

Archdiocese of Seattle
Property and Construction Services (PCS)

Thresholds for Small Project Review and Contracting

PCS supports parishes, schools, and Archdiocesan Agencies with their small construction projects (typically valued below \$250,000). Below is a summary of the collaboration with PCS.

Consultant Agreements are for professional services (e.g. architect, engineer, consultant) which require Archdiocesan, parish, school and consultant signature. Typically the CCAS consultant agreement is used and prepared by PCS on request

Church Worship Space and Rectory alterations, including church stained glass windows and interior painting must have Archbishop approval in advance of starting the work. These projects are reviewed by the Liturgical Design Review Committee. A Small Project Construction Contract may be required if other criteria fit (see below). Please provide at least 3 months advance notice of these projects because some of them involve review and approval by the Archdiocesan Building Commission (e.g. worship space changes that impact seating arrangement).

Small Project Construction Contracts are required for projects that involve the following:

1. Contract(s) for one project exceed \$25,000.00
2. Work that requires a permit (i.e. electrical, mechanical, building, etc.)
3. Hazardous materials (including asbestos abatement)

Please note: if criteria 1-3 above doesn't apply, a contract can be set up and will benefit the parish.

Small Project Construction Contracts require:

- a) Funds available in parish accounts to cover 100% of the contract amount or financing approved by the PRF.
- b) Licensed/bonded/insured contractors.
- c) Contract signed by contractor, parish, school and CCAS
- d) PCS and parish approval of invoices prior to payment

What are the benefits to collaborating on Agreements and Contracts?

- Facilitate transparency and secure use of parish resources.
- Protects parish investment: a) recourse to others should there be a problem during or after construction and b) documentation to support facility warranties and maintenance.
- Adhere to consumer protections (contract, insurance, lien release, etc.), safety recommended by WA State Labor & Industries. See <https://www.lni.wa.gov/licensing-permits/contractors/hiring-a-contractor/hire-smart-step-by-step#before-you-hire-a-contractor> and comply with regulatory (such as environmental) requirements and local jurisdictions.
- Follows recommendations from CCAS attorney to avoid/mitigate litigation between contractor and owner.

PCS prepares and distributes agreements and contracts to sign via DocuSign email. There are no longer paper versions distributed for signature. E-mails pertaining to these projects are sent to construction@seattlearch.org. If there are any immediate and/or urgent questions, please contact Jeanette Bader at (206) 382-4851 or Gus Ripple at (206) 382-4370.