

Various Consultative Bodies

Building/Renovation of Parish \_\_\_\_\_

**PHASE I – PREDESIGN**

Complete	Incomplete	
_____	_____	1. Develop preliminary project goals.
_____	_____	2. Assess parish attitudes toward project.
_____	_____	3. Receive counsel from Bishop and DLC, (Diocesan Liturgical Commission).
_____	_____	4. Select and organize a team (e.g. building committee).
_____	_____	5. Analyze existing facilities to be involved in project.
_____	_____	6. Develop project program
_____	_____	a. Verification of need
_____	_____	b. scope of project
_____	_____	c. tentative schedule
_____	_____	d. budget
_____	_____	e. Financial sources and strategy; a goal is to have 50% of funds needed on hand with a plan for the remaining funds needed.
_____	_____	7. Submit program to DBPC (Diocesan Building and Planning Commission).
_____	_____	8. Program approval by DBPC.
_____	_____	9. Obtain proxy for fund raiser (if necessary).
_____	_____	10. Obtain proxy to hire architect.
_____	_____	11. Conduct an educational process for parish.

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**PHASE II – SITE ANALYSIS**

Complete	Incomplete	
_____	_____	1. List expansion of other long-range development plans.
_____	_____	2. Analyze alternative sites
_____	_____	3. Select site.
_____	_____	4. Secure Zoning
_____	_____	5. Site is approved by Bishop.
_____	_____	6. Proxy for purchase of land is obtained.
_____	_____	7. Secure ownership with clear title to land.
_____	_____	8. Update project schedule and budget.

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**PHASE III – SCHEMATIC DESIGN**

Complete	Incomplete	
_____	_____	1. Obtain proxy to hire architect (in not already hired).
_____	_____	2. Develop several alternative preliminary designs.
_____	_____	3. With parish participation, select and approve one design.
_____	_____	4. Review with DBPC
_____	_____	5. Pastor, together with team, present project to College of Consultors
_____	_____	6. update project schedule and budget.

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**PHASE IV – DESIGN DEVELOPMENT**

Complete	Incomplete	
_____	_____	1. Building development (selection of all aspects of Building including heating, A/C, interior and exterior materials, parking, landscaping, et cetera...).
_____	_____	2. Review plan with parish.
_____	_____	3. Finalize architectural plans and specifications.
_____	_____	4. Submit the completed plans to the DBPC for approval.
_____	_____	5. Submit the completed plans and budget to the College of Consultors for approval.
_____	_____	6. Let bids.
_____	_____	7. Update project schedule and budget
_____	_____	8. Obtain proxy for project expenses.

VARIOUS CONSULTATIVE BODIES

**PHASE V - CONSTRUCTION DOCUMENTS**

Note: As a result of a letter from our insurance company, \$1,000,000.00 liability coverage is required of all contractors doing business within the Diocese, and evidence of this coverage must be provided to the DBPC prior to signing contracts.

Complete Incomplete

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Acquire documentation proving that proper bond and insurance requirements are met. |
| _____ | _____ | 2. Review bids.   |
| _____ | _____ | 3. Select desired bidder(s).  |
| _____ | _____ | 4. Sign contract (contractor, pastor and two trustees are to be present).             |
| _____ | _____ | 5. Update project schedule and budget.  |

VARIOUS CONSULTATIVE BODIES

**PHASE VI - CONSTRUCTION**

Complete Incomplete

- |       |       |   |
|-------|-------|---|
| _____ | _____ | 1. Communicate with contractors only through architect on a periodic basis. |
| _____ | _____ | 2. Receive and review periodic reports from the architect.                  |
| _____ | _____ | 3. Review and approve change orders.  |

VARIOUS CONSULTATIVE BODIES

**PHASE VII - POSTCONSTRUCTION**

Complete Incomplete

- |       |       |  |
|-------|-------|--|
| _____ | _____ | 1. Receive maintenance manual(s) and instructions from contractor(s).                |
| _____ | _____ | 2. Assemble team for postconstruction evaluation.                                    |
| _____ | _____ | 3. Report any problems to the contractor.  |
| _____ | _____ | 4. Maintain and operate the building.  |
| _____ | _____ | 5. Check with diocese to see which documents are to be kept on file in the archives. |