

Implementing Procedures for the Control of Major and Minor Construction Projects

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 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 Capital Construction Review Committee (CCRC) 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.
2. the Committee will be formed in time to review bids received and will serve until the project is completed;
3. the Committee shall meet as often as necessary to perform its oversight function and properly to facilitate and to expedite construction;
4. the Committee will make monthly progress reports to appropriate college and District groups, the Chancellor's Advisory Council, and at least quarterly reports to the Trustees;
5. in order to avoid expensive delays, the Chancellor, his designee, or the Construction Manager, with the Director of Operations approval, may authorize change orders which are less than \$50,000 and immediate need to proceed exists; the Chancellor with the advice of the CCRC must seek Board approval of changes orders over \$50,000;
6. 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.

The CCRC will forward a final report to the Board and other appropriate groups on the costs of the completed project.

Foothill-De Anza Community College District
Board Policy Manual — Administrative Procedures

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

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