



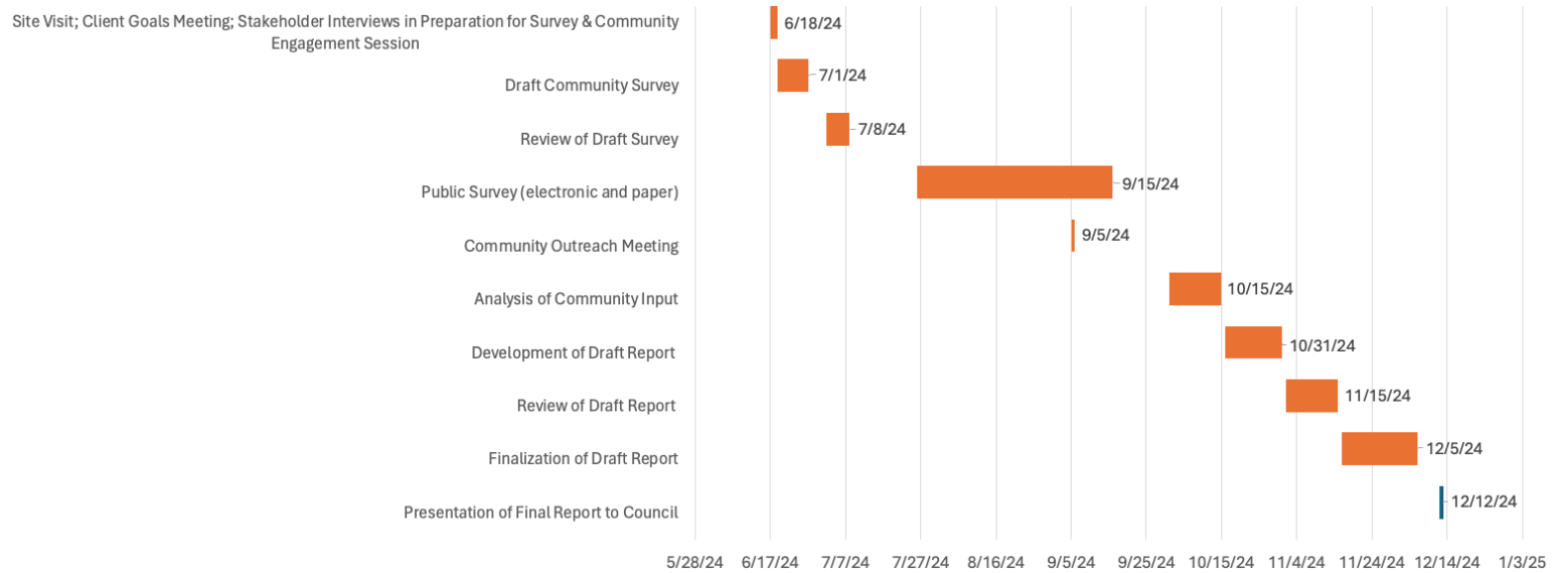
TOWN COUNCIL STRATEGIC INITIATIVE #5
ACTION PLAN

Continue Work to Preserve, Restore, and Reuse
Historic Asbury Church

Staff Contact: Rhonda North

Council Contact: Jacobs, Pearson

TASK 1: COMMUNITY ENGAGEMENT

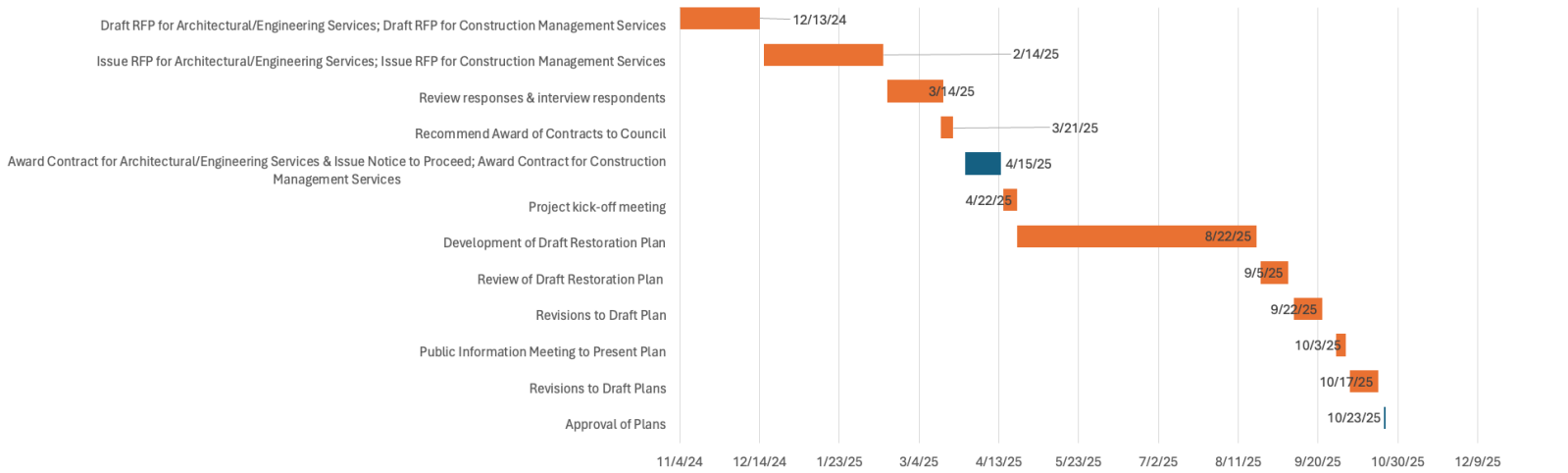


Task	Start Date	End Date	Duration	Responsible Group
Site Visit; Client Goals Meeting; Stakeholder Interviews in Preparation for Survey & Community Engagement Session	6/17/24	6/18/24	2	Scheduling: Staff Interviews: Consultant
Draft Community Survey	6/19/24	7/1/24	8	Consultant
Review of Draft Survey	7/2/24	7/8/24	6	Town Staff
Public Survey (electronic and paper)	7/26/24	9/15/24	52	Consultant
Community Outreach Meeting	9/5/24	9/5/24	1	Consultant; Town Staff
Analysis of Community Input	10/1/24	10/15/24	14	Consultant
Development of Draft Report	10/16/2024	10/31/2024	15	Consultant
Review of Draft Report	11/1/2024	11/15/2024	14	Town Staff
Finalization of Draft Report	11/16/2024	12/5/2024	20	Consultant
Presentation of Final Report to Council	12/12/2024	12/12/2024	1	Consultant; Council

TOWN COUNCIL STRATEGIC INITIATIVE #5
ACTION PLAN

Continue Work to Preserve, Restore, and Reuse
Historic Asbury Church

TASK 2: DESIGN AND A/E SERVICES

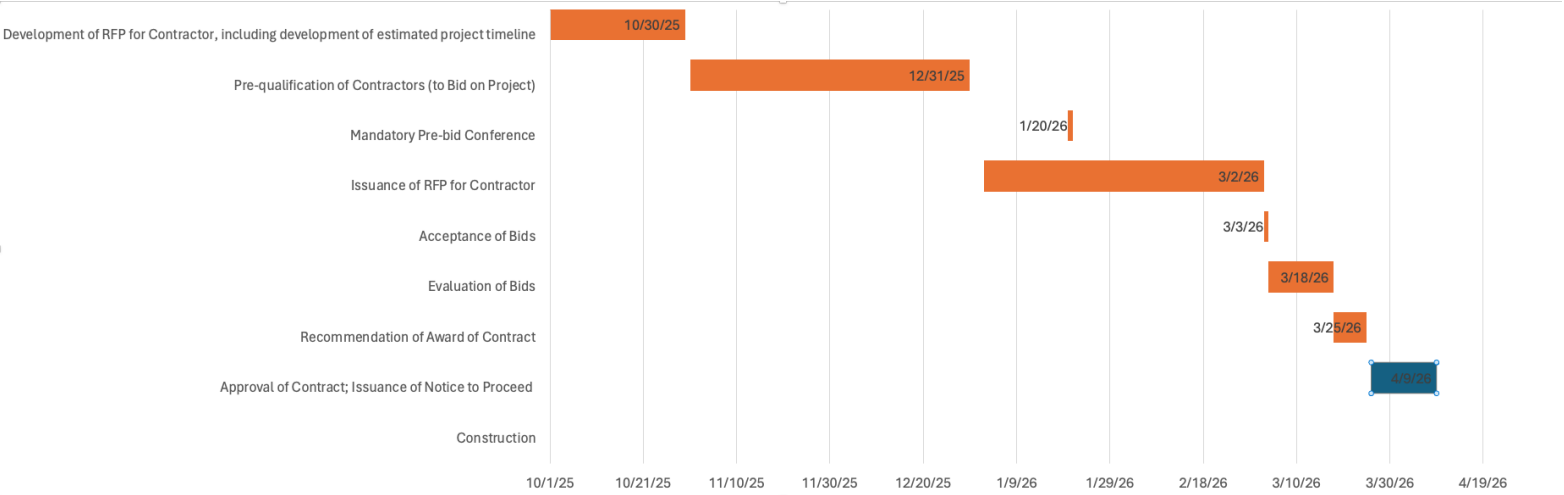


Task	Start Date	End Date	Duration	Responsible Group
Draft RFP for Architectural/Engineering Services; Draft RFP for Construction Management Services	11/1/2024	12/13/2024	43	Town Staff
Issue RFP for Architectural/Engineering Services; Issue RFP for Construction Management Services	12/16/2024	2/14/2025	60	Town Staff
Review responses & interview respondents	2/16/2025	3/14/2025	28	Evaluation Committee
Recommend Award of Contracts to Council	3/15/2025	3/21/2025	6	Evaluation Committee
Award Contract for Architectural/Engineering Services & Issue Notice to Proceed; Award Contract for Construction Management Services	3/27/2024	4/15/2024	18	Council; Town Staff
Project kick-off meeting	4/15/2025	4/22/2025	7	Consultant
Development of Draft Restoration Plan	4/22/2025	8/22/2025	120	Consultant
Review of Draft Restoration Plan	8/22/2025	9/5/2024	14	Town Staff & Construction Management Team
Revisions to Draft Plan	9/8/2025	9/22/2024	14	Consultant
Public Information Meeting to Present Plan	9/29/2025	10/3/2025	5	Consultant; Council; Town Staff
Revisions to Draft Plans	10/6/2025	10/17/2025	14	Consultant
Approval of Plans	10/23/2025	10/23/2025	1	Town Council

TOWN COUNCIL STRATEGIC INITIATIVE #5
ACTION PLAN

Continue Work to Preserve, Restore, and Reuse
Historic Asbury Church

TASK 3: CONSTRUCTION



Task	Start Date	End Date	Duration	Responsible Group
Development of RFP for Contractor, including development of estimated project timeline	9/8/2025	10/30/2025	52	Construction Management Team
Pre-qualification of Contractors (to Bid on Project)	10/31/2025	12/31/2025	60	Construction Management Team
Issuance of RFP for Contractor	1/2/2026	3/2/2026	60	Construction Management Team
Mandatory Pre-bid Conference	1/20/2026	1/20/2026	1	Team
Acceptance of Bids	3/3/2026	3/3/2026	1	Town Staff
Evaluation of Bids	3/4/2026	3/18/2026	14	Construction Management Team
Recommendation of Award of Contract	3/18/2026	3/25/2026	7	Construction Management Team; Town Staff
Approval of Contract; Issuance of Notice to Proceed	3/26/2026	4/9/2026	14	Council; Town Staff
Construction	TBD	TBD	TBD	Contractor

*Note: Duration includes weekends and holidays.

<u>Resource Needs</u> - Staff - o Rhonda North - Council - o CM Jacobs, CM Pearson - Outside - o Commonwealth Preservation Group; grant support for potential construction grants	<u>Budget Needs</u> - Community Engagement is budgeted and under way - Design will be bid and TBD
<u>Risk Factors</u> - Funding if grants are not available	<u>Implications on Other Projects</u> - None identified