

VARIOUS CONSULTATIVE BODIES

revised February 2014

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 Diocesan Liturgy 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: Diocesan policy is to have 50% of funds needed on hand with secure and certain source in place for the remaining funding.
_____	_____	7. Submit program to DBPC.
_____	_____	8. Program approval by DBPC.
_____	_____	9. Obtain proxy for fund raiser (if necessary).
_____	_____	10. Obtain proxy to hire architect.
		<p>Note: Any parish considering construction of a new building, or the renovation of an existing building involving substantial structural change is to employ the services of an architect in the design and building of the structure.</p>
_____	_____	11. Conduct an education 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.

PHASE III – SCHEMATIC DESIGN

Complete	Incomplete	
_____	_____	1. Develop preliminary design(s).
_____	_____	2. With parish participation, select and approve a design.
_____	_____	3. Review with DBPC.
_____	_____	4. Pastor, together with team, present project to College of Consultors.
_____	_____	5. 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, etc.).
_____	_____	2. Review plan with parish.
_____	_____	3. Finalize architectural plans and specifications.
_____	_____	4. Submit the completed plans to the DBPC for final recommendation to Bishop.
_____	_____	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.

PHASE V – CONSTRUCTION DOCUMENTS

Complete	Incomplete	
_____	_____	1. Acquire documentation proving that proper bond and insurance requirements are met. \$2,000,000.00 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 and coverage must continue throughout the duration of the project.
_____	_____	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.

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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.

PHASE VII – POST CONSTRUCTION

Complete	Incomplete	
_____	_____	1. Receive maintenance manual(s) and instructions from contractor(s).
_____	_____	2. Assemble a team consisting of parish representatives, building committee members, pastor and DBPC members for post construction evaluation
_____	_____	3. Report any problems to the contractor.
_____	_____	4. Send the ORIGINAL blueprints (including notes on any modifications made to the blueprint) to the Diocese to be kept on file in the archives.