

## **Implementing Procedures for the Control of Major and Minor Construction Projects**

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**AP 3213**

The Chancellor will ensure that the following precautions are taken in the pre-bid and bid process:

1. cost estimate updates shall accompany each phase of architectural development that comes to the Board for approval.
2. an appropriate contingency, generally about 5 to 9 percent of the estimated construction cost, shall be included in estimates;
3. both additive and deductive alternates may be included in the bid documents.

Once the project is under construction, the Chancellor will assure that the following guidelines are followed:

1. a Districtwide Executive Leadership Team shall be formed to monitor progress, change orders, and expenditures to keep costs within the construction contracts and the project budget for projects in excess of \$1 million. The colleges shall establish their own review and approval processes through College Council (De Anza) or President's Cabinet (Foothill);
2. the Team will be formed and will serve until the project Measure C and Measure E construction projects are completed;
3. the Team shall meet as often as necessary to perform its oversight function and to facilitate and to expedite construction;
4. the Vice Chancellor, Business Services will make at least quarterly reports to the Trustees, the Audit & Finance Committee and the Citizens Bond Oversight Committee;
5. in order to avoid expensive delays, the Chancellor, the Vice Chancellor Business Services and the Executive Director Facilities Operations and Construction, may authorize proposed change orders (PCO's) which are less than \$50,000 and immediate need to proceed exists; these proposed change orders, once approved by one of the above designated positions, can be grouped together and presented to the board for ratification;
6. the Chancellor with the advice of the Executive Director Facilities Construction and Operations must seek Board approval of changes orders over \$50,000;
7. all costs that fall outside of change order, such as consultants and testing, must also be reviewed by the CCRC and approved by the Board.

*Foothill-De Anza Community College District  
Administrative Procedures*

*See Board Policy 3213, "Control of Major Construction Project Costs and Approval of Construction Change Orders"*

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