



DIOCESE OF SCRANTON

DIOCESAN BUILDING COMMISSION POLICY AND PROCEDURE

POLICY:

The purpose of this policy is to establish the procedure to be followed when a parish desires to engage in a major project to repair, enhance, or otherwise improve parish property (i.e., church, rectory, convent, school, hall, cemetery, etc.). Projects subject to this policy include, but are not limited to, extensive painting, carpeting, roof repair/replacement, window repair/replacement, renovations, additions, masonry work, or any major project expected to cost \$100,000. All projects exceeding this \$100,000 threshold shall follow this policy. Any projects beneath this threshold will follow the Policy and Procedure for Capital Improvement Projects.

The Diocesan Building Commission (DBC) exists to provide architectural and engineering advice to the Diocesan Bishop and members of his staff on major projects planned within the boundaries of the Diocese of Scranton. Members of the DBC are appointed by the Bishop, with duties to review projects and provide independent perspective and subject matter expertise to assist all Diocesan entities in their efforts to secure successful outcomes for their projects. Reviews are conducted to determine technical feasibility, value-engineering possibilities, energy efficiency, best management practices, schedule practicality, and quality of construction documents. Reviews are not intended to change the concept, intent, or aesthetic features of a proposed project. The intent of review is to provide architectural or engineering guidance to the parish and pastor and to provide counsel to the Diocesan Bishop regarding proposed projects.

PROCEDURE:

- 1.) No project can begin without the approval of the Diocesan Bishop through the Capital Improvement Project Policy and Procedure. Upon determination that a project may reach or exceed the \$100,000 mark, a request to convene the Diocesan Building Commission must be made. DBC approval is necessary prior to the Diocesan Bishop approving a project. Before requesting a DBC review, the following items must be addressed:
 - a.) Projects of this scope require professional design provided by architects, engineers, construction management firms, or other professional consultants with proven expertise in a specific field.
 - b.) Any design firm engaged must be qualified to perform the required work in the Commonwealth of Pennsylvania in the required discipline. Services provided will be remunerated by fixed fee or by payment based on a percentage of the overall project. Percentages may vary depending on the discipline and the extent of involvement and oversight provided by the selected firm. Involvement may range from creation of the initial concept drawings to complete direction and oversight of the proposed work. The Capital Improvement Policy and Procedure is to be followed to engage such services.
 - c.) The use of Construction Management in conjunction with the engineering or architectural specialties is strongly recommended to ensure proper project completion. Selection of Construction Management firms will follow the Capital Improvement Policy and Procedure.
 - d.) Engagement of services shall be identified and codified through standard AIA or EJCDC contracts.
 - e.) An explanation of how the project will be funded is expected, specifying whether the parish has the funds on deposit to pay for the project or if monies are to be raised or borrowed.
 - f.) Once preliminary drawings, cost estimates, tentative schedules, etc. are established, a request to present the project to the Diocesan Building Commission can be made through the office of the

Secretary for Property & Risk Management. Along with the request, submission of a project summary with associated drawings is required two weeks prior to the scheduled DBC meeting. This is necessary to allow DBC members to familiarize themselves with the proposed project.

- 2.) Proposed projects will be presented to the DBC by the parish pastor or administrator along with a representative from the professional design firm. DBC members will ask questions and may offer suggestions regarding the project.
 - a.) If additional information or clarifications are needed, the pastor will be informed of the additional requirements.
 - b.) If the project request is approved, the pastor will be informed, and an approval letter will be sent to the pastor. The bid process may then be initiated.
 - c.) Once DBC approval is secured and the bid process is complete, the requesting party should request final approval to move forward with the project from the Diocesan Bishop.
 - d.) All correspondence regarding the project must be maintained in the parish files.

- 3.) Approved projects typically move forward using the construction bid process. Diocesan minimum requirements for this process are as follows:
 - a.) The design firm charged with oversight of the project is responsible to:
 1. Solicit and review a minimum of 3 bids for the scope of the work to be performed. Solicitation of bids must be made using the prevailing wage requirement for all work unless the DBC or Bishop specifically determines that this is not necessary.
 2. The design firm will make a recommendation to the pastor/parish on bids to be accepted.
 3. Accepted bids will be processed through standard industry-recognized award notice and use of AIA or EJCDC contracts to be signed by the Diocesan Bishop unless it is agreed that the pastor is authorized to sign on behalf of the Bishop.
 4. Bid Bonds in the amount of 10%, performance, and performance bonds are required unless specifically deemed unnecessary and waived by the DBC or Diocesan Bishop.
 5. The Diocese of Scranton and the entity performing the project are to be named as additional insured on the accepted contractor's insurance certificate. Minimum insurance requirements and limits:
 - Commercial/General Liability \$2,000,000 Aggregate Limit
 - Automobile Liability \$1,000,000 Combined Single Limit
 - Excess Liability \$4,000,000
 - Workers Compensation A-Statutory, R- \$500,000
 6. Payment applications will be submitted through the oversight firm on standard AIA/EJCDC forms with appropriate authorizations and signatures. Pay applications must be reviewed and approved by the design professional and authorized by the pastor or a representative of the Diocese prior to payment being made to the contractor.
 7. Retention of 10% of the total cost of the project is to be withheld until the contract is fulfilled and verified by the design firm with the agreement of the entity involved.
 8. Upon project completion, all operations manuals, construction drawings, and project information will be turned over to the involved entity and a copy provided to the office of the Diocesan Secretary for Property & Risk Management.

All questions regarding this policy should be directed to the Property & Risk Management Office. Questions on fundraising or finance should be directed to the Development Office or Finance Office, respectively, at the Diocesan Chancery.

POLICY UPDATED: December 05, 2024



DIOCESAN BUILDING COMMISSION POLICY CHECKLIST

- UTILIZE THE CAPITAL IMPROVEMENT POLICY, REQUEST PERMISSION FROM BISHOP TO PROCEED
- IF PROJECT EXCEEDS \$100K DBC APPROVAL IS REQUIRED
- ENGAGE SERVICES OF A DESIGN PROFESSIONAL USING CAPITAL IMPROVEMENT POLICY
- PRODUCE CONCEPT/PRELIMINARY DRAWINGS AND BUDGET ESTIMATES
- REQUEST A REVIEW BY DIOCESAN BUILDING COMMISSION THROUGH PROPERTY & RISK MGT
- PRESENTATION OF PROJECT BY DESIGNER AND PASTOR
- FOLLOWING PRESENTATION – APPROVAL/RECOMMENDATIONS FROM DBC WILL FOLLOW
- PUT PROJECT OUT THROUGH BID PROCESS
- SELECTION OF CONTRACTOR AND PREFERRED BID
- **REQUEST FINAL APPROVAL FROM THE BISHOP**
- CONTRACTS AND CONSTRUCTION DOCUMENTS BY DESIGN FIRM OR CONSTRUCTION MANAGER
- SIGNING OF CONTRACTS FOR DIOCESE IS USUALLY BY BISHOP
- OVERSIGHT OF PROJECT BY DESIGN FIRM