

APPENDIX L: STATE CAPITAL OUTLAY FUND RELEASE PROCESS

Items required from the district prior to releasing funds.

Release Preliminary Plans

- 1) IOU Letter of Intent (for 2010-11 projects only; effective 2011-12, letter required at FPP submittal)

Approve Preliminary Plans / Release Working Drawings

- 1) District request letter
- 2) Copy of Preliminary Plans (half size is preferable; full size is okay)
- 3) Preliminary Specifications
- 4) JCAF32 – revised if necessary
- 5) Cost details (quantities and unit costs) that tie to JCAF32
- 6) Construction Schedule (found on the base of the JCAF32)
- 7) JCAF31
 - a) If the space array changed, district must provide a side-by-side comparison with justification for the change from FPP.
- 8) IOU Checklist letter
- 9) Project's CEQA document

Approve Working Drawings / Request Proceed to Bid

- 1) District request letter
- 2) JCAF32 – revised if necessary
- 3) Cost details (quantities and unit costs) that tie to the JCAF32
- 4) Construction Schedule (found on the base of the JCAF32)
- 5) JCAF 31
 - a) If the space array changed, district must provide a side-by-side comparison with justification for change from FPP/preliminary plans.
- 6) DSA Stamped Plans (half size is preferable; full size is okay)
- 7) DSA Stamped Bid Specifications
- 8) 2 copies 11" x 17" DSA Stamped site plan, elevations and floor plans

9) Bid Format Information

- a) Additive and Deductive alternates with estimated costs

10) Title 24 Energy letter from the district's utility or DSA confirming the percentage that the district exceeded Title 24 (Board of Governor's Energy and Sustainability policy)

Request Bid Award

1) District's letter requesting approval to award the bid to the lowest responsive bidder (insert name) in the amount of (state bid amount), and identify which alternates, if any, are elected;

- a) If the district does not wish to award the bid to the lowest responsive bidder, please explain.
- b) If the lowest responsive bid exceeds the state appropriation, please state how the excess amount will be covered, e.g. the district will fund all costs that exceed the state appropriation.
- c) The letter should include the following certifications:
 - i) Project meets CEQA compliance requirements;
 - ii) Project scope has not changed from that as defined in previous reporting;
 - iii) Costs, funding and schedules have not changed from that as defined in previous reporting.

2) All bid tabulations, arrayed with base bid and alternates (if any) separately (or each multiple prime bid, if applicable)

3) Actual lowest responsive bid (do not include bonds, subcontractor lists, etc., unless specifically requested); actual lowest responsive bids for each prime contractor (if multiple prime bid)

4) Board of Trustees approved action item selecting the lowest qualified bidder – it is required that the district's Board of Trustees adopt the resolution "contingent upon state approval".

5) JCAF32, if cost changes due to bid award

Release of Equipment Funds

1) District request letter

2) Copy of Inspector of Record certifying (stating) construction is at least 50% complete

3) Revised group 2 equipment list of state supportable items

Project Cost or Scope Change

- 1) District request letter
- 2) JCAF32 – revised if necessary
- 3) Cost details (quantities and unit costs) that tie to the JCAF32
- 4) JCAF31
 - a) If the space array changed, district must provide a side-by-side comparison with justification for the change from FPP.
- 5) Revised plans may be required
- 6) Justification and Explanation of the change(s)