

**IN ORDER TO EXPEDITE PROPERTY ACQUISITIONS
AND CAPITAL IMPROVEMENTS, PLEASE INITIATE THE
FOLLOWING ACTIONS:**

**You must have received CONCEPTUAL PASTORAL
APPROVAL from the Archbishop's Office, prior to the
following actions.**

In the case of PROPERTY ACQUISITIONS, you should
immediately submit a financial application simultaneously with
requesting a property inspection by George Barrie, President of
Catholic Construction Services, Inc. @ (404) 885-7294.

**In the case of CAPITAL IMPROVEMENT to existing
property, contact George Barrie and he will arrange a meeting
to review the Guidelines and Financial Application with the
Pastor, Parish Finance/Construction Committee
Representatives, Brad Wilson, Chief Financial Officer of the
Archdiocese, and George Barrie.**

ARTICLE 1600
ARCHDIOCESAN POLICY FOR PARISHES & OTHER
DIOCESAN INSTITUTIONS PLANNING LARGE CAPITAL
IMPROVEMENTS AND/OR REAL ESTATE TRANSACTIONS

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ARCHDIOCESAN POLICY FOR PARISHES & OTHER DIOCESAN INSTITUTIONS PLANNING LARGE CAPITAL IMPROVEMENTS AND/OR REAL ESTATE ACQUISITIONS

A flow chart sequencing Large Capital Improvements has been furnished (see *Exhibit "A"*) to assist parishes in understanding the procedures.

The following criteria establish the upper limits of capital improvement work that Pastors are authorized to perform without the Archbishop's written approval and signature on contract documents. This value limit for capital improvements also defines the separation between "Small Capital Improvements" and "Large Capital Improvements".

- a. If the annual offertory income of the parish exceeds \$750,000, the upper limit will be **\$15,000**.
- b. If the annual offertory income of the parish is between \$500,000 and \$750,000, the upper limit will be **\$10,000**.
- c. If the annual offertory income of the parish is below \$500,000, the upper limit will be **\$5,000**.

These policies are meant to help Pastors and other Diocesan Authorized Administrators (hereafter, Administrators) through the process of implementing facility designs, budgets and construction management for real estate development programs.

Catholic Construction Services, Inc. acting as the Owner's Representative will guide the Pastors and Administrators through this step by step process.

Catholic Construction Services, Inc. is a real estate development group formed by the Archbishop to bring consistent professional property acquisition, design and construction methods and procedures to the parishes and other diocesan institutions.

Parishes do not contribute to the operating cost of Catholic Construction Services, Inc. However, when a parish uses Catholic Construction Services, Inc. services for a given assignment there is a fee for these services. Catholic Construction Services, Inc. services and fees are explained in (see *Exhibit "B"*).

PROCEDURES

1600.1 “Conceptual Pastoral Approval” from the Archbishop’s Office

1. The Pastor (with the help of the Parish Council) should write a letter to the Archbishop, copies to the Vicar General, the Chief Financial Officer, and the President of Catholic Construction Services, Inc., establishing the need for the desired new facility improvement. This letter should outline the parish problem and proposed solution to enable the Archbishop to best evaluate the given situation.
2. If the Archbishop agrees that the need exists and the capital improvement should be more fully investigated, the Archbishop will respond to the Pastor in writing granting “*Conceptual Pastoral Approval*”. The Archbishop’s letter will include copies of diocesan policy related to acquisitions and capital improvements. Moreover, the letter will advise the Pastor to contact Catholic Construction Services, Inc. and the Finance Office for help with overall project cost and the financial feasibility of the proposed improvement.
3. The Pastor should request a meeting with representatives of Catholic Construction Services, Inc. and the Finance Office. Catholic Construction Services, Inc. will arrange the meeting to be held at the parish. The Pastor should have representation from his parish finance council and building committee members at the meeting. If a building committee has not been formed, we can discuss the make up of the committee at the meeting.
4. These policies will be discussed in detail and a preliminary project strategic plan established. Among other issues to be reviewed, financing procedures, fund raising, and assessment exemption, Catholic Construction Services, Inc. services (architect selection, budgeting, contractor selection, construction management, etc.) will be explained.

1600.2 Building Fund Drive & Up-Front Money for Preliminary Design/Fund Raising Visuals

The Pastor should form a Building Committee, to provide parishioner representation throughout the new facility development process. The Pastor and Building Committee shall be collectively referred to hereafter as, (“Building Committee”).

Catholic Construction Services, Inc. and the Building Committee will develop a preliminary overall development schedule incorporating architect selection, fund raising, zoning if required, contractor selection and construction duration times, thus forming the overall plan for the project.

In order to get the development process started, the parish will have to request permission from the Archbishop’s office to expend some Up-Front Money and request permission to establish a Building Fund Drive (if a fund drive is necessary to finance the project). This will require a letter from the Pastor to the Archbishop.

4. The Up-Front Money amount will vary depending upon the work needed to get the preliminary planning and fund raising visuals completed. Catholic Construction Services, Inc. can help determine the amount of Up-Front money required. Establishing the Building Fund Drive exempts these funds from diocesan assessment (see Section 1209.3).

1600.3 Architectural Design Through Fund Raising Visuals

1. Upon receiving the Archbishop's approval for the Up-Front Money expenditure and the Building Fund Drive, the design process can begin.
2. Catholic Construction Services, Inc. will collaborate with the Building Committee to discuss and plan the architect selection process. The Building Committee should compile a list of qualified architects, experienced in designing similar facilities. Catholic Construction Services, Inc. can suggest additional architectural firms, if requested by the Building Committee. Effort should be made to reduce the architectural candidates to three (3) or four (4) firms.
3. Catholic Construction Services, Inc. will prepare and send out the Architect's "Request for Proposal" after review and comment by the Building Committee. Catholic Construction Services, Inc. will make all appropriate modifications. The Request for Proposal is an extensive questionnaire drafted to help the Building Committee judge the architectural candidate's competitiveness and suitability to design the given project. Catholic Construction Services, Inc. will receive the architect's responses to the Request for Proposal analyzes them and place all the pertinent data on a spreadsheet for ease of comparison.

At the completion of Catholic Construction Services, Inc. analysis and summary of the architect's responses, the summary and copies of the architect's proposals will be forwarded to the BC for further evaluation. The Building Committee and Catholic Construction Services, Inc. will jointly discuss the architectural candidates to determine if there is a clear choice or which candidates should make oral presentations to aid in the selection process.

The Building Committee will select the Architect. Catholic Construction Services, Inc. will issue appropriate AIA agreement modified by Catholic Construction Services, Inc., to better protect the interests of the Owner. The agreement will be a two-phase instrument.

Phase I Preliminary Design/Fund Raising Visuals generally stipulates a fixed fee plus reimbursable expenses for architectural services that include the color site master plan, a color floor plan showing the layout of the rooms and a color elevation of the building.

Phase II Design work (complete construction documents) is subject to the success of the fund drive. A fund drive failure can necessitate modification or termination of the agreement. A successful fund drive will reactivate the design process. The design fee will be based upon a stipulated per cent of the hard construction budget plus reimbursable expenses. The Architect's fee will be fixed after schematic design and when the team establishes the project budget goal. **The Architect and the Archbishop must execute the Architectural Agreement.**

Upon selecting the Architect, Phase I Design work sessions with the Architect and (pastor, parish administration staff, parish ministry leaders and Building Committee) will be necessary to help the Architect establish parish needs in the context of the facility being designed. A series of meetings will be conducted with Catholic Construction Services, Inc., the Architect and Building Committee to develop a Phase I Design program to meet the needs of the parish.

The Phase I Design (Fund Raising Visuals) includes a color site master plan, a color floor plan of the next building or buildings and color elevation of the building or buildings. However, it requires an intensive effort from all concerned parties to obtain the best practical preliminary design from a cost and function prospective. Completion of the design documents will be based upon the preliminary design work used to produce the fund raising visuals.

1600.4 Initial Pastoral Approval

Upon completion of the Phase I Design, Catholic Construction Services, Inc. will arrange the "Initial Pastoral Approval" meeting. This consists of a formal review and approval of the plans by the Archbishop. In general, the Archbishop will be checking for compliance with the "Pastoral Liturgical Checklist", (see *Exhibit "D"*). Attendance at this meeting, by the Building Committee, is optional. A formal report of the Archbishop's comments will be forwarded to the Pastor. This approval is necessary prior to wide distribution of the project preliminary design and the start of the fund drive.

1600.5 Parish Building Fund Drive

Approximately (4-6 weeks) prior to the completion of the Phase I Design, the Building Committee needs to make a decision on using a professional fund raising company or trying to raise the required money with volunteers. There are pros and cons regarding the use of professional fund raising companies. However, it is recommended that the parish interviews some of these firms. It does not cost anything except time and the parish will learn from the interviews. If requested by the Building Committee, Catholic Construction Services, Inc. can provide a list of fund raising companies that have worked for other parishes.

There will be a hiatus in design work after the Phase I Design (Fund Raising Visuals) are completed. However, the Architect will be available to help with presentations to parishioners, if requested.

After having obtained the permission for the building fund drive and receiving the initial pastoral approval from the Archbishop, the fund drive may start.

1600.6 Project Initial Financial Application

1. The completion of the fund drive is a checkpoint to review project design, projected cost, the results of the fund drive and the overall financial viability of the project. Some adjustments may be required to make the project affordable for the parish.
2. Prior to resuming design activities (Phase II of the Architects Agreement), the Building Committee must submit the Project Financial Application (see *Exhibit "C"*) for review by the Archdiocesan Projects Review Committee. This is a subcommittee of the Archdiocesan

Finance Council appointed by the Archbishop to help assure that the parish and Archdiocese are undertaking fiscally sound property improvements.

3. The Projects Review Committee will require Catholic Construction Services, Inc. to confirm that the project design is sound and the preliminary budget is reasonable. Catholic Construction Services, Inc. must provide the preliminary budget, the third page of the Financial Application, to the parish for use in preparing the application.
4. The Projects Review Committee can make any recommendation to the Archbishop that they think is appropriate, regarding the parishes financial application. In general, they make one of the three following recommendations to the Archbishop.

Approve the project subject to compliance with all terms of the application.

Reject the application or reject the application as submitted and suggest a resubmission.

Qualify an approval to proceed with design documents, confirm pricing compliance of the budget and confirm that the fund drive contributions are on track.

1600.7 Building Schematic Design & Site Civil Engineering Plans

1. Upon receiving an approval or qualified approval of the parishes financial application authorizing the parish to move forward with the construction documents, the Building Committee, Architect and Catholic Construction Services, Inc. can resume work on the project design, Phase II of the Architectural Agreement.
2. The Architect will complete the schematic design of the buildings and one hundred per cent (100%) of the site civil plans. This will allow Catholic Construction Services, Inc. to send out a Request for Proposal to general contractors. The general contractor will join the team at this point to provide continuous market pricing through the remainder of the design process in an effort to keep the project within budget.

1600.8 General Contractor Selection

1. The diocesan project delivery method of choice is to use a "Team or Partnering Approach" in the design and construction for capital improvements. The team consists of the Building Committee, Catholic Construction Services, Inc., Architect and General Contractor. The General Contractor is employed at the schematic stage of design rather than being selected on a competitive bid basis at the completion of the design. In rare cases the competitive bid process is used. Criteria for projects that can utilize the competitive bid process include projects with short construction periods, low design cost and when all parties concerned have a high level of confidence in the budget.

2. As stated in 1600.7, *para. 2*, upon completing the site civil plans and the building schematic plans, Catholic Construction Services, Inc. will send a Request For Proposal to a list of qualified general contractors selected by the Building Committee or recommended by Catholic Construction Services, Inc. and approved by the Building Committee. The General Contractor must acquire a payment and performance bond for the full price for any project with a price in excess of \$50,000.
3. The Request for Proposal is an extensive questionnaire drafted to afford the Building Committee the ability to evaluate the General Contractor candidates and select the best qualified and most competitive General Contractor for the Project.
4. Among other criteria the Request For Proposal will establish which General Contractor candidate has the most competitive price for General Conditions (job site overhead), Fee (profit and home office overhead), construction schedule, experience with pre-construction services (conceptual pricing, value engineering, etc.) and experienced staff assigned to the given project. The General Conditions, Fee and Site Work Cost (which is based upon complete site plans) are true competitive prices. The other work categories will not be defined sufficiently for accurate comparison between General Contractor candidates.
5. The Request for Proposal response from General Contractor candidates will also include an itemized construction budget prepared by and reviewed by the Building Committee and Architect. We must remember that these budgets are based upon full site plans and schematic building plans. Careful consideration will be needed in evaluating General Contractor candidate's construction budgets.
6. After the Building Committee selects the General Contractor, Catholic Construction Services, Inc. will issue a letter of intent to the General Contractor committing the Project to the General Contractor if certain project goals are achieved. This letter of intent will among other things establish the General Conditions Maximum Cost, Fixed Fee, Guaranteed Maximum Price goal, the General Contractor staff by name, a construction schedule, a description of pre-construction services, maximum cost of pre-construction services and the Owners right to dismiss the General Contractor if the Guaranteed Maximum Price goal is not achieved. **The General Contractor and the Archbishop must execute this letter of intent.**

1600.9 Construction Documents

Catholic Construction Services, Inc., the Building Contractor, Architect and General Contractor will meet on an as needed basis while Construction Documents are being drafted. All parties must monitor these documents for conformity to parish program needs, sound construction practice, selection of materials and to check cost as the Construction Documents design progresses.

Typically, approximately two (2) to three (3) weeks after completing the Construction Document's, the General Contractor will provide a firm Guaranteed Maximum Price. This time will involve intensive subcontractor pricing and Value Engineering work with the entire team participating.

In the event the General Contractor fails to make the budget after all Value Engineering efforts have been exhausted, a predetermined fee may be paid to the General Contractor and the project may be competitively bid with full Construction Documents.

If the Guaranteed Maximum Price for the project is within the approved budget goal, the construction contract will be awarded. Alternately, the scope of work may be decreased or the budget may be increased via submission of a new Financial Application prior to the award of the General Contractor construction contract.

Final Financial Application Approval and Final Pastoral Approval at the Completion of Construction Documents

After the completion of Construction Document's and the Guaranteed Maximum Price is established, compliance with the Initial Financial Application must be confirmed. If the project is within the initial budget, another financial application is not necessary. If the project is over the initial budget and the parish wishes to increase the project cost, a new Financial Application must be submitted for approval by the Projects Review Committee. Again, Catholic Construction Services, Inc. will have to confirm the overall project cost via providing the third page of the Financial Application.

Catholic Construction Services, Inc. will arrange a meeting with the Pastor and the Archbishop to acquire Final Pastoral Approval. When a new church is a part of the capital improvement, the construction documents will include a front elevation of the sanctuary area and the liturgical design features listed in *Exhibit "D"* shall be incorporated in the design.

Upon receiving the approval of the revised Financial Application, if needed, from the Projects Review Committee and the required Final Pastoral Approval from the Archbishop, Catholic Construction Services, Inc. will issue the General Contractor's Construction Agreement

The General Contractor's Agreement will be a Catholic Construction Services, Inc. modified AIA to better protect the interests of the Owner. **The General Contractor and the Archbishop must execute this Agreement.**

The ceremonial ground breaking can be scheduled anytime after Final Pastoral Approval and approval of the final Project Financial Application. Catholic Construction Services, Inc. will help with groundbreaking arrangements (Archbishop, Georgia Bulletin, Contractor, Architect, site location, ceremonial shovels, etc.).

1600.11 Construction Management

1. If necessary, to save time, the Architect and/or the Consulting Civil Engineer may submit Construction Document's to the proper authorities for the Land Disturbance Permit and a Building Permit in advance of the General Contractor's Agreement being finalized.

2. Upon fully executing the Construction Agreement, receiving the General Contractor's Payment & Performance Bond and the General Contractor's Insurance Certificate, the General Contractor can mobilize and move on to the site. The start of the construction time is established by the Catholic Construction Services, Inc.'s "Notice to Proceed" letter written to the GC.
3. CCSI will conduct an initial pre-construction job site meeting (see *Exhibit "E-1"*) with the following representatives present:

Parish Pastor, Business Manager and Building Committee Representative
Architects Construction Administrator
General Contractor Superintendent and Project Manager

- Catholic Construction Services, Inc. Project Manager

4. Some prominent issues to be addressed at the pre-construction job site meeting will include:

Catholic Construction Services, Inc. will reaffirm the areas of the site that the General Contractor will have access to and special concerns that the General Contractor must address to avoid interference with the daily operation of the parish.

Catholic Construction Services, Inc. will work with the General Contractor and Architect to establish an acceptable AIA payment form and schedule of values for payment purposes.

Catholic Construction Services, Inc. will work with the General Contractor and Architect to establish change order approval and processing procedures.

Catholic Construction Services, Inc. will coordinate payment procedures with the Architect, General Contractor, Parish Business Manager and Diocesan Finance Department. Catholic Construction Services, Inc. will approve all invoices associated with hard and soft construction costs, process purchase orders, process change orders and maintains a budget reconciliation of the total project cost. **Any and all direct inquires to the Parish from the General Contractor or his subcontractors or suppliers regarding payment must be referred to Catholic Construction Services, Inc. PARISH STAFF SHOULD NEVER MAKE PAYMENT FOR PROJECT WORK TO THE GC OR OTHERS WITHOUT CCSI APPROVAL.** This is the only way Catholic Construction Services, Inc. can track all cost and provide a complete cost report. The Architect will still certify the General Contractor's payment applications after Catholic Construction Services, Inc. and the Architect agree on the quality and value of work acceptable for payment.

5. Catholic Construction Services, Inc. will provide Construction Management Services through construction period. In brief, these services will include, but are not limited to:

- Presiding over weekly job meetings and issuing minutes of those meetings. The Meeting Agenda is attached. (See *Exhibit "E-2"*).

Weekly job site inspections and quality control reviews and resolutions.

Monthly reviews and approvals of hard/soft construction and design requisitions. The monthly review of the General Contractor requisition constitutes an audit of construction costs to date.

Change order proposal analysis.

Design and construction problem resolutions.

Construction schedule review and critique.

Monthly overall design and construction budget update.

Project closeout punch list, inspections, warranties, instructions and documents.

1600.12 **Fixture, Furnishings and Equipment**

Catholic Construction Services, Inc. will assist the Building Contractor with the Fixtures, Furnishings and Equipment selection process. Catholic Construction Services, Inc. can write purchase orders, schedule delivery and coordinate installation of Fixture, Furnishings and Equipment items that are attached to the building. Loose furnishings can be ordered and received by parish staff. However, the parish staff must inform Catholic Construction Services, Inc. in order to record the cost expenditure as a part of the overall project cost report. Catholic Construction Services, Inc. should review the parish purchase order format and terms prior to the parish issuing them. Catholic Construction Services, Inc. will provide the necessary guidance with the purchase order and/or contracts.

2. Catholic Construction Services, Inc. has experience with national vendors and can offer assistance to the parish Fixtures, Furnishings and Equipment selection and pricing exercise.

1600.13 **Real Estate Transactions**

1. **Property Acquisitions**

If a pastor determines that there is sufficient parish need to acquire real estate, the pastor will write a letter to the Archbishop requesting "Conceptual Pastoral Approval". This letter should establish the need for the acquisition in such manner that the Archbishop can fully appreciate the merits of the purchase.

- If the Archbishop grants "Conceptual Pastoral Approval", the pastor will prepare a Financial Application for submission to the Finance Department concurrently with calling for a property inspection by Catholic Construction Services, Inc.
- The Finance Department will review the application for any obvious errors and present it to the Projects Review Committee, which meets quarterly. The meeting dates for the Projects Review Committee will be published for scheduling purposes. Financial Applications must be received by the Finance Department two (2) weeks in advance of the meeting date. Catholic Construction Services, Inc. will provide a cursory inspection and make an initial recommendation to the Projects Review Committee.

In addition to the Projects Review Committee, the Archdiocese has a Property Review Committee that meets monthly to track the due diligence associated with the property acquisitions. Catholic Construction Services, Inc. will present status reports to this committee at these meetings.

- Catholic Construction Services, Inc. will meet with the parish representatives and Smith, Gambrell, Russell, LLP (Diocesan Attorneys), to draft the purchase agreement. At that time, a due diligence checklist (see *Exhibit "E"*) will be formalized to define individual responsibilities for all due diligence work. Catholic Construction Services, Inc. will have overall responsibility to coordinate this work. **The Archbishop must execute the real estate sales agreement.**
- If new zoning or a special land use permit is required for church or school usage of the property, the purchase will not consummate until the zoning or special land use permit is approved and the appeal period has expired.

2. Property Sales

Pastors considering the sale of any Diocesan Property must request "Conceptual Pastoral Approval" from the Archbishop prior to any legal action being taken on the sale of said property.

- The real estate sales agreement will have to be written or approved by Smith Gambrell, Russell LLP.

Purchaser and the Archbishop must execute the sales agreement.

3. Property Donations

- The pastor must request "Conceptual Pastoral Approval" from the Archbishop prior to taking legal action on donated real estate.

Catholic Construction Services, Inc. will provide a cursory inspection of the property prior to a donation agreement being drafted.

The Finance Department will review the financial merits associated with the donation.

Catholic Construction Services, Inc. will coordinate the due diligence procedures required by the donation agreement.

The real estate donation agreement will have to be written or approved by Smith, Gambrell, Russell, LLP.

Donor and the Archbishop must execute the donation agreement.

Note: The Projects Review Committee generally requires MAI real estate appraisals to confirm property values in both acquisitions and sales. This is a part of the due diligence process.

EXHIBIT "A"

JANUARY 21, 2011

FLOW CHART LARGE CAPITAL IMPROVEMENT PROCESS

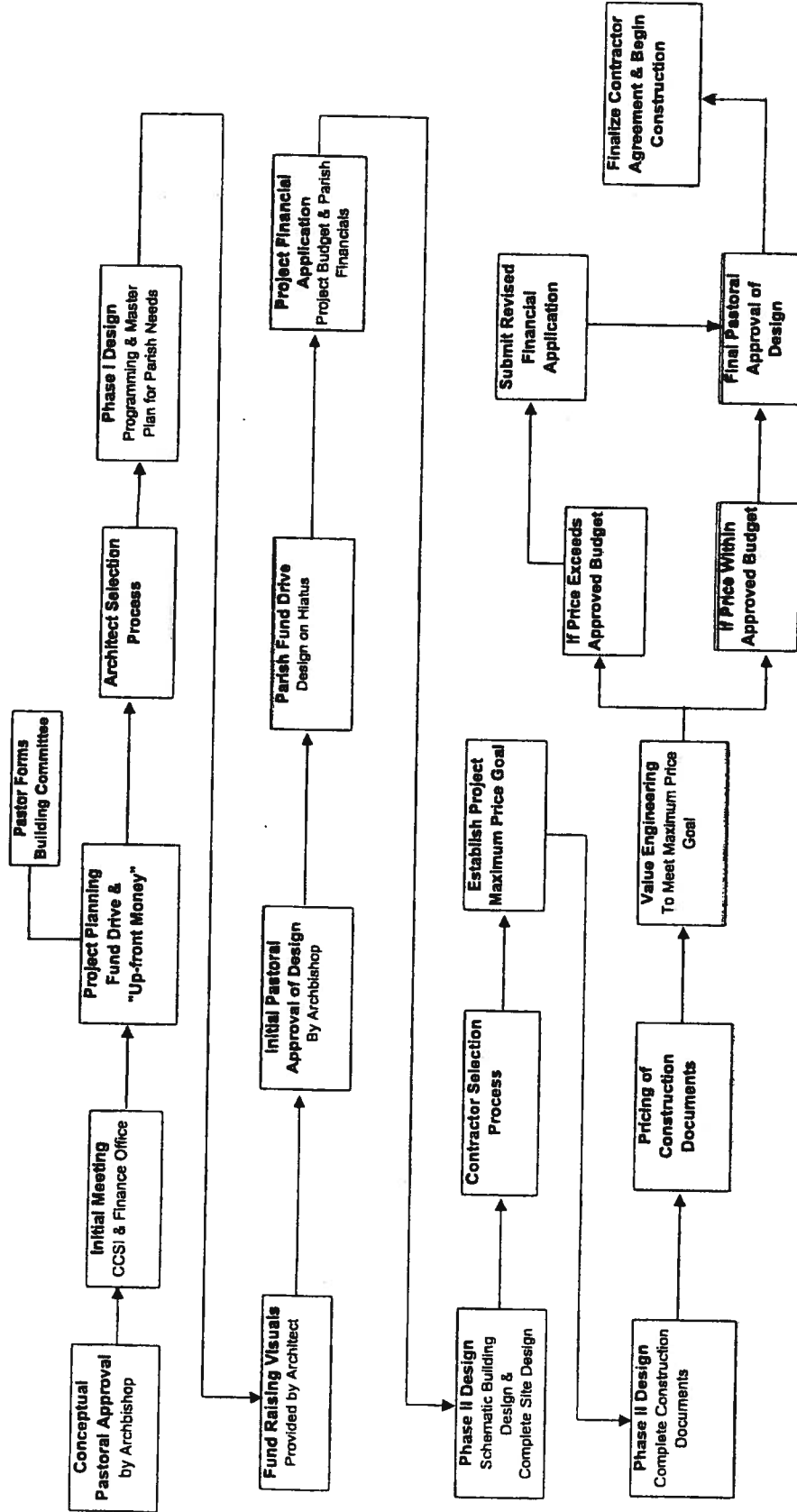


EXHIBIT 'B'
CATHOLIC CONSTRUCTION SERVICES, INC. (CCSI)
SERVICES & FEES

I. Large Capital Improvements for Parishes

For providing the Basic Services* on large capital improvements related to parish churches, offices, classrooms, rectories, gymnasiums, roads, parking areas, etc., the Owner's Representation/Construction Manager's fee shall be Two and One Half Percent (2-1/2%) of the total construction cost (including the used contingency, design, testing and permitting cost).

Catholic Construction Services, Inc. internal expenses are included in the above fee. Third party expenses are passed onto the parish at cost times 1.0 (no processing charge), i.e., printing, courier, surveying, legal fees, testing, etc.

*Basic Services to parishes include, but are not limited to the following Catholic Construction Services, Inc. tasks:

- All Catholic Construction Services, Inc overhead management and support staff costs.
- Orientation meeting with the Building Committee regarding these Archdiocesan Guidelines.
- Selection of an architect for the master plan and the preliminary building design.
- Project conceptual review and recommendations related to their feasibility and budget.
- Project conceptual meeting with the Pastor and/or Archdiocesan staff.
- Conduct meetings with Architect and the Building Committee to critic design and budget impacts.
- Provide the initial budget (Page 3 of the Financial Application in (*Exhibit "C"*)) based upon the preliminary master plan and/or building design.
- Prepare and send the Architectural Request for Proposal to the list of architectural candidates selected by the Building Committee. Receive the Request for Proposal responses, analyze them and present them to the Building Committee for final selection. Arrange formal presentations by architectural candidates to the Building Committee.
- Issue the Architectural Agreement with the firm selected by the Building Committee.
- Prepare and send the General Contractor Request for Proposal to the list of General Contractor candidates selected by the Building Committee. Receive the Request for Proposal response, analysis them and present them to the Building Committee for final selection. Arrange oral presentations by the General Contractor candidates.
- Issue a letter of intent to the General Contractor stating that a construction contract will be awarded if the budget is met. Alternatively, the Owner has the option to bid the project to a list of General Contractors selected by the Building Committee.
- Monitor the completion of the Construction Documents with input from the Building Committee, Architect, General Contractor and Catholic Construction Services, Inc. to achieve the best possible design, budget and schedule.
- Review and make final adjusts to the Financial Application with the Building Committee.
- Draft and negotiate the General Contractor's Agreement with the company selected by the Building Committee.
- Assure that all permits, insurance, bond agreements and other special requirements are in place prior to the start of construction.
- Provide full construction management services throughout the construction period. Including:

- a. Preside over weekly contractor job meeting and issue minutes of those meetings. Meeting Agenda is attached. (See *Exhibit "E-2"*.)
- b. Weekly job site inspections and quality control reviews and resolutions.
- c. Monthly reviews and approvals of hard and soft construction requisitions. The monthly review of the GC's requisition constitutes an audit of costs to date.
- d. Change order proposal analysis.
- e. Design/Construction problem recommendations.
- f. Construction schedule review and critique.
- g. Monthly overall construction budget update (status of contingency money).
Project closeout punch list, inspections, warranties, record drawings, instructions and documents.

V. Billing Schedule

Completion of Construction Documents.....	50%**
50% - Completion of Construction.....	25%
100% - Completion of Construction.....	25%

**The parish will accrue an hourly rate (\$100/hr.) for the Catholic Construction Services, Inc., project manager during the design period. This cost is included in the overall fee. If the project is cancelled or postponed in excess of 90 days, the parish will be charged for this time. Monthly statements for project manager's time will be issued, but no invoices unless the project is cancelled or postponed. The building fund drive period would not be considered a postponement.

VI. II. Real Estate Acquisition Management

Catholic Construction Services, Inc has developed an extensive procedure to help avoid acquiring problematic real estate. *Exhibit "F"*, "ARCHDIOCESAN REAL ESTATE ACQUISITION CHECK LIST" it includes the checklist items the Owner's Representative, Catholic Construction Services, Inc, will be responsible for completing or managing others in their performance.

The Catholic Construction Services, Inc. fee for these services is a lump sum of **\$1,500.00** for property valued at \$2 Million or less.
\$2,500.00 for property valued at over \$2 Million

End of EXHIBIT "B"

EXHIBIT "C"

FINANCIAL APPLICATION
Archdiocese of Atlanta

Parish: _____

Address: _____

Phone: () _____

Pastor: _____ Date: _____

A. General

Description of _____

B. Project Financing

(1) Total Estimated Cost \$ _____

(2) Amount to be financed from
Savings (include anticipated pledges) \$ _____

(3) Amount to be Borrowed \$ _____

(4) Current Savings \$ _____

(5) Capital Reserve Savings \$ _____

- Attach a copy of the Pro Forma Cash Flow Statement -

Signed: _____

Pastor

Date: _____

EXHIBIT "C"
FIVE YEAR FINANCIAL PLAN

Parish/School: _____

Date: _____

	Past Two (2) Years Y/E June 30		Five (5) Year Projections				
	20__	20__	20__	20__	20__	20__	20__
Support & Revenue							
Offertory	_____	_____	_____	_____	_____	_____	_____
*Fund Drives	_____	_____	_____	_____	_____	_____	_____
Donations	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses							
Liturgy	_____	_____	_____	_____	_____	_____	_____
Religious Education	_____	_____	_____	_____	_____	_____	_____
Administration & General	_____	_____	_____	_____	_____	_____	_____
Plant	_____	_____	_____	_____	_____	_____	_____
Rectory	_____	_____	_____	_____	_____	_____	_____
*Archdiocese Assessment	_____	_____	_____	_____	_____	_____	_____
*School Subsidies	_____	_____	_____	_____	_____	_____	_____
*Capital Replace Reserve	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Operating Income	_____	_____	_____	_____	_____	_____	_____
Debt Service (Int. & Princ.):	_____	_____	_____	_____	_____	_____	_____
Bridge Loan	_____	_____	_____	_____	_____	_____	_____
Permanent Loan	_____	_____	_____	_____	_____	_____	_____
Net Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non Operating Receipts & Expend.	_____	_____	_____	_____	_____	_____	_____
Proceeds of Borrowing:	_____	_____	_____	_____	_____	_____	_____
Bridge Loan	_____	_____	_____	_____	_____	_____	_____
Ten (10) Year Loan	_____	_____	_____	_____	_____	_____	_____
Construction Costs	_____	_____	_____	_____	_____	_____	_____
Property Acquisition	_____	_____	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____	_____	_____
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cash Flow	_____	_____	_____	_____	_____	_____	_____
Cash Beginning of Year	_____	_____	_____	_____	_____	_____	_____
Cash End of Year	_____	_____	_____	_____	_____	_____	_____
Capital Reserve Account	_____	_____	_____	_____	_____	_____	_____
Number of Families	_____	_____	_____	_____	_____	_____	_____
Avg. Annual Offertory per Family	_____	_____	_____	_____	_____	_____	_____

*Please include assumption/calculation on separate schedule.

(This portion of the Financial Application does not need to be completed until after the schematic design is finished.)

CONSTRUCTION COSTS - As applied to page 2 of the Financial Application

Parish: _____

Please check one box

Initial Financial Application

2nd Financial Application

Final Financial Application

Summary of Hard and Soft Construction Costs

Gross building size _____ sf
 Usable building size _____ sf
 Worship center seating _____ each
 Parking _____ each

<u>Category</u>	<u>Cost</u>	<u>Cost/SF</u>
SOFT CONSTRUCTION COSTS		
Architect/Engineering Fees _____ %	_____	_____
Consulting Fees _____	_____	_____
CCSI Program Management Fee _____	_____	_____
Permits and Impact Fees _____	_____	_____
Geotechnical & Testing _____	_____	_____
Furniture, Fixtures and Equipment _____	_____	_____
Owner Furnished Systems _____	_____	_____
Moving, Phasing, Temporary Costs _____	_____	_____
Subtotal Soft Construction Costs	_____	_____
HARD CONSTRUCTION COSTS		
OVERALL CONSTRUCTION CONTINGENCY @ 7 1/2 %	_____	_____
TOTAL OF CONSTRUCTION COSTS:	=====	=====

NOTE: Property acquisition is a separate line item on the Financial Application

End of EXHIBIT "C" -

EXHIBIT "D"

PARISH CHURCH PASTORAL REVIEW CHECKLIST AS DIRECTED BY ARCHBISHOP WILTON D. GREGORY

1. The seating capacity of the church is a function of the availability of priests, demographics, parish boundaries and future missions. In general, the upper limit of seating capacity should be 1,000 seats.
2. Seating shall provide a full or partial frontal view of the sanctuary area.
3. Church seating shall consist of pews with kneelers. However, in a temporary church, typically multipurpose room seating is not required to have kneelers.
4. The front row of seats shall have a modesty screen and kneeler.
5. The sanctuary area of the church shall be raised at least two (2) steps.
6. The baptismal font may or may not be a full immersion type font.
7. The tabernacle shall be located in the main body of the church within or near the sanctuary area, such that it is in clear view of the seated congregation.
8. Reconciliation rooms shall be entered from the nave.
9. The working sacristy shall have a sink that is a sacrarium.
10. The center isle and entry doors shall be wide enough to comfortably accommodate weddings, funerals, and other processions.
11. A Crucifix shall be used over the sanctuary area rather than a Cross or Risen Christ.
12. Effort should be made to keep audio and visual aids as unobtrusive as possible.
13. A front elevation view of the sanctuary area with furnishings shall be included in the design documents and be reviewed at the final Pastoral Review Meeting.

End of Exhibit "D"

EXHIBIT "E-1"

**Catholic Church of St. _____
PRE-CONSTRUCTION MEETING MINUTES
_____, 200__**

Owner: Archdiocese of Atlanta
Owner's Representative: Catholic Construction Services, Inc.
Architect: _____
Contractor: _____

VII. Attendees: _____ Catholic Construction Services, Inc.
_____ Pastor
_____ Building Committee Chairman
_____ Building Committee
VIII. _____ Architects
IX. _____ Contractor

BONDS AND INSURANCE.

Contractor will forward the executed contract to Catholic Construction Services, Inc.
Contractor will submit their Insurance Certificate, specific to this project, to Catholic Construction Services, Inc.
Contractor will forward their performance and payment bonds to Catholic Construction Services as soon as they have received them from their bonding agent.
The Owner is providing Builder's Risk coverage on the project. A copy of this policy is included in the contract.
Current status of the Building Permits:

2. CONSTRUCTION TIME FRAME.

The construction time frame includes a completion date of ____ calendar days from the notice to proceed. Catholic Construction Services, Inc. has issued a formal letter to Contractor establishing the start date of the project as _____, ___, 200__.
Construction time will end upon Substantial Completion and Beneficial Occupancy. A Certificate of Occupancy from the governing authority, Architect's Certification, and Beneficial Occupancy must all be achieved before Substantial Completion will be declared.

3. CONSTRUCTION DOCUMENTS.

The construction documents will be defined in the Agreement as *Exhibit "A"*. All other document releases beyond those listed in Exhibit A of the contract will be incorporated by change order.

4. SETS OF DRAWINGS.

Contractor requests that the Architect file a reproducible of all drawings plus revisions at _____.

5. PROJECT MANAGEMENT

Entity authorities are as follows:

Owner:	Most Reverend Wilton T. Gregory, S.L.D., as Archbishop of the Archbishop of the Roman Catholic Archdiocese of Atlanta and/or His Successors in Office
Parish Pastor:	Fr. _____
Owner's Representative:	Catholic Construction Services Inc. Project Manager: _____
Architect:	_____ Project Architect: _____ Contract Administrator: _____
Contractor:	_____ Construction Project Manager: _____ Superintendent: _____

6. PROJECT COORDINATION/ADMINISTRATIVE PROCEDURES.

Catholic Construction Services will be the Owner's Representative and will issue contracts and change orders, approve Change Order Requests after review by the Architect, Chair Coordination meetings, issue minutes, and make periodic jobsite visits to verify progress, and quality control.

The Architect will perform architectural services including reviewing submittals and making recommendations concerning design compliance, issuing formal Change Orders, certifying pay applications, and periodically visiting the jobsite to verify design and quality.

7. SHOP DRAWING/ SUBMITTALS.

Contractor will produce a submittal log that will be reviewed and approved by the Architect and Catholic Construction Services, Inc.; Contractor will keep the log current. It will be reviewed weekly during the job meeting.

When establishing the date that any submittal or Request For Information is given to the Architect, Contractor will add a minimum of two calendar days to allow for delivery. Contractor will allow 14 calendar days, from the date the Architect receives the submittal, as the designated date of their return.

Contractor shall submit a minimum of 5 copies for all submittals.

Marks on the submittals shall be by color code: Contractor shall mark in green, Architect shall mark in red, and Engineers/Consultants shall be blue or black.

Unless instructed otherwise, all shop drawings and submittals shall be routed through the Architect.

The Architect will retain the Archdiocese' copies of all submittals until the end of the Project.

The Architect stresses the importance of Contractor checking all submittals, ensuring their accuracy and compliance, before submitting.

The Contractor will maintain a Request For Information Log and present it during each weekly meeting for review.

All parties agreed that when submitting an RFI, Contractor should offer a recommended solution when ever possible.

8. LIST OF SUBCONTRACTORS.

Contractor is to provide with each pay application an updated list of Subcontractors to be used on this Project. The list will include the name of the company, contact name and number, day phone and emergency phone number. Given that the Project is an addition to an open and operating facility, it is important that the church have emergency telephone numbers for the Mechanical, Electrical & Plumbing subcontractors in case any construction related crisis occur during a weekend.

9. SCHEDULE OF VALUES

A schedule of values is to be submitted by Contractor prior to the first pay application. This schedule of values will be the basis of the billing each month. The Architect and Catholic Construction Services, Inc. will review the schedule of values.

10. PROGRESS SCHEDULE/NEAR-TERM.

A construction schedule with milestones is included in the Agreement.

Contractor is to provide at each weekly progress meeting, a simple hand drawn two week look ahead schedule for work to be performed in the near future.

11. JOB MEETING PROGRESS MEETINGS

All parties reviewed the agenda for the Owner, Architect, Contractor, progress meetings. It was decided that these meetings would be held every other _____ at _____ AM/PM. at the jobsite. **The first meeting will be held at the jobsite on _____, 200____, at _____ AM/PM.** The Architect shall attend every other meeting; starting with the _____ meeting. One of these will include the review and certification of Contractor's pay application. Catholic Construction Services, Inc. and Contractor shall attend every meeting. Catholic Construction Services, Inc. will document and issue minutes to these meetings.

12. PAY REQUESTS

At the last progress meeting of each month, Contractor will bring to the meeting a "pencil copy" of the pay request. Catholic Construction Services, Inc. and the Architect at the meeting will review this. Contractor will subsequently submit by the first of the next month, the pay application with revisions made during the progress meeting review.

Contractor should send four (4) originals to the Architect who will certify the application. The Architect will retain one (1) copy, and will send three (3) copies to the Catholic Construction Services, Inc. Catholic Construction Services, Inc. will retain on copy and will forward remaining copies to the Archdiocese finance department. One copy of the application should accompany payment to the Contractor

The pay application will be a percentage billing based on the approved schedule of values. Approximately fourteen days after submittal of the pay application, Contractor is to provide full invoice backup, **summarized per schedule item**. This backup is to include representation of all reimbursable costs.

13. CHANGES TO THE WORK

By unit prices: The units outlined in the contract will be the full compensations, including overhead and profit, for the change. Quantities are to be verified DAILY by the Contractor, Land Testing Agency. All rock and earth units are in place volumes. Catholic Construction Services, Inc. emphasized that payment to the Contractor for unit costs changes will be based on the quantities as documented by the testing agency.

By Change Order Proposal: Change Order Proposals are to be submitted in sufficient detail to be analyzed by the Architect and Catholic Construction Services, Inc. Line item breakdowns should, at minimum, identify quantities, material costs, labor costs, sub costs (with quotes), equipment costs, taxes, labor burden as a percentage, bonds, insurance, and profit.

Change Orders will be issued on the AIA G701 document and may include more than one Change Order Proposal. Change work must be in the form of a Change Order before the work can be billed and paid.

The Architect may, from time to time issue written direction to make changes that are perceived to be at no cost. Contractor may proceed with these if there is no cost change involved. Catholic Construction Services, Inc. should always be copied on such correspondence.

Change Order Proposals should be submitted to the Architect and Catholic Construction Services, Inc. simultaneously. Catholic Construction Services, Inc. the Architect and the Engineers will analyze the proposed cost of each change.

Contractor will maintain a Change Proposal Log and present it in each weekly meeting for review. Catholic Construction Services, Inc. will provide Contractor with a disc copy of a preferred Change Order Log for their use.

14. TEMPORARY FACILITIES / STAGING AREA.

Contractor will provide a suitable temporary entrance so as not to impede traffic on the roadway and allow church traffic to enter and exit the property.

15. SAFETY

Contractor is responsible for implementing a safety program for construction of the work. Minutes from Contractor on site, "Tool Box Safety Meetings", are to be turned in to Catholic Construction Services, Inc. each week.

Contractor should maintain the site in a safe manner for the public, both during and after work hours. **Given that this is an addition to an open and operating facility, CCSI can not stress enough the importance of maintaining the jobsite as safely as possible on a daily basis.**

The Building Committee is going to ask the Pastor to periodically announce from the pulpit that the construction site is OFF LIMITS to parishioners. These announcements are to be made for the duration of the project.

Contractor should close off any open areas to the construction site every Friday before leaving the job. This will be accomplished with some type of temporary fencing or flagging. The Building Committee will post signs on the chain link and temporary fence stating that the site is off limits to anyone not associated with the project.

16. QUALITY CONTROL

The Owner is paying for testing. Contractor should make arrangements for the tests required per the contract.

The Architect and Engineers will also conduct quality inspections. Contractor should arrange for these inspections before covering up any portion of the work.

The Architect will also make periodic inspections and will file a report with the Owner, Contractor, and Catholic Construction Services, Inc.

Contractor personnel need to be on site any time a subcontractor is performing contract work.

It is Catholic Construction Services, Inc., policy that no work is allowed on the site on Sunday. This includes staging equipment and picking up materials.

Contractor is responsible for the coordination of day to day construction activities and how they relate to the operation of the church.

Contractor recognizes that no machine (noise generating) work can be performed while a Holy Day or funeral mass is taking place.

_____ will be the representative from the church responsible for notifying Contractor any time there is an anticipated church activity that is going to effect construction.

It was decided that no construction related activities would be allowed after 6:00 PM on Saturdays.

17. CONDUCT.

The site will be drug free and alcohol free at all times. **The building will become a "No Smoking" area once finish trades have begun, (i.e.: final painting, ceiling tiles, carpet).**

**** Miscellaneous Notes ****

Catholic Construction Services, Inc. stated that anyone wishing to install a job sign on the street needs to clear the design and location with the Pastor first.

Catholic Construction Services, Inc. suggested that the Pastor contact local law enforcement authorities to inform them of the project and ask if they could add the site to their list of properties that are checked during night patrols.

Catholic Construction Services, Inc. will produce a list of "cut off dates" so as to assist the Interiors Committee with the finalization of a finish schedule.

Any additions, deletions, corrections, amendments, etc. to these minutes must be submitted in writing within one week of receipt. The absence of a written exception to the meeting minutes will constitute agreement with the subject matter as written.

Respectfully submitted: _____

cc: All Attendees
George Barrie, CEO – Catholic Construction Services, Inc.

End of EXHIBIT "E-1"

EXHIBIT "E-2"

(Name) Catholic Church
OWNER/OWNER REPRESENTATIVE/ARCHITECT/CONTRACTOR
MEETING

Meeting # _____

Date: _____

Owner: Most Reverend John F. Donoghue, D.D., as Archbishop
of the Roman Catholic Archdiocese of Atlanta and/or
His Successors in Office

Owner's Representative: Catholic Construction Services, Inc.

Architect: _____ (Name)

Contractor: _____ (Name)

_____ (Parish): _____ (Parish) Building

Committee (BC)

Attendees: _____ (Name) - Catholic Construction Services, Inc.

_____ (Name) - Pastor/Building Committee

_____ (Name) - Architect

_____ (Name) - Contractor

_____ (Name) - Contractor

The typical agenda for the future construction meetings was briefly reviewed by Owner's Representative with the Architect and the Contractor.

PRE-CONSTRUCTION ORIENTATION WITH NEW SUBCONTRACTORS SCHEDULED TO START WORK:

CONTRACTOR'S DAILY REPORTS RECEIVED AND COMPLETE

WEEKLY SAFETY MEETING MINUTES RECEIVED AND COMPLETED

AS-BUILT DRAWINGS CHECKED AND UP TO DATE

STATUS OF QUALITY ASSURANCE PROBLEMS

SUBMITTAL LOG RECEIVED AND ITEMS LATE LISTED WITH RESPONSIBILITY ESTABLISHED

**CHANGE ORDER LOG REVIEWED AND CURRENT STATUS RECONCILED WITH
OWNER/ARCHITECT/CONTRACTOR**

STATUS OF CONTRACTOR "REQUEST FOR INFORMATION" (RFI) LOG

CONTRACT DOCUMENT REVISION LOG UPDATE

TWO WEEK LOOK-AHEAD SCHEDULE REVIEWED AND ATTACHED TO MINUTES

PROJECT PROGRESS CHARTED ON MASTER SCHEDULE

**IS THERE ANY CURRENT ADVERSE IMPACTS ON THE CONTRACTOR'S PROGRESS
DUE TO ARCHITECT AND/OR OWNER NONPERFORMANCE?**

COORDINATION WITH UTILITIES AND MUNICIPALITIES

MISCELLANEOUS

The next meeting will be held on _____ (Day), _____ (Month), 20____ at the jobsite at
_____ (Time) am/pm.

Any additions, deletions, corrections, amendments, etc. to these minutes must be submitted in writing before the next meeting. The absence of a written exception to the meeting minutes will constitute agreement with the subject matter as written.

Respectfully submitted,

(Project Managers Name)
CATHOLIC CONSTRUCTION SERVICES, INC.

CC: All Attendees
George Barrie, Catholic Construction Services, Inc.

Attachments: Submittal Log
Summary of Owner change Orders
Request for Information Log
Two-Week Look Ahead Schedule

End of Exhibit E-2

ARCHDIOCESEAN REAL ESTATE ACQUISITION CHECK LIST

EXHIBIT "F"

6th Edition (2/16/06)

Prepared By: DLW @ CCSI

Date: _____ Closing Date: _____
 Project: _____
 County: _____

	N/A (If Checked)	Parish:	Attorney: Smith, Gambrell	Architect/ Land Planner:	Civil Eng./ Surveyor:	Geotechnical:	Owner's Rep: Broker: CCSI
1	LEGAL REVIEW						
a.	Contract of Sale						
b.	Title Insurance Commitment						
c.	New Survey						
d.	Verification of Existing Zoning						
2	FINANCIAL						
a.	Pastoral Approval						
b.	Financial Application						
c.	MAI Appraisal						
3	PRELIMINARY PLANNING ISSUES						
a.	Zoning Investigation and/or Re-zoning (Special Use Permit)						
b.	New Utility Easements & Costs						
c.	Conceptual Site Plan(s)						
d.	Parking Studies						
e.	Alternative Use Evaluation						
f.	Applicable Building Codes - Setbacks, Height Restriction						
4	CIVIL REVIEW						
a.	Topography Plan -- Existing _____ New _____						
b.	Site Utilities Available:						
	- Water	Yes - _____	No - _____				
	- Sewer	Yes - _____	No - _____				
	- Electric	Yes - _____	No - _____				
	- Gas	Yes - _____	No - _____				
	- Storm Sewer	Yes - _____	No - _____				
	- Telephone Service	Yes - _____	No - _____				
	- Cable TV	Yes - _____	No - _____				
c.	Flood Plain Investigation; Dam-Worthiness, Detention Capacity						
d.	Gross Square Footage of New Hard Surface						
e.	Site Access (traffic)						
f.	Curb/Median Breaks						

EXHIBIT "F"

ARCHDIOCESEAN REAL ESTATE ACQUISITION CHECK LIST

6th Edition (2/16/06)

Prepared By: DLW @ CCSI

Date: _____		Closing Date: _____		N/A (If Checked)		Parish: _____		Attorney: <u>Smith, Gambrell</u>		Architect/ Land Planner: _____		Civil Eng./ Surveyor: _____		Geotechnical: _____		Owner's Rep: <u>CCSI</u>		Broker: _____	
County: _____		Andy Shovers																	
5 GEOTECHNICAL REPORTS																			
a.		Soils Investigations																	
b.		Septic Drainage Fill																	
6 ENVIRONMENTAL REVIEW																			
a.		Environmental Audit - Phase One Study																	
b.		Wetlands Analysis																	
c.		Surrounding Land Uses																	
d.		Radon Testing - Land																	
e.		High Powered Electrical Lines																	
7 MISCELLANEOUS																			
a.		Hydrology																	
b.		Private Road																	
c.		Water Quality																	
d.		Flood/Dam Liability																	
8 EXISTING STRUCTURE(S)																			
a.		Structure(s) Inspection																	
b.		Termite Inspection/Bond																	
c.		Radon Testing																	
d.		Asbestos Testing																	
e.		Lead Paint Testing																	

Description of Property: # _____ acres House - Yes ___/No ___ If yes, age _____ Outbuildings: Yes ___/No ___

Put contract in name of: AB or Catholic Education of North Georgia, Inc.

Present Owner' Name: _____ Phone # (_____) Asking Price: \$ _____ Offering Price: \$ _____

Owner's Address: _____

Remarks: _____