



CONTRA COSTA COMMUNITY COLLEGE DISTRICT

**PUBLIC WORKS CONSTRUCTION PROJECTS
MATRIX – UPCCAA PROCESS**

(Updated: January 2010)

California Uniform Public Construction Cost Accounting Act
(Public Contract Code Section 22000 et seq)

PUBLIC PROJECTS LESS THAN \$30,000 (Blanket Purchase Order in place within 10 days)

Work may be performed by: PCC Section 22032 (a)	DOCUMENTATION NEEDED	FORMS USED (Available at the Website)	Person / Dept Involved
Force Account (Campus Employees)	Labor Hours Tracking Report (No Bids Required)	Project Ledger Card (Available upon request)	Bldg & Grounds Dept District Office Accounting
Negotiated Contract (Blanket Purchase Order) <i>*Director of Purchasing reserves the right to request additional quotes</i>	<i>*Urgent</i> – One (1) Contractor Proposal / Quote; Routine – Two (2) or Three (3) Proposals / Quotes -Contractor Insurance w/ Endorsement -Required License Status -Prevailing Wage Rates -Board Ratification -W 9 (If new Contractor / Consultant)	- Facilities Request Form - Blanket Purchase Order (DATATEL Entry) - Contractor / Consultant / Supplementary Terms & Conditions - Sample Insurance Endorsement	Facilities – Project Manager Purchasing - Buyer

PUBLIC PROJECTS \$30,000 to \$125,000 (Contract in place within 30 days)

INFORMAL BIDDING PROCEDURES PCC Section 22032 (b)	DOCUMENTATION NEEDED	FORMS USED (Available at the Website)	Person / Dept Involved
Project Initiation Pre-Bid Meeting & Job Walk Newspaper Publication – NOT Required	Plans & Specs (DSA - if applicable) -Prevailing Wage Rates	- Project Information Form (PIF) - Facilities Request Form	Facilities – Project Manager
Bid Notice Bid Opening Contract Award	-Notice Inviting Informal Bids (By Mail) (Pre-Qualified Contractor List (PCC 22034 a, b, c, e) -Bid Tabulation & Bid Evaluation -Board Ratification	- Bid Tabulation Form - Construction Agreement Form	Purchasing - Contracts Purchasing - Admin
Construction Phase Close-Out Phase	Construction Schedule Project Status Meeting Payment Requests / Change Orders	- Facilities Request Form - Change Order Form	Facilities – Project Manager Purchasing – Contracts Coordinator
Notice of Completion	Stop Notice / Release Retention – Release	- NOC Form	Purchasing – Contracts Facilities – Budget Control

PUBLIC PROJECTS OVER \$125,000 (Contract in place within 90 days from Project Newspaper Publication)

Formal Bidding Procedures PCC Section 22032 (c)	Needed Documentation	FORMS USED (Available at the Website)	Person / Dept Involved
Project Initiation Plans & Specifications Newspaper Publication Pre-Bid Meeting / Job Walk Contractor RFI / Addenda	DSA Approved Plans & Specs (PCC 22039) Newspaper / Trade Journals / Builders' Exchange (PCC 22036, 22037) Site Visit Certification -Prevailing Wage Rates	- Facilities Request Form - Certificate of Site Visit	Facilities – Project Manager Purchasing – Contracts
Bid Opening / Evaluation Governing Board Approval Contract Award Escrow Agreement	Bid Tab / Evaluation (Protest Resolution) Board Approval Contract Bonds Contractor Insurance w/ Endorsement	- Bid Tab / Bid Evaluation - Board Report - Agreement Form	Purchasing – Contracts Facilities – Budget Control
Construction Phase Close-Out Phase	Schedule of Values Project Status Meeting Payment Request / Change Order	- Construction Schedule - Facilities Request Form	Facilities – Project Manager
Notice of Completion Governing Board Acceptance Lessons Learned	Notice of Completion - Recordation Board Acceptance Stop Notice / Release Retention (Escrow) Release	- NOC Form - Board Letter - Final Pay Requests	Purchasing - Contracts Facilities – Budget Control

CONSULTANT / PROFESSIONAL SERVICES – RELATED to Public Projects

DOLLAR RANGE	NEEDED DOCUMENTATION	FORMS USED (Available at the Website)	Person / Dept Involved
BELOW \$30,000 (Consultant Agreement approved by: Purchasing Director)			
Service Provider may be SELECTED from: <ul style="list-style-type: none"> • Prior Consultant; • List of On-Call Consultants; • Consultants with Specific Discipline 	Scope of Work Consultant Proposal Consultant Fee Rates Consultant Agreement Applicable Insurance Liability Coverage Board Ratification	- Facilities Request Form - Blanket Purchase Order(DATATEL Entry) - Contractor / Consultant / Supplementary Terms & Conditions	Facilities – Project Manager Purchasing - Contracts

FROM \$30,000 to \$125,000 (Consultant Agreement approved by: Purchasing Director)	FORMS USED (Available at the Website)	Person / Dept Involved
Obtain Proposals from: <ul style="list-style-type: none"> • TWO or more Pre-Qualified Consultants; • Consultants with specific discipline classification; 	Scope of Work Consultant Proposal Consultant Fee Rates Consultant Agreement Applicable Insurance Liability Coverage Board Ratification	- Facilities Request Form - Consultant Agreement Facilities – Project Manager Purchasing - Contracts

FROM \$125,000 to \$500,000 (Consultant Agreement approved by: Director of Purchasing)	FORMS USED (Available at the Website)	Person / Dept Involved
Obtain Proposals from: <ul style="list-style-type: none"> • TWO or more Pre-Qualified Consultants; • Consultants with specific discipline classification; 	Scope of Work Consultant Proposal Consultant Fee Rates Consultant Agreement Applicable Insurance Liability Coverage Board Approval	- SOW – Sample - Proposal on Company Letterhead - Facilities Request Form - Board Letter / Report - Insurance Certificate - Additional Endorsement Facilities – Project Manager Purchasing - Coordinator Purchasing - Contracts

Over \$500,000 (Consultant Agreement approved by: Vice Chancellor – District-wide Administrative Services)	Person / Dept Involved
Obtain proposal through a Formal Request For Qualifications (RFQ) or Request for Proposals (RFP)	RFQ / RFP Advertisement Board Approval - Technical Evaluation - Interview Process - Background Check Facilities – Chief Planner Purchasing - Contracts

DEFINITIONS:

UPCCAA Projects:

Public Project (PCC Section 22002 (c): (1) Construction, re-construction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility; (2) Painting or Re-Painting any publicly owned, leased, or operated facility.

NOT UPCCAA Projects:

Maintenance Work (PCC Section 22002 (d): (1) Routine, recurring, and usual work for the preservation or protection of any publicly owned or operated facility; (2) Minor painting, (3) Resurfacing of streets (less than 1 inch); (4) Landscape maintenance, mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler system. (Also PCC Section 20655 – 56)

Professional Services (Govt. Code Section 4525 (d): "Architectural, landscape architectural, engineering, environmental, and land surveying services" includes those professional services... as well as incidental services that members of these professions and those in their employ may logically or justifiably perform.

Selection - Professional Services (Govt. Code Section 4526): Selection by a local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. In order to implement this method of selection, shall adopt by regulation, procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the public agencies.

Statement of Qualifications (Govt. Code Section 4527): In the procurement of architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services, the state agency head shall encourage firms engaged in the lawful practice of their profession to submit annually a statement of qualifications and performance data. (a): Selection shall be made by the agency head through publications and shall evaluate current statements of qualifications and performance data on file together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services based upon criteria established and published.