

Flowchart for Construction Projects \$40K-\$500K

(Changes to Worship Space, Renovations, Roof/Air-Condition Replacements, etc.)

DISCERNMENT/DESIGN DEVELOPMENT/FINANCE PHASE

Does this project require a Diocesan Loan or Campaign?

NO

YES

Does this project require a design professional?

Yes

No

Parish or School Building Committee

1. Contact the Executive Director of Construction & Real Estate to review the scope and cost of the project.
2. Parish or School to obtain proposals from Architect(s) to develop a permit set of drawings with a fee not to exceed \$40K. IF the cost of design is more than \$40K, it will require Bishop Parke's approval.
3. The Parish/School and Architect will coordinate with Director of Construction & Real Estate to develop a design.
4. Once the Director of Construction & Real Estate has approved the design; Parish or School will obtain proposals from Contractor(s) with a detailed breakdown of scope and cost. These proposals can be emailed to the Executive Director of Construction & Real Estate for preliminary review, but not required at this time.
5. Once a contractor is selected by the Parish or School, the final proposal is to be forwarded to the Executive Director of Construction & Real Estate for review.
6. When the proposal is acceptable, the Parish or School will request the Contractor to complete the DOSP Short Form Contract and provide a W9 (Tax Form), COI (Certificate of Insurance listing Diocese and Its Affiliates as additional Insured), and a NOC (Notice of Commencement). Note these documents will require the Chancellor for Administration to sign.

Parish or School Building Committee

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2. Parish or School to obtain proposals from Contractors with a detailed breakdown of scope and cost. These proposals can be emailed to the Executive Director of Construction & Real Estate for preliminary review, but not required at this time.
3. Once a contractor is selected by the Parish or School, the proposal is to be forwarded to the Executive Director of Construction & Real Estate for review.
4. If revisions are need to the proposal, the Executive Director of Construction & Real Estate will provide guidance.
5. When the proposal is acceptable, the Parish or School will request the Contractor complete the DOSP Short Form Contract and provide a W9 (Tax Form), COI (Certificate of Insurance listing Diocese and Its Affiliates as additional Insured), and a NOC (Notice of Commencement). Note these documents will require the Chancellor for Administration to sign.

Parish Finance Council

- Prepare initial financial projections
- Develop fundraising plan and/or loan requirements
- Complete initial funding and finance plan
- Meet with Controller/Diocesan Finance Officer to review initial funding plan
- Parish or School is requirement to notify the Office of the Chancellor of their plans to apply for a Capital Campaign, Diocesan Bridge loan, or Construction Loan.

Parish Finance Council

- Submits a request for loan to Diocesan Finance Office
- Diocese Finance Officer reviews the application and verifies that it's completed correctly and provides a final FR-001 form.
- Diocese Finance Officer provides a Parish Financial Statement Document for Loan request.

REQUEST FOR CONSTRUCTION PHASE

Principal to submit a Permission to Build Letter, TA-001 Form to transfer funds to the Construction Works in Progress Account, and the Financial Statement Document from the Diocesan Finance Officer, requesting permission from Bishop seeking approval to start a Capital fundraising campaign/obtain a loan and enter into contract for the Construction Phase of the Project (A meeting with Bishop may be need to discuss the project in detail) cost

Written approval from the Bishop for funding plans and to enter into contracts for construction

Construction Work in Project Savings Account funded to cover full anticipated budget of project (including contingency)

Construction Phase

1. Office of Construction & Real Estate will forward executed Construction to the Contractor, Parish, and/or School.
2. Pre-Construction Meeting: Depending on the size, complexity, and cost of the project, a meeting can be schedule to kick off the project and establish expectations.
3. Office of Construction & Real Estate will make periodic site visits to ensure the work conforms with the contract.
4. All Invoices and/or Pay Applications are to be submitted to the Office of Construction & Real Estate for processing. An authorization cover letter will be sent to the Parish or School for payment authorization.
5. Upon Completion, the Contractor will be required to provide a Certificate or Warranty, Final Unconditional Release of Lien, and Proof of Permit Closure/Final Inspection (As-build Drawings and project correspondence required for major projects.)

Change Orders: If the amount increases the contract value, it must be approved by Bishop (via the Chancellor for Adminsitration) along with evidence of funding Completion and Closeout: Warranties, As-Builds, Final Unconditional Release of Lien, Final Permi Inspections, etc., Final Permi Inspections, etc.