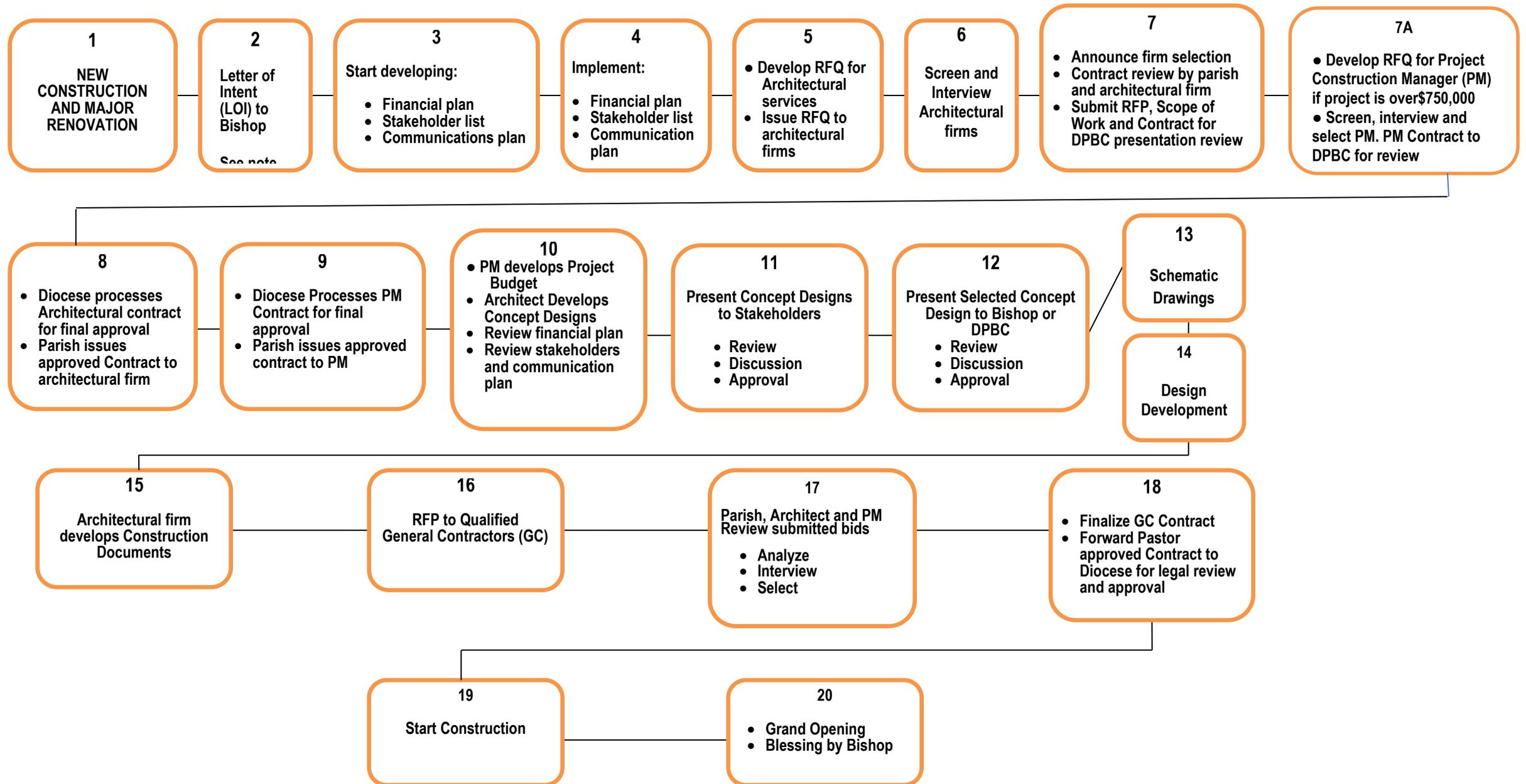


# FLOWCHART #3 - NEW BUILDING CONSTRUCTION AND MAJOR RENOVATION PLANNING MILESTONES



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### NOTES

#### **BLOCK #2: Letter of Intent (LOI)**

There are three (3) Letters of Intent (LOI): Worship Space, Non-Worship Space, and Worship and Non-Worship Space combined. See web site <http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx> for samples.

#### **BLOCK #3: Begin Project Development**

- Financial Plan
  - a. Review existing resources.
  - b. Review existing resource projections.
  - c. Are there sufficient resources?
    1. If not, discuss fund raising possibilities.
    2. If not, consider Capital Campaign approach.
  - d. Review needs, wants and requirements.
- Identify Stakeholders by category
  - a. Ministries
  - b. Parishioners
  - c. Neighbors
  - d. City & County officials, Neighborhood Boards, State Agencies
  - e. Police and Fire Departments
  - f. Local Politicians
  - g. Diocesan Staff
- Communication Plan

Develop a communication Plan for each Stakeholder category; e-mail, personal contact, letter, telephone or social media.

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### **BLOCK #4: Implement**

Place in motion the Financial Plan along with the Stakeholder and Communication Plan

### **BLOCK #5: Request for Qualifications (RFQ)**

See <http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx> for sample.

- a. Identify three or four Architectural Firms with credentials associated with the type of project (Church, School or Parish Hall, etc.).
- b. Develop an RFQ. Survey Stakeholder wants, needs and requirements. The most important element for a project looking out 20 years is a highly sophisticated demographic study and should be included in the evaluation of the RFQ recipients.
- c. Consider forming a special RFQ Evaluation and Selection Committee.
- d. Issue the RFQ.

### **BLOCK #6: Interview Architectural firms**

RFQ Evaluation and Selection Committee; Screen, interview and question, re-interview and question, evaluate and select.

### **BLOCK #7: Selected Architectural Firm and Request for Proposal (RFP)**

- Publish Architectural Firm Selection to appropriate Stakeholders.
- Refine Scope of Work (Architectural Program) with the Architect.
- Review Architectural Program, RFP and Architectural Agreement with the Diocesan Planning and Building Commission (DPBC).

### **BLOCK #7A: Develop RFQ for Project Manager (PM)**

- Develop RFQ for hiring a Project Manager
- Screen, interview, evaluate and select
- Process Project Manager Agreement for DPBC review,

### **BLOCK #8: Issue Architectural Agreement**

- Process Agreement for Diocesan review, approval and signature
- Notify appropriate Stakeholders when The Architectural Agreement is approved

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### **BLOCK #9: Project Manager RFP**

- Notify appropriate Stakeholders when the Project Manager Contract is approved.

### **BLOCK #10: Develop Concept Designs**

- The Architect, PM with the Parish Project team develop 3 or 4 Design Concepts Each Design Concept should show the advantages and disadvantages of each with a Rough Order of Magnitude cost for each.
- Review the progress of the Financial Plan.
- Review and update the Stakeholder list and Communication Plan.

### **BLOCK #11: Present Design Concepts and Financial Plan to Appropriate Stakeholders**

- Appropriate Stakeholders review; discuss the Design Concepts and Financial Plan.
- Select a Design Concept.

### **BLOCK #12: Present Design Concept, Financial Plan and Stakeholder Support to the Bishop**

- Review discuss and gain approval.

### **BLOCK #13 and #14: Architectural Design work**

- Schematic Design; Architect, PM and Parish Project Team review, discuss and approve Schematic Design.
- Design Development; Architect, PM and Parish Project Team review, discuss and approve Design Development.

### **BLOCK #15: Construction Documents**

- Architect develops Construction Documents for Bid.
- Architect, PM and Parish Project Team review, discuss and approve Construction Documents.

### **BLOCK #16: RFP to Qualified General Contractors**

- PM to screen and qualify potential General Contractors.
- Architect, PM and PPBC conduct pre bid Conference for qualified bidders followed by job site walk through.

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### **BLOCK #17: Review General Contract submitted bids**

- Analyze bids with Architect.
- Interview competitive bidders discuss potential savings.
- Select General Contractor.
- Value Engineering, if necessary; Architect, PM and PPBC reconsider material selections to lower costs.

### **BLOCK #18: Finalize General Contractors Contract**

- Forward Pastor approved Contract for Diocesan Processing.

### **BLOCK#19: Start Construction**

### **BLOCK #20: Grand Opening and Bishops Blessing**