

METROPOLITAN COMMUNITY COLLEGE

BOARD POLICY

5.05010 BP

CONSTRUCTION PROJECTS

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The effective and efficient progress of capital construction programs for the district colleges is imperative. Therefore, the chancellor shall develop appropriate district procedures which will ensure that the construction projects of the district are implemented in a manner consistent with the building programs in the district's plan.

Such regulations and procedures shall conform to the following guidelines:

- I. Board authorization or approval shall be required for:
 - A. project priorities;
 - B. campus facility master plans;
 - C. campus architectural concept;
 - D. project budget;
 - E. change of project scope;
 - F. project preliminary plans;
 - G. project working, drawing and bid documents;
 - H. project bidding (see item 2 below);
 - I. awarding of bids (see item 3 below);
 - J. change orders (see item 4 below);
 - K. district occupancy of project; and
 - L. notice of completion.

- II. The chancellor is authorized to solicit quotations and/or bids on the following basis:
 - A. If the estimated cost of the entire project is less than \$1,000, bids shall not be required although quotations from three or more contractors shall be solicited from its approved list of bidders when it is determined that a savings shall occur by requesting quotations or bids.
 - B. If the estimated cost of the entire project is more than \$1,000, the district shall cause written competitive bids to be solicited from at least three independent contractors unless otherwise directed by the chancellor.
 - C. If the cost of a project is more than \$2,500, the district shall publicly advertise for two successive weeks in a newspaper of general circulation located within the district for bids on said construction.
 - D. The chancellor shall be authorized to approve construction contracts up to, but not in excess of \$6,000. In case of an emergency the chancellor may waive bidding requirements. Emergency construction projects in excess of \$6,000 will be reported to the board.

- III. The board shall let construction contracts to the lowest responsible bidder complying with the terms of the letting (provided that in all instances the district has the right to reject any and all bids).

In case of a tie bid whereby all other things are equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies, services, and articles mined, produced or grown within the state of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporation, or individuals. Similarly, on all construction projects in case of a tie bid whereby all other things are equal, and when the same can be secured without additional cost over products of other districts, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies, services, and articles mined, produced, or grown within the district, and to all firms, corporations or individuals doing business as district firms, corporations or individuals. In the event that a non Missouri bidder has submitted the apparently lowest responsible bid, the contract will be awarded in accordance with S 34.076, R.S.MO.

- IV. Change orders to a construction contract shall be approved on the following basis:
- A. A change order up to \$5,000 total cost, either addition or subtraction, may be approved by the chancellor providing that the total contingency for the project is not exceeded in emergency situations where the approval is needed prior to the next regular board meeting. Any such action taken shall be reported to the board at the next regular meeting for ratification.
 - B. When a change order exceeds the total contingency fund for a project, the board shall approve the change order before it is executed for the district.
 - C. When a change order alters the scope of a project, the board shall approve the change order before it is executed for the district.
- V. The district operating unit for which the project is being constructed shall be provided an opportunity for making appropriate recommendations as to the functionality of the architectural design during the master plan, concept, and preliminary drawing phases of project development.
- VI. There shall be established procedures which ensure that all communications with the architects and/or contractors shall be through the district operations office.

The chancellor shall report monthly on the progress of construction projects.

Adopted: Board of Trustees
November 14, 1974
Revised: January 13, 1977
Revised: March 15, 1984
(Editorial Corrections 6/20/06)