



**ARCHDIOCESE OF BALTIMORE**  
**PROJECTS LIFECYCLE**

<i>Phase</i>	<i>Activity</i>	<i>Actions</i>
CONCEPT/ FEASIBILITY	The Pastor and pastoral staff discuss with the Parish Council and the Vicar Bishop the need and feasibility of a new construction or renovation project. Building condition assessment and hazardous material survey must be completed as required.	<ul style="list-style-type: none"> <li>▪ Vicar Bishop approval</li> <li>▪ Pastor requests approval from the Archbishop</li> </ul>
I. MASTER PLAN	Document that describes, in narrative and with maps, an overall development concept including both present property uses as well as future land development plans.	<ul style="list-style-type: none"> <li>▪ DFM engages consultant</li> <li>▪ ABC Review</li> </ul>
II. SCHEMATIC DESIGN	Phase of the Architect's services wherein the Architect consults with the owner to ascertain the requirements of the project and prepares schematic design studies consisting of drawings and other documents showing the scale and project components for the owner's approval; and prepares a statement of probable project cost.	<ul style="list-style-type: none"> <li>▪ DFM engages Architect to prepare drawings</li> <li>▪ ABC Review</li> </ul>
III. DESIGN DEVELOPMENT	Phase of the Architect's services wherein the Architect prepares drawings and other presentation documents to fix and describe the size and character of the entire project as to architectural, structural, mechanical and electrical systems, materials and other essentials as may be appropriate; and prepares an updated statement of probable project cost.	<ul style="list-style-type: none"> <li>▪ DFM Project Manager oversees activities</li> <li>▪ ABC Review</li> </ul>
IV. CONSTRUCTION DOCUMENTS	Phase of the Architect's services wherein the Architect prepares working drawings, specifications and bidding information. Depending on the Architect's scope of services, the Architect may assist the owner in the preparation of bidding forms, the conditions of the contract and the form of agreement between the owner and Contractor.	<ul style="list-style-type: none"> <li>▪ Review of CDs at 50% and 95% completion</li> </ul>
V. BIDDING/ PRICING	Documents issued to pre-qualified contractors. Lowest responsible/qualified Contractor selected.	<ul style="list-style-type: none"> <li>▪ Project awarded</li> <li>▪ Contract prepared, reviewed and executed</li> </ul>
VI. CONSTRUCTION	Phase of the Architect's services that includes the Architect's general administration of the construction contract(s).	<ul style="list-style-type: none"> <li>▪ Project delivered by the Contractor</li> </ul>

<p>VII. COMPLETION/ CLOSE-OUT</p>	<p>Finalization of contracting activities. Record Documents provided to owner.</p>	<ul style="list-style-type: none"> <li>▪ Contractor delivers Release of Liens, “As-built” Drawings</li> <li>▪ Architect completes Record Documents</li> </ul>
<p>VIII. PROJECT WARRANTY PERIOD</p>	<p>Project Manager, Architect and Parish representative(s) inspect project approximately nine (9) months after substantial completion and provide list of any defects in writing to the Contractor.</p>	<ul style="list-style-type: none"> <li>▪ Contractor corrects/repairs any defects in the completed work</li> </ul>