

Archdiocese of Seattle
Small Project Contracts and Consultant Agreements
Administration Summary Form

Background

Property and Construction Services (PCS) collaborates with parishes, schools and archdiocesan agencies in setting up and administering construction contracts and professional services agreements. This form summarizes the procedures involved, which allow PCS assistance in a timely manner. Please share this form with your design team, committee and contractor as needed. This is written using “parish” but also applies to school and archdiocesan projects.

General

- a. The parish representative maintains the relationships with the contractor or design professional.
- b. Generally PCS does not directly contact your design team, contractor, monitor schedule, or inspect work.
- c. The legal owner of the parish is the Corporation of the Catholic Archbishop of Seattle. (CCAS) attorney-in-fact signs legal documents on his behalf.
- d. Parish signing of contractor or consultant proposals/contracts is not recommended.
- e. Documents are prepared by PCS, transmitted and signed (DocuSign) electronically.
- f. Hire only contractors having WA state contracting license, bonding and insurance.
- g. Parish/PRF accounts have 100% of funds or approved loan prior to contract signatures.
- h. PCS reviews/approves invoices and PFS Withdrawal Requests before parish release funds..
- i. The time for PCS to process a request varies depending on the scope of the project and type of request. Please allow at least 2 weeks for contracts and agreements and 1 week for change orders and invoice approvals.
- j. Grants may assist funding but must have attorney review terms before applying.

What are the Steps?

A. Pre-construction

1. Scope of work by parish or design professional; contractor pricing (competitive bids at parish discretion); scheduling, utility research, review of as-built drawings, etc.
2. Contact PCS to determine if liturgical review, asbestos or lead paint inspection, permit, or other review is needed for repair work on an insurance claim, the adjuster needs to approve scope of work and pricing in advance.
3. Permit applications, easements, utility agreements, bonds, etc. require CCAS Attorney in Fact signature.
4. Most building renovations, regardless of building age, require a good faith asbestos survey by a certified AHERA building inspector. The presence of asbestos may impact the project schedule and cost. PCS will facilitate survey.
5. Some renovations for buildings built before 1978 may require a state-certified Renovator for Lead Based Paint (LBP).

B. Contract Setup

1. Contract Request Form (CRF) is filled out by parish and sent to PCS with contractor’s proposal, certificate of insurance, and related documents (drawings etc.).
2. Deposits are not recommended but allowed if contractor is well known to the parish.
3. Contract is issued for signatures via DocuSign and executed within 3 business days. Requester and signers receive a fully signed version by email.

C. Construction

1. Contractor sends invoice(s) with lien release to Parish. Parish approves and forwards to PCS for approval prior to payment by parish.
2. If PCS receives invoices/lien releases directly, then approval by PCS is “pending Parish approval” and forwarded to parish.
3. PCS emails the signed invoice to the parish. (Insurance approval also, if a claim is applicable.)
4. PCS will approve funds Withdrawal Request (if applicable) according to the approved invoices (no. 3).
5. Change Orders \$1000 or more must be signed by contractor, parish and PCS in advance of the work.
6. Parish check the work, involve the design professional if applicable.

D. Post construction

All “punchlist” corrections and close-out documents (as-builts, warranties, etc.) before final payment.

Parish retain copies of the signed contract, signed off permits, cert. of occupancy and other close-out documents.

Correspondence:

- Construction@seattlearch.org for transmitting docs (contract requests, drawings, invoice, etc.)