

Los Angeles City College Administrative Services "How To" Book	Plant Facilities	VI B-3
How Do I Initiate and Process a Public Project Contract Greater than \$125,000?		

A. Brief Description

Public Projects or works greater than \$125,000.00 (One hundred & twenty five thousand dollars) require formal **bid**. These projects are handled by the College Proposition A/AA Project Management Team, currently, **Harris & Associates**. These projects may include (1) construction, reconstruction, erection, alteration, renovation, improvement, demolition and repair work involving any public owned or leased operated Facilities or (2), the painting or repainting of any publicly owned or leased operated Facilities and paid for by Public Fund. (**California Labor code Section 1720 & Public Contract Code Section 22002 (C)**)

Employees of the District (including those contracted to manage the District’s projects and members of the Board of Trustees shall not have an interest in any contract, other than their individual agreement made by the Board. **Board rule 7100.14**. Any contractor performing work or providing services for the District must certify that there is no discrimination in the contractor’s hiring or employment practices because of sex, race, religious creed, color, ancestry, national origin, physical disability, mental disability, medical condition, marital status, or sexual orientation, except as provided for in section **12940** of the Government Code. All contractors must agree to comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act. In addition, the contractor must agree to require compliance by all subcontractors employed on the work by him/her. **Board rule 7100.12**.

Contractual actions shall be by competitive negotiations and bidding, in compliance with statutes that award to the lowest responsible and responsive bidder meeting the project’s specifications. **Contractors license are verified on the California State License Board website**. The “lowest responsible bidder” is the lowest bidder whose offer responds in quality, fitness and capacity to fulfill and perform the particular requirements set forth by the District, as well as completes the required bidding forms. **Board rule 7102.10**.

Most forms that are required for bidding and facilities projects can be found on the District website @ <http://albacore.laccd.edu/#facilities>. (From the College Network computer). From the College network, the aforementioned link can also be reached by following the procedures below:

1. Log unto the District’s website @ www.laccd.edu,
2. Next, click on the link **Faculty and Staff Resources**,
3. Next, click on the link **Intranet (District Network Only)**,
4. Finally, click on the link **Facilities**.

Subsequent links of the respective forms can be found under their respective title or name.

B. How To

1. The Vice President of Administration, in consultation with the President and the Associate Vice President of Administration for Facilities/Facilities Director, assigns the project to the College Proposition A/AA Project Management Team (Currently Harris & Associates).
2. These projects could be **Scheduled Maintenance Project (Block Grants), College Funded** or **Specially Funded Program**.
3. The College Budget Office verifies the availability of funds
4. The College Project Management Team assigns the project to one of its Project Managers who follows the District or College's procedures in managing the project, as well as solicits invitations to bid. The bidding process is a formal bidding process since the cost of the project is greater than \$125,000.00.
5. The Project Manager assigned to the project, oversees the day-to-day supervision of the project.
6. The Project Manager determines the scope of the project (with the consultation of the college's Vice President, or Associate Vice President of Administration for Facilities/Facilities Director) and prepares the project schedule. The schedule takes into consideration the following:
 - a) Timeline (Advertising if formal, Board Date (for the approval of construction contract), Project duration)
 - b) Identification of utility shutdowns, interruptions, classroom disruptions etc.
7. The Project Manager determines whether inspection (an Inspector of Record (IOR), Special Inspector or In-Plant Inspector) and/or consultant (s) are required. If inspection is needed, the Project Manager completes the Inspector Request Form and submits the request for inspection to the Senior Construction Inspector at the District Office (District Facilities Department), at least 30 days in advance of the commencement of the project.
8. If a consultant (Architect or Engineer) is required, the Project Manager initiates a Facilities Order Form (FOF) with the assistance of the District Facilities staff, in the SAP system. The Facilities Order Form can also be found on the District website @ <http://albacore.laccd.edu/#facilities> from any of the District's network computers. The Facilities Order form (FOF) is used to hire a consultant. (**Government Code Section 53060**). If no consultant is required, the Project Manager develops the specification for the project.
9. If the consultant fee is over \$30k (thirty thousand dollars), the maximum dollar limit required for the use of the Facilities Order Form, FOF, the Project Manager prepares a Board Item with the assistance of the District Facilities staff for the Board of Trustees approval in order for a professional service agreement to be prepared in lieu of the Facilities Order Form, **FOF**.

10. Upon approval by the Board of Trustees, the District Facilities staff generates a professional service agreement via the SAP System to facilitate the utilization of the consultant expertise.
11. The Project Manager prepares the invitation to bid. Publication must be made in a general newspaper fourteen (14) calendar days before the opening of the bids. The invitation to bid must be published at least once a week for two consecutive weeks.
12. The invitation to bid **may** be published on the LACCD website, (optional only). The District Facilities Department must be contacted for any publication on the District website (Facilities).
13. The bid packets are then prepared for the Pre-bid conferences by the Project Manager. **See Section VI-B-4 for contents of the Bid Packet.**
14. A Pre-bid conference (at the discretion of the Project Manager, the Pre-bid Conference could have a required mandatory attendance, if desired) is held where the bid packets are distributed to the prospective bidders. Each contractor present must sign the Pre-bid Conference attendance sheet.
15. At the Pre-bid conference, the following staff or individuals must be present: the Project Manager, the Associate Vice President of Administration for Facilities/Facilities Director, the Consultant, if there is any, the Inspector of Record, if there is any, and the prospective bidders.
16. The bid packets and the specifications are given to the prospective bidders at the pre-bid conference.
17. The Project Manager introduces the staff and provides an overview or scope of the project. If there is a consultant, the consultant explains the scope of the project. If there is an Inspector of Record, the Inspector explains the inspection requirements.
18. A walk through is then made at the job site location by all the parties involved, including the prospective bidders.
19. The bidding contractors submit their bid packages to the College Project Management Team office and the bids are received, as enumerated or required in the invitation to bidders.
20. An independent person opens the bid.
21. The bids are opened in public and each bid is read aloud. **Board Rule 7101.12.**
22. The opened bids are received and analyzed for the lowest bid amount that is most responsive to the project requirements from a responsible contractor.
23. The lowest responsible and responsive bidder is selected. However, the final decision is made by the Project Manager (responsible for the day-to-day supervision of the project).
24. The College Project Management Team Office records its decision, then prepares and sends a Notice of intent to award the contract to the successful bidder. A Notice of Intent to Award the contract to the successful bidder is issued to all bidders submitting bid proposals within 14 (fourteen) calendar days following the opening of the bids. Within this period any bidder wishing to file a bid protest may do so.

25. The Project Manager prepares a Board Item that is submitted to the District Facilities Department for presentation to the Board of Trustees for its approval of the contractor selected.
26. The Board of Trustees awards the contract. **Board Rule 7100.16.**
27. Upon the awarding of the contract, the following procedures are executed and adhered to:
 - a. The Project Manager prepares three copies of the standard contract and obtains the signature of the Executive Director of Facilities Planning and Development at the District Office.
 - b. Upon obtaining the signature of the Executive Director, the three copies of the contract, with copies of the specification and drawings, if there are any, and the Payment and Performance bonds are sent to the Contractor for signatures.
 - c. The Contractor signs the contract and returns one copy to the Project Manager, another copy with the Payment and Performance bond form, to the bonding company, and retains one copy.
 - d. **The contract is mirrored in the District SAP system by the District Facilities staff to facilitate payment by the District Accounts Payable Department.**
 - e. Copy of the document depicting the insurance requirements is then sent to the contractor. The document can also be obtained from the District website @ (<http://albacore.laccd.edu/#facilities>).
 - f. The Board Authorization Letter is prepared and sent to the contractor.
28. The Contractor must return the following before any certification of the contract is made:
 - a. Fully executed contract.
 - b. Bonds (Must be certified at the County Registrar Office by the District Facilities Department).
 - c. Insurance document (Must meet the District approval).
29. The successful bidder has (15) calendar days, from the date of notification, to execute and submit all the required contract documents. If the successful bidder refuses to execute the contract or bonds; or fails to submit the required documents, the College Project Management Team may award the contract to the next lowest most responsible and responsive bidder.
30. Upon the certification of the contract, a preconstruction meeting is then scheduled. Attendees at this meeting should be the Project Manager, Consultant (if hired) Inspector (If required), Contractor and any staff relevant to the project. Written notification should be sent to all participants to provide reasonable advance notice to ensure their attendance.
31. The agenda for the Pre-Construction meeting should include, at least, the following:
 - a. Introduction of all the necessary parties involved in the project.
 - b. Clarification of the responsibilities of each of the parties.

- c. Revision of the "General Conditions" of the specifications that would provide the guidelines for performance and administration of the project.
32. The Project Manager then provides to the Contractor a notice to proceed or commence the project.
33. The Contractor commences the work as agreed in the contract.
34. If there are further changes to the scope of work after the contract is signed and agreed upon, the changes must be made through a change order and approved by the Project Manager and the Board of Trustees.
35. After the contractor completes the project or work, the work has to be inspected either by the Project Manager or the Inspector (if requested.)
36. The Project Manager (CPM), or the Inspector, completes a review or walk-through of the completed project and creates a punch list if necessary. The Project Manager, or the Inspector, then signs off substantial completion date and determines the dates of the final completion, when all outstanding items on the punch list have to be completed.
37. Upon completion of the entire work as provided for in the contract, the Project Manager submits a Board Item via the District Facilities Department for acceptance or approval of the completion of the contract by the Board of Trustees.
38. After acceptance or Board Approval of the Board Item, a Notice of Completion of Contract Form is prepared by the Project Manager. The form must be signed by the Executive Director for Facilities Planning and Development at the District Office and filed with the County Recorder Office. **Board rule 7101.15.**