

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6
Business and Fiscal Affairs

AP 6350 CONTRACTS RELATING TO CONSTRUCTION

References:

Education Code Section 81800;

Public Contract Code Sections 20650 et seq. and 22000 et seq.

The Chancellor delegates to the Chief Business Officer or designee the responsibilities listed below.

The Chief Business Officer or designee shall plan and oversee new construction, facility alterations and repairs, and leasing of facilities as required for effective District business operations.

The Chief Business Officer or designee shall be responsible for the oversight of the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval, or for the contracting of third parties to perform such services. This includes the oversight of the planning and programming of new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Chief Business Officer or designee shall be responsible for supervising the preparation of drawings and specifications for new buildings, leased facilities, additions, major alterations and improvements of buildings and grounds together with estimates of costs, or for the contracting of third parties to perform such services subject to subsequent ratification by the Board of Trustees.

The Chief Business Officer or designee shall ensure that preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, are submitted to the Board of Trustees for approval and authorization to proceed with the working drawings and specifications. Upon completion of preliminary planning, the Chief Business Officer or designee shall ensure that working drawings, specifications, and revised cost estimates, if any, are submitted for approval to the State Chancellor's Office and the State Department of General Services as required by statute.

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 of Trustees for adoption.

The letting of contracts for construction shall comply with applicable law, Board policy and administrative procedures for contracts that exceed the statutory minimums for competitive bidding (See AP 6340 Bids and Contracts).

Ratified December 2, 2013