Employee Time Record Sheet for Mandated Programs
664/02 DESIGN-BUILD CONTRACTS (K-14)
Form Instructions

The purpose of this time record is to collect information on employee time spent working on programs mandated by the State. *Do not report time on this form that has already been reported on form 1.6B.*

Employee Information

Your name, exact job title, time spent, and description of the activity is required by the State Controller to support the annual claim for reimbursement. The department and location information is used to obtain payroll information when necessary for determining the cost of the time spent on the program.

Activity Description

On the following sheet is a time sheet to report your participation in the mandated program. Indicate the time spent on each of the reimbursable activities:

Code 1   Preparing For Design Build Contracts

A.   Determining the responsibilities of each participant in the design-build process and reviewing the guidelines.
B.   Providing a resolution for adoption by the governing board, that authorizes the use of a design-build contract.

Code 2   Request For Proposal

A.   Identifying the scope of the project, cost estimates, and other information deemed necessary to identify the criteria to be used for proposal evaluation.
B.   Establishing and implementing a procedure to pre-qualify design-build entities and a procedure for final selection.
C.   Inviting interested parties to submit competitive proposals. Meeting with parties which submit proposals.
D.   Notifying the winner in writing and issuing a written decision supporting the contract award.
E.   Verifying the selected design-build entity has, or can obtain, sufficient bonding for nondesign work and errors and omissions insurance for all design architectural services.
F.   Organizing information and preparing and submitting the appropriate applications for obtaining written approval of the plans from the Department of General Services.

Code 3   Construction

A.   Establishing and enforcing a labor compliance program as outlined in Section 1771.5 of the Labor Contract Code or contracting with a third party to operate the labor compliance program.
B.   Reviewing and auditing payroll records to verify compliance and taking appropriate action in case of non-compliance.
C.   Retaining an architect or structural engineer to be an independent project inspector and complying with any adopted guidelines for design-build projects.
D.   Preparing and submitting a project report to the Legislative Analyst within 60 days of completing the project.

If your activity generates work product such as new policy statements, new forms, brochures, meeting agenda materials, please send them along with these forms for our files.

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664/02 DESIGN-BUILD CONTRACTS (K-14)

District/COE: San Mateo CCCD   Fiscal Year: _____

_____   _____
Employee Name   Exact Position Title
                                                 12mo/11mo/10mo/hrly
_____   _____   _____
Department/Location   Telephone #   Work year length

Reimbursable Activities:
Code 1   Preparing For Design Build Contracts
A. Determining the responsibilities of each participant in the design-build process and reviewing the guidelines.
B. Providing a resolution for adoption by the governing board, that authorizes the use of a design-build contract.
Code 2   Request For Proposal
A. Identifying the scope of the project, cost estimates, and other information to identify the criteria to be used.
B. Establishing and implementing a procedure to pre-qualify design-build entities and a procedure for final selection.
C. Inviting interested parties to submit competitive proposals. Meeting with parties which submit proposals.
D. Notifying the winner in writing and issuing a written decision supporting the contract award.
E. Verifying the selected design-build entity has bonding and errors and omissions insurance for all design services.
F. Organizing, preparing ,and submitting the applications for approval to the Department of General Services.
Code 3   Construction
A. Establishing and enforcing a labor compliance program or contracting with a third party.
B. Reviewing and auditing payroll records to verify compliance and taking appropriate action.
C. Retaining an independent project inspector and complying with any adopted guidelines for design-build projects.
D. Preparing and submitting a project report to the Legislative Analyst within 60 days of completing the project.

NOTE: Only one code entry per line.

Date:	Activity Code: (circle 1 # code only)	Activity Code: (circle one letter code only)	Describe Activity:	Time in Hours	Materials Costs & Expenses:
/ /	1 2 3	A B C D E F			
/ /	1 2 3	A B C D E F			
/ /	1 2 3	A B C D E F			
/ /	1 2 3	A B C D E F			
/ /	1 2 3	A B C D E F			
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EMPLOYEE CERTIFICATION: The State of California requires that school district personnel maintain a record of data for state mandates in order for the district to receive reimbursement. Your signature on this form certifies that you have reported actual data or have provided a good faith estimate which you "certify (or declare) under penalty of perjury under the laws of the State of California to be true and correct based on your personal knowledge or information." This information is used for cost accounting purposes only.   PLEASE USE BLUE INK

Employee Signature _____   Date _____

If you have any questions, please contact ____Raymond Chow____ , at ____358-6742____ .

PLEASE SUBMIT THIS INFORMATION BY _____ ; TO ____Suki Chang____ .