

SECTION 18: BUILDING

18.1 PROCEDURES FOR BUILDING, RENOVATION, AND REPAIR PROJECTS

BUILDING PROJECTS APPROVAL PROCEDURE

It is always good practice to consult with the Building Office of the archdiocese when undertaking repairs of any kind. If a pastor, principal or other institutional leader (owner) wishes to undertake a project that involves major (understood as greater than approx. \$25,000) renovations and repair to existing buildings, new construction or work that involves modifications to worship space, the following procedure must be followed:

Step 1 – Contact the Building Office of the archdiocese who will provide a staff contact person for the project. If the project involves a church or other worship space, the Office of Worship of the archdiocese must be contacted at this point for the appropriate consultation which includes consultation with the archbishop. If the project involves a school or a school food service area, the Office of Catholic Education and Faith Formation and/or School Food Nutrition should be consulted as well.

With the assistance of the Building Office and/or the Office of Worship, an initial plan for the project is developed. This plan should describe how the project addresses a particular pastoral need and include a preliminary cost range that the owner hopes to spend. A preliminary funding plan for the project should be included.

If the budget estimate is less than \$100,000 the plan should be submitted to the Chief Operating Officer of the archdiocese for initial approval. If the initial budget estimate is over \$100,000, the plan should be submitted to the Vicar General for approval. If the funding plan includes a capital campaign additional consultation is necessary. With approval of the above, the project may proceed to Step 2.

Step 2 –The Building Office and/or Office of Worship will assist in the selection of an architect who will develop a schematic design of the project and a more detailed cost estimate. The owner will then submit this more detailed plan which should include the plan for funding the project to the appropriate archdiocesan office using the same cost thresholds as above in Step 1. If the project is estimated to cost over \$500,000, the plan will need to be approved by the archbishop who may consult the archdiocesan Financial Council.

With approval of the above, the Building Office will prepare an Owner-Architect agreement and the project may proceed to Step 3.

Step 3 – With approval of the final drawings and specifications by the Building Office and/or the Office of Worship, a contractor is selected, typically through a competitive bid process. The Building Office will prepare the Owner-Contractor agreement. The owner must not enter into any contracts without consulting the archdiocese. If the overall cost of

the project is more than five percent higher than what was approved, the project must receive an additional approval from the Vicar General.

Step 4 – During the construction phase, the owner will continue to consult with the Building Office and/or the Office of Worship who will help review any changes to the project and to facilitate payments to the contractor.

PAYMENT PROCEDURE

Schedules of payments to the design firm and to the general contractor are specified in the contracts. The design firm submits its requests monthly for payment to the owner who in turn submits a withdrawal form along with a copy of the invoice to the Building Office. The general contractor submits its requests for payment monthly to the design firm for certification and submission to the owner. Upon receipt of the approved pay request, the owner in turn submits a withdrawal form along with a copy of the invoice to the Building Office.

The Building Office processes the requisitions through the Accounting Office. Funds are wired or checks are sent to the owner for deposit in the owner's account, for payment to the design firm or general contractor. The owner may opt to have the Accounting Office pay the various entities directly.

18.1.2. ATTACHMENTS

Building Form Four-page contract for small projects

*Archdiocese of New Orleans Policy Handbook
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