

RENOVATION AND CONSTRUCTION GUIDELINES

Diocese of Steubenville 2016

The Bishop of Diocese of Steubenville is responsible for the buildings and property of the diocese. This responsibility is principally enacted through the Vicar General, the diocesan Office of Buildings and Property, the diocesan Finance Office and, with regard to churches and chapels, the Environment and Art Committee (EAC) of the Diocesan Liturgical Commission.

POLICIES:

1. Pastors of diocesan parishes and Pastoral Administrators of diocesan schools are to request permission from the Vicar General for any construction, renovation, repairs, extraordinary maintenance, utility upgrades, or equipment replacement relating to diocesan property, **regardless of the projected cost**. Projects under \$5,000 may be undertaken with only one bid after permission is received. Projects over \$5,000 ordinarily require three bids and the appropriate permission.
2. **Regardless of cost**, the Environment and Art Committee (EAC) represents the liturgical responsibilities of the bishop in the general maintenance, repair and upgrading of churches and chapels, e.g., repair of stained glass windows, replacement of floor covering, repair and painting of surfaces, new lighting, new sound, new liturgical artifacts, etc. The EAC also represents the bishop's liturgical responsibilities in the construction of churches and chapels and the renovation of the same.

PROCEDURES:

- 1.1 **PARISHES:** Permission shall be obtained by the Pastor to initiate a consultation process with parishioners. The parish Pastoral Council and Finance Council must provide majority support for the project.
- 1.2 **SCHOOLS:** Permission shall be obtained by the Pastoral Administrator to initiate a consultation process with the L.E.A.C., or the central school finance council. In the case of a parochial school, the consultation process should be initiated with the parish finance council.
- 2.1 The Pastor/Pastoral Administrator shall present in writing to the Vicar General (in care of the Executive Assistant) a brief description of the project, need for the project, estimate of cost, and how the project is to be funded. The Pastor/Pastoral Administrator will also indicate the majority support of the parish/school appropriate council(s).
- 2.2 When a church or chapel is involved, the director of the Office of Buildings and Property will inform the chairperson of the Diocesan EAC. The committee will be available to consult with the parish/school at the earliest stages of the project and to assist in the education of parishioners regarding liturgical matters.

3. The Vicar General and the diocesan Finance Office may conduct a *financial feasibility study* should the need be determined.

4.1 All requests for construction, renovation, extraordinary expenses, and major repairs must be reported to and approved by the Vicar General.

4.2 All renovation and construction proposals and contracts must bear the name of the Diocese of Steubenville as the client/customer/contracted agent with notation of the name of the parish or school.

5.1. Once permission is granted by the Vicar General to proceed with a building or renovation project, a *Building Proposal* is to be submitted by the Pastor/Pastoral Administrator to the director of the Office of Buildings and Property for review.

5.2 The Diocesan Building Commission, which functions under the direction of the Office of Buildings and Property, shall assist the director with evaluating all major building/renovation proposals (\$25,000 and above).

6.1 Architectural services are required when structural alteration is necessary for a project. Permission by the Vicar General is necessary in order to make a contractual obligation with an architect. The Diocesan Building Commission will provide a list of approved architects, if necessary.

6.2 Once permission is granted by the Vicar General to contract with an architect, *preliminary plans* are to be drawn and submitted to the director of the Office of Buildings and Property (and to the EAC in the case of church or chapel).

8.1 For major construction and renovation projects (\$25,000 and above), a minimum of two meetings must be held with the Diocesan Building Commission (and the EAC in the case of a church or chapel):

1st meeting: To review the preliminary drawings.

2nd meeting: To approve the working drawings and specifications.

9.1 Two copies of *final working drawings and specifications* are to be submitted to the Office of Buildings and Property, for review by the Diocesan Building Commission (and the EAC in the case of a church or chapel). The architect will supply the Office of Buildings and Property with at least one additional copy of the approved drawings and specifications to be filed in the diocesan archives.

9.2 The Building Commission (and the EAC in the case of church or chapel) must approve the final working drawings and specifications for major projects (\$25,000 and above).

10.1 *Three (3) bids* are to be solicited for all projects over \$5,000. Bids are to be submitted to the Office of Buildings and Property, accompanied by a letter from the Pastor/Pastoral Administrator for recommendation of acceptance, indicating a majority of support from the parish/school appropriate council(s). The Vicar General will issue a letter of approval granting acceptance of the preferred bid.

10.2 Contractors or persons submitting bids must have all sub trades listed, and these sub trades (subcontractors) may not be altered without permission of the director of the Office of Buildings and Property.

11.1 A **Building Contract** must be established *between the named building contractor and the Diocese of Steubenville* once the Diocesan Building Commission (and the EAC in the case of a church or chapel) recommendations have been made.

11.2 Building contracts are to be submitted to the Office of Buildings and Property for review, and must contain the signature of the building contractor and the Vicar General to be considered valid.

11.3 Building or construction of any type may not commence until a valid building contract is approved. Both the parish/school and the Office of Buildings and Property shall maintain a copy of the signed building contract.

12.1 Building, construction, or renovation of any kind may not commence until **certificate copies of Liability Insurance and Workers Compensation Payment** have been submitted by the person or contractor performing said work or service—regardless of project cost—and a copy of these certificates are on file with the Office of Buildings and Property.

12.2 **Performance bonds** are required on all major work (\$25,000 and above).

13. Change orders are to be submitted to the Office of Buildings and Property for approval by the Vicar General.

14.1 Pastors/Pastoral Administrators are required to file a **Notice of Commencement** on all projects involving improvements to real property. (Failure to file a Notice may result in unnecessary Mechanic's Lien 91311.04 ORC)

14.2 The Pastor/Pastoral Administrator shall submit a **Notice of Project Completion** to the Office of Buildings and Property upon completion of the construction/renovation project.

15. If differences between the parish/school and the Office of Buildings and Property and/or the Environment and Art Committee cannot be resolved, the matter is to be referred the Vicar General.

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