



DIOCESAN PROJECT PROCEDURES CHECKLIST

The Bishop is to be informed, and his approval is required for all capital improvements projects (i.e., additions, alterations, renovations, new construction, and demolition of facilities), regardless of the scope or projected cost of the project. Upon receiving the Bishop's approval, capital improvement projects and maintenance and repair projects whose cost do not exceed \$25,000 may proceed without subsequent involvement of the Diocesan Building Commission. (However, at the Bishop's sole discretion, the Bishop may require the involvement of the Diocesan Building Commission on a case-by-case basis when he deems it necessary or beneficial.) All capital improvements, renovations, repair and major maintenance projects with projected costs of \$25,000 or more require the involvement of the Diocesan Building Commission as follows:

PRE-DESIGN PHASE

- Pastor requests permission in writing from Bishop to undertake project.
- Bishop approves initiation of project.
- Parish forms committees, establishes roles, etc.
- Parish develops project program establishing project intent, needs, scope, budget, etc.
- Parish advises Diocesan Building Commission (hereinafter "DBC"), either in writing or by presentation in person, of project, including project description and program, anticipated scope, etc., and concurrently,
- Parish advises Diocesan Financial Officer (hereinafter "DFO"), either in writing or by presentation in person, of project, including preliminary budget, financial resources available, current debt, etc.
- DBC and DFO recommendations to Bishop.
- Bishop approves proceeding with the project and selection/hiring of Design Professional.
- Parish interviews/selects Design Professional.
- Design Professional prepares draft contract for design services.
- Diocesan Counsel's review/approval of Design Professional contract.
- Design Professional signs contract, and forwards to Diocese.
- Bishop signs Design Professional's contract (thereby approving proceeding with schematic design) and returns one fully executed copy to the Design Professional for his records.

SCHEMATIC DESIGN PHASE

- Design Professional Works with parish to develop schematic design in accordance with the parish's approved project program.
- Design Professional and/or parish presentation to DBC and DFO of proposed schematic design including project cost estimate.
- DBC and DFO recommendations to Bishop.
- Bishop approves proceeding beyond schematic design.

FUNDRAISING (IF REQUIRED)

- Parish undertakes fundraising and/or capital campaign.
- If necessary, parish and Design Professional adjust project scope, schematic design, and project budget to match available funds.
- Design Professional and/or parish presentation to DBC and DFO of revised schematic design and project cost estimate (only if redesign is necessary to match available funds).
- DBC and DFO recommendations to Bishop.
- Bishop approves proceeding with project design.

DESIGN DEVELOPMENT PHASE

- Design Professional undertakes design development.
- Design Professional and/or parish presentation to DBC and DFO of design development drawings, outline specifications, and updated project cost estimate.
- Design Professional incorporates comments by DBC members into project design where appropriate.

CONSTRUCTION DOCUMENTS PHASE

- Design Professional prepares construction documents.
- Design Professional submits final construction documents to appropriate authorities having jurisdiction.
- Design Professional obtains approvals of authorities having jurisdiction and submits them to Diocese for its records.
- Design Professional and/or parish presentation to DBC and DFO of final construction drawings and specifications and final cost estimate.

- DBC reviews construction documents and prepares review comments.
- Design Professional revises construction documents per DBC review comments where appropriate.
- DBC and DFO recommendations to Bishop.
- Bishop approves proceeding with bidding project.

BIDDING/NEGOTIATION PHASE

- Design Professional and parish advertises and/or invites bidders, distributes plans to bidders, and receives bids.
- Design Professional and/or parish reports bid results to DFO and DBC.
- If all bids exceed approved project budget/available funds, parish decides if project is to be (a) redesigned or (b) delayed to allow additional fundraising, and advise DBC and DFO accordingly.
- DBC and DFO recommendations to Bishop.
- Bishop approves preparation of construction contract.
- Design Professional prepares draft of construction contract.
- Diocesan Counsel's review/approval of construction contract.
- Contractor signs construction contract and forwards to Diocese.
- Bishop signs construction contract (thereby approving proceeding with construction) and returns one fully executed copy to the contractor for his records.

CONSTRUCTION PHASE

- Design Professional sends copy of the construction documents (plans and specifications) and a copy of the contractor's Schedule of Values to the Diocesan Construction Oversight Administrator (hereinafter DCOA), an independent architect assigned by the Diocese to periodically observe the construction to confirm compliance with the approved design, and approve monthly pay applications and any change orders. (This oversight is in addition to the design professional's construction administration duties, and does not supersede items B or C which follow.)
- Design Professional periodically reviews (not less than monthly) construction progress to confirm construction is in accordance with approved construction documents.

- Design Professional reviews and approves the contractor's periodic applications for payment and any submitted change orders, and upon approval, submits them to DCOA for concurrence.
- Upon receiving concurrence of DCOA for item C above, the Design Professional submits the contractor's application and/or change order for payment to the DFO for payment.
- Upon substantial completion, Design Professional performs punch-list inspection and prepares report for contractor detailing what remains to be done for project completion.
- Contractor submits close-out documents (record "as-built" drawings, release of liens, operation and maintenance manuals, warranties, approvals of authorities having jurisdiction, including Certificate of Occupancy, etc.) to Design Professional for review and approval.
- Design Professional submits copies of close-out documents to DCOA for review and concurrence regarding their completeness.
- Upon receiving DCOA's concurrence of item F above, the Design Professional submits copies of the project close-out documents to the Diocese for its records.
- Design Professional and DCOA reviews and approves the contractor's final payment application, and forwards to DFO for payment, effectively closing the project.