

CHECKLIST FOR DIOCESAN CAPITAL IMPROVEMENT PROJECTS

DATES:

Step 1

- _____ Pastor/Pastoral Authority notifies the Bishop and the Dean in writing of any proposed building or church renovation. (Without the Bishop's initial approval, a project may not proceed.)

Step 2

- _____ Bishop approves the formation of a Parish Planning Committee and sends out approval letter with the Checklist for Diocesan Capital Improvement Projects.

Step 3

- _____ The Parish Planning Committee prepares a written ***Needs Assessment Report***. This report should include the following information:
- List of planning committee members.
 - Financial and demographic projections for 5 years.
 - Description of current and future building usage.
 - Justification of need.
 - Anticipated project scope.
 - Anticipated project schedule.
 - Explanation of how the Parish arrived at its decision to proceed with the project.
 - Anticipated cost of the project.
 - Anticipated means to pay for the project.

Step 4

- _____ Once the Parish Planning Committee completes the ***Needs Assessment Report*** and has all of the necessary Parish approvals (see list below), the Pastor/Pastoral Authority sends the Report to the Office of Diocesan Buildings and Grounds for distribution to the Bishop and other appropriate Diocesan offices (Dean, Finance Office, Sacred Worship, Schools).
- Parish Finance Council
 - Pastoral Council
 - Parish Building Committee
 - Parish support for project (% _____)

Step 5

- _____ All involved Diocesan offices will meet to review the ***Needs Assessment Report***. At the conclusion of that meeting, the involved Diocesan offices will submit written recommendations to the Bishop regarding the project.

Step 6

- _____ The Bishop prepares a written response to the Parish regarding its requested project. The written response will contain one of three directions:
- Approval to proceed – (Project goes forward).
 - Proceed with modifications – (Parish to make changes suggested by the Bishop before the project may proceed) – (Go back to Step 4 and repeat process).
 - Disapproval – (Project must stop immediately).

Comments:

Step 7a

- _____ The Parish solicits bids from architects, engineers, consultants, etc. to develop a project program and specific project proposals.

Step 7b

- _____ The Pastor/Pastoral Authority submits proposed, signed contracts for the architect, engineer, or consultant, etc. to the Office of Diocesan Buildings and Grounds for a standard contract review.

Step 7c

- _____ Contracts for architects, engineers, all consultants, etc. need the approval of the following:
- Director of Diocesan Buildings and Grounds
 - Diocesan Finance Officer
 - Diocesan Attorney
 - Diocesan Bishop

Pastors/Pastoral Authority will be informed by the Diocesan Finance Office of any modifications required by the review process. Parish makes **all** changes suggested before the Bishop's approval.

Step 7d

- _____ The signed contract is returned to the Pastor/Pastoral Authority by the Diocesan Finance Office. **It is the responsibility of the Pastor/Pastoral Authority to distribute the contracts to the contractors.**

Step 8

- _____ The parish develops a specific Program and Plan.
- List of Planning Committee Members.
 - Program of space needs.
 - Preliminary (schematic) designs.
 - Preliminary cost estimates.
 - Financial plan indicating how the project will be paid for.
 - Estimated schedule for project.
 - Parish contacts the Office of Diocesan Buildings and Grounds to schedule a Diocesan Building Commission Meeting.

Step 9

- _____ Parish submits the written, specific Program and Plan to the Office of Diocesan Buildings and Grounds. **(Written plan is to be submitted a minimum 14 days prior to the Diocesan Building Commission Meeting.)**
- The Office of Diocesan Buildings and Grounds contacts the Pastor/Pastoral Authority to verify the Diocesan Building Commission Meeting. The Pastor/Pastoral Authority will be notified of any major preliminary issues prior to the meeting.

Step 10

- _____ The Diocesan Building Commission meets resulting in one of the three following decisions:
- Approval (The plan submitted to the Diocesan Building Commission is considered to be “Final” with no further revisions.)
 - Conditional Approval (Approval given, but changes need to be made and reviewed before proceeding.)
 - Disapproval (The project may not proceed.)

Step 11

- _____ If the Plan is approved, the Parish may proceed with contract negotiations and/or bid requests from contractors. Before the solicitation of Bids and/or contract negotiations all contractors shall be informed of the Diocesan policy regarding required and prohibited contract clauses.

Step 12

- _____ Contracts are negotiated or bids are received and contractors are selected by the Pastor/Pastoral Authority.

Step 13a

- _____ Pastor/Pastoral Authority submits final signed contracts and costs to the Office of Diocesan Buildings and Grounds for review, approval and signature. All contracts need the approval of the following:

- Director of Diocesan Buildings and Grounds
- Diocesan Finance Officer
- Diocesan Attorney
- Diocesan Bishop

Contract Review results in one of three directions:

- Approval (The contract submitted is “Final” with no revisions.)
- Conditional Approval (Approval given, but changes need to be made and reviewed before proceeding.)
- Disapproval (The contract may not be performed.)

Step 13b

- _____ The signed contract(s) is/are returned to the Pastor/Pastoral Authority by the Diocesan Finance Office. **It is the responsibility of the Pastor/Pastoral Authority to distribute the contract(s) to the contractor(s).**

Step 14

- _____ Project construction.

Step 15

- _____ Immediately after construction is finished, Pastor completes and submits to the Diocesan Finance Officer the insurance Building Report Form to properly insure the improvements.

Step 16

- _____ Pastor/Pastoral Authority submits a copy of all paid invoices and “as builds” (a set of any modifications to the original set of construction documents) on capital projects to the Director of the Office of Diocesan Buildings and Grounds for the Diocesan Archives.