

DIOCESE OF TYLER

**MANUAL FOR
THE CONSTRUCTION AND RENOVATION OF
DIOCESAN FACILITIES**

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SECTION A
CHECKLIST

The **First Step** is to send a letter to the Bishop requesting permission to begin the process of planning and fundraising for the construction or renovation project. In the letter, please request that a representative of the Diocesan Building Board be assigned to the parish, mission, or school as a coordinator.

ACTIVITY

DATE

1. Letter sent to the Bishop _____
2. Permission received from the Bishop _____
3. First meeting with Building Board representative _____
4. Beginning of the Master Plan development process _____
5. Completion of Master Plan _____
6. Presentation of conceptual (preliminary) plan for initial review _____
7. Approval of concept _____
8. Interview with architects or engineers _____
9. Architect or engineer contract signed by the Bishop _____
10. Copy of proposed plan sent to the Bishop for his liturgical
review if the project contains worship space _____
11. Liturgical aspects approved _____
12. Date set for first review by Diocesan Building Board _____
13. First meeting with the Building Board _____
14. Date recommended changes incorporated into plan (if any) _____
15. Date set for second Building Board review _____
16. Date of second review _____
17. Date set for third meeting with Building Board (if necessary) _____
18. Date of third review _____
19. Date set for opening bids _____
20. Bid opening _____
21. Contract awarded (only the Bishop signs the contract) _____
22. Beginning of construction _____
23. Project completion and acceptance _____
24. Final project completed _____

SECTION B

DIOCESAN BUILDING BOARD

PURPOSE

The Diocesan Building Board is established as an advisory board by the Bishop of the Diocese of Tyler and is composed of an advisory committee of Christian Faithful professionally qualified in the field of planning, development, construction and renovation. The purpose of the Diocesan Building Board is to provide professional assistance to the parishes, missions, schools and agencies of the Diocese of Tyler in the planning, development, construction or renovation of all facilities. This Board will also aid the parishes in long range planning, good stewardship of facilities and investing wisely in the mission of the local church.

MEMBERSHIP AND DUTIES

The Diocesan Building Board shall consist of not more than six members, one of which must be a priest, all appointed by the Bishop of the Diocese of Tyler. The term of office for the members shall be three years. The Bishop may reappoint members for successive terms. All members shall be familiar with the construction industry and the requirements thereof. However, professions which may be represented by the membership on the committee are typically from the following:

1. Commercial general contractor
2. Residential general contractor
3. Architectural / Engineering or related fields
4. Mechanical and or electrical subcontractor
5. Material supplier
6. Parish operations to include liturgy, appointed by the Bishop

The Chairperson shall be appointed by the Bishop and will serve in this capacity for a term of five (5) years and renewable at the discretion of the Bishop.

The Vice-Chairperson is to be elected from the membership and will serve for a two (2) year term. Duties will be to assume the position of the Chairperson in the absence of the Chairperson.

The Business Manager of the Diocese of Tyler and the Chairperson of the Liturgical Commission will serve as ex-officio members of the Diocesan Building Board.

A staff member of the Diocese of Tyler Chancery will serve as the recording secretary at all Building Board meetings. The Recording Secretary will be responsible for the following:

1. Recording and transcribing all minutes of all meetings.

2. Typing and forwarding the minutes to the Bishop for his comments and/or approval.
3. Distributing minutes to the members after the Bishop's approval.
4. Maintaining a permanent record file of all minutes.
5. Communicating with the parishes, missions, schools or agencies of the diocese the actions approved by the Bishop.
6. Maintaining a file for all contracts of construction and related projects.

SCOPE OF DUTIES

The Building Board's role is an advisory one and exists solely for the purpose of providing recommendations to the Bishop concerning all matters of planning, development, construction and renovation of all the facilities of the diocese brought before the Board. The primary functions of the Board shall be:

1. Provide the Bishop with an avenue of communication through which all pastors with the parish councils, pastors with the school principals and school boards may communicate their construction, renovation and site planning needs or problems.
2. Serve as a resource for the parishes, missions, schools or agencies of the diocese seeking guidance and approval for construction or renovation projects.
3. Work closely with the Diocesan Finance Council concerning the funds allotted by a parish, mission, school or agency of the diocese to a project maintaining that allotment as a guide for the entire project.
4. Work closely with the Bishop or his designated representative concerning the liturgical aspects of construction or renovation.
5. Meet with the Bishop to keep him up to date on projects, recommendations, and suggestions for the future development of the facilities of the diocese.
6. Conduct Diocesan policies and programs initiated by the Bishop and assist when needed in their implementation.
7. Conduct joint meeting with other Boards when it would be advantageous to do so. The Building Board will work with the Diocesan Finance Council to maintain a long range capital plan for the Diocese of Tyler. This would list the projects anticipated. Particularly the focus would be on the coming five years. This would list the projects currently underway and the anticipated ones. This plan would be developed with input from any groups in the Diocese doing long range planning. This plan would be updated annually.

MEETINGS AND ADMINISTRATION

Meetings of the Building Board shall be conducted quarterly or as necessary. The Bishop or the Chairperson may call special meetings as warranted.

The staff of the Chancery (Recording Secretary) will maintain a permanent record of the Board proceedings and recommendations submitted to the Bishop for his approval. This includes letters and other papers related to the operation or actions recommended by the Board for the Bishop's approval, modification, or disapproval.

The procedures of the Diocesan Building board are subject to review on a periodic basis and changes made are subject to the approval of the Bishop.

SECTION C

DIOCESAN POLICIES

- I. All parochial property is vested in the name of the Bishop of the Diocese of Tyler or his successors in office. Any change in the use of a building or facility or a change in the floor plan requires consultation with the Diocesan Building Board and approval by the Bishop. No new building or substantial repair or renovation of \$5,000.00 or more may be inaugurated without the written permission of the Bishop. Building or repair of less than \$5,000.00 should be done in consultation with the Diocesan Business Office. The Business Office will contact the Diocesan Building Board if necessary. All construction, renovation or repairs must be done in full compliance with any applicable codes.
- II. Each parish, mission, school or agency of the Diocese of Tyler is required to have a master plan for the development of the property. This plan must be on file at the Chancery and at each parish, mission, school or agency of the diocese.
- III. The master plan must include a topographic survey showing all boundaries, elevations, current buildings, future proposed buildings, parking areas, walks, location of all utility lines and cutoff valves or disconnect stations, streets, roads, open areas, flood planes, and any easements. Additionally, any deed restrictions must be included with the plan. The master plan must also include demographic information on population trends, location of parishioners to the site, as well as information on the parishioners, such as average age, income, marital status, gender and ethnic background.
- IV. All proposed construction, renovation or similar projects must be presented to the Diocesan Finance Council before any fundraising programs are started or funds collected for such project. The conceptual design has to be approved by the Diocesan Building Board before going to the Diocesan Finance Council. Additionally, all such projects must have the written approval of the Bishop of the Diocese of Tyler.
- V. Construction or renovation of any building containing any worship area must be presented to the Bishop or his designated representative for liturgical review before proceeding beyond the conceptual stage. In order to proceed beyond the conceptual stage the written permission of the Bishop approving the liturgical aspects of the project is required.
- VI. All building projects for construction or renovation must be presented to the Diocesan Building Board in the conceptual stage to receive input before any contact for professional services will be approved. Architects, Engineers or other professionals contracted to provide services related to any construction

or renovation must be licensed to practice in the State of Texas and must carry Professional Liability Insurance that includes errors and omissions. The Bishop of the Diocese of Tyler or his designated representative is the only authorized signer of any professional services contract.

- VII. Prior to the solicitation of bids for a proposed construction or renovation project the pastor with the parish council and parish building committee shall submit to the Diocesan Building Board the final working drawings and specifications for the proposed project. The pastor is obligated to attend this meeting. The approval or acceptance of the Bishop of the Diocese of Tyler of the final drawings and specifications is required before the bidding process will be allowed to proceed.
- VIII. All construction or renovation projects with an estimated value equal to or exceeding \$100,000.00 shall require as part of the bidding process and bid documents a bid bond equal to 5% of the greatest bid amount. Contractors awarded a project with a construction or renovation value equal to or exceeding \$100,000.00 shall furnish a performance and payment bond in the amount of 100% of the contract value. All contractors shall be required to carry the following insurance policies: General Liability, Workers' Comp., and Public Automobile Liability Insurance, regardless of the value of the contract awarded.
- IX. Bid openings for all construction or renovation projects throughout the Diocese of Tyler will take place at the Chancery and will be conducted in an open proceeding and publicly read aloud. The lowest bid will not necessarily always be accepted. The Bishop of the Diocese of Tyler reserves the right to accept or reject any or all bids. Additionally, the Bishop of the Diocese of Tyler reserves the right to award the contract, regardless of bid amount, to the contractor deemed most capable of performing the work as outline for the project. Any change in the scope of the work or project once a bid has been awarded, regardless of amount, requires the written approval of the Bishop. All changes must be submitted for approval either on an approved contract change order or by written documentation.
- X. All contracts awarded must be on a form approved by the Diocesan Building Board before be submitted to the Bishop or his designated representative for signing.
- XI. Funds disbursed either from a parish, mission or schools savings account or approved line of credit must be submitted on an approved pay application form with all the proper documentation prior to the release of any funds.
- XII. Required for the completion and prior to the approval of the final payment, the following must be submitted to the Bishop or his designated representative:

Substantial Completion Certificate stating:

1. The property insurance requirements
2. The maintenance and utility requirements
3. The final release of lien and affidavit of payment of all debt and claims from the contractor and all subs
4. Consent of Surety to final payment, if the project required a Performance and Payment Bond
5. Warranties, operating manuals and instructions required by specifications or as necessary to operate the building and all mechanical or electrical devices
6. All working drawings and specifications, revisions to the working drawings and specifications, and final as-built drawings are required to be given to the parish, mission, and school as appropriate and to the Chancery (Bishop) to be retained as permanent records.

SECTION D

BUILDING PROCEDURES

PURPOSE

These building procedures outline the steps necessary to achieve from the Bishop, through the Diocesan Building Board approval for a proposed construction or renovation of a facility. The Pastor, Pastoral Council, Finance Council, and the Parish Building Committee should thoroughly understand the policies of the Diocese of Tyler as a first step in the planning of a project. Before proceeding to any type of drawings the parish, mission, school or agency of the diocese should contact the Business Office and ask that a representative of the Diocesan Building Board be assigned to meet with the parish, mission, school or agency to begin the process of planning and development.

PRELIMINARY DESIGN AND BUDGETING

The first step in the construction or renovation process is getting the permission in writing from the Bishop, and having a representative of the Diocesan Building Board assigned to the project, to proceed.

The representative of the Diocesan Building Board will serve the parish, mission, school or agency as a guide in the first stages of the process of planning and site development.

The Pastor and Parish Council and Parish Building Committee, in many instances will find it necessary to contract with an architect or engineer to prepare preliminary plans and budgets for the project.

The pastor and parish council and building committee should interview several architects or engineers before making a decision on who is best suited to meet the individual needs of the parish, mission, or school. All architects or engineers must be registered and licensed to practice in the State of Texas and carry Professional Liability Insurance. Any contract for professional services is to be signed only by the Bishop or his designated representative.

The pastor and parish council and building committee should receive a proposal from the selected architect or engineer containing the following:

1. A description of the preliminary design services not to exceed a budgeted amount
2. A proposal for final drawings and specifications including contract administration.

The preliminary design proposal should contain the following as a minimum requirement:

1. Preliminary site plan

2. Preliminary building plan
3. Preliminary building elevation
4. Preliminary budget estimate.

Proposed projects or renovation involving worship space are required to be submitted for liturgical review to the Bishop or his designated representative. Prior to submitting any plans for liturgical review the pastor, parish council, building committee and the architect or engineer should have completed a review and in depth study of the document Built of Living Stones and other relevant documents.

FIRST BUILDING BOARD MEETING

The Diocesan Building Board meets in regular session on a quarterly basis or as required by the Bishop to conduct the review of the plans of the parishes, missions, schools or agencies of the diocese. The pastor should contact the Business Office of the diocese to be included on the agenda of a Building Board Meeting.

The pastor, representatives of the parish council or building committee and where appropriate the architect or engineer should be prepared to present the following:

1. Current Master Plan
2. Written narrative describing the scope of the project
3. Schematic design to include
 - a. Overall site plan
 - b. Floor plan
 - c. Elevations
4. Contractor qualifications – discussion

During the first meeting the Diocesan Building Board will make its recommendations to the pastor, parish council and building committee. These recommendations, if any, should be incorporated into the plan for review at the next meeting. A meeting should be held at the parish/mission prior to the next Building Board meeting to analyze the recommendations especially if there are any objections to seemingly unreasonable recommendations. Working with the Bishop and the parish, mission, school or agency, set a date for the next meeting if not part of the regular schedule.

SECOND BUILDING BOARD MEETING

Prior to the second meeting a copy of the plans to be reviewed at the meeting, must be sent by the architect or engineer to each member of the Board for their review. The second meeting will focus on the following:

1. Review the Geotechnical soils report
2. Updated information on topographical surveys or boundaries if there was an issue at the first board meeting
3. Review plans and specifications

4. Set time to review final working drawings and specifications. This may be done by sending copies of the final working drawings and specifications to each Board member and not require an additional meeting. This option is only to be exercised with the full consent of the Diocesan Building Board.
5. Copy of the most recent boundary and topographical survey

Be prepared to discuss building codes, ordinances as well as any covenants, easements or deed restrictions affecting the proposed project. The budget will be discussed only in the context of the project. All budget approvals are the responsibility of the Diocesan Finance Council not the Building Board

During the second meeting, the Diocesan Building Board may make new recommendations to the Pastor if the plans provided to the Board are so different than previously discussed, if there is new significant information, or if the recommendations were not addressed and/or resolved. Based on the review and comments made during this meeting a third may be necessary or handled as indicated above. The establishment of a bid date and the bid process will be discussed. Generally, at least three qualified bidders are required. All bidders must be bondable, and carry all of the required insurances.

BIDDING PROCESS

The bidding process shall be as follows:

1. Unless otherwise approved by the Bishop of the Diocese of Tyler all bid openings are to be conducted at the Chancery in Tyler. Bid times and dates shall be set between 2:00 p.m. and 4:00 p.m. on weekdays Tuesday, Wednesday or Thursday.
2. All sealed bids shall be received at the Chancery on or before the bid date and time specified. Bid openings shall always be conducted in an open bid format and read aloud.
3. The Bishop of the Diocese of Tyler reserves the right to reject all bids. Contract will be awarded to the bidder, who in the opinion of the Bishop is best qualified to perform the work as specified. The lowest bidder may not necessarily be awarded the contract.

BUILDING CONSTRUCTION

Prior to commencing construction the contractor shall submit the following:

1. A performance and payment bond if applicable.
2. Submit to the architect or engineer certificates of insurance evidencing the proper insurance coverage as set out in the specifications.
3. Obtain all required building permits and deliver copies to the pastor and architect or engineer.
4. Any change in the scope of the work shall be submitted for approval by the Bishop or his designated representative on a written change order or required

documentation. No change is permitted without the written permission of the Bishop or his designated representative.

Progress payments shall be made as follows:

1. All progress payments shall be approved by the architect or engineer and submitted to the Chancery Business Office for approval and funding sent to the local pastor for payment.
2. Contractors shall be required to submit with each progress payment request an affidavit of release of lien subject to receipt of the funds copies of which shall be submitted to the Chancery Business Office.
3. When the contractor fails to perform, the Pastor is to notify the Building Board so that an evaluation and proper response is made.

PROJECT COMPLETION

Final acceptance of the project shall be as follows:

1. The contractor shall be required to submit two (2) sets of as built drawings for the project. One set for the parish, mission, or school and one set for the Chancery.
2. All copies of warranties, instruction, or operation manuals for all equipment must be provided to the parish, mission or school.
3. Prior to the final payment the contractor shall be required to submit an Affidavit of Final Release of Lien along with consent of Surety to final Payment if a performance and payment bond were required.
4. The pastor, parish council and building committee shall be required to submit to the Chancery their written acceptance of the project before final payment is made to the contractor.