



PHASES OF NEW CONSTRUCTION / MAJOR RENOVATION PROJECTS

Diocesan Office of Design & Construction

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DESCRIPTION	<p>PROJECT INITIATION</p> <p>2 - 3 Months (est.)</p> <p>Evaluation of the entity's needs and funding source(s). Solicit proposals from pre-approved design professionals to create initial programming and design</p> <p>No DFC approval required</p>	<p>SCHEMATIC DESIGN & PRELIMINARY BUDGET</p> <p>4 - 7 Months (est.)</p> <p>Create preliminary design concepts and confirm the estimated project cost is within the entity's financial capacity</p> <p>DFC approval required to begin this step</p>	<p>CONSTRUCTION DOCS, PERMITTING & BIDDING</p> <p>6 - 12 Months (est.)</p> <p>Further develop the schematic design with detailed drawings and specifications to be used for permitting and general contractor bidding</p> <p>DFC approval required to begin this step</p>	<p>CONSTRUCTION</p> <p>9 - 18 Months (est.)</p> <p>Upon receipt of permits, construct the new space and prepare it for occupancy</p> <p>DFC approval required to begin this step</p>	<p>WARRANTY & MAINTENANCE</p> <p>12 Months</p> <p>Proactively monitor the new space for any warranty items or defects in the design or construction. Ensure proper preventative maintenance plans are established</p> <p>No DFC approval required</p>
DESIGN & CONSTRUCTION	<p>Entity to contact the Office of Design & Construction to review proposed project.</p> <p>Review, create, or update campus masterplan as needed. Confirm proposed project is consistent with the masterplan, including the priority order of building construction.</p> <p>Recommend entity create Building Committee with 3 to 5 members</p> <p>Obtain proposals for architectural and engineering services and select preferred design professionals</p>	<p>Contract with architect and other design professionals to create the following items that meet the needs and financial capacity of the entity:</p> <ol style="list-style-type: none"> 1. Project programming (uses) 2. Preliminary project schedule 3. Schematic design drawings 4. Color renderings <i>(if needed)</i> 5. Preliminary third-party cost estimate 	<p>Contract with architect and other design professionals to create Design Development Documents (DDs) and Construction Documents (CDs)</p> <p>DDs and CDs are used to apply for permits and to solicit proposals from general contractors</p> <p>Interview general contractors, make selection, and finalize project budget</p>	<p>Contract with general contractor. Create purchase orders for Owner Direct Purchases</p> <p>Upon receipt of permits, conduct ground-breaking ceremony and begin site development and construction</p> <p>Final walkthrough / punch list</p> <p>Certificate of Occupancy / Blessing or dedication</p> <p>Final payment, lien releases, closeout</p>	<p>Closeout documentation and record retention</p> <p>Respond to warranty items as they arise</p> <p>Conduct 11-month warranty walk-through</p> <p>Ongoing maintenance during and after warranty period</p>
FINANCE	<p>Confirm entity's financial capacity for the project with the Office of Finance. Confirm whether project funding will require a capital campaign</p>	<p>Confirm preliminary cost estimate is within the entity's financial capacity</p>	<p>Update underwriting to finalize funding for the projects (cash, loan, fundraising)</p>	<p>Process payments to General Contractor and other vendors during construction</p>	<p>Review final project actual costs vs. approved budget</p>
FUNDRAISING	<p>Notify CFOCF to discuss capital campaign process and timeline <i>(if applicable)</i>. Determine whether a wealth screen or feasibility study will be required</p>	<p>Provide Schematic Design rendering and preliminary budget to CFOCF. CFOCF to conduct wealth screen / feasibility study to confirm fundraising capacity and provide proposal for capital campaign</p>	<p>Capital campaign begins. Once an acceptable amount of funds has been donated or pledged <i>(as determined by Office of Finance)</i>, proceed to Step 4</p>	<p>Capital campaign pledges and redemptions</p>	<p>Capital campaign pledges and redemptions</p>