

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 Vice Chancellor of Finance and Administrative Services or designee the responsibilities listed below:

1. To plan and oversee new construction, as well as facility alterations and repairs.
2. Oversight of the planning and programming of new construction, as well as alterations and repairs of existing plants and for the contracting of third parties to perform such services.
3. 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, and for the contracting of third parties to perform such services subject to subsequent ratification by the Board.
4. Ensuring that preliminary drawings, which shall cover all proposed facilities together with construction cost estimates, are submitted to the Board for approval and authorization to proceed.
5. Upon completion of preliminary planning, ensuring 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 law.

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 applicable law, and with Board Policies and Administrative Procedures for contracts that exceed the statutory minimums for competitive bidding (See AP 6340 Bids and Contracts).

Ratified December 2, 2013

Ratified June 18, 2025