

Sierra College

ADMINISTRATIVE PROCEDURE

AP 6350

Contracts - Construction

Date Adopted:	11/09/2004
Date Revised:	04/24/2015
Date Reviewed:	04/24/2015
References:	Accreditation Standard IIC2f; California Public Contracts Code Sections 20650 et seq., and 22000 et seq.; Education Code Section 81800

The Director of Facilities and Construction shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of District-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Director of Facilities and Construction shall be responsible for preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs.

The preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, shall be submitted to the Board of Trustees for approval and authorization to proceed with the working drawings and specifications. Upon completion, the working drawings, specifications and revised cost estimates, if any, will be submitted for approval to the California Community Colleges Chancellor's Office and the State Department of General Services, as required by statute, in the name of the Board.

The final working drawings and specifications, approved by the State Department of General Services and the California Community College Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Board for adoption.

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP6340)

The Chief Business Officer shall be responsible for approving change orders for major construction projects that are less than 10% of the construction contract or less than \$50,000,

subject to subsequent ratification by the Board. Any change orders that are \$50,000 or more or 10% or more of the construction contract must have prior Board approval.

See Board Policy 6340.