

DIOCESE OF PORTSMOUTH

GUIDELINES:

LARGE BUILDING PROJECTS

Version: February 2008

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Diocesan groups concerned with major projects are:

- 11.1 TRUSTEES who are responsible for ensuring that the diocese functions in accordance with the requirement of Trust laws.
- 11.2 FINANCE & PROPERTY COMMITTEE make assessments of applications (by parishes) and recommendations to the Trustees about any projects proposed.
- 11.3 DIOCESAN LITURGICAL BUILDING ADVISORY COMMITTEE advises and supports parishes in all liturgical matters.
- 11.4 PORTSMOUTH DIOCESAN TRADING COMPANY Ltd (TradCo) is the limited company that appoints all project consultants and the main building contractor. TradCo appoints the independent Quantity Surveyor, and all other consultants (within mainland UK), that work for the parish. The parish pays a sum of 0.8% of the costs to the diocese to recompense for the expertise provided by TradCo.
- 11.5 **NOTE THE FOLLOWING APPENDICES**
 - A Capital Project Application Form
 - B Room or Area data sheet
 - C The work of the Project committee make-up
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Note too that this document replaces “Diocesan Administration Guidelines”

1 INTRODUCTION

1.1 This document gives an OUTLINE of the procedures involved in carrying out very large building projects on behalf of the Portsmouth Roman Catholic Diocesan Trustees Registered. It is written as guidance for those unfamiliar with construction projects, and sets out the various stages of a development. Although designed for the management of the very large projects, the principles apply to all construction projects. It should be read in conjunction with Guideline A 4 of the Diocesan Guidelines for Parishes.

1.2 Very LARGE PROJECTS are considered to be those major projects likely to reach completion with a final Contract price in excess of £250,000. These projects may involve new build, alterations, restoration of old buildings and work to listed buildings or churches and in conservation areas. Reference is made to the various bodies that will need to be consulted, when the project involves work to listed buildings and Churches in conservation areas. However, when projects do involve such works, advice should be taken from the Diocesan Surveyor. For work to Listed buildings and work to Churches in conservation areas, see 'Diocesan Administration Guidelines for Parishes' Guideline B7.

1.3 Diocesan FINANCE & PROPERTY COMMITTEE approval is required for all projects over £10,000. These notes set out the sequence of the stages. For projects over £250,000, approval is required first from the Diocesan Finance & Property Committee, but in addition, final permission is required from the Diocesan Trustees.

1.4 The GUIDANCE advice set out in these notes is aimed at the non-professional, whose experience of the construction industry is limited. The intention is that by following the guidelines set down, and through the involvement of all of the parish and by their ownership of the agreed brief, the finished project will be valued by all parishioners. In addition it will be carried out on programme and within the budget allocated by the Diocesan Finance & Property committee.

1.5 This advice is based on use of traditional procurement methods of "COMPETITIVE TENDER". Neither "Design and Build" nor "Develop and Construct" forms of procurement are generally suitable for diocesan projects. Should either of the latter procurement route be considered, the Diocesan Surveyor's advice should be sought.

2 PARISH CONSULTATION

2.1 CONSULTATION with the parish priest and parishioners is important throughout the entire project. A Project committee should be set up with the full agreement and involvement of the Co-ordinating Pastor. This committee must take on total ownership of the project and must maintain, throughout the whole project, continuous consultation with the parish.

2.2 The “Project Committee” must establish the REQUIREMENT of the parish. Is the project a complete “new build” or an extension. Does it involve a hall, church offices and/or a new presbytery? Are funds raised by a parallel housing development? A suggested list of the work to be carried out by the parish building committee is attached as Appendix C

2.3 The CO-ORDINATING PASTOR of the Larger Pastoral Area must be consulted at the beginning of the project. The extent of his future involvement can then be agreed.

2.4 The FORM and terms of Reference of the Project Committee should be agreed. So too should the regularity of meetings, the function of members and the method of communication. See Appendix C for further suggestions.

2.5 PROGRAMME. An intended time scale must be decided, allowing sufficient time for decisions from other groups, such as the diocese and the Planning Authority.

2.6 PARISH APPROVAL for the principle should again be confirmed at this stage.

3 DIOCESAN APPROVAL

3.1 The DIOCESAN SURVEYOR should be consulted at an early stage. He will provide guidance on the next stages of the process. He will also negotiate all fees for the consultants, on behalf of the diocese and the parish.

3.2 The Diocesan Surveyor has a list of APPROVED ARCHITECTS. The Diocesan Surveyor will provide the Parish Project committee with a minimum of three Architects to interview. If required a member of the Finance & Property Department and/or a director of Tradco will be available to assist with these interviews. At these interviews, each Architect should be requested to present his fee proposals. Likewise the diocesan surveyor will provide lists of other approved consultants, see item 3.5.

3.3 The DIOCESAN LITURGICAL COMMISSION must become involved at the first stage to give guidance.

3.4 The DIOCESAN SOLICITOR must be used for all legal work. Contact is available through the Financial Secretary at the Diocesan Department of Finance & Property: 023 9282 5430.

3.5 OTHER CONSULTANTS will be required throughout the project. The diocesan surveyor will assist in recruiting any or all of: QS, Structural, Highways, Transport & traffic, Ecological, Planning supervisor, Engineering (M & E), Site survey, Arborculturalist, Sound & Lighting.

4 FEASIBILITY STAGE

4.1 The committee should prepare a Brief for the scheme, which defines the scope of the feasibility study, which in turn will determine the final project.

4.2 The Committee should INTERVIEW the Architects from the list agreed in conjunction with the diocesan surveyor, after confirming extent of the brief and services required.

4.3 The committee will appoint a PARISH REPRESENTATIVE who will be the only person who can give instructions to the professional team. This should be the Co-ordinating Pastor or his appointee. It should be made clear that instructions can only come from this person.

4.4 The committee shall decide on the APPOINTMENT of the ARCHITECT for the feasibility study. At this stage the architect must accept the diocesan Standard Terms of Appointment (which should have been sent to him at the time of his invitation to attend the interview). Unless significant problems arise, it is normal to use this architect for the whole project, once diocesan approval has been given.

4.5 There will be a PARISH consultation MEETING with Architect to articulate the requirements of the Parish

4.6 Architect to prepare SKETCH drawings.

4.7 Architect to consult the 'Advisory Committee for LITURGICAL BUILDINGS' for guidance and items to incorporate in the study.

4.8 Architect to present FEASIBILITY STUDY, complete Sketch drawings after consultation with Local Planning Authority, Building Control & Statutory Authorities.

4.9 Committee to appoint QUANTITY SURVEYOR (for feasibility phase) using diocesan standard contract. See appendix D

4.10 Architect (and QS) to formally PRESENT to PARISH drawings, specification & preliminary budget allowing time for feedback.

4.11 Parish formal APPROVAL given.

4.12 CAPITAL PROJECT APPLICATION form submitted to Diocesan Finance and Projects committee (and to the Trustees when over £250K).

4.13 DIOCESAN APPROVAL (F & P and Trustees) received, then proceed.

5 APPOINTMENT OF PROFESSIONAL CONSULTANTS

5.1 Unless problems have arisen, the parish will probably prefer to continue to use the services of the ARCHITECT and QUANTITY SURVEYOR that produced and presented the Feasibility study. The diocesan standard form of contract must be used and the fees negotiated by the diocesan surveyor.

5.2 The diocesan surveyor will negotiate the contracts with all other CONSULTANTS identified as being necessary for the successful completion of this project. These will include: Structural Engineer, Highways consultant, Transport & Traffic consultant, Ecological consultant, Planning supervisor, Engineering (Mechanical & Electrical), Site survey engineer, Arborculturalist, Sound & Lighting engineer. Others may be employed as the project demands.

5.3 The DIOCESAN FORM OF CONTRACT must be used. See appendix D.

5.4 The diocesan standard FORM OF WARRANTY must also be used in all contracts with consultants. See appendix E

5.5 PAYMENT OF FEES will be based on the schedule of payments set out in each of the consultants' contracts.

5.6 ADDITIONAL WORK. No additional work may be carried out by a consultant without written instruction from TradCo. If work, in addition to the contract, is identified, then the parish or LPA must obtain a quotation and ask TradCo to raise a contract amendment.

6 DETAILED PLANNING

6.1 Prepare a DETAILED SPECIFICATION in conjunction with the Architect. This can be by means of room data sheets (see appendix) or other such other system as the Architect may recommend. It is essential to cover all of the works required by the parish in the building; this will be used by the Quantity Surveyor for the cost check before tender process. When the completed building is handed over to the parish, this document should be used as a room by room handover list.

6.2 Detailed SITE INVESTIGATION. This should include: - checking the location and availability and sufficiency of all public utilities, trial holes or bore hole reports of all areas of construction including future car parks, invasive investigation of existing buildings where alterations are to be carried out.

6.3 Where the project is an alteration to be made to a Church (rather than other buildings), the Chairman of the DIOCESAN LITURGICAL COMMISSION should be consulted for approval.

6.4 Where works are required to Listed Churches the approval of the HISTORIC CHURCHES COMMITTEE will be required. Listed Building Consent will also be required from the Local Planning Authority.

6.5 Where alterations are to be made to other LISTED BUILDINGS, other than Churches, Listed Building Consent will be required from the Local Planning Authority.

6.6 Where alterations are to be made to the Church, within a CONSERVATION AREA, the Diocesan Surveyor should be consulted.

6.7 Architect to consult 'HISTORIC CHURCHES Committee' where applicable.

6.8 Architect to ensure outline approval from the Diocesan Liturgical Buildings Advisory Committee - that the design meets all liturgical requirements.

6.9 The architect must make all APPLICATIONS for detailed planning permission and Building Control approval.

6.10 PRE-TENDER ESTIMATE by Quantity Surveyor. It is important to ensure that a sufficient allowance has been made within the estimate for unforeseen works or Contingencies. For a new building on a green field site this should be at least 5% and for works of alterations a minimum of 10%.

6.11 If the pre-tender estimate is within budget it should be submitted to the Diocesan FINANCE AND PROJECTS committee as a reminder of the cash requirement and the time-scale. If the estimate is above budget the committee must submit an additional report showing how additional funds are to be raised.

6.12 LOAN. If the committee is seeking a loan, a separate application must be made to the diocesan Finance and Projects committee.

7 OBTAINING TENDERS

7.1 FORM OF CONTRACT will be the conventional "Competitive Tender" with bills of quantity. "Two Stage" or "Develop and Construct" have been considered. The diocese does not consider these other forms suitable for large church projects.

7.2 Parish, Architect and Diocese to SELECT Contractors for Tender List.

7.3 TENDER PERIOD should be agreed at the same time.

7.4 Conventionally at Midday on the day of return of the tenders they are OPENED, at the Department of Finance, in the presence of witnesses.

7.5 Within a week of tender opening the QS submits a written report to parish committee. This TENDER REPORT makes recommendations about the contractor and, if necessary, any actions required to bring the cost within budget.

- 7.6 There will be a final committee CONSULTATION meeting with Architect.
- 7.7 WRITTEN APPROVAL, of the church design, to be given by the Diocesan Liturgical Buildings Advisory Committee.
- 7.8 Written PARISH APPROVAL is then given to The Secretary to the Trustees to proceed with placing the Contract, subject to the scheme being within budget.
- 7.9 UNSUCCESSFUL TENDERERS must be advised.

8 CONSTRUCTION

- 8.1 Architect (ie lead consultant) to chair and minute MONTHLY SITE MEETINGS. The Parish should have a representative at these meetings.
- 8.2 Architect to send COPY of MINUTES to Finance & Property Department at the Diocese promptly.
- 8.3 Finance & Property Department at the Diocese will ATTEND site meetings on major projects when necessary. This applies, for example, if additional work by consultants or contractor is found to be necessary.
- 8.4 Interim PAYMENTS (or valuations) will normally be monthly in arrears, and will include the appropriate VAT. These will be prepared by the Quantity Surveyor and certified by the Architect.
- 8.5 Only one person in the Parish, either the Co-ordinating Pastor or his designate should have authority to authorize VARIATIONS (or changes).
- 8.6 The Architect, as Agent for the Parish issues variations as "ARCHITECT'S INSTRUCTIONS" . Before variations are issued, they should be costed and the price agreed by the Contractor, prior to the Architect requesting approval from the Parish. All approvals should be in writing by the Parish, or if, in exceptional circumstances, a verbal approval is given because of the urgency, this should be put in writing by the parish immediately.
- 8.7 Monthly COST REPORTS should be provided by the QS. This should indicate ALL expenditure. Included should be all professional fees, local authority and other costs, costs for items outside the building contract (already included in the approved project budget). A member of the project committee must have responsibility for furnishing the QS with any changes to figures monthly.

9 PRACTICAL COMPLETION

9.1 At practical completion the Architect and Parish representative should check the completed works against the agreed room data sheets and the approved drawings, as modified by any variations agreed with the Parish during construction.

9.2 When the contractor has rectified all “snags” they should be “SIGNED OFF” the authorized person.

9.3 The Parish should receive at this time ‘AS BUILT DRAWINGS’ (showing all electrical and mechanical services, drainage etc). They should be in both paper and CD-ROM form. Manuals listing manufacturers of all materials used in the construction, plus guarantees, servicing instructions, etc., and the final Building Regulation Certificate, must also be provided.

9.4 Receipt of ‘as built drawings’ is a condition precedent to the issue of the Practical Completion Certificate as is the HEALTH & SAFETY FILE.

9.5 The PRACTICAL COMPLETION CERTIFICATE should be issued by the architect.

9.6 Half the RETENTION MONIES can then be released.

9.7 The final account should be completed by the Quantity Surveyor within three months of Practical Completion.

9.8 Prior to final agreement of the account with the main contractor, the Quantity Surveyor should inform the parish committee of the final figure and give them any explanation of the contents of the account that they require.

10 END OF DEFECT LIABILITY PERIOD

10.1 The defect liability period is normally 12 months from Practical Completion.

10.2 The Project Committee, with the Architect, must prepare a list of defects, which should be handed to the building contractor before the end of the DLP.

10.3 When these works have been completed, the Architect should inspect them and sign-off the rectifications.

10.4 The Architect should issue the final certificate, which entitles the contractor to release of the remaining retention monies.

DIOCESE OF PORTSMOUTH APPLICATION FOR DIOCESAN LOAN

PARISH			
PROJECT/PURPOSE OF LOAN			
PLANNING APPLICATION DATE		PLANNING APPROVAL DATE	
AMOUNT OF LOAN REQUIRED <i>EXPENDITURE</i> Building Works Professional costs. (Architect, Legal, etc.) Other costs. Contingencies. <u>Total</u>	Cost	VAT	Total
	£	£	£
<i>LESS Own resources to be used.</i>			
Net shortfall to be covered by Loan			
PROJECT TO BE COMPLETED BY (Date)			
PROPOSED REPAYMENT PLAN (Not normally more than 7 years).			
Monthly payments of	£	for	
		months making a total of	£
Repayment Total A			
MONTHLY REPAYMENTS ON EXISTING LOAN (S)			
Monthly payments of	£	for	
Monthly payments of	£	for	
Total	£		£
Repayment Total B			
TOTAL OVERALL MONTHLY REPAYMENTS NOW PROPOSED.			
(Including interest if applicable).			
Repayment Total A + Repayment Total B			£
ABILITY OF PARISH TO RAISE FUNDS		Year	Surplus / (Deficit)
Surplus before exceptional Income & Expenditure in last 3 financial years.			£
			£
			£
3 year financial budget forecast attached. If NO when will forecast be available? Date of last Quinquennial Inspection. Estimated cost of Quinquennial works not yet budgeted		YES	NO
		£	
Parish Priest.....		Parish Finance Chairman.....	

Hardcopy or MSExcel versions of this form are available from the department of Finance & Property.

Appendix B

Room/Area Data Sheet

Room/Area

Name

Ref:

General Description

Persons using area

Special qualities
Or facilities

Layout features

Critical dimensions/
Spatial relationships

Relationships to other
Rooms/activities

Finishes/Fixtures/
Loose equipment

Lighting/power/
ventilation/heating/
Cooling etc

Security/locking/
Suiting of ironmongery

Questions to ask yourself

The function of this space is to....

The form of this space should provide....

The form of this space should not encourage....

Avoid offering solutions.

Appendix C

The Work of the Project Committee

1. Committee Organisation, Mechanisms and Behaviour

- Agree terms of reference, life of committee and method of making decisions.
- Review skills available.
- Chairman/Facilitator, secretary, portfolios.
- Location, facilities, frequency of meetings.
- Accountable to:
 - Itself as a group
 - The parish community and the Larger Pastoral Area
 - The diocesan offices and members
- Re-consider dedication of church and mission statement

2. Communications

- Establish means to maintain good two-way communications with:
 - LPA
 - Parish community
 - Diocesan offices
 - School
 - Other parties
- Manage community relations and rumours
- Be responsible for press articles e.g. *Portsmouth People* and *Church Building*
- Agree communication procedures with Architect/Lead Consultant/ Project Manager
- Be responsible for printing, publications, display boards, newsletters, bulletins and educational material

3. Liturgy

- Gather information and advise on liturgical / worship and devotional space requirements
- Organize liturgies as markers along the way e.g.
 - Celebration of parish history / launch of fund raising drive
 - Ground breaking
 - Laying foundation stone
 - Topping out
 - Move from existing church / first mass
 - Rite of Dedication of new church
- Organize prayer for the process (refer to PPC)
- Facilitate the implementation of the liturgy in the new worship space

4. Finance and Legal

- Investigate and manage fund raising strategies and methods. E.g. pledges, grant aid, memorials, collection methods, professional fund raising advice
- Health and Safety
- Professional and artists contracts (by Diocesan Surveyor)
- Building contracts and insurance (by Diocesan Surveyor)

5. Mission and Fellowship

- Continue and expand formation in relation to new church facilities
- Gather information and advise on parish requirements in terms of activities and space E.g. education / catechists, committee room, meeting rooms, parish offices, print rooms, kitchen, storage
- Define resources required
- Determine lettings / use policy, booking regime
- Kitchen and resources control
- Liturgical use of these spaces

6. Design Development

- Agree master plan (siting arrangements)
- Brief development phase 1 (Schedule of accommodation) in collaboration with diocese. Areas: Church, Mission, Administration, Ancillary, Presbytery
- Brief development phase 2 (Detailed requirements)
- Approval of full written brief
- Agreeing detailed design
- Liturgical art, fixtures, and decorations
- Selection / choice of materials
- Accessibility particularly for the disabled, and physical hospitality
- Exterior shrines
- Removals from old church

7. Environment and Maintenance

- Seasonal decorations
- Exterior environment:
 - Landscaping, planting, signage, parking, cycle storage, walkways, lighting, floodlighting, exterior gathering area, fire-pit, Pond, Gardening equipment
- Monitor buildings and their systems for twelve months after occupancy and to maintain a list of snags and defects
- Ensure the building manual is complete and readily accessible

8. Pastor Care

- Ensure the proper provision of facilities for the priest

Appendix D

Standard Form of appointment for any of the following:

Architect
Quantity Surveyor
Structural Engineer
Mechanical and Electrical engineer
Highways consultant
Ecological Consultant
Planning Supervisor
Site survey engineer
Sound and lighting engineer
Arborculturalist
etc

Generally the contract will be established by the diocesan Department of Finance and Property which will use the appropriate form

Appendix E

The Diocesan form of warranty for all consultants

Generally the contract will be established by the diocesan Department of Finance and Property which will use the appropriate form

CHANGE LIST

28TH March 2007

Paragraph

- 4.9 New paragraph added “Architect to ensure..” and reference in contents
Old 4.9 to 4.15 renumbered as 4.10 to 4.16
- 6.3 Title in Contents corrected: “ Diocesan Liturgical Building....”
- 7.7 New paragraph added “Written Approval...” and reference in contents
Old 7.7 & 7.8 renumbered as 7.8 & 7.9

19th June 2007

- 5.6 New Paragraph added “Additional Work...”
- 6.3” for approval” added
- 8.3 When necessary. “This applies, for example...” added
- 11.4 In Contents:”and all other consultants...” added in middle of paragraph.

19th February 2008

- 4.2 ...agreed “in”of “brief” and..... added
- 4.4 Last sentence added: “Unless.....has been given.”
- 4.8 to 4.10 moved and inserted after old 6.6 with minor changes. Refs 6.7 etc now 6.9 etc
- 5.1 “The parish.....prjects starts.” Sentence inserted before: The diocesan.....

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