

**FINANCE AND ADMINISTRATIVE SERVICES**

**AP 6350 CONTRACTS – CONSTRUCTION**

**References:**

Education Code Section 81800;

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

The Facilities Office shall be responsible for the planning and programming 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 Facilities Office 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 Governing Board 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 Governing Board.

The final working drawings and specifications, approved by the State Department of General Services and the California Community Colleges Chancellor's Office, together with revised estimates, if any, shall then be submitted to the Governing 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 AP 6340 titled Bids and Contracts)

Office of Primary Responsibility: Finance and Administrative Services