

Business and Fiscal Affairs

BP 6600 CAPITAL CONSTRUCTION

Reference(s):

Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

The Chancellor is responsible for planning and administrative management of the district's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The Vice Chancellor, Educational Services and Facilities shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Vice Chancellor, Business Services shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

This policy expresses the requirements of the district with respect to the administration of construction projects.

Construction projects shall be required to have the following documents at the site:

The contractor shall maintain at the site for the owner one record copy of all drawings, specifications, addenda, change orders and other modifications, in good order and marked currently "to record all changes made during construction", and approved shop drawings, product data and samples.

These shall be available and delivered to the architect for review and approval and shall be forwarded to the owner upon completion of the work.

Construction projects that include sanitary sewers, storm drain systems, water lines and similar underground utilities shall be required, in addition, the contractor engage a licensed surveyor to conduct field verification during construction and provide exact built conditions with invert locations and elevations and cross sections of joint utility trenches. These exact built drawings shall be delivered to the owner via the architect upon completion of work.

All bid documents and specifications shall reflect this policy and prospective bidders will be specifically advised of this requirement, relative to record drawings, during the pre-bid conference.

Also see BP 6340 Contracts

Adopted: September 15, 2015

Board Reviewed: June 18, 2024