

St. Barnabas Construction Project Guidelines and Requirements

The policy of St. Barnabas is that all major physical resource improvements be brought to the Physical Resource Committee. The policy of The Archdiocese is that the Pastor consults with the Parish Finance Council on any commitments of parish resources over \$10,000. St. Barnabas reserves the right of prior approval for all contractors and subcontractors, architects, and engineers, and strict right of review, approval, and supervision of all construction procedures and operations.

- The General Contractor will supply a detailed contract that will spell out that the work is warranted and will be done in a workman like manner, and that they agree to indemnify us from various happenings, etc.
- **Certificates of insurance are required for all trades doing work at St. Barnabas (see below) and must be on file with the parish before the start of any work.**
- All construction jobs must have a building permit and done to city code. The general contractor is responsible for applying for and posting the permit at the job site and must supply St. Barnabas with the original permit.
- All design plans tendered for construction and permitting must be stamped by a licensed Illinois architect.
- All design details (colors, wall coverings, finishes, etc.) must be approved by St. Barnabas Physical Resource Committee.
- Hours for construction activity must be coordinated with St. Barnabas. Construction material must be stored within an area designated by the parish and the general contractors and subcontractors must remove garbage. Furthermore, the general contractor must arrange with approved waste handlers to supply dumpsters as needed for the removal of debris.
- The general contractor will also be required to furnish a signed sworn statement, overall waiver and supply both partial and final lien waivers, as applicable for all subcontractors upon submitting invoices.
- The payment schedule determined by the contractor should be tiered, such as:

20% at time of permit approval
30% at time of initial mobilization
30% at 80% completion
10% at completion
10% retention paid at sign off of final punch list

Certificates of Insurance

In regards to certificates of insurance, all contractors, sub-contractors and vendors performing work at St. Barnabas must have the following levels of insurance coverage:

Minimum Requirements:	General Liability - \$2 million Automobile Liability - \$1 million Excess Liability - \$5 million Workers Compensation and Employers Liability - \$500,000
Additional Insured:	St. Barnabas
Certificate Holder	St. Barnabas