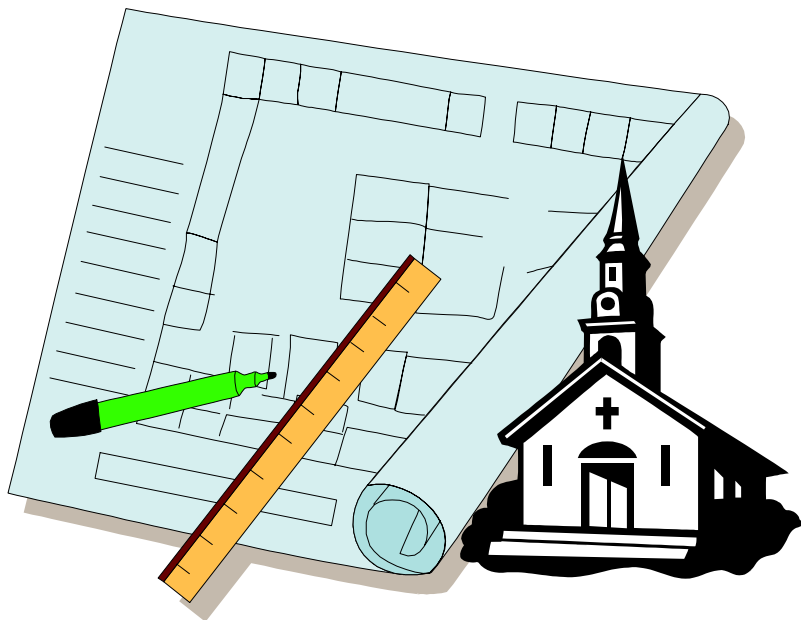


DIOCESE OF LEXINGTON
BUILDING COMMISSION
CONSTRUCTION PROCESS



Review Date:
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Diocese of Lexington

Building Commission

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DIOCESAN BUILDING COMMISSION OVERVIEW

The Diocesan Building Commission has as its charge the oversight of capital acquisitions, building projects, renovation projects costing over \$25,000 dollars and certain maintenance projects occurring within the diocese. Always check with the Secretariat for Stewardship to see if your project needs to involve the Building Commission. In all cases when extraordinary expenditures are required or design professionals are necessary, the Building Commission will provide oversight.

The three committees of the Building Commission are responsible for evaluating plans and specifications for the structure (Architectural Committee), financial plans and feasibility (Finance Committee) and liturgical space, art and furnishings (Liturgical Art and Architecture Committee).

It is important to begin communicating with the Building Commission early in the planning process to avoid delays and misunderstandings. ***Soon after the Bishop gives approval to begin feasibility study, an open parish/school board meeting with appropriate representatives of the Building Commission Committees must be held to discuss guidelines and timing and to review the program expectations.*** The Commission utilizes a flowchart to track each step in the process, so that, both the parish, school, or institution and the Commission are aware of each projects' status at any time.

The Building Commission Committees will respond to submissions with comments and recommendations and eventually approval. Members of the parish, school board, or institution should discuss and integrate the Commission's comments. Recommendations must be complied with or further discussions must be held with the appropriate Building Commission Committee.

Contracts are required with both the architect and contractor (AIA contract standards apply) according to guidelines enumerated in the Diocesan Contract Review Policy. A competitive bidding process must occur before contracts are signed. The Bishop or Secretariat for Stewardship, CFO must be the signature on all the contracts; diocesan or parish funds may only be obligated by the Bishop.

Whenever worship space is included in the project, the guidelines developed by the National Conference of Catholic Bishops must be followed. The book is titled: ***Built of Living Stones: Art, Architecture and Worship.*** Contact the Secretariat for Stewardship to find out how to obtain a copy of the publication.

PROCESS FOR BUILDING AND RENOVATION / FLOWCHART

The building or renovation of physical facilities of parishes, schools, and institutions involves:

- 1) The extraordinary annual expenditure (greater than \$25,000) of financial resources;
- 2) An unusual responsibility for stewardship of funds dedicated to the project;
- 3) Extensive structural repair, renovation, restoration, or modification that requires engineering or design professionals.
- 4) Accountability to the donors and all those to be served by the structure; and
- 5) The mutual financial commitment of the diocese.

Adherence to this procedure and cooperation with the Diocesan Building Commission is the primary responsibility of the pastor, pastoral director, or administrator appointed by the Bishop. It should involve, throughout the planning process, the people who will be served by the project and the professional teams engaged by the parish, school, or institution. The procedure presumes the thorough development of communication, education, and open dialogue with the entire community.

The key steps in the process are:

1. The parish, school, or institution leadership submits a letter to the Bishop indicating the needs of the local Church, Parish, or School and requests approval to study the feasibility of the project. Approval must be received before proceeding with fund-raising or a capital fund drive. The Bishop's approval will be in consideration of the local needs, diocesan objectives, and mission planning. The Bishop will consult the Diocesan Presbyteral Council and other Boards, Committees, Commissions, and individuals (if appropriate for unified planning) before approving the request.
2. Approval from the Bishop to study the feasibility of the project is then announced to the people. Appropriate parish, school, or institution committees should be formed according to local resources and circumstances. The Chairperson of the Diocesan Building Commission should then be contacted for a planning meeting with the appropriate bodies of the parish, school or institution, (i.e.: Parish and Finance Councils, Program and Building Committees, Liturgy, Education, Capital Funds Drive Committee, etc.). This should be **an announced** public meeting for all interested parties.

The Planning Meeting with the Diocesan Building Commission will address three issues:

Financial Feasibility
Architectural Planning and Program Development
Liturgical Planning and Program

Accessibility and ADA Compliance

*POLICY: Do not, except upon approval of specific job by Building Commission to allow design-build projects.

It is the inherent responsibility of the parish, school, or institution Building Committee to maintain dialogue with all segments of the parish, school, or institution during the entire planning and building process.

3. The parish, school, or institution committees and leadership should prepare the Program in formal detail. Communications with Building Commission Committee is encouraged during this phase. With permission, from the Building Commission, a design professional may be engaged to assist in the Program preparation.
4. Care should be taken in the selection of the architect. Architectural candidates should meet with the parish, school, or institutions' Building Committee and any other appropriate committees to understand and to further develop the parish, school, or institution's building program. Each candidate should receive a copy of the Contractual Guidelines required by the Diocese. After choosing the architect the parish, school, or institution should submit the architect's contract to the Chief Finance Officer of the Diocese for review and approval. **The architect's contract may not be signed until the parish, school, or institution Program is completed.**
5. The parish, school, or institution Building Committee must develop and submit a Financial Feasibility instrument to the Chief Finance Officer of the Diocese for approval of the maximum project budget. Approval by the Diocesan Finance Council may be required. This approved project budget is then presented to the architect.
6. The Building Committee of the parish, school, or institution then submits the written program the project to the Diocesan Building Commission for liturgical and architectural review and approval. Once approval from all appropriate Commission committees and organization committees has been obtained, the architect's contract will be signed.
7. Preliminary and intermittent design development contract drawings are submitted to the Diocesan Building Commission for review and approval. Review of documents and drawings are to be submitted at 15, 60, and 90% complete stages. These intermittent stages shall be reviewed and commented on by the Architectural Planning and Review Committee; a full Building Commission Meeting is required at 90% review. *Contract drawings and specifications should be submitted five days in advance of scheduled meetings with the Diocesan Building Commission in six (6) copies.

8. Preliminary and intermittent design development contract drawings and specifications for all major appointments (altar, art work, and artistic windows, Baptismal font, ambo, and chair) are submitted to the Building Commission for review and approval. Proposed allowances for the location of spaces for Reconciliation, Tabernacle, and popular devotions (e.g. Stations of the Cross, Mary, titular saint, etc.) should also be included. These intermittent stages shall be reviewed and commented on by the Liturgical Planning and Review Committee; a full Building Commission Meeting is required at 90% review. *Contract documents, drawings, and specifications should be submitted five days in advance of scheduled meetings with the Building Commission in six (6) copies.
9. Contractor's contracts and insurance certificates are submitted to the Diocesan Chief Finance Officer for approval. There may be some legal fees for contract review which are charged to the parish, school, or institution.
10. The Bishop's approval will be necessary during any phase of project development. The project may also be developed or, if necessary, abandoned at the discretion and judgment of the Bishop.
11. Changes to the Program development affecting the design, by the architect, his consultants, and/or the contractor must be resubmitted to the Diocesan Building Commission for approval.

FLOWCHART GOES ON THIS PAGE

(See attached pdf file Labeled Diocesan Building Commission Flowchart)

THE PROGRAM

This is a word with many meanings, within the context of building projects, it is the owner's explanation of the building they want modified, designed and built. The written program for a building or renovation project is the owner's instruction to the architect, using words and numbers, which the architect will translate into contract documents and specifications, and the contractor will translate into bricks and mortar, ultimately the owner will pay for and use. *The development of the program is the job of the owner and the most crucial one.* The program for any building or renovation project should explicitly include the following items:

1. The owner's philosophy
2. The owner's goals for the project
3. The owner's functional requirements for the project
4. The owner's space and form requirements for the project (as specific as possible) include here expandable space and multi-purpose space.
5. The owner's liturgical requirements for the project
6. The owner's energy usage requirements for the project
7. The owner's dollar budget for the project including fund raising and operational costs
8. The owner's schedule for the project
9. Site survey (certified by a registered land surveyor)
10. Soil engineer's report (of site soils conditions for building, based on soil borings, soundings, percolation tests, and related tests) including hazardous waste
11. The owner's insurance requirements for the project and team

While the development of the project program is the owner's job, portions of it may be delegated to consultants (e.g., the architect typically helps the owner order items 9 and 10 above). This is normal and acceptable as long as the owner retains a true sense of ownership in the delegated work.

THE PROGRAM FINANCIAL FEASIBILITY

(How will the project be financed and maintained)

1. Analysis of trends in parish's past five fiscal years, to include:
 - a) Sources and amounts of all normal income
 - b) General categories and amounts of all normal expenses
 - c) Sources and amounts of all special income
 - d) Plans to continue special appeals
 - e) General categories and amounts of all special expenses

2. Analysis of building project, to include:
 - a) Special fund raising program details
 - Amount pledged and paid
 - Cash flow expected from pledges
 - b) Projected cost of building project
 - c) Cash flow budget for building project
 - d) Amount required from other sources

3. Parish budget projections for three to five years to include:
 - a) Effect of building project on operating budget
 - Physical plant
 - Personnel and programs

4. Summary:
 - a) Source of funds (past, present, future)
 - b) Project request

The following is a summary of the policies of the Commission as they relate to program development.

CONTRACTING STANDARDS AND PROCEDURES

1. The Commission requires each project to be bid competitively. It is recommended that a minimum of three bids be received. While it is acceptable to negotiate after initial bids are received, a completely negotiated contract is not acceptable except under rare circumstances. These cases will usually involve either threats to safety or the work of artisans. Special or unique circumstances may be addressed with the Chief Finance Officer. Any Program or contract alterations must be approved by the Secretariat for Stewardship, CFO and the Diocesan Building Commission.
2. It is not necessary to solicit bids from the public at large; however, the restriction of competition should not be largely for the benefit of a favored bidder (which is tantamount to negotiating the contract) and should preserve the competitive atmosphere surrounding the contract letting.
3. It is advisable not to open bids publicly so that in the event one or more issues need clarification; the results are not skewed by the preliminary results.
4. There is no requirement that the low bidder be awarded the contract...the contract should be given to the best bid. The true cost of using a given contractor may involve taking other factors into account. The time required for these types of evaluations is another reason why public bid openings may not be desirable.
5. The invitations to bid a project can be issued to either construction managers, general contractors, specialty contractors, or all three. If the construction manager option is considered this should occur earlier in the process with advice and recommendation from the Building Commission.
6. There is no hard-and-fast rule requiring the use of a design professional. This decision should be based on the characteristics of the job and the resources, which the parish, school, or institution can find within itself. Diocesan commission recommendation and review is required.
7. Every project requires some design (if only to describe the work required to the bidders, and subsequently for use in the actual contract document), so the acceptable alternatives to using a professional designer are:
 - a. relying on a parish, school, or institution member or other individual who is qualified to design the project without a fee, or;
 - b. use of a design-build contractor
8. A typical design-build job will involve only one trade or tradesman, e.g., painter, repairman' s trades, i.e., new air conditioning units, boilers, will be equally uncomplicated.

The list of goals, defined by the parish, school, or institution Program, must be clearly determined in advance by the parish, school, or institution itself in order to allow the clear communication of those needs to the various design-builders

Under the conventional method of constructing by contract, the Commission requires that permission to retain a designer be sought in advance. Similarly, the Commission should be consulted before the solicitation of design-build proposals, since the contractor will perform that design role.

This is critical, since when crafting an agreement with the design-builder the important relationship between the parish, school, or institution and designer is also being forged. In such cases the Building Commission has only one opportunity to insure that the project conforms to the goals of the Diocese. Thus, in order to fulfill its own mission, the Commission must scrutinize design-build agreements closely.

A SPECIAL NOTE OF CAUTION

A parish, school, or institution wishing to call on the abilities of one or more of its members due to his/her familiarity with the construction industry must remain sensitive to the demands which that representation will undoubtedly place on the individual.

Difficult decisions may need to be made which can result in long-standing effects.

Also, despite the fact that such a person may make every effort to enter each transaction "at arms length", it is a natural and understandable tendency for all of us to gravitate toward those "known quantities" with whom we have established relationships.

Moreover, it may be difficult for the other individuals with whom the representative must work (i.e., the contractors, subcontractors, etc.) to separate the two roles the parish, school, or institution representative plays in functioning as both the Owner's representative and in operating his/her business.

The parish, school, or institution representative may genuinely not seek or want the special treatment, but the natural tendency of some contractors, vendors, etc. to want to maintain a good rapport with those representatives with whom they are working can lead to abuses.

This note of caution is necessary only because it may not even occur to the well-intentioned persons typical of those ready to volunteer for these types of projects that the various parties with whom they will be working may feel they are owed something on the project in return for treatment given on unrelated matters. Likewise, success with a parish, school, or institution project may result in a contractor's inclination to attempt to "repay" the individual through uninvited favors.

CONTRACT REVIEW POLICY

1. All contracts for \$10,000 or more are to be approved by Diocesan Chief Finance Officer and possibly Diocesan Attorney. In all cases the Diocesan standard contract will be utilized.
2. All Diocesan owned building lease agreements are to be reviewed by the Diocesan Chief Finance Officer. In all cases, the Standard Contracts will be utilized.
3. All contractors and service entities are required to carry three types of insurance (regardless of size of contract):
 - a. Public Liability: \$500,000/\$1,000,000 or \$300,000 on job under \$1,000,000
 - b. Worker's Compensation
 - c. Automobile Liability
4. Certificates of Insurance are to be obtained verifying all three of the above types of insurance and naming the Parish, School, or Institution and the Diocese as additional insured.
5. There is a standard contract for small construction jobs including renovations, small additions, etc. that is used in all instances (attached).
6. Professional service contracts are to be used when contracting for the services of architects and engineers (AIA Document B-141). Contract requires professional liability insurance to be provided to Diocese. All Diocesan standard contracts have been modified by Diocesan attorneys. Please contact the Chief Financial Officer for up-to-date versions.
7. All building projects will utilize standard contracts with Diocesan approved supplements (AIA Document A-101 plus Supplement and AIA Document A-201 plus Supplement). Contact the Chief Financial Officer for up-to-date versions.

BUILDING PROCESS DEFINITIONS OVERVIEW

Each capital construction project presents a unique set of challenges, goals and priorities. Similarly, each parish, school, or institution has unique abilities for managing a capital construction project. Careful consideration should be given at the front end of any project to determine how best to manage the job.

The Diocese of Lexington Building Commission encourages those anticipating capital projects to address these questions during the preliminary stages (Program development) of the overall building process in order to take the fullest advantage of whatever decisions may result from the discussion.

For those not familiar with the various parties involved in contracting, the following introduction may be helpful.

OWNER

Although the individual parishes, school, or institutions define the need for each project, raise the funds and otherwise provide all the impetus required to "make the project happen", the official Owner is actually the Bishop of the Diocese of Lexington.

This fact stems from the diocesan role as steward (and legal owner) of the real property and buildings within the diocese, as well as the financial responsibility which the Diocese assumes when projects are funded, even though the funds may be derived from local sources within the parish, school, or institution. Simply put, the courthouse records list the Bishop of Lexington as the Owner, and the Bishop obligates by signature the mortgage note.

DESIGN PROFESSIONAL

This individual or firm will usually be an Architect or an Engineer, depending on the project, but can also be an interior designer or other professional hired principally to provide advice to the parish, school, or institution.

Typically, the designer is retained early enough in the project so that he/she can assist the parish, school, or institution in defining or clarifying its Program. [Note: this is an important function which will be discussed in more detail later.]

Seeking permission to retain a design professional is one of the initial steps taken in working with the Building Commission toward a successful project, and the Designer's contract agreement is subject to review by the Building Commission.

Designers are often made up of teams of firms which specialize in various aspects of the project. For example, an architect may subcontract portions of the design work to a structural, mechanical, and electrical engineer, an interior designer, or a liturgical consultant. In turn the structural engineer may subcontract work to a soils engineer, etc.

All of these entities fall under the umbrella of what are referred to as "design professionals". Since the Architect is usually the lead player on larger projects, and since on those projects the Owner's contract is with the architect, all designers on a given project are sometimes lumped into one term and described as "the architect".

On most projects the designer continues to represent the parish, school, or institution after the actual design is completed as the project is constructed. This is an important relationship and will be discussed in greater detail later.

GENERAL CONTRACTOR (GC)

This firm is the entity which is actually hired to build the project. Overall management of the construction project falls to the General Contractor, or GC. The ultimate responsibility for completing a project lies with this firm.

SPECIALTY CONTRACTOR

The specialty contractor is an entity which performs only one trade, or one group of trades. These firms include electricians, plumbers, etc. They are sometimes contracted with directly for projects of smaller scope.

SUBCONTRACTOR

The general contractor may "self-perform" much of the work with his/her own forces, but typically a GC will employ many other specialty contractors (which in this context are referred to as subcontractors) to assist in the construction. The difference between a specialty contractor and a subcontractor is subtle: only the position of a specialty contractor on the contracting ladder establishes them as a subcontractor.

For example, a specialty contractor installing air conditioning in an existing church building would serve as a prime contractor if they were working directly for the Owner. If the church was new and the same company was installing the same air conditioning equipment as part of the larger project, then that firm would be a subcontractor to the GC responsible for the overall job. This bears mentioning because many parishes, school, or institutions will find it best to deal directly with a specialty contractor, while more involved projects may require a GC.

CONSTRUCTION MANAGER (CM)

This is an individual or firm which is retained, in special cases, to represent the parish, school, or institution during construction of a project. The role of the Construction Manager is to administer the contract(s) for construction by acting solely as the owners agent, without taking any other financial position in the project.

CM's are typically used only on larger projects. They are paid a professional fee which is negotiated based on the qualifications of the firm, the size of the project, and the expected duties of the CM. As advisors to the Owner, their relationship with the

Owner is much like that of the architect's. The decision and engagement of the CM should coincide with the choice of design professional.

In some cases, the CM is brought on board before the architect in order to help the Owner evaluate competing firms and make the choice most appropriate for a particular project. The CM would then assist the architect during the design phase by supplying cost information.

In most cases involving CM's the Owner is able to eliminate the need for a GC by using the CM to provide the management normally provided by the GC. In this scenario virtually all of the work is done by specialty contractors with multiple agreements written between the owner and these separate contractors. The CM performs the role of advisor to the Owner, not profiting from the actual work.

ARTISAN

These contractors are those who are more than simply persons engaged to install work designed by others. Artisans are those who design and install work which depends on their artistic ability. Examples would be a stone cutter or sculptor retained to carve a baptistry, a stain glass worker commissioned to work on one or more window, etc.

DESIGN/BUILDER

This term describes the contractor for a project where the roles of design professional and prime contractor are combined, with both responsibilities assigned to a single entity.

For smaller projects this may be fairly straightforward. For example, constructing a parking lot or installing air conditioning in the rectory are examples of projects having a limited scope which need not necessarily involve a separate designer. In these two examples, the contractor doing the work would actually design the project as part of the contract.

In order to allow proper evaluation, the design-contract proposal must outline in detail the particulars of the design being proposed. The evaluation of competing design-build proposals is an important function and will be discussed in more detail later.

TURN-KEY CONTRACTOR

This is a variation of the design-build project, where the contractor may even arrange financing for the project, acquire property, complete the design and construction phases, and in some rare cases even retain ownership of the project and lease it to the Owner.

BONDING COMPANY

This is a type of surety company which, for all practical purposes, provides insurance to the Owner that a project will be completed successfully. This assurance comes in the form of two separate instruments: the performance bond and the material/payment

bond.

The performance bond insures that if the contractor should default on the contract, the bonding company will assume the responsibility of seeing that the project is completed. The payment bond insures that, even if the project is completed satisfactorily, the subcontractors and suppliers are paid (thus preventing liens from attaching to the property).

All of the above-described entities play important roles in contract construction. No type of contractor is right for every situation, and some may be poor choices for certain situations.

The method of contracting which best suits the Owner's needs depends on the characteristics of the particular job, the parish, school, or institution resources (particularly as they relate to people who are designated to "look after" the project), market influences, the time allowed for project completion, and other factors.

Design Documents

Design documents typically include design drawings, design analysis (basis of design and calculations), product data, and design specifications.

Some of the typical documents include:

- Site plan, plans for each project component, all elevations, key sections, outline specifications, preliminary cost estimate, other illustrative models

SELECTING THE DESIGN AND CONTRACTING TEAM

This discussion is not intended to lay down strict rules for determining when the various approaches to design and construction team to contracting are appropriate, but rather to describe the parameters upon which these decisions should be based. The ensuing discussion thus centers on those parameters and it relies heavily on the use of examples for illustration.

DETERMINING THE NEED FOR A DESIGNER

The size and complexity of a given project will usually dictate the advisability of retaining a design professional.

For example, while it would be almost inconceivable that the repair of sidewalk would require the services of a designer due to its simplicity, the installation of a handicap ramp required by a local building code and ADA standard may require just such a service.

Other factors such as short time constraints are generally not good reasons to omit the designer. While smaller projects designed to accomplish limited goals (such as in the case of code compliance) may be performed quite easily without a professional designer, the architect plays an important role in the project beyond the actual design. These roles should be explored at this point.

THE ROLE OF THE DESIGN PROFESSIONAL

One of the first tasks of the designer is to assist the parish, school, or institution in determining its exact needs as they relate to the Program. In some cases this task is straightforward, and in other cases it may involve asking critical questions and assisting the parish, school, or institution in reaching consensus in terms of priorities and preferences.

The designer interfaces with the local public agencies having an interest in the project, including the fire marshal, building inspector, electrical inspector, bank representative (in the case of local financing), insurance claim adjuster, etc.

Once the actual design phase is complete and a list of bidders is selected, the designer is responsible for interpreting the design for those contractors who are interested in bidding the work.

The designer would typically be responsible for evaluating the various proposals submitted, to recommend to the Owner which contractor has submitted the best bid. This would involve a review of the specifications for the proposed equipment to determine compliance and other similar review criteria.

Once construction begins, the designer continues to represent the parish, school, or institution through project inspections. During these inspections the designer confirms

that the contractor is supplying the specified material and equipment, and that the work is being done properly.

The designer would review applications for payment from the contractor to determine if they accurately describe the progress of the work.

If conditions vary in the field and the contractor submits a claim for additional compensation, or if design changes are requested by either the Owner or architect, then the design professional would be responsible for reviewing any request for additional compensation by the contractor.

The above are illustrations of the services provided by a designer which, under ordinary circumstances, the parish, school, or institution would not be able to provide for itself.

However, if a competent person from within the parish, school, or institution is qualified and willing to assume these responsibilities, then the need for outside design help may be diminished. The diocese has adopted no hard and fast rule requiring the use of designers for small jobs involving one trade.

SELECTING A CONTRACTOR

The decision of when it is appropriate to use a general contractor and when to use a specialty contractor is typically determined not by specific guidelines, but by the characteristics of the project and by the strengths of various contractors interested in the job.

For example, bids for the addition of an elevator in an existing shaft might be received from either an elevator contractor or a GC, or both. Both would have to employ various other subcontractors (e.g., an electrical subcontractor) and the market would determine which approach was most cost effective.

It is advantageous for any project to be priced competitively. Negotiating with a selected contractor on the initial bid is never preferred except in extreme circumstances such as the cases involving hazards to public safety or similar emergencies. An example of this would include razing an unstable structure after a fire.

Negotiating with the lowest bidders on a project is acceptable in cases where the project has been bid and the bids are over the budget, but it would be advisable to maintain the competitive atmosphere by negotiating with at least the low two or three bidders. Any post bid modifications to building specifications and design drawings must be reviewed with the Building Commission prior to contract execution.

While it may be desirable to issue a solicitation to a broad list of contractors, there may also be a concern that the project would run more smoothly if the project was not offered to the public at large. In such cases, it is advisable to limit the bidders to those deemed to be qualified to perform the work, based on the experience of the Owner, the architect or others.

The actual number of contractors receiving invitations to bid is the decision of the parish, school, or organization. The Commission recommends that three bids be submitted whenever practical, and this usually means that four or five bidders need to be invited to bid a given job in order to actually receive three bids.

Under no circumstances should a contractor be allowed to price a job and submit a bid if it is not the intention of the parish, school, or institution to award a contract to that bidder if the bid is low and within budget.

Similarly, it is contrary to the best interest of parish, school, or institution and the Diocese to "shop" bids, which entails revealing a contractor's price to a second bidder in order to have a preferred bidder perform the work at no additional cost. This practice undermines any effort to maintain a competitive environment, and introduces an element of dishonesty to the entire process which cannot be tolerated.

RESIDENT INSPECTION – COMMONWEALTH OF KENTUCKY

When a consulting architect or engineer wishes resident inspection services, a written request to the Division of Engineering Project Architect/Engineer for authority need to be made with the following information.

1. Name with resume of working experience.
2. Salary requirements.
3. Starting and ending dates.

Resident Inspector's Duties and Responsibilities:

Use the following Division of Engineering – Commonwealth of Kentucky website to locate current information (Section **H** – Procedures Manual).

<http://www.state.ky.us/agencies/finance/engineering/ArchEngPage/ProcManual.htm>

The Authority of the Resident Inspector Shall Not Extend To:

Use the following Division of Engineering – Commonwealth of Kentucky website to locate current information (Section **M** – Procedures Manual).

<http://www.state.ky.us/agencies/finance/engineering/ArchEngPage/ProcManual.htm>

The Duties of the Resident Inspector Shall Not Include:

Use the following Division of Engineering – Commonwealth of Kentucky website to locate current information (Section **N** – Procedures Manual).

http://www.state.ky.us/agencies/finance/engineering/ArchEngPage/019a_ProjectConstruction_roles.rtf

RENOVATION AND REPAIRS PROCESS

1. For parish, school, or institution damaged with repairs over \$25,000
 - A. When a church, school, or institution property has been damaged or equipment needs repair, the local leadership should notify Catholic Mutual of Omaha and/or the Diocesan Insurance Coordinator immediately.
 - B. Determine with the Parish Finance Council if repair or replacement is warranted. Take into consideration the future needs of the parish, school, or institution the condition of the property prior to the accident, any upgrades on the building that would be appropriate, and secure three bids on repairs and improvements.
 - C. The local leadership is to submit the bids, a letter outlining the reasoning behind the proposed repair and improvements, and pertinent information on the current fiscal year to the Diocesan Building Commission and the Diocesan Finance Council.
 - D. The diocesan chair of the Building Commission will appoint three members of the Diocesan Building Commission to consider the proposal.
 - E. Both the CFO and the Diocesan Building Commission Chair will report their findings within a week to the Bishop.
 - F. The Bishop or the CFO will report to the parish, school, or institution leadership either a request for more information or to give oral approval followed up by a letter from the Bishop granting permission to act.
 - H. Bishop or CFO may dispense or require greater scrutiny.

2. For parish, school, or institution renovations over \$25,000 (cumulative).
 - A. The pastor or pastoral administrator/director with their advisors should determine the nature of repair or renovation desired.
 - B. Determine with the Parish Finance Council if what repair is warranted. Take into consideration the future needs of the parish, school, or institution the condition of the property prior to the accident, any upgrades on the building that would be appropriate, and secure three bids on the repair and improvements.
 - C. The pastor, pastoral administrator/director is to submit the bids, a letter outlining the reasoning behind the proposed repair and improvements, and pertinent information on the current fiscal year the Diocesan Building Commission and the Diocesan Finance Council.
 - D. The chair of the Diocesan Building Commission will appoint three members of the Diocesan Building Commission to consider the proposal.
 - E. Both the Chief Finance Officer and the Building Commission Chair will report their findings within a month to the Bishop.
 - F. The Bishop or the Chief Finance Officer will report to the pastor or pastoral administrator/director either a request for more information or to give oral approval followed up with a letter from the Bishop granting his permission to act.
 - G. Bishop or Chief Finance Officer may dispense or require greater scrutiny.

Topic I. (Refer to pdf file labeled Small Contract Master)