



**Kern Community College District
Board Policy**
Chapter 6 – Business and Fiscal Affairs

BP 6600 Capital Construction

References:

Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Note: This policy is **legally required**.

The purpose of providing facilities is to promote planned instructional programs and services.

The Chancellor is responsible for the planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The Chief Financial Officer, or designee, shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Associate Vice Chancellor of Facilities shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Chancellor shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

Capital outlay construction projects provided by general fund monies shall be completed according to a priority listing approved by the Chancellor.

The Board of Trustees must approve the architects for any project that requires bidding.

The Board of Trustees may appoint an architectural firm to perform all services for a campus. The selection will be based on architectural performance both past and present, experience, ability to communicate and access to the principal architects.

Change Orders - No changes in building plans or specifications are to be made before a change order is properly completed and approved by the Chancellor or Chief Financial Officer.

Notices of Completion - The Chancellor or CFO are authorized to file Notice of Completion for construction projects with a total cost of less than \$50,000.

Reduce Retention - The Chancellor or CFO are authorized to reduce retention held from contractor after mid-point of construction to an amount they deem adequate and sufficient to protect the ongoing interests of the District.