

**Typical Steps to Implement the Planning and Construction of a Building Project**

PARISH	BISHOP	BISHOP'S ADVISORY COMMITTEE ON CHURCH BUILDINGS	DECENNIAL INSPECTION COMMITTEE	FINANCIAL ADVISORY COMMITTEE
<p>Corporation decided to investigate the feasibility of initiating a building program.</p> <p>Corporation strikes a Building Comm. and informs Bishop of its plan.</p> <p>→</p> <p>The Building Comm. invites nominees to meetings.</p> <p>The Building Comm. develops a general scope of the project and an estimate of the cost. An outline of a financial plan is sent to the Diocesan Treasurer.</p> <p>→</p>	<p>→ Bishop advises the BACCB and FAC</p> <p>→</p> <p>The Bishop advises the parish of the nominations.</p> <p>←</p>	<p>→ BACCB nominates 2 members of the BACCB to act as non voting members of the Building Comm.</p> <p>←</p> <p>Consider whether Decennial Inspection is necessary and, if so, informs the Building Comm.</p> <p>←</p>	<p>→</p>	<p>→ FAC appoints liaison to BACCB.</p> <p>←</p> <p>FAC reviews scope, costs and financial plan and advises Building Comm. on feasibility.</p> <p>←</p>

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<p>Corporation obtains Vestry approval for the project and to spend money to develop a detailed scope – floor plan and perspective drawings.</p> <p>The Building Comm. decides on the contracting method to be used:</p> <ul style="list-style-type: none"> <li>• Architect – general;</li> <li>• Design build; and</li> <li>• Construction Management</li> </ul> <p>The Building Comm. meets with the various parish groups to develop a 'wish list'.</p> <p>The Corporation arranges for a decennial inspection if one is required.</p>	<p>←</p>	<p>Advises the Building Comm. of the requirement for a decennial inspection if one has not been done in the last five years.</p>	<p>The Decennial Inspection Comm. advises the Parish Corporation of the inspection requirements, provides a list of prequalified inspectors and a budget estimate.</p>	

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<p>The Building Comm. develops a list of potential architects, interviews them and recommends the award of a contract.</p> <p>The Corporation requests permission from the Bishop to award a contract to the recommended firm. The request will state:</p> <ul style="list-style-type: none"> <li>• form of contract;</li> <li>• scope of work; and</li> <li>• payment provisions.</li> </ul> <p>The Building Comm. will work with a design consultant to develop floor plans and perspectives.</p> <p>Design consultants will develop cost estimates for the project.</p>	<p style="text-align: right;">→</p> <p>The Bishop, on the advice of the BACCB and the FAC will approve the award of the contract.</p> <p>←</p>	<p style="text-align: left;">←</p> <p>Advises the bishop.</p>		<p style="text-align: left;">←</p> <p>Advises the Bishop.</p>

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<p>Corporation will obtain Vestry approval to fund raise for the project.</p> <p>On completion of fund raising, Corporation will obtain Vestry approval to proceed with the preparation of design drawings, obtain site plan approval and a building permit. →</p> <p>The Building Comm., with input from the BACCB, will develop a list of bidders.</p> <p>Corporation will call for bids based on the agreed drawings and specifications.</p> <p>Corporation will obtain Vestry approval to award a contract</p>		<p>The BACCB will review the final drawings and specifications prior to the calling of bids.</p> <p>←</p>	<p>→</p>	<p>The FAC will review the revenue projections and proposed borrowing arrangements prior to the call for bids.</p> <p>←</p>

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<p>Corporation will obtain permission from the Bishop to award the contract.</p> <p>The Building Comm. will hold regular progress meetings with the contractor and will keep the BACCB representatives advised of the progress of the work.</p> <p>The Building Comm. will advise the FAC immediately of any requirements for additional financing after the construction has started.</p> <p>On completion of construction, the Building Comm. will submit a complete set of as built drawings and specifications to the Diocesan Archivist.</p>	<p>→ The Bishop, on the advice of the BACCB and the FAC, will approve the award of the contract.</p> <p>→</p>	<p>← Advises the Bishop. Reviews and confirms insurance coverage.</p>		<p>← FAC approves the borrowing arrangements and advises the Bishop.</p> <p>←</p> <p>FAC reviews need for additional financing and advises the Building Comm.</p> <p>←</p>