

Date/Time: 24 May 2024 / 3:00PM - 4:30 PM

Location: Zoom

Attendees: Mayor J. William Reynolds  
Laura Collins, Director Department of Community and Economic Development  
Sara Satullo, Deputy Director of Community Development  
Corey Gray, Senior Planner  
Paige Hoffman, Grants Administrator  
Celina Daddario, Neighborhood Coordinator  
Darlene Heller, Director of Planning and Zoning  
Jodi Evans, Recreation Director  
Tony Silva, Recreation Director  
Rachel Leon, City Council Vice President  
Merik Mulcahy, Ideas and Action  
Michael Schade - AOS  
Eric Minton – AOS

\*need to verify attendees\*

Purpose: Progress Meeting

## 1. Community Facility Operating Overviews

- a. City owns real estate and 3<sup>rd</sup> party manages operations is what design team understands to be the best proposal
- b. Examples of other similar operations were presented in a excel spreadsheet produced by Merik. All items highlighted in yellow are questions that need to be answered.
  - i. Historic Bethlehem Museum is a ground lease from the city
  - ii. Boys and Girls Club is a building lease from the Bethlehem Housing Authority
  - iii. How much control does the city want to have over the programming of the building and what kind of responsibility of funding do they want to take on?
- c. City would like to have some control of program but extent of the control is TBD
  - i. Who the partner with the city is could vary on how much control the city takes
  - ii. Utilizing a 501c3 Administrator for facility administrator would be preferred
  - iii. Does the city want to create a new 501c3 or partner with an existing 501c3 administrator
  - iv. It is rare for the city to be the community facility administrator, much more common for there to be a 501c3
- d. In the spreadsheet it could be beneficial to compare operating costs based on the ages of the precedent buildings
- e. City would like full gamut of information with specific questions to help guide the city in the future. This will be what is included in the final report.
  - i. This will help the city format their public conversations
- f. Is there an entity or operator that Merik would suggest to be an operator

- i. An RFP for operator would give the city the best options and terms
- g. Merik suggests it's important for the city to know what they want to pursue before they look for an operator
  - i. Boys and Girls club and YMCA has unofficial interest in partnership with the city
  - ii. Possibility of having multiple tenants.
  - iii. Is the library a possible administrator and a lease to an athletic partner
  - iv. Pairings of partners at different levels of administration and tenants is helpful to think about

## 2. Site Evaluation

- a. Sara introduced the option of Windish as a possible site selection
- b. Mechanic Street SWOT
  - i. No comments
- c. Windish SWOT
  - i. Lehigh purchased the building as a portfolio package but may be willing to sell. Approximate price would be \$1.5m
  - ii. Only 1.5 blocks from the greenway
- d. Skatepark SWOT
  - i. 4<sup>th</sup> street bridge is PennDOT jurisdiction. This could provide design challenges if the design team needed to provide a curb cut or pedestrian access from this street
- e. Mechanic Street Test Fit
  - i. Helpful to visualize programs on the site
  - ii.
- f. Windish Test Fit
  - i. More space than the city possibly needs
- g. Skatepark test fit
  - i. No comments
- h. Comparison
  - i. Mechanic street seems to be the best of the two ground up construction options
  - ii. Would like to financially compare Mechanic Street to Windish
    1. Hard to say right now but there are many factors that would contribute to it
    2. Operations of an existing building will usually be more expensive
    3. Gym being undersized at Windish could be an issue if basketball becomes a driving factor in the program of the space
    4. If the parking lot is included in Windish deal it would be highly beneficial to the city
    5. Merik, there may be opposition to losing parking if Mechanic Street site is chosen
- i. Next Steps
  - i. City to choose one site for design team to take forward in design

End of Meeting Notes

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Respectfully submitted,  
Eric Minton

## MEETING NOTES



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 Lisa Dustin, AIA  
 Paul Avazier, AIA, LEED AP

**Meeting Notes – Owner's Meeting**

Southside Community Center Feasibility Study  
 City of Bethlehem

Date/Time: 3 July 2024 / 3:00PM - 4:00 PM

Location: Zoom

Attendees: Mayor J. William Reynolds  
 Laura Collins, Director Department of Community and Economic Development  
 Sara Satullo, Deputy Director of Community Development  
 Corey Gray, Senior Planner  
 Jodi Evans, Recreation Director  
 Rachel Leon, City Council Vice President  
 Darlene Heller, Director of Planning and Zoning  
 Merik Mulcahy, Ideas and Action  
 Christopher Kroner, MASS  
 Michael Schade – AOS  
 Eric Minton – AOS  
 Chloe Richards - AOS

Purpose: Check In

## 1. Costs and Funding

- a. Last time Merik spoke with the team was about the operating funding table
  - i. The new construction funding and feasibility table works similarly with a tab system
- b. Operating table update
  - i. Mostly a placeholder using precedent programs to estimate costs and funding
  - ii. Taxes are the only section in the spreadsheet that works differently. This section is ruled by inputting percentages rather than a dollar amount
- c. AOS clarified that the team can use the tables however they see fit, they are meant to be a tool for the City to use going forward.
- d. Construction funding table
  - i. Hard costs are placeholders at this time
  - ii. AOS and Merik want to know if there are requirements for prevailing wages. The City says it depends but typically there are.
  - iii. Funding has a more built out notes section and used precedents for estimating funding sources.
    1. Category one is project partner contributions
    2. Category two is government grants with notes that explain the admin, acronym name, grant sizes with links to past grants/awards that these numbers were based off of
    3. Category 3 is private grants
    4. Category 4 is fundraising campaign organized by the number of donors and the amount of the gift
    5. Category 5 is debt which calculates the annual loan payment and how many monthly memberships would be needed to pay off the loan. The reference

City of Bethlehem Southside Community Center Feasibility  
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section has a link to the specific policies and there is also a section for quotes of note from these policies,

- iv. In the operating model there are other ways to make revenue beyond memberships such as renting out space.
- v. Merik notes that the Private Grants section could be built out more by the local team because he had less information to base this section on.
- e. The city had no questions about the file
- f. Merik suggests reaching out to the funders and refining numbers in pricing for construction
- g. Merik confirms the file ready to be distributed and notes that the collapsed version of the model would be for a public report.
- h. The City agreed that the operating precedent costs should not be included in a public report
2. Site Analysis
  - a. Mechanic and Windish
  - b. Program testing
  - c. Test fits
3. Plans
  - a. AOS talked through Mechanic St. plans
    - i. The City likes that this scheme ties into greenway and has indoor/outdoor spaces
    - ii. One member asked about parking the big health/medical van
    - iii. One member expressed a definite need for a community garden because the Esperanza Garden could be affected by the building. AOS corrected that the shade is on the Mechanic Street side. The building is south facing so the garden would probably not be affected.
    - iv. One member was not sure about the teens being upstairs, suggested switching the teen space with the offices across from the multipurpose room.
    - v. One member asked about going higher to include housing. AOS answered that this would probably be difficult and expensive over the gym, which requires a clear span.
  - b. AOS talked through Windish plans
    - i. Next step would be cost narrative
    - ii. AOS suggests removing the church details and religious elements. The city agreed to this.
    - iii. The city asked about using the loft space
  - c. Cost estimates will be helpful for future understanding of these plans
4. Draft of the Report
  - a. AOS will remove unnecessary operation cost precedent tables
  - b. City thought the report looked great and was well laid out. They liked the incorporation of the video into the report as written work. Video did not play, but like the City liked its overall use in the document.
5. Next Step for AOS
  - a. Final report
  - b. Costs
  - c. Final Presentation in coordination with the City
6. Next steps for the City
  - a. Give AOS guidance on the format of a final presentation
  - b. Find a final location for hosting the video, likely the City of Bethlehem website. Chris offered to help with distributing the video
  - c. Provide any other comments on the report to AOS

End of Meeting Notes

Any authorized persons who take exception to any statement in this report shall notify the Preparer within five (5) days from the date of receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

Respectfully submitted,  
 Chloe Richards

# OUTLINE SPECIFICATIONS



www.aosarchitects.com  
 Sam Olshin, FAIA  
 Michael Schade, AIA, LEED AP  
 Lisa Dustin, AIA  
 Paul Avazier, AIA, LEED AP

## Bethlehem Southside Community Center Outline Specifications 12 July 2024

### MECHANIC STREET SITE (New Construction)

#### 01 Site Work

- Remove existing parking lot paving and curbs
- Replace portions of existing sidewalk and curb per City of Bethlehem requirements
- New walkways at building entries and locations connections to the Bethlehem Greenway, paved with bluestone
- Grass pavers between building and bike path
- Connect to utilities in Mechanic Street
- 6i high brick wall at Community Garden
- Bike Racks
- New Trees and vegetation as shown on site plan north of Greenway only

#### 02 Structure

- 4" Concrete slab-on-grab for Level 1
- Steel beams, columns and connections for primary structural frame
- Steel frame for 'Front Porch' canopy structure with painted members
- 4" concrete on steel bar joist framing for Level 2
- Steel long span trusses for framing of gymnasium roof
- Steel bar joists for framing of other roofs
- Acoustic deck for gym ceiling and common areas
- 8" Concrete masonry units to frame the stair towers and elevator shaft
- 6" Cold formed metal framing at exterior walls

#### 03 Exterior Envelope

- Level 1:
  - 4" modular tumbled brick veneer, color and coursing to be determined.
  - Rowlock brick sills using 4" modular tumbled brick.
  - 6" continuous stone fiber board insulation with thermally broken z-girts R-25
  - Self-adhesive air and vapor barrier membrane
  - Dens-glas sheathing on CFMF
- Level 2:
  - Corrugated metal panel siding with brake metal trim and sills
  - Formed metal trims and coping
  - 6" continuous stone fiber board insulation with thermally broken z-girts R-25
  - Self-adhesive air and vapor barrier membrane
  - Dens-glas sheathing on CFMF
- Roof:
  - EPDM roofing membrane on unreinforced coverboard
  - High-density stone wool insulation topping on tapered poly-iso rigid insulation R-40
  - Substrate board with vapor barrier

- Portion of low roof to feature installation of an extensive green roof system including a waterproofing membrane, root barrier, lightweight aggregate for drainage, geotextile filter fabric, topsoil mix and vegetation
- Roof fall protection anchors

#### 04 Interior Construction

- 5/8" GWB on 3 5/8" non-structural metal framing walls
- Include reception desk allowance (\$25,000)
- Steel framing system for suspended GWB and ACT ceilings
- Stairs with stud wall, upgrade at Welcome space

#### 05 Finishes

- GWB finish on all typical interior partitions, painted
- Common areas and gymnasium to have exposed ceilings, MEP systems, and structure
- Flooring:
  - Floating maple hardwood flooring with polyurethane coating and court striping in gymnasium
  - Maple hardwood flooring with shock absorption layer in loft
  - Porcelain tile in Level 1 corridor and restrooms with tile base
  - Quarry tile in kitchen
  - Carpet tile in offices
  - LVT in multi-purpose room, teen/family room, all classrooms, locker rooms and Level 2 corridor
- Rubber base at all locations without hardwood or porcelain tile

#### 06 Openings

- Aluminum-framed entrances and storefronts. Double-glazed with low-E coating.
- Aluminum punched windows with thermally broken frame. Double-glazed with low-E coating. Includes operable outside hopper window. Insect screens at operable window.
- Hollow metal doors and frames at exterior locations not within an aluminum storefront system. Welded frames with sidelights at exterior gymnasium doors, fire-rated where required.
- Solid core wood doors and hollow metal frames at interior.

#### 07 Vertical Transportation

- Metal stairs
  - Stair tower: Steel channel stringers and pans for poured concrete stairs, finished with rubber treads
  - Floating Lobby stair: Steel channel stringers and pans with porcelain tile treads
- Elevator
  - Two-stop machine room-less elevator, capacity of 3500 lb

#### 08 Kitchen Equipment

- Center workstation island with (3) 5-burner ranges with oven bases
  - Island to feature base cabinets below in areas not occupied by ovens
- Teaching workstation/island with (1) 5 burner range with oven base and lay-in sink
- Perimeter base cabinets and counter tops with lay-in 2-compartment sinks for dishwashing
- 1 wall-mounted hand-washing sinks
- 1 large exhaust hood above center workstation island and 1 small exhaust hood above teaching island
- 2 reach-in refrigerators
- 1 reach-in freezer
- 2 units of 5-tiered wire shelving with 74" H posts
- 2 under-cabinet dishwashers

## Outline Specifications

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## OUTLINE SPECIFICATIONS

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### 09 Equipment and Accessories

- Retractable, ceiling mounted backstops [2]
- Wall mounted fixed backstops [4]
- Retractable curtain at mid-court
- Wall pads behind main backstops
- Recessed volley ball pole mounts
- Retractable bleachers on north side of gymnasium
- Metal, double-tier lockers in locker room, 24" wide and 24" deep. Benches, mirrors.
- Toilet room accessories and toilet partitions

### 10 MEP Systems

- HVAC Systems
  - High-efficiency variable refrigerant flow (VRF) systems for zoned temperature control
  - Gymnasium to have dedicated unit with energy recovery ventilators (ERVs)
  - Commercial kitchen to have exhaust hoods with makeup air units and heat recovery systems
- Plumbing Systems
  - High-efficiency water heaters with recirculation pumps for instant hot water
  - Low-flow fixtures, dual-flush toilets, and 3 total showers
  - Kitchen to have commercial-grade sinks, grease traps and compliant backflow preventers
- Electrical Systems
  - New service from PPL in street
  - LED lighting fixtures throughout with daylight sensors and occupancy controls
  - Addressable fire alarm system with smoke and heat detectors, strobes and pull stations
  - Dedicated circuits for gymnasium and kitchen with GFCI protection where required
  - Low-voltage system to include IT, Security, AV in multi-purpose room and gymnasium
- Fire Protection Systems
  - Wet-pipe sprinkler system covering all areas with appropriate zoning
  - ABC-rated portable fire extinguishers strategically placed as per code requirements
  - Class I standpipe systems in stairwells with fire department connections

**Outline Specifications**  
12 July 2024  
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### **Bethlehem Southside Community Center** **Concept Design Outline Narrative** 12 July 2024

#### **WINDISH CHURCH SITE (Renovation)**

##### 01 Site Work and Demolition

- Include sitework improvement allowance (\$8,000)
- Include utility service upgrade allowance (\$20,000)
- Demolish selected partitions, doors, ceilings, and restrooms
- Remove light fixtures
- Remove pews and religious icons from sanctuary
- Remove vinyl asbestos tile from lower-level floors

##### 02 Structure

- Include structural repair allowance (\$55,000)

##### 03 Exterior Envelope

- Spot repointing of brick and masonry
- Spot repairs of exposed concrete
- Replace all door and window perimeter sealants at Church Building
- Roof repair allowance (no known leaks)

##### 04 Interior Construction

- Repair and paint existing partitions to remain
- 5/8" GWB on 3 5/8" non-structural metal framing walls for new walls
- Include reception desk allowance (\$25,000)

##### 05 Finishes

- GWB finish on all typical interior partitions, painted
- Flooring:
  - Existing floor to remain in gymnasium/ strip and refinish
  - Remove carpet and refinish wood floor in Sanctuary
  - LVT in multi-purpose room, teen/family room, all classrooms, locker rooms and corridors
  - Porcelain tile Welcome Area and Restrooms
  - Quarry tile in kitchen
  - Carpet tile in offices
- Rubber base at all locations without hardwood or porcelain tile
- Fur GWB over existing plaster
- All new suspended GWB and ACT ceilings in lower levels
- Add acoustic panels in Sanctuary
- Repaint all existing doors to remain

##### 06 Openings

- Replace windows in Education Building with Aluminum windows with thermally broken frame. Double-glazed with low-E coating. Includes operable outside hopper window. Insect screens at operable window.
- Replace entry doors in Education Building with aluminum storefront double-glazed with low-E coating.
- Repair wood windows in Church Building

## OUTLINE SPECIFICATIONS

### Outline Specifications

12 July 2024

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- Repair stained glass protective glazing system in Church Building
- Solid core wood doors and hollow metal frames at interior

#### 07 Vertical Transportation

- Existing Stairs to remain: install rubber treads and risers, paint all other surfaces
- Elevator:
  - Five-stop, two-sided machine room-less elevator, capacity of 3500 lb
  - New floor openings, CMU shaft and CIPC pit required

#### 08 Kitchen Equipment

- Center workstation island with (2) 5-burner ranges with oven bases
  - Island to feature base cabinets below in areas not occupied by ovens
- Teaching workstation/island with (1) 5 burner range with oven base and lay-in sink
- Perimeter base cabinets and counter tops with lay-in 2-compartment sinks for dishwashing
- 1 wall-mounted hand-washing sinks
- 1 large exhaust hood above center workstation island and 1 small exhaust hood above teaching island
- 1 reach-in refrigerators
- 1 reach-in freezer
- 2 units of 5-tiered wire shelving with 74" H posts
- 2 under-cabinet dishwashers

#### 09 Equipment and Accessories

- Reuse existing gymnasium equipment
- Metal, double-tier lockers in locker room, 24" wide and 24" deep. Benches, mirrors.
- Toilet room accessories and toilet partitions

#### 10 MEP Systems

- HVAC Systems
  - Reuse existing
  - Allow for relocation of selected duct distribution
- Plumbing Systems
  - High-efficiency water heaters with recirculation pumps for instant hot water
  - Low-flow fixtures and dual-flush toilets
  - Kitchen to have commercial-grade sinks, grease traps and compliant backflow preventers
- Electrical Systems
  - Reuse existing service and switchgear
  - LED lighting fixtures throughout with daylight sensors and occupancy controls
  - Addressable fire alarm system with smoke and heat detectors, strobes and pull stations
  - Dedicated circuits for gymnasium and kitchen with GFCI protection where required
  - Low-voltage system to include IT, Security, AV in multi-purpose room and gymnasium
- Fire Protection Systems
  - Wet-pipe sprinkler system covering all areas with appropriate zoning
  - ABC-rated portable fire extinguishers strategically placed as per code requirements
  - Class I standpipe systems in stairwells with fire department connections

## CONSTRUCTION COST ESTIMATE DETAILS - MECHANIC STREET



Bethlehem South Side Community Ctr - Option(B)

Mechanic street

8/8/2024

Code	Description	Price
		\$23,932
001	DESIGN	excluded
001	GENERAL CONDITIONS	\$206,350
001	PERMITS (ALLOWANCE)	\$25,984
001	TEMPORARY REQUIREMENTS	\$317,677
002	EXISTING CONDITIONS	\$10,000
003	CONCRETE	\$508,493
004	MASONRY	\$930,623
005	METALS	\$1,838,600
006	WOODS, PLASTICS & COMPOSITES	\$104,555
007	THERMAL AND MOISTURE PROTECTION	\$1,663,346
008	OPENINGS	\$418,515
009	FINISHES	\$1,819,563
010	SPECIALTIES	\$49,600
011	FOOD SERVICE EQUIPMENT	\$150,000
012	FURNISHINGS	\$29,450
013	SPECIAL CONSTRUCTION	\$0
014	CONVEYING SYSTEMS	\$130,000
021	FIRE SUPPRESSION	\$143,592
022	PLUMBING	\$356,000
023	HVAC	\$658,130
026	ELECTRICAL	\$909,392
027	TELE / DATA	\$179,490
028	FIRE ALARM & SECURITY	\$130,477
031	EARTHWORK	\$219,477
032	EXTERIOR IMPROVEMENTS	\$207,110
033	UTILITIES - WATER & SANITARY	\$35,571
049		
Subtotal		\$11,041,994
4 / 01081	INSURANCES - PL & GL	\$99,378
Subtotal		\$11,141,372
899 / 99000	CM FEE - 10%	\$1,114,137
Subtotal		\$12,255,509
006 / 01082	BUSINESS PRIVILEGE TAX	\$36,767
Subtotal		\$12,292,276
006 / 01082	CONSTRUCTION CONTINGENCY - 15%	\$1,656,299
Subtotal		\$13,948,575
	Payment and performance bond	\$209,229
Total		\$14,157,804

Item #	Description	Cost
A	EXISTING CONDITIONS	
1	Demolition of Existing Structures	not applicable
2	Utility Disconnects	\$5,000
3	Exploratory Investigation	\$5,000
		\$0
	EXISTING CONDITION - TOTAL	\$10,000

Item #	Description	Cost
B	CONCRETE	
1	Concrete - Footings complete - Including exc. & bkfill	included
2	Continuous earthformed spread footings at building perimeter - 2'-0" X 1'-0"	\$31,731
3	- Earthformed spread footings at stairs	\$5,452
4	- Column footings - 30'-0" O.C. each way - Assume 6'-0" X 6'-0" X 1'-0"	\$47,533
5	- Column footing Piers - 30'-0" O.C. each way - Assume 1'-6" X 1'-6" X 1'-0"	\$3,450
6	- Foundation walls - Continuous - Assume - 1'-6" X 3'-0"	\$96,229
7	- Trellis column Footings - Quantity of 22 each - Assume 2'-0" X 2'-0" X 1'-0"	\$2,526
8	- Trellis column Footing Piers - Quantity of 22 each - Assume 1'-6" X 1'-6" X 1'-0"	\$1,650
9	Screen wall footings	\$5,707
10	Stone Underslab - 4" Inches Thick	\$90,772
11	Slab on Grade - 5" Thick	\$148,536
12	Slab on deck	\$37,140
13	Bollards	\$0
14	Elevator mat slab 14" inch thick	\$11,840
15	Form and place elevator walls - Pit walls to be 5'-0" high. Elevator walls will finish at existing	\$25,926
16		
	CONCRETE - TOTAL	\$508,493

Item #	Description	Cost
C	MASONRY	
1	CMU elevator shaft / Elevator machine room	\$82,075
2	Masonry lintels at elevator door openings	included
3	Grouting and reinforcement of CMU cores	included
4	Reinforced CMU at west stair	\$68,600
5	Reinforced CMU at main entry stair	\$51,450
6	Brick Screen wall - Two Sided with Cap (7'-0" tall)	\$118,188
7	CMU foundation wall at brick Screen wall - (3'-0" tall)	\$14,070
8	Tumbeled brick with rowlock sills at Exterior Walls	\$569,240
9	- Pre Cast Sills	\$27,000
10	- Thru Wall Flashings	included
11	- Weep Holes	included
12	- Cavity Drainage Materials	included
	MASONRY - TOTAL	\$930,623

Item #	Description	Cost
D	METALS	
1	Structural steel framing	
2	Floor Framing 12.00 lbs / sf	\$1,012,324
3	Metal Deck - Floor	\$77,779
4	Roof Framing 9.00 lbs / sf	\$523,589
5	Metal Deck - Roof - non acoustic	\$53,638
6	Structural Trellis	\$42,560
7	- Structural Trellis Framing 7.00 lbs / sf	\$0
6	Miscellaneous metal	\$0
7	Miscellaneous metal allowance for elevator construction Post ups with lintel at new elevator opening at teen / family room and other incidentals	\$119,660
8	Roof Ladder	\$5,000
9	Window Lintels	\$4,050
	METALS - TOTAL	\$1,838,600

**Notes:** Construction Cost Estimates are based on Open Shop labor rates. Prevailing Wage labor rates may be required by some funding sources. Estimates were prepared in August 2024 and do not include escalation.

## CONSTRUCTION COST ESTIMATE DETAILS - MECHANIC STREET

Item #	Description	Cost
<b>E</b>	<b>WOODS, PLASTICS &amp; COMPOSITES</b>	
1	<b>ROUGH CARPENTRY</b>	
2	Roof Blocking / Framing - perimeter of Roof at top of elevator roof bump out	\$8,835
3	Roof Blocking - Penetrations	\$25,000
4	Miscellaneous Blocking for Specialties	\$3,590
5	Backer Boards at MEP Closets	\$4,000
6	<b>CASEWORK</b>	
7	Solid Surface Counter Tops with Sink Cutouts in Toilet Rooms 181,219	\$4,550
8	Reception desk and miscellaneous counters/cabinets/shelving	\$50,000
9	Solid Surface Window Sills - 6" inch Medium Range	\$8,580
	<b>WOODS, PLASTICS &amp; COMPOSITES - TOTAL</b>	<b>\$104,555</b>

Item #	Description	Cost
<b>F</b>	<b>THERMAL AND MOISTURE PROTECTION</b>	
1	Miscellaneous caulking	\$11,966
2	Temporary roofing at new elevator shaft, and stair towers	\$5,960
3	Roofing - EPDM .060	\$801,350
4	Unreinforced Protection Board	with EPDM
5	High density stone wool insulation topping on tapered poly-iso- rigid insulation R-40	with EPDM
6	Caulk all exterior openings - (includes lift rental)	\$18,900
7	Roof Hatch with Ladder	\$9,600
8	Flashing of Roof Top Curbs (RTU's & Exhaust Fans)	\$2,250
9	- Roof Drains	included
10	- Pipe Penetration	included
11	Aluminum Coping	\$15,960
12	Low roof - Extensive green roof system including : waterproofing membrane, root barrier, lightweight aggregate for drainage, geotextile filter fabric, topsoil mix and vegetations	\$150,190
13	Roof fall protection anchors	\$99,000
14	Fluid Applied Air & Moisture Barrier - Roll-on	\$111,720
15	Cavity wall insulation behind brick	\$37,450
16	Corrugated metal panel siding with breakmetal trim and sills at Exterior Walls	\$399,000
17	Rooftop Equipment Screens	\$0
	<b>THERMAL AND MOISTURE PROTECTION - TOTAL</b>	<b>\$1,663,346</b>

Item #	Description	Cost
<b>G</b>	<b>OPENINGS</b>	
1	<b>HOLLOW METAL, DOORS, FINISH HARDWARE</b>	
2	<b>Level-1</b>	
3	Hollow Metal Frames	\$33,250
4	Hollow Metal Door	Included
5	Pre-Finished Wood Door	\$41,250
6	Finished Hardware	Included
7	Install Door Package	with gypsum
8	<b>Level-2</b>	
9	Hollow Metal Frames	\$11,875
10	Hollow Metal Door	Included
11	Pre-Finished Wood Door	Included
12	Finished Hardware	Included
13	Install Door Package	with gypsum
14		
15	<b>GLASS &amp; GLAZING</b>	
16	<b>Level-1</b>	
17	Punched Widows with Operable Vents at Base - Kawneer with standard manufacturer paint - 1" Tempered Insulated Glass w/ Solarban 60 Low E	\$50,000
18	Entrances - 6'0" x 7'0" Kawneer Medium Stile Doors - 10" Bottom Rails - Continuous Geared Hinges - Manufacturers CVR Panic Devices - 9" Pulls - Sweeps - Thresholds - Std Closers and side lites	\$46,800
19	Automatic Door Operators	\$10,800
20	Store front - Windows framing at front porch and front yard	\$50,400
21		

22	<b>Level-2</b>	
23	Punched Widows with Operable Vents at Base - Kawneer with standard manufacturer paint - 1" Tempered Insulated Glass w/ Solarban 60 Low E	\$95,000
24	Storefront material framing - Kawneer with standard finish	\$26,640
25	Automatic Door Operators	\$0
26	Ribbon Windows at gymnasium - 60'-0" X 2'-6"	\$13,500
27	Sun shades at gymnasium	\$39,000
	<b>OPENINGS - TOTAL</b>	<b>\$418,515</b>

Item #	Description	Cost
<b>H</b>	<b>FINISHES</b>	
1	<b>GYPSUM BOARD ASSEMBLIES</b>	\$0
2	Layout	\$0
3	8" 18 ga exterior wall framing to maximum height 30'-0"	\$0
4	20 GA Interior partition walls to deck to 14'-0" at level-1 and to 16'-0" at level-2	\$0
5	6" inch 18 ga roof cant framing	\$0
6	1/2" inch Zip sheathing with taped seams at exterior wall sheathing	\$0
7	R21 mineral wool exterior wall insulation	\$0
8	In-Wall Wood Blocking for all Millwork, Toilet Partitions, and Toilet Accessories	\$0
9	Wood blocking at window perimeters	\$0
10	Slotted Slip Track at Walls to Deck	\$0
11	R11 Soundbatt Insulation at Interior Walls	\$0
12	5/8" inch gypsum board	\$0
13	5/8" moisture resistant gypsum board walls	\$0
14	Level 4 Finish	\$0
15	Walls finished to deck at exposed structure	\$0
16	Gypsum board ceilings in restrooms and locker rooms	\$0
17	Budget for items listed above	\$1,222,020
18	<b>Acoustical Ceilings</b>	Included
19	15/16" inch Grid and "1773 Armstrong Ceiling Tile thru-out with the exception of corridors, storage rooms, mechanical rooms, loft	Included
20	Vinyl Rock Ceiling Tile at Kitchen	Included
21	Acoustic panel allowance	\$80,000
22	<b>Flooring</b>	\$0
23	<b>Level-1</b>	\$0
24	<b>Ceramic Tile</b>	\$0
25	- Boys toilet room	\$840
26	- Womens room	\$540
27	- Mens rest room	\$2,592
28	- Womens room	\$2,616
29	<b>LVT</b>	
30	- Multi purpose room	\$8,084
31	- Locker room #1	\$4,858
32	- Locker room #2	\$3,915
33	- Welcome Hub	\$4,843
34	- Corridor	\$8,831
35	- Storage	\$1,675
36	- walk-off mat - glued down	\$567
37	<b>Carpet Tile</b>	\$0
38	- Offices 1&2	\$7,386
39	<b>Quarry Tile</b>	
40	- Kitchen floor area	\$18,876
41	- Kitchen base	\$2,580
42	<b>Porcelain Tile</b>	\$0
43	- Welcome hub - Floor	\$8,470
44	- Welcome hub - Base	\$1,778
45	<b>Wood Flooring</b>	\$0
46	- Gymnasium floor - 2.25" maple 1st grade on sleepers	\$180,465
47	<b>Rubber material goods</b>	\$0
48	- North stair	\$12,069
49	- South stair	\$12,069
50	- Landings (3-landings per stair)	\$4,750

## CONSTRUCTION COST ESTIMATE DETAILS - MECHANIC STREET

51	<b>Level-2</b>	\$0
52	<b>Ceramic Tile</b>	\$0
53	- Mens room	\$2,616
54	- Womens room	\$2,616
55	<b>LVT</b>	
56	- Teen / Family room	\$7,634
57	- Small classrooms	\$6,460
58	- Large classroom	\$5,329
59	- Corridor	\$8,156
60	- Storage rooms	\$3,110
61	<b>Sealed Concrete</b>	\$0
62	- Mechanical room - Latecrete seal	\$2,650
63	<b>Rubber material goods</b>	\$0
64	- North stair	with level-1 stair
65	- Landings (3-landings per stair)	with level-1 stair
66	<b>Painting</b>	\$0
67	<b>Level-1</b>	\$0
68	Exposed structure in corridor, stair, storage, welcome hub and gymnasium	\$20,966
69	Hard ceilings in boys room, women's room, women's restroom and men's restroom	\$688
70	Perimeter walls - Gymnasium	\$89,440
71	Perimeter walls - Elsewhere	\$6,202
72	Partition walls - One side	\$1,134
73	Partition walls - Two sides	\$12,180
74	Doors and door frames - Single	\$6,375
75	Doors and door frames - Pair	\$3,450
76	Windows and window frames	\$3,600
77	<b>Level-2</b>	\$0
78	Exposed structure in corridor, stair, storage, and mechanical room	\$5,200
79	Hard ceilings in women's restroom and men's restroom	\$545
80	Perimeter walls	\$7,568
81	Partition walls - One side	\$0
82	Partition walls - Two sides	\$10,848
83	Doors and door frames - Single	\$3,750
84	Doors and door frames - Pair	\$575
85	Windows and window frames	\$7,650
86	<b>Stair tower walls and railings</b>	\$11,000
<b>FINISHES - TOTAL</b>		<b>\$1,819,563</b>

Item #	Description	Cost
1	<b>SPECIALTIES</b>	
1	<b>Level - 1</b>	\$0
2	<b>Toilet rooms</b>	\$0
3	<b>Toilet Partitions</b>	\$0
4	Toilet Partitions - Phenolic	\$0
5	Urinal Screens - Phenolic	\$0
6	<b>Toilet Accessories</b>	\$0
7	- Toilet Paper Holder	\$150
8	- Soap Dispenser	\$150
9	- Paper Towel Dispenser	\$150
10	- Waste Receptacle	\$150
11	- Paper Towel Dispenser / Waster Receptacle	\$0
12	- Sanitary Napkin Dispenser	\$75
13	- Sanitary Napkin Disposal	\$75
14	- Mirror	\$150
15	- Hand Dryer	\$150
16	- Grab Bars	\$0
17	- Coat Hooks	\$150
18		\$0

19	<b>Mens restroom</b>	\$0
20	<b>Toilet Partitions</b>	\$0
21	Toilet Partitions - Phenolic	\$2,500
22	Urinal Screens - Phenolic	\$575
23	<b>Toilet Accessories</b>	\$0
24	- Toilet Paper Holder	\$150
25	- Soap Dispenser	\$225
26	- Paper Towel Dispenser	\$75
27	- Waste Receptacle	\$75
28	- Paper Towel Dispenser / Waster Receptacle	\$75
29	- Sanitary Napkin Dispenser	\$0
30	- Sanitary Napkin Disposal	\$0
31	- Mirror	\$225
32	- Hand Dryer	\$75
33	- Grab Bars	\$150
34	- Coat Hooks	\$150
35		\$0
36	<b>Ladies restroom</b>	\$0
37	<b>Toilet Partitions</b>	\$0
38	Toilet Partitions - Phenolic	\$5,000
39	Urinal Screens - Phenolic	\$0
40	<b>Toilet Accessories</b>	\$0
41	- Toilet Paper Holder	\$300
42	- Soap Dispenser	\$300
43	- Paper Towel Dispenser	\$75
44	- Waste Receptacle	\$75
45	- Paper Towel Dispenser / Waster Receptacle	\$75
46	- Sanitary Napkin Dispenser	\$75
47	- Sanitary Napkin Disposal	\$75
48	- Mirror	\$300
49	- Hand Dryer	\$75
50	- Grab Bars	\$150
51	- Coat Hooks	\$300
52		\$0
53	<b>Janitors closet</b>	\$0
54	- Soap Dispenser	\$75
55	- Paper Towel Dispenser	\$75
56	- Waste Receptacle	\$75
57		\$0
58	<b>Level - 2</b>	\$0
59		\$0
60	<b>Mens restroom</b>	\$0
61	<b>Toilet Partitions</b>	\$0
62	Toilet Partitions - Phenolic	\$0
63	Urinal Screens - Phenolic	\$0
64	<b>Toilet Accessories</b>	\$0
65	- Toilet Paper Holder	\$75
66	- Soap Dispenser	\$75
67	- Paper Towel Dispenser	\$75
68	- Waste Receptacle	\$75
69	- Paper Towel Dispenser / Waster Receptacle	\$0
70	- Sanitary Napkin Dispenser	\$0
71	- Sanitary Napkin Disposal	\$0
72	- Mirror	\$75
73	- Hand Dryer	\$75
74	- Grab Bars	\$0
75	- Coat Hooks	\$75
76		\$0

## CONSTRUCTION COST ESTIMATE DETAILS - MECHANIC STREET

77	Ladies restroom	\$0
78	Toilet Partitions	\$0
79	Toilet Partitions - Phenolic	\$0
80	Urinal Screens - Phenolic	\$0
81	Toilet Accessories	\$0
82	- Toilet Paper Holder	\$75
83	- Soap Dispenser	\$75
84	- Paper Towel Dispenser	\$75
85	- Waste Receptacle	\$75
86	- Paper Towel Dispenser / Waster Receptacle	\$0
87	- Sanitary Napkin Dispenser	\$75
88	- Sanitary Napkin Disposal	\$75
89	- Mirror	\$75
90	- Hand Dryer	\$75
91	- Grab Bars	\$0
92	- Coat Hooks	\$75
93		\$0
94	Mens locker room - 3 showers, 3 uninals 3 water cloets	\$0
95	Toilet Partitions	\$0
96	Toilet Partitions - Phenolic	\$1,250
97	Urinal Screens - Phenolic	\$1,725
98	Toilet Accessories	\$0
99	- Toilet Paper Holder	\$225
100	- Soap Dispenser	\$225
101	- Paper Towel Dispenser	\$225
102	- Waste Receptacle	\$75
103	- Paper Towel Dispenser / Waster Receptacle	\$0
104	- Sanitary Napkin Dispenser	\$0
105	- Sanitary Napkin Disposal	\$0
106	- Mirror	\$225
107	- Hand Dryer	\$75
108	- Grab Bars	\$150
109	- Coat Hooks	\$225
110		\$0
111	Ladies locker room - 3 showers, 4 water cloets	\$0
112	Toilet Partitions	\$0
113	Toilet Partitions - Phenolic	\$1,250
114	Urinal Screens - Phenolic	\$0
115	Toilet Accessories	\$0
116	- Toilet Paper Holder	\$300
117	- Soap Dispenser	\$300
118	- Paper Towel Dispenser	\$75
119	- Waste Receptacle	\$75
120	- Paper Towel Dispenser / Waster Receptacle	\$0
121	- Sanitary Napkin Dispenser	\$75
122	- Sanitary Napkin Disposal	\$75
123	- Mirror	\$300
124	- Hand Dryer	\$75
125	- Grab Bars	\$150
126	- Coat Hooks	\$300
127		\$0
128	Janitors closet	\$0
129	- Soap Dispenser	\$75
130	- Paper Towel Dispenser	\$75
131	- Waste Receptacle	\$75
132		\$0
133	Lockers & Benches	\$0
134	Mens locker room	\$0
135	Metal Double tier metal lockers 15"X15"X72" - Installation Included)	\$9,000
136	Benches	\$1,400
137		\$0

138	Ladies locker room	\$0
139	Metal Double tier metal lockers 15"X15"X72" - Installation Included)	\$9,000
140	Benches	\$1,400
141		\$0
142	Signage	\$3,250
143	Recessed Fire Extinguishers & Cabinets	\$2,500
144	Cubcle Curtain and Track in Nurses Room	\$1,750
		\$0
	<b>SPECIALTIES - TOTAL</b>	<b>\$49,600</b>

Item #	Description	Cost
J	<b>FOOD SERVICE EQUIPMENT</b>	
1	Food service equipment - Allowance	\$150,000
		\$0
	<b>EQUIPMENT - TOTAL</b>	<b>\$150,000</b>

Item #	Description	Cost
K	<b>FURNISHINGS</b>	\$0
1	Window Treatments	\$18,200
2	Bike racks - Supplied and installed	\$11,250
	<b>FURNISHINGS - TOTAL</b>	<b>\$29,450</b>

Item #	Description	Cost
L	<b>SPECIAL CONSTRUCTION</b>	\$0
1		\$0
2		\$0
	<b>SPECIAL CONSTRUCTION - TOTAL</b>	<b>\$0</b>

Item #	Description	Cost
M	<b>CONVEYING SYSTEMS</b>	\$0
1	2-stop holess elevator	\$130,000
2		\$0
	<b>CONVEYING SYSTEMS - TOTAL</b>	<b>\$130,000</b>

Item #	Description	Cost
N	<b>FIRE SUPPRESSION</b>	
1	Fire Suppression	\$0
2	NFPA 13	\$0
3	Design, Fabrication and Installation	\$0
4	Calculations	\$0
5	Third Party Review	\$0
6	6" inch Backflow Preventer with Isolation Valves and Tamper Switches	\$0
7	Concealed Heads in Center Ceiling	\$0
8	Upright heads in Rooms with Exposed Deck	\$0
9		\$0
10	Budget for Fire Suppresion Items Listed Above	\$143,592
11		\$0
12	Other	\$0
13	Fire Pump	Excluded
14		\$0
	<b>FIRE SUPPRESSION - TOTAL</b>	<b>\$143,592</b>

## CONSTRUCTION COST ESTIMATE DETAILS - MECHANIC STREET

Item #	Description	Cost
<b>O</b>	<b>PLUMBING</b>	
1	Plumbing	
2	Layout	included
3	Excavation and Backfill with Excavated Materials	included
4	Above and Belowgrade Domestic Water Piping	included
5	Above and Belowgrade Sanitary Piping	included
6	Vent Piping	included
7	Above and Belowgrade Storm Piping	not included
8	Piping	not included
9	Level (1) one - Fixtures	\$0
10	- Toilet rooms	\$22,000
11	- Mens restroom	\$33,000
12	- Ladies restroom	\$33,000
13	- Janitors closet	\$5,500
14	- Kitchen	\$114,000
15	Level (2) two - Fixtures	\$0
16	- Toilet room	\$0
17	- Mens restroom	\$11,000
18	- Ladies restroom	\$11,000
19	- Mens locker room - 3 showers, 3 uninals 3 water closets 3 sinks	\$66,000
20	- Ladies locker room - 3 showers, 4 water closets 3 sinks	\$55,000
21	- Janitors closet	\$5,500
#REF!	Overflow Roof Drains	not included
	<b>PLUMBING - TOTAL</b>	<b>\$356,000</b>

Item #	Description	Cost
<b>P</b>	<b>HVAC</b>	
1	HVAC	
2	RTU's	\$0
3	VAV Boxes with Electric Reheat	\$0
4	Make-up Air Unit	\$0
5	Mini Split System	\$0
6	Electric Cabinet Heaters	\$0
7	Electric Unit Heater	\$0
8	Exhaust Fans	\$0
9	Grills, Registers, Diffusers	\$0
10	Sheet metal ductwork and associated insulation	\$0
11	Refrigerant piping, condensate piping, and associated insulation	\$0
12	JCI Facilitator Web Based DDC Control System	\$0
13	Control Wiring to be Plenum Rated above Ceilings and EMT in Mechanical Room Only	\$0
14	Check, test, and start-up of new equipment	\$0
15	Balancing	\$0
16	Cranes and lifts required	\$0
17		
18	Budget for HVAC Items Listed Above	\$658,130
	<b>HVAC - TOTAL</b>	<b>\$658,130</b>

Item #	Description	Cost
<b>Q</b>	<b>ELECTRICAL</b>	
1	Electrical	
2	Lighting	\$0
3	Lighting Controls	\$0
4	Switchgear and Feeders	\$0
5	Specialty Rooms	\$0
6	Mechanical Electrical Connections	\$0
7	Electrical Branch Circuits	\$0
8	Lightning Protection	\$0
9	Site Lighting	not included
10		
11	Budget for Items Listed Above	\$741,892
12		\$0

13	Other	\$0
14	Bollard Lighting along greenway (from community garden screen wall to outside corner of gymnasium) at 20'-0" O.C. (quantity - 15 ea.)	\$67,500
15	Exterior Duct Bank - Concrete Encased as Required by PP&L	\$50,000
16	Generator & Feeders	\$0
17	Kitchen Electrical Connections	\$50,000
	<b>ELECTRICAL - TOTAL</b>	<b>\$909,392</b>

Item #	Description	Cost
<b>R</b>	<b>TELE / DATA</b>	
1	Tele / Data system with communication cabling	\$179,490
2		\$0
	<b>TELE / DATA - TOTAL</b>	<b>\$179,490</b>

Item #	Description	Cost
<b>S</b>	<b>FIRE ALARM &amp; SECURITY</b>	
1	Fire Alarm	\$99,940
2	Security	\$30,537
3		\$0
	<b>FIRE ALARM &amp; SECURITY - TOTAL</b>	<b>\$130,477</b>

Item #	Description	Cost
<b>T</b>	<b>EARTHWORK</b>	
1		
2	<b>EROSION CONTROL</b>	\$0
3	Tire Cleaner	\$1,149
4	Remove Tire Cleaner	\$1,183
5	Silt Sox - 18 inch	\$7,680
6	Concrete Washout	\$567
7	Temporary Seeding	\$1,200
8	Dust Control During Site Work Activities	\$4,180
9	Street Sweeping During Site Work Activities	\$12,500
10	Inlet filters	\$2,000
11	Remove E&S controls	\$8,500
12		
13	<b>REMOVALS</b>	
14	Blacktop	\$214
15	Concrete Curb Removal	\$9,477
16	Concrete Walk Removal	\$5,115
17	Remove bollards	\$1,400
18		
19	<b>Excavation</b>	
20	Strip Topsoil	\$3,750
21	Site Cuts / Fill / Export	\$59,125
22	Fine Grade Building Pad	\$3,211
23	Fine Grade Paving Areas	not applicable
24	Rough Grade	\$4,268
25	Respread Topsoil	\$6,760
26	Sidewalk Excavation	\$9,450
27		
28	<b>MISCELLANEOUS</b>	
29	Survey	\$9,000
30	Field Office	\$10,000
31	Maintenance & Protection Traffic	\$20,000
32	Mobilization / Supervision	\$35,000
33	As-Builts	\$3,750
	<b>EARTHWORK - TOTAL</b>	<b>\$219,477</b>

## CONSTRUCTION COST ESTIMATE DETAILS - MECHANIC STREET

Item #	Description	Cost
<b>U</b>	<b>EXTERIOR IMPROVEMENTS</b>	
1	<b>LANDSCAPING &amp; PAVERS</b>	
2	Finish grade & seed	\$1,500
3	Plantings at front yard where shown	\$3,300
4	Plantings along brick screen wall at Community Garden	\$6,900
5	Trees	\$4,875
6	Maintenance	Excluded
7	Monument Sign	\$15,000
8	Brick pavers	\$112,175
9	Grass pavers	\$28,500
10	<b>STONING, PAVING &amp; SURFACING (PATCHING)</b>	
11	2A Modified Subbase - 6" inches Thick	\$1,177
12	25 MM 4 1/2" inches Thick	\$3,350
13	Sweep & Tack	\$240
14	25 MM 4 1/2" inches Thick	\$1,592
15	Pavement Markings & Signage	\$0
16	<b>CONCRETE</b>	
17	Concrete Curb repairs that may be damaged during construction	\$13,500
18	Concrete Sidewalks that may be damaged during construction	\$15,000
19		
	<b>EXTERIOR IMPROVEMENTS - TOTAL</b>	<b>\$207,110</b>

Item #	Description	Cost
<b>V</b>	<b>UTILITIES - WATER &amp; SANITARY</b>	<b>\$0</b>
1		\$0
2	<b>Water System</b>	
3	Wet Tap	\$12,500
4	Ductile Iron - 6" inc	\$1,016
5	Stone Backfill	\$442
6	Stone Envelope	\$469
7	2" Copper	\$2,147
8	DIP Fittings	\$3,398
9	Thrust Block	\$467
10	6" Valve	\$1,508
11	Fire Hydrant	\$0
12	Testing	\$60
13	Sawcutting	\$276
14	Temporary Patching	\$351
15	Street Repair	\$1,147
16	Rock	Excluded
17	Meter Pit & Meter	Excluded
18		
19	<b>Sanitary Sewer</b>	
20	Tie-Ins	\$7,500
21	PVC Fittings	\$347
22	6" PVC	\$815
23	Clean Outs	\$306
24	Stone Envelope	\$469
25	Stone backfill	\$442
26	Sawcutting	\$345
27	Temporary Patching	\$337
28	Street Repair	\$1,102
29	Testing	\$129
30	Rock	Excluded
		\$0
	<b>UTILITIES - WATER &amp; SANITARY - TOTAL</b>	<b>\$35,571</b>

<b>W</b>	<b>DESIGN</b>	
	<b>DESIGN</b>	<b>\$0</b>
1	Architectural Fees	\$0
2	Engineer / Design Fees	\$0
	<b>DESIGN - TOTAL</b>	<b>by others</b>

EXCLUSIONS, CLARIFICATIONS and ALTERNATES	
	<b>EXCLUSIONS</b>
1	Overtime / Premium Time
2	Engineered Drawings and Design Fees
3	Third Party Review
4	Bond
5	Builders risk insurance
6	Inspection Fees
7	Prevailing wage rates
8	LEED certifications or similar requirements
9	Import of fill, structural fill if deemed necessary
10	Utility relocations or upgrading costs beyond allowance
11	Upgrade of Existing Utilities
12	Downtime for Any Unknown Utilities
13	Unforeseen conditions
14	Metering of existing utilities and temporary utility costs
15	Seismic Bracing
16	Environmental testing
17	Handling of any hazardous / unsuitable materials
18	Utility company usage fees and costs
19	Locating of existing utilities
20	Underground tank removal and pumping of any existing underground tanks.
21	Winter Protection Enclosures/Snow Removal
22	Temporary heating and cooling
23	Fire rated glass
24	Vibration control and monitoring
25	Flow test and hydraulic calculations
26	Utility tapping fees or utility company charges of any kind
27	Termination, adjustment and/or removal of any existing below grade utilities
28	Costs for any Unforeseen Conditions that Maybe Discovered during excavation activities
29	Painting / color coding of system piping
30	Spray fireproofing and intumescent paint
31	Supply and install of card readers and or security system
32	Material escalation and expedited fees
33	Winter conditions
34	Heat trace or snow melt systems
35	Emergency generator
36	Excessive floor preparation and floor leveling
37	Temporary conditions - Building enclosures etc.
38	Pest control
39	Planters
40	Removal of below grade obstructions foundations, footings etc.
	<b>CLARIFICATIONS</b>
1	Flooring color selections are based on Manufacturers standard colors.
2	We assume that adequate physical and electrical capacity exists to support the renovation scope of work for this project
3	Access control system infrastructure is included (cabling devices and hardware to be provided by others)
4	Food service cost inclusion is considered an allowance as a list for pricing is not available at this time
5	Inclusions of hollow metal frames are base on Knock down type frames
6	Site furnishings with the exception of bike racks are not included
	<b>ALTERNATES</b>
1	Permits allowance of \$25,984.00 is included
2	Reception desk and miscellaneous counters/cabinets/shelving allowance of \$50,000.00 is included
3	Acoustic panels at multi-purpose room allowance of 80,000.00 is included
4	Food service equipment allowance of \$150,000.00 is included
5	

## CONSTRUCTION COST ESTIMATE DETAILS - WINDISH CHURCH



Bethlehem South Side Community Ctr - Option(A)  
Windish Church Site Renovations

8/8/2024

Code	Description	Price
001	DESIGN	by others
001	GENERAL CONDITIONS	\$206,350
001	PERMITS (ALLOWANCE)	\$15,361
001	TEMPORARY REQUIREMENTS	\$304,874
002	EXISTING CONDITIONS	\$305,320
003	CONCRETE	\$251,266
004	MASONRY	\$316,000
005	METALS	\$108,065
006	WOODS, PLASTICS & COMPOSITES	\$93,242
007	THERMAL AND MOISTURE PROTECTION	\$85,307
008	OPENINGS	\$343,050
009	FINISHES	\$1,177,327
010	SPECIALTIES	\$48,675
011	FOOD SERVICE EQUIPMENT	\$150,000
012	FURNISHINGS	\$28,050
013	SPECIAL CONSTRUCTION	\$0
014	CONVEYING SYSTEMS	\$260,000
021	FIRE SUPPRESSION	\$118,872
022	PLUMBING	\$539,000
023	HVAC	\$507,906
026	ELECTRICAL	\$540,325
027	TELE / DATA	\$162,098
028	FIRE ALARM & SECURITY	\$117,834
031	EARTHWORK - Sitework improvement and utility service upgrade allowance	\$28,000
Subtotal		\$5,706,920
4 / 01081	INSURANCES - PL & GL	\$51,362
Subtotal		\$5,758,282
899 / 99000	CM FEE - 10%	\$575,828
Subtotal		\$6,334,110
006 / 01082	BUISNESS PRIVILEGE TAX	\$19,002
Subtotal		\$6,353,113
006 / 01082	CONSTRUCTION CONTINGENCY - 15%	\$952,967
Subtotal		\$7,306,080
	Payment and performance bond	\$109,591
Total		\$7,415,671

Item #	Description	Cost
A	EXISTING CONDITIONS	\$0
1	Demolition of Existing Structures	not applicable
2	Utility Disconnects	\$5,000
3	Level 1	
4	Photo #1 - Chapel - Removal of existing altar, pews, carpeting, wall murals, surface mounted items, wall, chandeliers, lighting fixtures	\$24,000
5	Photo #2 - Chapel mezzanine - Carpeting, choir loft seating, choir loft flooring, wall murals	\$4,500
6	Photo #3 - Level 1 Kitchen - Kitchen Base and wall cabinets, loose kitchen items, food service equipment, stove, hood, VCT floors surface mounted lighting fixtures, plumbing fixtures	\$12,000
7	Photo #4 - Gymnasium & Stage - Remove exiting stage in its entirety, stage curtain, stage cubbies, stage stairs, wall mounted mouldings, stage radiators, lighting, loose furniture, window treatments, lighting fixture at stage area	\$45,000
8	Photo #16 - Restroom - Toilet partitions, ceramic wall tile, toilet accessories, wall mounted hand dryer	\$6,750
9	Photo #20 - Multi-Purpose Room - Loose furniture, Carpet flooring, porcelain board, window treatments, loose furniture, wooden chair rails, window treatments	\$9,000
10	Mezzanine	
11	Photos #5,6,14,15 - Loose furniture, terrazzo floors, terrazzo base, soffit, fascia and track, doors, bulletin board, window treatments, built-in casework, loose casework, window treatments, lighting fixtures, counter and brackets, walls, doors, lighting fixtures, scrape existing floors after terrazzo removals	\$33,750
12	Basement Level	
13	Photo #7- Multi-purpose room - Flooring and carpet wrap on columns (columns remain), wall mounted mouldings, loose furniture, bulletin boards, walls with clerestories, ACT and lighting fixtures	\$12,000
14	Photo #8 - Support - VCT flooring and carpet, wall panelings, wall mounted mouldings, loose furniture, filing cabinets, bulletin boards, walls with clerestories, ACT and lighting fixtures	\$12,000
15	Photo #9 - Support - Carpet flooring, shelving, wall mounted mouldings, loose furniture bulletin boards, walls with clerestories, ACT and lighting fixtures	\$9,000
16	Photo #10 - Corridor -Asbestos tile removal, electrical cables mounted to walls	\$9,000
17	Photo #11 - Multi-purpose room - Asbestos tile removal, shelving, folding accordion partition, folding partition surround, bulletin boards, chalk boards, walls	\$12,000
18	Photo #12 - Conference room - Carpet, asbestos tile removal, shelving, soffit, fascia and track, doors, bulletin board, window treatments	\$9,000
19	Photo #13 - Kitchenette - Asbestos tile, cabinets and countertops, kitchen sink, ACT ceilings, walls	\$9,000
20	Photo #17 - Mezzanine storage area - Asbestos tile removal, shelving, loose furniture and file cabinets	\$9,000
21	Photo #18 - Alley between buildings	\$7,500
22	Photo #19 - Exterior covered stair between buildings	\$7,500
23	Other	
24	Exploratory Investigation - Allowance	\$5,000
	Transport of debris from source to dumpsters	\$11,250
25	Daily clean-up	\$31,200
26	Dumpsters	\$13,500
27	Protect existing gymnasium hardwood floors	\$8,370
		\$0
	EXISTING CONDITION - TOTAL	\$305,320

**Notes:** Construction Cost Estimates are based on Open Shop labor rates. Prevailing Wage labor rates may be required by some funding sources. Estimates were prepared in August 2024 and do not include escalation.

## CONSTRUCTION COST ESTIMATE DETAILS - WINDISH CHURCH

Item #	Description	Cost
<b>B</b>	<b>CONCRETE</b>	
1	<b>Building</b>	
2	Shoring at elevator addition - Basement level, mezzanine level, 1st level and roof level	\$80,000
3	Cut floor openings for elevator shaft - Basement level, mezzanine level, 1st level and roof level	\$37,500
4	Sawcut and remove existing foundation wall for elevator access opening at teen / family room	\$27,000
5	Layout	included
6	Sawcut, demo and remove existing concrete slab on grade for new elevator pit	\$6,000
7	Remove debris From Site	\$18,000
8	Elevator mat slab 14" inch thick	\$11,840
9	Form and place elevator walls - Pit walls to be 5'-0" high. Elevator walls will finish at existing basement elevations	\$25,926
10	Spot repair existing exposed concrete	\$45,000
	<b>CONCRETE - TOTAL</b>	<b>\$281,266</b>

Item #	Description	Cost
<b>C</b>	<b>MASONRY</b>	
1	CMU elevator shaft	\$91,000
2	Masonry lintels at elevator door openings	included
3	Grouting and reinforcement of CMU cores	included
4	Parging at elevator roof bump out	included
5	Spot repointing of masonry and brick allowance	\$225,000
	<b>MASONRY - TOTAL</b>	<b>\$316,000</b>

Item #	Description	Cost
<b>D</b>	<b>METALS</b>	
6	Miscellaneous metal	
7	Miscellaneous metal allowance for elevator construction Post ups with lintel at new elevator opening at teen / family room and elevator cap	\$108,065
	<b>METALS - TOTAL</b>	<b>\$108,065</b>

Item #	Description	Cost
<b>E</b>	<b>WOODS, PLASTICS &amp; COMPOSITES</b>	
1	<b>ROUGH CARPENTRY</b>	
2	Roof Blocking / Framing - perimeter of Roof at top of elevator roof bump out	\$11,000
3	Roof Blocking - Penetrations	\$25,000
4	Miscellaneous Blocking for Specialties	\$3,242
5	Backer Boards at MEP Closets	\$4,000
6	<b>CASEWORK</b>	\$0
7	Reception desk and miscellaneous counters/cabinets/shelving	\$50,000
	<b>WOODS, PLASTICS &amp; COMPOSITES - TOTAL</b>	<b>\$93,242</b>

Item #	Description	Cost
<b>F</b>	<b>THERMAL AND MOISTURE PROTECTION</b>	
1	Miscellaneous caulking	\$10,807
2	Temporary roofing at new elevator shaft roof bump out (sides and roof)	\$5,400
3	<b>Miscellaneous roof repair allowance at education building only</b>	<b>\$25,000</b>
4	Roofing - EPDM .060 Unreinforced	\$4,800
5	Roof Protection Board	\$800
6	Rake and caulk all exterior openings - (includes lift rental)	\$38,500
	<b>THERMAL AND MOISTURE PROTECTION - TOTAL</b>	<b>\$85,307</b>

Item #	Description	Cost
<b>G</b>	<b>OPENINGS</b>	
1	<b>HOLLOW METAL, DOORS, FINISH HARDWARE</b>	
2	<b>Basement level</b>	
3	Hollow Metal Frames	\$72,000
4	Hollow Metal Door	included
5	Pre-Finished Wood Door	included
6	Finished Hardware	included
7	Install Door Package	with gypsum
8	<b>Level-1</b>	
9	Hollow Metal Frames	\$29,250
10	Hollow Metal Door	
11	Pre-Finished Wood Door	included
12	Finished Hardware	included
13	Install Door Package	with gypsum
14		
15	<b>GLASS &amp; GLAZING</b>	
16	Punched Widows with Operable Vents at Base - Kawneer with standard manufacturer paint - 1" Tempered Insulated Glass w/ Solarban 60 Low E	\$135,000
17	Entrances - 6'0 x 7'0 Kawneer Medium Stile Doors - 10" Bottom Rails - Continuous Gearing Hinges - Manufacturers CVR Panic Devices - 9" Pulls - Sweeps - Thresholds - Std Closers	\$15,600
18	Automatic Door Operators	\$16,200
19	Repair wood windows in church building	\$41,250
20	Repair stained glass protective glazing system in church building	\$33,750
	<b>OPENINGS - TOTAL</b>	<b>\$343,050</b>

Item #	Description	Cost
<b>H</b>	<b>FINISHES</b>	
1	<b>GYPSUM BOARD ASSEMBLIES</b>	
2	Layout	
3	20 GA Interior partition walls to deck	
4	Slotted Slip Track at Walls to Deck	
5	R11 Soundbatt Insulation at Interior Walls	
6	5/8" XP HI-Impact Board at Wet Walls	
7	Level 4 Finish	
8	In-Wall Wood Blocking for all Millwork, Toilet Partitions, and Toilet Accessories	
9	Install Door and Finish Hardware Package	
10	Install Toilet Partitions and Toilet Accessories	
11	<b>Acoustical Ceilings</b>	
12	15/16" inch Grid and *1773 Armstrong Ceiling Tile	
13	Vinyl Rock Ceiling Tile at Kitchen	
14	Budget for Gypsum Board & ACT Assemble Items Listed Above	\$324,195
15	Acoustic panels at multi-purpose room	\$80,000
1	Structural Repair Allowance	\$55,000
2	<b>Flooring</b>	
3	<b>Education Building - Basement level</b>	
4	<b>LVT</b>	
5	- Office	\$1,863
6	- Small classroom #1	\$3,937
7	- Small classroom #2	\$3,937
8	- Large classroom	\$6,453
9	- Storage	\$921
10	- Corridor	
11	<b>Ceramic Tile</b>	
12	- Boys toilet room	\$1,008
13	- Mens rest room	\$2,592
14	- Womens room	\$3,000
15		
16	<b>Quarry Tile</b>	
17	- Kitchen floor area	\$14,209
18	- Kitchen base	\$2,025
19	<b>Rubber material goods</b>	
20	- North stair	\$11,207
21	- South stair	\$11,207
22	- Alley way stair	\$5,603
23	- Landings (3-landings per stair)	\$5,700

## CONSTRUCTION COST ESTIMATE DETAILS - WINDISH CHURCH

24	<b>Sanctuary Structure - Lower Level</b>	
25	<b>LVT</b>	
26	- Teen / Family Room	\$13,188
27	- Storage	\$928
28	- Mechanical	\$2,712
29	- Vestibule	\$493
30	<b>Carpet tile</b>	\$0
31	- Office	\$2,024
32	- Office	\$727
33	- Office	\$518
34	- Office	\$518
35	- Office	\$542
36	<b>Quarry Tile</b>	\$0
37	- Kitchen floor area	\$14,209
38	- Kitchen base	\$2,025
39	<b>Rubber material goods</b>	\$0
40	- North stair	\$16,810
41	- Landings (3-landings per stair)	\$1,900
42	<b>Education Building - Level one</b>	\$0
43	<b>LVT</b>	\$0
44	- Locker room #1	\$4,017
45	- Locker room #2	\$3,937
46	<b>Porcelain Tile</b>	\$0
47	- Welcome hub - Floor	\$8,470
48	- Welcome hub - Base	\$1,778
49	<b>Wood Flooring</b>	\$0
50	- Gymnasium - New wood flooring at stage removal	\$14,400
51	- Gymnasium - Strip and refinish	\$16,918
52	<b>Rubber material goods</b>	\$0
53	- North stair	\$11,207
54	- South stair	\$11,207
55	- Landings (3-landings per stair)	\$1,900
56	- Stair leading to Multi purpose room	\$1,500
57	<b>Sanctuary Structure - Level 1</b>	\$0
58	<b>Ceramic Tile (Floors Only)</b>	\$0
59	- Boys toilet room	\$1,200
60	- Womens toilet room	\$600
61		
62	<b>LVT</b>	
63	- Multi-Purpose room	\$20,228
64	<b>Rubber material goods</b>	\$0
65	- North stair	\$16,810
66	- Landings (3-landings per stair)	\$1,900
67	<b>Multi Purpose Room - Loft / Entry Vestibule</b>	\$0
68	<b>LVT</b>	\$0
69	- Multipurpose room front entry / vestibule	\$0
70	- Loft	\$3,676
71	Floor Prep - Grind and Flash patch	\$194,517

90	<b>Painting</b>	
91	<b>Education Building - Basement level</b>	
92	Hard ceilings	\$8,218
93	Perimeter walls	\$4,334
94	Partition walls	\$8,370
95	Doors and door frames - Single	\$7,500
96	Doors and door frames - Pair	\$2,875
97	Windows and window frames	\$6,750
98	<b>Sanctuary Structure - Lower Level</b>	
99	Hard ceilings	\$4,125
100	Perimeter walls	\$3,537
101	Partition walls	\$3,548
102	Doors and door frames - Single	\$2,625
103	Doors and door frames - Pair	\$0
104	Windows and window frames	\$900
105	Round columns	\$1,200
106	<b>Education Building - Level one &amp; Mezzanine</b>	
107	Hard ceilings	\$18,189
108	Perimeter walls	\$18,792
109	Partition walls	\$7,236
110	Doors and door frames - Single	\$750
111	Doors and door frames - Pair	\$2,300
112	Windows and window frames	\$11,250
113	<b>Multi Purpose Room - Loft / Entry Vestibule</b>	
114	Hard ceilings	\$8,370
115	Perimeter walls	\$27,720
116	Partition walls	\$5,904
117	Doors and door frames - Single	\$7,500
118	Doors and door frames - Pair	\$2,875
119	Windows and window frames	\$6,750
120	<b>Stair tower walls and railings</b>	\$52,000
121	Pressure wash exterior elevations where reachable of existing church and education building	\$50,000
	<b>FINISHES - TOTAL</b>	<b>\$1,177,327</b>

Item #	Description	Cost
1	<b>SPECIALTIES</b>	
1	<b>Basement Level</b>	
2	<b>Toilet room</b>	
3	<b>Toilet Partitions</b>	
4	Toilet Partitions - Phenolic	
5	Urinal Screens - Phenolic	
6	<b>Toilet Accessories</b>	
7	- Toilet Paper Holder	\$75
8	- Soap Dispenser	\$75
9	- Paper Towel Dispenser	\$75
10	- Waste Receptacle	\$75
11	- Paper Towel Dispenser / Waster Receptacle	
12	- Sanitary Napkin Dispenser	\$75
13	- Sanitary Napkin Disposal	\$75
14	- Mirror	\$75
15	- Hand Dryer	\$75
16	- Grab Bars	\$0
17	- Coat Hooks	\$75
18		
19	<b>Mens restroom</b>	
20	<b>Toilet Partitions</b>	
21	Toilet Partitions - Phenolic	\$2,500
22	Urinal Screens - Phenolic	\$575
23	<b>Toilet Accessories</b>	\$0
24	- Toilet Paper Holder	\$150
25	- Soap Dispenser	\$225
26	- Paper Towel Dispenser	\$75
27	- Waste Receptacle	\$75
28	- Paper Towel Dispenser / Waster Receptacle	\$75
29	- Sanitary Napkin Dispenser	

## CONSTRUCTION COST ESTIMATE DETAILS - WINDISH CHURCH

30	- Sanitary Napkin Disposal	
31	- Mirror	\$225
32	- Hand Dryer	\$75
33	- Grab Bars	\$150
34	- Coat Hooks	\$150
35		\$0
36	<b>Ladies restroom</b>	\$0
37	<b>Toilet Partitions</b>	\$0
38	Toilet Partitions - Phenolic	\$5,000
39	Urinal Screens - Phenolic	
40	<b>Toilet Accessories</b>	
41	- Toilet Paper Holder	\$300
42	- Soap Dispenser	\$300
43	- Paper Towel Dispenser	\$75
44	- Waste Receptacle	\$75
45	- Paper Towel Dispenser / Waster Receptacle	\$75
46	- Sanitary Napkin Dispenser	\$75
47	- Sanitary Napkin Disposal	\$75
48	- Mirror	\$300
49	- Hand Dryer	\$75
50	- Grab Bars	\$150
51	- Coat Hooks	\$300
52		
53	<b>Janitors closet</b>	
54	- Soap Dispenser	\$75
55	- Paper Towel Dispenser	\$75
56	- Waste Receptacle	\$75
57		
58	<b>Level - 1</b>	
59		
60	<b>Mens restroom</b>	
61	<b>Toilet Partitions</b>	
62	Toilet Partitions - Phenolic	
63	Urinal Screens - Phenolic	
64	<b>Toilet Accessories</b>	\$0
65	- Toilet Paper Holder	\$75
66	- Soap Dispenser	\$75
67	- Paper Towel Dispenser	\$75
68	- Waste Receptacle	\$75
69	- Paper Towel Dispenser / Waster Receptacle	
70	- Sanitary Napkin Dispenser	
71	- Sanitary Napkin Disposal	
72	- Mirror	\$75
73	- Hand Dryer	\$75
74	- Grab Bars	
75	- Coat Hooks	\$75
76		
77	<b>Ladies restroom</b>	
78	<b>Toilet Partitions</b>	
79	Toilet Partitions - Phenolic	\$0
80	Urinal Screens - Phenolic	\$0
81	<b>Toilet Accessories</b>	\$0
82	- Toilet Paper Holder	\$75
83	- Soap Dispenser	\$75
84	- Paper Towel Dispenser	\$75
85	- Waste Receptacle	\$75
86	- Paper Towel Dispenser / Waster Receptacle	
87	- Sanitary Napkin Dispenser	\$75
88	- Sanitary Napkin Disposal	\$75
89	- Mirror	\$75
90	- Hand Dryer	\$75
91	- Grab Bars	\$0
92	- Coat Hooks	\$75
93		

94	<b>Mens locker room - 3 showers, 3 uninals 3 water cloets</b>	
95	<b>Toilet Partitions</b>	
96	Toilet Partitions - Phenolic	\$3,750
97	Urinal Screens - Phenolic	\$575
98	<b>Toilet Accessories</b>	
99	- Toilet Paper Holder	\$225
100	- Soap Dispenser	\$225
101	- Paper Towel Dispenser	\$225
102	- Waste Receptacle	\$75
103	- Paper Towel Dispenser / Waster Receptacle	
104	- Sanitary Napkin Dispenser	
105	- Sanitary Napkin Disposal	
106	- Mirror	\$225
107	- Hand Dryer	\$75
108	- Grab Bars	\$150
109	- Coat Hooks	\$225
110		
111	<b>Ladies locker room - 3 showers, 4 water cloets</b>	
112	<b>Toilet Partitions</b>	
113	Toilet Partitions - Phenolic	\$1,250
114	Urinal Screens - Phenolic	
115	<b>Toilet Accessories</b>	
116	- Toilet Paper Holder	\$300
117	- Soap Dispenser	\$300
118	- Paper Towel Dispenser	\$75
119	- Waste Receptacle	\$75
120	- Paper Towel Dispenser / Waster Receptacle	
121	- Sanitary Napkin Dispenser	\$75
122	- Sanitary Napkin Disposal	\$75
123	- Mirror	\$300
124	- Hand Dryer	\$75
125	- Grab Bars	\$150
126	- Coat Hooks	\$300
127		
128	<b>Janitors closet</b>	
129	- Soap Dispenser	\$75
130	- Paper Towel Dispenser	\$75
131	- Waste Receptacle	\$75
132		
133	<b>Lockers &amp; Benches</b>	
134	<b>Mens locker room</b>	
135	Metal Double tier metal lockers 15"X15"X72" - Installation Included)	\$9,000
136	Benches	\$1,400
137		
138	<b>Ladies locker room</b>	
139	Metal Double tier metal lockers 15"X15"X72" - Installation Included)	\$9,000
140	Benches	\$1,400
141		
142	Signage	\$3,250
143	Recessed Fire Extinguishers & Cabinets	\$2,500
	<b>SPECIALTIES - TOTAL</b>	<b>\$48,675</b>

## CONSTRUCTION COST ESTIMATE DETAILS - WINDISH CHURCH

Item #	Description	Cost
<b>J</b>	<b>FOOD SERVICE EQUIPMENT</b>	
		\$0
1	Food service equipment - Allowance	\$150,000
		\$0
	<b>EQUIPMENT - TOTAL</b>	<b>\$150,000</b>

Item #	Description	Cost
<b>K</b>	<b>FURNISHINGS</b>	
1	Window Treatments	\$16,800
2	Bike racks - Supplied and installed	\$11,250
	<b>FURNISHINGS - TOTAL</b>	<b>\$28,050</b>

Item #	Description	Cost
<b>L</b>	<b>SPECIAL CONSTRUCTION</b>	
1		
	<b>SPECIAL CONSTRUCTION - TOTAL</b>	<b>\$0</b>

Item #	Description	Cost
<b>M</b>	<b>CONVEYING SYSTEMS</b>	
1	4-stop holess elevator	\$260,000
	<b>CONVEYING SYSTEMS - TOTAL</b>	<b>\$260,000</b>

Item #	Description	Cost
<b>N</b>	<b>FIRE SUPPRESSION</b>	
1	Fire Suppression	
2	NFPA 13	included
3	Design, Fabrication and Installation	included
4	Calculations	included
5	Third Party Review	included
6	Concealed Heads in Center Ceiling	included
7	Upright heads in Rooms with Exposed Deck	included
8	- Budget for Fire Suppression Items Listed Above	\$118,872
9	Other	
10	Fire Pump	Excluded
	<b>FIRE SUPPRESSION - TOTAL</b>	<b>\$118,872</b>

Item #	Description	Cost
<b>O</b>	<b>PLUMBING</b>	
1	Plumbing	
2	Layout	included
3	Excavation and Backfill with Excavated Materials	included
4	Above and Belowgrade Domestic Water Piping	included
5	Above and Belowgrade Sanitary Piping	included
6	Vent Piping	included
7	Above and Belowgrade Storm Piping	not included
8	Piping	not included
9	<b>Basement Level - Fixtures</b>	
10	- Toilet room	\$30,000
11	- Mens restroom	\$57,000
12	- Ladies restroom	\$66,500
13	- Janitors closet	\$9,500
14	- Kitchen	\$114,000
15	<b>Level (1) one - Fixtures</b>	
16	- Toilet room	not applicable
17	- Mens restroom	\$19,000
18	- Ladies restroom	\$19,000
19	- Mens locker room - 3 showers, 3 unirlals 3 water cloets 3 sinks	\$114,000
20	- Ladies locker room - 3 showers, 4 water cloets 3 sinks	\$95,000
21	- Janitors closet	\$15,000
22	Roof Drains to Day Light	not included
23	Secondary Overflow Roof Drains	not included
	<b>PLUMBING - TOTAL</b>	<b>\$539,000</b>

13	Other	\$0
14	Bollard Lighting along greenway (from community garden screen wall to outside corner of gymnasium) at 20'-0" O.C. (quantity - 15 ea.)	\$67,500
15	Exterior Duct Bank - Concrete Encased as Required by PP&L	\$50,000
16	Generator & Feeders	\$0
17	Kitchen Electrical Connections	\$50,000
	<b>ELECTRICAL - TOTAL</b>	<b>\$909,392</b>

Item #	Description	Cost
<b>R</b>	<b>TELE / DATA</b>	
1	Tele / Data system with communication cabling	\$179,490
2		\$0
	<b>TELE / DATA - TOTAL</b>	<b>\$179,490</b>

Item #	Description	Cost
<b>S</b>	<b>FIRE ALARM &amp; SECURITY</b>	
1	Fire Alarm	\$99,940
2	Security	\$30,537
3		\$0
	<b>FIRE ALARM &amp; SECURITY - TOTAL</b>	<b>\$130,477</b>

Item #	Description	Cost
<b>T</b>	<b>EARTHWORK</b>	
1		
2		\$0
3	Tire Cleaner	\$1,149
4	Remove Tire Cleaner	\$1,183
5	Silt Sox - 18 inch	\$7,680
6	Concrete Washout	\$567
7	Temporary Seeding	\$1,200
8	Dust Control During Site Work Activities	\$4,180
9	Street Sweeping During Site Work Activities	\$12,500
10	Inlet filters	\$2,000
11	Remove E&S controls	\$8,500
12		
13		
14	<b>REMOVALS</b>	
15	Blacktop	\$214
16	Concrete Curb Removal	\$9,477
17	Concrete Walk Removal	\$5,115
18	Remove bollards	\$1,400
19		
20	<b>Excavation</b>	
21	Strip Topsoil	\$3,750
22	Site Cuts / Fill / Export	\$59,125
23	Fine Grade Building Pad	\$3,211
24	Fine Grade Paving Areas	not applicable
25	Rough Grade	\$4,268
26	Respread Topsoil	\$6,760
27	Sidewalk Excavation	\$9,450
28	<b>MISCELLANEOUS</b>	
29	Survey	\$9,000
30	Field Office	\$10,000
31	Maintenance & Protection Traffic	\$20,000
32	Mobilization / Supervision	\$35,000
33	As-Builts	\$3,750
	<b>EARTHWORK - TOTAL</b>	<b>\$219,477</b>

## CONSTRUCTION COST ESTIMATE DETAILS - WINDISH CHURCH

EXCLUSIONS, CLARIFICATIONS and ALLOWANCES	
	<b>EXCLUSIONS</b>
1	Overtime / Premium Time
2	Engineered Drawings and Design Fees
3	Third Party Review
4	Bond
5	Builders risk insurance
6	Inspection Fees
7	Prevailing wage rates
8	LEED certifications or similar requirements
9	Import of fill, structural fill if deemed necessary
10	Utility relocations or upgrading costs beyond allowance
11	Upgrade of Existing Utilities
12	Downtime for Any Unknown Utilities
13	Unforeseen conditions
14	Metering of existing utilities and temporary utility costs
15	Seismic Bracing
16	Environmental testing
17	Handling of any hazardous materials
18	Abatement of hazardous materials (An Environmental Report certifying building is free of lead, asbestos, and or any other hazardous waste is required prior to project start)
19	Utility company usage fees and costs
20	Locating of existing utilities
21	Underground tank removal and pumping of any existing underground tanks.
22	Winter Protection Enclosures/Snow Removal
23	Temporary heating and cooling
24	Modifying, raising, relocating, and lowering of any existing utilities
25	Un-suitable Soils removal if discovered during plumbing trenching and elevator pit construction
26	Moisture mitigation and remediation of existing concrete slab
27	Repairs, inspection and re-inspection of existing roofing systems
28	Fire rated glass
29	Vibration control and monitoring
30	Flow test and hydraulic calculations
31	Utility tapping fees or utility company charges of any kind
32	Termination, adjustment and/or removal of any existing above and below grade utilities
33	Excessive patching and preparation of existing wall and floor surfaces
34	Welded hollow metal frames
35	Removal and Relocation or providing new Owner FFE Items
36	Costs for any Unforeseen Conditions that Maybe Discovered during the Renovation Process
37	Painting / color coding of system piping
38	Spray fireproofing and intumescent paint
39	Replacement of existing gutters and down spouts
40	Supply and install of card readers and or security system
41	Upgrading of Main HVAC Systems equipment
42	Modifications to Building Controls that may exist
43	Replacing feeders for panels, replacing circuits for new life safety lighting, or replacing branch circuits outside of work areas
44	Material escalation and expedited fees
45	Winter conditions
46	Heat trace or snow melt systems
47	Emergency generator
48	Excessive floor preparation and floor leveling
49	Pest control
	<b>CLARIFICATIONS</b>
1	Flooring color selections are based on Manufacturers standard colors.
2	We assume that adequate physical and electrical capacity exists to support the renovation scope of work for this project
3	Access control system infrastructure is included (cabling devices and hardware to be provided by others)
4	Food service cost inclusion is considered an allowance as a list for pricing is not available at this time
5	Inclusions of hollow metal frames are base on Knock down type frames
6	Site furnishings with the exception of bike racks are not included

ALLOWANCES	
1	Permits allowance of \$15,361.00 is included
2	Spot repair existing exterior exposed concrete allowance of \$45,000.00 is included
3	Spot repointing of masonry and brick allowance of \$225,000.00 is included
4	Reception desk and miscellaneous counters/cabinets/shelving allowance of \$50,000.00 is included
5	Miscellaneous roofing repair allowance of \$25,000.00 is included
6	Structural Repair Allowance of \$55,000.00 is included
7	Acoustic panels at multi-purpose room allowance of 80,000.00 is included
8	Pressure wash exterior elevations where reachable of existing church and education building allowance of \$50,000.00 is included
9	Food service equipment allowance of \$150,000.00 is included
10	Cleaning of existing ductwork allowance of \$25,000.00 is included
11	Site improvement allowance of \$8,000.00 is included
12	Utility upgrade allowance of \$20,000.00 is included