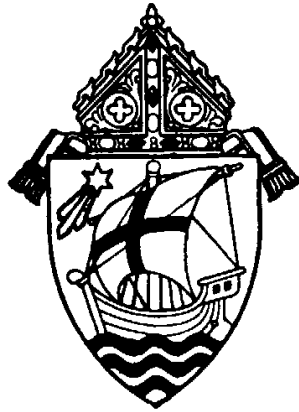


Construction Manual



Diocese of Salt Lake City

2018

(Short form – procedures and checklist only)



Diocese of Salt Lake City

27 C Street
Salt Lake City, Utah 84103
Telephone: (801) 328-8641
Fax: (801) 328-9680

Dear Friends,

In Psalm 127 the psalmist prays: *Unless the Lord build the house, they labor in vain who build it.* From the earliest centuries Christians have labored hard to make sure their places of worship were worthy of the Lord's dwelling. In our era and place we must make sure that our churches and chapels reflect the sacredness of our traditions and that they are truly worthy places of worship.

Church construction as well as major renovations are necessarily long term and may well impact the local church community for generations. So it is imperative that care be exercised by parish, school, institution and diocesan leadership to ensure that these projects 1) enhance the mission of the Church and 2) facilitate the growth of the people of God.

As bishop, I have several groups to advise, guide and support me in making sure that all construction and capital improvements are appropriately fulfilled.

- The Diocesan Finance Council is responsible for overseeing appropriate funding for projects;
- The Diocesan Art and Architecture Committee, along with the Office of Liturgy, are responsible for liturgical oversight of projects where church or chapel worship spaces are affected;
- The Diocesan Building Commission is responsible for determining the appropriateness of building projects.

These procedures are to provide guidance for building projects. The effectiveness of any procedures depends on the active involvement and commitment of the pastor/administrator, the local community, its leaders and the local building committee during all stages of planning and construction. They must work with the architect and contractor to bring about proper design and construction, within the approved budget.

The Chancellor is to provide assistance for those involved in the project from concept to completion.

Let those who inherit the facilities we build be able to say that "it was the Lord who built the house."

Sincerely in Christ,

Most Reverend Oscar A. Solis, DD
Bishop of Salt Lake City

TABLE OF CONTENTS

| | | |
|------------|---|----------|
| I. | INTRODUCTION | 1 |
| II. | PROCEDURE | 1 |
| A. | PARISH, SCHOOL OR INSTITUTION (“LOCAL COMMUNITY”) EVALUATES NEED . | 1 |
| B. | WRITTEN EXPLANATION OF PROJECT TO THE BISHOP | 1 |
| C. | SELECTION OF ARCHITECT | 1 |
| D. | SCHEMATIC DESIGN | 2 |
| E. | DIOCESAN FINANCE COUNCIL | 3 |
| F. | ARCHITECTURAL CONTRACT | 4 |
| G. | DIOCESAN ART AND ARCHITECTURE COMMITTEE | 4 |
| H. | DIOCESAN BUILDING COMMISSION | 5 |
| I. | GROUNDBREAKING DATE SET BY BISHOP | 5 |
| J. | FORMULATE AND FINALIZE CONSTRUCTION PLANS BY ARCHITECT | 5 |
| K. | CONSTRUCTION BID PROCESS | 6 |
| L. | CONSTRUCTION DOCUMENTS | 6 |
| M. | CONSTRUCTION ADMINISTRATION | 6 |
| N. | COMPLETION | 7 |
| O. | DEDICATION DATE SET BY BISHOP | 7 |
| P. | POST COMPLETION | 7 |
| | CALENDAR FOR CONSTRUCTION PROJECT | 8 |
| | (The following are not included in this abbreviated document:) | |
| | APPENDICES | 9 |
| | ARCHITECTURAL AGREEMENT – SAMPLE FORM | |
| | CONTRACTOR AGREEMENT – SAMPLE FORM | |
| | GENERAL CONDITIONS | |
| | PAYMENT BOND – SAMPLE FORM | |
| | PERFORMANCE BOND – SAMPLE FORM | |

DIOCESE OF SALT LAKE CITY

DIOCESAN CONSTRUCTION MANUAL

I. INTRODUCTION

This manual provides the administrative framework for the construction, renovation and repair of capital improvement projects within the diocese. Each pastor/administrator is to follow these diocesan procedures in the administration of construction, renovation or major repair of an enduring physical asset ("Project"). This document is intended to give guidance to the pastor/administrator and the local church community in their project. Any questions or comments should be directed to the Chancellor's or Vicar General's Office.

II. PROCEDURE

A. PARISH, SCHOOL OR INSTITUTION ("LOCAL COMMUNITY") EVALUATES NEED

1. The pastor/administrator and the local community discuss the rationale and feasibility of the proposed Project.
2. If requested by the pastor/administrator, the Chancellor will outline the process and attend significant meetings as necessary.

B. WRITTEN EXPLANATION OF PROJECT TO THE BISHOP

1. The pastor/administrator will send written correspondence to the Bishop providing a concise description of the Project, the estimated cost and how the Project will be funded.
2. If the proposed Project contains the construction, renovation or repair of worship space (church or chapel), the pastor/administrator is to specify in the written correspondence that the diocesan Office of Liturgy has been notified and that the process of catechesis for the community and definition of the liturgical parameters of the construction, renovation or repair will begin.
3. Preliminary approval of the Bishop is required in order to proceed to schematic design.

C. SELECTION OF ARCHITECT

1. The architect is the design professional with the educational background, training, experience and vision to guide the pastor/administrator and the local building committee through the construction process.
2. The factors to consider in selecting an architect include reputation, style of design, size of staff, experience in the type of Project desired and the contemplated working relationship with the pastor/administrator and the local building committee. Specific minimum requirements include: Professional license as an architect in good standing in the State of Utah, \$1,000,000 of professional liability insurance and a member of the AIA.
3. The Diocese has a list of architectural firms which possess sufficient qualifications. However, this list is not exclusive.
4. A suggested procedure for hiring an architect follows:

a) Step One: Prepare a Request for Qualification letter (“RFQ”). The RFQ may:

- (1) Inquire whether the architect is interested and available;
- (2) Inform the architect that the Diocese has its own architectural contract and other construction documents;
- (3) Provide a concise description of the Project and a budget;
- (4) Request a preliminary fee rate for the Project; and
- (5) Request references especially for other projects similar to the anticipated Project.

b) Step Two: Thoroughly check all references given in response to the RFQ. Areas of inquiry could include:

- (1) Overall satisfaction with the architect;
- (2) Whether the architect seriously considered comments from the local community;
- (3) What was the lead architect’s personal involvement in the Project.
- (4) Was the project within budget and on time;
- (5) Frequency of on-site construction visits and meetings;
- (6) Quality of written reports;
- (7) Whether the interviewee would hire the architect again;
- (8) What positive and negative comments the interviewee makes.

c) Step Three: An interview of each architect after Step Two is completed and the list of potential architects is finalized. The interview should be conducted by the pastor/administrator, key leaders and local building committee members as appropriate. Each architect should provide a presentation of the firm’s past projects, the proposed team for the Project, the method of approaching the Project and facilitating the design as well as the completion of the Project within budget and on time. Ask the role of the Owner’s Representative in their process. A question and answer session should follow.

d) Step Four: The selection of the proposed architect is submitted to the Bishop for his consideration and approval.

D. SCHEMATIC DESIGN

1. After the preferred Project architect is approved by the Bishop, schematic design (also known as master planning) is the next phase. Generally, this phase involves an architect’s services in which the architect consults with the pastor/administrator, the local community and the local building committee to determine the requirements of the Project and to prepare schematic design studies. These studies can include drawings, other documents, models or computer generated studies illustrating the scale and relationship of the Project components. These schematic design materials can facilitate the presentation of the Project to the local community and aid in fundraising for the Project.

2. The architect submits a statement of estimated total Project costs including but not limited to probable construction costs.

3. An agreement with an architect for schematic design services may be entered into by the pastor/administrator. However, no other services of the architect may be contracted by the pastor/administrator.

E. DIOCESAN FINANCE COUNCIL

1. In the event that financing of the proposed Project is necessary, the pastor/administrator shall apply for a construction loan from the diocesan Deposit and Loan (“D&L”). No other forms of financing are permitted. The D&L loan must be approved prior to entering into an architectural services agreement and beginning construction.

2. All loans exceeding \$50,000 are reviewed by the Diocesan Finance Council and approved by the Bishop. Loans not exceeding \$50,000 are sometimes approved directly by the Bishop or Vicar General. In the event an appearance before the Diocesan Finance Council is necessary, the pastor/administrator should contact the diocesan Director of Finance to arrange the appointed meeting date and time.

3. The general policy of the D&L is that sixty percent (60%) of the total cost of the Project must be raised as a condition of the contemplated loan together with the ability to pay the loan on a 10-year amortization rate. Specific areas to be considered include:

a) Balance Sheets/Annual Reports: Careful study of financial statements for at least a three-year period is essential. Trend analysis can aid in determining future growth patterns.

b) Project Financial Plan: The financial plan for funding the Project may include:

(1) Current Funds: All funds on hand or on deposit for the purpose of the Project. Describe the funds and their particular characteristics.

(2) Building Funds: All funds on deposit with the D&L.

(3) Pledge Programs: A completed pledge program forms an integral part of the Project Financial Plan and is valued as follows:

1-year pledge – 90%

2-year pledge – 85%

3-year pledge - 78%

(4) Grants and Foundations: Acceptable proof of grants must be presented. Grants under consideration will be judged on the probability of a favorable response. Care must be taken to determine realistic returns on grants and foundation gifts.

(5) Stocks and Bonds: Only sustainable liquidation value may be considered.

(6) Special Gifts: Valued only when realized. All restrictions and other characteristics of such gifts must be fully disclosed.

(7) Land and Other Property: Valued only upon liquidation.

(8) Fundraising Activities: Types of fundraising activities and projected yields are important data. Past history may provide an indication of expected performance.

(9) Debt: The debt capacity must be determined. Funds available for annual debt retirement must be examined. Budget histories provide savings rates and the growth potential. Estimates of ongoing maintenance costs in the Project must be considered.

4. In the event that the financial capabilities do not allow for the entire Project to proceed, the issue of whether the Project can be broken into phases should be examined.

F. ARCHITECTURAL CONTRACT

1. The architect for the Project will enter into an *Architectural Agreement Between Diocese and Architect* which is issued by the Chancellor after conferring with the pastor/administrator and the architect. This agreement can only be executed by the Bishop.

2. A fully executed original version of the *Architectural Agreement Between Diocese and Architect* shall be retained by the Diocese for its records.

G. DIOCESAN ART AND ARCHITECTURE COMMITTEE

1. In the event the Project involves the construction, renovation or repair of worship space, (church or chapel), the Diocesan Office of Liturgy and eventually the Diocesan Art and Architecture Committee, a subcommittee of the Diocesan Liturgical Commission, are to be consulted. The Director of the Office of Liturgy will arrange for a meeting with the Diocesan Art and Architecture Committee when appropriate. The Diocesan Art and Architecture Committee serves in an advisory capacity to the Bishop who is the authority on liturgy in the Diocese. Its goal is to assist in the planning and design of worship spaces that are conducive to fostering “full, conscious, and active participation in liturgical celebrations called for by the very nature of liturgy” as has been directed by Vatican Council II in the *Constitution on the Sacred Liturgy*.

a) The primary resource is the USCCB document ***Built of Living Stones: Art, Architecture, and Worship*** (2005), copies of which are available from the diocesan Office of Liturgy, or USCCB Publishing. This comprehensive text includes extensive references to Church documents reflective of the teachings of Vatican Council II and contains current and detailed guidelines concerning worship spaces. The document is intended to assist all involved in planning, building and renovating worship spaces in accordance with sound theological and liturgical principles. The four sections of the document are:

- (1) A theological reflection on the liturgy and liturgical architecture;
- (2) An outline of essential liturgical principles;
- (3) A description of the practical elements involved in the building or renovation process; and,
- (4) Suggestions on including art in worship spaces.

b) The diocesan Office of Liturgy also has numerous print resources available for review as well as information for ordering resources that are

available from the office. Additionally, the office has several pertinent videos for loan.

c) At the meeting, the vision and goals are presented together with the schematic design. The committee shall evaluate the schematic design, present recommendations and discuss the feasibility of the proposed design for the Bishop's consideration. Additionally, committee members may:

(1) Advise regarding the need for professional fabricators, consultants or artists; and

(2) Suggest additional available resources

d) Depending upon the scope of the Project, this initial meeting may be sufficient. However, subsequent meetings could be required where refinement of the design was unresolved during the initial meeting.

2. Following the Bishop's approval of the liturgical dimensions of the Project, a meeting with the Diocesan Building Commission can be scheduled.

H. DIOCESAN BUILDING COMMISSION

1. The next step in the construction process is the presentation of the schematic design to the Diocesan Building Commission. To schedule a meeting with the commission, the pastor/administrator should contact the Chancellor or the Vicar General.

2. The role of the commission is to ensure that the best possible design and construction methods and practices are observed in the realization of diocesan projects. In exercising this responsibility, the commission respects the initiative, incentive and judgment of the local community and their consultants subject to conformity with prevailing design and construction standards.

3. New construction is to be designed so as to be structurally accessible to the physically challenged. Remodeling projects are also to provide for handicapped accessibility. Existing structures are to be made accessible as soon as reasonably possible.

4. At the commission meeting, the architect presents the Project's schematic design. The pastor/administrator and key local building committee members should be present for the discussion. The commission shall evaluate the schematic design, present recommendations and discuss the feasibility of the proposed design for the Bishop's consideration.

I. GROUNDBREAKING DATE SET BY BISHOP

The pastor/administrator shall contact the Bishop's Office to schedule a groundbreaking date where applicable.

J. FORMULATE AND FINALIZE CONSTRUCTION PLANS BY ARCHITECT

1. In conjunction with the pastor/administrator, the local community and the local building committee, the architect shall complete the design development and construction document phases as set forth in the *Architectural Agreement Between Diocese and Architect*.

2. No significant or material deviation can be made from decisions of the Bishop, as recommended by the Diocesan Finance Council, the Liturgical Art and Architecture Committee or the Diocesan Building Commission.

K. CONSTRUCTION BID PROCESS

1. Traditionally, the Diocese has utilized a closed bid process for selecting a general contractor. The architect, pastor/administrator and the local building committee, together with the Chancellor, coordinate and conduct a pre-bid conference, if necessary, and a closed bid opening.
2. The list of general contractors must be pre-approved by the Bishop. The Diocese has a list of acceptable general contractors. However, this list is not exhaustive.
3. The general contractor is the construction professional with the educational background, training, experience, and ability to effectively implement the vision of the local community constructing the Project. The factors to consider in selecting a general contractor include reputation, size of staff, experience in the type of Project desired and the contemplated working relationship with the pastor/administrator, the local building committee and the architect. Specific minimum requirements include: Professional license as a general contractor in good standing in the State of Utah, financial wherewithal to satisfy all bonding requirements and other financial obligations, and meet all insurance coverage requirements.
4. Under no circumstances may the closed bid results be published or communicated to anyone other than the architect, the pastor/administrator, the local building committee and necessary diocesan personnel.
5. In the event that the lowest acceptable bid exceeds the Project budget, the pastor/administrator and/or the Project architect shall contact the Chancellor or Vicar General before any such bid can be accepted.

L. CONSTRUCTION DOCUMENTS

1. **Contractor Agreement.** The general contractor selected for the Project will enter into the *Agreement Between Diocese of Salt Lake City and [Contractor]* which is issued by the Chancellor after conferring with the pastor/administrator, the architect and the general contractor. This agreement can only be executed by the Bishop.
2. **General Conditions.** In addition, the general contractor shall be issued the diocesan *General Conditions of the Contract for Construction*. In turn, the general contractor shall cause to be issued the appropriate performance bond and payment bond together with applicable certificates of insurance coverage.
3. **Improvement Bond.** In the event that the local municipality or county requires issuance of improvement bonds, these bonds shall be coordinated through the Chancellor.

M. CONSTRUCTION ADMINISTRATION

1. As set forth in both the architectural and general contracting agreements, contract administration shall include but not be limited to regular on-site meetings involving the pastor/administrator, local building committee members, a designated parish representative and, as necessary, diocesan representatives.
2. Only the Chancellor may execute major change orders. In order for the Chancellor to consider a major change order, the change order must be

approved for submission to the Chancellor by the authorized pastor/administrator in writing.

3. Requests for Payment (“RFP”) must be approved for payment by the authorized pastor/administrator in writing and sent to the Chancellor for processing.

N. COMPLETION

1. Upon completion of the Project, it is imperative that both an original version of “as-built” plans and a CD of the “as-built” plans are submitted to the diocesan Archives.

2. All operation manuals and warranty documents shall be retained locally.

O. DEDICATION DATE SET BY BISHOP

The pastor/administrator will contact the Bishop’s Office to schedule a dedication date where applicable.

P. POST COMPLETION

A final walk-thru should be conducted one year after the date of substantial completion.

CALENDAR FOR CONSTRUCTION PROJECT

PROJECT NAME: _____

LOCATION: _____

PASTOR/ADMINISTRATOR: _____

LOCAL BUILDING COMMITTEE CHAIR: _____

| | <u>DATE ACHIEVED</u> |
|---|----------------------|
| Written explanation of Project to the Bishop | <input type="text"/> |
| Selection of architect | <input type="text"/> |
| Schematic design | <input type="text"/> |
| Diocesan Finance Council | <input type="text"/> |
| Architectural Contract | <input type="text"/> |
| Diocesan Art and Architecture Committee | <input type="text"/> |
| Diocesan Building Commission | <input type="text"/> |
| Groundbreaking date set by Bishop | <input type="text"/> |
| Construction bid process | <input type="text"/> |
| Construction documents | <input type="text"/> |
| Completion: "As-built" plans and CD to Archives | <input type="text"/> |
| Dedication date set by Bishop | <input type="text"/> |
| Post completion walk-thru | <input type="text"/> |

[Project Name]

Performance Bond/Construction