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October 15, 2010

Job # 1023

SOA Construction Services
Mr. Boyce Putman
110 Kellwood Drive
Perry, GA 31069

User: Southaven
PASS: Job 10023

Re: Sanctuary Addition
Brown Missionary Baptist Church
980 Stateline Road East
Southaven, MS 38671

Dear Boyce:

We would like to invite your company to prepare an estimate for the above referenced project. Currently, the project drawings stand at 50% completion of Design Development. This is a budget driven project and HCO, Inc. would like to select a Construction Manager (CM) early in the process so that we can work with the selected company and the Owner to develop the most efficient design and systems.

CIVIL:

Civil engineering documents have not yet been prepared. We will expect your company to prepare a preliminary site estimate based on the site development plan included in the attached set.

MECHANICAL /ELECTRICAL/PLUMBING (MEP):

Enclosed are Design Development Narratives on the mechanical, electrical and plumbing systems.

STRUCTURAL SYSTEMS:

Currently, the building is envisioned as a traditional skeletal steel frame structure. Depending on the cost of the project, we could change the sanctuary structure to a pre-engineered structure. Please include with your estimate a description of the structural systems that you have included.

We fully understand that the current level of completeness of the documents makes preparation of an estimate at this time a challenging undertaking. We have selected you to participate because of your past experience in similar projects.

ALTERNATES:

Alternates Nos. 1 and 2 are indicated on sheets A1.1 and A1.4 of the drawings. Alternate No. 3 is to install only the structural supports and concrete floor for the balcony initially, and defer construction of the risers and adjacent restroom facilities to a later date. No work in the existing building other than that necessary at new door locations or where closure of a windows is indicated is to be included.

We welcome any voluntary alternates and ideas that you may have in order to control costs on this project.

Brown Missionary Baptist Church
Sanctuary Addition
October 14, 2010

We expect to receive your bid and cost considerations in our office by 12:00 noon, EST, on Friday, November 5, 2010.

Any questions you may have regarding the project should be addressed to Andy Minton at (317)923-3737 x203.

Following the receipt of these estimates we will analyze the bid for completeness and cost consideration. In preparing your estimate for the project, please include an estimated cost for those items not covered in the drawings yet due to their level of incompleteness at this time. An itemized breakdown will assist us in assessing your estimate. HCO, Inc. will make recommendations to the Owner and coordinate face-to-face interviews with the selected companies. The Owner intends to select a contractor shortly after the interviews and possibly commence construction as soon as the documents are completed.

It is our intention to assist the Owner in selecting the most capable and responsible company and to have that company work with the rest of the team for the remainder of the project. The idea is to create a partnership to develop a very successful and cost efficient project.

Thank you for your consideration

Sincerely,

A handwritten signature in cursive script that reads "Henry Onochie".

Henry Onochie, AIA, NCARB
President, CEO

HO/gb/bah