



# ARCHDIOCESE OF MIAMI

*Building and Property Office*

## **PROJECT PROCEDURES OUTLINE**

01.01.2015

### **I. EMERGENCY CONSTRUCTION PROJECT PROCEDURES**

*(Fires, Floods, Broken Waterlines, Roof Leaks)*

1. Act to address the emergency locally:
  - a. Stay Calm and STAY SAFE!
  - b. Call 911 if emergency is life threatening and warranted (fire, injury, etc...)
  - c. Turn off water valves or use fire extinguishers, ONLY if you are safe to do so.
2. **Immediately Call GB Hotline - 877-376-2561 (client #060001)**  
*(THIS # SHOULD BE READILY AVAILABLE AND PROGRAMMED IN YOUR CELL PHONES).*
3. Call David Prada, Director of the Building and Property Office 305.951.4058 to coordinate Emergency/First Responder.

### **II. EMERGENCY HURRICANE PREPARATION AND REPAIR PROJECTS**

*(Hurricanes)*

1. Before the storm:
  - a. Stay Calm and don't panic!
  - b. Be Prepared! Read the ADOM Hurricane Preparedness Guide, and prepare your Parish hurricane preparation plan. ADOM guide is found at:  
[http://www.theadom.org/docs\\_insurance/HurricanePreparednessPlan.pdf](http://www.theadom.org/docs_insurance/HurricanePreparednessPlan.pdf)
  - c. Maintain shutters and accessories clean and functional (oil permanent shutters, and update installation plan).
  - d. Trim trees and clean clogged gutters.
  - e. Protect Parish Property as outlined in the ADOM Hurricane Preparedness Guide.
2. After the storm:
  - a. Stay Calm and Stay Safe!
  - b. Any repairs/new construction will be coordinated with the Building and Property Office, and will follow the project procedures outlined herein.

### **III. ROOFING (REPAIRS, RE-ROOFING, and NEW CONSTRUCTION)**

1. Call Building and Property for consultation prior to performing **ANY** roofing work.

### **IV. BUILDING DEMOLITION PROJECTS**

1. Call Building and Property Office for assistance and guidance.
2. Pastor writes letter requesting approval of ANY building demolition project to Archbishop, copy to Sr. Elizabeth. Letter should include detailed demolition description, costs/bids, and funding sources.
3. Archbishop responds approval in writing. Sr. Elizabeth communicates with Building and Property Office for funding, contract, and insurance coordination.
4. Pastor to confirm contractor submits insurance certificate in accordance with ADOM standards, and pulls all permits as required by code, before commencing work.

## **V. SMALL CONSTRUCTION AND REPAIR PROJECTS**

*(Projects under \$25,000)*

1. Call Building and Property Office for assistance and guidance.
2. Parish must Define the following (Building and Property Office can assist):
  - a. Scope (what work is included in the project? )
  - b. Total Budget (the estimated value the project including hard and soft costs)
  - c. Time (how long will the project take to complete?)
3. Parish obtains Bids/Prices/Insurance Documents from 3 qualified vendors and prepares ADOM contract once a selection is made.
  - a. BEFORE soliciting 3 bids/prices Pastor must provide the bidders the following information, and confirm they can meet ADOM requirements:
    - i. ADOM Standard Contract (even if pro-bono)
    - ii. ADOM Insurance Requirements (even if pro-bono)
4. Pastor to confirm contractor submits insurance certificate in accordance with ADOM standards, and pulls all permits as required by code, before commencing work.
5. Submit all project documentation to Building and Property Office for review and signature. \*All contracts and permit applications that require "OWNER SIGNATURE" are submitted to the Archdiocese for verification and signature by Archbishop (Owner).
6. Parish personnel supervise the project unless further assistance is required.

## **VI. MINOR CAPITAL CONSTRUCTION PROJECTS**

*(Renovations, Remodeling, Maintenance, and Roofing over \$25,000)*

1. Call Building and Property Office for assistance and guidance.
2. Pastor writes Archbishop a letter requesting approval of the project, with copy to Sr. Elizabeth. Letter should include project description, projected total project cost, funding sources (letter to include Building Project Financial Certification Form), and confirmation that the Parish Finance Council has approved the project.
3. Archbishop provides written approval of the project, budget, and funding source. Sr. Elizabeth communicates with Building and Property Office for funding, contract, and insurance coordination.
4. Parish must define the following: (Building and Property Office can assist):
  - a. Full Scope (what is included in the project?)
  - b. Total Budget (the estimated value the project including hard and soft costs)
  - c. Time (how long will the project take to complete?)
5. Parish obtains 3 Bids/Prices/Insurance Documents from QUALIFIED CONTRACTORS:
  - a. BEFORE soliciting 3 bids/prices parish must provide the bidders the following and confirm they can meet ADOM requirements:
    - i. ADOM Standard Construction Contract
    - ii. ADOM Insurance Requirements.
6. Building and Property Office guides parish in contractor pre-qualification and selection, contract used is standard Archdiocesan contract.
7. Pastor to confirm contractor submits insurance certificate in accordance with ADOM standards, and pulls all permits as required by code, before commencing work.
8. Submit all project documentation to Building and Property Office for review and signature. \*All contracts and permit applications that require "OWNER SIGNATURE" are submitted to the Archdiocese for verification and signature by Archbishop (Owner).
8. Parish personnel supervise the project unless further assistance is required.

## **VII. MAJOR CAPITAL CONSTRUCTION PROJECTS**

### *(New Buildings, Major Remodeling, and Expansions)*

1. Call Building and Property Office for assistance and guidance.
2. Pastor writes Archbishop a letter requesting approval of the project, with copy to Sr. Elizabeth. Letter should include project description, projected total project cost, and funding sources (submit Building Project Financial Certification Form), and confirmation that the Parish Finance Council has approved the project.
3. Archbishop provides written approval of the project, budget, and funding source. Sr. Elizabeth communicates with Building and Property Office for funding, contract, and insurance coordination.
4. Review concept and preliminary drawings with Project Review Committee for its comments and recommendation to the Archbishop.
5. Parish interface with the ADOM Building and Property Office throughout the design development and construction period will include:
  - a. Design team pre-qualification, selection, and contracts.
  - b. Continuous conversation/meetings/review of drawings in development with the ADOM Building and Property Office
  - c. Continue communication between the project pastor/administrator, owner's rep and the ADOM Building and Property Office during the entire design, entitlement and construction process; ADOM Building and Property Office to provide guidance and support as is needed.
  - d. In the case of a new church, the Office of Worship reviews the liturgical space design and offers comments and recommendations.
  - e. Building and Property office assists the Parish in selecting construction delivery method, and bidding with Archdiocese pre-qualified contractors.
6. Archdiocesan attorney reviews contracts and recommends them to be executed.
7. Pastor to confirm contractor submits insurance certificate in accordance with ADOM standards, and pulls all permits as required by code, before commencing work.
8. Submit all project documentation to Building and Property Office for review and signature. \*All contracts and permit applications that require "OWNER SIGNATURE" are submitted to the Archdiocese for verification and signature by Archbishop (Owner).
9. Project management will be coordinated by Archdiocese Building and Property Office.

## **VIII. MISCELLANEOUS PROJECT TYPES**

### **1. 40 Year Re-Certifications + Violations**

- a. County/Municipality sends Notice of 40 year certification or Building Violation to the Parish or it is forwarded via the Archdiocese Building and Property Office.
- b. Parish IMMEDIATELY contacts the Archdiocese Building and Property office for coordination in hiring Architect and Engineering team to prepare and submit report/violation resolution (time sensitive and fines will be incurred). Parish arranges to fund and make any required corrections.
- c. Any repairs/new construction will follow the project procedures outlined herein.

### **2. Carnival Agreements**

- a. Submit the following to Janet at the Building and Property Office:
  - i. Carnival Agreement (utilize updated/current version on E-Library)
  - ii. Pastor to confirm vendors submit insurance certificates in accordance with ADOM standards, and pull all permits as required by code, before commencing carnival.

**Building and Property Office Mission Statement**

*To Support the Archdiocese of Miami in Proclaiming the Good News of Christ through the work that we do related to its Buildings and Properties. We are charged with being faithful stewards of Archdiocesan assets, and with providing professional guidance and assistance to Church entities in the planning and overseeing of maintenance and construction projects.*