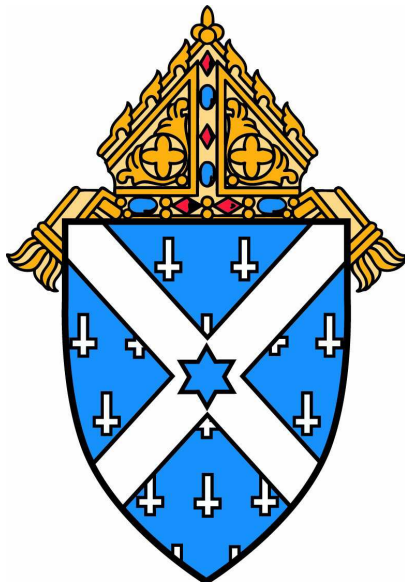


# Catholic Diocese of Little Rock



## Building Commission Guidelines

2006 Edition

**CATHOLIC DIOCESE OF LITTLE ROCK**  
**BUILDING COMMISSION GUIDELINES**

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**BUILDING COMMISSION CONTACT**

Jim Driedric

Manager of Property Services

Executive Secretary, Building Commission

Diocese of Little Rock

2500 N. Tyler

Little Rock, AR 72207

Phone: (501) 664-0340 ext. 307

Fax: (501) 664-1310



# DIOCESE OF LITTLE ROCK

2500 North Tyler Street • Post Office Box 7239 • Little Rock, AR 72217-7239 • (501) 664-0340

July 2006

Dear Pastors and Pastoral Administrators:

The Diocesan Building Commission was established a number of years ago to assist parishes in following proper procedures for the construction of new facilities or the remodeling of existing facilities within the Diocese of Little Rock. The Commission is composed of members knowledgeable in the construction industry and related fields, as well as in the operation of the Catholic Church in Arkansas.

At Bishop McDonald's request, the Commission formulated a comprehensive set of guidelines outlining the steps to be taken when embarking upon a construction project. The pages that follow contain the latest revision of the Building Commission Guidelines, a revision that was begun under Bishop Sartain's tenure and was reviewed and approved by him.

With this revision the Guidelines have been updated to provide a concise, easy-to-use checklist format, and to incorporate the latest standards within the construction industry. The checklists have been designed to cover *any and all* projects within the Diocese of Little Rock and will readily provide the steps that must be taken to obtain the approval required to proceed with a project.

These Building Commission Guidelines have been designed in such a manner that they can be updated as necessary on an ongoing basis and therefore should be retained along with the other operational documents maintained by the parish.

Sincerely,

Jim Driedric  
Manager of Property Services  
Diocese of Little Rock

## SECTION I

### INTRODUCTION

At the direction of the Bishop, the Building Commission has been given the responsibility to insure that the proper steps are taken in the planning, design, and construction of new or renovated facilities within the Diocese of Little Rock. These guidelines are designed to assist parishes in this endeavor by outlining the procedures necessary to get a project approved.

Notification of all construction projects must be given to the Executive Secretary of the Building Commission.

Projects can be divided into one of the following three categories, each of which has a specific step-by-step outline to guide the project to completion:

Category 1. Projects with a total value of less than \$5,000.

Category 2. Projects with a total value of \$5,000 and up that do not change the current use of the site or building (for example, painting, new carpet, new roof, etc.).

Category 3. Projects with a total value of \$5,000 and up that do change the current use of the site or building (for example, expansion of a building, new parking lot, etc.).

To ensure that a project is ready to be reviewed by the Building Commission, please confirm that all of the appropriate steps in the checklists that follow have been completed before submitting the project. For projects that require a formal presentation of the submittal, the Building Commission normally meets on the fourth Tuesday of the month (except in December). Contact the Building Commission Executive Secretary at the Diocese to schedule a presentation time.

Note—Emergency repairs may be made without prior approval if delay is likely to result in further damage—a call explaining the details to the Executive Secretary should be made as soon as practical.

Note—Questions can be directed to the Executive Secretary of the Building Commission at any time.

## **CHECKLISTS**

### **Category 1 – Total Value Less Than \$5,000**

\_\_\_\_ Notification to the Executive Secretary of the Building Commission of the proposed project—this should include detailed information on the specifics of the project, its costs, how the work is to be accomplished, and how the project will be funded.

Note—This category is for projects which in their entirety are less than \$5,000 and does not apply when a project greater than \$5,000 has been split in an attempt to create two or more smaller projects.

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### **Category 2 – Total Value \$5,000 And Up—No Change Of Use**

\_\_\_\_ A letter or e-mail from the pastor to the Executive Secretary of the Building Commission acknowledging the pastor's acceptance of the project and requesting the Bishop's approval to proceed. Reference should be given regarding presentations made to the appropriate parish, finance, and/or school councils, as well as a general overview of how the project will be financed.

\_\_\_\_ A contract or cost estimate and supporting documentation, such as bid proposals.

\_\_\_\_ Confirmation that applicable state, county, and/or city codes have been reviewed, and assurance of the project's compliance.

\_\_\_\_ Proof of the contractor's insurance coverage and bonding.

\_\_\_\_ Building Commission approval—the Executive Secretary may give the approval to proceed, but in most cases will either consult with one or more members of the Commission, or present the project to the full Commission, before giving approval.

\_\_\_\_ Approval by the Diocesan Director of Finance for the expenditure of funds—this is required whether funding is available or a loan will be requested. All loans from any source must be approved by the Bishop.

\_\_\_\_ Contract approved and signed by the Bishop—the Executive Secretary will present the contract to the Bishop, along with the approval recommendations from the Building Commission and the Director of Finance.

Note—On occasion, a parish may find it beneficial to engage an architect to assist in the development of a category two project, and in these instances the Executive Secretary must be contacted in advance to assist in getting the approval of the Bishop and the Director of Finance. Any contract for architectural services must be submitted for the Bishop's approval and signature.

## **CHECKLISTS**

### **Category 3 – Total Value \$5,000 And Up—Change Of Use**

Projects in this category require three formal presentations in the form of submittals to a meeting of the Building Commission.

#### **First Submittal Requirements Checklist**

\_\_\_\_ A letter or e-mail from the pastor to the Executive Secretary of the Building Commission acknowledging the pastor's acceptance of the project and requesting the Bishop's approval to proceed. Reference should be given regarding presentations made to the appropriate parish, finance, and/or school councils, as well as a general overview of how the project will be financed. On large projects, the pastor should submit a formal letter directly to the Bishop.

\_\_\_\_ Contact the Diocesan Director of Finance to begin discussion of how the project will be financed. See accompanying Financial Guidelines in Section II.

\_\_\_\_ A description of the project, including what makes the project necessary or desirable, and an explanation of how this project fits with the long-range needs and plans of the parish.

\_\_\_\_ A site plan or survey to scale, showing all the existing parish property and buildings with their relationship to the proposed construction project.

\_\_\_\_ A reference of the professionals (i.e. architect, specialty consultants, etc.) expected to be used and how they will be selected. No professionals may be engaged without the prior approval of funding from the Diocesan Director of Finance and the authorization of the Bishop. The Bishop must sign all contracts.

\_\_\_\_ Building Commission approval to proceed with the preparation for a second submittal, subject to any requirements noted.

Note—On occasion, a parish may find it beneficial to engage an architect to assist in the development of a project plan before making a formal first submittal, and in these instances the Executive Secretary must be contacted in advance to assist in getting the approval of the Bishop and the Director of Finance. Any contract for architectural services must be submitted for the Bishop's approval and signature.

## **Second Submittal Requirements Checklist**

\_\_\_\_ Liturgical Approval—Construction plans involving liturgical space must be submitted for Liturgical Review prior to the second submittal. See accompanying Liturgical Guidelines in Section II.

\_\_\_\_ Presentation of the preliminary plans and specifications prepared by an architect in sufficient detail to fully define the extent and scope of the project. The architect, duly licensed to practice in Arkansas (Arkansas Code Annotated 17-14-101 et. seq.), should be present at the Second Submittal presentation.

\_\_\_\_ Presentation of the proposed budget for the completed project (items that should be addressed include building cost, site and landscape development, furnishings and equipment, professional fees, other anticipated expenses, increased operating expenses, and a contingency allowance of 5 to 10%). See accompanying Financial Guidelines in Section II.

\_\_\_\_ Confirmation of a review of all applicable codes that affect the project (City Zoning, Subdivision Restrictions, Building Codes, etc).

\_\_\_\_ How the project will be contracted (Competitive Bid, Limited Invitation to Bid, Negotiated Contract, etc). Construction Management Contracts are not permitted.

\_\_\_\_ Building Commission approval to proceed with the preparation for a third submittal, subject to any requirements noted.

Note—It is possible that more than one second submittal might be required if additional criteria are necessary for approval.

### **Third (Final) Submittal Requirements Checklist**

\_\_\_\_ Two complete sets of plans and specifications—one to be returned when approved and one to be retained by the Executive Secretary of the Building Commission. The drawings should be 100% complete and bear the signed stamp of the professional preparing the documents.

\_\_\_\_ Assurance that all Federal, State, County and City laws will be fully met.

\_\_\_\_ The design of structural, civil, mechanical, electrical and plumbing elements must be performed by professional engineers registered in the State of Arkansas, and all drawings shall be prepared by and bear the appropriate engineer's seal and signature. The structural engineer must be competent in Seismic Structural Design (Arkansas Code Annotated 12-80-101 et seq), and a statement referencing which seismic zone the structure is designed to satisfy should be included.

\_\_\_\_ The contractor, and any sub-contractor whose portion of the work exceeds \$20,000, shall be duly licensed by the state. (Arkansas Code Annotated 17-22-101 et seq).

\_\_\_\_ Contractors on projects costing in excess of \$20,000 shall furnish a performance bond to the parish in an amount at least equal to the amount of the contract. The surety on the bond should be a corporation authorized to do business in the State of Arkansas as a bonding company—a personal surety will not be accepted. All performance bonds shall be provided with companies rated A-VII or better by AM Best rating service.

\_\_\_\_ All contracted professionals associated with the project shall provide certificates of insurance prior to initiating services under the contract as proof that the appropriate insurance coverage is in effect. See accompanying Insurance Guidelines in Section II.

\_\_\_\_ Building Commission approval to proceed with the preparation of a construction contract. All contracts must be signed by the Bishop.

Note—The final approved design plans must incorporate all of the requirements made by the Building Commission and as such will become the Documents of Record; these documents must contain the required stamped seal and signature of each appropriate professional involved.



## **SECTION II**

### **SUPPLEMENTAL INFORMATION**

#### **Project Considerations**

When considering a project, the Building Commission will review the proposed design, taking into account:

1. The types of materials used both on the interior and exterior.
2. The functional and aesthetic aspects of the design.
3. The flexibility of the design and its potential to be adapted as needs change.
4. How the proposed structure fits the site.
5. How the proposed structure interrelates with existing facilities.

All these issues should be addressed in the preparation for a presentation to the Building Commission.

#### **Bids**

Normally parishes should attempt to obtain at least two to three competitive bids from qualified contractors for the proposed construction project. Parishes are not required to accept the lowest bid, but rather determine what bid proves to be in the best interest of the parish when all factors are considered. Parishes that opt to use a negotiated contract as opposed to competitive bids should be able to present the criteria supporting this decision.

#### **Contracts**

Most contracts will be one of the following two types:

Lump Sum Contract—where all of the work represented on the plans and specifications will be performed for a fixed sum (regardless of the ultimate cost to the contractor).

Cost Plus Contract With A Guaranteed Maximum—where all of the work and materials are reimbursed on actual cost, plus a percentage or fixed fee to the contractor. Any costs over the guaranteed maximum would be borne by the contractor, and any savings below the guaranteed maximum would revert to the owner or be split between the owner and the contractor according to prior negotiations.

#### **All Contracts Must Be Signed By The Bishop**

According to diocesan policy, all contracts (i.e. Architect, Contractor, Specialty Consultant, etc.) must be signed by the Bishop. Once a project has received both Financial and Building Commission approvals, the Executive Secretary will forward the contract to the Bishop for his authorization and signature. The signature line on contracts should read:

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Bishop of the Roman Catholic Diocese of Little Rock,  
a corporation sole

### **Change Orders**

The Executive Secretary of the Building Commission must be contacted regarding any changes to previously approved projects. Any subsequent addition or deletion to the plans or specifications must be submitted for authorization via a Change Order, which must be approved and signed by the Bishop or his authorized designate.

### **Certificates of Completion**

Certificates of Completion, whether Certificates of Substantial Completion or Certificates of Final Completion, signify the release of the structure for occupancy and must be submitted to the Executive Secretary of the Building Commission for authorization by the Bishop.

Note—Insurance Coverage—The issuance of a Certificate of Completion indicates that the parish must add the new structure to their diocesan insurance coverage (contact the Catholic Mutual representative for the Diocese of Little Rock at 1 800 228-6108).

### **Finalized Document Records**

The architect must provide two copies of “as built” record drawings (often referred to as “red line” drawings) showing any significant changes made during construction based on marked-up prints, drawings, and other data furnished by the Contractor to the Architect. One set will be given to the parish, and one set sent to the Executive Secretary of the Building Commission. All other documentation such as maintenance schedules and warranty information should be sent to the parish.

### **Volunteer Workers**

The use of volunteer workers is normally not allowed for a construction project. There may however be circumstances where an exception would be appropriate, which would require Building Commission approval on a case-by-case basis. Please note that under no circumstances can the Parish/Diocesan Insurance Policy provide coverage for volunteer workers (including Worker’s Compensation, Liability, and Medical coverage).

### **Project Coordinator**

In addition to the pastor, it is recommended that there be a designated representative of the parish who will coordinate construction matters between the parish, pastor, contractor, and diocesan contacts.

## **LITURGICAL GUIDELINES**

The establishment of liturgical design requirements is the responsibility of the Bishop, and ultimately each project involving a new or changed liturgical design must be individually reviewed by the Bishop and/or his assigned delegate. It is recommended that a pastor consult the Bishop at the beginning of liturgical design or modification of a current design so that he will be part of the process at every stage.

Any new construction or changes involving liturgical space that are proposed for Catholic Churches in the Diocese of Little Rock must be submitted for final diocesan liturgical review prior to a Second Submittal to the Building Commission. The Executive Secretary of the Building Commission can assist in the coordination of this review.

In the Catholic Church there are many documents that provide insights into church art and architecture and are used as tools in the design process. The obligatory current reference sources on Sacred Liturgy as it relates to design and construction matters are:

1. "The General Instruction of the Roman Missal"
2. "Built of Living Stones – Art, Architecture, and Worship" (United States Conference of Catholic Bishops, 2000)

It must be stressed, however, that these documents are simply tools, and that the Bishop is the official interpreter of liturgical matters.

For all construction projects, information on how the project will be funded should be submitted to the Director of Finance for the Diocese of Little Rock. The Director will make a recommendation to the Bishop regarding the financial plan.

Financial approval is required for all construction projects, even if the parish has the funds on hand.

No contracts, including architect and construction contracts, can be signed by the Bishop until the financial plan has been approved. The financing for the architect's contract can be approved separately.

For projects where a loan is needed, the applicable items listed below should be submitted to the Director of Finance:

#### Total Cost of the Project

1. Construction contract cost.
2. Construction expenses outside of the contract.
3. Cost of furnishings.
4. Architect fees (and fees of other professionals involved if appropriate).
5. Contingency (for new construction, at least 5% of construction contract cost; for renovations, at least 10% of the construction contract cost.).

#### Sources of Funding

1. Cash on hand that is available for use toward the project.
2. Pledge program—an explanation of the program and a report showing funds pledged and paid-to-date.
3. Regularly-scheduled second collections related to the building program.
4. Explanation and history of any un-pledged donations.
5. Regularly-scheduled fund raising activities dedicated to the building program.
6. Excess monthly operating income—regular income remaining after expenses, as reflected on the June 30 parish financial statements provided to the diocese.

Note—As a norm, the total amount of cash, pledges, or other sources of funding must equal at least 80% of the total cost of the project before a loan will be approved. The Director of Finance, working in conjunction with the Banking & Property Committee of the Diocesan Finance Council, reviews all loan requests to determine if a loan can be recommended to the Bishop.

Note—A project whose total cost falls between the minimum and maximum amounts established annually for dioceses in the U.S. (\$250,000 to \$3,000,000) must also have the approval of the full Diocesan Finance Council and the College of Consultors. Projects above the maximum amount additionally must be submitted to the Vatican for approval. Presentation of projects to the Finance Council, Consultors, and Vatican Offices are coordinated through Diocesan Finance Office.

## **INSURANCE GUIDELINES**

All contracted professionals associated with the construction project shall provide certificates of insurance as proof that the following insurance coverage is in effect:

1. Workers Compensation Insurance at limits required by Arkansas law.
2. Employers Liability with minimum limits:       \$500,000 each accident  
  \$500,000 disease, policy limit  
  \$500,000 disease, each employee
3. Commercial General Liability (Including Premises, Product and Completed Operations, Independent Contractors, and Owner's Protective) with the Combined Single Limits:  
  \$1,000,000 each occurrence  
  \$2,000,000 general aggregate  
  \$2,000,000 products & completed operations  
  \$100,000 fire legal liability  
  \$5000 premises medical
4. Business Automobile Liability (including non-owned auto):  
  \$1,000,000 combined single limit
5. Umbrella Liability:                                       \$2,000,000 limit of coverage
6. Professional Liability—All professionals including architects, engineers, as well as any contractor providing design-built services, shall maintain, in addition to the above stated insurance, professional liability in the minimum amount of:  
  \$500,000 per occurrence  
  \$500,000 aggregate
7. Builders Risk Insurance—Provided by the general contractor as part of the bid.
8. Pollution Liability—If the project in any way presents a potential pollution exposure, the contractor shall provide pollution liability coverage in the amount of \$1,000,000 as part of the bid.
9. Additional Insured Provision—All of the above insurance coverage, with the exception of professional liability, shall list the Diocese of Little Rock as an additional insured, and shall provide for a 30-day notice of cancellation. Should the provider fail to keep the proper coverage in force during the project, the Diocese of Little Rock may at its sole discretion acquire and maintain coverage, the cost of which will be withheld from any compensation. Any cancellation shall be immediately communicated to the Building Commission Executive Secretary.
10. All insurance shall be with companies rated A-VII or better by AM Best rating service.
11. Subrogation—The contractor's contract shall include an expressed waiver of subrogation as against the Diocese of Little Rock.
12. Hold Harmless—The contracts of all professionals shall contain an agreement to indemnify and hold harmless the Diocese of Little Rock against all claims arising out of the professional's performance of the contract.