

## CAPITAL DEVELOPMENT PROCESS

Throughout this Four Step process the archdiocesan Buildings and Properties Offices will work closely with all involved parties to ensure successful completion of the building project.

### **Specifically, the Offices will be responsible for:**

- Facilitating the process
- Being a resource for the parish community, Architect/Engineer, Construction Manager or General Contractor
- Assisting the parish's interaction with the College of Consultors

### **The Parish Community will be responsible for:**

- Establishing the vision
- Fundraising
- Design Approval
- Awarding contracts
- Paying for the project
- Keeping the Vicariate Pastoral Council informed of plans and how they fit in with the Pastoral Plan of the Vicariate

### **The College of Consultors will:**

- Review and approve the program at all critical junctures

### **The Architect/Engineer will:**

- Develop the design
- Prepare construction bidding documents
- Analyze bids and awards
- Provide construction support for the Construction Manager or General Contractor

### **The Construction Manager or General Contractor will:**

- Build the project
- Install, schedule and manage the work
- Provide cost estimating
- Guarantee the construction

### **Step One: Feasibility and Visioning**

Meet with the Buildings Office to determine what you want and how much it will cost:

- Form a building committee
- Solicit community-wide input, buy in and support (surveys, focus groups, town hall meetings)
- Retain Architect or Engineer on an hourly basis
- Complete a programming study
- Project total program costs
- Balance scope of project to budget
- Seek feedback from the Vicariate Pastoral Council
- Request College of Consultors' approval to proceed

### **Step Two: Fundraising and Design**

Upon approval by the College of Consultors, establish the project scope and begin fundraising

- Begin the design process
- Begin a formal fundraising process
- Obtain municipal approvals
- Complete schematics and design development, update total program cost projection
- Assess the community's capacity to raise the necessary funds
- Retain fundraiser as required
- Confirm balance of scope to budget
- Confirm funding in place (75% to 100% cash in hand)
- Request College of Consultor's approval to proceed

### **Step Three: Construction**

Upon approval by the College of Consultors, the community will direct the Architect or Engineer to proceed with implementation of the project

- Complete construction documents for competitive bidding
- Determine project delivery method (Construction Manager or General Contractor)
- Obtain bids, analyze them and award contract
- Construct project
- Observe activities
- Monitor budget and change orders
- Approve materials and equipment submittals as needed

### **Step Four: Occupancy**

Once the project is complete, the community will take possession and move in, however several tasks will need to be completed.

- Monitor completion of punch list
- Coordinate move-in and delivery of parish provided furniture, fixtures and equipment
- Receive training on building systems
- Obtain operations and maintenance manuals, record drawings, warranty and contact information
- Obtain Certificate of Occupancy from the municipality and health department
- Close out contract, final waivers and payment with Construction Manager or General Contractor