

Compliance with Law

The Superintendent or designee shall establish procedures that ensure that all school facilities within the District comply with applicable laws and local building codes.

Construction Contracts

Delivery /
Procurement
Method

For each construction contract valued at or above \$50,000 in the aggregate, except as noted below for job-order contracts, the Board designates the competitive sealed proposal project delivery procurement method as the default "best value" method. The Board determines that the competitive sealed proposal procurement method offers the most flexibility to the District in procuring a final best value purchase through direct negotiations with the offeror as permitted under state law.

Those services that qualify for procurement as job-order contracts shall be procured in accordance with the provisions of state law. The Board determines that procurement of qualifying facilities construction or repair through job-order contracts provides for the time-liest completion of construction or repairs. [See CVF]

If any other project delivery procurement method is to be employed, the Superintendent or designee shall first recommend the same to the Board for its approval.

[See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

Approval Authority

For construction contracts valued at or above \$100,000 in the aggregate, the Superintendent or designee shall recommend to the Board for its approval the contract award the Superintendent or designee determines provides the best value to the District. [See CV series generally and CBB(LEGAL) for requirements if federal funds are involved.]

The Board authorizes the Superintendent or designee to approve contracts for lesser expenditures for construction and construction-related materials or services. No fewer than three telephone quotes for contracts less than \$50,000 shall be obtained, unless more formal procurement procedures are required by law. All such purchases shall be consistent with law and policy. [See also CH and CBB(LEGAL)]

Change Orders

Change orders permitted by law shall be approved prior to any changes being made in the approved plans or the actual construction of the facility.

Individual Change
Orders

The Superintendent or designee shall be authorized to approve individual change orders for an adjustment of cost less than \$50,000. Change orders for an adjustment of cost greater than or equal to \$50,000 shall require Board approval. All change orders approved

FACILITIES CONSTRUCTION

CV
(LOCAL)

by the Superintendent or designee in excess of \$500 and less than \$50,000 shall be reported to the Board quarterly.

Aggregate Change Orders

The Superintendent or designee shall approve change orders when the aggregate amount of the changes is 15 percent or less of the original contract value. Changes in the aggregate above 15 percent of the original contract value shall require Board approval.

Time Extensions

Changes to the construction time exceeding 30 days in the aggregate or individually shall be presented to the Board for approval. All change orders approved by the Superintendent or designee for time extensions of less than 30 days shall be reported to the Board quarterly.

Project Administration

All construction projects shall be administered by the Superintendent or designee, who shall keep the Board informed on the progress of the construction projects and shall provide information to the general public. It is the Board's goal that change orders to construction contract amounts be maintained at an overall program rate of five percent or less.

Final Payment

The District shall not make final payments for construction or the supervision of construction until the work has been completed and the Board has accepted the work.

Bond for Insured Loss

The Board discourages submission of bids or proposals for which a subcontractor is performing 100 percent of the work and would not itself be able to provide the payment and performance bonds necessary for the project if it were the prime contractor.

School Facility Planning and Construction

The facilities department shall coordinate facility planning with the instructional and administrative staff, and the Board shall be informed on a periodic basis.

Professional Services

The administration shall be authorized to recommend employment of such professional services as needed for architectural and engineering design, appraisals, soil analyses, construction testing services, planning, and other specific job requirements. Fees shall be established at the time of employment.

The Superintendent or designee shall be authorized to enter into such professional service agreements when the fee is valued at less than \$100,000. All professional service contracts approved by the Superintendent shall be reported to the Board quarterly. Board approval shall be required for fees of \$100,000 or more.

Additional Services

The Superintendent or designee shall be authorized to approve additional services for an individual adjustment of cost less than \$50,000. Additional services for an individual adjustment of cost

greater than or equal to \$50,000 shall require Board approval. Additional services approved by the Superintendent or designee in excess of \$500 and less than \$50,000 shall be reported to the Board quarterly.

Aggregate Additional Services

The Superintendent or designee shall approve additional services when the aggregate amount of the additional services is 15 percent or less of the original contract value. Additional services in the aggregate above 15 percent of the original contract value shall require board approval.