

DIOCESAN APPROVAL PROCEDURES FOR CONSTRUCTION OR MAJOR RENOVATION OF ALL PARISH BUILDINGS

When a parish contemplates any Construction or Major Renovation of any parish building and the cost of the project will exceed \$50,000.00, the project falls under the Diocesan approval procedures for Construction or Major Renovation of all parish buildings and the pastor will need to follow the approval procedures and obtain the Bishop's permission at several stages of the process. This process differs from the repair and maintenance process due to the scope and nature of Construction and major renovations.



The following pages will guide the pastor through the process using steps that are designed to insure the parish is able to be good stewards of the gifts they have been given. The process is divided into four categories, organizing for the proposed project, the discernment process, the project design process, and the construction process.

The Office for Property, Buildings and Cemeteries is available to assist the pastor and parishes with this approval process. For more information, please contact:

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January 9, 2018

Name of Parish: _____

City: _____

Date: _____

A. Organizing for the Proposed Project

____1. Pastor contacts the Office for Property, Buildings and Cemeteries to obtain a packet containing information from the various offices within the Curia pertaining to Construction or Major Renovation of Buildings and to have an initial discussion about the proposed project.

____2. Pastor contacts bishop and/or the vicar general/moderator of the curia in writing for permission to interview architects and, if needed, fundraising companies and to obtain proposals for their services to assist with a feasibility study for proposed project, citing the necessity, nature, and funding of project.

Note: In order to simplify the process of communication between the Pastor/parish representative and the various offices within the Curia that have input on Major Renovations and Construction of Buildings within the diocese, the Office for Property, Buildings and Cemeteries will be the point of contact for the Pastor/parish representative. The Office for Property, Buildings and Cemeteries will then communicate with The Office for Divine Worship and the Catechumenate, the Office for Pro-Life Activities and Special Ministries, The Commission for Buildings and Property and the Commission for the Liturgy and report back to the Pastor/parish representative on the recommendations from the other Offices and Commissions involved.

____3. Commission for Buildings and Property reviews proposed project description and will consult with the Commission for Liturgy if needed. Commission makes recommendation on the project to the Bishop.

____4. Letter to pastor giving permission to interview architects and/or liturgical consultants, if needed, and obtain proposals for their services and, if it pertains, to interview fundraising companies and obtain proposals for their services, and to continue with a feasibility study for proposed project.

____5. Pastor contacts bishop and/or vicar general/moderator of the curia in writing for permission to hire chosen architect and/or liturgical consultant to develop conceptual plans and preliminary cost estimate and, if it pertains, the chosen fundraising company to do a fundraising study.

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B. The Discernment Process

____6. Meeting of pastor, parish planning committee, architect and Office for Property, Buildings, and Cemeteries, to discuss proposed project, appropriate liturgical space, and steps to be taken if project involves the worship space.

____7. Pastor forwards to Office for Property, Buildings and Cemeteries, the proposed project description and indication of parishioner affirmation with letter asking permission to proceed with one of the two project design processes listed in Section C, Modified Design Build or Traditional Design Bid. If using a fundraising company, Pastor includes the results of the fundraising study and asks permission to proceed with a Capital Campaign with the fundraising company.

____8. Office for Property, Buildings and Cemeteries distributes the documents to the Office for Worship and the Office for Pro Life Activities and Special Ministries and the Commission for Buildings and Property for their review and recommendation to the Bishop.

____9. If the parish financial plan includes a short term loan for 50% or less of the project, the pastor will contact the Office for Finance to obtain an application for a short term loan and schedule a presentation to the Diocesan Savings and Loan Board.

____10. Letter to pastor giving preliminary financial approval for the project and permission to proceed with one of the two following methods, Section C a.-Modified Design Build, or Section C b.-Design Bid. If using a fundraising company for a capital campaign, permission is given to proceed with the capital campaign.

C. The Project Design Process

**Note: If using the Design Bid Method, please go to Section C b. on page 4*

a. Modified Design Build Method

____11a. Bishop's letter from Step 10 includes permission to send out a Request For Proposal, (RFP), to a list of preferred Contractors for pre-construction service fees to include developing a Guaranteed Maximum Price, (GMP), a percentage of the GMP and a cost for general conditions. The Office for Property, Buildings and Cemeteries can provide templates for the RFP to the pastor.

____12a. A copy of the proposals is sent to the Office for Property, Buildings and Cemeteries for review along with a letter of request to the Bishop seeking permission to hire the chosen Contractor for the project and to develop preliminary plans along with a GMP.

____13a. Letter to pastor giving approval to hire the chosen Contractor and to develop preliminary plans and a GMP.

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____ 14a. Pastor sends an electronic set of design plans to the Office for Property, Buildings and Cemeteries which will distribute them to other appropriate diocesan offices (i.e., Office for Insurance, Office for Pro Life Activities and Special Ministries, Office for Worship/ Commission for the Liturgy, Commission for Buildings and Property).

____ 15a. Design plans reviewed by offices, recommendations from offices sent to Office for Property, Buildings and Cemeteries which compiles and forwards them to pastor and architect for review and modifications if necessary.

____ 16a. Presentation by pastor, parish planning committee, and architect to the Commission for Buildings and Property to present and discuss design plans and financing of the project.

____ 17a. Commission for Buildings and Property give recommendations to the bishop. If project involves the Worship space, the Commission for the Liturgy also reviews the project and makes recommendation to the Bishop.

____ 18a. Letter of permission from Bishop or Vicar General/Moderator of the curia to pastor to prepare final design plans and specifications, and to finalize a GMP for the project.

____ 19a. Pastor sends an electronic set of final design plans and specifications and a final GMP for the project to the Office for Property, Buildings and Cemeteries for review and for archival records, along with a letter to the Bishop requesting permission to proceed with the project.

____ 20a. Letter of permission from Bishop or Vicar General/Moderator of the curia to pastor giving permission to proceed with project contingent on receipt and approval of a Performance and Payment Bond, (on projects of \$100,000.00 and over), and the General Contractors Certificate of Insurance.

____ 21a. Pastor sends signed contract and, if contract is for \$100,000.00 or more, a Performance and Payment Bond issued by an A.M. Best rated company and provided by the contractor, to the Office for Property, Buildings and Cemeteries for review and approval. Pastor also includes a Certificate of Insurance to be reviewed and approved by the Office for Finance. All projects, regardless of dollar amount have to have an approved certificate of insurance prior to starting. Once the Bond and the Certificate of Insurance are approved, the project can be started.

**Note: If using the Modified Design Build Method, after step 21a. above, please proceed to Section D-The Construction Process- Step 22*

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C. The Project Design Process

b. *Design Bid Method*

_____ 11b. Bishop's letter from Step 10 includes permission to proceed with the development of preliminary plans for the project.

_____ 12b. Pastor sends an electronic copy of preliminary plans to the Office for Property, Buildings and Cemeteries which will distribute them to other appropriate diocesan offices (i.e., Office for Insurance, Office for Pro Life Activities and Special Ministries, Office for Worship/Commission for the Liturgy, Commission for Buildings and Property).

_____ 13b. Design plans reviewed by offices listed above and dialogue continued as needed.

_____ 14b. Recommendations from offices sent to Office for Property, Buildings and Cemeteries, which compiles and forwards them to pastor and architect for review and modifications if necessary.

_____ 15b. Meeting of pastor, parish planning committee, and Commission for Buildings and Property to present and discuss design plans and financing of the project.

_____ 16b. Commission for Buildings and Property give recommendations to the bishop. If project involves the Worship space, the Commission for the Liturgy also reviews the project and makes recommendation to the Bishop.

_____ 17b. Letter of permission from Bishop or Vicar General/Moderator of the Curia to pastor to prepare final design plans and specifications and to receive bids from approved bidders.

_____ 18b. Bids are received and Contractor is chosen. Pastor sends an electronic set of final plans and specifications to the Office for Property, Buildings and Cemeteries which will distribute one set to the Office for Insurance and retain one set. Pastor also includes a letter of request to the Bishop seeking permission to hire the chosen Contractor for the project along with a copy of the bid and a Certificate of Insurance showing proof of the required coverages for the contractor.

_____ 19b. Letter of permission from Bishop or Vicar General/Moderator of the Curia giving permission to award contract and proceed with Construction contingent upon an approved Certificate of Insurance and on any projects of \$100,000 or more, an approved Bond from an A.M. Best rated company naming the Diocese and Parish as owners.

_____ 20b. Signed contracts from all contractors involved in project to be forwarded to Office for Property, Buildings and Properties. If contract is for \$100,000.00 or more, a Performance and Payment Bond issued by an A.M. Best rated company and provided by the contractor, is sent to the Office for Property, Buildings and Cemeteries for review and approval.

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_____21b. Pastor is notified by the Office for Property, Buildings and Cemeteries when bond is approved and Office for Insurance when Certificate of Insurance is approved. When both are approved, project construction can start.

D. The Construction Process *(used for both the Modified Design Build Method and the Design Bid Method)*

_____22. Letter from pastor to Office for Property, Buildings and Cemeteries when construction begins.

_____23. Pastor and architect inform bishop and Office for Property, Buildings and Cemeteries of any changes during construction.

_____24. Pastor and architect notify Office for Property, Buildings and Cemeteries of completion of project.

_____25. Pastor obtains an electronic set of “as-built” plans from Architect and sends them to Office for Property, Buildings and Cemeteries and pastor within 30 days of completion of construction.

This checklist intends to assist parishes in complying with the required stages of approval from the Bishop for the construction or major renovation of all parish buildings. During such a process one copy of the checklist will be maintained in the parish and another in the Office for Property, Buildings and Cemeteries. The Office for Property, Buildings and Cemeteries will serve parishes, if requested, in coordinating all the steps in a renovation or construction endeavor.