



Book	Administrative Procedures
Section	Chapter 6 - Business and Fiscal Affairs (including former Article 3 - Business, Operations, Systems and Facilities)
Title	Implementing Procedures for the Control of Major and Minor Construction Projects
Number	AP 3213
Status	Active
Adopted	April 20, 1992
Last Revised	August 27, 2007

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.

[See Board Policy 3213 Control of Major Construction Project Costs and Approval of Construction Change Orders](#)

Reviewed 4/20/92, 8/16/99

Amended 8/16/99; 8/27/07