



ROMAN CATHOLIC CHURCH IN THE STATE OF HAWAII
DIOCESE OF HONOLULU
WITNESS TO JESUS

July 31, 2017

To the Priests/Parish Administrators in the Diocese of Honolulu

**GUIDELINES FOR ARCHITECTURAL, CONSULTANT, CONSTRUCTION, AND
PROJECT MANAGER AGREEMENTS/CONTRACTS UNDER \$50,000**

Dear Father:

Peace be with you!

In an attempt to improve the processing of Facility Services Contracts and Agreements, there are a number of new procedures designed to shorten the processing time to administer a Contract or Agreement.

1. Parish level for Facility Service Contract administration is raised to \$50,000 from the current \$20,000.
2. The below guidance is to provide for managing Facility Service Contracts and Agreements for building and renovation projects or repairs and maintenance projects under \$50,000.

The current process for building or renovation projects and repairs and maintenance projects under \$20,000 is for the parish to manage the administration of the \$20,000 and under Standard Diocesan Agreement. Normally there is no direct involvement by the Diocese unless requested.

As of August 1, 2017, building or renovation and repairs and maintenance projects under \$50,000 will be managed at the parish level. The same as in the past for the \$20,000 and under projects, except as noted below:

1. Contracts/Agreements under \$50,000 will be managed at the parish level with the following guidance:
 - a. Planning, bidding and vendor selection for projects under \$50,000 is managed at the Parish level by the Pastor with Finance Council and Parish Planning and Building Committee (PPBC) participation. The Finance Council and Parish Planning and Building Committee (PPBC) minutes shall reflect their participation regarding the building or renovation projects or repairs and maintenance projects.
 - b. Bidding: Normal best business bidding practice require three competitive bids from qualified bidders.
 - c. The Pastor, Financial Council and PPBC may consider selecting a bidder with a proven performance record with the parish without going through the three bid process.
 - d. A \$50,000 and under building or renovation project or a repairs and maintenance project does not require a presentation to the Diocesan Planning and Building (DPBC) Commission. However the DPBC is always available for discussion and consultation
 - e. If the \$50,000 and Under Agreement is modified by the vendor or the Parish, the Agreement requires Diocesan Attorney review until mutually agreed to by both parties; or if no agreement is reached, the project may be rebid or a previous qualified bidder selected.

f. The Pastor may consider using a vendor-provided Agreement/Contract rather than the Standard Diocesan Agreement under the following conditions:

1. Vendor provides insurance coverages to match those included under the Standard Diocesan \$50,000 and Under Agreements.
2. Diocesan Legal review is required.

2. The following \$50,000 and under Agreements are PDF fillable and password protected and located at <http://www.catholichawaii.org/diocesan-offices/facilities-management/guidelines.aspx>

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| a. Architect Agreement under \$50,000 | c. Consultant Agreement under \$50,000 |
| b. Construction Agreement under \$50,000 | d. Project Managers Agreement under \$50,000 |

If you have any questions regarding this, please contact Vincent Vernay, Manager of Facilities Management, at 585-3334 or vvernay@rcchawaii.org.

Sincerely yours in Christ,



Most Reverend Larry Silva
Bishop of Honolulu