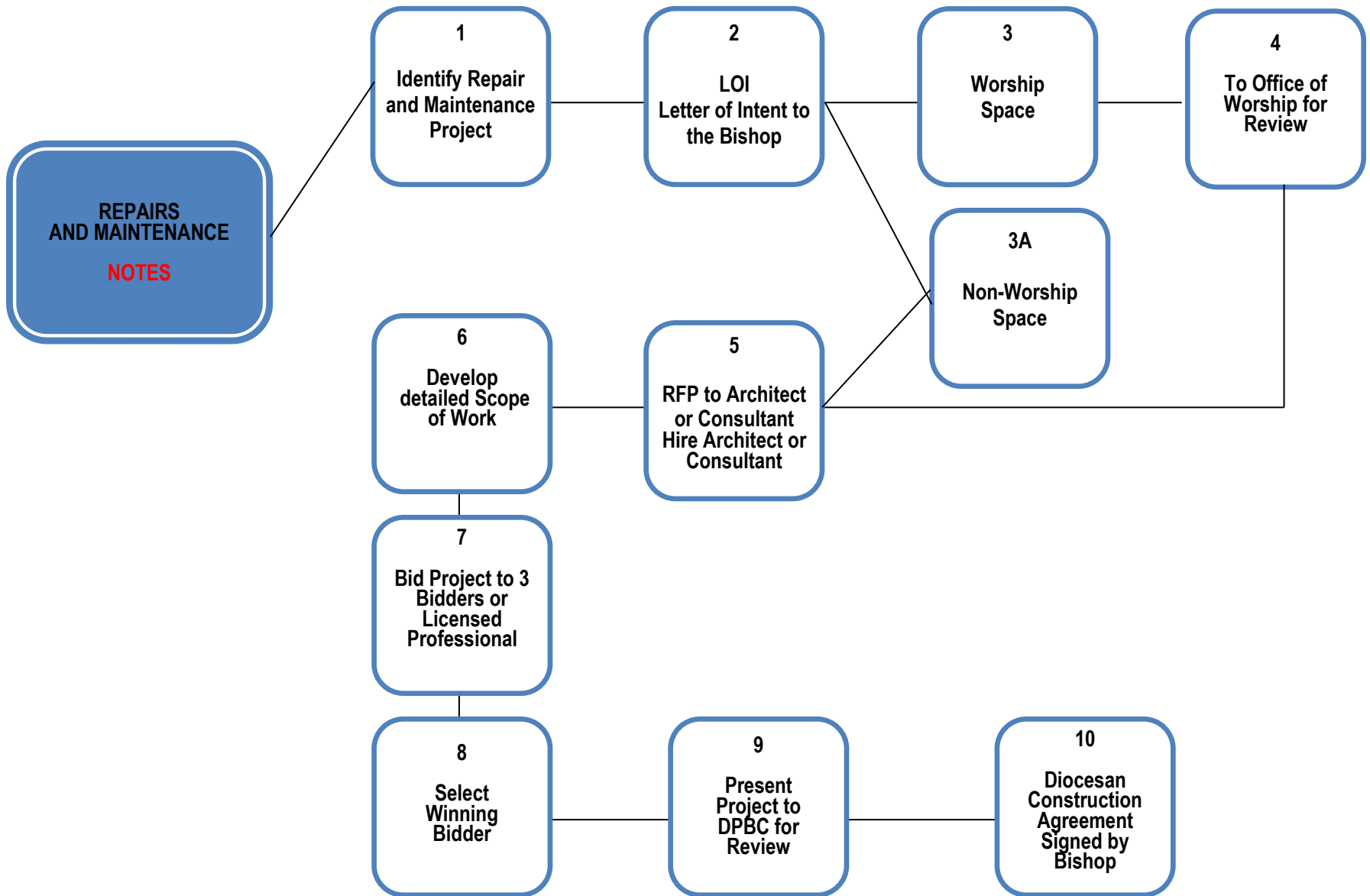


# FLOWCHART #2 - PLANNING REPAIRS AND MAINTENANCE PROJECTS OVER \$20,000



For descriptive guidance, please visit web site: <http://www.catholicahawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

Revised: October 15, 2016

## **FLOWCHART #2 - PLANNING REPAIRS AND MAINTENANCE PROJECTS OVER \$20,000**

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### **NOTES**

**Block #1:** Identify over \$20,000 R7M project forward Letter of Intent (LOI) to Bishop

**Blocks #3 and #3A:** Identify proposed work as worship or non-worship space. Worship space is forwarded to Block #4 for review by the Office of Worship.

**Block #4:** Office of Worship to review worship space proposed changes

**Block #5:** Prepare Request for Proposal (RFP) for an Architect or Consultant; screen, interview, select Architect or Consultant

**Block #6:** Architect or Consultant with PPBC develops detailed Scope of Work with drawings and supporting specifications

**Block #7:** PPBC assisted by Architect or Consultant bid to three (3) qualified bidders

**Block #8:** PPBC assisted by Architect or Consultant select the best bid

**Block #9:** Pastor, PPBC, Architect or Consultant makes presentation to the DPBC.

**Block #10:** Forward Standard Diocesan Construction Contract to Diocese for legal review and final approval.