



A “major project” at a location is any construction, repair, renovation, or landscaping project that exceeds \$30,000 or involves asbestos, lead and mold, structural modifications, changes the use of a facility and/or impacts the conditional use permit (CUP). The cost of a project may not be separated into smaller scopes/amounts to circumvent the limit.

Pre-Requisites:

- No outstanding past-due accounts receivables.
- No outstanding Archdiocese loans / lines of credit.

Approvals:

- **Regional Bishop:** The pastor should submit a written letter to the Office of the Regional Auxiliary Bishop to request approval of a proposed project. The letter should contain a brief description of the need, scope, budget, funding plan and anticipated schedule. (See Bishop’s Letter Guide)
- **Department of Catholic Schools (DCS):** School projects require approval from DCS.
- **Office for Divine Worship:** Projects that affect the sanctuary space such as the assembly seating arrangement, placement, location and design of the chapel for eucharistic reservation, reconciliation rooms or music area, and changes to or purchase of and relocation of altar, tabernacle, ambo, presider’s chair, or baptismal font require the approval from the Office of Divine Worship.
- **Financial Services:** The Financial Services Department will confirm that the pre-requisites have been met, and that funding arrangements are in place before contracts can be issued for signature.

Scope of Work: The Construction Department will assist locations in determining the appropriate scope of work to meet parish project goals. Maintenance and repair projects should conform to a location’s facilities maintenance plan. Building additions, expansions and new structures should conform to the campus master plan and/or be in support of the pastoral plan for church facilities and curriculum plan for schools. (See Project Planning Guide)

Feasibility Study: Locations may need to conduct a financial feasibility study to ascertain the maximum funding available and establish a funding plan for a proposed project. (See Project Budget & Funding Guide)

Funding: Projects are required to have 100% of the project costs plus the appropriate contingency on deposit in the Parish/School restricted building fund. Locations can apply for a maximum of 40% of the total project cost or five (5) million dollars, whichever is less.

Vendors: The Construction Department will assist locations with identifying appropriate vendors for the type or work.

- **Architects:** Architects should be consulted for the redesign and reconfiguration of spaces and are required for remodels and additions to existing facilities and new construction.
- **Liturgical Designers:** Liturgical Designers should be consulted/engaged for the redesign and reconfiguration of the sanctuary.
- **Structural Engineers:** Structural engineers should be consulted/engaged for structural concerns.
- **Lighting Designers:** Lighting Designers should be consulted/engaged for lighting upgrades, particularly in the church.
- **Civil Engineers:** Civil engineers should be consulted/engaged for major site improvements.
- **Third Party Project Managers:** Third party project managers are required for projects above \$3 million dollars as an additional cost to the project.
- **Contractors:** Contractors should be consulted/engaged as appropriate for the type of work – i.e., roofing, plumbing, painting, HVAC, paving, electrical, stained-glass restoration etc.

Bidding / Award: The Construction Department will assist locations with competitive bidding and the selection and award of the project.

Schedule / Project Progress: The Construction Department will assist locations with establishing a project schedule and monitoring the construction progress.

Contracts: The Construction Department will prepare all contracts required for a project. Contracts between \$30,000 and \$50,000 are signed by the contractor and location only. Contracts over \$50,000 also require the signature of the Moderator of the Curia/Vicar General.

Payments: The Construction Department will review payment requests, prepare investment pool withdrawal forms, collect required releases, and process payment requests.

Warranties: The Construction Department will ensure that warranties and releases are collected and delivered to the locations.