

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Affairs

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**AR 6610 Opportunities for Local Hires and Local Business on District  
Capital Improvement and Construction Projects**

I. SCOPE:

- A. Board Policy 6610 (“BP 6610”) only applies to contracts awarded after May 18, 2015 for “public projects” as defined in Public Contract Code section 22002 that requires competitive bids presented under sealed cover and accompanied by the required statutory form of bid security, construction projects pursuant to Public Contract Code section 22032(c), or construction projects awarded pursuant to Education Code section 81335 (collectively, “Public Project(s)”). The Assistant Vice Chancellor of Facility Planning, District Construction & Support Services has the authority to include any additional projects or contracts that will be subject to the requirements of BP 6610 on a case-by-case basis.
- B. BP 6610 does not apply to any Public Projects covered by the Community and Student Workforce Project Agreement for Construction and Major Rehabilitation Funded by Measure Q. BP 6610 also does not apply to any future Public Projects covered by any project labor agreement or project stabilization agreement approved by the Board of Trustees and entered into with regional labor organizations which contain specific local hiring goals. BP 6610 also does not apply to any Public Projects that are deemed an emergency in accordance with Public Contract Code sections 1102, 20654, or 22035.

II. DEFINITIONS:

- A. “Local Hire” means an individual who is “domiciled”, as defined in Elections Code section 349(b), in the following zip codes at least seven days prior to commencing work on a Public Project: 92602, 92606, 92610, 92612, 92614, 92618, 92620, 92626, 92627, 92660, 92675, 92676, 92679, 92688, 92701, 92703, 92704, 92705, 92706, 92707, 92708, 92780, 92782, 92802, 92805, 92806, 92807, 92808, 92840, 92843, 92861, 92862, 92865, 92866, 92867, 92868, 92869, 92883, or 92887. Local Hire shall also mean a “veteran” as defined in Military and Veterans Code section 980, who possesses a current and valid DD Form 214 card, and will provide work on a District Public Project. Local Hire shall also mean any current or former student that the District determines is or was enrolled as a student at one of the District’s colleges, and will provide work on a District Public Project. The District’s determination on whether an individual meets the definition of a “Local Hire” shall be binding and final.

- B. “Local Business” means a business serving as a contractor as defined in Business and Professions Code section 7026, or a business supplying construction-related materials that has its principal headquarters or permanently staffed regional office and that has held a business license within the zip codes listed above for Local Hire for a minimum of three months prior to the date the entity submits a bid, contract, or proposal for a Public Project. A Local Business contractor must also be properly registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5. Local Business shall also mean any state or nationally certified minority-owned, women-owned, or disabled veteran business that has performed work for the District or other public agency within the zip codes listed above for Local Hire during the past four years prior to the date the entity submits a bid, contract, or proposal for a Public Project. Certification for a minority-owned, women-owned, or disabled veteran business must be provided to the District. Local Business shall also mean a business that participates in an internship program that is currently approved or recognized by the District. The entity may also apply to obtain District approval of its internship program. The internship program must be approved by the District and must be completed by the end of the specific Public Project or by the next semester immediately after completion of the specific Public Project. Local Business shall also mean any entity that uses apprentices from a District approved apprenticeship program.

III. GOALS:

- A. 50% participation by Local Hires and 25% participation by Local Businesses for all Public Projects awarded by the District each fiscal year.

IV. IMPLEMENTATION:

- A. Pursuant to Education Code sections 81655, 81656 and similar statutes, the District’s Governing Board of Trustees hereby approves the delegation of authority to its Chancellor, who is hereby authorized and directed to implement BP 6610.
- B. The Chancellor has authority to implement BP 6610 as approved by the Board, in compliance with the approved Administrative Regulations regarding BP 6610, and in compliance with applicable laws.
- C. All bid or proposals for Public Projects shall include a requirement for the contractor to complete and submit the forms attached hereto as Exhibit “A”. The forms and documents set forth in Exhibit “A” are subject to revisions by the Chancellor, or his or her designee, or the Assistant Vice Chancellor.

V. REPORTING:

- A. The Chancellor, or his or her designee, or the Assistant Vice Chancellor, shall make a report to the Board at least semi-annually regarding the District’s performance in meeting the goals set forth in BP 6610.
- B. The report to the Board will track the District’s performance in meeting the goal for Local Hires and Local Businesses by reviewing and compiling the information set forth in Exhibit “A” attached hereto to be provided and to be completed by contractors on Public Projects. This information will then be used to prepare the report to the Board.

**Responsible Manager:** Assistant Vice Chancellor of Facility Planning, District Construction & Support Services

**Approved:** May 18, 2015