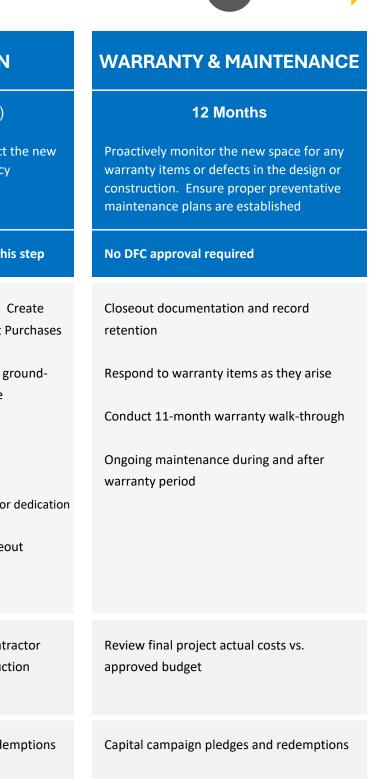


## PHASES OF NEW CONSTRUCTION / MAJOR RENOVATION PROJECTS

Diocesan Office of Design & Construction

		2	3	4
	PROJECT INITIATION	SCHEMATIC DESIGN & PRELIMINARY BUDGET	CONSTRUCTION DOCS, PERMITTING & BIDDING	CONSTRUCTION
DESCRIPTION	<b>2 - 3 Months</b> (est.)	4 - 7 Months (est.)	6 - 12 Months (est.)	<b>9 - 18 Months</b> (est.)
	Evaluation of the entity's needs and funding source(s). Solicit proposals from pre- approved design professionals to create initial programming and design	Create preliminary design concepts and confirm the estimated project cost is within the entity's financial capacity	Further develop the schematic design with detailed drawings and specifications to be used for permitting and general contractor bidding	Upon receipt of permits, construct the space and prepare it for occupancy
	No DFC approval required	DFC approval required to begin this step	DFC approval required to begin this step	DFC approval required to begin this s
DESIGN & CONSTRUCTION	Entity to contact the Office of Design & Construction to review proposed project.	Contract with architect and other design professionals to create the following items	Contract with architect and other design professionals to create Design Development	Contract with general contractor. Cre purchase orders for Owner Direct Pur
	Review, create, or update campus masterplan	that meet the needs and financial capacity of the entity:	Documents (DDs) and Construction Documents (CDs)	Upon receipt of permits, conduct grou
	as needed. Confirm proposed project is consistent with the masterplan, including	1. Project programming (uses)	DDs and CDs are used to apply for permits	breaking ceremony and begin site development and construction
	the priority order of building construction.	<ol> <li>Preliminary project schedule</li> <li>Schematic design drawings</li> </ol>	and to solicit proposals from general contractors	Final walkthrough / punch list
	Recommend entity create Building Committee with 3 to 5 members	<ol> <li>Color renderings (<i>if needed</i>)</li> <li>Preliminary third-party cost estimate</li> </ol>	Interview general contractors, make	Certificate of Occupancy / Blessing or de
	Obtain proposals for architectural and		selection, and finalize project budget	Final payment, lien releases, closeout
	engineering services and select preferred design professionals			
FINANCE	Confirm entity's financial capacity for the project with the Office of Finance. Confirm	Confirm preliminary cost estimate is within the entity's financial capacity	Update underwriting to finalize funding for the projects (cash, loan, fundraising)	Process payments to General Contrac and other vendors during constructio
	whether project funding will require a capital campaign	within the entity's mancial capacity	for the projects (cash, loan, fundraising)	and other vehicors during constructio
FUNDRAISING	Notify CFOCF to discuss capital campaign	Provide Schematic Design rendering and	Capital campaign begins. Once an acceptable	Capital campaign pledges and redem
	process and timeline <i>(if applicable)</i> . Determine whether a wealth screen or feasibility study will be required	preliminary budget to CFOCF. CFOCF to conduct wealth screen / feasibility study to confirm fundraising capacity and provide proposal for capital campaign	amount of funds has been donated or pledged ( <i>as determined by Office of Finance</i> ) , proceed to Step 4	
Ē		Proposalio, odkital odlihajPij		



5