

Flowchart for Minor Construction Projects Under \$40K

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

DISCERNMENT AND DESIGN PHASE

Does this project require a permit and/or impact worship space?

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 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 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.
6. The Parish or School to complete the Permission to Build Template, Form FR-001 and Form TA-001.
7. Once all the above documents have been completed and collected, the Parish or School will then forward all the documents in a single email with pdf attachments to the Executive Director of Construction & Real Estate to review and forward on to the Chancellor for Bishop's Approval

All documents are available on the Office of Construction website under "Schools and Parishes"

Parish or School Building Committee

1. Contractor is to complete the DOSP-Short Form Contract and provide a W9 (Tax Form) and COI (Certificate of Insurance listing Diocese and Its Affiliates as additional Insured).
2. Pastor or Principal can sign and execute the contract directly without Diocesan signatures or approval. Payments can be processed directly at the parish or school level.
3. Upon completion, Contractor must provide Certificate of warranty and Final Unconditional Release of Lien. Parish and School to archive these documents for future audits and/or legal claims.

All documents are available on the Office of Construction website under "Schools and Parishes".

No further action needed unless there is a problem. Then contact the Executive Director of Construction & Real Estate for assistance.

Permission to Build Letter and Supporting Documents are forward by the Executive Director of Construction & Real Estate to the Chancellor of Administration for Bishop's Approval

Written approval from Bishop (via the Chancellor for Administration) to proceed with Construction project.

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

Construction Contract (approved by Pastor and Signed off by Chancellor for Administration) are executed and Construction Begins

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 Administration) along with a TA-001 Form.
Completion and Closeout: Warranties, As-Builds, Final Unconditonal Release of Lien, Final Permi Inspections, etc.