



Construction Project Guidelines

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A. Project Preparation

A1. *The Purpose of this Document*

This policy covers projects where the services of an architect and/or engineer are required, and reflects many pertinent sections of the *Code of Canon Law*, Archdiocesan Synodal Statutes, and diocesan policy statements. (While the Building Commission may be involved in lesser projects, i.e., a carport, those procedures are much simpler.)

For the sake of simplicity, the terms “parish” and “pastor” will be used in this document, but “diocesan institution” and “the priest in charge of a diocesan institution” should be substituted where applicable; “Building Commission” refers to the “Archdiocesan Building Commission.”

A2. *Some Preliminary Observations*

Parish Building Committee

When considering a major project, the long-term needs of the parish should be assessed using input from the parish pastoral council and parish finance committee. A parish building committee is to be formed to preserve the right of parishioners to have some input in parish building programs. The parish building and finance committees should both be deeply involved throughout the planning and construction.

It is recommended that the parish building committee consists of at least the following members:

- a. The pastor;
- b. One person who is in the construction industry (not an interested bidder);
- c. One person who is an architect or engineer (not engaged in the project);
- d. One business person.

While the parish building committee is the responsibility of the pastor, he usually will appoint a chairperson under him.

Parish Building Committee Expertise

With certain projects, the priest and his building committee may not have adequate construction expertise within their own group to be able to properly deal with the architect, the contractor, and all of the problems that arise throughout the duration of the project. A construction consultant may be asked to assist the priest and his building committee on a voluntary basis, by donation of services, or by the parish deciding to hire an individual. He is not to be confused with a project manager (see Appendix IV). Whatever approach the pastor and his committee take in this regard, it does not change the Archdiocesan building practice of engaging a qualified architect and following regular Archdiocesan guidelines.



Roles of the Pastor and the Archbishop

As head of the parish, it is the pastor's duty to accept responsibility for the building program, to instruct his parishioners that the final decisions rest with the diocesan administration, to be accountable to the Archbishop, and to be the only person who communicates with the Archbishop.

The pastor also has a duty to begin the process early enough to avoid timing problems (it usually takes more time than is expected to get the zoning, subdivision, permits, etc., from local governments, and architects need time for their design sketches and building drawings and specifications; also, if the Building Commission, the Archdiocesan Consultants, and the Archdiocesan Finance Committee are to carry out their responsibilities effectively, they, too, must have time), and to respond promptly to communications from the diocesan administration.

As head of the diocese, it is the duty of the Archbishop and his diocesan administration to determine whether or not a building program should take place and to have the final decision regarding the details of the planning and construction, while at the same time leaving reasonable initiative to the pastor and his people. The diocesan administration is expected to act as promptly as possible on submissions by parishes and diocesan institutions.

A3. Feasibility Study

A Feasibility Study establishes the parameters governing municipal development and zoning restrictions, provides design guidelines and options for best land use, and estimates project costs. It should address both political and economic matters as well as design plan options suitable for parish land use. If the parish determines that a Feasibility Study is needed due to the complexity of the proposed project, the pastor must send a letter of request to the Archbishop if the cost of the study exceeds the parish's spending limit (\$10,000 as of April 2005).

Before the pastor makes this request, the parish building committee should prepare the following information for the pastor:

- a. Current parish site with locations of buildings (parish site plan including photographs of existing parish buildings and also the surrounding neighbourhood buildings) and site services;
- b. Square footage and age of buildings and their current uses;
- c. Known issues with the city and the neighbourhood;
- d. Demographic study of the parish territorial area;
- e. Holding properties and their current BC Assessment values;
- f. Delineation of the parish needs.

The parish must write a letter of engagement to the Feasibility Study consultant (either an architectural firm or engineer) clearly stating that the engagement is solely for preliminary



works required and is not a commitment to engage the consultant for detailed drawings and specifications, or any other work for the proposed project. Diocesan policy states that no architect is to be engaged, even informally, until the Building Commission has approved a specific architect.

The Feasibility Study consultant must:

- a. Provide investigative research at the municipal level on zoning and development permit application;
- b. Determine the buildable square footage, parking requirements, height restrictions, and site plans of all buildings;
- c. Determine the intended use of facilities for current and future needs of the parish and how to apply them to the site;
- d. Quantify and qualify existing facilities and provide development options for the purpose of getting parish feedback;
- e. Provide construction strategy and consideration on both the physical building plan and the project cost;
- f. Determine an estimated project cost based on historical square foot pricing, since no drawings are to be commissioned.

B. “Approval-In-Principle”

D1. Communication with the Archdiocese

When a parish wishes to initiate a building program, the pastor must first request an “Approval-In-Principle” by submitting a written request to the Archbishop that includes:

- a. What the parish is proposing to build (church, school, multi-purpose building);
- b. A proposed time schedule that states whether the buildings are to be erected all at once or successively;
- c. Why the project is necessary at this time;
- d. The answers to any questions that seem likely to occur to diocesan administration;
- e. An estimate-as accurate as possible- of the amount of money the parish can expend on the project, taking into account other present and future parish needs, any interparochial and diocesan responsibilities, and the fifty-percent rule (see section entitled “Estimate of Funds Available”);
- f. An estimate-as accurate as possible-of the total cost of the proposed project (see section entitled “Estimate of Total Project Costs”).



B2. Estimate of Funds Available

This estimate of how much money the parish will have on hand at the beginning of construction, the amount of money that will have to be borrowed to complete the building project, and the means of repaying the loan, is the critical and deciding factor. The construction will have to be tailored to meet the amount of money that the parish can expend on the project.

When it is a question of major borrowing, the pastor must submit a five-year financial projection that shows total parish revenue, total expenditures, and increments to funds that will be available for the building project for each of the five years. This allows the Archdiocesan Consultors and the Finance Committee to arrive at some estimate of the money that will be on hand, and to evaluate the ability of the parish to repay any loan. It is very important that the pastor talk to the Archdiocesan Financial Administrator for assistance with this financial projection.

If a parish or diocesan institution wishes to undertake a loan for a building project, the total indebtedness of the parish or institution at the completion of the project must not exceed fifty percent of the cost of that project. NOTE: a building project may fall within this fifty-percent rule and still be financially unjustifiable. For example, if the indebtedness when construction is finished would fall within the fifty-percent rule, but the parish would still find it difficult to meet even the interest on its large debt, then permission for the project may be denied.

B3. Estimate of Total Project Costs

The pastor and his committee shall base their estimate on the cost of similar structures built recently, the advice of contractors, and the advice of pastors and committees recently involved in similar projects. He may wish to utilize the Feasibility Study feature outlined in section entitled "Feasibility Study".

Diocesan policy states that no architect is to be engaged, even informally, until after "Approval-In-Principle" for the project has been given in writing, and until the Building Commission has approved a specific architect.

If, after the "Approval-In-Principle" has been granted, the parish finds it necessary or desirable to adjust this estimate, the pastor must request a revised "Approval-In-Principle" immediately.

B4. Limits to "Approval-In-Principle"

When "Approval-In-Principle" to proceed with the project is given, it is not to be considered a waiver of the pertinent sections of the Code of Canon Law, the Archdiocesan Synodal Regulations, or any other diocesan policy statements. It is not a guarantee that the proposed building project will be allowed to proceed to completion as the pastor presented it, but rather an approval "in principle" to proceed with the project according to the provisions outlined in this document. For example, if a pastor's five-year projection of revenue proves to be unrealistic, or some unforeseen financial problem develops in the parish between the granting of the "Approval-In-Principle" and the point of awarding the contract, then the project will not be allowed to proceed.



C. Continuing Review of the Five-Year Projection

C1. Review

Since the granting of “Approval-In-Principle” is largely contingent on the accuracy of the financial estimates given in the five year projection, it is of the greatest importance that the continuing accuracy of these figures be verified throughout the planning process. If doubt about their accuracy develops, the pastor should inform the Building Commission at once.

D. Architect

D1. Engaging the Architect

The “Approval-In-Principle” is given in writing by the Archbishop, along with an authorization to approach the Building Commission for permission to engage an architect. The pastor will then contact the Building Commission to discuss the reasons for any preference for a particular architect; however, it remains the prerogative and responsibility of the Building Commission to recommend an architect to the Archbishop.

If the Archbishop accepts the recommendation of the Building Commission, the Archbishop, either personally or through a diocesan official, will inform the pastor, who will then, using the required Archdiocesan Architect Agreement Form, engage the approved architect. Please note that no changes to this agreement form will be allowed.

The proposed contract between the parish and the architect is to be reviewed by the Building Commission before it is formally signed.

A meeting may be arranged between the architect, the pastor, and Archdiocesan Building Commission to outline the Archdiocesan building regulations. At the meeting, the Building Commission will discuss diocesan policy on relevant matters.

D2. Instructing the Architect

On engaging the authorized architect, the pastor will inform him that his first responsibility is to propose a site plan, as follows:

- a. If it is a new site without any present church buildings, the architect must provide the parish and the Building Commission with a proposed overall site plan that includes all buildings, whether they are planned for immediate or future construction.
- b. If there is a school planned for the site, it is extremely important that the architect places the buildings- both existing and planned- so that subdivision of the property is possible with the school on its own side of the subdivision line. If a subdivision is called for, the Building Commission must first bring the matter to the attention of the Archbishop before the site plan is approved, along with recommendations on the type of subdivision, delay in effecting it, etc.
- c. If it is a presently existing site with a church building already on it, the architect must follow the existing site plan that was approved by the Building Commission when the



current buildings were erected. The architect will present to the pastor and the Building Commission a copy of that site plan, indicating the proposed location of the new building and any proposed subdivision lines. Should the parish propose a change to the existing site plan, authorization must be requested from the Building Commission. Without this authorization, there is to be no divergence from the already existing plan.

After having studied the site plan presented by the architect, the Building Commission will recommend to the Archbishop that either the site plan be accepted as presented, or that changes be made.

E. Archdiocesan Consultations

E1. Archdiocesan Liturgy Commission

With regard to any new building, or renovation of a presently existing building where the celebration of the liturgy will take place, the construction of the sanctuary or other elements used in the liturgy, or changes in these elements, must be referred to the Archdiocesan Liturgy Commission for its approval. This referral will be made by the Archdiocesan Building Commission. The Liturgy Commission will give its recommendation in writing.

E2. Other Consultative Bodies

When it is a question of the construction of a new school or renovation of an existing school, the Superintendent of Schools or his representative should be present at one or more Building Commission meetings early in the development process. It is the responsibility of the Building Commission to notify the Superintendent's Office well in advance of the project to be studied and the date of the meeting.

F. Approval of Preliminary Design Sketches

F1. Preliminary Sketches

Once he has received approval of the site plan in writing from the Archbishop or the Archbishop's representative, the pastor may instruct his architect to proceed with the preliminary design sketches of the proposed building. These sketches will show the floor plan and building elevations of the proposed construction, photos of surrounding developments, and preliminary three, dimensional sketches showing how the new proposal relates to the existing neighbourhood. The pastor and the architect will submit 2 sets of the preliminary design sketches to the Building Commission at least two (2) weeks before the next scheduled meeting in order to be placed on the agenda.

F2. Estimated Costs

Before recommending approval of the preliminary sketches to the Archbishop, the Building Commission must be satisfied that the proposed structure can indeed be erected for the estimated price the "Approval-In-Principle" was granted for. The Archdiocesan Building



Commission must discern whether or not the construction represents the best expenditure of funds.

When the Building Commission is able to recommend approval of these preliminary design sketches, it will notify the Archbishop who will, either personally or through a representative, send a letter to the pastor authorizing him to instruct his architect to proceed with the detailed building drawings and specifications.

G. Approval of Working Drawings and Specifications

G1. Detailed Building Drawings and Specifications

When the pastor has received written approval of the preliminary design sketches from the Archdiocesan Building Commission, he may instruct his architect to proceed with the detailed building drawings and specifications.

When these are completed, 2 sets are to be presented to the Building Commission at least two (2) weeks before the next scheduled meeting in order to be placed on the agenda. If the Building Commission finds problems with the detailed building drawings and/or specifications, it will inform the pastor. If these concerns are resolved, the Building Commission will recommend that the Archbishop approve the detailed building drawings and specifications. The Archbishop, either personally or through a representative, will send a letter of approval to the pastor, authorizing him to proceed to tender. Once the detailed building drawings and specifications have been approved by the archdiocesan administration, no changes can be made without the authorization of the Building Commission and the Archbishop (see Section L).

H. Authorization to go to Tender

H1. Prerequisites

The pastor may go to tender only when he has received written authorization from the Archbishop. Once he has this authorization, the following responsibilities must be carried out:

- a. The Building Commission must ascertain that any required land subdivision is in place;
- b. The Building Commission must review with the pastor and the architect such diocesan policies as the requirement of a performance bond, insurance coverage during the course of construction, change orders and contingency fund, selecting tenders, and the supervision of work;
- c. A copy of the letter that will be sent to the contractors for tender must be given to the Building Commission for approval.

H2. Going to Tender

The pastor and the architect should submit the names of contractors invited to tender the project to the Building Commission from the list of approved contractors before inviting the contractors to tender. Any contractors not on the list must first be approved by the



Archdiocesan Building Commission. At this time the Building Commission will recommend to the pastor and the architect the date and time for closing of tenders.

The architect will instruct tendering contractors on the following diocesan regulations:

- a. All contracts shall stipulate the party responsible for insurance coverage against fire, personal injuries, and other hazards during the period of construction;
- b. The Chancery Office must be notified if insurance coverage is to be provided under existing diocesan policies;
- c. All tenders are to be submitted to the Chancery Office in a sealed envelope addressed to The Finance Officer, 150 Robson Street, Vancouver, BC, V6B 2A7 no later than the agreed upon date and time;
- d. The Chancery will hold all tenders in safekeeping until the official opening.

I. Opening of Tenders

After the deadline for submitting tenders has passed, they will be opened at the Chancery Office with the following persons in attendance: the members of the Archdiocesan Building Commission; the pastor; the architect; a representative of the parish building committee, the parish pastoral council, or the parish finance committee. The Chairman of the Archdiocesan Building Commission will set the date and time for opening tenders.

J. Request for Authorization to Sign the Contract and Borrow Funds

J1. Requesting Authorization

All parishes and diocesan institutions are required to have authorization in writing from the Archbishop before undertaking a loan or discussing with any potential lender the undertaking of a loan. This applies to every proposed loan, whether from a financial institution, a private individual, another parish (no parish or diocesan institution can lend money or propose to lend money without the written authorization of the Archbishop), or any other source.

To receive authorization, the pastor must submit a report to the Archbishop (after the detailed building drawings and specifications have been presented to the Building Commission) that includes:

- a. A formal request for authorization to sign a construction contract, provided that the acceptable tender and the accumulated parish building fund prove to be in substantial agreement with the estimates when "Approval-In-Principle" was granted;
- b. A formal request to borrow up to the amount estimated necessary when "Approval-In-Principle" was granted;
- c. A current report on the five-year projection in the same form as the projection itself, covering the period from the first month of the projection up until the end of the month preceding the submission of the report, inclusive.



J2. The Contract

The following contract type is permitted for use in the Archdiocese of Vancouver.

Stipulated Price Contract – CCDC2 (1994)

This is the preferred method for all new construction within the Archdiocese of Vancouver, and is understood to be the form used unless otherwise stated.

This contract includes a provision for all bidding contractors to be bonded as evidence by a 10% bid bond, which will accompany their bid. Upon being awarded the job and signing the contract, the contractor will provide a 50% performance bond and a 50% labour and materials bond underwritten by a licensed Canadian surety company. (N.B.: For possible alternative contract types, see Appendix III.)

The Archdiocesan Building Commission can provide sample contract documents on request

K. Awarding and Signing the Contract

It is the responsibility of the architect to ensure that all conditions and requirements placed in the document calling for tenders are fulfilled by the tendering contractors, and to notify the pastor and the Building Commission of any irregularity.

It is the responsibility of the Archdiocesan Building Commission to study the tenders and make a recommendation to the Archbishop. It is diocesan policy to award the contract to the lowest bidder unless there is serious reason to do otherwise. If the Building Commission feels that it would be unreasonable or even inappropriate to award the contract to the lowest bidder, then that tender is disregarded.

Having determined the lowest or otherwise most appropriate tender, the Building Commission will make its recommendation to the Archbishop. If the Archbishop agrees with the recommendation, he will then, either personally or through a representative, write a letter authorizing the pastor to sign the contract as long as the following conditions are met:

- a. If the accepted tender, or the sum of money that must be borrowed in light of the accepted tender, is higher than the estimate of these amounts when “Approval In Principle” was granted, the pastor and his architect must negotiate with the selected contractor—and only with that contractor—in an effort to reduce the construction costs appropriately, and then submit these changes to the Archdiocesan Building Commission for approval and (if necessary) to the Consultors and Finance Committee;
- b. If the accepted tender cannot be brought into line with the amounts quoted in the “Approval in Principle” to the satisfaction of the Building Commission and the diocesan administration, a review of the project may be undertaken.

The signing of the construction contract is to take place at the Chancery Office, 150 Robson Street, in the presence of two of the following: the Chancellor, the Vice-Chancellor, or the Chairman of the Archdiocesan Building Commission. At this time, the required bond must be



given to the Chancery.

L. Change Orders

If, during construction, the architect, pastor, and parish building committee all agree that there should be changes to the contract regarding the matter of work to be done and/or costs to the owner, these will be handled by means of the usual process of signed change orders. In either of the following two situations the pastor must have the authorization of the Archdiocesan Financial Administrator/Committee for item (a) and the Archdiocesan Liturgy Commission for item (b) to sign a change order:

- a. When the combined total of already signed and/or proposed change orders reaches fifty percent of the contingency fund;
- b. When the proposed change order is to some element that will be used in the liturgy, as per Section E1.

M. Acceptance of Completed Work

During the course of construction and until forty days after total completion of the construction, 10% of all payments to the contractor must be held back. This 10% holdback is required of an owner under section 20 of the BC Builder's Lien Act.

The holdback cannot be released until the solicitor has searched the title to the property at the Land Title Office and certified that, after expiry of the forty days after completion, there are no builder's liens registered against the property, and the architect has authorized the release.

Once this has been done, the pastor must request authorization from the Archbishop to put his signature to the document of acceptance of the completed work, and to release the final holdback.



Appendix I: High School Construction Projects

The archdiocesan building regulations apply to high school expansion and renovation projects, and the construction of new high schools, with the following significant adaptations:

- a. The role of pastor is assumed by the Archbishop's Representative, and he animates the process and communicates with the Archbishop;
- b. A high school building committee should include a member of the Regional Education Committee, a member of the school administration, the Archbishop's Representative, at least one regional pastor, and other qualified persons;
- c. CISVA is to be involved from the beginning of the process, and an initial meeting should be arranged with a representative of CISVA after the formation of a high school building committee;
- d. A high school building committee requires the permission of CISVA before hiring a consultant to undertake a feasibility study;
- e. The request for "Approval In Principle" must be accompanied by written support from each of the regional Pastors and a member from their parish finance committee indicating their willingness to contribute their designated portion of the project cost, as well as the formula that will be used for funding the project.



Appendix II: Rectories

As care of elder priests is a priority of the Archdiocese of Vancouver, all future rectory projects are to provide convenient access for mobility challenged priests. If key rectory areas are not on the main floor (including living room, dining room, and kitchen), then a lift option is to be provided to access these areas. The design as such is to be included in the Preliminary Sketches (see Section F1).



Appendix III: Alternative Contract Types

Construction Management Contract – CCA 5 (1998)

The Archdiocesan Building Commission recognizes that situations may arise where an alternate form of contract may be preferred. Upon written request by the parish building committee and their architect, this type of contract will be considered by the Building Commission. A construction management contract is a standard form of agreement between the owner and the construction manager to provide site management and administrative and technical services for a fixed fee. The construction manager serves as the owner's agent and adviser on construction matters, and works in conjunction with the owner and the consultant as part of a construction management team from the initial design-development stage through to completion of the project. The owner engages the trade contractors directly and generally assumes the role and responsibility of the traditional general or prime contractor.

Under this form of contract it is necessary to utilize contract CCA17 (1996) when engaging trades. This is a stipulated price contract for trade contractors on construction management projects, and is a standard contract form between the owner and the trade contractor to perform the required work for a single, pre-determined fixed price, regardless of the trade contractor's actual costs. It is specifically for use where the project is performed under the construction management method of contracting.

A major concern is the responsibility that the parish or school takes on in acting as a general contractor. It is mandatory to minimize this exposure by either amending the CCA 5 document to include the requirement for the construction manager to act as the general contractor and provide the appropriate bonds and insurance, or using the CCA 17 form providing for bonds to be supplied by the trades. The construction manager may also be required to provide a wrap-up liability policy to cover all parties involved in the project.



Appendix IV: Criterion to Engage a Project of Construction Manager

If the Building Commission and the parish agree to use a project manager, the following criteria must be followed:

- a. Similar to the procedure stated in Item 4.1, the pastor will approach the Building Commission for permission to engage a project manager;
- b. The potential project manager must be interviewed by the Building Commission and must submit a list of previously-completed contracts listing the owners' names, addresses, and telephone numbers;
- c. Depending on how the project will best be handled, the Building Commission will recommend either a project manager or a general contractor to the Archbishop;
- d. If the Archbishop approves a project manager, the project manager must submit a preliminary budget to the Building Commission for approval, complete with breakdowns based on the preliminary drawings;
- e. The project manager is not formally engaged until the architect has been formally engaged;
- f. The architect cannot commence the final drawings until the preliminary budget has been approved;
- g. When the final drawings are completed, the parish will sign a contract with the project manager based on Document CCA 5 (1998), listing all the numbers and titles of the final drawings as required in the "Approval In Principle;"
- h. To ensure that the submitted drawings meet the budget and are completed as per the "Approval In Principle," the architect and the project manager should be present when the drawings are submitted;
- i. The final drawings are to be listed as part of the project manager's contract, and must be approved by the Building Commission before sub-trade tenders can be called by the project manager;
- j. The Building Commission or its representative, the pastor, the architect, and a member of the parish building committee must be present at the tender closings when the project manager summarizes a list of all tenderers with their prices and notes any qualifying clauses which may compromise the quality of the project;
- k. All successful sub-trades must submit a Bond when the contract between the owner and the subcontractors is signed;
- l. The project manager must submit a monthly financial and construction report to the Building Commission, the pastor, and the Archdiocesan Director of Finance and Administration showing the description of each trade, the budgeted amount, cost for the current month, cost incurred to-date, holdback money to-date, GST paid to-date, cost to complete, under or over the budgeted amount, and the revised budget (see Appendix V: Monthly Construction Financial Report Form and Appendix VI: Monthly Total Project



Financial Report Form);

- m. All accounting procedures required by the Archdiocesan Director of Finance and Administration shall be adhered to;
- n. A representative from the Building Commission may attend site meetings and perform periodic site inspections with the project manager;
- o. At the final inspection, the Building Commission's representative shall be part of the inspection team;
- p. The project manager must submit a construction schedule showing each trade's starting dates and completion dates (see Appendix VII: Construction Schedule Form);
- q. The project manager must draw up a cash-flow projection for the entire project based on the construction schedule and forward this information to the pastor and the Archdiocesan Director of Finance and Administration.



Appendix VI: Monthly Total Project Financial Report Form

Project Name: _____										
Parish Name: _____										
Archdiocesan Building Commission Total Project Financial Report as of: _____										Date
Description	Original Budget	Current Costs	Previous Costs	Total Costs	% Complete	Projected Costs to Complete	Over or Under	Revised Budget	Holdback Paid Out	GST Paid
CONSTRUCTION COSTS										
Construction Costs										
TOTAL:										
PROFESSIONAL FEES										
Architect										
Landscape Architect										
Structural Engineer										
Electrical Engineer										
Geotechnical Eng.										
Other Engineers										
Disbursements										
TOTAL:										
MUNICIPAL COSTS										
Dev. Cost Charges										
Demolition Permit										
Building Permit										
TOTAL:										
PROJECT MANAGEMENT										
PM Costs										
Disbursements										
TOTAL:										
TOTAL										



Appendix VII: Construction Schedule Form

Project Name: _____																		
EXAMPLE																		
Construction Schedule: <u>2004-July-14</u>																		
Amended: <u>2004-October-02</u>																		
Description	Mth 1		Mth 2		Mth 3		Mth 4		Mth 5		Mth 6		Mth 7		Mth 8		Mth 9	
	15	30	15	30	15	30	15	30	15	30	15	30	15	30	15	30	15	30
Excavation	■																	
Footings		■																
Foundation Walls			■	■	■													
Drainage & Services			■	■														
Backfills				■														
Slab on Grade												■						
Structural Steel					■													
Framing						■	■	■										
Glulams						■												
Roofing												■						
Masonry							■	■	■									
Glass & Glazing												■						
Mechanical Rough-in							■	■	■									
Electrical Rough-in							■	■	■									
Drywall & Steel Stud												■	■					
Doors & Frames													■	■				
Stucco											■	■						
Ceramic Tile													■					
Painting													■	■	■			
Millwork													■	■				
Elevator										■		■	■	■				
Acoustic Ceilings															■			
Light Fixtures																	■	
Plumbing Fixtures																	■	
Flooring																	■	■
Railings																■		
Finishes																	■	■
Air Balancing																		■
Occupancy																		■



Appendix VIII: Approval of Building Drawings & Specifications and Approval to Go to Tender

Project:

Having received the recommendation of the Archdiocesan Building Commission, approval is hereby given of the **detailed drawings and specifications**.

Having received this approval of the **detailed drawings and specifications**, no changes are to be made without the authorization of the Archdiocesan Building Commission.

This approval now authorizes you to **proceed to tender**.

Notes

1. A copy of the letter that will be sent to the contractors for tenders shall be given to the Archdiocesan Building Commission for approval.
2. A select **list of contractors** shall be submitted to the Archdiocesan Building Commission for approval.
3. The contractors approved by the Commission should be invited to submit tenders.
4. A basic requirement is that the contractor be able to supply at the time of signing the contract the usual performance bond, the labour and materials bond and liability insurance.
5. All contracts shall stipulate the party responsible for course of construction insurance against fire, personal injuries and other hazards; the Chancery Office being notified in writing if coverage is to be made under existing diocesan policies.
6. The pastor and architect shall meet with the Archdiocesan Building Commission concerning the closing date for tenders, subdivision, change orders, etc., as given in the **Archdiocesan Policy and Regulations** (Sections H to M, inclusive).

[NAME], Chairman

Archdiocesan Building Commission



Appendix IX: Approval to Sign Contract

Project: _____

Having received the recommendation of the Archdiocesan Building Commission, authorization is hereby given to sign the **construction contract** with

Name of Company

The signing of the contract for construction is to take place at the Chancery Office, 150 Robson Street. The Pastor and the Contractor shall sign the contract in the presence of the Architect and two of the following: the Vicar General, the Chancellor, the Vice-Chancellor, or the Chairman of the Archdiocesan Building Commission.

At this time the performance bond, the labour and materials bond and the Insurance policy is to be given to the Chancery to be kept in the parish project file.

Note

If, during the construction, the Architect and the Pastor with his committee agree that there should be changes to the contract re the matter of work to be done and/or the costs to the owner, carry out the directives of the **Archdiocesan Policy and Regulations in the Matter of Construction Projects** (Section L, Change Orders).

[NAME],

Archbishop of Vancouver