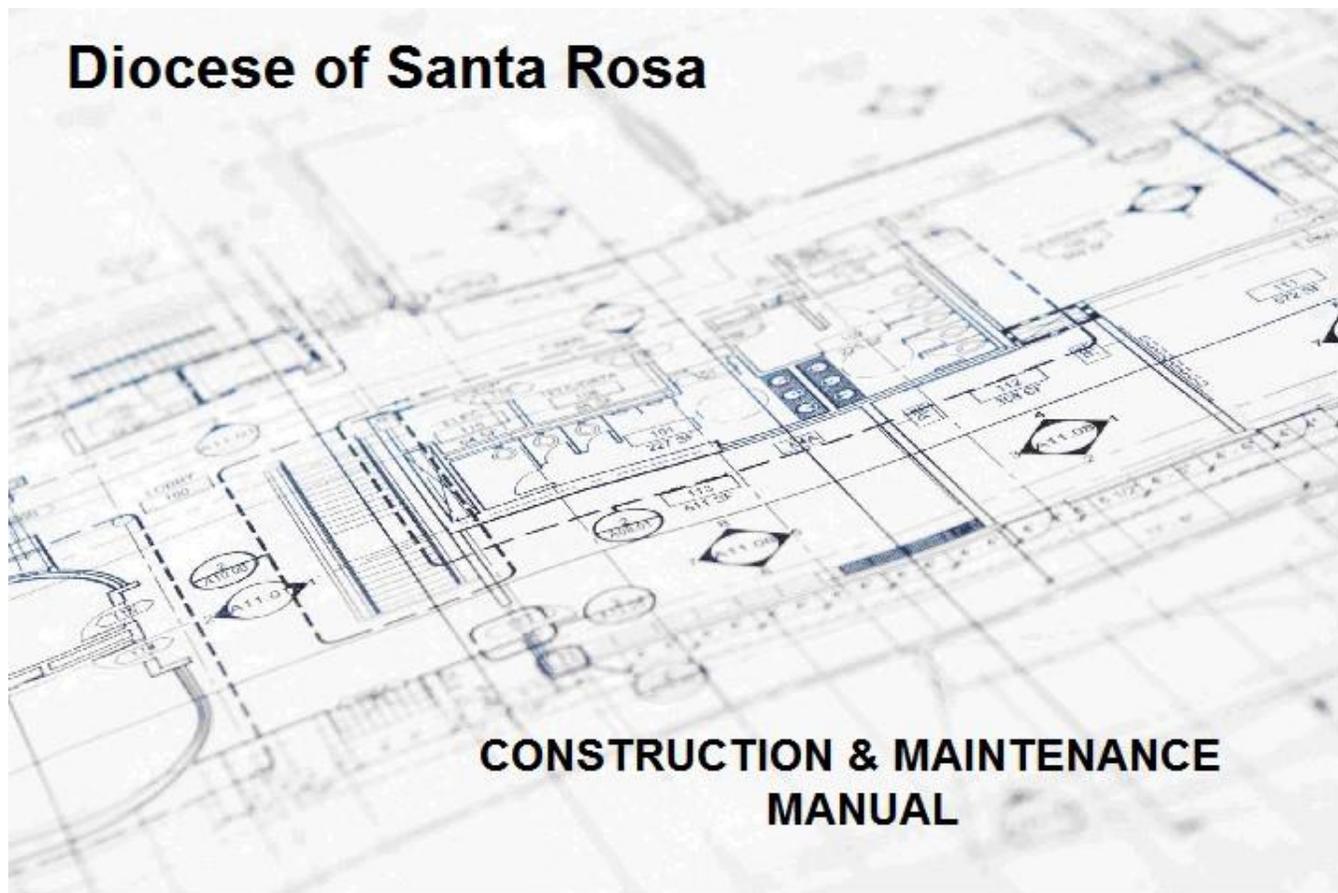


Diocese of Santa Rosa



CONSTRUCTION & MAINTENANCE MANUAL

INTRODUCTION

The purpose of this manual is to facilitate the construction, remodel or maintenance of Diocesan property in accordance with current policy. All state, county and city building codes must be strictly adhered to in the scope of any project undertaken.

If the project requires an architect, contractor, engineer or surveyor they must be properly licensed within California. An architect or contractor should also provide a minimum of three (3) references. Should a Performance Bond and a Payment Bond be required, the individual or company involved in the project must be able to secure such a bonds.

The Diocesan Finance Officer is to be consulted regarding insurance requirements for a project.

All construction, remodel or maintenance projects must be completely funded before the project can begin.

CONSTRUCTION PROJECTS

ALL PROJECTS

- Contracts for any projects are required to be reviewed by the Diocesan Attorney and the Diocesan Insurance Company before signing.

MINOR up to \$50,000

- Any construction or maintenance project valued at \$50,000 or less, that does not require the services of a professional surveyor, architect or engineer can be authorized by the parish or school building oversight committee.
- The Pastor/School Administrator can authorize projects up to \$25,000 that include the services of a professional surveyor, architect or engineer.
- Any construction or maintenance project valued at \$50,000 or less, that does require the services of a professional surveyor, architect or engineer requires the approval of the Diocesan Finance Officer
- **Funding:** The Parish/School must have 100% of the funds needed for a minor project in hand before starting the project.

MAJOR \$50,000 +

- Any construction or maintenance project valued in excess of \$50,000 must be approved by the Bishop prior to meeting with the Diocesan Building Committee. A performance bond and a payment bond will be required.
- **Funding:** The Parish/School must have 60% of the funds for a major project in hand before starting the project with pledges for the remainder to be received before the end of the project. If pledges do not cover the balance, the Parish/School must secure a loan for the balance.

NOTE: *The cost of any project is the total cost of all phases to bring it to completion. Alterations to church sanctuaries must have the approval of the Bishop before implementation.*

MAJOR PROJECT

NEW CONSTRUCTION & REMODEL

BISHOP'S APPROVAL

The parish or school building committee, which necessarily includes the Pastor, must evaluate the needs for the proposed project to determine its justification. The Diocese recommends the development of a Master Plan as useful tool for this evaluation. Once the evaluation has been made, representatives from the parish or school building committee, including the Pastor/Principal, are to present their vision to the Bishop for permission to proceed.

CONCEPTUAL STAGE

The Proposed Project is then presented to the Diocesan Building Committee as a basic design with plot plan, project footprint, estimated cost, Parish Finance Council approval and means of financing the project. The committee may make suggestions as to design and request a return with a formal set of plans.

PROJECT APPROVAL

Formal drawings, site plan, three quarter-view and elevation are to be presented detailing the entire scope of work to be accomplished with detailed estimate of expected costs and the means of financing the project. If accepted by the Diocesan Building Committee the next step would be securing bids, however, a second presentation might be required if notable changes are requested.

BIDS

It is highly recommended that at least three (3) bids be obtained based on the prepared set of plans as presented to the Diocesan Building Committee

with the individual bidders meeting the same specifications and using the same or similar materials so as to properly evaluate the bids. Should a single company be selected to bid, or should a Design-Build model or Negotiated Contract model be used instead of the traditional bid process, the Parish Finance and Pastoral Councils must unanimously approve and sign a letter indicating that they are seeking an exemption from the three (3) bid rule and the reasons justifying the exemption. The reasons should include the benefit to the Parish. When multiple bids are received, these are to be presented to the Diocesan Building Committee with the justification for the bid selected.

DIGITIZED PLAN SET

Prior to contract signing a complete set of plans & specifications will be presented to the Diocesan Finance Officer in a digitized format.

CONTRACT

All contracts must meet the specifications of the Diocesan insurer, Catholic Mutual and may be further modified as suggested by Diocesan Legal Counsel. The contract will delineate the scope of the work, product warranties, labor warranties, performance and payment bonds, time line etc. The contract can only be signed by the Bishop.

MAINTENANCE

BIDS

The preservation of grounds or structure to deter the effects of aging will not require prior approval to the solicitation of bids for the proposed project. Bids are to be presented to the Diocesan Building Committee for their evaluation with the Parish Finance Council recommendation along with the justification to proceed with such maintenance as bid. It is highly recommended that at least three (3) bids be solicited with the individual bidders meeting the same specifications and using the same or similar materials so as to properly evaluate the bids. Should a single company be selected to bid the Parish Finance and Pastoral Council must sign off that they are embarking upon this direction for the benefit of the parish.

APPROVAL

The Building Committee will review the bids provided as to the merits of the project. If approved, permission will be given to proceed with the contract.

CONTRACT

All contracts must meet the specifications of the Diocesan insurer, Catholic Mutual and may be further modified as suggested by Diocesan Legal Counsel. The contract will delineate the scope of the work, product warranties, labor warranties, performance and payment bond, time line etc. The contract can only be signed by the Bishop.

THE PROJECT

MASTERPLAN

Each parish/school should have a futuristic view of the needs it parishioners or students will require in the years ahead. The plan is a basic site or plot plan showing lot dimensions, the locations of existing and future buildings, parking and vehicular ingress and egress. Notes detailing anticipated modifications to existing structures to accommodate planned expansion are also included. A masterplan is not a static document, but will change periodically as religious, geographical, financial and community needs vary over the years. A review every 5 years could be considered to affirm or alter this grand plan. The project envisioned should conform to this plan.

BUILDING COMMITTEE

A parish/school Building Committee should be composed of architects, artists, engineers, designers, contractors or persons otherwise related to the construction industry. The function of the committee is to oversee land development and building requirements. As plans are developed they should meet with the other parish and school committees to see that the plans reflect the desires of all interested parties.

BUDGET

A realistic budget should be determined for the project including all associated costs of site improvement, permits, architect & structural engineering fees, mechanical, construction, interior furnishings and finishes, landscaping and fund

raising. It is the responsibility of the architect, pastor/administrator and Building Committee to insure that the cost of the project remains within budget. A contingency of at least 10% of the estimate should be included for possible unforeseen items during the planning and construction phases.

PROJECT MANAGER

The project manager is a member of the Building Committee and is the appointed liaison between architect, contractor, pastor, Finance Council and parish/school council. The job is to coordinate all aspects of the project so each person or committee receives the proper information to perform their respective tasks so the project can be completed on time and on budget. On an extremely large project this may become a paid position or the responsibility of the architect.

ARCHITECT

A licensed architect should be included early in the projects beginning phase to provide planning renderings, technical guidance, advice and council. An effort to determine the most acceptable architect for the project should include interviews, previous experience and previous projects as it may relate. The architect must be thoroughly familiar with current building engineering, construction materials, construction methods, mechanical equipment, electrical systems, lighting and sound systems.

The architect must become intimately acquainted with the function the project must serve. This requires study, research and close collaboration with the Building Committee. This helps not only to meet the necessary requirements, but determine how best to fulfill the projects function most efficiently and economically.

If the project is large enough you may be able to solicit "basic" competitive designs from amongst a few select architects to provide different perspectives to meet your objective. A stipend for the competition would be required commensurate to the projects scope and detail anticipated.

DESIGN BUILD

Design build is a method of building in which both the design and construction are controlled by one source. It is used to minimize risks, control costs and reduce delivery schedule. A single point of responsibility contract is used to create the clearest contractual remedies regardless of the nature of the fault. Most often this is led by a construction company with in-house design capabilities, however, it is possible to have this led by an architect provided it is a single contract obligating both architect and contractor. The budget becomes the guiding factor to this approach.

BID PROCESS

There are various methods that can be used to obtain a reasonable bid for the desired project.

NEGOTIATED BID

This entails a preselected contractor chosen because of previous familiarity, experience, reputation or time restrictions. The profit percentage

of their work is negotiated as well as the profit percentage to be used for each sub-contractor. You may also elect to review the sub bids with right of selection.

CLOSED BIDDING

This process is used when it is deemed preferential to the project that only a few selected contractors are deemed suitable to the project based upon, reputation, proximity to the project, bonding, experience and familiarity with the materials to be used.

OPEN BIDDING

Open bidding allows for the projects plans to be available at the local Builders Exchange and invites any interested parties to bid on all or part of the project.

CONTRACTOR

Any contractor selected must be able to be bonded for the project and meet all diocesan requirements as the particular project might require.

PAYMENTS TO CONTRACTOR

The pastor/administrator is responsible for approving all payments to the contractor. Payments should be made on a work-completed basis only, to the satisfaction of the architect. A line item cost breakdown is required to assure monies released are according to cost incurred.

CHANGE ORDERS

Any change order should have the approval of pastor/administrator, architect and Building Committee in writing with a detail of the associated costs.