

**AP 6350 CONTRACTS – CAPITAL CONSTRUCTION**

**References:**

Education Code Section 81800;

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

The Chief of Staff and Facilities Development and/or the College Vice President of Business Services shall be responsible for the planning, programming and applicable approvals of new construction, alterations and repairs of existing plants, and leasing of facilities. 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 Chief of Staff and Facilities Development and/or the College Vice President of Business Services 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, including fixtures, furniture and equipment, if any, will be submitted for approval to the Board of Trustees and the California Community Colleges Chancellor's Office and/or the State Department of General Services as required by statute in the name of the Board of Trustees.

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

The letting of contracts for construction shall comply with procedures of the District regarding contracts that exceed the statutory minimums for competitive bidding. (See AP 6340)

Office of Primary Responsibility: Chief of Staff and Facilities Development

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Administrative Approval: March 29, 2010

Revised: April, 2014 (job titles only)