

# ARCHDIOCESE OF INDIANAPOLIS

*The Church in Central and Southern Indiana*

## **Archdiocesan Procedures For Building and Renovation Projects**

**JULY 31, 2006**

**ARCHDIOCESAN PROCEDURES FOR BUILDING  
AND RENOVATION PROJECTS**

<u>TABLE OF CONTENTS</u>	2
1. Introduction	3
2. General Requirements	3 - 4
3. Emergency Procedures	4
4. Projects Under \$50,000	4
5. Projects Over \$50,000	4 - 5
6. Project Outline Overview Chart for Parish Project Procedures	6
7. Detailed Procedures for Projects Over \$50,000	7 - 8
8. Preliminary Design Deliverables for ABC Submittal	9
9. Final/Detailed Design Deliverables for ABC Submittal	10-11

## **ARCHDIOCESAN PROCEDURES FOR BUILDING AND RENOVATION PROJECTS**

### **1. INTRODUCTION**

The building or renovation of any facility is a major undertaking for a parish. It has long-range effects not only on the life of the parish, but also on the Archdiocese as a whole.

Canon 1276, paragraph 2, urges bishops to "take care of the ordering of the entire matter of the administration of ecclesiastical goods by issuing special instructions within the limits of universal and particular law." As such, these procedures have been established to assist the parish in this process. They are purposely short to show the outline of the project progression. For simple projects, the procedure is simple. More complex projects will require more involvement on the part of both the parish and the Archdiocese.

The Archdiocesan Building Commission (ABC) was established to serve as the Archbishop's advisor in construction matters. It is charged with the task of guiding the parish through the building process and to review plans and specifications as they are developed, while assisting in the technical continuity of facilities throughout the Archdiocese. It also maintains a relationship with other agencies of the Archdiocese, such as the Archdiocesan Church Art & Architecture Committee (ACAAC) and the Office of Catholic Education (OCE).

All matters for the Archdiocesan Building Commission should be referred to the Office of Management Services, 317/236-1452 or 800/382-9836 Ext. 1452.

### **2. GENERAL REQUIREMENTS**

2.1 All work involving an area of worship must be reviewed by the Archdiocesan Church Art & Architecture Committee and approved by the Archbishop. For major church building and renovation projects, the engagement of a qualified liturgical design consultant is strongly recommended and may be required. Contact the Office of Worship for guidelines and assistance (317/236-1483 or 800/382-9836 Ext. 1483).

2.2 Archdiocesan guidelines require that before any project may be contracted, the parish must have 50% of the total cash needed on deposit in the Archdiocesan Deposit and Loan Fund (ADLF) and the balance covered by written pledges. These pledges are subject to an audit by the Archdiocesan Office of Finance.

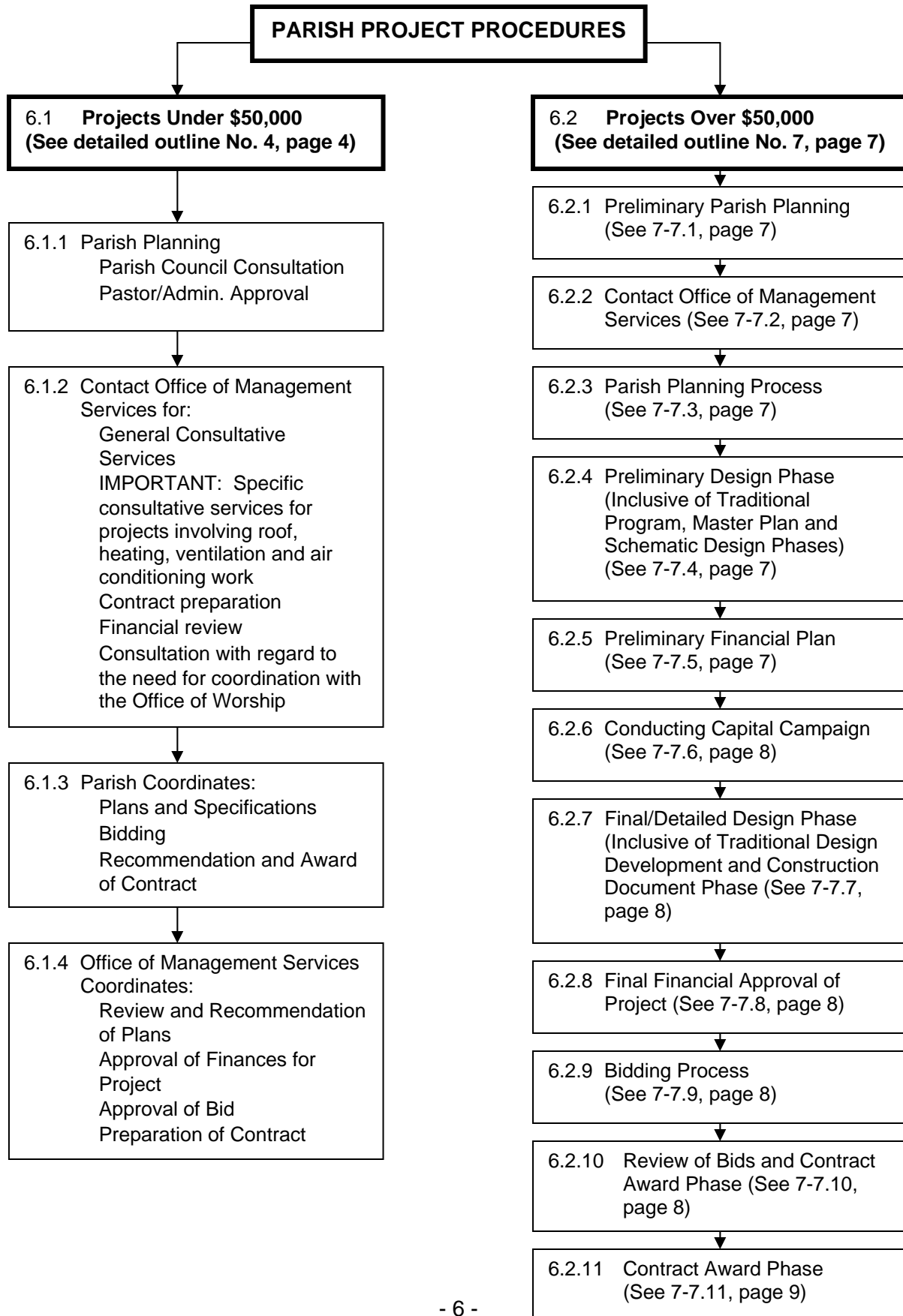
2.3 Any project, regardless of cost, requiring a loan must be approved by the Archdiocesan Finance Council before work may be contracted.

2.4 A written contract is required for all projects. All contracts, or amendments to contracts, must be reviewed by the Office of Management Services BEFORE they are signed. No estimates or design/contractor proposals may be utilized as a design or construction contract.

- 2.5 The Archdiocese of Indianapolis recognizes several construction delivery methods including, but not necessarily limited to, General Contractor, Construction Management (both Construction Management as Agent (CMA) and Construction Management where the Construction Manager is the constructor (CMc)), and Design/Build (with select projects). Any and all methods of construction for a project must be reviewed in advance by the Office of Management Services. In addition, for projects over \$750,000, the utilization and engagement of pre-construction services (for cost estimating, value analysis, and scheduling) are recommended and may be required.
  - 2.6 All construction projects will conform to the applicable ADA codes.
  - 2.7 At the end of each project, the architect will be required to submit two sets of reproducible record drawings and two electronic diskettes – one set and disk for the Chancery and one set and disk for the parish/agency records. These should be received prior to final payment being made.
3. EMERGENCY PROCEDURES
- 3.1 Contact Office of Management Services for procedures at telephone number: 317/236-1452 or 800/382-9836 Ext. 1452.
  - 3.2 Begin gathering repair and cost data.
  - 3.3 Contact insurance company for possible coverage.
4. PROJECTS UNDER \$50,000 (See Project Outline Overview Chart No. 6, page 6)
- 4.1 Projects with a projected cost of \$50,000 or less may basically be handled on the local level with the exception of those subsequently listed. Please contact Office of Management Services for contract information and consultative services.
  - 4.2 NOTE: The following **MUST BE APPROVED** by the Archdiocesan Building Commission (ABC) before work may begin. Contact the Office of Management Services for review by ABC.
    - All roof work
    - All heating, ventilation and air conditioning work
  - 4.3 All work involving an area of worship must be reviewed by the Archdiocese Church Art & Architecture Committee and approved by the Archbishop before work may begin. Contact the Office of Worship for guidelines.
5. PROJECTS OVER \$50,000 (See Project Outline Overview Chart, page 6 and Detailed Outline No. 7, page 7-11)
- 5.1 The Archbishop has determined that projects with a projected cost greater than \$50,000, because of their impact, are acts of extraordinary administration according to Canon 1281, paragraph 2. Therefore, these projects must be coordinated through the Office of Management Services and the subsequent project procedures.

- 5.2 Pastor writes letter to the Office of Management Services requesting permission to begin the planning of and receive advice relative to the project.
- 5.3 Director of Management Services will meet with Parish Building Team to develop an understanding for the scope of project and to outline and review the Archdiocesan guidelines for project.
- 5.4 Each phase of project must be approved by the applicable Archdiocesan agency on behalf of the Archbishop including, but not limited to, the Archdiocesan Building Commission (ABC) and the Archdiocesan Finance Council.
- 5.5 In order to better serve parishes on future building projects, it is requested that upon completion of the project, the parish and Office of Management Services (OMS) meet with the Parish Building Team to evaluate the project experience and "lessons learned". This will enable OMS to share these "lessons learned" with other parishes.

6. PROJECT OUTLINE OVERVIEW CHART



## 7. DETAILED PROCEDURES FOR PROJECTS OVER \$50,000

### 7.1 Preliminary Parish Planning

Parish Council Consultation  
Pastor/Administrator Approval of Project Concept  
Approval of Concept by the appropriate Archdiocesan Agency

### 7.2 Contact Office of Management Services for:

Discussion of Project Scope  
Direction relative to Archdiocesan Guidelines

- Financial Approval Process
- Capital Campaign Process Consultation (if applicable)
- Relation and Consultation with Office of Worship
- Relation and Consultation with Office of Education
- Selection of Architect/Engineer and approval of contract
- Construction Process Procedures
- Submittal Requirements

### 7.3 Parish Planning Process

Parish Consultation

- Must include completion of Parish Self-Evaluation Form

Interview and Recommendation of Design Team and Construction Manager if applicable  
Preliminary Financial Discussions  
Approval of Parish Self-Evaluation and Design Team Recommendation by Office of Management Services  
Preparation of Design and Construction Manager (if applicable) Contract(s) by Architect and approval by Office of Management Services

### 7.4 Preliminary Design Phase (Inclusive of Traditional Program, Master Plan and Schematic Design Phase)

Development, Review and Approval by Parish  
Approval by Archbishop

- Review and Approval by Office of Management Services
- Review and Approval by Office of Worship, if applicable
- Review and Approval by Office of Education, if applicable

**NOTE:** See Preliminary Design Phase Deliverables No. 8, page 9

### 7.5 Preliminary Financial Plan

Preliminary Review and Approval by Archdiocesan Finance Office if cash is on hand for project and no Capital Campaign is required.  
Review and Approval by Office of Stewardship and Development for Capital Campaign, if campaign is required.

NOTE: Financial planning should also include consideration for long term operation and maintenance expenses.

7.6 Conducting Capital Campaign

Approval of Capital Campaign Process by Office of Stewardship and Development

Completion of Capital Campaign Drive

Approval of funding available for project:

- Review by Parish Council
- Approval by Pastor
- Review and Approval by Office of Management Services and Archdiocesan Finance Office

7.7 Final/Detailed Design Phase (Inclusive of Traditional Design Development and Construction Document Phase)

Development, Review and Approval by Parish

Approval by Archbishop

- Review and Approval by Office of Management Services
- Review and Approval by Office of Worship, if applicable
- Review and Approval by Office of Education, if applicable

NOTES: See Final/Detailed Design Phase Deliverables No. 9, page 10-11. In addition, budget compliance is important. The Parish, Design Team and Construction Manager (if applicable) must comply with the budget once established and approved, see item 7.5 Preliminary Financial Plan. Utilizing alternate bids for budget compliance is acceptable; however, the design and bidding of same is to be included in the basic scope of the design and CM services and fees and, therefore, will not constitute additional service fees regardless of the acceptance or rejection of the alternate bids.

7.8 Final Financial Approval of Project

Project Budget and Funding Approved by Parish and Pastor

Approval by Archbishop

- Financial Approval by Archdiocesan Office of Finance (Archdiocesan Finance Council if loan is required)

7.9 Bidding Process

Approval of Bidders List by Parish

Approval of Bidders List by Office of Management Services

Submission of Project Documents to Approved Bidders

7.10 Review of Bids and Contract Award Phase

Review and Approval of Bids by Parish

Recommendation of Contractor by Parish

Review of Bids by Office of Management Services

Review and Approval of Contractor by Office of Management Services



NOTE: It is IMPORTANT to note that if contractors are reviewed and qualified in advance, the lowest and/or best bid must prevail once the bid is reviewed and certified by the Architect and/or CM (if applicable).

#### 7.11 Contract Award Phase

Preparation of Contractor Contracts (General or individual Prime Contractors) by Architect, CM, or Office of Management Services  
Approval of Contract by Parish  
Approval of Contract by Office of Management Services  
Permission granted by Office of Management Services for Pastor to sign contract

### 8. PRELIMINARY DESIGN DELIVERABLES FOR ABC SUBMITTAL (Inclusive of Traditional Program, Master Plan and Schematic Design Phase for a Significant Building Renovation, Addition or for a New Building)

#### 8.1 Program Information:

NOTE: The Office of Management Services encourages the development of a program at the onset of all projects in order to establish and properly identify and balance the project scope, quality and cost.

Owner site and building design criteria, guidelines, goals and objectives  
Space requirement outline  
Space adjacency diagrams  
Project budget summary

#### 8.2 Master Plan Information:

NOTE: The Office of Management Services acknowledges that a master plan is optional, but encourages the development of a master plan to serve as a bridge between the program and the preliminary design. Master plans are extremely beneficial toward:

1. Developing a long term vision that inspires consensus and the stewardship required to implement same.
2. Enabling the proper implementation of interim improvements consistent with a long term vision.

Expanded program outlining owner site and building design criteria, guidelines, goals and objectives  
Overall conceptual site plan  
Overall conceptual floor plan(s)  
Conceptual building rendering(s)  
Project budget summary

#### 8.3 Design Information (as traditionally developed for Schematic Design):

Overall site survey (if applicable)  
Overall demolition plan (if applicable)  
Overall site plan

- Overall dimensioned floor plans
- Roof plan
- Exterior elevations with height indicated
- Building sections
- Exterior rendering(s)
- "Basis of Design" narrative outlining design intent for all building systems
- "Basis of Budget" schematic design cost estimate

9. FINAL/DETAILED DESIGN DELIVERABLES FOR ABC SUBMITTAL (Inclusive of Traditional Construction Document Phase for a Significant Building Renovation, Addition or for a New Building)

9.1 Site:

- Site survey
- Site demolition plan (if applicable)
- Site plan
- Grading/drainage plan
- Landscape plan(s) and details
- Site utility plan
- Erosion control plan
- Traffic maintenance plan
- Entrance/driveway plan/details
- Sanitary sewer system plan
- Site details

9.2 Structural:

- Demolition plan (if applicable)
- Foundation plan
- Floor framing plan(s)
- Roof framing plan(s)
- Sections
- Details
- Schedule

9.3 Architectural/Interiors:

- Demolition plans (if applicable)
- Overall plan(s)
- Fire and life safety plans
- Wall types
- Partial plan(s)
- Enlarged floor plan(s)
- Reflected ceiling plan(s)
- Roof plan(s)

- Exterior elevation(s)
- Building section(s)
- Exterior details
- Wall sections
- Door schedule
- Door elevations
- Door frame elevations/details
- Room finish schedule/specifications and/or plans
- Interior elevations/details
- Equipment plans with case elevations
- Signage plans (if applicable)

9.4 Mechanical:

Plumbing:

- Demolition plan(s) (if applicable)
- Plan(s)
- Details
- Schedules

HVAC:

- Demolition plan(s) (if applicable)
- Plan(s)
- Details
- Schedules

9.5 Electrical:

- Demolition plan(s) (if applicable)
- Power plans
- Light plans
- Details
- Schedules

9.6 Final Specifications:

Divisions 0 and 1, as well as applicable technical sections Division 2 through 16

9.7 Final Cost Estimate