

POLICIES AND PROCEDURES FOR CONSTRUCTION, RENOVATIONS AND MAJOR REPAIRS

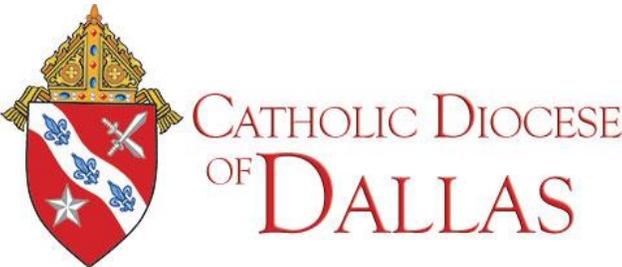


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I. FOREWORD

These “Policies and Procedures for Construction, Renovations and Major Repairs” must be followed by all Diocesan Entities to obtain necessary Diocesan approvals in connection with any construction, renovation or major repair projects estimated to cost in excess of \$100,000. This includes projects funded by insurance. For projects under \$100,000, although the Bishop’s approval process is waived, the policies for construction are to be followed. **Please Note:** Emergency repairs to an Entity property should be done immediately to a level that will protect the structure and/or building contents. Immediately notify the Office of Construction and Real Estate of the situation. For a potential insurance claim notify the Director of Risk Management.

Many years of experience have proven the value of having policies pertaining to the planning, review and construction of Diocesan entities’ buildings, including significant repairs and renovations. Costly mistakes can be avoided with comprehensive planning along with practical and conservative feasibility reviews while being mindful of the mission of the Church.

As faith communities we need an environment in order to worship, to meet, to learn and to socialize. We need an atmosphere that allows us to be the living Body of Christ and that allows all members to actively participate. Our facilities should reflect our dignity as a faith community and should be built with quality and beauty. Such buildings should also reflect our servant and missionary role based upon the example of Christ and should therefore be built with simplicity and a spirit of economy and stewardship.

In the process of constructing a new building, or renovating or repairing an existing structure, the community must first reflect upon its own understanding of itself and its Christian mission. Secondly, the community develops a building plan that reflects that self-definition. The process is the work of the entire community under the leadership of the Pastor, the Parish Pastoral Council, Parish Finance Committee, the Parish Building Committee and similar groups.

The community must be in communion with the Diocese under the leadership of the Bishop, and in communion with the universal Church under the leadership of the Pope. For those reasons the Bishop has created the Diocesan Building Commission and the Commission for Sacred Places to provide review and consultation in their respective fields. The enclosed policies are to be followed for any facility construction, renovation, remodeling or repairs in excess of \$100,000.

II. DEFINITIONS

Architect: A person (with significant knowledge of the Diocesan procedures) who plans the design of buildings and the space within the site surrounding the building and, in many cases, also supervises their construction in collaboration with the Project Manager.

Diocesan Building Commission: A group of professionals composed of the Chief Operating Officer, Chief Financial Officer, Director of Construction and Real Estate, Engineers/Architects, and selected Pastor(s), chosen by the Chief Operating Office and the Director of Construction and Real Estate, who possesses specific expertise to assist with the implementation of the Construction Guidelines. The Superintendent of Schools will be a member in connection with any school projects.

Diocesan Commission for Sacred Places: A group of professionals appointed by the Bishop and who possess specific expertise to assist with the implementation of liturgical guidelines (national and Diocesan) for the design, construction, or renovation of a church building and/or other religious spaces.

General Contractor: A General Contractor is responsible for providing all of the material, labor, equipment (such as engineering vehicles and tools) and services necessary for the construction of the project. The General Contractor hires specialized subcontractors to perform all or portions of the construction work.

Entity: Any Diocesan parish, parochial school, diocesan high school, seminary, Catholic Charities, St. Joseph's Residence, Inc., Texas Catholic Newspaper, cemetery, etc.

Entity Building Committee: A group of professionals from an Entity that have adequate skills to assist in developing the vision and scope of work required to meet the Entity's construction needs.

Owner: All projects should be identified as the Entity. Please be sure to have the correct legal name for the Entity in all Contracts.

Pastor: In this document shall include a parish pastor, administrator, priest in charge, president of any corporate Diocesan Entity or principal of any Diocesan school.

Project Manager: A construction professional (with significant knowledge of the Diocesan procedures) who significantly assists the Entity in managing the project.

III. INITIAL CONSULTATION

The Entity's Pastor contacts the Office of Construction and Real Estate to discuss the project concept. As head of the Parish Entity, it is the Pastor's duty to accept responsibility for the building program, to inform his parishioners that the final approval rests with the Diocese, and to be accountable to the Diocese. It is the responsibility of the Office of Construction and Real Estate to assist the Entity in guiding the construction process along Diocesan guidelines to obtain the necessary approvals required in these Policies and Procedures. A checklist will be utilized throughout the construction process to assist with such policies. Following the initial consultation with the Entity the Office of Construction and Real Estate will determine if an Architect will be engaged.

The Pastor or requesting group must establish an Entity Building Committee if the project is over \$100,000. The Entity Building Committee is made up of individuals within the Parish who will assist with defining the issues to be submitted to the Diocese. If possible, the Entity Building Committee should include members with related experience such as business management, construction, architectural, engineering, accounting or other related fields, and at least one member of the Parish Finance Council.

The Entity Building Committee should evaluate the following issues:

1. Necessity: What is needed and why?
2. Preliminary cost for the entire project: If an Architect was required for the first set of conceptual/schematic drawings the Architect is required to provide an estimate of the project. If an Architect was not hired, a thorough review of the project by an experienced estimator will be required to determine appropriate estimated costs.
3. Funding Process: Does the Entity have sufficient cash available? Will there need to be a Capital Campaign? Will there need to be a loan? Is a grant possible? (in close collaboration with the Parish Finance Council). This will indicate how much money the Entity will have on hand at the beginning of construction, the amount of money that will have to be borrowed to complete the building project, and the means of repaying the loan. These are critical and deciding factors. The construction will have to be tailored to meet the amount of money that the Entity can afford to expend on the project.
4. When financing may be necessary, the Entity must submit a five-year financial projection that shows the total Entity revenue, total expenditures, and increments to funds that will be available for the project for each of those years. This allows the Diocese to arrive at an estimate of the money that will be on hand, and to evaluate the ability of the Entity to repay any loan. It is very important that the Entity contacts the Chief Financial Officer for assistance with this financial projection. The Chief Financial Officer can assist with the necessary policies and procedures for the separate, but simultaneous financing process.

Total financing for the project cannot exceed fifty percent (50%) of the total cost of that project. Even if that parameter is met, the Entity must be able to clearly demonstrate its ability to pay the loan and interest.

5. Unique Timelines: When does the project need to be completed?

The Diocese may request further clarification if additional information about the project is needed. The Pastor will receive an email from the Diocese confirming the Diocese's approval to proceed through the review process.

Note: It will be the responsibility of the Entity to contact the Diocesan Chief Financial Officer to schedule a meeting after receiving project approval from the Diocese, to review the financing process and schedule a meeting with the Diocesan Finance Council to review the proposed financing.

IV. REVIEW PROCESS

After the initial consultation with the Office of Construction and Real Estate the Pastor will request official approval from the Diocese by sending an email to the Chief Operating Officer, Chief Financial Officer, Director of Construction and Real Estate and Manager of Construction and Real Estate with the following information:

1. What the Parish is proposing to build (church, school, multi-purpose building).
2. Why the project is necessary at this time;
3. A proposed time schedule that states whether the buildings are to be erected all at once or successively;
4. An estimate—as accurate as possible—of the range of total cost of the proposed project; The Office of Construction and Real Estate will determine if an Architect needs to be hired to draw a conceptual design, providing elevations, floor plan, and site plan and provide a more accurate estimate of the proposed project. The Architect will also be responsible to consult with the city about the feasibility of the project.
5. An analysis of how the Entity plans to fund those costs including funds available, pledges, campaigns, and financing, taking into account other present and future Entity needs, and any interparochial and Diocesan responsibilities; and
6. Documentation from the Parish Finance Council consenting to the project.

Please Note: If it is determined by the Office of Construction and Real Estate an Architect is not required, the Office of Construction and Real Estate will obtain enough information to convey to the Chief Operating Officer, Chief Financial Officer, and the Bishop of the Diocese of Dallas in order to obtain approval. The final decision will be sent via email to the corresponding party.

Following the approval from the Diocese of Dallas:

- The Entity must engage a qualified Project Manager (this is required for any project in excess of \$500,000).
- The Entity must engage a qualified Architect in close collaboration with the Project Manager. The Entity may have already engaged an Architect in the conceptual stage of the project. *(Please see page 6 for more information.)*

V. DIOCESAN BUILDING COMMISSION

The purpose of the Diocesan Building Commission is to provide professional assistance to the Entity's community in the administration of construction, renovation, remodel, or repair programs and to direct the implementation of these guidelines.

The Diocesan Building Commission utilizes member expertise to work on behalf of the Bishop in the review of documents pertaining to construction, renovation, remodel or repair. If required, the Diocesan Building Commission will review each of the three phases of the project. The three primary phases are:

1. Conceptual/Schematic Design
2. Design Development
3. Final Construction Drawings and Documents

In some instances, and at the direction of the Chief Operating Officer, Chief Financial Officer, and Office of Construction and Real Estate, it may not be necessary to meet with the Diocesan Building Commission if it is determined by the Diocese that the scope of the project does not require additional consultation. The Chief Operating Officer will determine at this point if the Entity should contact the Director of the Office of Worship, to have the Committee for Sacred Places review the conceptual/schematic design of the proposed project.

VI. DIOCESAN COMMITTEE FOR SACRED PLACES

The *Constitution on the Sacred Liturgy*, issued by the Second Vatican Council, called for a Diocesan liturgical commission in order to promote the liturgy under the direction of the Bishop (Articles 45, 46 & 126).

The *General Instruction of the Roman Missal*, issued by the Sacred Congregation for Divine Worship in March, 1970 asked that the Bishop and the Diocesan Commission on Liturgy and Art be consulted when church buildings were constructed or renovated. Article 256 reads:

Everyone involved in planning, constructing, and remodeling Churches should consult the Diocesan Commission of Sacred Places. The location Ordinary should use the counsel and help of

this commission when giving norms, approving plans for new building, and judging important questions.

The Diocesan Commission for Sacred Places will guide the Entity (etal.) in implementing liturgical guidelines (national and Diocesan) for the design of church buildings and/or their religious interiors and other sacred places after conceptual/schematic drawings are approved by the Building Commission or the Chief Operating Officer.

All Parish projects involving building, renovation or capital improvements to a church or worship space must be guided by the United States Bishops' document *Built of Living Stone: Art and Architecture in Worship* and local Diocesan guidelines.

VII. PROJECT MANAGER

Selection – A Project Manager must be retained by the Entity for any project in excess of \$500,000, unless otherwise agreed to in writing by the Diocese. The Project Manager is to be the liaison between the Entity, the Architect, and the General Contractor. This position can be of extreme benefit to the Entity in terms of cost management and savings, and the Project Manager cost must be included in the project budget. The Entity should solicit proposals from three (3) prospective Project Managers and interview each prospect to investigate the prospects' expertise, experience, limitations and cost effectiveness. If required, the Entity will select the Project Manager after making a recommendation to the Diocese and the Diocesan Building Commission which will have the authority to review and approve the Entity's recommendation.

Contract – The Project Manager **must** have a strong background in the construction process and have necessary skills to oversee the project, make effective suggestions, identify issues during the construction process and continually act on behalf of the Entity during the decision making process throughout the project. In effect, this person may be able to reduce costs by assisting with defining the scope of work and monitoring the daily construction process. The fee for this position will be in addition to the fees of the Architect and General Contractor. The Entity must submit the proper Diocesan Project Manager Contract to the Project Manager for review. This Contract must be sent to the Project Manager before the Project Manager's bid is received by the Entity. Should the Project Manager have any suggested changes to the Diocesan Project Manager Contract, such changes must be submitted in a redline Word document to the Office of Construction and Real Estate for Diocesan legal counsel review and approval. The Entity will be invoiced for the Diocesan legal counsel's services in assisting with the review, modification, and negotiations. Once the Project Manager Contract has been agreed upon by all parties, the Pastor and Project Manager must sign a clean copy of the Contract and submit via email to the Office of Construction and Real Estate for final Contract execution.

Responsibilities – The Project Manager is to be the liaison between the Entity, the Architect, and General Contractor. The Project Manager is to monitor, manage, and report on the progress and the status of this project to the Entity and to protect the Entity's and the Diocese's interests in this project. The Project Manager will review and evaluate the program for the project. The Project Manager will assist in obtaining bidders and administering the Architect's and General

Contractor's Contracts. The Project Manager will assist with estimating the preliminary construction costs, oversee the scope of the work, make recommendations concerning payment applications, and review whether work is being performed within the construction schedule and in accordance with the Architectural drawings and specifications. The Project Manager must review and sign the Diocesan Project Manager Process Acknowledgment Form for this project.

Compensation – The Project Manager will be paid directly by the Entity based on the terms of the Project Manger Contract.

Critical Reminder – The Contract must clearly state that neither the Bishop nor the Diocese are responsible for the payment for any architectural work (because, canonically, the Parish owns and is responsible for funding its patrimony), and that the Architect must look to the Entity for all payment for the project. This language is already continued in the Contract and cannot be changed.

VIII. ARCHITECT

Selection – Upon receiving approval to proceed from the Bishop, the Entity Building Committee will identify at least three (3) Architectural firms qualified to perform the necessary scope of work as defined by the initial requirements. The Entity Building Committee may want to contact other churches or schools regarding Architects who have provided effective service for similar type projects. The Entity Building Committee also has the option of contacting the Director of Construction and Real Estate for a list of Architects for consideration. If required, the Entity will select the Architectural firm after making a recommendation to the Office of Construction and Real Estate and the Diocesan Building Commission which will have the authority to review and approve the Entity's recommendation.

All Architectural candidates should:

- Be registered to practice their trade in the state of Texas;
- Have experience in Architectural areas that meet the project criteria;
- Provide a list of completed projects along with references;
- Be financially solvent; and
- Maintain adequate insurance in accordance with the Contract (see below).

Contract – The Entity will select an Architectural firm after a thorough review of each Architectural firm candidate's qualifications, review of references, history of successfully designed projects and perceived capability of meeting the Entity needs. To enable the Entity to accurately project Architectural firm costs, the Entity should thoroughly question each Architectural firm candidate as to their expected payment structure.

The Entity must submit the proper Diocesan Architect Contract to the Architect for review. This Contract must be sent to the Architect before the Architect's bid is received by the Entity. Should the Architect have any suggested change to the Diocesan Architect Contract, such changes must

be submitted in a redline Word document to the Office of Construction and Real Estate for Diocesan legal counsel review and approval. The Entity will be invoiced for the Diocesan legal counsel's services in assisting with the review, modification, and negotiations. Once the Diocesan Architect Contract has been agreed upon by all parties, the Pastor and Architect must sign a clean copy of the Contract and submit via email to the Office of Construction and Real Estate for final Contract execution.

Responsibilities – Upon execution of the Diocesan Architect Contract, the Architect will work with the Entity Building Committee and the Project Manager through the three project development phases: Conceptual/Schematic Design, Design Development and Construction Documents. The Architect must prepare preliminary design and project cost figures at the commencement of the project, if not already on file with the Office of Construction and Real Estate with the fee for this work not to exceed \$20,000. The Diocese must approve these preliminary design and budget figures before the Architect proceeds with any further work. It is critical for the Architect, the Entity Building Committee and the Project Manager work closely to provide as much data of requirements as possible to allow for a more accurate set of Construction Documents. If required, after each phase, the Architect will take the lead in representing the Entity group in the presentation to the Diocesan Building Commission. The meeting agenda is set by the Office of Construction and Real Estate upon request from the Entity needing to meet with the Diocesan Building Commission.

The Architect will provide an overview of the appropriate drawings and assist the Entity's personnel with answering questions pertaining to the project presentation. Diocesan Building Commission Minutes are created for each meeting. The minutes will document each stage of the project and reference any recommendations.

Compensation – Unless otherwise approved by the Diocese, payment for the Architectural firm's fees shall be clearly stated in the Contract as a percentage of the anticipated construction amount not to exceed a specified maximum amount. Fees and costs for other Contracted additional services and reimbursable Architectural firm expenses should be clearly stated in the Contract. The Architect will be paid directly by the Entity based on the terms of the Architect/Owner Contract.

Critical Reminder – The Contract must clearly state that neither the Bishop nor the Diocese are responsible for the payment for any Architectural work (because, canonically, the Parish owns and is responsible for funding its patrimony), and that the Architect must look to the Entity for all payment for the project. This language is already continued in the Contract and cannot be changed.

IX. GENERAL CONTRACTOR

Selection – There are two primary methods for hiring a General Contractor.

Firm Bid/Guaranteed Cost

In the more traditional “open bid” style, as the Entity and the Architect are completing Construction Documents, the two groups will work together to select the General Contractor. At least three (3) General Contractors, approved by the Diocese, should be invited to bid and provided with the final approved Construction Documents. The Office of Construction and Real Estate should be contacted for an approved list of General Contractors should the Entity and the Architect not have an adequate list. The prospective General Contractors should meet the same criteria as the Architect with the necessary skills, experience, financial solvency, bonding limits, and insurance to meet the project requirements. A thorough evaluation of each General Contractor’s qualifications is absolutely critical prior to the bidding process.

Once the final Construction Documents have been given to the prospective General Contractors, the Entity and Architect will set a bid opening date that should be coordinated with the Project Manager. Upon completion of the bid opening, the Entity Building Committee, Project Manager and the Architect will review the bids and make a General Contractor selection based on a comparison of the bids. The Entity and Architect should not hesitate to contact any General Contractor if an explanation is needed as to how a cost projection is achieved. It is recommended that the low bidder draw strong consideration for the project provided the bid meets all specifications.

Circumstances may dictate that the best General Contractor for the project may not have the lowest bid. In that case the Entity, Project Manager and the Architect should review the circumstances with the Director of Construction and Real Estate.

Benefits of the firm bid process allow for several General Contractors to bid for the project based on final Construction Documents. However, this process is more vulnerable to project amount increases (change orders). Secondly, this process does not allow the General Contractor to be involved from the project’s inception. Thus, the General Contractor’s value engineering skills and better understanding of costs are not utilized.

Construction Manager at Risk/Guaranteed Maximum Price (GMAX)

A second Contractor selection method allows for a General Contractor to be chosen at the beginning of a project. The benefit of this method is that it allows the Architect, Project Manager and General Contractor to work closely from the project’s inception to define scope of work, provide cost saving engineering ideas (value engineering) and provide more accurate cost parameters as the project phase development continues. Using this concept can be quite beneficial with the only question being the lack of “open” bid process. The competitive bid process is not utilized, reducing competition and risking a higher initial bid. The Entity should perform a thorough ‘Due Diligence’ of a General Contractor in this approach. This would include recommendations by the Director of Construction and Real Estate as well as feedback from other Diocesan Entities with a positive construction experience with a particular General Contractor.

Contract – Upon completion of the General Contractor selection process, the Entity will submit the proper Diocesan General Contractor Contract to the General Contractor for review. This Contract must be sent to the General Contractor before the General Contractor’s bid is received by the Entity. Should the General Contractor have any suggested changes to the Diocesan General Contractor Contract, they will be added in a redline Word document and emailed to the Office of Construction and Real Estate for Diocesan legal counsel review and approval. The Entity will be invoiced for the Diocesan legal counsel’s services in assisting with the review, modification, and negotiations. Once the Diocesan General Contractor Contract has been agreed upon by all parties, the Pastor and Project Manager must sign the Contract and submit to the Office of Construction and Real Estate for final Contract execution, the Pastor and General Contractor must sign a clean copy of the Contract and submit via email to the Office of Construction and Real Estate for final Contract execution.

Responsibilities –Upon execution of the Contract, the General Contractor will mobilize his team and begin the construction process. The General Contractor will work in conjunction with the Architect and Project Manager to develop a critical timeline path for the completion of the project. The General Contractor will direct the activities of the project and assume responsibility for any Contractor or Subcontractor performing a construction trade on the project. The Architect will visit the job site on A regular basis to monitor the progress and compliance of the project.

Once the project has begun, the General Contractor must assume responsibility to alert the Architect and Project Manager immediately in the event that issues are identified from the Construction Documents that may require a deviation or a change related to the original project scope. The Architect and Project Manager will work with the General Contractor to clarify the position or make necessary changes to the Construction Documents as necessary.

In the event that a Change Order impacting the cost of the project is required, whether at the direction of the Entity or Diocese or as identified by the General Contractor or Architect, a Change Order Form must be submitted by the General Contractor. Five copies of the Change Order should be initiated and will require approval of the Architect, a bank representative (if required), Office of Construction and Real Estate and most important, the Entity’s and Diocese’s signatures will be required. Upon approval of the Change Order, copies are sent to the General Contractor, Architect, Entity and lender. A copy will be kept on file in the Office of Construction and Real Estate.

Change Orders can be a common part of a project. However, some Change Orders can be averted if the Entity clearly identifies its needs during early phases of the project development so proper documentation can be incorporated into the original Construction Bid Documents by the Architect.

Compensation –Applications for progress payment (“Application for Payment”) shall be submitted no more often than monthly and shall be submitted on the dates set forth in the Agreement;

- Each Application for Payment shall be sworn to and notarized;
- Each Application for Payment shall be supported by such data substantiating the General Contractor’s right to payment as the Entity or Architect may require, such as copies of requisitions from Subcontractors and material suppliers, and reflecting retainage if provided for in the Contract documents;
- Each Application for Payment shall be submitted by Contractor for review to Architect, Project Manager, and Owner in form and substance satisfactory to Owner;
- Concurrent with each Application for Payment, Contractor shall execute and furnish a conditional waiver and release of its lien rights current through the effective date of such Application for Payment conditioned upon receipt of the payment that is the subject of the application; and
- Beginning with the second Application for Payment, the General Contractor shall also deliver with each such Application as a condition precedent to payment thereof, conditional waivers of lien from each of the Subcontractors, Sub-subcontractors, and suppliers current through the effective date of the previous Application of Payment.

The Owner shall not make final payment on the Project, which includes retainage, until forty-one (41) days after final completion. Tex. Prop. Code Ann. § 53.056.

If the Owner receives mechanic’s liens and/or fund trapping letters, then, in addition to unperformed work values, the Owner shall withhold retainage, the fund trapping amounts, and the mechanic’s lien amounts. The fund trapping and mechanic’s lien amounts shall also be held until final payment unless lien releases and lien waivers are received for those amounts. Tex. Prop. Code Ann. § 53.081 & 53.101.

Critical Reminder - The Contract must clearly state that neither the Bishop nor the Diocese are responsible for the payment for any construction (because, canonically, the Parish owns and is responsible for funding its patrimony), and that the General Contractor must look to the Entity for all payment for the project. This language is already continued in the Contract and cannot be changed.

X. INSURANCE AND BONDING REQUIREMENTS

The Diocese requires minimum insurance levels for certain lines of coverage from the Architect, the Project Manager, and the General Contractor (and its sub-Contractors) for all construction projects. They are as follows:

- | | |
|---|--------------------------------|
| • Commercial General Liability | \$1,000,000 |
| • Umbrella Liability (Will accept less for smaller projects) | \$5,000,000 |
| • Worker’s Compensation | Statutory Limits |
| • Builder’s Risk | Determined by the project cost |

The above limits may be increased depending on the project’s scope.

The Architectural firm, the Project Manager, and the General Contractor will name the “Roman Catholic Diocese of Dallas” and the Entity as additional insureds on their insurance policies and

provide copies of the insurance policies and certificates of insurance, reflecting such naming, to the Diocese and the Entity. The certificate will include a waiver of subrogation in the Diocese's and the Entity's favor. A certificate of insurance listing all the above insurance information must be given to the Diocese and the Entity prior to the commencement of work by the respective party, and the Diocese will maintain it on file with the Contracts. The Architect, the Project Manager, and the General Contractor should contact their own insurance agents to acquire their insurance.

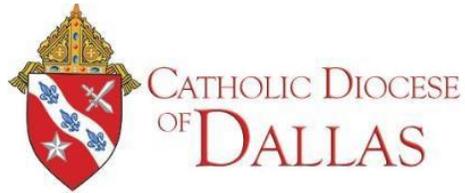
The General Contractor must also obtain **payment and performance bonds** from a reliable surety, who is expressly approved, with the amounts of each of these bonds equaling the total price in the General Contractor Contract. These bonds must be obtained on any projects in excess of \$750,000.00, unless otherwise agreed to in writing by the Office of Construction and Real Estate. Any deviations from these bonding requirements must be approved, in writing, by the Office of Construction and Real Estate.

In the process of doing construction and remodel, situations will arise that may go beyond the scope of these policies. In that event, the Entity should contact the Diocese through the Director of Construction and Real Estate for review and directional consideration. However, by following the policies set forth in this document, most projects can be handled with quality, performed cost effectively, and completed in a timely manner.

XI. REPORTING

After commencement of any work by an Architectural firm, Project Manager, or General Contractor, the Entity shall provide a written financial report to the Office of Construction and Real Estate providing an accounting of the costs incurred and acknowledgement whether the project is within the estimated budget. The Entity shall also provide the Office of Construction and Real Estate with a written report on the status of the work being undertaken and whether such status is within the schedule provided by the Architectural firm, Project Manager, or General Contractor. Such written reports shall be due no later than the last day of each month until the project is finally completed.

SUMMARY OF REVIEW AND APPROVAL PROCESS FOR CONSTRUCTION AND RENOVATION (SEE NEXT PAGE)



SUMMARY OF INITIAL CONSULTATION AND REVIEW

PROCESS FOR CONSTRUCTION, RENOVATIONS AND MAJOR REPAIRS

This summary does not purport to state all of the components of the related Policy. It is meant to be a guide to assist you in efficiently accomplishing the process.

1. Pastor contacts the Office of Construction and Real Estate to discuss the project concept.
2. Pastor must create an Entity Building Committee if the project is over \$100,000.
3. Advance approval by the **Diocese** is required for capital improvements or repair/renovations greater than \$100,000. Pastor requests Diocesan approval for the project in the form of an email which will be directed to the Diocesan Chief Operating Officer (COO), Chief Financial Officer (CFO), Director of Construction and Real Estate, and Manager of Construction and Real Estate. *(Please see the Policies and Procedures for Construction, Renovations and Major Repairs, page 5 for direction on what to include in the email.*
4. Diocesan legal counsel review may be required for all contracts.
5. The Bishop will sign all final construction Diocesan documents
6. Entity Building Committee must engage a Project Manager for any project in excess of \$500,000.00:
 - Project Manager and Entity Building Committee should solicit three architectural bids.
 - Project Manager and Entity Building Committee should solicit three general contractor bids.
 - Project Manager, throughout the project, provides Diocese with written budget and status reports.
7. Review and approval by the Diocesan Building Commission may be required for capital improvements and/or renovations.
8. If worship space is involved, the review and approval by Diocesan Committee for Sacred Places is also required for new construction, renovation and capital improvements.



**DIOCESE OF DALLAS
CONSTRUCTION PROJECT TRACKING CHECKLIST**

| Parish Name: | | |
|--|---|-------------|
| Project Name: | | |
| Date of Commencement: | | |
| Action | Responsible | Date |
| 1. Contact with the Diocesan Office of Construction and Real Estate has been made. | <input type="checkbox"/> Pastor | |
| 2. The Pastor creates a Building Committee for projects over \$100,000. | <input type="checkbox"/> Pastor | |
| 3. Architect is hired to draw a design, providing elevations, floor plan, and site plan if determined by the Diocesan Office of Construction and Real Estate. | <input type="checkbox"/> Pastor | |
| 4. If required, Pastor requests approval for the project in the form of an email to the Chief Operating Officer (COO), Chief Financial Officer (CFO), the Office of Construction and Real Estate (DC). Parish Finance Council consent for expenditures (refer to #3 on Summary of Review). | <input type="checkbox"/> COO, CFO, DC | |
| 5. Parish has met with the Diocesan Parish Financial Committee and has received approval in writing from the Chief Financial Officer to proceed. | <input type="checkbox"/> Pastor | |
| 6. Entity Building Committee engages a Project Manager for any project in excess of \$500,000. | <input type="checkbox"/> EBC | |
| 7. Draft of the Diocesan Project Manager Contract is sent to the Diocesan Office of Construction and Real Estate in a redline Word Document. (Contact the Diocesan Office of Construction and Real Estate for current Diocesan Project Manager Contract). | <input type="checkbox"/> DC | |
| 8. Project Manager Contract reviewed by Diocesan Legal Counsel, approval from all parties, final execution of the contract. | <input type="checkbox"/> DLC | |
| 9. Entity Building Committee and Project Manager solicits three architectural firms. | <input type="checkbox"/> Pastor | |
| 10. Draft of the Diocesan Architect Contract is sent to the Diocesan Office of Construction and Real Estate in a redline Word Document. (Contact the Diocesan Office of Construction and Real Estate for current Diocesan Architect Contract). | <input type="checkbox"/> DC | |
| 11. Architect contract reviewed by Diocesan Legal Counsel and approval, approval from all parties, final execution of the contract. | <input type="checkbox"/> DLC | |
| 12. Conceptual/Schematic review and approved by the Diocesan Building Commission if required. | <input type="checkbox"/> DC | |
| 13. Design and Development reviewed by Sacred Places. (Only if worship space is involved). | <input type="checkbox"/> DC | |
| 14. Final Construction plans reviewed by Diocesan Building Commission if required. | <input type="checkbox"/> DC | |
| 15. Entity Building Committee and Project Manager solicits three General Contractors. | <input type="checkbox"/> Pastor | |
| 16. Draft of the Diocesan General Contract is sent to the Diocesan Office of Construction and Real Estate in a redline Word Document. (Contact the Diocesan Office of Construction and Real Estate for current Diocesan General Contract). | <input type="checkbox"/> DC | |
| 17. General Contractor contract reviewed by the Diocesan Legal Counsel, approval from all parties, final execution of the contract. | <input type="checkbox"/> DC <input type="checkbox"/> DLC | |
| 18. Payment and performance Bonds reviewed and signed | <input type="checkbox"/> DC | |
| 19. Memorandum of Contract signed and filed with County | <input type="checkbox"/> DC | |
| 20. Payment bond filed with County | <input type="checkbox"/> DC | |

KEY OF RESPONSIBLE PARTIES

- CFO: Chief Financial Officer of the Diocese
- DBC: Diocesan Building Commission
- DC: Director of Construction and Real Estate
- DCSP: Diocesan Committee for Sacred Places
- DLC: Diocesan Legal Counsel
- DFC: Diocesan Finance Committee EBC- Entity Building Committee
- PFC: Parish Finance Committee