




DIOCESE OF ST AUGUSTINE

The Catholic Church *of* North Florida

Construction and Renovation Policy

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Introduction

The diocese has developed a Construction and Renovation policy and the associated procedures to effectively plan the on-time, on-budget and safe delivery of quality construction, renovation and major maintenance projects for the Diocese of St. Augustine.

This policy emphasizes advanced planning, preparation and documentation of construction projects and proactive monitoring of the construction process. The policy requires several reviews, approvals, and sign-off's throughout the process to ensure appropriate controls and governance are in place to monitor progress and risk.

Coordination with the Director of Real Estate Planning & Property Development (i.e. Director, REPPD): All organizations need to work directly with the Director, REPPD, to employ Design Professionals who have been approved and will need to make use of the standard forms of agreements and contracts appropriate for the specific project.

Revision History

Date	Policy Effective Date	Approved By
12/1/2022	12/1/2022	Bishop Pohlmeier
4/30/2020	4/30/2020	Bishop Estevez
11/1/2017	11/1/2017	Bishop Estevez
3/5/2010	3/5/2010	Bishop Galeone

Scope of Policy

This policy applies to projects if any of the following apply:

- exceeding \$25,000;
- ***all religious/sacred space planning;***
- master site planning (i.e., conceptual site layout that shows the ideal location for each of the major site elements, existing buildings, future buildings, parking lots and the long-term proposed expansion of each as approved by the County/jurisdiction where located)
- civil engineering services associated with the purchase;
- permitting or zoning of diocesan or organization property.

Authority to Execute Documents relating to Planning Design or Construction Projects

Only the Bishop or, with the specific permission of the Bishop, the Chancellor may execute any agreement or Notice of Commencement relating to design or construction to be performed on the property of any entity, or relating to any structure of any organization of the diocese.

Emergencies

The procedures of this policy do not apply in emergency situations. Emergency situations for the purpose of this policy mean construction activities which are necessary to address an imminent life safety condition, or a condition which poses a substantial threat to persons or property. In those cases, the organization should work directly with the Director, REPPD, to obtain approval of the project and for assistance in carrying out the project in a timely manner.

Policies Applicable to All Construction and Renovation Projects

Phased Approvals

The approval of a project for one phase does not imply that the project will be approved for any remaining phases. The standard documents for the engagement of design professionals and contractors specifically reserve the right of the diocese to terminate the contract at the conclusion of any particular phase without proceeding to the next.

Electronic Communications and Documents

Wherever possible, and except where specifically precluded in this policy, email communication is preferred. For this reason, all Organization Heads and all members of an Organization Building Committee need to have email addresses on file with the Director, REPPD.

Insurance

Design professionals and Contractors will not commence work under any agreement until they have obtained all insurance required by this policy, proper copies of Certificates of Insurance and all applicable endorsements evidencing required coverages have been submitted, reviewed, and approved by the Diocese. Copies of insurance policies may be requested if project deems necessary. Carrier Ratings of at least A- VII by A.M. Best. For all coverages. Any variances on these requirements must be reviewed and approved by Risk Management.

Certificate of Insurance for service vendors must evidence the following insurance coverage:

- Commercial General Liability - \$1,000,000 per occurrence with \$2,000,000 aggregate per project.

Certificate of Insurance for construction contractors must evidence the following insurance coverage:

- Commercial General Liability - \$1,000,000 per occurrence with \$3,000,000 aggregate per project.
- Automobile Liability - \$1,000,000 combined single limit covering a minimum of scheduled and hired autos (all autos is preferred).

- Workers Compensation with employer liability limits of \$100,000 / \$500,000 / \$100,000. A provision for a waiver of subrogation in favor of the additional insured/certificate holder must be included.

Additional Insured Requirement. Additional insured endorsement must indicate:

“Erik T. Pohlmeier, as Bishop of the Diocese of St. Augustine, a corporation sole, his successors and assigns, The Diocese of St. Augustine, its affiliates and respective officers, senior directors, authorized representatives and employees, and Diocese of St. Augustine mortgagees are additional insured on a primary and non-contributory basis.”

Certificate Holder:

*Diocese of St. Augustine 11625 Old St. Augustine
Rd.
Jacksonville, FL 32258*

Builder’s Risk Insurance

Builder’s Risk Insurance coverage will be supplied by through the Diocesan Property & Casualty Insurance Program. The cost of said insurance coverage will be borne by the entity undertaking the construction.

Payment and Performance Bonds

All work to be performed pursuant to this policy will be protected by a Payment and Performance Bond in the full amount of the contract sum. For smaller projects, those having a total cost estimate below \$100,000.00, this requirement may be modified or waived at the discretion of the Director, REPPD. Otherwise, the diocese will not permit work to be commenced or performed without such bonds.

Contract Preparation and Execution

The Bishop, as a Corporation sole, (and his successors in office) is the titled owner of all real property in the diocese. Therefore, all contracts and or proposals, permits, notices, and documents for improvements must be signed by the Bishop as Owner, in compliance with civil law. Standard American Institute of Architect (AIA) Contracts appropriate for the particular project are to be used and prepared by design professionals and contractors.

Waivers and Policy Regarding Waivers

The Bishop may, in his discretion, waive a provision of this policy for a particular project upon a request in writing from the Organization’s Head. Waivers will only be considered if the request is well documented and the requested waiver is for a serious and significant reason.

Conflicts of Interest

The purpose of this conflict of interest statement is to insure that the policies and procedures for construction activities in the Diocese of St. Augustine are administrated honestly, fairly and

prudently and that the best interests of the diocese and its organizations is the first priority in all actions and decisions.

In addition, it is critical that this policy be administrated without impropriety or favoritism, always avoiding even the appearance of impropriety or favoritism. This conflict of interest statement is intended to supplement any other applicable laws and regulations governing conflicts of interest.

Description, Disclosure Policy and Procedure

An interested person is anyone who has a current business relationship with any organization of the diocese, or who seeks to have a business relationship with any organization of the diocese. Interested persons will disclose any and all actual or potential conflicts of interest at the time that the interested person or the organization identifies an actual or potential conflict. Interested persons will disclose the existence of the actual or potential conflict, the nature of his or her financial interest and all material facts regarding the same. It is always the primary responsibility of the interested person to disclose actual or potential conflicts of interest, and to err on the side of disclosure in any doubtful circumstances.

For purposes of this policy, any interested person who is also a member of a parish or organization with which a business relationship exists or is sought, or who is a member of a council or board of such parish or organization, has a *per se* conflict of interest which will require full and on-going disclosure. It will be the continuing responsibility of any interested person to scrutinize their transactions and outside business interests and relationships for potential conflicts and to immediately make such disclosures to the Director who shall inform the Chancellor of the nature of the conflict.

ADA Compliance

On property owned by the Diocese of St. Augustine, Church construction is not required to be ADA compliant. However, when feasible, new construction and renovation projects strongly encourage compliance with the American's for Disabilities Act (ADA).

OSHA (Occupational Safety & Health Administration) Reporting

All employers under OSHA jurisdiction must report these incidents to OSHA, even employers who are exempt from routinely keeping OSHA records due to company size or industry.

Family/Unisex Restrooms

Family restrooms, essentially unisex restrooms with amenities such as space for double-wide strollers or an extra toilet, will be included in the design of new buildings when feasible.

Green Design Elements

A green architecture or green design approach should be followed when building to minimize harmful effects on human health and the environment. The "green" architect or designer attempts to safeguard air, water, and earth by choosing eco-friendly building materials and construction practices. It is expected that all designs will incorporate energy-efficient elements

such as well-insulated walls, quality windows with low-E glass, and a high-efficiency heating and cooling system.

Jessica Lunsford Act

The Diocese of St. Augustine requires compliance with all aspects of The Jessica Lunsford Act for all projects. If project requires workers to be on school campus during operational hours. Background checks and “Protecting God’s Children” will be required.

Playground Equipment

Projects which include the provision of playground equipment, regardless of cost, will be submitted to the Director to ensure compliance with risk management and national safety standards.

Governance Structure

Responsibility for implementation and operation of this policy includes the following diocesan offices and church/school personnel.

Organization	Role/Responsibility
Director, Real Estate Planning & Property Development (REPPD)	<ul style="list-style-type: none"> Bishop's delegate for program & project management of all Construction project. Collaborate with Diocesan Entities to oversee and proactively monitor the progress of construction, renovation, or major maintenance projects. Provide support in identifying the project team (i.e., architects, engineers, consultants and contractors) who are approved for planning and construction services to the diocese and its entities. Assist in contracting 3rd party project teams. Finalize and approve budget for (IRL) Initial Request Letter
Diocesan Building Commission (See Appendix B: Diocesan Building Commission Charter)	<ul style="list-style-type: none"> Established as the advisory board by the Bishop to perform status reviews of proposed construction projects to monitor status and compliance Review the feasibility of any proposed project to which this policy is applicable Propose additional policies which will further the mission and intent of this policy The Diocesan Building Commission will meet as appropriate to carry out the duties outlined in committee charter included in this policy (Exhibit 'B').
Chancellor	<ul style="list-style-type: none"> Bishop's representative for Diocesan Administration and Operations
Chief Financial Officer (CFO)	<ul style="list-style-type: none"> Bishop's representative for fiscal feasibility, spending and budgetary issues.

Liturgical Director / Commission	<ul style="list-style-type: none">Responsible for reviewing all religious and other sacred space for architecture, art, etc..., to ensure consistency with requirements and standards for worship, worship space or liturgical music are being followed
Pastor/Director of Diocesan Entity	<ul style="list-style-type: none">Canonical responsible and Bishop's onsite representative for any and all Parish facilities and entities
Organization Building Committee	<ul style="list-style-type: none">Local committee formed to assist the Pastor or Organization's Head in overseeing the project at the organization's level from initial concept through to completion
Design Professionals (Architects & Other Consultants)	<ul style="list-style-type: none">Architects, engineers, or consultants approved for design and planning of construction, renovation or major maintenance projects for the diocese and its organizations

Process Overview

Phase 1 - Submit Project Request & Prepare Preliminary Design Documentation

1.1 **Initial Consultation with the Director** When an organization decides it wants to consider a project, the Organization's Head (e.g., pastor, principal, agency director) must first contact the Director of Real Estate Planning & Property Development (REPPD) for general advice and discussion to evaluate the following:

1.1.1 Evaluate the feasibility of the proposed construction/renovation project.

1.1.2 Discuss the project impacts on the master site plan (if applicable).

1.1.3 Discuss timeline expectations. Set short term goals and next steps.

1.1.4 Generate initial project budget. Approval will not proceed without a budget reviewed and approved by the Director, REPPD and the Chief Financial Officer (CFO). The budget should include:

- Land acquisition costs (if any).
- Rezoning costs (if any).
- Insurance & bonding costs.
- Architectural and engineering fees.
- Permitting and municipality costs.
- Construction costs.
- "Owners' work" is work done by the Organization's vendors that are not included in the general contractor's scope of work (including but

not limited to):

- Security & cameras
- Network & communications
- Audio visual

Furniture, Furnishings, & Equipment (including but not limited to):

- Pews, ambos, desks, chairs, etc.
- Artwork, statues, etc.
- Appliances & equipment

1.1.5 Discuss probable / potential project team (design team, contracts, & organization's building committee).

1.1.6 Assist in determining the appropriate contract type and process model:

- Design-bid-build:

- A design team is hired (by negotiation or competitive bid) to design and provide 100% bid / construction documents.
- Utilizing the 100% bid / construction documents as the basis of bid, the Director, REPPD, will administer a fair and ethical competitive bid process, this process will include an on-site prebid walk through with contractors and vendors to acquire multiple bids for the project.
- Bid analysis – Director, REPPD, will analyze bids and provide a report with a recommended bidder for award.
- Organization Head, and Organization's Building Committee, to review report and award bidder.
- Contract is issued based on the awarded contractor's bid. Construction commences.

- Design-build

- In this process model, the General Contractor is contracted for the both the design and construction of the project. The design team will, in essence, be subcontractors of the builder.

- Construction management (GMP) or Negotiated Bid (preferred)

- A design team is hired (by negotiation or competitive bid) to design and provide 100% bid / construction documents.
- Upon completions preliminary drawings, a General Contractor will be contracted for Preconstruction and Construction

Management services (by negotiation or competitive bid).

- Preconstruction services includes periodic budget updates as design develops, regular input on design meetings in an effort to maintain budget, value engineering services, and other services as specified in the AIA contract for CM services.
- Upon completion of permit drawings (90-100% complete) the General Contractor will provide a Guaranteed Maximum Price (GMP) based on the approved drawings.
- An addendum (or change order) executes the GMP as part of the General Contractor's contract and construction commences.

1.1.7 Clarify project review process, financial process, & project management process.

This will include the requirement for the Director, REPPD, to conduct a site visit to the location of the proposed construction/renovation.

- 1.2 **Initial Consultation with Director, Liturgical Commission:** The Organization's Head will also need to consult with the Director of Liturgical Commission to discuss the liturgical design goals of the project. Liturgical design reviews will be concurrent with the review of the Diocesan Building Committee (Section 2.1 & 3.1).

If the project changes or affects the liturgical design of sacred spaces, it is recommended that the pastor or Organization head meet with the bishop to discuss the vision of the project.

- 1.3 **Formation of an Organization's Building Committee:** The Organization's Head will need to establish a local "Organization Building Committee", which will assist in overseeing the project at the organization's level from initial concept through to completion. The mission of the Organization Building Committee needs to focus on the aesthetic and functional aspects of the project, the technical aspects of these procedures.

Organizations must separate the functions of any capital campaign and building fund drive from that of the Organization Building Committee.

- 1.4 **Initial Request Letter (IRL) to the Bishop / Approval to Proceed with Preliminary Design documents:** The Organization's Head, with the assistance of the Organization Building Committee, submit a formal request to the Bishop as the first step of any project covered by this policy. This formal first step is called an "Initial Request Letter" (IRL). (Refer to Appendix A for a copy of this documentation).

The IRL allows the Bishop to consider the feasibility of the proposed project, asks the Bishop for his approval for the organization to hire a design professional / team to prepare preliminary design documents and develop preliminary deliverables for the purposes of additional approvals, budgeting, and a campaign.

The IRL deliverable needs to include the following documentation:

- Appendix A filled out completely
 - Letter to bishop requesting approval of the project on Organization's letterhead.
 - Major Construction Or Renovation Project Application
- Budget approved by Director, REPPD and the Chief Financial Officer.
- Master site plan indicating location of project.

- 1.5 **Review of Initial Request Letter (IRL):** Construction Application Criteria for Approval:

- Consistency with the needs and goals of the Diocese as it pertains to the parish or organization.
- Consistency with the approved organization's Master Site Plan.
- Consistency with current permitted use, conditions of land use and other zoning and land use considerations.
- The ability of the organization to meet the anticipated financial and funding requirements of the project based upon the organization's historical and current financial profile.
 - It is the policy of the diocese that construction cannot begin until the organization has attained a minimum of 50% of the estimated total cost of the project and secured financing for the remaining portion.
 - Pledges are not counted toward this goal until they the pledge amount is redeemed and received.
- The Chief Financial Officer of the Diocese of St. Augustine must approve all financial aspects of the project. The Chief Financial Officer is responsible for rendering an opinion on the financial viability of the Parish/Organization as it relates to the requested project. As such, the Chief Financial Officer will review the Initial Request Letter, which among other things, requires the Parish/organization to provide key

financial details related to their current financial status and the projections for the project (refer to Appendix A, Initial Request Letter Packet - Financial Information and Estimated Project Cost sections).

- 1.6 **Establishing A Tax-Free Building Fund:** Upon written approval of the IRL packet, organizations subject to diocesan taxation (known as the Parish Sharing Formula) must establish an official building fund for the project under consideration. Building funds must be established for new construction, major renovation, and major maintenance projects.

All monies raised and collected for building funds are free of diocesan taxation. The Chancellor's Office approves the establishment of these official building funds upon the request of the Pastor or Organization's Head. The Fiscal Office is responsible for setting up the Tax-Free Building fund. Note that monies collected for or deposited into building funds which are not officially established with the Chancellor's Office are fully subject to diocesan taxation.

Canon Law requires that all money raised must honor the intention of the donor. Money donated for construction/renovation projects and sustainment of the project (i.e., repairs and improvements needed) must be used solely for that purpose.

- 1.6.1 **Establishing a Diocesan Savings & Loan Account:** The Parish/Organization will need to work in close coordination with the Fiscal Office, who is responsible for establishing the Diocesan Savings & Loan account and monitoring all funds related to the campaign and tax-free treatment.

After the approval letter for the requested project is generated by the Chancellor, the Fiscal Office will open up the account in the Diocesan Savings & Loan. The Fiscal Office will inform the Parish/Organization of the account number and the processes necessary to make deposits and withdrawals on the proper form.

All funds collected from an approved Tax-Free Building Fund must be deposited and maintained in the Diocesan Savings and Loan.

The Fiscal Office will assist the Parish/organization with any questions related to completing these sections. The Fiscal Office will follow up with the Parish/Organization to obtain more details related to the financial aspects of the project if necessary.

The Fiscal Office will notify the Chancellor and the Pastor/Director of the Parish/organization's Head of their findings and also provide a copy to the Bishop.

- 1.7 **Capital Campaigns**: All capital campaigns in the Diocese of St. Augustine must be approved by the Bishop. The Director of Development and Stewardship is available to consult with parishes through all stages of their capital campaign planning.

A capital campaign is designed to raise significant funding over a relatively short period of time, usually for new construction, renovations, debt reduction and/or endowment. A feasibility study determines the goal and plan of action for a capital campaign.

When a parish determines that it is advisable to explore the possibility of conducting a feasibility study or capital campaign, they first should notify the Office of Development and Stewardship in writing outlining the nature and preliminary scope of the project. The Office of Development and Stewardship can meet with the parish to assess campaign readiness, review policies and assessments, and assist with campaign preparation.

- 1.7.1 **Feasibility Study**: The next step towards a capital campaign is a feasibility study. An outside consulting firm should conduct the feasibility study. After a study of the current situation and interviews with members of the community, a feasibility report will indicate:

- If there is adequate support for the proposed project.
- If the project should possibly be scaled back or expanded.
- What the best goals and timeline would be for the capital campaign.

- 1.7.2 **Campaign Consulting**

Because of the complexity of conducting capital campaigns, it is strongly recommended that all parishes and entities retain the services of a professional campaign consultant to conduct a successful capital campaign. Typically, this consultant may be the same one who conducted your feasibility study.

A list of consulting companies may be obtained from the Office of Development and Stewardship. Competitive bids should be obtained from outside firms. The Office of Development and Stewardship is available to assist parishes with review bids and contracts, selecting professional counsel, campaign execution, and follow-up.

Any parish interested in conducting a capital campaign or feasibility study, should contact the Director of Development and Stewardship to arrange any or all of the following:

- An initial review of the process and proposed timelines
- Discussion of the Case for Support

- A meeting with the pastor and/or parish staff
- A meeting with the Finance Committee.

- 1.8 **Selection of Design Professional / Team**: The Pastor/Head of the organization, the Organization Building Committee, and the Director, REPPD will consult about the selection of design professionals. Under their discretion, the Organization's Head and the Organization Building Committee may want to conduct formal interviews or request formal presentations by interested design firms.

Once a decision is made about the employment of a design profession, any agreement entered into will bind the design professional to provide a preliminary design deliverable (i.e., preliminary design drawings, budget estimate, and estimated project schedule) for a specific price within a defined timeframe.

- 1.8.1 **Design Professionals' Scope of Work**: The scope of work performed by any design professionals will strictly conform to the scope of work which is incorporated into its written contract / agreement document.

The Director, REPPD, can provide information to the Organization's Head regarding which design professionals and contractors are approved for work in the diocese, as well as who may be suitable for a particular project.

All design professionals and contractors must acknowledge their familiarity with this diocesan policy and are required to abide by all of its policies. Furthermore, this policy will be referenced in the project's specifications and the policy will always override the contract.

Note that any contract with a design professional for preliminary design documents is subject to normal approval limits for all organizations:

- Contracts between \$10,000 and \$20,000 - must be approved by the Chancellor.
- Contracts over \$20,000 - must be approved by the Bishop.

- 1.9 **Completion of Preliminary Design Deliverable**: Once the design professional has completed the preliminary design deliverable, the design professional will present them to the Pastor/Organization's Head and the Organization's Building Committee for their review. The deliverables will address criteria specified in Section 2.1. They will need to be delivered digitally to the Director, REPPD two (2) weeks prior to the schedule review.

Phase 2 - Submission of Preliminary Design Documents to the Diocesan Building Committee

If the preliminary design deliverable documents are approved by the Organization's Building Committee, the Pastor/Organization's Head will contact the Director, REPPD, to schedule a review of the project by the Diocesan Building Committee (DBC). The Director, REPPD, will distribute copies of the preliminary design documents to all members in advance of the meeting for their review and feedback.

2.1 Review of the project by the Diocesan Building Committee

The Committee reviews the proposed project using the following criteria:

- Review the determining need or urgency of construction, remodeling, or repair.
- Consistency with historical and current norms for design and aesthetics in the Diocese. In general, the Committee defers design elements and aesthetics to the organization and the selected design professionals, but the Bishop and the Committee have the right and responsibility to review design elements, concepts, aesthetics and style in general.
- Review the proposed schedule.
- Consistency of the planned budget with reasonably anticipated contingencies.
- For churches and other sacred spaces — consistency with any requirements and standards for worship, worship space or liturgical music approved by the Director of Liturgy after consulting with the Liturgical Commission. Preliminary drawings need to provide elevations so that special relationships and liturgical movement can be understood. This includes, but not limited to, floor plans, perspective sketches and renderings, sample furnishings, statues, and audio / acoustic strategies.
- For schools — consistency with any requirements and standards adopted by the Diocesan Superintendent of Catholic Education.
- Other criteria which the Committee, in its discretion, deems appropriate for the project. The Committee will inform the organization of any such additional criteria and will provide the organization with an opportunity to respond in the event that the criteria are the basis upon which the project, or any part of it, is not approved.

2.2 **Results of Diocesan Building Committee — Letter to Organization**

The Committee will report its recommendations about the project in letter form to the organization. Generally, the Committee's letter will include of the following conclusions:

- Denied. The Committee does not recommend that the project proceed to the construction documentation phase in this case, the Committee will provide the reasons for the disapproval of the project.
- Denied with Comments. The Committee does not recommend that the Project proceed to the construction documentation phase. However, the Committee will reconsider the project if the organization resubmits the project and addresses particular objections.
- Approved with Recommendations, Requirements or Modifications. The Committee recommends that the project proceed with the preparation of construction documents, subject to certain stated recommendations (which are voluntary), requirements, or required modifications of plans. Examples of requirements or required modifications are: a requirement for supplemental consultants; the need for additional review of certain aspects of a project, or a requirement that the project be reviewed again once 60% construction documents have been prepared; peer review of critical systems; or a requirement of supplemental inspectors for critical systems, such as roofs or HVAC. Requirements or required modifications are reviewed, verified or resubmitted to the Director, as the case may be. A recommendations (voluntary) may be, for example, a suggestion that a door or office be reconfigured or relocated to provide for better functionality of the completed project.
- Approved. The Bishop approves the project as submitted.

The Bishop or Chancellor will send an official letter of approval to move forward with the balance of the project.

2.3 **Design Development Phase of Project Design / Phase 2 Budgeting: Competitive bid Construction Management Contract (for GMP)**

The Director, REPPD, Organization's Head, representatives of the Organization Building Committee, and the project design team will meet to discuss the DBC comments or objections as direction for the Design Development stage of the project's design. If Organization has decided to utilize Design-Bid-Build process model, skip the following sections and proceed to Phase 3 – Design Development Review of Diocesan Building Committee.

2.3.1 Competitive or negotiated bid for Construction Management Contract: The Director, REPPD, Organization's representatives will organize a competitive bid or negotiate bid for Construction Manager (CM).

- Utilizing the approved preliminary drawings as a basis, bidding General Contractors provide bids for preconstruction services, general conditions, overhead, & fee percentage.
- Bid openings are a closed-door process involving the Director, REPPD, and (2) Organization representatives. Minutes of the Bid Opening process must be taken and copies distributed to the Bishop, Chancellor, Chief Financial Officer and other members of the DBC. Minutes must include the a summary of the bids, the selected bid, the selection criteria and the reasons for selection. Any perceived conflict of interest must be noted in the minutes.
- Bid analysis – Director, REPPD, will analyze bids and provide a report with a recommended bidder for award.
- Organization Head, and Organization's Building Committee, to review report and award bidder, with Bishop's approval, in writing to Director, REPPD.
- Contract is issued based on the awarded contractor's bid.

Note: This contract will not include final construction bid. The final construction costs will be included in the Guaranteed Maximum Price (GMP) exhibit or change order after 100% completed design documents.

2.3.2 The awarded bidder will provide updated schedule and budget. The Director, REPPD, Organization's Head, representatives of the Organization Building Committee, and the project design team will meet to discuss the updated budget design development. Any material changes (5% or more) to the budget must be reviewed and approved by the Chief Financial Officer.

Phase 3 – Design Development Review of the Diocesan Building Committee

The Director, REPPD, Organization's Head, representatives of the Organization Building Committee, CM and the design team will meet regularly to discuss the design progress and direction. The Diocesan Building Commission requires design documents to be submitted at an interim completion stage, at 60% complete, the design team will submit these documents to the Director, REPPD along with an updated project budget.

3.1 **Review of the project by the Diocesan Building Committee**

The Committee reviews the proposed project using the following criteria:

- Consistency with Preliminary Design review comments or for any change conditions or circumstances.
- Consistency with planned schedule.
- Consistency with historical and current standards for design, engineering, means and methods, and aesthetics to the Entity.
- Consistency of design intent with stewardship and cost effectiveness.
- Discuss green design strategies.
- For churches and other sacred spaces — consistency with any requirements and standards for worship, worship space or liturgical music approved by the Director of Liturgy after consulting with the Liturgical Commission.

Design development submissions need to provide plans, updated elevations, artist / computer aided renderings so that special relationships and liturgical movement can be illustrated to the Director, Liturgy. It should include photo submittals of selected religious items and furnishings like crucifix, statues, altar, ambo, tabernacle, candle stands, pews, statues, stained glass, etc. Acoustics and audio system submissions should also be included.

- For schools — consistency with any requirements and standards adopted by the Diocesan Superintendent of Catholic Education.
- Fiscal Feasibility – can the project be completed based on the expected revenue from any capital campaigns, savings and other sources of revenue.
- Other criteria which the Committee, in its discretion, deems appropriate for the project. The Committee will inform the organization of any such additional criteria and will provide the organization with an opportunity to respond.

3.2 **Results of Diocesan Building Committee — Letter to Organization**

The Committee will report its recommendations about the project in letter form to the organization.

Phase 4A – Permit Drawings and Permitting: Final GMP

If Organization decided on Design-Bid-Build process model, skip this section and utilize Phase 4B – Bidding

4.1 Completion of Design Development

If approved by the Committee, the design team shall proceed with permit documents (100% completion). Drawings must be provided in both paper and electronic format (i.e., PDF) to ensure appropriate archival retention.

4.2 Completion of Permit/Construction Drawings

Upon 100% completion of drawings, for the General Contractor (CM) will submit them to the authority having jurisdiction (AHJ) for permitting review.

4.3 Final Budget / Final GMP

Concurrent with AHJ permitting plan review, the final budget is set review by Director, REPPD, approval from the Organization, and update sent to the Chief Financial Officer for approval.

4.3.1 General Contractor submits Guaranteed Maximum Price exhibit (change order) for approval and execution.

4.3.2 Organization's representatives finalize all quotes for "Owner's work" (See 1.1.4).

4.3.3 Organization's representatives finalize all quotes for "FF&E" (See 1.1.4).

Phase 4B – Competitive Bidding

4.4 Distribution of Invitations to Bid

The Director, REPPD, distributes an Invitation To Bid (ITB) notice to a finite bidder list. The bidder list will consist of a minimum of (3) three and a maximum of (5) five qualified contractors in an effort to secure the most favorable bid price possible for the project. Contractors can be qualified by either the Organization or the Diocese. The Organization can also submit names of any subcontractors they wish to be considered in the bidding process.

4.5 Response to Invitation to Bid

Bidders that intend to bid, **must** respond with their intention to bid or not, to ensure a full field of bids are submitted. The design team will be advised of the approved contractors who intend to bid, to whom bid documents are to be released. The ITB will indicate the date and time of a Pre-Bid Conference and Site Walkthrough. Both the Pre-bid conference and site walk through **are mandatory** for contractors intending to bid the project.

4.5.1 Pre-bid Conference & Site Walkthrough: This meeting consisting of the Director, REPPD, Organization's representatives, the design team, and the confirmed bidders. The typical agenda consists of (but not limited to):

- Introduction of Owner team (Director, REPPD & Organization)

- Introduction of Design team
- Introduction of Bidding Contractors.
- Review bid procedures, RFI & substitution deadlines, bid deadline, bid opening dates, and award by date.
- Project Summary
- Owner team's rules and regulations
- Site and site restrictions
- Contractor Q&A (limited to procedures & site).
- Site Walkthrough

4.6 **Bid Submission / Selection of Contractor**

- 4.6.1 **Bid Submission**: Bids will be accepted up until the bid deadline. They will be hand delivered to the Catholic Center, where the receptionist will time/date stamp the submission. Bids **must** be submitted on DOSA bid submission form with their proposal submitted as back up documentation.
- 4.6.2 **Bid Opening**: Within (3) business days from the submission, a closed bid opening will be scheduled, consisting of the Director, REPPD, an entity representative, and an additional witness. The goal of the bid opening is to maintain ethical practices during closed bid proceedings. Each attendee of the ad hoc committee will confirm and verify the following:
- the date / time stamp of each bid;
 - verify the amount submitted by each bidder;
 - denote the submitted duration required to build the project;
 - confirm that all bidders received all bid documents and addendum;
 - verify that all bidders received all pre-bid RFIs;
 - confirm the presence if any clarifications, exclusions, allowances, and alternates.
- 4.6.3 **Bid Analysis**: Director, REPPD will conduct a comparative analysis of the received bids and generate a report, providing ethical justification in a bidder recommended for award. This report, along with all the received bids as back up documentation, will be submitted to the Organization head for review with the Organization's Building Committee. The Organization, with Bishop's approval, will determine the awarded bidder and notify the Director, REPPD, of their selected contractor. The results of the selection of bidder including the Bid Analysis must be submitted to the Bishop, the Chancellor, the Chief Financial Officer and other members of the DBC.

The lowest approved bidder will normally be awarded the project. If the Organization's Head recommends that the project be awarded to a contractor who is not the low bidder, there must be cogent and articulable reasons for such a recommendation, along with an approval from the Director, REPPD.

Phase 5 – Contracting

5.1 Preparation of Agreements & Required Documents

The contractor will submit drafts of the standard agreement, American Institute of Architects (AIA), to the Director, REPPD, and the Organization's Head for review. After the AIA agreement is approved, the contractor will submit four final originals for execution (i.e., "Contract Between Owner & Contractor") to the Director, REPPD, with the transmittal carbon copied to the Organization's Head. Also included in the submission, will be the following additional documents for execution (if not done in Phase 4A):

- Notice of Commencement
- Building Permit Application
- Project Schedule
- Certificate of Insurance illustrating coverages and additional insured requirements are met.
- Bonding Certificates as required.

5.2 Execution

Only the Bishop, the Chancellor, or a delegate of the Bishop can sign agreements, notices of commencement (NOC) and building permit applications.

Phase 6 – Construction / Project Management Procedure

6.1 Construction Kick Off Meeting: Upon execution of the contract, the contractor is to convene a Construction Kick Off Meeting to introduce its project team to the design and the Owner's team. This will start the discussions of the next steps.

6.1.1 Attendees:

- Organization's Head
- Organization's main point of contact
- Organization's facility lead
- Director, REPPD
- Design team lead
- Contractor's project manager
- Contractor's project superintendent.

6.1.2 Typical Agenda:

- Opening prayer
- Introduction of team members and roles
- Permit status
- Present and review official project schedule
- Contractor's mobilization logistics
- Contractor's safety plan and policy
- Review project financial procedure

- Invoice and payment application procedure
 - Owner Direct Purchase (ODP) program & procedure
- Review contractor's project management plan
 - RFI & submittal procedure
 - Change order procedure
 - Progress meetings
- Groundbreaking (if applicable)

6.2 **Groundbreaking**: If the organization would like to have a groundbreaking ceremony for the project before construction begins, the Pastor/Organization's Head will need to contact the Bishop's office to coordinate. The organization will also need to provide notice of any groundbreaking events to the Director, REPPD and the Diocesan Director of Communications. The contractor may donate shovels, seating, and / or tents.

6.3 **Project schedule, delays, and liquidated damages**: It is the policy of the Diocese of St. Augustine, that construction contracts carry a liquidated damages clause to ensure project completion when promised. The project schedule is set at starting point and end point. The dates and process between can remain fluid and flexible. The end date cannot move without authorization from the Owner team. Sliding of the completion date can occur without incurring liquidated damages due to the following:

6.3.1 **Weather delays**: For most new construction contracts, the contract & schedule should include an allowance of "rain days" based on the historical data average rainfall in the area. If the actual # of weather delays, exceeds "rain days", the contractor can submit a change order for additional "rain days" without incurring liquidated damages.

6.3.2 **Permitting & reinspection delays**: Times for AHJ review times typically take 3-4 weeks. It will depend on the activity of the construction market. If the review duration drastically exceed the typical range, the contractor can submit a change order for days lost in permitting plan review. However, the contractor should be aware of permitting durations and should account for that in the schedule. Some discussion with the Organization and the Director, REPPD will need to occur to allow this exception.

Reinspections and reinspection fees by the AHJ due to non-compliant construction are not included in this exception.

6.3.3 **Changes or additions to scope of work**: The project schedule is based on the scope of work included in the executed work. Changes or additions to the scope of work will allow the contractor to submit change orders for the modified scope of work which can include a modification of the end date.

6.3.4 **Owner driven delays**: Owner requests to stop work or modify work times to accommodate Owner's events can impact the contracted end date. Owner

requests that significantly affect the contractor's schedule will allow the contractor to submit a change order to modify the completion date.

- 6.4 **Mobilization and Logistics**: Site layout will be an important discussion to allow the contractor to access the requisite areas of the project site without hindering normal operations of the Owner, its staff, and its visitors. Discussion points should include the following:

- Job-site trailer location
- Fencing location
- Dumpster location
- Construction equipment and delivery traffic
- Lay down area
- Contractor & vendor parking
- Break area

- 6.5 **Safety Plan and Policy**: Safety is always a priority for the Diocese of St. Augustine, it should be even more so for any contractor doing work on the property. Once the contractor mobilizes, the jobsite is covered under their umbrella of liability, so will have a safety plan and policy in place. The Owners' team should ensure it addresses and includes Diocesan and Organizational safety plans and policies. Discussion point should include the following:

- Accounting for construction personnel
- Personal Protective Equipment policy for all on-site.
- Extreme weather provisions
- Construction equipment and delivery traffic
- Emergency vehicle traffic
- Proximity and invasive work
- Hours of operation
- Cameras and surveillance
- Locks and access
- Accident reporting procedures

- 6.6 **Financial Procedure**: The procedure for all invoices and payment applications will follow as indicated in the applicable contract.

6.6.1 **Payments to Vendors, Consultants, and Contractors**

Invoices and payment applications will be compensated in the manner provided in their respective agreements throughout the duration of the project. Submittals in PDF form via electronic mail are the preferred mode for invoicing.

Disbursements will be paid from sufficient funds on hand until depleted

before funding from the secured loan.

- *Invoices* for vendors, consultants, and design professionals will be submitted to the contracted entity. These services can be contracted by either the Organization or the Diocese. The Diocese and Organization will collaborate for cost reconciliation and budget forecasting.
- *Application and Certification for Payment* for contractors will, in most cases, be contracted with and paid by the Diocese. The application for payment will be submitted to the architect for certification. After the architect has certified and signed the payment application recommending disbursement, it will then be forwarded to the Diocese for review and approval for payment. The Diocese and Organization will collaborate for cost reconciliation and budget forecasting.
 - When each *Application and Certification for Payment* is paid, a partial “Release of Lien” must be obtained from the Contractor and copies sent to the Director, REPPD, prior to processing of payment.
- On the final requisition for payment, a final “Release of Lien” must be obtained from the Contractor. The Contractor must also provide copies of the Certificate of Occupancy to the Director, REPPD.

It is the policy of the Diocese of St. Augustine that the Organization’s Head will withhold 10% of each construction draw for retainage until final payment is made. No interim payment application will be due unless and until each of the items described in the construction agreement are complied with as provided in the agreement including, for example, lien releases for each subcontractor, materialman, laborer or lienor who has served a Notice to Owner.

Final payment to the contractor will not be due unless and until each of the items described in the construction agreement are completed.

6.6.2 Owner Direct Purchase Order (OPDO) Procedure

Groups of materials in excess of \$5,000 will be purchased by the Diocese of St. Augustine. Goods and construction materials including sales tax are included in the contractor’s proposal.

Prior to authorization of any purchases, if a credit application from the vendor needs to be filled out by the diocese, it is the contractor’s responsibility to account for this time and provide forms.

The DOSA standard requisition form (Appendix C) is to be completed by the Contractor. The vendor’s quote must be included with a requisition as back

up documentation. The requisition and corresponding backup documentation including proposal # or quote#, date, and indicate the billing information as indicated on the contractor's agreement. Pricing lists or documents without totals are not valid backup documentation for ODPOs, and will be returned.

All ODPO invoices from the vendor must be approved by the Contractor, and the organization prior to approval for payment by the Director, REPPD.

Quarterly, a deductive change order is submitted for the total of all ODPOs and sales tax on the material. If the project does not span a full quarter; this must be done prior to final payment.

- 6.7 **Progress Meetings:** The contractor is to convene regular meetings, including milestone meetings, after award of the project. Milestone meetings include kick-off, groundbreaking, Owner's work kickoff and substantial completion. Depending upon the scope of the project, the contractor may be required to schedule weekly meetings. Those in attendance at such meetings should include the Director, REPPD, Organization's Head, and chair of the Organization Building Committee. Prior to the meeting, the contractor should distribute the most recent Status Report to all attendees. The purpose of the meeting is to review the progress of the work and to identify any issues relating to the progress or quality of the work. Issues of concern or interest will be reported to the Chancellor by the Director. Any material issues of concern will be reported to the DBC.

6.7.1 **Attendees:**

- Organization's Head
- Organization's main point of contact
- Organization's facility lead
- Director, REPPD
- Design team lead
- Contractor's project manager
- Contractor's project superintendent.

6.7.2 **Typical Agenda:**

- Opening prayer
- Attendance
- Safety and Security
- Review RFI log
- Review submittal log
- Review change order log
- Review ODPO log
- Review latest payment application along with percentage of work complete and percentage of total of contract paid to date.

- Schedule review
 - Current project activity & schedule report
 - 2-week schedule look ahead
 - Owner's work progress schedule.
 - FF&E procurement schedule review.
- Old project business
- New project business

During the 90% completion meeting, the agenda will include a discussion of any contemplated or recommended withholdings from Final Payment. Nothing discussed at this meeting will limit in any way the Head of the Organization's ability to finally determine that withholding is advisable or permitted under the construction agreement.

- 6.8 **Change Orders:** The design team and the chair of the Organization Building Committee should review, confirm funding source and approve all change orders before they are submitted to the Director, REPPD, for execution.

Note that any additions service contracts with design professionals and change orders for construction is subject to the normal approval limits for all organizations:

- Additional Services and Change Orders between \$10,000 and \$20,000 must be approved by the Chancellor
- Change Orders over \$20,000 must be approved by the Bishop
- Copies of all change orders exceeding \$10,000 must be provided to the Chief Financial Officer.

Any change orders that materially adjusts the budget of the project must be signed by the Bishop or the Chancellor and reviewed by the Chief Financial Officer. DOSA standard budget adjustment form must be submitted and executed by the Organization Head, Director, REPPD and CFO prior to executing any change order that exceeds the budget.

6.9 **Reporting Risks & Issues**

It is the policy of the Diocese to be proactive and address issues which may result in a benefit or be a detriment to the project in a timely manner.

Organization Building Committee members, the design team and others charged with protecting the Organization and Diocese's interest during the construction process, must report any issues of concern or interest to the Director, REPPD; such reports should be in writing. For the purpose of this section, issues of concern or interest include any issues arising out of, or relating to the project which could result in claims against or in favor of the diocese or any

organizations of the diocese, which would have the potential to save or cost the diocese or organizations of the diocese funds, which may increase or decrease the cost of the work, or which may result in substantial delay or acceleration of the project schedule. Material issues of concern must be communicated to the DBC.

Phase 7 - Project Closeout, Report of Performance of DPs and Construction Professionals, and Records and Documentation

7.1 Project Closeout

Prior to making final payment, the design team, and the Organization's Head will verify to the Director, REPPD, that all terms of the contract have been satisfied. The following will need to be satisfactorily submitted:

- A copy of the certificate of occupancy (or completion);
- All warranty certificates
- All operation and maintenance manuals and documents.
- As built drawings must be provided in both paper and electronic format (i.e., PDF) to ensure appropriate archival retention. Paper format will be left with Organization's facility manager. The electronic format will be submitted to both the Diocese and Organization.
- The design team will provide the final CADD files.
- Final commissioning report must be delivered to the Organization's facility manager and the Director, REPPD.

7.2 Dedication: If an organization wants a formal dedication for the completed project, the Organization's Head will need to contact the Bishop's Office and the Diocese office of Communications directly to coordinate the event.

The project may not be formally dedicated until a Certificate of Occupancy has been issued by the appropriate civil authority. Thus, an organization should schedule a dedication only for a date after which a Certificate of Occupancy can reasonably be expected to be issued.

Notice of the dedication should be provided to the Director, REPPD, the design team, construction company officials, and others related to the construction process.

Churches and worship spaces will be formally consecrated or dedicated according to the provisions of the Code of Canon Law.

7.3 Bishop Briefing: After completion of the project, a meeting will be organized to brief the Bishop and his collaborators regarding the final outcomes and walk through the

project.

- 7.4 **Letter of Acceptance**: Once the project has been officially completed, the Chancellor's Office will prepare a final Acceptance document for the Bishop for his sign-off and approval. This document will be included as part of the Organization's file.
- 7.5 **Post Occupancy Report**: After 90 days of occupancy, the Director, REPPD, will conduct a meeting consisting of the design team, the Organization Head and the Organization's representatives to discuss many aspects of the project:
- Lessons learned
 - What works?
 - What doesn't work?
 - Proposed improvements and best practices?

The architect will issue a report based on this post occupancy meeting. This report will propose features of the project to be submitted to the Diocesan Building Committee as part of the Diocesan Best Practices and Standards.

Process Overview Checklist

Below is a checklist for your use of the seven phases of the Construction/Renovation process and key activities:

Phase 1 - Submit Project Request & Prepare Preliminary Design Documentation

✓	Task	Notes
	Initial Consultation – Director, REPPD (Page 8; Section 1.1)	
	Initial Consultation – Director, Liturgical (Page 10; Section 1.2)	
	Is Building Committee established? (Page 10; Section 1.3)	
	Submit Initial Request Letter (IRL)? (Page 11; Section 1.4)	
	Initial Request Letter Approved? (Page 11; Section 1.5)	
	Establish a Tax-Free Building Fund? (Page 12; Section 1.6)	
	Is Capital Campaign established? (Page 13; Section 1.7)	
	Design team selected? (Page 14; Section 1.8)	
	Design team agreement executed? (Page 14; Section 1.8.1)	
	Preliminary Design deliverable received? (Page 14; Section 1.9)	
	Request for preliminary review with DBC (Page 14; Section 1.9)	

Phase 2 – Submission of Preliminary Design Documents to the Diocesan Building Committee (DBC)

✓	Task	Notes
	Preliminary project reviewed by Diocesan Building Committee (DBC)? (Page 15; Section 2.1)	
	Project approved? (Page 16; Section 2.2)	
	Resubmission (if required)?	
	Bid Construction Manager? (Page 17; Section 2.3.1)	
	Construction Manager Awarded? (Page 17; Section 2.3.1)	
	Update budget & schedule submitted to Director, REPPD? (Page 17; Section 2.3.2)	
	Request for Design Development review with DBC? (Page 17; Section 3)	

Phase 3 – Diocesan Building Committee Design Development Review

✓	Task	Notes
	Design Development drawings reviewed by DBC? (Page 18; Section 3.1)	
	Results of DBC received? (Page 18; Section 3.2)	
	Results of DBC integrated into design?	
	Drawings 100% completed?	

Phase 4A – Permitting and Final GMP

✓	Task	Notes
	Drawings submitted for permitting?	
	Contractor submitted GMP? (Page 19; Section 4.3)	
	GMP addendum executed? (Page 19; Section 4.3.1)	
	Updated quotes for Owner's work? (Page 19; Section 4.3.2-3)	
	Updated budget and schedule submitted to Director, REPPD?	

Phase 4B – Permitting and Competitive Bid

✓	Task	Notes
	Drawings submitted for permitting?	
	Invitation to Bid (ITB) distributed to bidders? (Page 19; Section 4.4)	
	Prebid conference and walkthrough? (Page 19; Section 4.5.1)	
	Bids Received? (Page 20 Section 4.6.1)	
	Bid Opening? (Page 20 Section 4.6.2)	
	Bid analysis and recommendation received? (Page 20 Section 4.6.3)	
	Bid Awarded (Page 21; Section 5)	

Phase 5 – Contracting

✓	Task	Notes
	General Contractor's agreement? (Page 21; Section 5)	
	Owner direct purchase orders issued? (Page 24; Section 6.6.2)	
	Furniture purchase orders issued?	
	Owner's work agreements executed?	

Phase 6 – Construction

✓	Task	Notes
	Construction kick off meeting? (Page 22; Section 6.1)	
	Groundbreaking? (Page 22; Section 6.2)	
	GMP addendum executed?	

Phase 7 – Project Close Out

✓	Task	Notes
	Certificate of Occupancy received?	
	Warranty Certificates received?	
	Operations and maintenance manuals received?	
	Organization staff trained?	
	As-built hard copy to Organization facilities manager?	
	As-built PDF to Director, REPPD?	
	As-built CADD files to Director, REPPD?	
	Bishop's Briefing	
	Letter of Acceptance received?	
	Post Occupancy Report schedule?	

Appendix A: Initiation Request Letter Packet

Diocese of St. Augustine - Construction and Renovation Policy

Organization's Letterhead

Date

Most Reverend Erik T. Pohlmeier

Diocese of St. Augustine

Attn: Chancellor's Office / Director, OPCM

11625 Old St. Augustine Road

Jacksonville, FL 32258

RE: Initial Request Letter for a Construction *[or renovation or major maintenance]* Project

Dear Bishop Pohlmeier,

As I have discussed with you previously, our parish *[or other organization]* has concluded that we need to move forward with the construction of *[describe other proposed construction, renovation or major maintenance project]*. I write to request approval of this project, and the attached information is provided for your consideration.

[Reason for request - describe the need, for example, have outgrown current facility, or major repairs or renovation long overdue, etc.].

[Give the expected outcome and benefit to the parish or other organization once the project is completed.]

Sincerely,

[Name]

Pastor *[or other title]*



APPLICATION # _____

DIOCESE OF ST. AUGUSTINE
MAJOR CONSTRUCTION OR RENOVATION PROJECT

Initiation Request

The Bishop's approval is required to begin any major new construction or renovation project in the diocese by a parish or any other diocesan ministry or institution. In order to assist the bishop in his approval decision, please provide the following information. *This form should be sent to the Chancellor's office along with the "Initial Request Letter for a Construction Project."* Additional information or explanations can be included on attached sheets of paper.

PARISH / ENTITY	
Name of Parish/Entity	
Address	
Project Address (if different)	
Telephone #	Fax #
Tax ID #	Tax Exempt #
<p>The below-named signatories state that they and the bodies they represent are aware of the details of the attached project and recommend to the bishop that it be approved.</p>	
Printed Name	Signature
Pastor/Administrator	
Finance Council Chair	
Building Committee Chair	
Parish Pastoral Council	
Liturgical Committee	

(Note: Hereafter, the word "parish," when used in this form, is understood to include a diocesan ministry or other non-parochial institution as well.)

PROPOSED CONSTRUCTION / RENOVATION PROJECT & RATIONALE

A. What do you want to build or renovate? (Include Square Footage, Seating, etc)

B. Why is this project necessary? What building will this replace or improve and why?

C. Master site plans are often required by municipalities. Has your master site plan ever been submitted to and/or approved by a local government body?

☐ Yes. ☐ No.

Note: A copy of the approved master site plan must be submitted with this form. If the parish does not have one, If the parish does not have one, a master plan must be provided at the time preliminary architect's drawings are prepared.

D. If the parish has an approved master site plan; does this project conform to your master site plan?

☐ Yes ☐ No. (If no, explain why it does not):

E. What property will be used for this project? (*e.g., NE quarter of parish property; a newly purchased parcel of property; renovation to existing building*)

F. Municipalities charge impact fees and/or concurrency fees. Describe any zoning, land use or concurrency issues that will have to be dealt with in conjunction with your proposed project?

Diocese of St. Augustine - Construction and Renovation Policy

FINANCIAL INFORMATION					
Provide a summary of Three Full Years' Financial Information plus the current year					
	Current Fiscal Year (as of XX/XX/XX)	Prior Fiscal Year	2nd Prior Fiscal Year	3rd Prior Fiscal Year	Current Budget
Offertory Revenue					
Building Fund Revenue					
Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue					
Liturgy Personnel Expense					
Parish Lay Salary Expense					
School Subsidy					
Repairs & Maintenance Expense					
Utilities Expense					
Construction Costs					
Depreciation Expense					
Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expense					
Net	\$ -	\$ -	\$ -	\$ -	\$ -
Net plus Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -
Current Annual Debt Payment					
Total Outstanding Debt					
Combined Total Savings		All Savings are to be held at the Diocesan Savings & Loan			
Amount Raised to date for this project					
Date of Capital Campaign: From		To:			
ESTIMATED PROJECT COST					
		Land			
		Construction Cost			
Furnishings, Fixtures, Equipment Costs(generally 5-10% of buiding cost)					
Design Professional Costs (architect & engineers)					
Permitting Fees (e.g. concurrency, impact, environmental)					
Diocesan Construction Office Management Fee - 0.2% (See Page 11 under Fees)		\$ -			
Capital Campaign Management Costs (if used)					
Parish Construction On-Site Manager Cost (if used)					
Other Costs (Please describe)					
Estimated Project Cost		\$ -			
Estimated Amount Financed (50%)		\$ -			
Estimated Monthly Payment (15yrs @4.5% or as agreed with DOSA CFO)		\$ -			
Purpose of Loan:	<input type="checkbox"/> Purchase <input type="checkbox"/> Construction <input type="checkbox"/> Refinance <input type="checkbox"/> Bridge Loan				
I UNDERSTAND THAT CONSTRUCTION CANNOT BEGIN UNTIL THE PARISH HAS RAISED AT LEAST 50% OF THE ESTIMATED PROJECT COST AND FINANCING HAS BEEN SECURED FOR THE REMAINDER					

Diocese of St. Augustine - Construction and Renovation Policy

KEY POINTS OF CONTACT			
	Name	Phone Number	Email
Pastor/Administrator			
Finance Chairperson			
Building Committee Chairperson			
Church Secretary			
Other:			

Appendix B: Diocesan Building Committee

Article I: Name – Mission and Purpose

1.1 Name and Address

The name of this Committee is Diocesan Building Committee, hereby referred to as the DBC. The mailing address of the DBC is c/o Catholic Center, Diocesan Building Committee, 11675 Old Saint Augustine Road, Jacksonville, FL 32258

1.2 Mission and Purpose

The mission of this DBC is to assist the diocesan entities, parishes, and schools in the development and maintenance of the physical properties of the Diocese of St. Augustine. These include (but not limited to): churches, chapels, worship spaces, education facilities, grounds, cemeteries, shrines, gardens, gymnasiums, halls, office buildings, and residences. The committee will assist with setting guidelines and best practices, providing oversight, and leadership in design & engineering, construction, and facilities maintenance.

The purpose of the DBC is to serve as an advisory body to the Bishop, Pastors, Superintendent of Schools, Principals, the Deanery, and other committees and councils, such as parish or diocesan finance council and real estate committees, that may be formed to achieve the mission of the Diocese of St. Augustine. The DBC serves in this capacity to identify facility, construction, and design issues and opportunities.

The DBC must strive to be knowledgeable of all activities and ministries of the Diocese of St. Augustine in order to be able offer guidance and advice on the formation and service of built environments and properties.

Article II: Functions of the Diocesan Building Committee

2.1 Function

The function of the Diocesan Building Committee shall include, but not limited to:

- Advise on determining need and feasibility of construction, remodeling, repair, and maintenance of all properties belonging to the Diocese of St. Augustine and its parishes.
- Review all design, engineering, construction and maintenance work contracted by the diocese and its parishes and entities.
- Review project documents to ensure quality, budget stewardship, and safety.
- Review post occupancy reviews to compile lessons learned into future best practices.
- Work with members of the various committees and ministries on projects that involve design, construction, remodeling, or repair of diocesan properties.
- Guide the diocese, its parishes and entities in its endeavors to keep buildings and grounds serviceable and aesthetically pleasing.
- Guide long term and strategic site planning for diocesan properties, including parishes and diocesan entities.
- Draft and develop suggested maintenance practices and procedures. Assist in modification of existing practices and procedures as needed.
- Stay informed of all applicable building codes and guidelines.
- Review and maintain a list of contractors used throughout the diocese.

Article III: Membership

3.1 Number of Members

The DBC shall be composed of:

- Chancellor (or representative) of the Diocese of St. Augustine
- Chief Financial Officer (or representative) of the Diocese of St. Augustine
- Deanery (or representative)
- Pastoral or liturgical representative
- Director of Real Estate Planning and Property Development of the Diocese of St Augustine
- No less than (4) lay persons with professional experience in design, construction, or facilities maintenance.
- (2) Ad hoc guest pastors

3.2 Qualifications for Lay Person Members

The Diocesan Building Committee members should be Catholic, over the age of 21, and in good standing with the Church. Non-Catholic membership will be considered with endorsement from a pastor or diocese executive leadership. The members must be willing to share their time and talents with the diocese, its entities, and parishes.

- Members must possess a high level of integrity and confidentiality and agree not to divulge privileged information that is presented at the meetings.
 - Members may not have a direct business relationship with the Diocese of St. Augustine during their term on the Committee.
 - Members may not directly or indirectly benefit from information presented at the meetings.
 - Any risk of conflicts of interest must be disclosed to the Chairperson for investigation.
- Members must exhibit demonstrated tracked record of competence and professionalism in their field of expertise.
 - Architecture / Interior Design
 - Electrical Engineering / Construction
 - Mechanical Engineering / Construction
 - Civil Engineering / Construction
 - Structural Engineering
 - General Construction
 - Facilities Management / Maintenance
 - Custodial / Janitorial
 - Landscape / Groundskeeping
 - Owner's Representation
 - Property Management
- They will be thoroughly knowledgeable in the work of the committee and cooperate with other committee members in accomplishing committee objectives.
- Members should intend to serve for three (3) consecutive years and attend monthly meetings or as needed unless unforeseen circumstances arise.
- Members must have regular and internet access allowing them the ability to communicate and receive DBC communications.

3.3 Term of Office / Expiration of Term

The term of the members shall be (3) three years. Candidates will be recommended by existing members of the DBC for consideration by the Bishop. At expiration of the term, members shall continue to hold membership on the DBC until reappointed by the Bishop or their successors have been selected and appointed and attend their first meeting.

Vacancies on the DBC caused by any reason other than the expiration of term, shall be filled by selection by the Chairman of the DBC and appointment from the Bishop. If the position is to be filled and not left vacant, the newly appointed member shall serve the remainder of the term.

A member may lose his or her seat on the DBC by resignation in writing, incurring an ecclesiastical or diocesan censure or penalty, or committing a civil offense which necessitates the loss of membership. Any member who has three (3) consecutive unexcused absences from the DBC meetings may be removed upon motion of a DBC member and concurrence of a majority of the remaining members. An individual who has been removed from his or her position will receive verbal and written notification from the DBC Chair.

3.4 Officers

The principal officers of the Diocesan Building Committee shall be the Chairperson, the Vice-Chairperson, and a Recording Secretary. They will be approved by the Bishop.

Chairperson: The Chairperson of the Diocesan Building Committee tends to the organizational aspects of the Committee and facilitates all meetings of the Committee. The chairperson must work in cooperation with Bishop and other Diocesan committees and councils and have an understanding of group process and have facilitation skills. The duties of the chairperson may include the following:

- Set annual meeting schedule and reserve a meeting space.
- Set the agenda of each meeting.
- Provide time for prayer and reflection.
- Preside/facilitate at all meetings.
- Monitor the time frame for each agenda item.
- Encourage all Committee members to participate actively and express ideas freely.
- Assist discussion by restating, summarizing, contracting ideas and sentiments expressed by Committee members.
- Clarify Committee procedures.
- Act as primary DCB point of contact.

Vice-Chairperson: The Vice-Chairperson shall act in the Chairperson's absence and shall have all the powers and duties of the Chairperson when so acting. In the event the Chairperson and Vice-Chairperson are unable to act, the Chancellor shall appoint a member of the Committee to do so on an interim basis. The Vice-Chair may succeed the Chair.

Recording Secretary: For smooth functioning of the Committee as a group, a recording secretary will be appointed by the Chairperson. Their duties are as follows:

- Provide a record of the minutes of the regular and special meetings
- Provide a copy of the minutes to each Committee member two weeks prior to the next scheduled meeting of the Committee.
- Maintain a roster of the members and records of attendance.
- Notify the chairperson of those members with chronic absenteeism.

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- Arrange for the necessary physical requirements (tables, chairs, name placards, etc.) for the regular and special meetings, and activities of the Committee.
- Update Committee documents.
- Distribute information and correspondence to Committee members.
- Clarify Committee procedures.
- Act as primary DCB point of contact.
- Keep on file records of the Committee history, development, minutes, and decisions.

Article IV: Meetings

4.1 Regular Meeting

Scheduled full committee meetings of the Diocesan Building Committee shall be held at such place and time as determined by the Chairperson. Any Committee member may propose new business agenda matters to the Chairperson.

Notice of all regular meetings of the DBC, including distribution of the meeting agenda and materials shall be provided to each Committee member via email at least ten (10) days prior to the date of the meeting. Project documents and specifications being submitted for DBC approval will be transmitted fifteen (15) days prior to date of meeting allowing all Committee members to thoroughly familiarize themselves with the submission.

Regular meetings are closed meetings. Non-committee members may attend by invitation only. Invited project presenters may invite consultants pertaining to the project to address the committee.

4.2 Special Meeting

Special Meetings of the Diocesan Building Committee may be called by the Chairperson when deemed necessary to conduct business that cannot wait for the next regularly schedule Committee meeting.

Notice of all special meetings shall be given to all DBC members via email, in person, or by telephone, no less than (3) days prior to such meetings by the Chairperson.

Special meetings are closed meetings. Non-committee members may attend by invitation only. Invited project presenters may invite consultants pertaining to the project to address the committee.

4.3 Quorum

At all meetings of the Diocesan Building Committee, two-thirds of the members shall constitute a quorum for the purpose of transacting Committee business.

4.4 Conduct Meetings

The Chairperson shall preside as the facilitator over all regular and special meetings of the Diocesan Building Committee at which they are present. The Recording Secretary shall keep the minutes of the Committee. The Secretary shall provide each Committee member and invited non-members with agenda for each meeting. Meetings should occur no less than four times per year, and may occur more frequently if necessary.

Preliminary Design reviews and Design Development reviews can occur at regular and special meetings.

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The typical order of the meetings shall be as follows:

- Call to Order
- Opening Prayer
- Consent Agenda / Previous Minutes
- Opening Comments from the Chair
 - Project updates
 - Old business carryover discussion
- Project Submissions
 - Preliminary project submissions will be submitted for Committee review and recommendation
 - Projects at 60% design completion will be submitted for Committee review and comment.
- Best practices
 - Postmortem reports / post occupancy reviews
 - Submissions and discussions
- New business session.
- Closing Prayer

4.5 Preliminary Design Review:

Preliminary design documents prepared by a design professional, approved by a Diocesan Entity's Building Committee, the Pastor / Entity Head, will contact the Director, REPPD, to schedule a review of the project by the DBC. Copies of the preliminary design documents will be delivered to all members in advance (2 weeks minimum) for their review.

In general, the DBC defers design elements and aesthetics to the Entity and the selected design team / professional, but the Bishop and the Commission have the right and responsibility to review design elements, concepts, aesthetics, and style in general.

The DBC reviews the proposed project using the following criteria:

- Consistency with required function of the project.
- Consistency with historical and current standards for design and aesthetics.
- Consistency or impact of existing master site plan.
- Feasibility of proposed schedule.
- Feasibility of the planned budget with reasonably anticipated contingencies.
- Other criteria which the DBC, in its discretion, deems appropriate for the project. The DBC will inform the Entity of any such additional criteria to be met.

The DBC will report its recommendations about the project in letter form to the Entity. Generally, the DBC's letter will conclude one of the following conclusions:

- Denied. The Committee does not recommend that the project proceed to the construction documentation phase in this case, the Committee will provide the reasons for the disapproval of the project.
- Denied with Comments. The Committee does not recommend that the Project proceed to the construction documentation phase. However, the Committee will reconsider the project if the organization resubmits the project and addresses particular objections.
- Approved with Recommendations, Requirements or Modifications. The Committee recommends that the project proceed with the preparation of construction documents, subject to certain stated recommendations (which are voluntary), requirements, or required modifications of plans. Examples of requirements or required modifications are: a

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requirement for supplemental consultants; the need for additional review of certain aspects of a project, or a requirement that the project be reviewed again once 60% construction documents have been prepared; peer review of critical systems; or a requirement of supplemental inspectors for critical systems, such as roofs or HVAC. Requirements or required modifications are reviewed, verified or resubmitted to the Director, as the case may be. A recommendations (voluntary) may be, for example, a suggestion that a door or office be reconfigured or relocated to provide for better functionality of the completed project.

- Approved. The Bishop approves the project as submitted.

4.6 Design Development Review:

The DBC requires design documents to be submitted at an interim stage of completion, at 60-75% complete, the design team will submit these documents to the Director, REPPD, along with an updated project budget. Copies of the interim design documents and preliminary review comments will be delivered to all members in advance (2 weeks minimum) for their review.

The DBC reviews the approved project using the following criteria:

- Consistency with Preliminary Design review comments or for any change conditions or circumstances.
- Consistency with planned schedule.
- Consistency with historical and current standards for design, engineering, means and methods, and aesthetics to the Entity.
- Consistency of design intent with stewardship and cost effectiveness.
- Discuss green design strategies.
- For churches and other sacred spaces – consistency with any requirements and standards for worship or worship space. Design development drawings need to include anything to illustrate the special relationships of the liturgical movement, like elevations, sections, and renderings.
- All religious items (e.g. – statues, relics, crucifixes, etc.) for new churches / places of worship need to be submitted as part of the construction planning process. This submission needs to include photographs or graphics realistically depicting design intent.
- For schools – consistency with any requirements and standards adopted by the Diocesan Superintendent of Catholic Education.
- Fiscal Feasibility – can the project be completed based on the expected revenue from any capital campaigns, savings and other sources of revenue.
- Other criteria which the Committee, in its discretion, deems appropriate for the project. The Committee will inform the organization of any such additional criteria and will provide the Entity with an opportunity to respond.

The DBC will report its recommendations about the project in letter form to the Entity.

Article V: Amendments

5.1 Amendment to Charter

This Charter may be amended by the Bishop, or at a regular or special meeting of the Diocesan Building Committee by a majority vote of a minimum of two thirds of all the DBC members. The proposed amendment must be distributed, in writing, to each Committee member and to the Bishop at least thirty (30) days prior to the meeting at which it is to be recommended to the Bishop for his consideration.

Adopted amendments will be dated, properly noted in the article amended, and attached to the original Charter.

Appendix C: Owner Direct Purchase Form

OWNER DIRECT PURCHASE (ODP) FORM DIOCESE OF ST. AUGUSTINE

DATE:		ODP PO#	
PROJECT NAME:		SHIP TO ADDRESS:	
PROJECT #:			
BILL TO:	Diocese of St. Augustine	CONTRACTOR PH. #:	
C/O	CONTRACTOR NAME	SITE CONTACT PERSON:	
ADDRESS:	CONTRACTOR ADDRESS	SITE CONTACT #:	
CITY, STATE	CONTRACTOR STATE	CONTRACTOR PROJECT #:	
SUBCONTRACTOR:		SUBCONTRACTOR PH. #:	
SUB PROJECT #:		CONTACT PERSON:	
ADDRESS:		DELIVERY DATE:	
CITY, STATE		FAX #:	
VENDOR/SUPPLIER:		VENDOR PHONE #:	
PROJECT #:		CONTACT PERSON:	
ADDRESS:		DELIVERY DATE:	
CITY, STATE		FAX #:	
SPECIAL INSTRUCTIONS:			
ITEM #	DESCRIPTION	QUANTITY	UNIT AMOUNT
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
PLEASE SUBMIT QUOTE FROM VENDOR/SUPPLIER WITH OWNER DIRECT PURCHASE FORM (ODP)		SUBTOTAL	\$ -
		SALES TAX 6%	\$ -
		1% on first \$5,000 only	\$ -
		TOTAL	\$ -
IMPORTANT NOTE: Vendor to coordinate all deliveries with SITE CONTACT PERSON. All invoices must reference the Project Name, Project Number, and ODP Purchase Order Number.			
Contractor Name:			
Verified & Approved by:			Contractor
Parish / Entity Approval by:			Pastor / Organization Head
Diocese Approval			Director