

# ADMINISTRATIVE REGULATION 6350

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS AND FISCAL AFFAIRS

## CONTRACTS - CONSTRUCTION

The Vice Chancellor of Business Services or designee shall be responsible for the planning and programming of new construction, alterations and repairs of existing plants, and leasing of facilities that require state approval. This includes the planning and programming of college-initiated new construction, additions to existing plants, and major alterations and repairs of buildings and grounds.

The Vice Chancellor of Business Services or designee 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 Vice Chancellor of Business Services and college president 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 in the name of the Board of Trustees for approval to the California Community College Chancellor's Office (for projects that are State funded only) and the State Department of General Services as required by statute.

The final working drawings and specifications, approved by the State Department of General Services and the California Community College Chancellor's Office (if required), together with revised estimates, if any, shall then be submitted to the Vice Chancellor of Business Services 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 Administrative Regulation 6340 – *Purchasing, Contracts, and Bids* and Administrative Regulation 6345 – *Bids and Contracts Utilizing CUPCAA*)

### *References:*

*Education Code Section 81800;*

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

*Accreditation Standards III.B.1, III.B.2, III.B.3, and III.D.16*