

DIOCESE OF JUNEAU POLICY FOR FACILITY ALTERATION, CONSTRUCTION OR REPAIR

February 2002

FACILITY ALTERATION AND CONSTRUCTION

1. Any parish or agency contemplating a facility, alteration or construction project that: Exceeds \$10,000, requires a building permit, involves the worship space or is done under several contracts must submit a written proposal to the Bishop that includes all the following:
 - Needs assessment
 - Non-technical drawings
 - Financing proposal
2. Prior to starting a building fund pledge drive; the parish or agency must obtain written approval from the Bishop.
3. Prior to approval to proceed with the building project proposed financing must be approved which includes but is not limited to the following:
 - 50% of the project cost must be in hand.
 - The remaining 50% of the cost must be covered by a sound source of funding.
 - If remaining 50% is a pledge drive, the pledge drive must cover the entire 50% with solid pledges.
 - If any portion of the above financing includes donated material or volunteer labor an itemized listing must be provided.
 - If volunteer labor is to be used, a description of how supervision will be implemented must be provided.
4. Final architectural design, review for new construction and remodel projects must be approved in writing by the Bishop or his designee.
 - The guideline in the “Art, Architecture and Worship, Built of Living Stones” which is part of this policy is to be followed for both new construction and renovation of worship spaces.
 - The Bishop must approve construction or purchase of primary items used in the worship space (altar, ambo, font, tabernacle, etc.).
 - Each parish and most agencies are not legal entities; all contracts (including design contracts) must be signed by the Bishop or his designee in order to be legally binding. Pastors are authorized to sign contracts up to \$10,000.
5. Construction contracts over \$10,000 or contracts dealing with a construction process of an unusual nature must be submitted to Catholic Mutual for review before the parish signs it. Should a contractor have questions regarding the requirements outlined on the Addendum to Contract, please have them contact Catholic Mutual at 1-800-228-6108. **(CATHOLIC MUTUAL’S CONSTRUCTION, LEASE AND FACILITY USAGE CONTRACT GUIDELINES)** are attached and should be reviewed prior to any repair and alteration project.
6. Certificate of Insurance for liability coverage must be provided by all contractors performing work with a value in excess of \$10,000 on property owned by the Diocese.
 - “Catholic Mutual Contract Review Guidelines”, which is part of this policy, is to be followed for both new construction and renovation projects.
7. The contractor must provide a “Schedule of Payments” for projects over \$10,000.
8. A project manager must be retained for projects over \$10,000 and be approved by the Bishop or his designee
9. Payments to a contractor must not be made without a progress/work review and approval by the project manager.
10. The Bishop or his designee in writing must approve payments outside the parameters of the “Schedule of Payments”.

11. Project modifications must be reviewed by the project manager and approved by the Bishop or his designee.
12. A final inspection of the project with the appropriate “punch list” must be completed by the project manager and reviewed by the Bishop or his designee. *Note: A “punch list” is a list of items identified before the final walkthrough with the contractor and project manager, which do not meet, contract specifications or are not complete.*
13. Final payment of the “Schedule of Payments” must not be made until the following conditions have been met:
 - All punch list items are complete or negotiated.
 - The final city/borough building inspection is complete.
 - Verification that all claims by all sub-contractors have been satisfied.
 - The Bishop or his designee has given written approval.
14. Occupancy and/or use of the project location must not take place until all the above conditions have been met.

FACILITY REPAIR

Basically facility repairs fall into the following three categories:

Major Facility Repair - For major facility repairs the same guidelines as those outlined for alteration and construction apply. The criteria for identifying major are as follows:

- Exceeds \$10,000
- requires a building permit
- involves the worship space
- is done under several contracts

Minor Facility Repair – For minor facility repairs (repairs less than \$10,000) Pastors are authorized to sign contracts up to \$10,000. Where insurance issues are involved the Business Office must be contacted.

Emergency Facility Repair – Emergency repairs can fall into either the major category or minor category. When additional damage may occur or where safety issues are involved immediate action to expedite repairs must be taken regardless of its major or minor status. Here also it’s important to contact the Business Office for insurance issues, granting possibilities and legal ramifications.

When considering a new facility, facility repair, or facility alteration all elements of the project must be considered in the total cost estimate not just the construction cost. Below is a list of most of the major items for which various fees and expenses may apply and must be considered. This list is not all-inclusive and will be updated at additional items are identified.

Architect & Design	Liturgical Consultant
Fund Raiser Consultant	Fund Raising Expense
Acoustical Consultant	Long Term Loan Fee
Appraisal Fee	Survey Fee
Construction Loan Fee	Construction Loan Interest
Pews & Chairs	Altar
Baptismal Font	Ambo
Landscaping	Parking Lot Paving

- This policy is effective immediately and supersedes all previous policies.
- This policy will be reviewed and updated as appropriate.