

DIOCESE OF STOCKTON
BUILDING AND MAINTENANCE POLICY
Updated as of January 20, 2012

Function of the Diocesan Building and Maintenance Committee

The Diocesan Building and Maintenance Committee is authorized by the Bishop to consider and make recommendations on construction, remodeling, maintenance, and improvement of buildings. The purpose of the Committee is to serve the Bishop, parishes, and agencies of the Diocese.

Assisting in the planning of projects

Encouraging quality of workmanship

Ensuring legal and insurance matters are addressed

Promoting the most efficient utilization of Financial Resources

The Committee meets regularly in the Diocesan Pastoral Center. Parishes and agencies wishing to present projects at these meetings should contact the Committee at least one week before the meeting.

BUILDING CONSTRUCTION AND MAINTENANCE POLICIES:

The policies and procedures outlined in this document apply to all Diocesan parishes, schools, properties, agencies.

A. CONSTRUCTION AND REMODELING:

All projects, whether building, restoring, or making additions that exceed \$15,000 require specific consultations and permissions depending on the dollar amount of the proposed project. The latter requirement applies whether the project components are undertaken concurrently or phased.

Projects costing less than \$15,000 are considered as acts of ordinary administration.

Projects costing between \$15,000 and \$25,000 require the Pastor to consult the parish Finance Council before acting validly.

Projects costing between \$25,000 and \$50,000 require the Pastor to receive the consent of the parish Finance Council and Pastoral Council before acting validly.

Projects costing more than \$50,000 require the Pastor to receive the consent of the parish Finance Council and Pastoral Council before requesting the written permission of the Bishop of Stockton prior to acting validly. Once written permission of the Bishop has been obtained, the project must be submitted and presented to the Building and Maintenance Committee for approval.

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For projects costing less than \$50,000, it will be necessary to contact the Vicar General of the Diocese of Stockton if the project deals with (1) environmental issues (asbestos, lead paint, underground fuel tanks, etc.); (2) liturgical space (especially any changes to the sanctuary of a church or chapel); (3) the structural system of a building. Cf. appendix: Guidelines for the Renovation of Liturgical Worship Spaces.

PROJECTS IN EXCESS OF \$50,000:

First Phase:

The Pastor or Administrator, having first consulted the parish Finance Council and Pastoral Council, should write a letter to the Bishop containing the following:

- a. A general description of the project
- b. The necessity of the project
- c. The estimated cost of the project
- d. Funding for the project
- e. How the project relates to the Master Plan for the Parish

In order to accomplish the above task, it may be necessary to engage the services of an architect to do a preliminary sketch and cost estimate. At this point, however, no verbal or written agreement should be entered into with an architect, building contractor or engineer beyond what is necessary for the aforementioned work. Consult "Section D" for criteria of approval and qualification.

Second Phase:

1. After the Bishop has given conceptual approval of the project, the Pastor or Administrator and the architect must present preliminary drawings and probable construction costs to the Building and Maintenance Committee for review and approval. The Building and Maintenance Committee will then submit its recommendations to the Bishop.
2. If the project concerns a place of liturgical worship, it also must be reviewed and approved by the Office for Worship before being submitted to the Diocesan Building Committee (Please see Process for the Construction and Renovation of Liturgical Worship Spaces).
3. Likewise, if the project involves Elementary or High School construction, preliminary plans also are to be submitted to the Catholic Schools Office for its review and approval.
4. Before permission is granted for the design development phase of a building or renovation project, approval of the funding arrangements must be obtained from the

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Diocesan Finance Council. The maximum loan will be 30% of the total construction cost. Cash flow from ordinary income must be sufficient to pay the loan.

Third Phase:

1. Upon the successful completion of the appropriate preliminary steps, the Pastor or Administrator will be informed in writing to proceed with the design development phase of the project. The architect, together with the Pastor or Administrator, will present the working drawings and specifications to the Building and Maintenance Committee for review. Liturgical space schematic designs must also be reviewed by the Liturgical Commission.
2. When the final working drawings have been approved by the Bishop, the architect will submit them for bids to building contractors who meet diocesan requirements. Bids are to be submitted on a certain designated date to the Building and Maintenance Committee, 212 N. San Joaquin Street, Stockton, CA 95202-2409. The bids should be placed in a sealed envelope with the name of the project and the name of the contractor outside of the envelope. Bids will be opened in the presence of the Vicar General, the CFO of the Diocese, the Pastor, Administrator, the architect and the representatives from the construction companies who have submitted bids. While competitive bidding is the common practice of the diocese, a negotiated bid may be allowed in certain circumstances.
3. All contracts, whether for the services of an architect, building contractor, project manager, engineer, etc., must be submitted to the Diocese for its review.

All contracts for services must be between the architect, building contractor, project manager, engineer, etc., and the owner.

4. All Change Orders, individual or multiple amounting to 10% of the overall cost or \$25,000, whichever is less, must be approved by the Parish Finance Council. Any proposed changes to the approved Design Development documents must be submitted to the Office for Worship if the Change Order involves Liturgical Space
5. Payment of the contractor's bills is made in percentages according to the portions of the construction work that have been completed. The combined partial payments are not to exceed 90% of the estimated cost of the project prior to its completion. The final 10% is to be paid 30 days after completion provided all aspects of the contracted construction have been satisfactory completed. If the contracted construction is deemed to be unsatisfactory, the Pastor or Administrator should inform the Vicar General of the Diocesan Director of Finance.

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Fourth Phase:

1. At the completion of the project, the architect will send to the Pastor or Administrator a detailed report of the total costs. He also will present a complete set of “as built” plans to both the parish and the diocese.
2. The Pastor or the Administrator is to retain in the parish file copies of all plans, blue prints, specifications and other relevant documents generated in the course of the construction project.
3. A written review and evaluation of the architect, the general contractor and any other professionals employed for the job shall be forwarded by the Pastor or his representative to the Building and Maintenance Committee so that a record of “actual” experience with construction professionals can be maintained.

B. MAINTENANCE PROJECTS:

All maintenance projects (e.g. roofing, paving, updating sound systems, heating and air) in excess of \$15,000 require specific consultations and permissions depending on the dollar amount of the proposed project. The latter requirement applies whether the project components are undertaken concurrently or phased.

Projects costing less than \$15,000 are considered acts of ordinary administration.

Projects costing between \$15,000 and \$25,000 require the Pastor to consult the parish Finance Council before acting validly.

Projects costing between \$25,000 and \$50,000 require the Pastor to receive the consent of the parish Finance Council and Pastoral Council before acting validly.

C. INTERIOR DECORATING:

The employment of artisans or the acquisitions of furnishings that exceed \$15,000 require specific consultation or permissions depending on the dollar amount of the proposed project. The latter requirement applies whether the project components are undertaken concurrently or phased.

Projects costing less than \$15,000 are considered as acts of ordinary administration.

Projects costing between \$15,000 and \$25,000 require the Pastor to consult the parish Finance Council before acting validly.

Projects costing more than \$50,000 require the Pastor to receive the consent of the parish Finance and Pastoral Council before submitting a letter to the Building and Maintenance

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Committee explaining the nature of the project, the cost estimate, and the manner in which the proposed project will be funded. The Pastor will receive written authorization to proceed after the Building and Maintenance Committee has approved the project.

Changes/alterations to Liturgical space (e.g. repainting, new carpeting) require consultation with the Office for Worship.

D. Criteria for Selection of Contractors /Architects

The selection of a contractor or architect should be made on the basis of professional competence, integrity, past experience with similar projects, and a proven ability to provide results within the established time and budget limits.

The minimum criteria that should be met by contractors/architects are outlined in the checklist provided in Addenda “A” and “B”. Additional criteria may be required depending on the nature and complexity of a given project. The purpose of these criteria is not to limit choices but to protect the diocese, its parishes and agencies. A list of approved contractors and architects will be maintained and updated by the Building and Maintenance Committee. A professional not currently on the list may be chosen for a project provided the necessary criteria are met.

The criteria for selection, at a minimum, require contractors and architects to provide proof of appropriate state licensing or accreditation, financial stability and business experience.

E. Preventative Maintenance:

It is important that all diocesan and parish plans be regularly inspected in order to prevent an accumulation of deferred maintenance. Deferred maintenance can cause varying degrees of property damage necessitating costly repairs. It can in some instances create fire, health or safety hazards which result in loss or injury. Deferred maintenance can cause discomfort to the people who use such facilities and create an appearance of neglect.

Routine maintenance programs are an important means by which damage, losses and injuries can be avoided and minimized. All diocesan and parish facilities are to have an annual Building Audit.

Please use the **Facilities Management Building Audit** document to conduct the aforementioned audit (see Addendum “C”).

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ADDENDUM “A”

<u>Criteria for the Selection of Contractors</u>	<u>Checklist</u>	
<p>1. License</p> <p>Can the contractor present a valid state contractor license:</p>	Yes	No
<p>2. Financial: Provide proof of financial stability:</p> <p>Provide Credit References? Provide Bank References?</p>	Yes Yes	No No
<p>3. Experience: Can the contractor provide proof of business experience:</p> <p>Number of years in business (minimum of five) Submit a minimum of 3 references from projects with similar project descriptions?</p>	Yes Yes	No No
<p>4. Insurance: Does the contractor have adequate insurance protection:</p> <p>Provide Certificate of Insurance that lists parish/school/agency as an additional insured. (Minimum coverage should be 2 million dollars). Provide proof of Workers Compensation Coverage</p>	Yes Yes	No No
<p>5. Bonds: Does the contractor meet bonding requirements (Performance Bonds are required for contracts in excess of \$100,000)</p> <p>Is the contractor bondable for the full amount of the work to be performed under the contract?</p>	Yes	No
<p>6. Employment Policies Is the Contractor paying just wages, salaries and benefits?</p>	Yes	No
<p>7. Sub-Contractor Policies Is the sub-contractor paying just wages, salaries and benefits?</p>	Yes	No

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ADDENDUM “B”

Criteria for the Selection of Architects	Checklist	
1. License		
Can the architect present a valid state license:	Yes	No
2. Experience: Can the architect provide proof of business experience:		
Number of years in business?	Yes	No
Number of years operating under this name?	Yes	No
Submit a minimum of 3 references from similar projects (size and complexity)	Yes	No
Knowledge of liturgical and architectural design of Catholic Churches (where applicable)	Yes	No
Experience of working with a liturgical consultant (where applicable)	Yes	No
Does the architect understand local needs?	Yes	No
3. Competency:		
Does the architect have a clear understanding of the overall project?	Yes	No
Does the architect have a clear methodology and schedule to accomplish the project?	Yes	No
Is there visual evidence of the architect’s ability with respect to interior and exterior aesthetic quality?	Yes	No
4. Communication:		
Does the architect listen and communicate well?	Yes	No
Does the architect have a specific plan for parishioner participation and input?	Yes	No

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5. Fees: Are the architect's proposed fees reasonable (how do the proposed fees compare with those of other architectural firms)?	Yes	No
6. Personnel: Will the architectural firm's "A" team work on the project?	Yes	No

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ADDENDUM "C"

Parish/School _____ Date _____

Address _____

Type of Building (Church, Hall, Parish House) _____

I GENERAL INFORMATION

Year Constructed _____ Overall Condition: G* _____ F* _____ P* _____

II BUILDING EXTERIOR

A. SITE Paving: G ___ F ___ P ___ Walks & Steps: G ___ F ___ P ___ Fences: G ___ F ___ P ___
Walls: G ___ F ___ P ___ Site Lighting: G ___ F ___ P ___
Handicap Provisions: G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___ Estimated Cost \$ _____

B. ROOF Age (last replaced) _____ Condition: G ___ F ___ P ___
Cover: Shingles ___ Slate ___ Tile ___ Tar (chip) ___ Metal ___
Gutters & Downspouts Condition: G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___ Estimated Cost \$ _____

*G=good F=fair P=poor

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C. WALLS (Indicate %) Brick ___ Stone ___ Wood ___ Metal ___
Condition: G ___ F ___ P ___ Painting: G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___ Estimated Cost \$ _____

D. DOORS Condition: : G ___ F ___ P ___ Weather tight Y ___ N ___ Hardware: : G ___ F ___ P ___
Panic Devices Y ___ N ___

Work Needed:

Timing: ASAP ___ # months/years ___ Estimated Cost \$ _____

E. WINDOWS Ordinary Glass ___ Stained ___ Condition: G ___ F ___ P ___
Screens ___ Condition: G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___ Estimated Cost \$ _____

F. PAINTING Condition: G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___ Estimated Cost \$ _____

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III BUILDING EXTERIOR

	Floors			Ceilings			Walls			Painting-Interior		
	G	F	P	G	F	P	G	F	P	G	F	P
Basement												
First												
Second												
Third												
Fourth												

Work Needed:

Timing: ASAP ___ # months/years ___

Estimated Cost \$ _____

PLUMBING Water Piping: Condition G ___ F ___ P ___ Water tested for Lead? Y ___ N ___

Restrooms:

Basins	Showers	Toilets	Urinals	Overall Condition				
				G	F	P		

Work Needed:

Timing: ASAP ___ # months/years ___

Estimated Cost \$ _____

KITCHEN/FOOD SERVICE

Cooking Equipment: Condition G ___ F ___ P ___ Hood: Y ___ N ___
Condition G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___

Estimated Cost \$ _____

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HVAC Age: months/years ____ Heat: Steam ____ Hot Water ____ Hot Air ____
Fuel: Oil ____ Gas ____ Electric ____ Equipment located in this building: Y ____ N ____
Condition: G ____ F ____ P ____ Last serviced _____

Hot Water Heater: Size (gals) _____ Gas ____ Electric ____ Steam ____
Condition: G ____ F ____ P ____

Air Conditioning: Central ____ Window ____ (# of units _____)
Condition: G ____ F ____ P ____ Last serviced _____

Room Ventilation: G ____ F ____ P ____

Work Needed:

Timing: ASAP ____ # months/years ____ Estimated Cost \$ _____

ELECTRICAL Lighting: G ____ F ____ P ____ Energy Effective Y ____ N ____
Wiring/Circuits: G ____ F ____ P ____ Fuses Y ____ N ____ Overload Problems Y ____ N ____

Work Needed:

Timing: ASAP ____ # months/years ____ Estimated Cost \$ _____

SAFETY/SECURITY Automatic Sprinklers (% of Building) _____
Smoke Detectors Y ____ N ____ # _____ Fire Alarm Y ____ N ____ Rings on Building ____
Rings to Fire Dept. Y ____ N ____ Last Tested _____ Pull Stations Adequate Y ____ N ____
Fire Extinguishers Y ____ N ____ Last Services _____ Burglar Alarm Y ____ N ____
Sounds where? _____

Work Needed:

Timing: ASAP ____ # months/years ____ Estimated Cost \$ _____

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MISCELLANEOUS – Elevator Y ___ N ___ Condition: G ___ F ___ P ___
Handicapped Access Y ___ N ___ Condition: G ___ F ___ P ___

Work Needed:

Timing: ASAP ___ # months/years ___

Estimated Cost \$ _____

SUMMARY

Total Estimated Costs \$ _____