

ARCHDIOCESE OF BOSTON

**POLICY CONCERNING CONSTRUCTION/MAINTENANCE/RENOVATION
OF ARCHDIOCESAN/PARISH PROPERTIES**

SEPTEMBER 1, 1986

1. In line with the responsibility all Pastors/Administrators/Team Ministries bear in being steward of funds entrusted to their care for the maintenance of Church property and the funding of parochial apostolates, etc., has as its total project estimated cost of \$7,500 or more:
 - a) the use of the services of Archdiocesan Engineering Department is required;
 - b) presentation of recommended work is to be made to the Archdiocesan Building Commission; and
 - c) contracts between "Roman Catholic Archbishop of Boston, a Corporation Sole" and the contractor/vendor are to be written with execution by His Eminence, the Cardinal, his Vicar for Administration, or the Chancellor.
2. The Archdiocesan Engineering Department will assist by:
 - a) developing with the Pastor/Administrator/Parish Team Ministry, and the local committee specifications for work needed;
 - b) contacting appropriate "approval bidders" for proposals to do the work specified;
 - c) arranging for parish project to be presented to the Archdiocesan Building Commission for approval of work requested and for the allocation of all funds for the project.
3. When projects of renovation or new construction involve the interior of churches/chapels/sacred places, especially within the Sanctuary, consultation with the Office of Worship/Archdiocesan Liturgical Commission is required, prior to any solicitation of bids, proposals from contractors.
4. When there is emergency need "Direct Reduction Loans" which a parish can afford are to be negotiated/arranged between the Pastor/Administrator/Parish Team Ministry and the Chancellor.
5. Union Policy of the Archdiocese of Boston in regards all construction, whether maintenance, renovation or new construction:
 - a) all Archdiocesan work for repair, renovation or new construction shall be performed by contractors employing union workmen/women under a "signed labor agreement."
 - b) exception to this policy may be granted in specific cases, up to but not over \$50,000 for the total parish project.
 - Allowance of submission of bids by approved non-union companies will be by individual exception, upon the receipt of a letter to the Chancellor noting pastoral circumstances that justify such an exception.

- The Pastor/Administrator/Team Ministry's request will include the name(s) of contractor(s) to be invited to bid, together with notice of their being in business for more than five years, and with the statement of insurance coverage for public liability, property damage, etc.

- c) In those cases where qualified non-union contractors are allowed to bid on projects under \$50,000 at least one or more qualified union contractors are to be included in the bid list.
- d) The Archdiocese avoids dealing with "double breasted" contracting firms, who maintain two legally separate companies - one working under signed union labor agreements, the other as "open shop." Special care must be had in contracts over \$50,000 total projects cost.

6. Method of securing "approved bidder" status for work by the Roman Catholic Archbishop of Boston, a Corporation Sole:

- a) submission of completed "AIA Qualification Form for General Contractors" with copies of signed Labor agreements with the trades employed;
- b) submission by contractor of appropriate Insurance Certificates(s); references; and if not union: wage and benefit package for employees.
- c) Once documentation has been submitted, review is made by the Manager of the Chancery Engineering Department, with his staff, for recommendation to the Archdiocesan Building Commission.

NB: There will be two lists of contractors:

- (1) Fully Union Companies - eligible for bidding on all RCAB projects;
- (2) Non-Union Companies - by exception, eligible to bid on projects totalling less than \$50,000, if requested by the Pastor/Administration/Team Ministry.

7. At the conclusion of all projects, the Pastor/Administrator/Team Ministry will complete a "Project Evaluation Form" provided by the Archdiocesan Building Commission Consultant/Archdiocesan Engineering Department person.

In those projects where there is a hired architect, hired "clerk of the works" or specific request of the pastor: a "punch list" inspection/evaluation will be made.

8. This policy is effective in the Archdiocese of Boston on September 1, 1986. This policy will be reviewed at the end of one year.