

PLANNING PROCESS FOR PARISHES

NEW CONSTRUCTION, RENOVATIONS, REPAIRS and MAINTENANCE

I. PLANNING PHASE (Identify a Project)

1. The pastor establishes a **Parish Planning and Building Committee (PPBC)**. The membership of the PPBC may be generic or project specific or the PPBC may recommend a project specific sub-committee. Normally the complexity of a project will determine the specific skills needed to staff the PPBC or a sub-committee. The pastor should seek volunteers who possess the necessary skills relevant to new construction, renovations, repairs and maintenance or the type of project envisioned. The pastor forwards the list of the PPBC members (to include addresses, phone numbers and e-mail addresses) to the Diocesan Planning and Building Commission (DPBC) Chair for future reference.
2. The PPBC conducts a yearly Building Assessment using the BUILDING ASSESSMENT WORK SHEET FOR THE 5 YEAR PLAN found in Volume I¹ and develops a prioritized 5 year plan, using the 5 Year Plan Matrix found in Volume I¹. The project planning process begins when the pastor selects a project.
3. When an Architectural/ Consultant/Construction project is identified that is estimated over \$50,000, the pastor forwards a Letter of Intent to the Bishop with a copy to the Chair of the DPBC outlining the intent and justification for the project. Sample Letters of Intent are provided in Volume II¹.
4. Following a favorable review of the Letter of Intent by the Bishop, the pastor and the PPBC begin the project design process and prepare a detailed and very specific Scope of Work for bidding purposes. In some cases a consultant may be engaged in the preparation of the Scope of Work. When the renovation, construction or repair project involves a worship space, the proposed Scope of Work is provided to the Office of Worship for liturgical review and comment.
5. Primary Design Considerations
 - a. When a worship space is part of the project, compliance with the Built of Living Stones: Art, Architecture, and Worship, guidelines issued by the United States Conference of Bishops, provides the appropriate direction. If necessary the Bishop may assign a liturgical representative to the project. Additionally, the parish may, with approval of the Bishop, hire a professional liturgical consultant, to coordinate with the Office of Worship. The Office of Worship will review the plans that affect the worship space. In accordance with the Built of Living Stones: Art, Architecture, and Worship, the design process should respect the character of the local worshipping community.
 - b. The Bishop will review and approve all worship space plans prior to construction, renovation or major repairs.
 - c. The design process will comply with federal and local laws and be sensitive to the needs of people with disabilities. This sensitivity is not limited to physical access and applies to the selection of art, lighting, video, space utilization, acoustics as well as the use of modern technology. The USCCB Pastoral Statement of U.S. Catholic Bishops on Persons with Disabilities document provides the appropriate guidance.¹

Note: 1 <http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

6. Project Description; Architectural Program or Scope of Work

a. The PPBC develops a Project Description (sample Project Description/Program/Scope of Work provided later in Volume II)¹. The project Description/Program/Scope of Work should **include every possible consideration** with regard to the operation or overall intent. It is prudent to include every relative concern/item, because adding concerns/items later in the process can become expensive. At this point ideas are more important than exact costs. As the bid process progresses, costs become more refined and lower prioritized items with their associated costs will drop from the project.

b. A Project Description/Program/Scope of Work with site plan is developed detailing all objectives, spaces, services (i.e. telephone, sound, lighting, data {modern technology}, utilities, etc.), equipment (new and existing), special finishes, furniture and spatial relationships. The Project Description/Program/Scope of Work forms the basis of the parish's expectations and goals for the completed project. The pastor, parish leadership, PPBC and various ministries and parishioner groups should review and contribute to the development of the Project Description. In the case of technically complex projects, an outside Architect/consultant is usually engaged to prepare the Project Description/Program/Scope of Work in sufficient detail to develop a biddable Scope of Work for the basis of a Request for Proposal (RFP)¹. If an Architect/consultant is required, the PPBC issues a Request for Qualification (RFQ) and follows the procedures under Section II.

c. Develop Project Description/Program/Scope of Work Content:

1. Brief project statement
2. Statement of purpose and need for the project
3. Context/Background of the project:
 - a. Describe how project supports the overall goals of the parish
 - b. Describe how project supports projected parish demographics and service requirements.
 - c. What - if any - pre-project requirements need to be completed prior to this project?
4. Project Components (detailed description with site plan attached):
 - a. New Construction
 - b. Maintenance Improvements/Upgrades
 - c. Demolition
5. Issues and Concerns Identified:
 - a. Physical (e.g. ADA, lack of buildable space, existing infrastructure)
 - b. Permitting
 - c. Construction-phase impact on religious services Parish/Facility operations
6. Pre-bid advice provided by professional architects, consultants, contractors, engineers during development of project description
7. Estimated Project Schedule
8. Order of Magnitude Project Costs

Note: 1 <http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

9. Site Plans:
 - a. Existing conditions: buildings, utilities, traffic patterns
 - b. Proposed changes to the overall facility
 - c. On completion of Project Description/Program/Scope of Work, the Pastor and PPBC will provide all the Stakeholders of the Parish with a participatory opportunity to voice their opinions with regard to the Project Description/Program/Scope of Work, projected schedule and estimated costs. It is prudent for the Parish Pastoral Council/Parish Finance Committee attend these presentations. Upon approval by the Pastor the PPBC, Parish Finance Council and Parish Pastoral Council, the Parish will proceed to developing a biddable Request for Fee Proposal.

II. REQUEST FOR QUALIFICATION (RFQ) FOR ARCHITECTS, CONSULTANTS AND PROJECT MANAGERS

1. Diocesan Policy requires a Project Manager for construction Projects over \$750,000, Volume II¹ refers.
2. The pastor and PPBC issues RFQs for the project to three or more qualified professionals (i.e., architects, consultants and Project Managers).
3. PPBC develops a RFQ. (Sample RFQ letter for professional services is provided in Volume II)¹
 - a. RFQ Package contains:
 - RFQ Invitation Letter
 - Request for respondents qualifications
 - Project Description and Scope of Work
 - Respondent Interviews
 - Due date, time and place
 - Interview scoring template
 - Format: hardcopy submission, original signature. No e-mail or fax submissions.
 - Blank Contract/Services agreement for information and insurance requirements, located in Volume III¹
 - b. PPBC researches prospective respondents for experience in comparable work and reputation. Identify a minimum of three qualified respondents.
 - c. The pastor forwards an RFQ to the prospective respondents.
 - d. Sealed Respondents submissions are date stamped when received. (No faxed copies or unsealed submissions should be accepted.)
 - e. Submission letter Opening procedure:
 - 1) Establish Respondent Submission Opening Committee: The Pastor, members of the PPBC, and a member of the Parish Finance Council
 - 2) The sealed respondent Submission Letters are opened, initialed and dated by each member.
 - f. Select Architect/consultant
 - 1) The pastor evaluates the respondent Submission Letters with the PPBC and sets an interview schedule for the selected respondents.
 - 2) The pastor and PPBC conduct onsite in depth and detailed interviews with the respondents.

- g.** Provide Respondent a Request for Proposal (RFP)
- 1)** The selected respondent is invited by an RFP to submit a bid based on negotiated deliverables with associated costs for each deliverable, and with the understanding the pastor and PPBC must approve a submitted deliverable before payment is made and before proceeding to the next deliverable.
 - 2)** Provide the selected respondent with three copies of the standard Diocesan Contract for professional services.
 - 3)** Projects over \$50,000 should be presented to the DPBC for review.
 - 4)** For projects over \$50,000 the selected respondent forwards a signed original contract and two signed copies to the pastor. The pastor forwards the signed original and two signed copies of the Contract to the Facilities Services Manager for further processing.
 - 5)** The Facilities Services Manager forwards the original and two copies of the signed contract to the Diocesan Attorney for review if there are suggested modifications to the contract. Contracts without any suggested modifications are forwarded to the Bishop for approval and signature.
 - 6)** Upon final approval by the Bishop, two signed agreements are forwarded to the pastor. The pastor retains a copy and forwards a signed agreement to the selected respondent.

III. ARCHITECTURAL/CONSULTANT CONCEPTUAL DESIGN PHASE AND FINANCIAL PLAN

- 1.** At the conclusion of the design phase, the pastor and PPBC schedule a presentation for all the parishioners/stakeholders of the parish to provide them with an opportunity to voice their opinions with regard to the conceptual design and financial plan.
 - a.** Site plan of the entire property
 - b.** A brief narrative elaborating on the approved Program/Scope of Work
 - c.** Assurance that the design has the approval of the appropriate Parish Finance and Pastoral Councils, ministries, boards and committees.
 - d.** Order of Magnitude Project Budget (the attached Appendix refers)
- 2.** The Financial Plan will encompass the following:
 - a.** the sources of funds
 - b.** a strategy for payment for the project as work is completed
 - c.** total amount of parish savings
 - d.** total amount in the Parish Assessment Free Building Fund, if established
 - e.** monies raised for this particular capital improvement
 - f.** parish statistics on the average number of adults in attendance for Saturday/Sunday liturgy
 - h.** average weekend collection

The Diocesan Finance Office is prepared to assist the Parish Finance Committee and the PPBC in the preparation of its Financial Plan.

IV. SCHEMATIC DESIGN PHASE

- 1.** For the pastor and PPBC, the Schematic Design Phase is the most critical review of the project. For it is at this stage that the pastor and PPBC determine if the Architect/consultant fully grasped the Program/Scope of Work. The schematic design drawings and specifications should be reviewed in detail to insure that the approved Program/Scope of Work has been faithfully incorporated in the design. Now is the time to clarify the drawings, the Program/Scope of Work and make modifications.

The project should not proceed until the Schematic Design is complete to the satisfaction of the pastor and the PPBC. Changes to the Schematic Design are far less costly than changes made

later in the design process.

2. After review and approval by the pastor, Architect/consultant and PPBC, arrange for a detailed review by the DPBC if the Project is over \$50,000:

- a. plan view drawings
- b. landscaping concepts
- c. general audio and visual specifications
- d. general lighting specifications
- e. ADA considerations
- f. parking including egress and ingress routes
- g. infrastructure consideration
- h. filings with the City & County and State
- i. Order of Magnitude Project Budget (the attached Appendix refers)

V. DESIGN DEVELOPMENT PHASE

1. After reviewing the options raised at the end of the Schematic Design Phase, the Design Development Phase adds more definition and detail to the drawings. Plan views, elevations, sections, room sizes, materials, and the exact placement of the building are clearly defined. In addition, there are perspective sketches of details, as well as refined perspectives of the project as a whole.

2. During this phase, the whole building is presented as a system, including specific construction issues, which may affect the final project. From this phase, a fairly accurate cost of construction may be obtained from the prepared drawings.

VI. CONSTRUCTION DOCUMENTS PHASE

The Architect/consultant proceeds with developing biddable construction documents. The construction documents include the final Architectural/Consultant drawings along with a detailed Specifications Manual/Project Manual. The contract documents are reviewed and approved by the pastor prior going to bid.

VII THE BIDDING PROCEDURE

1. The pastor and PPBC with the Architect/Consultant and Project Manager bid the Project by Request For Proposal (RFQ) see sample RFQ Bid Letter¹ Bid procedures are outlined in Volume II¹

2. Submitted sealed RFQ's are reviewed by the Pastor and PPBC, Architect/consultant, Project Manager and the Parish Finance Committee to insure the Construction costs are within budget and there is sufficient contingency to cover unforeseen circumstances. (Owners Contingency is normally 7% to 10% of the construction cost.) The Bid Opening Procedure is noted in Volume II¹

3. If the bid is over the construction budget, the pastor, PPBC, Architect/Consultant and Project manager meet with the lowest bidder, to Value Engineer the construction costs to identify costs savings while maintaining the approved intent of the project. If costs savings are not achieved the pastor and PPBC may consider rebidding the Project.

4. Forward three signed originals of the Standard Diocesan Construction Contract to Facilities Services for Legal review, if necessary, and final signature by the Bishop.

5. The Pastor announces the winning bidder.

6. Two signed contracts are returned to the Pastor for distribution; one copy to the Contractor and the Parish retains one copy.

7. The Pastor forwards a letter to the other bidders they did not win the bid.

VII. FOR CONTRACTORS

1. The PPBC issues RFPs for the project through a sealed bid process to three or more qualified contractors.
2. PPBC develops an RFP. (Sample RFP letter and Bid List provided on the Diocesan Facilities web site, note 1.)
3. RFP Package contains:
 - RFP Invitation Letter
 - Project Description and Scope of Work
 - Bid submittal information:
 - Due date, time and place
 - Format: hardcopy, original signature. No e-mail or fax submissions.
 - A blank Bidders Cost Proposal form (provided later in Volume II)
 - Drawings, specifications and product data sheets, if appropriate
 - Supplemental Conditions and House Rules (specific to each parish)
 - Blank Contract/Services agreement for information and insurance requirements, located at; Volume III¹
4. Pre-Bid: The pastor, PPBC and Project Manager conduct an onsite pre bid conference with the all bidders on the same date and time. The accompanying Architect/consultant answer any questions.
5. Bid Receipt: Sealed bids are date stamped when received. (No faxed copies or unsealed bids should be accepted.)
6. Bid Opening procedure:
 - a. Establish Bid Opening Committee: The Pastor, members of the PPBC, Project Manager and a member of the Parish Finance Council with the Architect or Consultant responsible for the Construction Documents
 - b. The sealed bids are opened, initialed and dated by each member.
7. Select a Contractor
 - a. The Pastor evaluates bids with the PPBC and selects the preferred bid, based on cost, comparable experience and recommendations by the Architect/consultant and Project Manager. It is not necessary for the Pastor to select the lowest bidder.
 - b. If there is a question regarding the facts (exclusions and substitutions) and pricing provided by the lowest bidder, the PPBC arranges a meeting with the low bidder and the Architect/consultant to insure that all elements of the Scope of Work are included in the bid.
 - c. Provide the winning bidder with one original and two copies of the standard Diocesan Contract for Construction; Volume III¹
8. Projects over \$50,000 should be presented to the DPBC for review.
9. The winning bidder forwards a signed original contract and two signed copies to the Pastor. The Pastor forwards the original and two signed copies to the Facilities Services Manager for final processing.
10. The Facilities Services Manager forwards the original and two copies of the signed contract to the Diocesan Attorney, if necessary for review; then onto the Bishop for approval and signature.
11. Upon final approval by the Bishop, the Pastor forwards a signed contract to the winning bidder.

Note: 1 <http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

VII. CONSTRUCTION PERIOD

1. If appropriate, the Pastor arranges for a ground breaking ceremony.
2. The PPBC arranges for one member to attend the contractor's weekly job site meetings for the purpose of communicating parish concerns and activities as well as considering the contractor's issues with regard to impediments that may affect the construction schedule or construction costs.
3. Change Proposals, refer to Volume II¹. The contractor submits a Change Proposal to the project manager (PM) if assigned, the Architect/consultant for review and comment. The project manager, Architect/consultant and contractor in consultation with the Pastor and PPBC review the Change Proposal. An approved Change Proposal becomes a Change Order (CO) and authorizes the contractor to proceed with the work. Moreover, if the CO either adds or deducts costs, it must be reflected on the Pay Application and Project Budget. Any changes that affect the worship space must be approved by the assigned Office of Worship.
4. The pastor and the PPBC along with the, architect/consultant, are responsible for the administration and supervision of the construction contract, unless a project manager has been hired.
5. A Certificate of Insurance is forwarded to the DPBC to insure that the proper insurance coverage for the project is provided.
6. At the end of the project the pastor receives one complete set of "As Built" construction documents to include record drawings and specifications as well as all warranties and guarantees and a second complete set is submitted to the DPBC for permanent storage in the Diocesan Archives. The parish maintains the original record set.

VIII. GRAND OPENING PHASE

1. The blessing and celebration of the completed project is scheduled with the Bishop's Office by the pastor. Contact the Office of Worship if the blessing involves the Rite of Dedication or Rededication of a Church by the Bishop.
2. Any adjustments or renovations made to a church or its worship space following dedication or rededication are to be accomplished in consultation with the Office of Worship.

APPENDIX
PROJECT BUDGET TEMPL*ET*

Description	Cost
Design Fees, Architectural, Interior, Special	
Owner provided Consultants ¹	
Construction Costs	
Landscaping	
Signage	
Audio visual	
Art Work	
Equipment	
Furniture, Fixtures and Equipment ²	
Systems ³	
Exterior Signage	
Project Manager	
Legal and Insurance	
Subtotal	
Contingency (10% on construction, all others 5%)	
TOTAL COST =	

Notes

*First Budget is an Order of Magnitude Budget, follow on budgets become more refined and details become clearer and actual cost are assigned

1. The Owner provide consultants e.g.. Soils/geotechnical, Archeological ,special inspections, liturgical and etc
2. Equipment is associated with Furniture Fixture items
3. Security, Computer, elevators and escalators