**SMALL CONSTRUCTION PROJECT ADMINISTRATION PROCEDURES**

**Corporation of the Catholic Archbishop of Seattle (CCAS)**

**Office of Property and Construction Services (PCS)**

**Ver. 2-2021 with COVID -19 Procedures**

The following administrative procedures have been adapted from the Archdiocesan Guidelines for Major Building and Construction Projects for use on small-deferred maintenance or capital improvement projects (under $250,000). For projects over $250,000, contact PCS to discuss next steps.

**Any contract or proposal for services over $25,000 must be signed by (CCAS – legal owner ).** Also, contracts below $25,000 CANNOT be signed ONLY by the parish if they involve any of the following:

* The contract is for work requiring a permit, i.e., building, electrical, etc.;
* The project involves changes in the worship space or the rectory;
* Architectural and/or engineering services, survey, etc;
* Regulated building material contracts, including asbestos abatement (removal) and underground storage tanks (UST).

**Correspondence and Contract Signing**

* Please send all contract/agreement related email transmittals of documents including proposals, drawings, specifications and invoices/lien releases to: [**construction@seattlearch.org**](about:blank)**.** Each project will be assigned a project tracking number that is used on all correspondence.
* Document signing is done via DocuSign with parish/contractor signing prior to CCAS.
* Project funding is 100% secured at time of contract signing.

**GENERAL INFORMATION**

Please contact the Archdiocesan Office of Property and Construction Services (PCS) at least 3 months in advance of the preferred starting date. PCS facilitates transparency and secure use of parish resources for construction projects. PCS support will include contract preparation, general legal assistance, names of contractors/vendors/architects, and sample documents/specifications. Pertinent historical information (as-built drawings, asbestos reports, survey, utility drawings, etc.) may be available in PCS records.

If project funding is not available, contact Parish Financial Services (PFS) to discuss options. If a PRF is needed, loan approval may take several weeks/months depending on the situation.

**CCAS DESIGN REQUIREMENTS**

The Archdiocese relies upon building codes and regulations, design professionals recommendations, as well as accepted industry standards for the basis of the scope of work. The only project requirements imposed by the Archdiocese are:

* Project fits parish priority without detracting from other deferred maintenance needs;
* Restricted donations are used only for the declared work;
* Interior construction to meet Safe Environment guidelines (door relites, etc.)
* Liturgical review is required for any work within the church, and side chapels. Once review is completed, the recommendation to proceed is sent to the Archbishop for final approval. His approval may contain conditions. Contact PCS for review coordination.

All rectory renovations are approved by the Archbishop.

Please contact PCS regarding the above aspects of your project.

**PERMITS**

Generally, permits are required for building, mechanical, electrical, plumbing, and fire protection improvements. Sometimes they are required for roofing projects. Contact the local governing municipality to determine if the work requires a permit. Determination of whether a permit is required is not the contractor’s responsibility. Permit requirements may affect the scope of work and/or schedule.

**REGULATED BUILDING MATERIALS**

Projects that disturb existing building materials typically require the owner to provide a good faith asbestos report to the contractor per state law (regardless of building age). Some buildings built prior to 1978 may need an inspection for lead based paint (LBP). PCS can assist with referrals to local certified lead inspectors or provide the inspection (schedules allowing). Asbestos containing materials and lead based paint may impact the project cost and schedule, so getting these inspections done well in advance of contracting is strongly encouraged.

If the project impacts asbestos-containing building materials (ACBMs), please contact PCS. There are strict federal, state, and local laws and guidelines, which must be followed. If the parish needs a material tested to determine the presence of asbestos, PCS can provide referrals to local inspectors. In some cases (schedule allowing) PCS staff will perform the inspection/analysis/written report for only the cost of the lab fees, which are usually about $20 per sample. PCS can also search for prior results that pertain to the impacted areas. *Asbestos can only be sampled by state-accredited inspectors. Noncompliance can result in EPA fines of up to $5,000 per day per violation.*

**PARISH REPRESENTATIVE**

Many projects will benefit from having a parish representative, who typically is a volunteer or staff member with construction experience. This person is the single point of contact for PCS and the contractor. The representative is focused on the project scope, schedule and budget as well as the contractor and design professional relationships. The representative reports to parish leadership regularly and facilitates decision-making.

**CONTRACTOR SELECTION**

* WA State Labor & Industries provides consumer protection, safety regulations and contractor registration services. The below link can confirm a contractor is licensed, bonded and insured (CCAS Requirement) . See https://www.lni.wa.gov/licensing-permits/contractors/hiring-a-contractor/hire-smart-step-by-step#before-you-hire-a-contractor

**CONSULTANTS**

A consultant (Parish Representative, Architect, Engineer, etc.) may be needed to assist projetct. Any consultant engaged for work will need an agreement for professional services, typically using the CCAS consultant agreement. This is prepared by PCS and signed by consultant, parish and CCAS.

**COVID-19 IMPACT**

State of Washington has regulatory requirements that affect construction work. The contractor will need a COVID-19 Safety Plan which is incorporated into the form of agreement. The State’s regulatory requirements may change either prior to or during the course of construction. PCS will assist with regulatory requirements for inclusion in Request for Proposals and Contracts.

**For any project NOT meeting the above criteria for CCAS signature of contract,** PCS recommends parishes still use the Archdiocese contracting procedures, or at a minimum obtain from the contractor/vendor prior to the start of work:

* Written proposal with detailed scope of work and price breakdown (labor and materials)
* Insurance certificate
* COVID-19 safety plan
* Schedule
* List of subcontractors
* Warranty commitment
* Samples/colors to be used in the work

**PRE CONSTRUCTION**

**PROJECT BUDGET**

A budget worksheet (Excel form) is available from PCS and recommended for some projects that involve multiple contractors, consultants, and non-construction “soft” costs. The budget worksheet will support transparency and communication with the pastor, facilities committee, finance council, etc. The budget entries are figures that correspond directly to proposals and quotes. The budget typically is updated prior to and during construction.

Projects with or without a formal budget should have contingency funds available to pay for unforeseen or changed conditions. The amount of contingency to have in reserve depends on the type of project but 10% is a good amount to assume.

**REQUEST FOR PROPOSALS (RFP)**

Generally, the parish prepares a written scope of work (called a Request for Proposal or RFP) that is given to contractor. In some cases, a design professional is retained to develop the scope of work.

Retaining design professionals for small projects is recommended for projects where there are many options to consider, unknowns to be resolved, structural or other unusual technical issues, costs etc. prior to seeking bids. The design professionals will be retained through an Archdiocesan design agreement.

The RFP includes the following:

* Clear scope of work which may include drawings, specifications, etc. either prepared by the parish or a design professional. At least three (2) contractors should be invited to submit a bid. (Note: in an overheated construction market, bidders are scarce and time constraints or other factors may justify hiring a familiar contractor without competing bids.)
* Good Faith Asbestos Report.
* Contact Name
* Deadline for bid submission.
* CCAS sample contract.

Based on the RFP, the contractor/vendor should include the following in their bid:

* + A complete cost of services, i.e., labor, materials, and equipment, to complete the contract; sales taxes and any utility rebates must be excluded
  + Exclusions, deviations from the specifications/drawings
  + Arrangements the contractor will make for proper supervision and reporting;
  + In an itemized fashion, the wage rates or bid breakdown used in calculating the bid; and
  + A state business license number.
  + Parts of the work being subcontracted
  + Number of work days to complete the project

**DEPOSITS**

Neither CCAS nor the parish should provide ‘up-front’ money or a deposit for any architect, contractor, or vendor. One exception would be a deposit to a supplier for specially ordered materials, e.g., cabinetry, organ, artwork, etc. If a deposit is agreed, it will be written into the contract but should not be paid until after the contract is fully signed.

If the RFP is for repair of damage being covered by an insurance claim, coordinate the scope of work with the Archdiocese insurance staff in advance of requesting bids. (Note: Insurance coverage for such work is made as a reimbursement after the parish has paid the contractor. Parish should be aware of the coverage amount prior to contracting.)

Upon submission of all bids, carefully check references and evaluate bids closely. If there is a wide discrepancy in the bids or you do not understand the bid, feel free to submit them to PCS for review.

**FORM OF AGREEMENT**

The Archdiocese has two construction contracts for a small project. Both of these contracts are “Lump Sum” and designed to protect the parish, whereas generally the contractor or vendor’s contract is written only to protect them, not the parish. The Archdiocesan attorney is consulted as needed.

Once the contractor bid meets the project budget, the contract request form located on the PCS section of the website is filled out and submitted (Forward Contractor Bid to construction@seattlearch.org).

The Archdiocesan Small Project construction contract will be drafted PCS and returned to parish contact. Contract is reviewed by parish and contractor and any comments are changes sent back to [construction@seattlearch.org](mailto:construction@seattlearch.org). **Note: Allow 2 weeks processing time from initial submittal.**

Once contract is finalized, the documents are signed electronically in DocuSign and all parties receive a fully signed version.

Note: **The parish signer must be on the current Parish Financial Services list as authorized to sign this type of document or the Pastor, or Pastoral Coordinator.**

**START OF WORK**

Work on site can start after the contract is signed, contractor insurance is received by PCS and after the permit (if applicable) is issued. Contractors are generally responsible for arranging any required inspections by the local jurisdiction. The use of volunteers for all or part of the scope of work is possible if sufficient care is taken to supervise the workers and the volunteers sign the required Volunteer Worker Agreement Form. This is contingent on contractor acceptance of volunteers entering the jobsite. Due to COVID-19 safety protocols, volunteers are not allowed in the contractors jobsite. Please contact PCS for further information.

Note: PCS staff typically does not visit a small project work site unless requested by the Parish Representative.

**CHANGE ORDERS**

Change Orders (CO) may occur during construction due to unforeseen conditions, schedule conflicts, etc. Additive change orders are paid with contingency funds. The CO is be prepared with detail showing the change, contract time change, if any, and signed in advance of the work being performed. For COs under $1,000 the parish may sign without CCAS approval signature. For COs of $1,000 or more, the contractor, parish and CCAS signatures are required (typically via DocuSign). PCS will prepare COs when requested by the parish, please allow 3 business days processing time.

**PROGRESS PAYMENTS**

Projects may have one or multiple invoices. Invoice (with conditional lien release) is collected from a contractor, approved by parish (note approval on invoice) and forwarded to [construction@seattlearch.org](mailto:construction@seattlearch.org). Invoices may be accompanied by a PRF withdrawal form. PCS will approve invoice (usually in 2 days unless corrections are needed) and return approval to parish. PCS must approve invoice before any payment is made and PFS Withdrawal Requests (if needed) are approved by PCS after invoice approval.

Note: PCS does not approve Withdrawal Requests upon signing of a contract unless a deposit is needed.

**PROJECT CLOSE OUT**

**FINAL PAYMENT**

Final payment should be made only after all work is accepted by the parish/architect, permits signed off, any corrections made, and warranties and other close out documentation received. The parish should retain close out documents and share with facilities staff for operating and maintain the building.

**PROJECT PLANS**

Electronic or scanned copies can be sent to [construction@seattlearch.org](mailto:construction@seattlearch.org) for retention.

In order to ensure a successful project, careful administration and prudent care should be taken when contracting work with any contractor, vendor, architect or other design professional. If there is a pending lawsuit, a dispute in the quality of work, or a problem with payments to close out the project, please contact PCS (206) 382-4851 or toll-free at 1-800-809-4923.