



# South San Francisco Unified School District

## PROJECT PROCEDURES MANUAL Measure J Bond Program

September, 2012



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## 0.1 PROJECT PROCEDURES MANUAL INTRODUCTION

This manual has been developed by Swinerton Management and Consulting, Inc. for use in administering the Measure J Bond Program for the South San Francisco Unified School District. The purpose of this manual is to provide information to the Measure J Bond Program participants regarding procedures to be used in the execution of the Bond Program. This manual explains policies, responsibilities, organizational structures, communication protocols, and procedures of the different phases of projects.

The following sections and attachments show the procedures for administering and managing the program and projects. The procedures do not replace the District contract requirements. Rather, they provide supplemental information regarding management and day to day processes.

This manual is a working document, intended to be revised and refined to meet the exact requirements of the program as the working relationship between the program participants develop and grow. Suggestions for revisions, additions and improvement should be forwarded to SMC's Program Manager, Bob Collins, e-mail: [rcollins@ssfusd.org](mailto:rcollins@ssfusd.org), phone 650-246-5971.

## 1.0 CAPITAL IMPROVEMENT MEASURE J BOND PROGRAM INTRODUCTION

The South San Francisco Unified School District ("District") has embarked on the capital improvement Measure J Bond Program heretofore referred to as the Bond Program in order to provide and maintain facilities to meet the needs of present and future students, and to afford a safe, enjoyable and quality learning experience for the community. To accomplish this work the voters in the South San Francisco Unified School District approved the Measure J Bond in November 2010 with 77% of voters approving to pass the measure. To assist the District in carrying out the various aspects of the Program, Swinerton Management & Consulting, Inc. ("SMC") has been contracted as the Program Management firm.

### 1.1 Guiding Principles of the District

- The District has adopted the California School Board Association (CSBA) Board Policy Manual: Series 0000-9000 with Board recommended changes. Per the policy manual publication, the Board and district staff shall incorporate this philosophy in all district programs and activities.

It is the philosophy of the District that:

1. All students can learn and succeed.



2. Every student in the district, regardless of gender, special needs, or social, ethnic, language or economic background has a right to a high-quality education that challenges the student to achieve to his/her fullest potential.
  3. The future of our nation and community depends on students possessing the skills to be lifelong learners and effective, contributing members of society.
  4. A safe, nurturing environment is necessary for learning.
  5. Parents/guardians have a right and an obligation to participate in their child's schooling.
  6. The ability of children to learn is affected by social, health and economic conditions and other factors outside the classroom.
  7. Early identification of student learning and behavioral difficulties contribute to student success.
  8. Students and staff respond positively to high expectations and recognition for their accomplishments.
  9. Continuous school improvement is necessary to meet the needs of students in a changing economy and society.
  10. The diversity of the student population and staff enriches the learning experience for all students.
  11. A highly skilled and dedicated staff has a direct and powerful influence on students' lives and learning.
  12. A high level of communication, trust, respect and teamwork among Board members and the Superintendent contributes to effective decision making.
  13. The community provides an essential resource to the educational program.
  14. Effective communication with all stakeholders helps build support for the schools.
  15. Accountability for the district's programs and operations is shared by the entire educational community, with the ultimate accountability resting with the Board as the basic embodiment of representative government.
- The Board of Trustees recognizes that one of its major responsibilities is to provide healthful, safe and adequate facilities that enhance the instructional program. The Board shall endeavor to make the provision of adequate school facilities a priority in the district.
  - Because the schools serve as a focal point for the community, the Board shall also strive to ensure that District facilities fit harmoniously and attractively into their neighborhoods and have flexibility of design to meet future educational and community needs.
  - The School District Superintendent or designee shall supervise the implementation of the District's building program in accordance with the master plan, Board policy, and State and local requirements, including collaboration with the architect and contractor on the construction of new facilities and modernization of existing facilities (BP 7000 Facilities).

## 1.2 Measure "J" Bond



- In November 2010, 77% of voters in the South San Francisco Unified School District approved the Measure J Bond ("Bond") which will provide \$162 million in funding to allow the District to implement improvements to provide safe, modern classrooms and educational support facilities for the campuses of the District. The bond measure was placed on the ballot as a result of District Board Of Trustees approval of Board Resolution 10-62 at the August 4, 2010 Board Meeting. See attached Appendix A1 (Board Resolution) and Appendix A2 (Ballot Measure) for complete wording.
- The Bond Measure goals were developed from the 2009 Facilities Master Plan, which was revisited by a Blue Ribbon Committee and Sub-committee on Facilities and Safety, who reviewed the master plan, the current facilities conditions, and established a new set of priorities and refined the project list.
- The stated goals of the Measure J Bond effort per the ballot measure is to provide safe, modern classrooms and educational support facilities by replacing deteriorated portable classrooms with permanent classrooms; repairing deteriorated roofs; providing disabled students access; upgrading science labs, libraries, technology and restrooms; enhancing safety, fire detection and security systems; improving energy efficiency; replacing outdated electrical, plumbing, and heating systems.

### 1.3 Citizens' Bond Oversight Committee

One of the key components of the Bond Program is the establishment of a Citizens' Bond Oversight Committee ("CBOC"), composed of community members who meet criteria established by Prop 39. The Committee is charged with the responsibility to assure voters that bond proceeds are expended only for construction, reconstruction, rehabilitation or replacement of District facilities in compliance with the projects listed in the Measure J ballot language, and that no bond funds are used for teacher or administrator salaries or for other operating expenses of the District.

The Committee shall also present to the Board of Trustees in public session an annual written report including a statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b) (3) of the California Constitution; and a summary of the Committee's proceedings and activities for the preceding year.

The Committee consists of a minimum of seven members appointed by the Board based on criteria established by Prop 39 as follows:

- at least one representative of the local business community;
- at least one person active in a senior citizens' organization;
- at least one person active in a bona fide taxpayers' organization;
- the parent or guardian of a child who is enrolled in the District;



- the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the Parent Teacher Association or school-site council.

Meetings of the CBOC are open to the public. Agendas and minutes are posted on the District's bond program website. For more information about the CBOC, please access the website <http://ssfusd.bond.swinerton.com> (see *Bond Oversight Committee tab/page*).

For a detailed description of the legal requirements of the CBOC see Appendix B (Citizens' Bond Oversight Committee Bylaws).

#### 1.4 Bond Program Manager - Swinerton Management and Consulting, Inc.

Under the Bond Program the District is undertaking a major capital improvement that includes major renovation, repair and construction at the following school sites: Buri Buri Elementary School, Martin Elementary School, Alta Loma Middle School, Parkway Heights Middle School, and South San Francisco High School. Work will generally include building new permanent classroom buildings, construct additional classrooms, upgrade/renovate classrooms and labs, repair/replace deteriorated roofs, repair/rehabilitate structures for earthquake safety, and replace/upgrade/repair fire-life-safety, mechanical, electrical and plumbing systems, and improve accessibility, and procurement of related fixtures, equipment and furniture.

To implement and execute all aspects of the Bond Program, the District has selected SMC to establish, manage, and operate as Program Manager. A number of required, comprehensive services were identified for an effective Bond Program. They can be categorized into the following major components:

1. **Master Plan Refinement:** Conceptual Plan for all District owned sites, and a Comprehensive Plan for the 5 major improvement school sites; Financial and Funding Options document; Facilities Assessment electronic database; conceptual funding and construction schedule; community outreach procedures; enrollment projections report.
2. **DSA Close-out:** assist the District in closing out old open projects with DSA and manage the existing as-built drawings database.
3. **Development of District Design Standards:** for materials, finishes and equipment.
4. **Development of a Measure J Program Definition Document – Implementation Plan:** This document defines and outlines the scope, schedule and budgets of projects comprising the Bond Program.
5. **Measure J Program Management Services:** Management of aspects of the Bond Program including but not limited to project procedures, quality assurance, reporting (program wide and project specific), procurement strategies, budget management, schedule management, scope management, public relations, communications, electronic filing management, safety, and disruption mitigation.



6. **Pre-design management:** development of project specific construction management plans defining the construction contract procurement strategy and associated design efforts to identify maximum efficiencies; project specific planning budgets; project specific master project schedules; define interim housing and move requirements; and review CEQA coordination/scheduling requirements.
7. **Design Management Services:** provide monthly status reports; recommend construction procurement methods; provide independent cost estimates for comparison to designer's estimate; constructability and Program coordination review; value engineering report.
8. **Construction Document Management Services:** provide independent cost estimates for comparison to designer's estimate and update budgets; provide constructability review reports on the 50% and 90% construction contract documents; manage procurement requisitions to the District for owner furnished contractor installed equipment; additional cost estimates as extra service item if requested by the District; and provide pre-bid schedules and coordination.
9. **Bid Management Services:** perform due-diligence in reviewing bids and provide tabulated summary reports to the District.
10. **Equipment Procurement Services:** provide equipment specifications, lists of suppliers and available equipment, provide procurement packages to District General Services for execution, provide schedules and monthly status reports.

SMC was approved by the Board at the April 14, 2011 Board Meeting to be awarded the Measure J Program Management agreement. The Program Manager selection committee comprised of representatives from the Bond Facility Sub-Committee analyzed the Statements of Qualifications and interview presentations to select the Program Manager.

## 1.5 Facilities Department

SMC endeavors to work closely with the District's Facilities Department, and the Maintenance and Operations Staff. They have the intimate knowledge of the campus facilities and will contribute in many ways to the success of the program. See the current Program Directory for Facilities Department contact information.

## 1.6 Measure "J" Identified Needs

Major renovation, repair and construction of facilities is necessary at District campuses. The Measure J Bond authorization listed five school sites as the major focus of the bond program: Buri Buri Elementary School, Martin Elementary School, Alta Loma Middle School, Parkway Heights Middle School, and South San Francisco High School. These project needs are based on the latest Facilities Master Plan.



In October 2009 the District published an updated Facilities Master Plan (FMP) that identified current assessments of the District facilities and the prioritized needs. As stated in the FMP, a Facility Advisory Committee had been formed to make final assessments of priorities at each campus. The Committee recommended to the Board of Trustees the following priorities to improve the District's facilities:

- New or replacement facilities for libraries, learning resource centers, and space for administrative support and training at schools.
- Replacement of aging temporary classrooms.
- Upgrade life safety features.
- Site infrastructure replacement and improvements.

In early 2010 the Facilities Master Plan was revisited by a Blue Ribbon Committee and Subcommittee on Facilities and Safety, who reviewed the Master Plan, the current facilities conditions, and established a new set of priorities and refined a project list for the Bond measure.

SMC is currently working with the District on a refinement of the Master Plan to determine if anything has materially changed. A Measure J Implementation Plan is being developed, which will further refine the agreed scope, cost and schedule for each project. Once completed, this effort will produce a detailed list of specific projects to be built under the Bond Program.

## 1.7 Measure "J" Bond Program Coordination

### 1.7.1 Program Coordination

As Program Manager, Swinerton will be working with an internal and external group of "team members" in executing the program and facilitating decision making. The team members for the Bond Program will include the Board of Trustees ("BOT"), District Superintendent, Assistant Superintendent of Business, Facilities Subcommittee, District Accounting, Bond Program Director, Citizens' Bond Oversight Committee, and other District and School staff as the District identifies as required in the execution and management of the Bond Program. Other professional engineers, architects, inspectors, testing firms and managers will also be brought on board by the District to join in the team effort, and SMC will head the coordination and management efforts of organizing the team.

The Bond Program efforts include:

- Program planning and management, developing and implementing strategies for efficient delivery of the program and projects.
- Delineation of project administration guidelines, project budgets including cash flow projections, project controls, quality assurance, integration.



- Coordination of information and resources, progress reports, documentation of program history and problem solving.

A successful Bond Program will accomplish the following:

- Deliver a satisfactory program to the District.
- Maintain timely distribution of information among the constituents.
- Ensure quality performance in design and construction.
- Maximize the use of Bond funds.
- Support the District's academic mission.
- Minimize disruption of educational programs and campus activities.
- Complete all modernization, new construction, and campus repair projects within allotted time constraints and budgets.

At this time the District has not yet proceeded to hire Construction Managers (CM). As projects progress to the construction phase, firms will be hired to perform construction management of the individual projects. SMC is prepared to provide CM services as additional services to their current contract, or is ready to perform the coordination and communication required for handing-off projects to other yet to be selected Construction Managers on a project by project basis.

CM's will be responsible for the daily administration of the individual Bond projects and for furnishing the following services at the project level:

- Construction management
- Scope and budget management
- Campus communication
- Scheduling
- Cost control
- Quality assurance
- Contract administration
- Documentation control
- Project status reporting

SMC is providing assistance to the District in the process of hiring professional engineering and consulting firms required for the early stage of the Program: civil and survey engineering, hazmat assessment, geotechnical engineering and inspection services. The hired firms will be responsible for assessing and reporting on existing conditions at the sites for the purpose of refining and specifying the required scope of work of projects on a technical level, providing preliminary data for preparing design documents, and for developing projected construction costs and budgets, and accurate schedules.

### 1.7.2 Coordination with Concurrent District Projects



In the management of the Bond Program, careful attention shall be given to the coordination with other concurrent District projects, such as maintenance and operations projects, Chevron Energy Solutions comprehensive energy program projects, community projects, and educational projects. SMC will assist the District in coordinating and integrating the use of other possible project funding sources, such as deferred maintenance funds, general funds and grants.

The Program Manager shall coordinate the Bond Program projects with these other District projects in order to prevent duplication of work, conflicts, undue burdens on school operations, or unnecessary rework.

### **1.7.3 Coordination with Concurrent Campus Functions**

Individual campuses have functions that run concurrent with the Bond Program projects. Some of these functions include special student activities, community events, educational programs, theatrical presentations, and sports events. The Program Manager must coordinate the Bond projects for each campus with other on-going campus functions as part of their phasing strategy in order to minimize disruption of educational facilities.

### **1.7.4 Coordinate with Other Agencies**

The Program Manager shall coordinate with other government agencies and utility companies that may play a role in the implementation of the Bond Program. Special attention shall be made to communicate with the local fire department and other emergency services, to identify and report jurisdiction authority for review of project designs. Some of these agencies may be included and listed in specific consultant's agreements asking the consultants to take the lead, as they often times have a better understanding of the agency's involvement and limitations related to code compliance review and inspections. See Section 5.8 for list of Agency Jurisdictions.

### **1.7.5 Coordination with State Codes and Regulations**

The Project Manager and CM's shall insure that the program activities are within State Codes and Regulations. Team members shall refer to printed regulations and specific websites to review the most up to date codes and regulations and/or discuss with the appropriate consultant.

Some of these codes and regulations are:

- State Public Contract Code
- Education Code
- Labor Code
- Administrative Code
- Business and Professions Code
- California Code of Regulations, State Water Board
- California Bay Area Air Quality Management District Rules and Regulations



- California Environmental Quality Act (CEQA)

It is the responsibility of the design professionals to know, follow, reference and design to all current and required building codes and governing regulations. The Project Manager shall ensure such provisions are included in all professional services agreements as contract requirements.

## 1.8 Objectives

### 1.8.1 Management Objectives

The following sub-sections describe SMC's objectives for the management of the Measure J Bond Program as the Program Manager.

### 1.8.2 Monitor Scope, Cost, Quality and Schedule

The Program Manager will attain this objective by developing a control system that will ensure the following:

- Projects are implemented in accordance with the original Bond language
- Track project activities back to the Budget Baseline and Baseline Program Master Schedule
- Maintain cash flow projections in line with the Budget Baseline and current project funding
- Schedule revisions conform to the Baseline Program Schedule sequencing and phasing
- Impacts to milestones are mitigated in all schedule revisions

### 1.8.3 Maximize Use of Bond Funds

The Program Manager will attain this objective by incorporating the following:

- Provide program leadership that promotes sound management decisions based on cost, time and performance.
- Evaluate scope of work, project estimated cost, design documents coordination, value and accuracy and schedule adherence at each design submittal.
- Prior to bidding construction documents, develop a detailed construction cost estimate and perform a thorough constructability review.

### 1.8.4 Complete Projects within Funding Time-Frames

The Program Manager will attain this objective by developing a Baseline Bond Program Master Schedule that incorporates the following:

- Prioritize design and construction activities according to sound construction logic, degree of need, cash flow, and time constraints.



- Reflect all phases of the projects.
- Minimize impacts on instructional functions and other facets of the program and campus projects.

### 1.8.5 Expedite Decision Making

The Program Manager will attain this objective by developing and maintaining an information system that incorporates the following:

- Utilize the most expedient means to transfer information among team members. This can be accomplished via phone communications, electronic mail, website postings and regular meetings and reports.
- Provide simultaneous distribution of information among team members.
- Simplify communications of information by organizing and integrating data in an electronic logging and tracking system.

### 1.8.6 Comply with Environmental Standards

The Program Manager is committed to ensure that the design, construction and operations of the Bond Program meet applicable federal, state and local environmental standards. SMC shall assist in the coordination and planning of projects with the CEQA process. SMC shall assist the District with ensuring compliance with California State Water Resources Control Board regulations and procedures by reviewing contract language and design and bid documents for inclusion of water quality protection measures.

### 1.8.7 Commissioning

Commissioning is not a part of the Project Management contract directly. However, SMC shall assist the District with the review, planning and implementation of commissioning, as directed. A successful building program includes the commitment that all systems and equipment will be properly dimensioned, designed, installed, tuned and maintained. Commissioning a project is a proactive method for ensuring such a commitment is obtained. The current trend in the industry is to perform a formal commissioning process on all projects for this purpose. Commissioning is performed to verify that the projects' energy related systems are installed, calibrated, and perform according to the District's project requirements, the basis of design, and the contract documents.

Benefits of commissioning include:

- Early detection of potential problems
- Fewer change orders
- Precise tune-up of HVAC systems and controls
- Better building documentation



- Trained building operators
- Shortened occupancy transition period
- Lower operation and maintenance cost
- Lower utility bills
- Healthy and comfortable work environment

In order to be implemented in a project, a commissioning agent is required to be hired (which can be either an independent party or hired through the Architect) and specific commissioning requirements published as part of the individual Project Contract Documents. SMC is ready to assist the District with managing a commissioning program.

## 2.0 BOND PROGRAM COMPONENTS

### 2.1 Program Needs Assessment

The 'Needs Assessment' is a physical determination of the condition of buildings and not a specific academic need. It is focused on the condition of existing facilities and areas of improvement required. Since the preliminary appraisal is the foundational work from which the priorities, budgets, and subsequent design work are based upon, it should be sufficiently comprehensive to provide a realistic basis for the Measure J Bond Program. The District has existing condition reports from the Facilities Master Plan report and the Blue Ribbon Committee reports. SMC has embarked on reviewing conditions at the District Schools and is assisting the District to fine-tune these existing condition reports to ensure up to date accuracy.

### 2.2 Prioritization

There are three basic forms of prioritization, by Needs, Scope or by Project.

- The Needs approach uses the assessment to prioritize the facilities by those in the greatest state of disrepair. It will take care of the facilities in poor condition, but may leave some facilities untouched.
- The Scope approach attempts to categorize areas of "higher priority" to address the District-wide basis of all facilities. For example, addressing Fire Alarm and structural issues at each campus before considering new facilities. Using Scope may allow all facilities to be improved for specific issues but will require multiple mobilizations to complete all the desired work as funds are available resulting in greater campus disruption.
- The Project approach picks a sequence of projects to commence work when funding is available. This approach is sometimes based on completion of agency approvals, campus calendars and other similar criteria. This approach may neglect those in greatest disrepair, but may limit campus disruptions and deliver new facilities faster.



The District has already established much of the Bond Program prioritization. As noted above the Facilities Master Plan, Blue Ribbon Committee, and Facilities Sub Committee has already identified many priorities, as evidenced by the Measure J project list and FMP reports. SMC shall assist the District in further defining Priorities of projects to be planned, and continually help define priorities to be completed within each project as they progress.

### **2.3 Master Budget and Summary Schedule Development**

In the beginning of the Bond Program, the Budgeting and Scheduling process is more “parametric” in nature, providing the District with a general framework to base their planning conclusions. As the Program progresses, the process will be refined so that intelligent decisions can be made.

### **2.4 Matrix of Responsibilities**

Prior to contracting with the various consultants required on a program of this magnitude, the roles and responsibilities of the various team members shall be established minimizing the potential for overlapping or gaps in services.

### **2.5 Organizational Structure**

By creating an Organizational Structure, where project roles are identified, responsibilities assigned, and reporting relationships are depicted (up the lines) and authority is established (down the lines) the overlap and gaps are eliminated. The organizational structure of the Bond Program team is illustrated in Section 5.0.

### **2.6 Citizens’ Bond Oversight Committee**

A Citizen’s Bond Oversight Committee (CBOC) was established to ensure that all revenues generated by the Bond Measure are spent as described in the ballot measure. See Appendix B - Citizen’s Bond Oversight Committee Bylaws.

### **2.7 Design Standards**

The District has established a goal as part of the Bond Program to develop and publish District wide design standards. The intention thereof is to establish design and construction consistency, operational efficiency and maintainability across all projects and schools. SMC shall assist the District by listing all current District standards for design and engineering, meet with Facilities, staff, cabinet and consultants to discuss the standards, collect information on materials, equipment and finishes and discuss findings to determine best value and life cycle cost.

### **2.8 Contracting Strategies**



A variety of contracting strategies can be applied to facility construction. Each facility type may be better served by a different strategy, depending on the particular building use, the schedule, approval status, and funding availability. The traditional method most commonly utilized by public agencies is design-bid-build, where the architect designs the project, it is procured through the competitive public bid process, and the contractor with the lowest bid is hired to construct. The Measure J Bond Program will be flexible to recognize the differing approaches for possible use, depending on the project characteristics. Some of the possible procurement methods to consider:

- Design-Bid-Build
- Multi-Prime
- Trade Contracting
- Standing Unit-Price Contract
- Lease/Lease-Back
- Design-Build

## 2.9 District Priorities

The following District Priorities are based on the 2009 Facilities Master Plan, the report of the 2010 Blue Ribbon Committee, the Bond Language and the October 27, 2011 Board of Trustees Study Session.

- **Focus on the 5 Schools prioritized in the Measure J Bond.**  
The following five schools will be the main focus for major renovation, repair and construction for the Measure J Bond Program.
  1. Buri Buri Elementary School
  2. Martin Elementary School
  3. Alta Loma Middle School
  4. Parkway Heights Middle School
  5. South San Francisco High School

Note: At the October 27, 2011 Board Study Session the future of Parkway Heights Middle School was discussed for possible repurposing and will require review and direction from the Board based on enrollment projections.
- **No portables shall be used as classrooms for regular instruction.**  
The existing portables currently used as classrooms shall be replaced with modulars or new buildings.
- **Science Laboratory Upgrades and Additions.**  
Upgraded, renovated, expand, and/or provide new science labs in the Middle and High Schools as needed per school site.
- **ADA and Access Upgrades.**



The projects under the Bond scope will comply with ADA and access requirements as required by DSA.

- **Safety, Seismic, and Code Upgrades as Required.**  
Student safety is paramount. Schools entries and drop offs should be upgraded as needed to improve safety. Further investigation of seismic upgrade requirements is needed per the Facilities Master Plan. The projects under the Bond scope will comply with the latest editions of the codes as required by the CBC and DSA.
- **Replace Aging Infrastructure.**  
Replace or repair site utilities as needed including gas, water and irrigation.
- **Energy Savings and alternative / renewable energy systems.**  
Chevron's Energy Program scope of work is proceeding.
- **Technology Upgrades.**  
Provide classrooms with the technology and teaching tools per current trends.
- **Athletic Field Renovations.**  
Repair damaged fields and facilities to prevent injury.

### 3.0 PROGRAM SCOPE

#### 3.1 Introduction

The Scope of Work for the SSFUSD Bond Program is outlined in SMC's Contract with the District. The Processes and Procedures needed to deliver this scope of work are provided in detail throughout the sections of this manual. The information outlined in each section is based upon SMC's current understanding and agreement of the Bond Program and the Projects within the Bond Program.

#### 3.2 Program Manager's (SMC) Contract

- At the start of the program the Program Manager will develop general Project scope needs, descriptions, schedules, costs and deliverables.
- Relevant information from this summary must be conveyed to the team members working on the program
- A Project Scope and Work Breakdown (account) Structure is used to facilitate the development of the Project Master Schedule and tie schedule to the budget.

#### 3.3 Program Definition Document, Implementation Plan

SMC shall develop and publish a Program Definition Document and Implementation Plan, which shall include scope, schedule and cost:



- **Project Scope Needs Description:** Based on the program wide facilities evaluation assessment and needs analysis, publish a scope needs description for each of the school sites including more detail at the 5 major focus school projects of the Bond.
  - For each element, describe the type of construction needed:
    - Renovation
    - Modernization
    - Addition
    - New Construction
    - Site Improvement/Landscaping
  - For each element, also describe the type of facility or improvement
    - Administration
    - Classrooms
    - Science/Lab spaces
    - Library/Learning Resource Center
    - Multipurpose
    - Modular building
    - Recreation
    - Storage
    - Day Care
    - Hardscape / Landscape
- **Implementation Plan.** Publish a master schedule of the program, graphically showing initial suggested phasing of the timeframe of projects, to be further reviewed, defined and implemented during the life of the Bond Program.
- **Financial Model.** Publish a program wide cost estimate covering the program and projects costs. Include all costs of the program, including soft costs (design, engineering, testing, permit, and other consulting fees), hard costs (direct construction) and furniture, fixtures and equipment (FF&E) costs.
- **Jurisdictional Report.** Publish finding of all agencies and utility providers that have some jurisdiction and need for coordination on the District projects.

### 3.4 Review for Project Initiation

Review of existing documents, review of the implementation plan, and further review and meetings with the Bond Program team members will familiarize the Program Manager with details and specific



needs of the project in preparation of starting a formal Project Initiation. The review will include, but not be limited to:

- Project Funding
- Meeting Requirements – Type and Frequency
- Team Members Responsibilities and Limits of Authority
- Needs Assessment
- District Operational Requirements
- DSA Requirements
- Insurance Requirements
- District Design Criteria and Basis of Design Parameters
- Schedule
- Phasing
- Project Outreach
- Site Constraints
- Contractor Access, Parking and Lay Down
- End User Needs
- Campus Impacts and Site Logistics
- Utility Outages
- Underground Utilities
- Soils Report
- Special Construction Hours
- Special Campus Requirements
- Coordination

### 3.5 Project Initiation Form

From the above the Program Manager will complete a Project Initiation Form (PIF) in accordance with Section 4.4 of this manual.

### 3.6 Quality Assurance

Quality Assurance- doing things right the first time- is a priority of the South San Francisco Unified School District and will be emphasized in the Measure J Bond program. Quality begins with the earliest stages in design of the project and continues beyond construction completion.

The Program Manager, will be responsible for ensuring that the individual projects meet requirements of the School Site Council and the District Standards at each phase of design. SMC will also track and enforce the design phase schedules.



The steps taken in the design phase of the project are critical in ensuring that the quality goals for the project are met. SMC will work closely with the design team to provide perspective on constructability issues, as the contract documents are being developed.

Budget and schedule development go hand-in-hand with quality considerations. Selecting the right materials and systems, determining the proper sequences, and planning the appropriate construction methods, can lead to more predictable results, higher value and lower costs.

Contractor performance is an important aspect of quality. Contractors may be pre-qualified to ensure they have the necessary financial resources, as well as the qualified personnel and experience, to undertake their role as a member of the construction team. Contractors must complete a dedicated subcontract attachment, which emphasizes the importance of quality work and the responsibilities subcontractors must assume to ensure delivery of a high quality product.

The Procedures Manual includes this Quality Assurance section to identify the quality related tasks that are appropriate for each consultant and trade at each stage of design and construction. At the conclusion of each phase the Program Manager will distribute documents for review and comment to the District Facilities Department, the Bond Program Director, District IT, the District Architect and the School Site Council. In addition to a comment form, the documents will be sent with a cover sheet requiring signature by each party prior to commencement of the next phase.

### Programming / Conceptual Design:

As part of quality assurance, 'As-built documentation' is an important part of the design team's initial information review. If these documents are incomplete or cannot be verified, physical inspections of the facility by all consultants should be conducted to avoid costly unforeseen conditions. It is the Program Manager's responsibility to manage the design team's efforts and to assure that the design team has performed an adequate Site and Facilities Analysis.

### Schematic Design:

During this phase of quality assurance, the Program Manager is responsible for evaluating the design for constructability and safety performance. Upon completion of the Schematic Design, the design team will develop a Preliminary Estimate which will be checked by the Program Manager for reasonableness, completeness and accuracy. Also during this phase, the District Architect will conduct a peer review of the design team's documents.

The Program Manager will also review the Schematic Design and provide written comments for the design team. The schematic design must incorporate the Program Manager and District's comments before going onto the next phase of design.



At the end of Schematic Design, the documents will be presented to the Board of Trustees for comment.

Design Development:

Quality assurance for the Design Development phase will include a detailed analysis in order to: increase quality at a lesser cost; increase sustainability at the same cost; increase life cycle of materials and equipment at equal or lesser costs.

The Program Manager will conduct a detailed Constructability Review. This review will focus on completeness of design, coordination between the various disciplines, coordination of the details to overall drawings, and coordination of the drawings to the specifications. The Constructability Review is covered in more detail in Section 6.9.

At the end of the phase the design team will update their estimate. The preliminary estimate will move to a more specific, detailed model with unit costs that are based on identified materials and quantities. This estimate will be checked and validated by SMC. During this phase, the District Architect will perform a second peer review of the design team's documents.

The Program Manager is responsible for coordinating reviews with the District and assuring that the written comments prepared by both groups are provided to the designer and that the documents are presented to the Board of Trustees before going to the next phase of design.

50% Construction Documents:

At the 50% design completion of construction documents, the design team will update their estimate, which will be checked by the Program Manager for completeness. SMC will also perform an evaluation of probable costs for comparison to the design team's estimate. If the cost estimate is over budget, a value engineering effort may be necessary to cut quality of materials or scope. The design team will then address the recommendation and document how they will be incorporated into the final construction documents.

In addition, the Program Manager will update and confirm the Constructability Review. More information on the Constructability Review is provided in Section 6.9.

It is the Program Managers responsibility to manage this process, schedule and coordinate all of the various reviews, consolidate all written review comments and transmit these to the design team.

90% Construction Documents:

While the Program Manager continues to manage the quality assurance process, at this phase the Construction Manager will join the team and conduct his/her own constructability review of the



documents. Also during this phase, the design team will prepare an updated estimate that will conform to the project budget.

Before the drawing can be completed for bidding and contract award, final sign-off will be required from the District Facilities Department, the Bond Program Director, District IT, the District Architect and the School Site Council. This will ensure that each project meets the requirements of the District Standards at the expectations of the District.

### Construction:

The construction phase of quality assurance is based on the three phase control concept:

1. Preparation before the work starts, including:
  - A submittal management program that provides a timely flow of complete information that has undergone a substantive review by experienced personnel
  - Modeling to refine work flow and resolve potential conflicts
  - Pre-Installation Meetings to plan the upcoming work, align expectations and confirm necessary preparations
  - Mock-Ups to work out uncertainties in constructability, aesthetics or performance
  - Off-Site inspections to confirm properly fabricated components
  
2. Verification as the work starts, including:
  - Confirmation that correct materials and procedures are being used
  - Testing to insure contract compliance
  - Agreement on acceptable workmanship standards
  
3. Follow-Up as the work continues through completion, including:
  - Tests and inspections by:
    - The Construction Manager
    - The IOR
    - Independent testing and inspection agencies
    - DSA
    - Manufacturer's representatives
    - Owner consultants and representatives
  - Prompt correction of any deficiencies that are found

#### 3.6.1 Quality Assurance – Construction Contract Specification Sections



A possible component of a Quality Assurance program is to include quality assurance specification sections in the general contractors' bid documents/contract specifications. Those specifications call for a Quality Assurance / Quality Control (QA/QC) Program to be implemented by the general contractor on the project. The basis and enforcement of QA/QC would be contained in the Division 01, or Front end, of the Project Manual Specifications.

To create the QA/QC program for construction, it is important to include quality standards and requirements in the general conditions. It is also good practice to include additional specification sections such as:

- *Quality Assurance, Materials and Equipment*- Defines delivery, storage and handling of materials. Also covers workmanship and coordination of trades.
- *Quality Requirements*- Covering administrative and procedural requirements for a QA/QC program.
- *Quality Assurance/ Quality Control*- This section should describe requirements for observations and supervision as well as testing and inspections.

QA/ QC specification sections are often provided as part of a district's front end or can be supplied by the Architect.

## 4.0 CAPITAL IMPROVEMENT PROGRAM CONTROLS

### 4.1 Introduction

The District Bond Program is a complex and large program. There are 16 school campuses, including the 5 major improvement school sites, to be funded by the \$162 million Measure J Bond Program.

The Measure J Bond requires dedicated Program Controls. The Program Manager will use the following control tools:

- The Master Schedule will capture all the time lines of the program and will track the impact of changing priorities and decision-making on the overall program.
- The use of EADOC (web based management program) for cost controls and project document controls of the Bond Program was selected as the best suited software for its intended use.
- SMC will work with the District Bond Accountant to reconcile and interface with the District Accounting system and Fiscal Year reporting.

### 4.2 Master Schedule - Implementation Plan



The Bond Program Master Schedule Implementation Plan has been developed by SMC. The scheduling software used is "Microsoft Project" at the request of the District. Microsoft Project and EADOC software will contain the schedule and cost information for the Bond Program. Each project within the Bond Program shall be loaded into the Master Schedule. The costs associated with the individual projects and the various funding sources for those projects shall be entered into the EADOC software. The Master Schedule is structured by Program-wide projects and projects associated with the schools to receive work.

The Master Schedule is used to:

- Document the status of each project within the Bond Program.
- Identify any schedule revisions or delays for each project within the Bond Program.
- Identify the percentages of completion for the activities for each project within the Bond Program.
- Used as an analysis tool to anticipate project start, workload, design, construction and impacts on the Campus operations due to construction.

The District Project Management contract has not requested the master schedule to project cash flow requirements. However, if requested, SMC can assist the District in utilizing the schedule to forecast cash flow for the individual projects and for the overall Bond Program, to be used as an analytical tool for forecasting anticipated Bond Draws.

The Master Schedule needs to be coordinated with each of the individual project schedules to assure the data in the Master Schedule is accurate.

In order to assure proper management of both the Bond Program Master Schedule and the individual project schedules, the Estimating/Scheduling Manager will be responsible for supervision of the Program Controls aspect.

Scheduling is a dynamic tool that incorporates at regular intervals plan changes and actual occurrences to assist in cash flow projections, assistance to Program Managers scheduling needs, provide accurate information to project team, Superintendent, and Board Of Trustees for actions.

The accuracy of individual project schedules and the Master Schedule are dependent on timely and accurate evaluations. Monthly meetings with the Estimating/Scheduling Manager and the CM are required to facilitate both individual project status updates and updating of the Master Schedule.

### 4.3 Program Budget

The Program Budget has been established based on the District's Bond Program Bond Funds. If other funding sources such as grants become available, SMC will update the Program Budget accordingly.



### 4.3.1 Project Budgets

Project Budgets are first established based upon the Facilities Master Plan and also on the refinements of the facilities scope assessment Estimates provided by SMC. As the architect is brought into the project they are then responsible for designing the project within the initial budget or approved scope budget. Typically a contingency is included by the designer that will be adjusted as the design develops through its various stages.

Over the course of design development, through the completion of Construction Documents, the project budget may be adjusted in cooperation with the Bond Program team members and approvals by the BOT. Reasons for project budget adjustments include:

- Project scope changes
- Identification of unforeseen conditions, such as hazardous materials or seismic investigations on modernizations during design development
- Code changes during design development
- DSA requirements
- District requirements or requests
- Constructability reviews
- Value Engineering efforts
- Bidding climate as design approaches completion and the project nears the bidding phase

The Program Manager is responsible for managing and monitoring the project budgets during design development to ensure:

- The designer is designing to the budget
- Designer is delivering their submittals in a timely manner and that they are getting paid the appropriate fee commensurate with their design deliverables
- Communication of impacts to the District, Project Manager, Scheduling Manager and Financial Controls Manager from changes in the scope
- Coordinate with the team members to communicate to the District any impacts due to District requested changes

The Construction Management firm hired for construction shall be responsible for managing and monitoring the project budgets during the construction, ensuring:

- Progress payments are accurate and timely
- Potential Change Orders are accurate and up to date, tracking these through the EADOC system
- Changes are negotiated prudently
- Change Orders are accurate and up to date, tracking these through the EADOC system
- That the proper retention is held



- Secure release for claims and retention
- Execution of Final Change Order, if required
- Closeout of projects financial controls to ensure proper final cost reporting

#### 4.4 Project Initiation

Project initiation is managed through the use of a 'Project Initiation' form and the completion of a Budget cost statement form.

- The Project Manager generates the Project Initiation Form and associated Budget information by obtaining a formal Project Number and Project Name from SMC's Financial Controls Manager, and filling-in all fields for Scope of Work including "Order Of Magnitude Costs", "Approximate Schedule" or "Specific Milestone Requirements". SMC shall work with the District to establish their preference for Project Name and Number protocols, based on the District accounting system and fund numbering.
- The Project Manager saves the Project Initiation Form and prints one copy for signature.

The Project Initiation Form is then routed for final signatures by SMC and District personnel and the executed copy is forwarded to SMC's Financial Controls Manager and District Bond Accountant. The Financial Controls Manager will then:

- Enter the project number, description, scope and budget using the data from the PIF into EADOC.
- Scan signed copies of the PIF and save to the Bond Program electronic file location. SMC shall finalize electronic file details with the District for computer data protocols.

#### 4.5 EADOC

In addition to the District's Accounting System, SMC shall utilize a Financial and Document Controls Program, "EADOC", for financial controls of the Bond Program. SMC personnel are required to use EADOC to document and manage all program and project budgets and expenditures, as well as other features of the software to enable transparency and good document controls.

#### 4.6 District Accounting Methodology

##### Funds

The primary funding sources for the Bond Program shall be:

Fund 21 – Measure J Bond. If additional funds become available for the Program, they will be added.

The current District accounting structure for the Bond consists of a 26 digit funding string defined as follows:



Fund	Resource	Year	Goal	Function	Object	Site	Program
21	0000	0	0000	8500	Various	Various	9XXX

Object = Standard 4-digit Cost Type codes used by the District.

Site = 3-digit code for each School Site in the District

Program = 4-digit unique Project Number

For any questions that are not covered by this procedure please contact SMC's Financial Controls Manager.

#### 4.7 Procurement

State Law, including the Education Code, Public Contract Code, and Civil Code, mandates all procurement activities are followed by certain guidelines. This allows having records of all expenditure activities from the initiation through the approvals and finally disbursement of funds for the use of acquiring goods or services. Capital projects use a requisition/purchase order system that allows tracking of all activities.

#### Procurement and Purchase Order Guidelines for Goods or Services (including Construction)

##### Services

- Contracts are required for:
  - annual service/maintenance agreements,
  - professional services (architects, engineers, special consultant services),
  - services involving copyright or licensing,
  - facility or vehicle rental.
  - general construction work (contractor)
- Contracts are required for service work performed by an independent contractor
- Services Procurement Guidelines

##### For public works construction projects > \$15,000

Requires a FORMAL BID

- Develop bid specs
- Advertise 2 consecutive weeks
- Mandatory Pre-bid conference (Optional)
- Received Bids must be sealed



## Procedures Manual

- No proposals accepted after submittal deadline
- Proposals cannot be opened prior to public opening
- Bid opening must be open to the public
- Must accept lowest responsive and responsible bid
- Agreement from Division 0 Contract Documents

### For services > \$58,900

Requires a FORMAL BID

- Develop bid specs
- Advertise 2 consecutive weeks
- Mandatory Pre-bid conference (Optional)
- Received Bids must be sealed
- No proposals accepted after submittal deadline
- Proposals cannot be opened prior to public opening
- Bid opening must be open to the public
- Must accept lowest responsive and responsible bid
- Agreement from Division 0 Contract Documents

### Noted Exceptions

- Professional Services i.e. (attorneys, architects, engineers, special consultant services) are exempt from formal bid requirements
- California Multiple Award Schedules (CMAS)
- Emergency (safety/danger to life/property; class/operational disruption)

## Goods

- Goods Procurement Guidelines

For materials & equipment > \$58,900

Requires a FORMAL BID

- Develop bid specs
- Advertise 2 consecutive weeks
- Mandatory Pre-bid conference (Optional)
- Received Bids must be sealed
- No proposals accepted after submittal deadline
- Proposals cannot be opened prior to public opening
- Bid opening must be open to the public
- Must accept lowest responsive and responsible bid



## Procedures Manual

For materials & equipment > \$5,000 and < \$58,900  
Requires INFORMAL QUOTES

- Send written request for quotation to a minimum of 3 vendors  
(Can specify brand)
- Document vendors contacted and responses
- Must select lowest responsible bid

For materials & equipment < \$5,000  
Requires INFORMAL QUOTE

- Three quotes RECOMMENDED
  - Can be verbal
  - Document vendors contacted and responses
- Needs documentation – PO is based on written quote
- Purchase Order issued.

- EXCEPTIONS

- California Multiple Award Schedules (CMAS)
- Piggy-back onto any State/County/City (get copy of board purchase approval and submit to Contract Manager who will submit the documents to the District Buyer)
- Single source (only available from manufacturer or exclusive agent)
- Emergency (safety/danger to life/property; class/operational disruption)

NOTE: Limits include Tax and Shipping/Handling

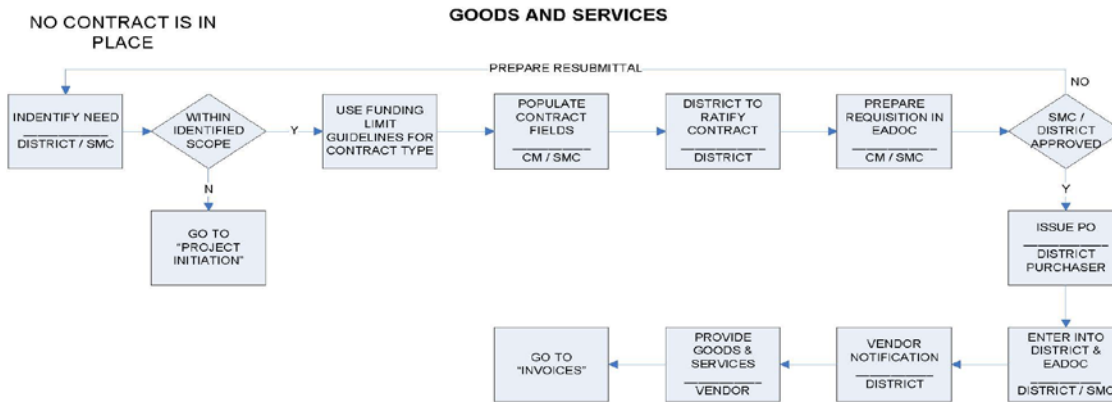
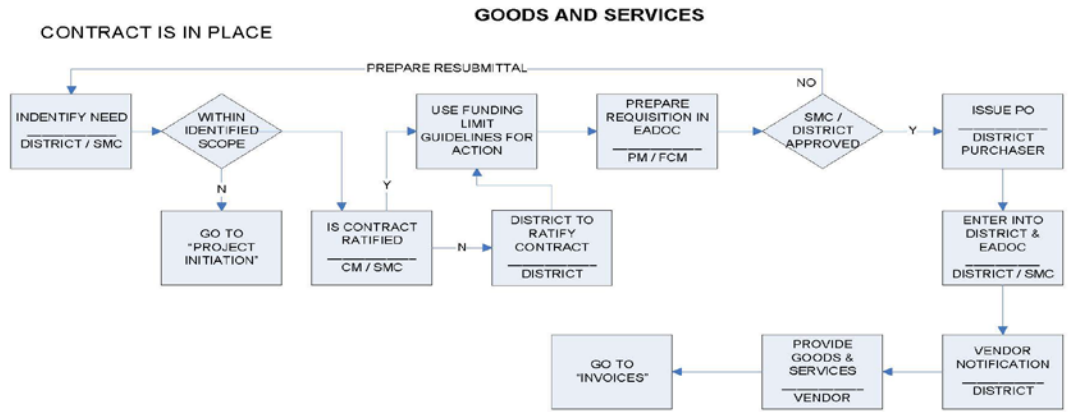
Please note:

1. Notwithstanding the above guidelines, all new construction contracts and professional service consulting contracts (i.e. architects, engineers and inspectors of record) must be ratified by the Board of Trustees before being final executed.

### 4.7.1. Procurement of Services



# Procedures Manual



## Procedure

Purchase Order Numbers are used by the District to authorize and track all procurement (goods and services).

The Procurement Process begins with the following steps:

1. Requestor identifies procurement needs.
2. Requestor completes required documentation as defined by District policy.
3. Program Manager (PM) will printout project budgets in EADOC and review to determine funds are available.
4. Program Manager will review with FCM (FINANCIAL CONTROLS MANAGER) the Fiscal Year Budgets from the District accounting system.

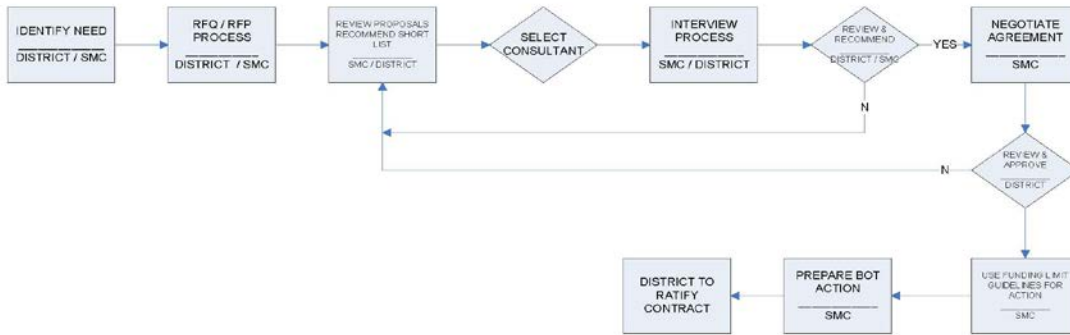


5. Program Manager will complete a Project Transfer Form if required (used to document the transfer of funds from one budget line item to another line item **within a project** in EADOC).
6. Program Manager will complete a Budget Transfer Form, if required (used to document the transfer of funds from one project to another in EADOC). Budget Transfer Forms must be submitted to the Board for approval along with the associated Board Agenda Item.
7. Program Manager will review insurance requirements to ensure proper compliance (*see insurance section below for detailed insurance requirements*).
8. SMC Team will prepare a Board Agenda Item for Board approval (if applicable).
9. SMC Team will prepare contract, amendment or change order, as applicable, for board approval.
10. Upon Board approval the District will send out to the vendor all contracts, amendments, change orders, etc.
11. Following receipt of two original signed copies of any of the items noted above from the vendor, the Program Manager will send the signed originals to the District Business Office for execution.
  - If the document to be executed is an amendment or change order to an existing PO (contract) that requires a modification to the amount of the contract, then a PO Change Request Form from EADOC will accompany the document.
    - The PO Change Request Form will state the Project Name and No. the amount and the account code(s) that is to be modified. It will be signed by the appropriate signatories.
12. If the document is a new contract, then upon receipt of the two fully executed originals from the District, a Requisition Request will be entered into EADOC by the FCM or designee, signed by the appropriate parties and forwarded to the District Bond Accountant to issue a purchase order.
13. The two (2) fully executed originals will be handled as follows by the FCM:
  - One (1) executed original will be scanned and filed on the District Computer SERVER in the appropriate 'Executed Contracts' file folder. This hard copy will then be filed in the project file cabinet at the SMC District office.
  - One (1) executed original will be mailed to the firm/vendor for their files together with the Purchase Order number.
14. Copies of wet signed documents are provided to the District Purchaser as backup for the Requisition. Backup for any Requisition that is not documented by a contract is provided electronically via email by FCM or designee.

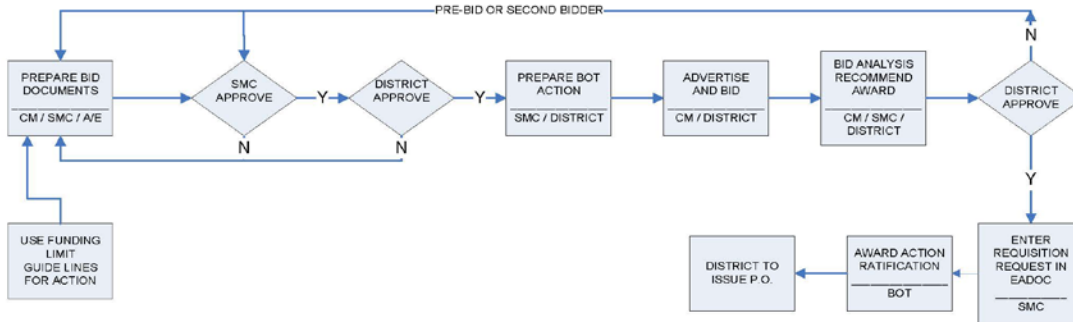


# Procedures Manual

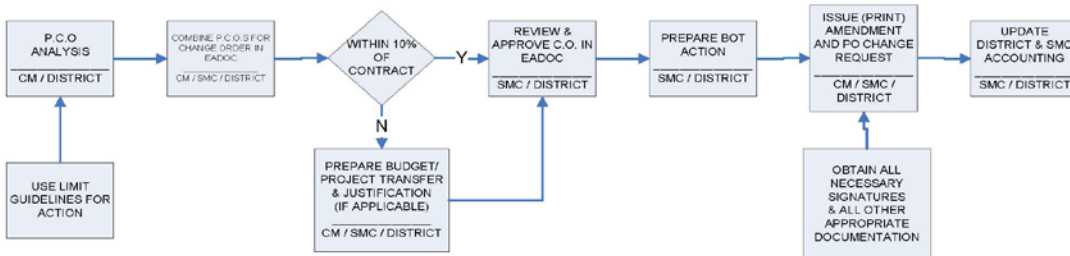
## CONSULTANT CONTRACTS



## CONSTRUCTION CONTRACTS



## CHANGE ORDERS & AMENDMENTS



### Approval Process – PO Request or PO Modification Request



Project Manager

1. Verify that the scope of work, service period and amounts described on the Requisition Request or PO Change Request are within the limits of the applicable contract, amendment or change order.
2. Verify Board approval in place and contract is properly executed
3. Verify that the project budget in EADOC is sufficient to cover the contract, amendment or change order commitment
4. Verify that all appropriate signatures are in place.

FCM (Financial Controls Manager from SMC)

1. Verify board approval in place and contract is properly executed
2. Verify that the appropriate account code is funded in the District Accounting System
3. Verify that the project budget in EADOC is sufficient to cover the contract, amendment or change order commitment
4. Initiate Requisition Request or PO Change Request form in EADOC, attach all required backup documentation and route for required approvals. Upon approval by Assistant Superintendent for Business, the package is forwarded to District Bond Accountant to issue or update purchase order.

Bond Program Director

1. Verify that the scope of work, service period and amounts described on the Requisition Request or PO Change Request are within the limits of the applicable contract, amendment or change order.
2. Verify Board approval in place and contract is properly executed.
3. Verify that all appropriate signatures are in place.

Assistant Superintendent of Business Services

1. Verify Board approval in place and contract is properly executed.
2. Verify that all appropriate signatures are in place.
3. Forwards to District Purchaser for processing.

Final PO Processing

1. Copies of signed documents are provided to the District Purchaser as backup for the Requisition Request. Backup for any Requisition Request that is not documented by a contract is provided electronically via email by FCM or designee.
2. The District Purchaser completes the Purchase Order and transmits the PO to Vendor by email/fax/U.S. Mail, if required.
3. FCM or designee updates Purchase Order number in EADOC.

Fiscal year roll-over for POs



At the commencement of each new fiscal year the remaining unencumbered balances will roll over to the new fiscal year.

#### 4.7.2 Procurement of Goods or Equipment

1. All purchases must be made through Purchase Orders which are issued when Requisitions Requests are approved.
2. Purchase Orders should be in place before the order is placed.
3. The vendor's client is the South San Francisco Unified School District, NOT SMC, and their name should be on the contract or proposal, insurance certificate, and invoice.

#### Requisition Descriptions

Descriptive detail is required for auditing purposes and to allow proper classification and inventorying of equipment and supplies.

Information required to complete Requisition Request in EADOC is as follows:

- Board Report number, if applicable
- Directions to Purchasing Department on where to send Purchase Order (PO)
- What to do with the check, if applicable
- Account code (see FCM for additional assistance as needed)
  - Funding string including Project Number
- Provide all required backup as requested by the FCM
  - Quote or Proposal
  - Sales or Lease Agreement
  - Permit Application
  - Equipment ID Number(s)
  - Insurance Certificate(s), if applicable
  - Vender W-9 form, if applicable.
- All contact information must be forwarded to the FCM for new vendor set up in District Accounting and EADOC
  - Legal name of firm
  - Full name of principal signing documents
  - Mailing address
  - Phone and fax numbers
  - Email address, if applicable
  - Federal Tax ID number or social security number of sole proprietor



### Additional Requisition Preparation Information

#### Confirming Purchase Orders

Confirming purchase orders will be issued only in emergency situations after a requisition has been received in the District Buyer's queue. Confirming orders will not be issued for equipment purchases, or without verification of available funding.

#### Standing Purchase Orders

Standing Purchase Orders are issued to authorize expenditure for unspecified supplies or services during a specified period of time, with no minimum purchase requirement for individual items or service rendered. If an individual item purchased within the standing order exceeds \$5,000, then the quote requirements documented in the Procurement and Purchase Order Guidelines for Goods and Services apply.

#### Fixed Assets & Inventoried Equipment

The Project Manager will collect all delivery manifests or certificates of receipt for equipment or furniture with a unit price of \$5,000 or more including sales tax, delivery, and installation.

#### Prepayment

Prepayment is acceptable only if the vendor refuses to supply needed items without money up front. If prepayment is requested on a requisition, an invoice for the prepayment amount must be submitted before Accounts Payable will issue a check.

### 4.7.3 Insurance Information

#### Insurance Requirements

Insurance is required of every vendor who does work on District property. The Certificate Holder must be the SSFUSD and NOT SMC.

Please note: *'Consultant'* Insurance Requirements and *'Contractor'* Insurance Requirements are different.

#### Consultant Insurance Coverage Guidelines

Professional Liability	\$ 5 million limit per claim
	\$ 10 million aggregate limit



## Procedures Manual

Note: The aggregate limit may be lowered, but only for small firms and then only with the District's approval.

General Liability	\$ 5 million per occurrence \$ 5 million general aggregate per project
Workers' Compensation	Statutory limits
Automotive Liability	\$ 5 million combined single limit

*The following MUST be printed on the Additional Insured Endorsement:*

On Consultant's Commercial General Liability policy, "the SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT, and its Trustees, officers, officials, representatives, employees, consultants, and agents," shall be named as additional insured's, but only with respect to liability arising out of the activities of the named insured.

Insurance Certificate Holder MUST be addressed as:

South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080

### Contractor Insurance Coverage Guidelines

Commercial General Liability	\$ 5 million per occurrence \$ 5 million general aggregate per project
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Note: For small construction contracts (less than \$500,000), lower limits such as \$1,000,000 per occurrence and \$2,000,000 general aggregate per project) may be used with District's approval.

Excess Liability	\$ 3 million
Workers Compensation	Statutory Limits
Automotive Liability	\$5 million combined single limit
Builders Risk	Issued for the value of the contract

Endorsements, Certificates and Insurance Policies shall include the following:



A clause stating: "This policy shall not be cancelled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the South San Francisco Unified School District, Architect, and Construction Manager stating date of cancellation or reduction. Date of cancellation or reduction may not be less than thirty (30) days after date of mailing notice."

Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to which cancellation and reduction notice will be sent, and length of notice period.

All endorsements, certificates and insurance policies shall state that the South San Francisco Unified School District, the State of California, Construction Manager(s), Project Manager(s), Inspector(s), and Architect(s) are named additional insured's under all policies except Workers' Compensation Insurance and Employers' Liability Insurance. Contractors and Subcontractors insurance policy(s) shall be primary to any insurance or self-insurance maintained by the South San Francisco Unified School District, the State of California, Construction Manager(s), Project Manager(s), Inspector(s), and/or Architect(s).

Insurance Certificate Holder MUST be addressed as:

South San Francisco Unified School District  
398 B Street  
South San Francisco, CA 94080

These items apply to both *Consultant* and *Contractor*.

- The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability.
- Certificates of Insurance shall include the following statement: "Written notice of cancellation, non-renewal or of any material change in policy shall be mailed to District thirty (30) days in advance of the effective date thereof."
- Consultant's insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insured's other than that amount Consultant shall be called upon to contribute to a loss covered by insurance for the named insured.
- A certificate of insurance from a contractor performing services is required if the services are performed at a District site.

## 4.8 Invoice Processing

### 4.8.1 Invoice Processing:

Upon completion of procurement activities, proper disbursement (payments) to service providers will be handled by the District.



Procedure

Invoices received by SMC will be date stamped, initialed and logged into EADOC by the Accounting or Administration Assistant. Each invoice will be distributed to the appropriate Project Manager for review.

**Project Manager will review invoices for the following:**

1. Contractor Invoices - Application and Certificate for Payment (when SMC is acting as Construction Manager for a project)
  - Verify that the invoice has been submitted in the correct G702/G703 format
  - Verify that the progress to date presented in the Schedule of Values is complete to the District's satisfaction
  - Service period and amounts described on the invoice are within the limits of the applicable contract or change order
  - Change Orders billed to date have been approved by the District
  - If any of the items above are not complete CM will reject the invoice and request resubmission of corrected invoice
  - All approved contractor invoices must be initialed by the CM, Project Manager, Architect, District, and Inspector of Record
  - If the invoice is Final, notify FCM to indicate that the Purchase Order can be liquidated and retention released. The following documents must accompany the Final invoice:
    1. Recorded copy of the Notice of Completion filed with the County of San Mateo.
    2. Signed Warranty Form
    3. Fully Executed Final Settlement Form
    4. Signed Retention Release Checklist
  - Scan the invoice and file in EADOC and on the BOND SERVER.
  
2. All other Invoices (Goods and/or Services)
  - Verify that Consultant Invoices are submitted in the appropriate Professional Services Template format
  - Verify that the scope of work is complete to the District's satisfaction, deliverables received, or goods have been received and are acceptable
  - Service period and amounts described on the invoice are within the limits of the applicable contract or amendment
  - If any of the items above are not complete Project Manager will reject the invoice and request resubmission of correct invoice
  - Determine if Final Invoice. If so, advise FCM that PO can be liquidated
  - Scan the invoice and file in EADOC and on the BOND SERVER

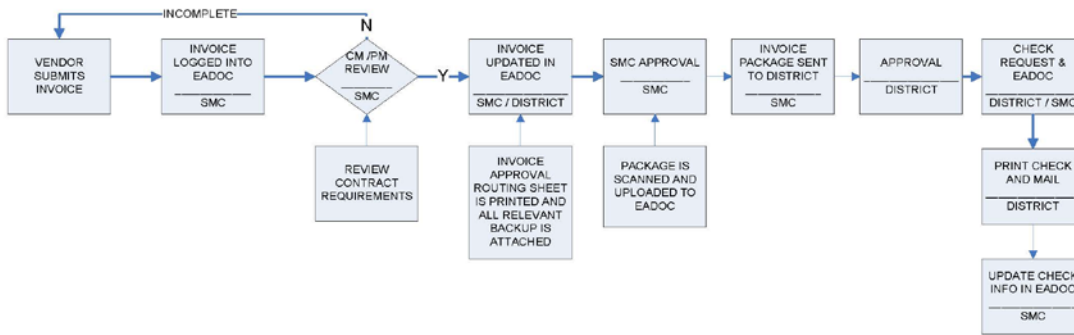


**Financial Controls Manager will verify the following, after receiving invoice:**

1. Confirm PO No. and Project No. on the invoice.
  - If none, then look up the vendor name in EADOC and select the appropriate PO No., confirming that it is the correct PO for the scope of work described on the invoice
2. Check the Fund account number and account code.
  - Usually there is one funding source for each PO, but in some instances there may be multiple funding sources.
3. Check to see that the remaining PO balance in both District Accounting and EADOC agree and that it is at least equal to or greater than the invoice
4. If there is insufficient balance on the PO to cover the invoice
  - Check to see if there is a PO Change in process
  - If there is no change pending, add a note to the invoice and discuss with the Project Manager for further action
5. Finally, check to see that this invoice has not previously been paid.
6. If the invoice cannot be paid for whatever reason, the FCM will work with the CM and the District to resolve any issues.
7. If the PO matches the scope of the invoice and the PO still has sufficient funds to cover the invoice, FCM or designee update the invoice in EADOC against the applicable PO and prints the Invoice Approval Routing Sheet. This form reflects the following:
  - Vendor Name
  - Invoice No.
  - Invoice Amount
  - Account String
  - PO No.
  - PO value
  - Amount Spent to Date Against PO
  - PO Balance
8. Scan the approved Invoice Routing Sheet, invoice and all appropriate backup and save in EADOC.
9. Forward invoice to the District Business Office for final approval and payment.



**INVOICE PROCESSING**



**4.8.2 SMC Invoice**

1. FCM sends prior month's invoice to the Program Manager for review and update by the 25<sup>th</sup> of each month. The Program Manager provides estimates of project completion through month-end.
2. FCM updates invoice with information provided by the Program Manager and submits to Program Manager for review by the 1<sup>st</sup> day of the following month.
3. Upon approval by Program Manager, invoice is submitted to Assistant Superintendent of Business Services by 2<sup>nd</sup> business day of the month for review and approval.
4. Final invoice, as approved, is emailed to SMC's corporate office no later than the 3<sup>rd</sup> business day of the month.
5. FCM enters SMC invoice in EADOC against SMC's PO.
6. FCM to monitor payment of fee by the District to ensure payment is current and to update EADOC with check number and date.

**4.8.3 Check Processing / Payment Schedule**

As the invoice review process may take as long as 2 to 4 weeks, it is imperative that the Project Manager and FCM expedite the process in order to meet the District's commitment to pay all vendors within 30 days of receipt of an invoice.

The District provides SMC with the payment information for entry into EADOC.

**4.8.4 Payment Reconciliation**

FCM and District Bond Accountant will conduct monthly payment reconciliation between EADOC and District Accounting System.



## 4.9 Fiscal Year End Procedures

### 4.9.1 Fiscal Year End Procedures

The District is obligated to close their books at the end of every fiscal year, whereas projects continue to be designed and built year round. Allocated funds must be transferred from one fiscal year to the next, with the least effort. The use of EADOC and the District Accounting System and a clear understanding of which purchase orders remain active provide the back bone for this process.

- Contract documentation for all work to commence before June 30<sup>th</sup> must be approved by the Board of Trustees at the May Board meeting.
- Requisition Requests or PO Change Requests must be completed no later than the last week of June (contact District Fiscal Services in early June to establish exact date when requisitions should be complete) for all work that is to be completed or commenced by June 30<sup>th</sup>.
- Beginning May 1<sup>st</sup> the CM will request a projected billing amount from all vendors to be submitted by May 15<sup>th</sup> for all services completed and goods received by June 30<sup>th</sup>. FCM provides this information to Fiscal Services for year end accruals and budgeting.
- Beginning June 1<sup>st</sup> the CM will request invoices from all vendors for goods received or services completed by June 30<sup>th</sup> to be received no later than the end of the first week of July.
- District-held retention must be transferred to a Liability account prior to fiscal year-end if not done sooner.
- CM must advise the FCM if any of the active projects in the closeout phase will be paying out retention prior to June 30<sup>th</sup>. Retention for all other projects will be automatically carried over to the next year.
- CM is required to keep the FCM informed of all instances where the vendor has been unable to provide an invoice for current fiscal year goods or services.

As soon as possible prior to FYE, FCM should provide District Fiscal Services with the following:

- A list of expenses to be accrued in the current fiscal year
- Purchase Order balances that are being rolled over to the next fiscal year
- A list of Purchase Orders to be closed

As the date for closing the current fiscal year may vary, please contact District Fiscal Services to determine when the last check run date will be for a given year. Any invoices submitted for payment during this period should clearly indicate in which fiscal year the invoice should be expensed.



#### 4.9.2 Fiscal Audit

The CBOC has the right to receive and review copies of the District's annual independent performance audit and annual independent financial audit. Any requests for information by the auditors should be given prompt attention and coordinated through the Bond Program Director. The purpose of the audit is to:

- Verify that the Bond proceeds have been expended only on projects designated as Bond fund projects.
- Verify that the expenditures are valid Bond expenditures, are properly charged to the location indicated, and are properly coded to reflect the correct account classification of the expenditure.
- Represent school improvements, not District salaries or administration.

Please note, in order to avoid audit exceptions, any deviation from established fiscal procedures must be documented accordingly.

#### 4.10 Contractor Prequalification Process (if District approves pre-qualification)

A contractor prequalification process is intended to ensure a responsible and responsive bid pool of General Contractors for the larger projects. The goal is to maximize competition while ensuring a level playing field of qualified and competent companies. This is in the best interest of the District and the bidding community. The intention is to provide maximum opportunity and access to public works projects while ensuring that the District is not exposed to undue risk, e.g. contractor default, defective work, claims, and skewed bid results.

The pre-qualification process will be an objective review of the submitted materials, the contractor's standing at the State Licensing Board, insurance and bonding capability and other identified requirements. A point system will then determine qualification of Contractors. The results will be submitted to the District for approval.

A sample of the Prequalification Questionnaire and the Scoring Mechanism with two options is included for reference (Appendix D). A detailed step by step procedure will be inserted following acceptance by the District.

#### 4.11 Consultant Pre-Qualification / Selection Process

A consultant prequalification process is intended to ensure a responsible and responsive pool of qualified experienced professionals. Selected and qualified consultants shall be approved by the



Board of Trustees and placed on the District's roster. Consultants may then be engaged for various projects initiatives and assignments as needed.

In order to maximize competition and provide equal opportunity the District administers a periodic prequalification process either each fiscal year or on an as needed basis. Similar to the Contractor Pre-Qualification, Consultant Services are solicited through advertisement and personal invitations. Step by step procedures can be viewed in Appendix E.

#### 4.12 A/E Professional Services

An Architectural Services prequalification / selection process can be implemented to help ensure a responsible and responsive pool of qualified experienced professionals. A pool of architects could be pre-qualified as noted in the section above. On a project specific basis, when a specific project or school site is identified, the 'short list' of selected candidate firms would be interviewed by the District in person and be subjected to the final decision of the District's selection panel. Such a project specific selection process is more subjective as the design firm must meet the selection panel's perceived understanding of the program and project needs. Architects may then be engaged for the project or campus initiatives and assignments as needed.

##### 4.12.1 A/E Professional Services Contract Model

All agreements for A/E services will include a sufficiently detailed description of the work to be shown in the drawings, a project construction budget, a list of services to be provided, sub-consultants, a list of all deliverables (like what type of estimate, specifications, list of drawings or narratives due at each task), the construction budget and a schedule indicating delivery of each task. It is acceptable to identify tasks times "excluding owner review".

Not all projects require the traditional Program/Schematic Design/ Design Development /Construction Document tasks. But agreements should all include estimates at each deliverable phase appropriate to the degree of the drawings development. Independent construction cost estimates shall be required for 100% DD and the 90% to 95% CD phase. The services should include, if appropriate: topographic surveys, geotechnical, plan research from all available archival files, physical field surveys as required to confirm as-built conditions, particularly when data is suspect for modernizations.

Consultants (and appropriate sub-consultants) shall author RFP scope of services for pre-design and construction services, testing and inspection protocols, and service levels. Architects shall require their consultants to participate in the reconciliation of estimates. There shall be a reasonable redesign clause in case of budget overruns. And the design team should participate in the project team's effort to recommend bid alternates, and be part of VE (Value Engineering) suggestions. An example Professional Services Agreement can be viewed in the District Standards.



## 5.0 PROGRAM COMMUNICATION

### 5.1 Contacts

The Program Contact Directory is updated by the SMC Project Administrator on an as needed basis. The intent of the Directory is to include all pertinent personnel associated with the Program, including: District Personnel with connections to the Measure J Bond Program the SMC Team and SMC Corporate personnel associated with the program, District Consultants, Project Specific Architects and Engineers.

- Program Directory – SMC, A/E's, District and SMC Corporate contacts

Each Project Manager is responsible for keeping their project specific 'Project Directory' updated. The original Project Directory and any changes made must be submitted to the District for distribution as necessary to District Personnel.

- Project directories should be shared via EADOC for each project.



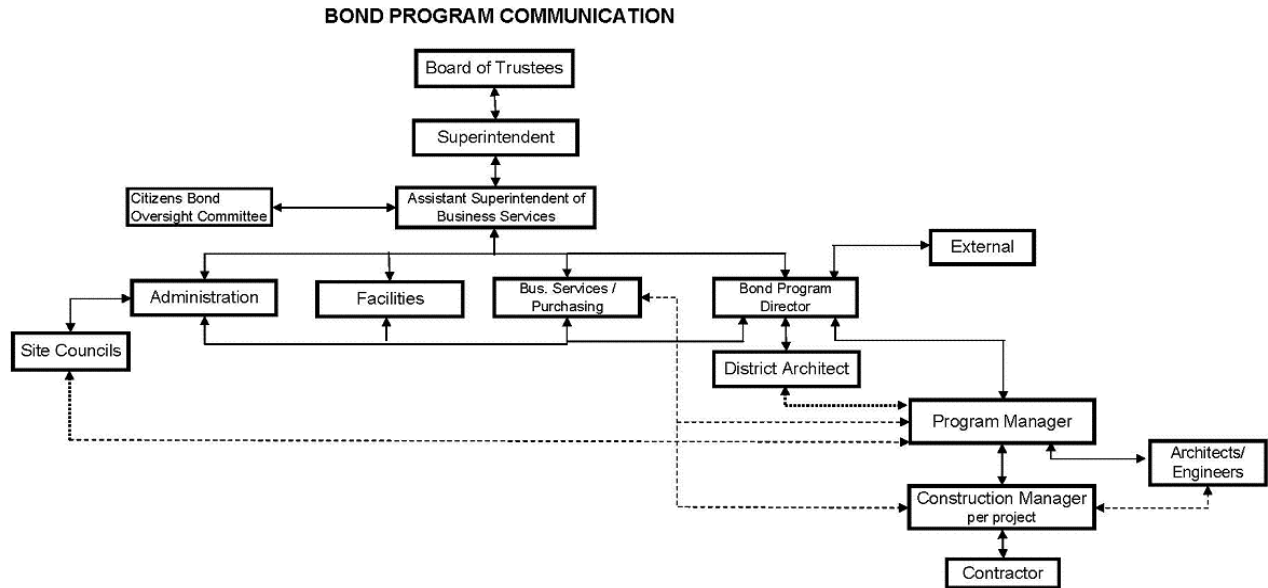
5.2 Communication Plan Overview

5.2.1 District Level Communications

**ROLES AND RESPONSIBILITIES**

<p><b>District:</b>  <b>Board of Trustees:</b>                  Communicates with Administration, Bond Program Director, Program Manager.  <b>Superintendent:</b>                  Communicates with Administration, Facilities Business Services/ Purchasing, Bond Program Director  <b>Bond Program Director:</b>                  Communicates with BOT, Administration, Facilities, Business Services/ Purchasing, District Architect, Program Manager, External, Site Councils</p>	<p><b>Consultants:</b>  <b>District Architect:</b>                  Communicates with Bond Program Director, Program Manager  <b>Program Manager:</b>                  Presents to the BOT, Bond Program Director, Business Services/ Purchasing, Site Councils, A/E, CM, Consultants, External  <b>Architect / Engineer:</b>                  Communicates with Program Manager, Site Councils, CM, Consultants, External, Contractor  <b>Construction Manager:</b>                  Communicates with Program Manager, A/E, Consultants, Contractor  <b>Inspector or Record:</b>                  Communicates with Construction Manager, A/E, Consultants, Contractor</p>	<p><b>Contractor:</b>                  Communicates with CM, IOR</p>
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**SUMMARY:**

Continual, consistent and organized communication between the District, school campuses, Program Manager and all consultants is crucial for a successful program. The Program Manager ensures communication is taking place, to establish lines of communication and guidelines for properly communicating direction or decisions throughout the life of the program. Means of communication will be outreach meetings with site councils, meetings with government organizations, meetings with the District and meetings with individual project consultants and representatives. Communications also include monthly reports prepared by the Program Manager, newsletters, mailings and postings on the District’s bond website.

**LEADERSHIP:**

The Program Manager is to provide a leadership role during the Master Plan refinement phase. Primary responsibilities are to provide the District with proper information for the District to make informed decisions and prioritize the scopes of work to move into the implementation phase. The Program Manager is to insure the directives of the District are carried out in a timely manner. Leadership during the implementation phase not only includes managing the communications with the District but also includes the design process with architects and engineers and other consultants along with individual school sites and their constituencies. The Program Manager provides leadership through the construction phases insuring projects remain on track for both cost and schedule. Monthly written reports are to be delivered to the District for each and every project during the design and construction phases.

**INTERNAL:**

Internal communications are both written and verbal. The Program Manager insures all District staff members are informed of the intent of the program. Documentation along with verbal explanations shall be used to inform the Board of Trustees, Superintendent, Assistant Superintendent, Managers,



Principals and staff of the intent and progress of the program. Designated times shall be established with various groups, including site councils, to discuss the progress of the program. Groups will evolve during the progress of the program as will the content of the meetings from District wide program issues to the design and construction of individual projects on each campus, and the various other projects making up the program.

**EXTERNAL:**

External communications will be in various forms and will be customized to the various agencies or groups being communicated with. External communications with government agencies will usually be technical in nature. Documentation along with verbal explanations will take place to provide information to agencies and to solicit required information from agencies for the design and construction to move forward. External communication with the community will be more visual in form as well as verbal to provide information to elicit feedback on the scope and schedule of the individual projects. External communication will occur with architects, construction managers, governmental agencies, site councils and other consultants involved in the program. Venues for external communication will be postings on the District's bond website, news letters, mailings and meetings. Discussion topics will be an introduction to the program and projects, schedule, scope of work, anticipated impacts on the school and community as well as on-going impacts and feedback. All communication will be documented with minutes of the meetings sent to attendees and posted on the District bond website. For community engagement, please see Communication Engagement Matrix below.

**5.2.2 Master Planning & Project Approval Procedure**

**Community Engagement Matrix**

Phase	Description	Further Action
Pre-Project I	The District Bond Program Director and the Program Manager shall engage the school site of the proposed project to assess if there will be an impact to the site that will affect the school population and the community.	If Yes: Go to Pre-Project II  If No: District to direct Architect and CM to proceed
Pre-Project II	If issues arise, the District shall review with Program Manager and Board of Trustees of appropriateness to proceed with project as programmed. If refinement of the program is required, the District Bond Program Director shall engage key Board members or administrative personnel as necessary to proceed with master plan development.	If Yes: Go to Principal Approval  If No: District to direct Architect and CM to proceed.
Principal Approval	When the pre-project phase is approved, the District shall hire an architect to propose and present several recommended options to discuss with Principal, Bond Program Director, and Program Manager. The Principal, in conjunction	If Yes: Go to Key Community / Site approval  If No: District to direct Architect



## Procedures Manual

	with the District, shall assess if PTA, site council, and/or other local community groups shall be engaged for review of the project. If yes, the District shall set up the appropriate meetings.	and CM to proceed
Key Community / Site Approval	Meetings with Principal, PTA, staff, affected home owners and other community groups are held to present the project scope and hear concerns and issues. District determines whether further community involvement, such as public meetings, are to be held.	If Yes: Go to Community Approval.  If No: District to direct Architect and CM to proceed.
Community Approval	Public meetings, if any, are to be facilitated by the Program Manager and District with the Architect in attendance. Subsequent meetings are to be held until reasonable acceptance is reached by the community, as determined by the District Bond Program Director in conjunction with the Board of Trustees and Administration. Cost impact of decisions and concerns are to be incorporated into the budget to assess impact.	If Yes: Go to Pre-Project II  If No: District to direct Architect and CM to proceed.

To summarize, the extent of community outreach will be proportionate to project scope, and assessment of potential community impact as determined by the District Bond Program Director.

### Community Engagement Discussion Topics

- A. **Introductions:** The Program Manager introduces the Project Team as well as the District project point of contact for issues and concerns. This will typically be the principal of the site, but may vary, depending on project.
- B. **Schedules:** The Program Manager presents the preliminary duration of the project, including anticipated start and completion dates.
- C. **Scope of the Project:** The Project Manager presents the preliminary scope of work with visual aids to adequately demonstrate the scope of work.
- D. **Potential Impact to the Group / Community:** The District Bond Program Director will outline potential impacts of the project with technical support from the Program Manager
- E. A process will be followed to ensure ongoing community input and feedback.

### Summary and Conclusion

District Bond Program Director determines action to be taken at conclusion of each level of community outreach, taking into consideration schedule, and budget impacts. Documentation of District decision(s) are to be included in site, community, and Board of Trustees minutes as they occur.



Establish guidelines at project-kick off meeting with all the consultants that have been assigned to projects. The meeting will be to discuss the scope, budget and schedule of the individual projects.

Establish guidelines for documentation of the project. The Program Manager will be documenting decisions made during the Bond Committee Meetings, the Architect is required to document the detailed design meetings and the CM will document all of the site construction meetings. The consultants will also document any other meetings that occur with the site staff, District staff and community. This information will be readily available to anyone that requests the status of the projects or meetings.

The Meeting Notes and Team Memos are a vital link in the external communication process. They can be used to document key decisions; they keep things collected in one place, identify action items and identify individuals that are accountable and a follow up date. Team Memos can be used for documenting telephone calls, individual conversations, and even notice provisions. Meeting notes need to be distributed within 48 hours of the meeting so the participants required to accomplish tasks meet those tasks prior to the next weekly meeting.

- Messaging – through the Bond website.
  - Construction Notices – Upcoming Impacts to schools.  
See an Example Construction Notice in Appendix K.
- Public Relations
  - Provide Ongoing Construction Information through the Bond website.
  - Provide Speaking Engagements if requested.
  - Set-up informational displays in District and Community areas.
  - Respond to complaints and pursue appropriate actions with direction from District Representatives.

## 5.3 Contractor Outreach

### 5.3.1 Invitation to Bid

Invitations to Bid (00 11 16) are emailed or faxed to all (pre-qualified, if applicable) contractors eligible to bid on a project that have requested bidding information. Plans and specs will be distributed to plan rooms via the “Plans & Specs Distribution ALL PROJECTS” document on the Bond website. Plans and specifications will be available for contractor purchase on the ARC Planwell site.

### Legal Advertisement



The Invitation to Bid (ITB) will be used as the Legal Advertisement for all projects.

Project Manager will do the following:

1. Complete ITB and ensure the following items are included:
2. Project name and number are correct
3. Bid due date is correct and includes (DAY, DATE (month, day, year) & TIME) of bid opening
4. Location of bid opening
5. Parking information
6. Project description
7. Engineer's Estimate
8. Project duration
9. Type of licenses required
10. Mandatory Pre-Bid meeting (DAY, DATE (month, day, year) & TIME)
11. Location of Mandatory Pre-Bid Meeting
12. When and where Contract Documents will be available and who is responsible for cost.
13. How will winning bids be determined? Base Bid only or other?

Upon completion of the ITB, the CM will provide a copy to the SMC Project Administrator. The Project Administrator will send the ITB to McGraw-Hill (Daily Pacific Builder). The Legal Advertisement will be run for 2 consecutive weeks as required by law.

Legal Advertisements will be placed in the following publication:

McGraw Hill Construction Regional Publications  
(Daily Pacific Builder)  
PO Box 74991  
Cleveland, Ohio 44194-4991  
(888) 899-3732 Phone  
(925) 933-5018 Fax

### 5.3.2 Bid Packages

Final Bid Packages will be sent electronically to ARC for posting on Planwell and distribution to Plan Rooms noted on the "Plans & Specs Distribution ALL PROJECTS" form. Additional distribution will be determined by the CM.

All plans and specifications for projects within the Measure J Bond Program can be found on ARC' Planwell website. [www.e-arc.com](http://www.e-arc.com).



Anyone logging onto Planwell can enter the "Public Planroom" and review plans and specifications for any projects out to bid. The program also has a "Company Planroom" that houses all plans and specifications for current projects (already bid), projects in progress and existing plans and specifications for District projects.

Access to the "Company Planroom" is restricted. A login and password can be obtained from the PA.

## 5.4 Briefings

### 5.4.1 Program Manager

Sometimes the District will request that the Program Manager deliver briefings and updates to various interested groups at the South San Francisco Unified School District, including the Board of Trustees, Citizen's Bond Oversight Committee, Facilities and Site Councils, faculty, staff and students as requested by the Assistant Superintendent. Other types of briefings are given to outside entities, as necessary, that include, Division of the State Architect (DSA), County and State agencies, etc. All presentations and briefings are only given under the direction of the Bond Program Director.

### 5.4.2 Construction Manager

Briefings should contain both a general program overview and project or meeting specific data. These presentations are given for the following:

1. Mandatory Pre-Bid Meetings
2. Pre-Construction Meetings
3. RFP / RFQ Pre-Submittal Meetings
4. Other meetings as may be necessary

The following guidelines should be used when creating a Power Point Presentation:

1. Title slide
2. Welcome and introduction
3. Agenda
4. Bond Program Overview
5. Project or Meeting Data
6. Question & Answer period

## 5.5 Monthly Reports

The Monthly Report is an SMC Contract Deliverable and includes an executive summary of current activities and events, updated master and project schedules, status of A/E agreements, Project



Design and Construction Progress, any disputes, claims, problems or issues of concern, progress photographs and other pertinent information. The reported data will follow after approximately one month to allow for the collection of contractor reports, invoices, writing and editing process.

The Project Administrator routes the previous Monthly Report for updating to the Project Manager, the Financial Controls Manager, Estimating/Scheduling Manager, and the Program Manager for the following data updates:

- Project data
- Budget and cost data
- Schedule and forecast data
- Program changes
- Summary data

The Monthly Progress Report consists of the following nine sections:

1. General Information
2. Program Summary
3. Individual School Summary Sections
4. Financial Summary
5. Summary Bar Chart Schedule
6. Program Budget Summary
7. Cash Flow – Cumulative Projection
8. Project Reports
9. Appendix

## 5.6 Web Posting

The District is committed to keeping the community apprised of Bond Program activities and progress. Making BOND PROGRAM data and information available via the Web is a primary District strategy. All documents submitted for Web Posting will be quality checked by the Project Administrator prior to posting. Documents are typically posted within 24 hours of receipt by Project Administrator.

Information about the Measure J Bond Program can be found at <http://ssfusd.bond.swinerton.com/>. Website posting is completed by the PA. Any content for website posting should be approved by the Assistant Superintendent of Business Services.

Types of information to be posted to the Web but not limited to the following:

Citizen's Bond Oversight Committee

- This page is maintained by the District.



Calendar of Events

- This page is a link to the District's WebEvent calendar. Also included are notifications of upcoming special events.

Public Notices & Announcements

- Resources and Information
- Community Forums
- Program Definition Document (PDD)

District Facilities Sub Committee

- Charter, Members, Meeting Agendas, Meeting Minutes
- Other Subcommittees

Presentations & Briefings

- Board of Trustees
- Community Groups & Home Owners Associations
- School Groups / Constituents
- Public Agencies (Federal / State / County / City)

Design & Construction Information

- Contractors
  - Notices to Contractors (Invitation to Bid)
  - Addenda
  - Bid Results
- Designers
  - Request for Quotes/Proposals
  - Consultant Short Lists
  - List of Architects
  - Questions & Answers (RFP / RFQ)
  - Sample Short Form Professional Services Agreement

Progress Reports

- SMC Progress Reports

## 5.7 Community Relations

As noted in section 5.4.1, SMC will assist the District with communicating and presenting to community groups as requested by the District. Web postings also serve in maintaining positive community relations. SMC shall assist the District with door flyers, mailers, or other forms of communication as needed.



The District must be consulted regarding any media interactions; legal issues that may become public; environmental issues; easements; any campus construction issue that may impact the neighborhood, neighborhood association or greater community; any issues involving local city officials—city council, city manager, planning, economic development; issues that may impact local school Districts or partners on campus, and Board matters pertaining to any sensitive issues.

## 5.8 Authorities Having Jurisdiction

### 5.8.1 DSA Relationship Management

As the building code authority having jurisdiction over K-12 construction, the Division of the State Architect is a key player in school construction projects. Therefore, DSA relationship management is one key to a successful project right from the start. The process of managing the relationship with DSA for a project starts with a carefully guided collaborative effort with all players (District, designers and Program Manager) from the initial planning stages, to DSA approval of the design, to construction management and final DSA project certification. Benefits of careful and deliberate management of the relationship with DSA include better control of the project schedule and budget, enabling more accurate project forecasts and reporting for ultimate cost savings for the District.

The process starts with an initial DSA meeting to preview the project. Because the District has embarked on the Measure J Bond Program, a preview meeting should have taken place with DSA to highlight the overall scope and schedule of the entire bond master plan with DSA. If that has not happened yet, the Program Manager should assist the District in facilitating this meeting. The first project specific meeting establishes the overall plan for a sequence of DSA reviews prior to the final project construction document submission. The first meeting also gives valuable feedback to the design team regarding possible site planning issues etc.

At all stages of the project the Program Manager manages the design team to stay on track for all scheduled DSA reviews and monitors the progress of the work for compliance with DSA comments. During the construction document review phase SMC monitors the progress of the DSA review with regular communication between designated DSA project reviewer and the design team to keep the project within the schedule forecast.

Key elements of Construction Management during construction is tracking DSA review and approval of construction change directives issued by the design team (generally structural in nature) and deferred construction phase submittals required from the contractor. If unchecked, these elements could cause the project costly delays.

Another key element of DSA management is monitoring the design team and DSA for the timely approval of construction change orders. This is critical for timely and clean DSA project closure and certification. The Program Manager shall also oversee and ensure the design professionals, special inspection and testing firms, the Contractor and the Inspector of Record all provide the final affidavits



and approval forms required for final DSA approval and certification of the project. Final and complete certification is an extremely important final step of a project with DSA, and takes a critical and fastidious approach to ensuring DSA has all documents, acknowledges receiving them, and is doing their part to finalize their paperwork. SMC is committed to the goal of documenting DSA certification approval for all DSA jobs.

### 5.8.2 DSA Periodic Project Updates

As a part of the DSA relationship management, the Program Manager and selected design firm project representatives and District representatives shall meet with Oakland DSA Office Management representatives at the end of DD and again at about 50% CD for project update reviews.

These updates are intended to provide an overview of the project and schedule and proactively address possible challenges and concerns. The design firm's principal, the senior designer/Project Manager, and the principal consultants are expected to attend. These contacts are important to insure that a relationship is started or continued between the design firms' individual in charge of the project and DSA. It also facilitates the DSA scheduling process.

1. Program Manager will notify District personnel of meeting dates and times.
2. Program Manager will establish meeting agenda.
3. Program Manager will confirm meeting location and attendance.

### 5.8.3 Scheduling of Approval Agencies

The Assistant Superintendent of Business Services, or their delegate, must be afforded the opportunity to participate in all meetings with approval agencies, i.e. DSA, local fire marshal, State fire marshal, State elevator inspector, OSHA or any other authority having jurisdiction.

1. Program Manager will notify District personnel of meeting dates and times.
2. Program Manager will establish meeting agenda
3. Program Manager will confirm meeting location and attendance

### 5.8.4 List of Authorities Having Jurisdiction

Following is a list of Authorities, Government Agencies, or public utility providers having jurisdiction in the South San Francisco Unified School District region.

**Note:** Skyline Elementary and Junipero Serra Elementary are located in Daly City, and Monte Verde Elementary is in San Bruno. The local city agencies have jurisdiction at these schools.

The following will have jurisdiction at all District locations;

1. Division of State Architect (DSA)



2. California State Fire Marshall
3. California State Water Resources Control Board, San Francisco Bay Region
4. California Bay Area Air Quality Control Board
5. California Department of Public Health - Recycled Water Regulations
6. California Department of Education (CDE)
7. Office of Public School Construction (OPSC)
8. San Mateo County Office of Education
9. San Mateo County Health Department.
10. SamTrans
11. PG&E
12. AT&T
13. Comcast

The following will have jurisdiction depending on project location;

1. Fire Departments; South San Francisco, Daly City, and San Bruno.
2. Water departments; California Water Service Company (CalWater), Westborough Water District, Daly City Department of Water and Wastewater Resources and City of San Bruno Water & Wastewater Division.
3. Public Works / Engineering (street, sidewalk and sewer work coordination); South San Francisco, Daly City, and San Bruno.

## 5.9 Citizens' Bond Oversight Committee (CBOC) Updates

The CBOC meets quarterly or on an as needed basis. The Assistant Superintendent of Business Services works with the Chairperson of the CBOC to create the meeting topics. The Superintendent's office maintains member documentation, creating and distributing the agenda and meeting minutes and posting on the website.

## 5.10 Confidentiality of Information

### 5.10.1 Consultant/Contractor Information

During the Prequalification Phase consultants/contractors submit their company information for review. If the consultant/contractor meets the District's requirements they will be listed as pre-qualified to participate on certain types of projects. The information that the consultant/contractor submits with their prequalification application is not confidential, except for financial information, which is not available for public review. Only staff directly involved with the pre-qualification process and the Program Manager has access to this information.

### 5.10.2 District Information

District information is confidential and is only to be shared as necessary during the course of business.



### 5.10.3 Bids

Bids are public information. At the end of a bid opening if one of the attendees asks to see the bid package of any of the bidders they may do so at that time. At the end of the bid opening a copy of the apparent lowest bidder's subcontractor list and/or a copy of the Bid Results Log can be given out to the attendees.

## 6.0 STANDARD DESIGN PHASE

### 6.1 Introduction and Summary

The primary purpose of the Design Phase procedures is to provide the project delivery team members with a set of procedural guidelines to be used in the preparation of the design documents. It summarizes project management guidelines; defines management procedures and responsibilities; outlines design standards; and includes sample documents for use by design team members. This is a *living document* and should reflect District policies and procedures as they evolve.

*The contents of this document do not supersede any of the contractual agreements between the various project delivery team members and the South San Francisco Unified School District. Discrepancies between the above described Agreements and this manual must be brought to the attention of the Program Manager.*

#### 6.1.1 SSFUSD Policies

Designs submitted to SSFUSD for review and approval shall:

- Comply with approved SSFUSD Programming Standards, to be derived from the Education Specifications, Facilities Master Plan, Lessons Learned and/or District requested directions.
- Adhere to criteria presented in the SSFUSD School Design Guide, Educational Specifications (Ed Specs), and applicable regulatory codes.
- Effectively and efficiently utilize project sites to deliver the building program for each school. Consolidate buildings on site, provide good traffic flow, ensure security, etc.
- Use high quality materials and construction methods that provide long term use by the District, achieving a 50 year life span, requires minimal maintenance and reduces life cycle cost. Materials utilized inside the building shall be durable to withstand consistent abuse. Utilize sustainable materials.



- Meet the Collaborative for High Performing Schools (CHPS) criteria to obtain a score to be determined by the Design Review Team and District.
- Strive to achieve maximum energy efficiency, using equipment and technology that allows the new school facilities to be grid neutral.
- Fall within the constraints of project construction budgets and schedules.
- The Program Manager, with the assistance of the A-E design team members and various consultants, is responsible for ensuring compliance with SSFUSD policies.

## 6.2 Pre-Design Phase & Agency Project Management Guidelines

The Pre-Design Phase and Project Management portion of this manual provides guidelines for the development of the program and project requirements, the major Bond Program Management Team members and their function, project information and existing site data available in the District files, communication protocol, various meetings required throughout the design phase of the project, development of project budgets, management of various consultants hired by the District, communication with outside utility service providers, DSA approval process, CDE, and other jurisdictional agencies.

### 6.2.1 Programming/Planning and Pre-Design Phase

The Program Manager's primary responsibilities during the Programming, Planning and Pre- Design Phase involves assembling the consultant teams; confirming the program and requirements of the project; providing required documents, necessary surveys and assessments to consultants; and establishing the basis for the project reviews and approvals with all individuals and groups involved.

Consultant Selection procedures are reviewed in Section 6.2.1- 8 below.

#### 1. Developing Program and Project Requirements

The SSFUSD Board of Trustees must approve the general program and overall project outline in advance of any project initiation. The Program Manager in coordination with South San Francisco Unified School District Staff will prepare and submit a Project Implementation Plan for approval.

For individual major new and renovated projects Board of Trustees approval is required for approving the project. For smaller projects other forms of District approval as determined by the Board may be used.

For projects with full Programming and Pre-Design Phase activities, it will be critical for the Program Manager to coordinate user-groups and design team



interactions to develop a project plan that meets user group needs and stays within the project budget.

## 2. Bond Program Management Team

- **Program Manager**

The Program Manager is responsible for all aspects of school pre-design and design including receipt of DSA approval letter, managing, overseeing and coordinating all facets of the preconstruction phase of the development of the school facilities projects.

- **Bond Program Director**

The Bond Program Director provides a cohesive coordination of all the activities during the pre-design, design and construction phases and provides leadership to the program team as well as the main point of contact between the District and the Construction Management firm. Activities include review and approval of designs, budgets, schedules, overview and implementation of the design standards, anticipation and resolution to problems throughout the design phase as well as the construction phase, as well as review and approval of all changes associated with both phases.

- **Assistant Superintendent of Business Services**

The Assistant Superintendent of Business Services provides coordination of Bond Measure J work between various departments of SSFUSD, including the Board of Trustees and its members, Citizens' Bond Oversight Committee and other groups as required.

- **Director of Facilities**

The Director of Facilities provides coordination of Measure J Bond work with District Facilities and project school staff. The Director is also involved in the development of the District Guidelines.

- **A-E Design Team**

The A-E Design Team is responsible for providing a design that meets the project scope, budget, design criteria and District Facility requirements. The Architect coordinates all aspects of the Design documents with all members of their team.

## 3. Project Information, Site Data, Surveys and Descriptions



It is the responsibility of the Program Manager to review any existing reports, surveys, drawings, or data within the District's archives. This review should be conducted with the assistance of the Assistant Superintendent of Business Services and the Director of Facilities and their staff. Additionally, the Program Manager is responsible for fulfilling all requests from the consultant team for specific material, if available.

Program Manager shall assemble and provide to the consultant team all existing information about the project that may be available from the District during the Pre-Design Phase.

#### **4. Communications Protocol**

All members of the Program Team shall use Eadoc as the main communication tool for this entire Program.

- **District Correspondence**

During the course of the project design phase, the District will be responsible for correspondence relating to the following matters:

- Design Criteria
- Project scope change
- Program compliance of design documents
- Consultant contract amendments
- Direction to the A-E beginning each design phase
- Directions to all project team members

Swinerton Management and Consulting, acting as an agent of the District, will provide the District with all necessary assistance, counsel and backup information required in matters relating to the issuance of the above correspondence. In instances where District initiated correspondence is not directed to SMC, SMC shall receive copies of subject correspondence for their reference.

- **Program Manager Initiated Correspondence**

As the Program Manager, SMC shall assist the District in the administrating and monitoring of the design process. SMC shall be responsible for correspondence and documents for the District's review relating to the following matters:

- Master and Preliminary Construction schedule
- Periodic project status reports
- Review of design phase documents and coordination of project
- Review A-E estimates, prepare independent estimates as required
- Prepare meeting agendas
- Assist District in project-related matters as directed



- Review/provide recommendations of Districts correspondence
- Consultant Progress Payments

Appropriate team members shall be copied on all correspondence initiated by SMC. All members of the Program Delivery Team shall use EADOC as the main communication tool for this entire Program.

- **Architect - Engineer Initiated Correspondence**

All issues relating to program scope, project budget, requests for general clarifications, progress review meetings, submittal milestone dates, A-E Agreement, Agreement amendments, progress payments and fee proposals etc., shall be directed to SMC to record and route the documentation to the appropriate team member(s) and include in project file. The A-E shall be responsible for filing documents with the appropriate agencies and providing a copy to SMC for placement in the project file. All members of the Program Team shall use Eadoc as the main communication tool for this entire Program.

The communication protocol is necessary to expedite, effective and predictable communications while fulfilling operational requirements for written authorizations, document procurement, tracking, quality and cost control.

To ensure that information is properly disseminated and recorded; all written communications must go through SMC. Routine communications between the team members will also go to SMC, who will then record and channel the communication to the appropriate team member(s) and/or agencies.

Urgent communications may go directly between the concerned team members with a copy to SMC, ensuring that information is recorded and channeled to other entities as may be required.



5. Meetings

Program/Project team meetings will be divided into several levels to address project related issues and will be held on a regular basis. Project meetings are estimated as follows:

**A-E PROJECT MEETING REQUIREMENTS**

<b>DESIGN MEETINGS</b>	<b>Frequency</b>	<b>BY SCHEDULE</b>
Site Council	As needed	Programming Design (PD)
Site Council	As needed	Schematic Design
Site Council	As needed	DD, CD and Construction Phases
A-E Review Team	1 per phase	End of SD, DD and CD Phases
A-E Review Team	As needed	Re-review of submitted SD, DD and CD phases.
A-E Programming Review Team	1	End of PD Phase to select the Preferred Scheme
Project Start/Design Kick-Off	1	After Contract Approval
Community Information	As needed	Programming Design Phase
Community Information	As needed	Schematic Design Phase
Community Information	As needed	Prior to Bid Process, but after DSA Approval
Board Presentations	As requested	1 at end of each design phase minimum
Design Progress	Weekly	PD, SD and DD Phases
Design Progress	Bi-weekly	CD Phases
Design Review with FACILITIES	1	One week prior to the end of DD's
Design Review with FACILITIES	1	One week prior to the end of 50% CD's
Design Review with FACILITIES	1	One week prior to the end of CD's
Design Review with FACILITIES	1	After Constructability Review
Value Engineering	As needed	Mid-point and End of Design Development Phase
<b>BID MEETINGS</b>		
Pre-bid walk	2 min	Pre-bid walk
<b>CONSTRUCTION MEETINGS</b>		
Kick-off	1	
Owner, Architect, Contractor (OAC)	Weekly	Duration of construction
Testing / Commissioning	As Required, by specifications	A-E to be present at time of testing
Specialty Consultant meetings	As needed	As directed by District
Teacher/Community/Oversight Progress	As Requested	Quarterly, then monthly after 90% construction is complete



Punchlist	As needed	At contractor initiated punchlist
<b>CLOSE-OUT MEETINGS</b>		
Status update	Weekly	Until project is certified by DSA

- **Site Council Meetings**

The Site Council members shall be determined by the Superintendent and the Assistant Superintendent of Business Services. The Site Council will meet primarily during the Programming Design phase and the Schematic Design phase of major projects. Meetings after that time will be primarily informational, but the A-E Team and Program Manager should meet with the Site Council during the CD phase until completion. All members of the Program Team shall use Eadoc as the main communication tool for this entire Program.

One of the responsibilities of the Program Manager in the Pre-Design Phase of the building project is the coordination and interface with the Site Council. The Program Manager's role is to communicate directly with the Bond Program Director in organizing meetings and planning sessions with the Site Council. The Site Council is organized by the Site Principal with the assistance of the Bond Program director. The Assistant Superintendent of Business Services is responsible for final approval of all design decisions, and to secure the Board of Trustees approval of these design decisions as required. Active involvement of the Site Council is critical to the success of most projects. Program Managers have a number of important interactions with the Site Council during the Design Phase. These include:

- Attending all Site Facilities Committee meetings and documenting key input and decisions;
- Assisting Site Council in working with the A-E Design Teams;
- Facilitate Site Council involvement in the design process;
- Monitor Site Council meetings so that only as many meetings that are producing substantive results are held.

The level of involvement by the Site Council throughout the building project will vary according to the type of project and the phase of the work. The Program Manager should encourage Site Council involvement during the Programming Design and Schematic Design Phases. The Site Council can have the greatest input on the direction on the planning and design of the building project during these three phases. It is the responsibility of the Program Manager to keep the Bond Program Director and Site Committee informed of budgetary or programmatic constraints.

Interaction of Site Council members with the Contractor, Subcontractors, or anyone on the site during construction is prohibited. The Bond Program Director



should walk the site during construction with the Program Manager and the Construction Manager at regular intervals to review the work. The Bond Program Director may at selected times include the Assistant Superintendent of Business Services, Facilities Director and/or the site Principal on a walk to solicit their input on a specific issue within their specific area of expertise.

- **Issues: Political Aspects of Site Council Meetings; Support, Limitations and Interactions**

South San Francisco Unified School District Bond Measure J Program Staff and the Program Manager must be aware of the political aspects of their work with the Site Council. Involving the Site Council in the informational and decision making process is important for the long-term success of the Project and the Bond Program. For most projects, the Site Council can be very instrumental in moving the planning process along and positively contributing to a successful outcome.

Program Managers must also be aware that Site Council members may not fully understand the District's goals or views of the project. Site Council members may also be able to advance their views of the project independently. Program Managers are advised to review these situations carefully with the Bond Program Director.

- **Project A-E Review Team Meetings**

The **Project A-E Review Team (SD, DD and CD Phases)** is primarily composed of the Bond Program Director, Program Manager, A-E Project Architect and the appropriate SSFUSD staff/representatives as determined by the Assistant Superintendent of Business Services. The Project A-E Review Team is accountable to SSFUSD for ensuring that project goals, objectives, schedules and budgets are being implemented and carried out as scheduled. These meetings will be held primarily at the end of each design phase and anytime that the project design requires re-review to obtain approval of the design from the A-E Review Team prior to moving to the next phase of design. All members of the Program Team shall use Eadoc as the main communication tool for this entire Program.

The Project A-E Programming Review meetings will be held at the end of the Programming Phase of Design to select one preferred scheme from schemes presented by the A-E Team.

These meetings shall be facilitated by the Program Manager, with minutes taken and distributed to serve as written documentation of verbal discussions, directions, budget revisions, action items and project status. As required, formal written directives or other contractually required documents will subsequently



be generated by the appropriate team members for distribution through the Program Manager.

Meetings shall address the following topics as well as those in checklists, **Exhibits R – V**.

- Site use, building systems, materials selection, building plan and elevation studies
- Document's compliance with project scope/program
- Scope or quality revision, if required
- Architects statement of probable construction costs
- Code and regulatory compliance
- A-E's design phase schedule and project schedule
- Implementation of the interdisciplinary/agencies coordination comments
- Comment Tracking Document

Decisions and information regarding the above may be transmitted to the A-E in the form of marked up drawings and Comment Tracking Document. Should the review comments be considered a scope change to the A-E Agreement, appropriate procedures will be initiated as stated in the A-E agreement. All members of the Program Team shall use Eadoc as the main communication tool for this entire Program.

- **Project Start/Design Kick-Off Meeting**

The A-E team is ultimately responsible for the design and development of construction documents from which the project will be constructed. It is imperative that the A-E be informed of the project requirements.

To initiate the Project, the Program Manager shall issue the A-E a Notice-To-Proceed (NTP) (**Exhibit 'G'**) after the scheduled Design Kick-Off Meeting. The Program Manager shall concurrently furnish the A-E (unless otherwise specified in the Agreement) with the following:

- All available reports and drawings, soils testing and geotechnical services — in the condition in which they exist in the District's files.
- Any available technical specifications, drawings (including record drawings for Existing Facilities), calculations and engineering reports and/or analyses relevant to the project — in the condition in which they exist in the District's files.
- Current title report for the project site(s) — if available and in the condition in which they exist in the District's files.
- Geotechnical Hazard and Environmental Surveys — in the condition in which they exist in the District's files, to be supplemented with current reports as the project develops.



## Procedures Manual

- Facility Space Program for the project. (Program must be approved by the Bond Program Director.).
- Estimated Cost of Construction.
- District Design Standards.
- Educational Specifications (Ed Specs)
- Division 00 & 01 Specifications (to be edited for specific project by A/E).
- Project Design Schedule.

The Program Manager shall reiterate to the A-E that, per the terms of the Agreement, while the District is responsible for the content and accuracy of the information provided, the A-E is responsible for its use and coordination into the project design and in exercising due diligence during its use and coordination. The Program Manager shall also reiterate to the A-E that they are responsible to notify the District of any inadequacies, inconsistencies or inaccuracies found.

The A-E shall review the information provided and advise the Program Manager if the information provided is inadequate, inaccurate or raises any issue(s) that may ultimately affect the District's decision on the programmed spaces, budget, use of the site, under-funded project components, possible underground utility interference with planned development, unusually weak soil conditions, high potential for soil liquefaction, abnormal ground fissures, etc. If any additional information or studies are required, the A-E shall so notify the Program Manager promptly and in writing.

The Project Manager shall schedule a Design Kick-Off Meeting once the Architect's Agreement has been executed and agreement with the Project design Schedule received from the A-E. The meeting shall include the following attendees:

- Architect of Record (A-E) and key design staff
- Assistant Superintendent of Business Services
- Bond Program Director
- CEQA Consultant, if available
- Program Manager
- Others as deemed appropriate by the Program Manager and District

The basic purpose of the Project Design Kick-Off Meeting is to gain a common understanding of the project requirements, and to launch the design process on a multi-disciplinary and efficient basis, taking into account both design and associated construction management considerations. The Program Manager shall prepare a Meeting Agenda. Key items to be discussed at the Design Kick-Off Meeting include:



- Define the Project and clarify the scope of work (sizes, adjacencies, special considerations, etc.)
- Lines of communication (re: Organizational Chart)
- Roles and responsibilities
- Identify and review pertinent information required of the District
- Review work plan/schedule, procedures, deliverables and milestones
- Review of Project budget/cost model
- Design reviews/quality control
- Design submittals and approval requirements/procedures
- Design phase meetings
- Design phase schedule
- Development of SSFUSD Design Guidelines and Specifications
- CHPS Program Compliance requirements
- Community/Consultant presentations and requirements
- Respond to and clarify any A-E questions or concerns

The objective of the meeting is to seek active participation of all attendees in the discussion, clarification and understanding of the architectural/ construction program and related activities. The Program Manager will be responsible for running the meeting and recording the meeting minutes, forwarding copies to all meeting attendees, and following-up on any outstanding action items before the start of the Design Phase.

After a successful Project Start Meeting, the Program Manager shall issue a Notice to Proceed (**Exhibit 'G'**) to the Architect of Record that identifies the start and completion dates for the Programming Design Phase. In addition to meeting minutes, the Bond Program Director should be copied on ALL correspondence between the A-E and Program Manager.

- **Community Information Meetings**

The Bond Program Director will coordinate with the A-E team a series of meetings with the Community, which the A-E will present the design of the project. Reference the Design Schedule for the placement of the meetings required during the programming and schematic design phases. Following 100% Construction Documents completion, the Bond Program Director schedules another Community Meeting to present the final design to the community and



discuss the basic construction process and schedule. See Community Meeting No. 3 Agenda Sample (**Exhibit 'J'**). These meetings could be combined with a site PTA meeting or a Board of Trustees meeting.

- **Design Progress Meetings**

On a weekly basis during the Programming, Schematic Design, Design Development Phases and CD Phases the Program Manager shall meet with the A-E at a mutually agreed to location, to review the progress of the design. These meetings will be facilitated by the Program Manager, with minutes taken and distributed to serve as written documentation of verbal discussions, directions, budget revisions, action items and project status. At this meeting the Program Manager shall review items as denoted in above. The A-E shall provide all documentation as requested by the Program Manager to substantiate their progress at these meetings.

- **Design Review Meetings with Facilities**

Approximately one week prior to the end of the DD, 50% CD and 100% CD design phase the A-E Design Team along with the Program Manager and the Bond Program Director will review the documents with the Facilities Director and staff. These meetings will bring together the key personnel to review different systems, materials utilized, etc. to allow the District Facilities Dept. an opportunity to provide the A-E Design Team with specific comments as it relates to each of the different disciplines involved in the project. The Program Manager shall attend these meetings and take meeting minutes and distribute them accordingly.

- **Pre-Bid Walk**

Once the contract documents have been approved by DSA and are ready for construction, the Construction Manager shall set the date and time of the pre-bid walks. There shall be as a minimum two pre-bid walks for each project. The A-E along with the CM and Program Manager shall attend these walks.

The Construction Manager will be responsible for taking meeting minutes and distributing them to the Design Team, Program Manager, Bond Program Director and the file. The CM shall be responsible for gathering all signatures on the sign-in and sign-out sheet along with business cards of those that attend.

- **Owner, Contractor, Architect (OAC) Meetings**

Once construction begins there shall be weekly construction progress (OAC) meeting held at the project site. The A-E and their required consultants, CM,



Bond Program Director, Director of Facilities and Inspector of Record should attend these meetings. The CM shall be responsible for taking meeting minutes during the meeting and distributing them to all parties and the Program Manager. All members of the Program Team shall use Eadoc as the main communication tool for this entire Program.

Once the project has completed construction and enters the close out phase the A-E shall hold weekly meetings with the CM to review outstanding issues, such as change orders, as-built drawings, etc. until the project is certified with DSA. The A-E is responsible for providing a weekly status report, in the form of meeting minutes, or a matrix, describing the detailed status of outstanding items. This report shall be distributed to the CM and appropriate team members until the project is certified by DSA. The weekly meetings on occasion may be required to be held at the project site, if design and/or construction problems are identified for correction during this close out phase.

## 6. Project Budgets

A comprehensive budget detailing soft costs and construction costs shall be generated by the Program Manager. Hard costs address construction items. Soft costs are costs associated with developing the project such as professional fees. The Project Budget information will be incorporated into the District's Accounting and Budgeting Program.

The budget for a project that has either changed in scope or schedule will need to be revised using the Project Budget Modification (PBM) Form, **Exhibit 'W'**. The detailed project budget should be developed in coordination with the Bond Program Director and Assistant Superintendent of Business Services and staff in the Programming Phase of the project. It is the Project Manager's responsibility to update the project cost information on a regular basis, as a minimum once a week. A sample of a Project Budget is shown in **Exhibit 'W'**.

## 7. CEQA: Environmental Review & Program Manager's Responsibilities

Compliance with the requirements of the California Environmental Quality Act is mandatory for all public agencies undertaking construction projects in California. The CEQA consultant shall provide Implementation Procedures to ensure compliance for all projects in the program.

Overall responsibility for compliance with CEQA rests with the South San Francisco Unified School District. The Assistant Superintendent of Business Services and a CEQA Consultant (if used) may be assisted by the Program Manager at the requested of the Assistant Superintendent of Business Services. Because of the legal issues relating to CEQA, Program Managers must take direction solely from the Assistant



Superintendent of Business Services and/or the CEQA Consultant hired by the District regarding any activity they perform related to CEQA review.

For each project the Program Manager will make a determination, usually in consultation with the CEQA Consultant and/or the District's legal counsel, regarding the CEQA status of the project and the required level of review based upon the project's anticipated environmental impacts.

Many small projects and even many large school renovation projects will be found to be Categorical Exempt from the CEQA review requirements. South San Francisco Unified School District Assistant Superintendent of Business Services and/or CEQA Consultant will notify the Program Manager when the project is Categorical Exempt. In this case, the Project Manager has no further responsibilities relating to CEQA.

Projects, which are subject to CEQA review process, will always include the basic review or Initial Study. The results of the Initial Study will indicate the level of review required and the required levels of documentation and public input/notice. Projects with no identified significant environmental impacts will file a Negative Declaration. Projects with potential impacts that could be eliminated will require a Mitigated Negative Declaration. Projects with significant environmental impacts that cannot be mitigated will require preparation of an Environmental Impact Report or EIR.

The District and/or the CEQA Consultant is responsible, with the assistance of the Program Manager, during the Initial Study and for all levels of CEQA, to conduct the following duties:

- Coordinate meeting filing deadlines for notices, state agencies, and hearings related to the project;
- Prepare legal advertisements relating to the review of the CEQA document by the public;
- Provide information regarding the project in order to prepare all levels of documentation;
- Facilitate public liaison regarding the project;
- Provide timelines and flow charts of the CEQA process;
- The Program Manager shall be responsible for implementing all required mitigation measures by ensuring inclusion of all required mitigations in the contract documents for the project's construction. The District and/or the CEQA Consultant shall review and approve such implementation to ensure that they accurately depict the mitigation measure(s) required;
- The Program Manager shall assist the Assistant Superintendent of Business Services in selection, proposal review, and contract administration for the Environmental Consultant.

The last task noted is perhaps the most important. Any Program Manager with a project that has required mitigations must ensure that the mitigation measures are included in the contract documents. The Program Manager will be given a copy of



the MMRP (Mitigation, Monitoring, and Reporting Plan) by the Assistant Superintendent of Business Services and/or CEQA Consultant. This document will list all required mitigations. It must be sent to the A-E Design Team immediately for inclusion in the documents and the documents should be checked at each phase of the work to see that they include the mitigation measures. The Program Manager shall be responsible for reviewing the schedule to ensure that the timing for preparing major environmental documents and the CEQA Process do not inhibit the progress of design.

## 8. Consultant Selection

A key responsibility of the Program Manager is to work with the Assistant Superintendent of Business Services in the selection of various consultants for the successful completion of complex school facility construction projects. The Program Manager is responsible for managing the consultant selection process in coordination with the Assistant Superintendent of Business Services to ensure a comprehensive selection process, high quality service while maintaining competitive pricing for services rendered.

Listed below are the major consultants that will be required, but others may be required as the needs of the projects may vary. The Program Manager is responsible for identifying these needs in a proactive manner so that the selection and implementation process of the various consultants does not hold up the progress of the project.

- **A-E Guidelines/Policies**

The Program Manager will coordinate the Architectural selection process by issuing an RFQ, coordinate responses and reviews, scheduling interviews, and other elements of the selection process for the District.

The Assistant Superintendent of Business Services along with the A-E selection group is responsible for selecting the A-E team(s). The Board of Trustees must approve the A-E selection.



- **“Hazmat” Consultants**

Hazardous Materials Consultants are required for any construction project impacting existing South San Francisco Unified School District buildings or sites which many contain hazardous materials. The Program Manager is responsible for Hazardous Materials Consultant selection.

Selections for Hazardous Materials consultants are qualifications-based, with lowest cost based upon complete services including survey, design, cost estimating, documents, and monitoring.

The most difficult aspect of selection for Hazardous Materials consulting is comparing proposed costs during the Monitoring Phase. First, the scope of the work and the times required for on-site monitoring and inspection are often difficult to estimate well in advance of the project. Second, rate structures for work and exclusions are often quite different between responding firms. The Program Manager's primary task is to develop a workable method to accurately assess proposed consultant costs for an equal amount of work.

- **Civil Survey Consultants**

The Program Manager will coordinate the selection process by issuing an RFQ, coordinate responses and reviews, scheduling interviews, and other elements of the selection process for the District.

Survey Data required should be reviewed for individual projects and tailored to meet unique site conditions and project configuration. All Survey data shall be made available for use during the construction phase in both electronic and hard copy formats.

- **Geotechnical Consultants**

New construction, including additions, and some site work projects will require Geotechnical consulting services. The Program Manager is responsible for Geotechnical Consultant Selection. Selection is based upon qualifications and lowest cost.

The Program Manager shall solicit pricing through an RFP cover, and shall include a site map for reference. Program Managers must insert required individual project data.

South San Francisco Unified School District projects must conform to State of California Title 24 requirements for Geotechnical Engineering on school projects.



The primary requirement to meet this standard is that the Geotechnical Engineer includes a complete Geological Hazards Study.

Fee proposals in selection of Geotechnical consultants will typically be lump sum for the Geotechnical Report, foundation and pavement design review. Construction monitoring and testing will typically be on a daily rate or hourly plus (+) lab time rate. Services during construction phase are very difficult to estimate. The Program Manager's primary responsibility is to provide an accurate comparison of costs for an equal amount of construction phase services, including lab and testing services.

- **Executing Consultant Agreements**

Prior to notifying selected consultants, Program Managers must confirm all required documentation has been provided, review and obtain the approval of the selection with the Assistant Superintendent of Business Services and the Board of Trustees if required.

Required documentation for executing Agreements must include:

- Proof of Insurance in amounts specified in the RFP.
- Comparison of proposals and equalized cost basis for selection.
- Copy of original RFP.
- Copy of Proposal from the selected firm.
- Addenda, communications affecting performance or terms specified in the District's RFP and the firm's proposal.

The Program Manager must ensure that the consultant's proposal references the RFP and all of the District's requirements for the consulting services are contained in the RFP. The Program Manager must complete and package all of the documentation noted above for review and approval by the Assistant Superintendent of Business Services.

The Assistant Superintendent of Business Services must execute all Agreements or acceptances for construction consulting Agreements. In many cases, the execution of the Agreement will be complete with the Assistant Superintendent of Business Services signing off on the requisition beginning the process for a Purchase Order. Prior to the implementation of the Purchase Order the Agreement may require Board approval.

- **Purchase Order Procedures**

Execution of consultant Agreements is completed when the Program Manager receives a Purchase Order for the work and/or an executed signed Agreement. An important component of the Project Manager's work is accurate and timely completion of paperwork required for Purchase Orders. Purchase Orders are used



not only for executing consulting Agreements, but also are required for any project related purchases. Program Managers and Construction Managers will typically require Purchase Orders for:

- Consulting Services
- Permit Fees required by Local Authorities having jurisdiction as it relates to off- site improvements
- DSA Permit Fees
- Special Testing or Inspection Services
- Advertisements for legal matters including bidding projects
- Supplies, Equipment, or Furnishings for Completing Projects
- Utility Fees for Connection, Relocation, or Removal from Service

The South San Francisco Unified School District Purchase Order Procedures are in Section 4.0 of this manual. For Program Managers, it is important to allow enough time for processing Purchase Orders at each level of the District.

When the Purchase Order for consulting services is executed, the Program Manager must track all activity related to the Purchase Order in the cost item portion of Eadoc .

## 9. Utility Service Provider Approval

The A-E shall be responsible for identifying all utility services that will be needed for the project facility and generating a list of contacts with the appropriate service providers. The list of service provider contacts shall be provided to the Program Manager as part of the Programming Design phase submittal.

See section 5.8 - Authorities Having Jurisdiction for reference.

### • A-E Responsibilities

- The A-E shall coordinate meetings with the service providers identified to verify the availability of services for the project and identify any easements or rights-of-way for in-place or future utility services.
- The A-E shall document, in writing, and submit to the service provider and Program Manager the applicable information needed for capacity verification, i.e., peak power loads, number and type of fixtures, lines required, site population, etc., prior to the meetings.
- The Program Manager, through the A-E, shall receive copies of all correspondence and be invited to attend all project-related meetings. All correspondence shall identify SSFUSD as the District of the project and the



A-E as the point of contact for the projects and recipient of all project-related correspondence with copies to the Program Manager. The A-E shall advise the Program Manager in advance of all meetings with the service providers. The A-E shall advise the service providers at this meeting and any subsequent meetings (or correspondence) of any changes in the applicable information previously submitted.

- The A-E shall summarize in writing, and submit to the Program Manager, the findings from all meetings with service providers as part of the Design Development submittal. As a minimum, this documentation shall identify service capacity concerns and recommended resolution actions, point of service locations and requirements, design requirements/standard details of the service provider, installation and/or plan review and approval fees, lead times, etc. The A-E shall include copies of all correspondence to and from the service provider as part of this summary report. Failure to provide this documentation as part of the Design Development Submittal may be a basis for reduction in the payment application submitted by the A-E.
- Prior to submittal of the 100% Construction Documents, the A-E shall meet with all service providers for review and approval of all design elements relating to the provision and connection of services. The A-E shall obtain stamped approval of the applicable design elements from the service provider and a Letter of Consensus verifying that the stamped plans are approved. The A-E shall include the stamped drawings and letter as part of the 100% Construction Documents submittal.
- **Program Manager Responsibilities**
  - The Program Manager shall attend all meetings with the various service providers upon notification of the meeting by the A-E.
  - The Program Manager shall verify the applicable information needed for capacity verification, i.e., peak power loads, number and type of fixtures, lines required, site population, etc., with the Project program and other District requirements and advise the A-E of any discrepancies.
  - The Program Manager shall receive from the A-E, from the various meetings with the service providers, design requirements/standard details of the service provider and the Program Manager shall verify, by review of this documentation, that all required service provision issues have been addressed in the design and planning of the facility.
  - The Program Manager shall verify incorporation of the documents received from the various service providers in the 100% construction documents design phase submittal.



## 10. Division of the State Architect (DSA) Approval

- Prior to the scheduled final approval date for the Schematic Design submittal, the A-E shall request a DSA Preliminary Review of the project. The A-E and Program Manager shall attend the meeting and the A-E shall prepare and submit a report to the Program Manager documenting DSA's review comments and the A-E's proposed design response or corrective action plan. The Program Manager shall make sure that they receive these meeting minutes and track all assigned action items.
- Prior to the scheduled 100% Construction Document submittal date, the Program Manager shall prepare a warrant request and assist the Assistant Superintendent of Business Services in securing a Project Tracking Number (PTN). The A-E shall prepare DSA's "Application for Plans and Specifications" (FORM DSA-1). The Program Manager shall provide information that the A-E may require to complete the forms.
- Following sign-off of the 100% Construction Document drawings and specifications, the A-E shall assemble and package all materials listed on DSA's Project Submittal Checklist found at :  
<http://www.dsa.dgs.ca.gov/ProjectSubmittalProcess/checklist.htm>, into a DSA Submittal Package and verify that all items listed are included and complete. When the Package has been assembled and verified as complete by the Program Manager, the A-E shall transmit the Package to DSA. A complete copy of the DSA package, including the Project Manual and Plans, shall be provided to the Program Manager.
- Following submittal of the Package to DSA, the Program Manager shall check the DSA Tracker Report daily (<http://www.applications.dgs.ca.gov/dsA-ETrackerWeb/tracker.htm>) to determine if the Project has been scheduled for review and identify the DSA Plan Reviewers for the required reviews. If the DSA Tracker Report does not identify a Plan Reviewer or indicate a scheduled start date within 10 days of the Package submittal, the Program Manager shall request that the A-E initiate inquiries to determine if DSA's preliminary review has concluded the Package is incomplete. If incomplete, the A-E shall immediately retrieve the Package, ascertain the deficiencies, and make needed corrections and resubmit the Package for review. Upon re-submission the A-E shall inform the Program Manager that this has been completed. The Program Manager shall continue to monitor the DSA Tracker Report to determine when the plan review is complete and available for return (or has been returned) to the A-E.
- When the DSA Tracker Report indicates the plan review has been completed and the "check set(s)" are available, the A-E shall arrange to expediently obtain the red-marked "check set(s)". Upon obtaining the "check set(s)", the A-E shall immediately schedule a meeting with the Program Manager to briefly review the



characteristics and extent of the DSA comments and establish a schedule for correcting the documents and scheduling the DSA back-check appointments.

The check set documents from DSA's various *discipline* reviews may be available to SSFUSD at different times, i.e., independently. The A-E should monitor the DSA Tracker Report to determine if an individual *package* can be retrieved and make arrangements accordingly. If this transpires the A-E shall notify the Program Manager.

- The Program Manager shall be responsible for reviewing any questions from the A-E regarding the intent of DSA comments, as they pertain to District requirements, prior to any discussion with DSA by the A-E. The Program Manager shall determine if the same or similar question(s) was previously addressed by DSA on SSFUSD projects and advise the A-E of the response(s). Should the A-E require further clarification, the A-E shall coordinate and the Program Manager shall participate in any clarification discussions with DSA.
- The A-E shall contact the DSA structural reviewer who reviewed the project to schedule Back-check and Approval meetings. These meetings shall be scheduled no later than 14 days after the scheduled completion date for incorporating DSA's comments and requirements into the design documents. When the Back-check and Approval meetings have been scheduled, the A-E shall immediately (e-mail) notify the Program Manager of the date, time and location of the meeting and follow-up with a formal transmittal letter requesting the Program Manager's attendance at meeting.
- When the A-E has incorporated, or otherwise addressed, all DSA comments into the construction documents, the A-E shall plot all drawings on reproducible transparencies and reprint all specifications. The Program Manager and A-E shall meet on the day following the scheduled completion date to review and ensure that all DSA comments have been addressed. This review shall include the Program Manager overlaying each drawing transparency on the corresponding "check set" sheet, verifying the correction as complete, and that the "check set" comments are marked per DSA's suggested procedure. Changes to each page of the specifications shall likewise be verified by the Program Manager. Any changes made to the design documents that are not the direct result of a DSA review comment shall be identified, reviewed and placed on a list to be acknowledged during the DSA Back-check and Approval meetings. The A-E shall immediately address any incomplete comments identified, plot (or print) and replace the affected sheet (or page), and have the appropriate licensed design professional stamp and sign the documents as required.
- The A-E, licensed design professional who has corrected and stamped the design documents to be reviewed, and the Program Manager shall attend the scheduled Back-check and Approval meetings. As required, they shall agree to and authorize any changes to the signed and stamped documents and review



any changes to the “check set” submittal that were not a direct response to or result of a DSA review comment.

Upon completion of the Back-check and Approval meetings to satisfy that DSA concerns and comments have been adequately addressed, plans will be stamped by DSA. The A-E shall make copies of the DSA stamped set for SSFUSD and the Program Manager. The A-E will also upload an electronic copy of the approved drawings to the Planwell web site.

## 11. California Department of Education (CDE)

The following is required if the project has State Funding:

- Following approval of the Schematic Design phase submittal, the A-E shall prepare the Preliminary Plans Submission materials and submit them to CDE, with a copy of the complete package to the Program Manager, for their review and approval. The CDE School Facilities Planning Division SPDF 4.07 series forms and submittal requirements are available at <http://www.cde.ca.gov/ls/fa/sf/forms.asp>. The Program Manager shall review and verify that all requirements listed in the “Checklist for the Submission of New Construction Plans, Preliminary Plans Submission” are fulfilled and the required materials are submitted within seven (7) calendar days after final approval of the submittal by the District.
- Following approval of the 100% Construction Documents design phase submittal, the A-E shall prepare the Final Plans Submission materials and submit them, with a copy to the Program Manager, to CDE for their approval. The Program Manager shall verify all requirements listed in the “Checklist for the Submission of New Construction Plans, Final Plans Submission” is fulfilled and that the required materials are provided after final approval of the submittal by the District. This submittal shall be made concurrent with the submittal to DSA for review and approval.

## 12. Other Regulatory Review and/or Approval Agencies

The A-E shall prepare and submit, as part of its Programming Design phase submittal, a list of all regulatory and oversight agencies having review and/or approval authority over school funding and operations, project-related offsite improvements, and required operating permits. This listing shall also identify the type of review, review materials required and process for obtaining the reviews and approvals - including telephone numbers (as a minimum) and other applicable contact information. All members of the Program Delivery Team shall use Eadoc as the main communication tool for this entire Program.

The Program Manager shall review and verify the list for completeness and identify any additional reviews that may be required based on prior District experience. As a minimum, this list should address the roles and approval requirements for:



## Procedures Manual

### Funding

CDE (California Department of Education)

DTSC (Department of Toxic Substances Control)

CHPS (State, or any other Green type of program)

BAAQMD (Bay Area Air Quality Management District)

Industrial Waste (County/City), required for MS and HS

Health Department (County/City)

Fire Department (County/City)

Cal OSHA (State)

Offsite Improvements (County/City) Planning

Department (County/City) Streets/Transportation

(County/City)

See section 5.8 - Authorities Having Jurisdiction for reference.



- The A-E shall prepare and submit, as part of its Schematic Design phase submittal a:
  - Finalized list of all regulatory and oversight agencies that have review and/or approval authority over elements of the project,
  - Copy of all relevant correspondence and materials received, obtained and/or submitted to and/or from the review and approval agencies,
  - Summary report of all project-relevant findings from correspondence, research and/or meetings with the review and approval agencies and identification of the attributable sources and/or authorities,
  - List of all material and submittal requirements for each review and approval agency – including estimated fees for reviews, approvals and permits -- and submittal times,
  - List of all approvals and/or permits required to construct and/or operate the site and facility and process and timing for obtaining them.

The Program Manager shall review and verify the list for completeness and identify any additional measures that may be required based on prior District experience.

- During the Project, the A-E shall meet and correspond with the various agencies to ensure compliance with their requirements and approval of the final documents. The Program Manager shall receive copies of all correspondence and be invited to attend all project-related meetings. As part of the 100% Construction Documents final design phase submittal, the A-E shall provide copies of all correspondence to and from agencies listed as having Operational and Offsite Improvement review and approval authority. The Program Manager shall verify that the A-E has received signed (or stamped) clearances and/or approvals from each agency.
- The Architect also submits the documents to the Local Health Department, Building or Planning Department or Bureau of Engineering (BoE) ('B' Permit) and Industrial Waste Management Department of Alameda County (for Middle and High Schools).

The Architect of Record completes and records set of final documents for DSA (Structural Safety, Fire & Life Safety, and Access Compliance), local Fire Department, Health Department, Industrial Waste Department corrections as required to receive clearance and signed approvals from each agency (see



section 10, DSA Approvals for details). The A-E also must comply with Division of Industrial Safety, (Cal/OSHA) Title 8, and Energy Conservation Standards and Regulations.

- Once all comments have been received from the 'Bureau of Engineering' ('B' Permit), the constructability review consultant, any specialty consultants and the Program Manager schedule a meeting to review all comments. At the meeting, a written schedule is established for correcting the documents and meeting with appropriate governmental agencies to obtain their approvals. Copies of all 100% CD submittals and corrections are forwarded to the project file.

### 6.3 Design Phase Management: Submittals, Actions, Review and Approvals

Design Phase management for Bond Measure J projects requires a comprehensive understanding of the project parameters including budget, schedule, project goals, User-Group/Site Council needs, and Construction Program limitations. The Program Manager will coordinate the activities of all consultants and members of the design team.

The contractual obligations of the team members, specifically the A-E Team, during each phase of the work are included in the Agreement and are summarized in the submittal checklists, **Exhibits 'R', 'S', 'T', 'U', and 'V'**. Program Managers must also be aware of their responsibilities for approval by South San Francisco Unified School District Bond Program Staff and Board where required at each phase. In addition, the Program Manager is responsible for coordination of recording, reporting, documenting, and filing items which are associated with the project.

There may be differences in approach and in specific requirements due to the size and scope of the various projects. For example a small project may not have as many distinct phases as a large project, such as the construction of a new school, classrooms, or major renovation. Many times, distinctions about phases of the work are blurred or not relevant. However, on any size project, Program Managers are still required to manage all aspects of the work during the Design Phase and to be responsible to meet the District's project goals including timely completion and meeting the budget.

#### 6.3.1 Summary of Design Requirements and Phases

The items listed below summarize the sequence of major activities, requirements and design phases in the design process and the materials and products to be generated and submitted or distributed for review and approval. Refer to the Agreement for Architectural/Engineering Services for further information regarding services, deliverables, and schedule. The Design process begins with the Project Kick-off meeting.

Specific processes associated with each design phase are graphically represented in the Design Management Process Flowcharts, Exhibit 'J'. Procedures defining the activities associated with management of each design phase and/or activity are described herein.



**1. Design Phase Submittal Requirements**

Submission of appropriate documents for each design phase

Submission of electronic copies of the documents to Eadoc and/or PlanWell

Verification of submitted documents including completeness

Estimate of Construction Cost

Incorporation of all previous design comments at the end of succeeding phase

**2. Design Phase Review and Approval**

Setup of Meetings to obtain District Approval

Distribution of Documents to A-E Design

Review Team Filing of Approved Design

Documents

Notice to Proceed to Next Phase of Design

**3. Programming Design**

Conceptual drawings of alternative design schemes

Basis of Design Report for the alternative design schemes

Documents describing the general scope, scale and relationships of major project components and functions in the alternative design schemes

Descriptions and analyses of differences in proposed systems and materials for the alternative design schemes

Construction cost estimates for alternative design schemes

Programming Design Decision Briefing

Submission of electronic copies of the documents to Eadoc and/ or PlanWell

The Programming Design phase concludes with:

- The selection of a conceptual design scheme for further definition and development, identification of modifications and/or additions desired by SSFUSD, and
- Direction to the Architect Engineer (A-E) to proceed with further refinement of the preferred concept, including incorporation of the identified modifications and/or additions received from the District.

**4. Schematic Design**



Refined Concept Drawings – to include site plans, floor plans, elevations, sections, and other drawings, sketches or graphic materials as needed to illustrate the Project in three dimensions

Identify and illustrate building occupancy, construction type and fire zones, required exits, exit paths and travel distances, rated walls, rated corridors, and describe the relationship of the Project to on- and off-site improvements.

Identification and evaluation of recommended architectural, structural, mechanical and electrical systems/equipment/materials

Updated Basis of Design Report for the preferred scheme

Identification, documentation and recommendation of the optimum/preferred solutions through comparison and analysis of alternatives

Updated construction cost estimates with value engineering applied as required to evaluate proposed alternatives to the preferred concept and modifications/additions

Submission of electronic copies of the documents to Eadoc

Potential Additive/Deductive Alternates for bidding

## 5. Design Development

Refined and further defined Schematic Design Drawings – including 2A building area diagrams, site plan, floor plans with room dimensions and use, elevations, cross sections, alternative interior finish/design scheme(s), type of structural system with foundation plans, mechanical system, electrical system and materials which will fix and illustrate the size, character and quality of the entire Project

Updated Basis of Design report with calculations and analyses — including identification and quantification of all area/space allocations, architectural and engineering systems, equipment, materials, demands and capacities

Consideration shall be given to:

Project construction methods and constructability

Construction sequencing and scheduling

Finalize Additive/Deductive Alternates for bidding

Procurement (ordering) of long lead items of equipment and materials



User safety and/or security requirements

Designs for the disabled

Operations and maintenance requirements

Energy conservation

Outline specifications in CSI format for recommended architectural, structural, mechanical and electrical systems and materials.

Cost estimates (CSI format) in sufficient detail to confirm or adjust, as required, any aspects of the design necessary to conform to the approved construction budget.

The approved Design Development documents shall fix the functional design of the project. No further changes to the functional design shall be permitted after the end of this phase unless mandated by DSA.

## **6. Construction Documents (50%)**

Working/construction drawings that, in the judgment of the District, contain 50% or more of the final detailed drawings of systems, equipment, materials and related requirements necessary for construction of the Project.

Fifty percent of all required technical specifications for all proposed building elements that have been edited and completed in CSI format.

Updated Basis of Design Report

Updated construction cost estimate in CSI format and sufficient detail to confirm that the Project, as being designed, can be completed within the approved construction budget.

## **7. Construction Documents (100%)**

Complete working/construction detailed drawings that have been stamped/sealed by licensed architects and/or engineers and set forth in detail the systems, equipment, materials and related requirements necessary for construction of the Project.

Building and site plan templates for preparation of Safe School, Emergency Assembly and Emergency Evacuation Plans

Technical specifications in CSI format that are complete and have been edited – including those for bid alternates and identifying any special conditions

Final Basis of Design Report



Final construction cost estimate for the Project.

## 8. DSA Approval

DSA approval takes place after submittal of completed construction documents and comment revision (as required by DSA). Receipt of DSA stamped construction documents and approval letter indicate DSA approval.

### 6.3.2 Design Phase Submittal Requirements

Within the time frames stipulated in the A-E's Agreement and the Project Design Schedule, all required documents (drawings, specifications, cost estimates, Basis of Design Report, etc.) shall be submitted to the Program Manager for acceptance as the final design phase submittal for each design phase.

In general, Program Managers working with consultant team members and the Bond Program Director should focus on the transition points between the phases of the project. At each change in phase, Program Managers must be satisfied that the following guidelines have been met:

- Project program, design and scope meet User-Group and District requirements;
  - Design documents are fully developed and appropriate for the phase;
  - Project schedule from design through construction is accurate and reflects all project, site, and District constraints;
  - Estimated cost of the work is within the allowable budget.,
  - Incorporation of all Design comments, constructability review and maintenance review comments.
  - A-E Agreement compliance
1. Immediately following receipt of the A-E's final design phase submittal, the Program Manager shall review all of the materials submitted and confirm that all requirements listed in the phase submittal checklist, **Exhibits 'R', 'S', 'T', 'U', and 'V'**, for the applicable design phase have been fulfilled. The Program Manager shall indicate receipt of each item listed, and acceptability of the item and materials submitted as complete and consistent with the standard of quality reasonably anticipated from licensed design professionals, by checking the appropriate box on the applicable checklist. The Program Manager shall also verify that all design, Constructability Review and Maintenance Review Teams review comments from prior submittals have been addressed and/or incorporated.



- 2.. A Programming Design Comparison Worksheet (Exhibit L) shall be prepared and submitted by the A-E prior to the Programming Design Phase Review. The Program Manager shall validate the information attributed by the A-E to the alternate design schemes, with assistance and input from the Bond Program Director and SMC Estimator, and reconcile any apparent differences that are identified with the A-E.
3. A Design Comparison Worksheet (Exhibit L) shall be prepared by the A-E and submitted to the Program Manager with each subsequent required SD, DD and CD final design phase submittals, for review, validation and distribution by the Program Manager. The Program Manager shall receive assistance and input from the Bond Program Director and SMC Estimator to validate these subsequent submittals.
4. Immediately after receiving a design phase final submittal from the A-E, the Program Manager shall meet with the Bond Program Director to review and validate the completeness of the submittal for acceptance and review per the A-E's Agreement. If this review finds the documents to be incomplete the Program Manager shall, within 72 hours provide written comments specifying the items that are incomplete to the A-E for completion and/or correction within an agreed to time frame, but not more than ten (10) working days after receipt of the documents. The A-E shall meet with the Program Manager to obtain the documents to identify what missing elements or directed modifications can be incorporated into a revised submittal. The A-E shall then complete the documents and incorporate those corrections or changes into the rejected submittal as agreed. When appropriate, the A-E shall identify any applicable code section that precludes the directed modification or any significant construction cost increase resulting from a directed correction or change which the Program Manager shall verify and respond in writing.
5. The Program Manager will receive a Cost Estimate for the project during each phase of the work. The Program Manager should allow enough time in the project schedule for cost reconciliation with the Architect. This will typically be 1-2 weeks, if a couple of reconciliation meetings and some estimate re-work are involved. The Program Manager must reach an agreement, in general about the cost of the project, with the Architect's estimator. The project cannot go forward to the next phase without a cost estimate that is within the District's budget.
6. Following the A-E's 100% Construction Document (CD) design phase final submittal, the Program Manager shall follow the distribution and review process previously described; however, the Program Manager shall verify that as part of this submittal, the A-E has highlighted (or listed) any changes from the previous submittal and/or any newly created drawings or documents before



distributing it to the Bond Program Director and SMC Estimator and shall concurrently distribute a set to the SMC Constructability Reviewer for final review.

### 6.3.3 Design Review and Approval

The Program Manager shall be responsible for acquisition of all District internal and external approvals of the Project Design documents necessary for permitting, bidding and construction.

1. The District, as directed by the Program Manager and Bond Program Director, must support and approve the project. They should be made aware of possible trade-offs. These could be space issues, budget issues, or even phasing issues. The District needs to understand the project approach and be aware of how the project will impact the school site. Their approval must be gained at both the Programming Design and Schematic Design Phases. The Program Manager shall work closely with the Bond Program Director and A-E Team to obtain their consensus prior to any approval meetings taking place during the PD and SD Phases.
2. Upon verifying that a design phase final submittal is (or will be) complete and ready (or sufficiently ready) for review, the Program Manager shall confirm (or reschedule) the time, date and location of the design phase final submittal review meeting with all A-E Design Review Team members listed on the applicable **Exhibits 'A' through 'E'** Review/Approval forms. The Program Manager shall have scheduled in advance (based on submittal milestones identified in the Agreement and the Project Design Schedule) a conference room appropriate for the A-E to present the submittal to the A-E Design Review Team to meet and review the submittal.
3. The A-E shall prepare and distribute to the Program Manager who shall distribute to the Design Review Team members, for review and familiarization, one (1) hard copy and one (1) electronic copy, on compact disc in an editable PDF format of the design phase final submittal, including descriptions of modifications to be incorporated by the A-E, and the Design Comparison Worksheet, **Exhibit L**. These copies shall be distributed within 24 hours after acceptance of the submittal by the Program Manager as complete or at least prior to the scheduled meeting to provide approval of the design phase submittal. The Program Manager shall also concurrently provide copies of the submittal materials ("hard" and "electronic" copies) to the SMC Estimator for their review as appropriate. The electronic submittal must be made available on PlanWell at least one week in advance of the Design Review Team meeting, in a format that can be marked up electronically by any team members.



- a. The Design Review Team meetings shall include, as a minimum, all signatories with "Recommend Approval/Recommend Reject" signature blocks on the Design Review/Approval Forms, **Exhibits 'A' through 'E'**, for the applicable submittal. Only signatures of those with "Approved/Rejected" authority shall be required on the form to issue the A-E a Notice to Proceed with the subsequent phase of design. While the "Recommend Approval/Recommend Reject" signatories are not required to attend the review and approval meetings, their attendance and participation should be strongly encouraged. Lack of signatures (or comments) from any of Design Review Team members listed in the "Recommend Approval/Recommend Reject" section of the applicable Exhibit A-E Review/Approval form(s) shall not delay submittal of the project to the "Approved/Rejected" signatories.
  - b. If any of the "Approved/Rejected" signatories cannot attend the Design Review Meeting, the Program Manager shall schedule in advance (based on submittal milestones identified in the Agreement and the Project Design Schedule) individual meetings at the offices of all required "Approved/Rejected" signatories (or their designated representatives) within five (5) to seven (7) days after the Design Review Team meeting to review the design phase final submittal, comments from the Design Review Team and obtain approval (or rejection) signatures on the applicable **Exhibits 'A' through 'E'** Review/Approval form.
4. Following review and sign-off of the 100% Construction Document (CD) final design phase submittal by the A-E Design Review Team, the Program Manager shall collect any additional comments from the A-E Design Review Team and SMC Constructability Reviewer and meet with A-E to identify all corrections and/or modifications that the A-E is to incorporate into the 100% Construction Documents. When the corrections and/or modifications have been made, the Program Manager shall obtain signatures of the 100% Construction Document A-E Design Review Team on the covers of the drawing and specification documents. Further, the Program Manager shall validate by reviewing the 100% Construction Documents that the A-E has incorporated all of the comments prior to submission to DSA.
  5. The Project Manager shall prepare an A-E Design Phase Approval Package that consolidates key materials and analysis, and summarizes the results of each design phase final submittal and its approval. This Package shall be prepared, maintained, updated and available for Management to review when approving the Programming Design, Schematic Design through 100% Construction Documents submittals. Materials appropriate to the design phase being reviewed shall be located in the following tabbed sections.
    - a. Design Approval Form & Review Comments



- b. Project Scope
- c. Design Comparison Summary
- d. Design Comparison Worksheet (Exhibit L)
- e. Design Component Cost Breakdown
- f. Draft Budget Modification Form (Preferred Scheme and as required)
- g. CDE Small School Site Size Worksheets
- h. Basis of Design Summary
- i. Preferred Scheme Drawings (8 ½ X 11 or folded 11 X 17 size)
- j. Design Development Drawings (8 ½ X 11 or folded 11 X 17 size)
- k. Construction Documents (100%) Drawings (8 ½ X 11 or folded 11X 17)
- l. Completed Design Phase Submittal Checklist
- m. DSA Project Submittal Checklist (Completed)

The materials in each tabbed section shall be cumulative and include all materials previously submitted in each tabbed section. As required, materials may be placed in more than one folder or binder for ease of handling and review. All of this shall be organized and loaded onto and accessible on Eadoc.

6. Following review and/or approval of each final design phase submittal, the Program Manager shall direct the A-E, in writing, to proceed with the next phase of design and incorporate the Design Team Review comments, identified by the Program Manager in writing as required, into the next final design phase submittal prior to its submittal. The Program Manager shall establish the due date of the next phase submittal in the Notice to Proceed letter. The process will generate a complete log of all of the comments, showing who made them and when. This log should be cumulative and show all previous comments and should have a column recording the resolution of the comments, including the location on drawings and/or specs that addressed the specific comment.

#### 6.3.4 Programming Design Phase

The purpose of the programming design phase is for the A-E to provide the District with schemes that meet the District's program requirements. The A-E Team shall present these schemes to the A-E Programming Design Review Team and will be evaluated, first, on how well each scheme provides functional qualities that successfully fulfill the educational program of the project. Additional qualities to be considered in the evaluation will include community impacts, energy and environmental issues, physical security and general aesthetic factors.

1. The Programming Design Phase shall start with the Program Manager issuing to the A-E a Notice to Proceed. The Notice to Proceed, **Exhibit 'G'**, will be issued after the Design Kick- Off Meeting has taken place. The NTP shall spell out the required length of time and dates when the Programming Design Phase Submittal is due.



2. During the allotted time for the development of the schemes the Program Manager shall set up meetings with the A-E and the Bond Program Director to collaborate on this design effort. The Program Manager will be responsible for taking meeting minutes during these meetings and distributing them accordingly.
3. Documents to be submitted by the A-E during this phase of design are indicated in a checklist format in Exhibit 'R'. Documents submitted shall be for each unique design and shall include, but not limited to:
  - Site analysis diagrams showing key influences, such as topographical characteristics, solar orientation, winds, views, traffic and neighborhood context;
  - Schematic plans of each floor;
  - Simplified elevations indicating the fundamentals of the architectural concept;
  - Comparative cost estimates for each of the three designs.
4. During the Programming Phase the Program Manager responsibilities shall including the following:
  - Preparation and distribution of RFP's for selection of A-E's and Consultants, such as the CEQA consultant
  - An outline for a project manual to provide clear definition of policy framework and they shall provide the A-E with requested information relating to the manual
  - Submission of requests for permits as required by local agencies for the project. The A-E shall provide the Program Manager with the information
  - Prepare the Project Team Directory
  - Prepare Project Filing System and establish files
  - Review of all submitted documents and consultation with SMC Estimating Group on the estimates on all three designs.

### 6.3.5 Schematic Design

Schematic Design Phase activities should be managed to further develop the selected preferred scheme approved during the Programming Design Phase. At the beginning of this phase the CEQA process should get started through the coordination with the Program Manager. The Program Manager shall manage the CEQA Consultant and provide the A-E with mitigation measures so that they can be incorporated into the design.



The Schematic Design Phase is a critical period in the life of the project. Decisions about design and project configuration made at this stage will determine the long-term success or failure of the project. South San Francisco Unified School District recognizes the importance of this phase of the work by ensuring that at the completion of the Schematic Design Phase, the design will be presented to the Board of Trustees for their review and comment at a Board meeting.

1. Documents submitted for the schematic design phase by the A-E Team shall include, but not limited to:
  - a. More detailed and refined drawings and a written report (Basis of Design) that includes such discussion of design factors, if any, as are pertinent in the opinion of the A-E Team and outline descriptions of proposed engineered systems, construction types, materials and work to be included in the construction Agreements.
  - b. A cost estimate indicating compliance with budget requirements and area calculations including compliance with the building program shall be included.
  - c. Drawings and information indicated on the Submittal Requirements for Schematic Design Checklist, **Exhibit 'S'**. In addition to the presentation boards, provide three sets of prints.
- 2 The Program Manager is responsible for:
  - a. Coordination with the Bond Program Director in preparation and assembly of all required documentation for the proposed project to be configured and approved by the District. A typical Board presentation package for the project must include all required Architectural and Engineering components as noted in the Schematic Design Phase requirements outlined in **Exhibit 'S'**.
  - b. Beyond the formal responsibilities of all team members in the Schematic Design Phase, the Program Manager maintains overall responsibility for coordinating **all** aspects of the project and ensuring a successful outcome. The Program Manager's primary responsibility in this phase is to assist the design team in reviewing project alternatives, developing a project configuration that meets the site's needs and the District's parameters.
  - c. The Program Manager must coordinate development of a project that is within budget and time constraints established by the District. The Program Manager may also need to assist the District with understanding trade-offs involved in the proposed project configuration. For example, a project may evolve which



does not include certain originally anticipated future deferred maintenance. The Program Manager must review this with the District and make them aware of how this will impact Maintenance in the future.

- d. Finally, during the Schematic Design Phase, the Project Manager must identify all community stakeholders in the process. Community information meetings have been established during the schematic design phase to present the design to the public at a public meeting. Every stakeholder needs to be identified and should be invited to the meeting.

### 6.3.6 Design Development

The focus for the Program Manager and the A-E Team during the Design Development Phase is on coordinating review and approval of final building systems, space configurations, and finishes selections; assisting the Design team in the close examination and development of the work into a construction project; and assisting the Design Team in meeting all project reviews and beginning the approval process for the defined approach being developed.

1. The Program Manager is responsible for:
  - a. Assisting the Design Team in final selection of building systems including roofing, mechanical systems, windows and doors, hardware, electrical and lighting systems, and plumbing systems. Systems selection is based upon input from sub-consultants and reviewed by the District's Facilities staff. This review shall take place during value engineering.
  - b. Coordination of any questions or additional concerns regarding selection of finish materials. A workshop amongst consultants and select personnel is suggested, if necessary.
  - c. Coordination, with the assistance of the A-E Team, final room configurations and finish selections for the building including: classroom layouts and finishes, selection of equipment, wall, floor and ceiling finishes throughout the building, special finishes in restrooms, locker areas, offices, hallways, kitchens, labs, libraries, and landscape finishes. Typically, this work is developed and refined during coordinated meetings with the District and may include specific additional User-Group members at the site as selected by the Principal and the Assistant Superintendent of Business Services. Once all members are identified, Program Managers must coordinate these members' attendance at predetermined meetings needed to secure their input in their specific areas of expertise. These meetings for finishes selection may include a select few of faculty members, clerical staff, custodians, District Maintenance staff and administrators, as determined by



the Assistant Superintendent of Business Services with input from the Principal.

- d. Control the cost of the project scope. The Program Manager must bring the projects in within the District's budget for the work, yet still coordinate the development of a project which meets the Site's and User-Group's needs for the work. This can be a complex process, reviewed in more detail in the Budget section below. The Program Manager will focus on scope items that are expensive and not necessary, even if desired. They must be able to direct the consideration of building configurations, systems, or finishes in a direction that will allow the project to stay within budget. The Project Manager is encouraged at all times to have a running list of potential items which could be removed from the project in order to balance the budget, and a list of items that can be added if the project is coming in under budget.

As the project configuration takes final shape, Program Manager should develop and review a list of Un-Funded Priorities with the Site Council. They may be able to assist in thinking about fund-raising options in order to include these items.

- e. The Project Manager shall arrange a meeting between the A-E Team, the Assistant Superintendent of Business Services, and the Facilities Director and Staff to review the Design Development drawings approximately one week prior to the end of the DD phase. During this meeting the Program Manager shall take meeting minutes and provide these to the A-E Team for incorporation into the 50% CD Phase Documents.

2. The A-E Team is responsible for, but not limited to:

- a. Drawings and a written report (Basis of Design) in more detail than the schematic documents and shall incorporate the District's comments on the previous submittal. The "Basis of Design" is particularly important at this stage, both to be sure that systems requirements and parameters are consistent with SSFUSD goals, and to serve as the statement of design intent for the end-of-job commissioning and performance testing.
- b. All items previously required in the schematic design, as well as dimensioned site development plan, floor plans, exterior elevations and typical sections indicating proposed construction as may be necessary, as well as all major finishes. Drawings shall illustrate fundamentals of major engineering systems including civil, landscaping, structural, mechanical, plumbing, fire protection, electrical systems and kitchen/food service.
- c. Architect shall provide a value engineering workshop including all Architect's sub-consultants, the Assistant Superintendent of Business Services, the



District Facilities staff, and the Construction Manager at mid-point and prior to the finalization of the DD phase.

- Value Engineering is a systematic approach to achieving the basic functions of a building or a project, while minimizing cost and not compromising performance.

The Value Engineering study should include:

- Identification of needs and definition of function.
- Creative solutions to meet the basic need or function.
- Developing the costs for the various alternative solutions.
- Evaluation and ranking of the various solutions based on project criteria, feasibility of implementation and cost.
- Selection of the optimum solution and implementation.

- d. All items on the "Submittal Requirements Design Development Checklist, **Exhibit 'T'**. (Complete the form's checklist to indicate completion of each item and submit with the other documents).

3. The A-E Team is further responsible for Architectural Presentation Drawings, Renderings and Model. All items listed below shall be the property of the District. They shall be used for Community Input and Board of Trustees meetings.

- a. Drawings shall be in color, mounted on 30" x 40" boards, with Project and Architect's name.
- b. Rendering: Perspective view and technique, 20" x 30" minimum size, that adequately and accurately indicates scope of the project, mounted and matted on board with identification in a frame with glass.
- c. Site plan, floor plans, building elevations and sections, on boards.
- d. Vicinity Plan and Photographs
- e. Model that will depict the project and the surrounding site, which will allow viewers the ability to see the general appearance and features of the buildings. The model shall be constructed out of balsa wood. An electronic 3 dimensional model is preferable to the balsa wood model.

All of the above shall be provided to the District electronically.

### 6.3.7 Construction Documents

During the Construction Documents Phase, the Program Manager's primary responsibility is to coordinate the final project documents package and assist the A-E Team in preparing the project for final approvals and bidding.



1. The Program Manager is responsible for:
  - a. Ensuring that the A-E Team has completed the Construction Documents Phase with a fully reviewed and-approved project, which is ready for bid, with a final estimate of cost within the District's budget, and a schedule for completion which is realistic and meets the District's requirements.
  - b. The Program Manager has significant estimating and scheduling responsibilities during the Construction Documents Phase. These are reviewed in more detail in the following two sections.
  - c. Review the documents at the 50% and 100% Construction Document Phases and provide the A-E Team with comments on the documents who shall incorporate these comments appropriately. Comments should include written summaries and drawing markups. Comments from the SMC constructability review shall be incorporated after the documents are received as 100% complete, but prior to submission to DSA. The Facilities Director should be given an opportunity to review the documents at both the 50% and 100% phase. The Program Manager must coordinate all required reviews.
    - It is essential that the District's Facilities Director and Staff be given an opportunity to review and comment on the final documents. This shall take place at the 50% and 100% CD milestone. The Program Manager will notify the District's Facilities Director and the Assistant Superintendent of Business Services for a Review Workshop to be held at the 50% Construction Document Phase to allow time for comments to be incorporated into the documents. The A-E Team members, including all their sub-consultant's, must attend. The A-E Team should prepare a summary of comments and proposed responses, and the Program Manager must coordinate any required Maintenance and Operations Director and Staff approval of proposed changes. Such changes are not to be considered approved until such changes are also approved by the Assistant Superintendent of Business Services.
  - d. The Program Manager has continuing responsibilities for cost control in the project by managing scope and coordinating the design team's efforts to configure the projects. During the 50% Construction Documents Phase, the Program Manager must conduct Final Value Engineering efforts on the project. Many times these efforts will be "under the gun," coming in response to a high estimate or bad bids. However, even if the project is on budget, the Program Manager is expected to verify that all Value Engineering comments as described in the DD phase have been integrated into the 50% CD Phase.



2. The A-E Team is responsible for:
  - a. **50% Construction Document Phase** the A-E Team shall submit those items as indicated on the "Submittal Requirements for Construction Documents – 50%", **Exhibit 'U'**
  - b. **100% Construction Document Phase** the A-E Team shall submit items indicated on the "Submittal Requirements for Construction Documents – 100%", **Exhibit 'V'**
    - Checklist of Offsite Work, Utilities & Easements (1 copy)
    - Final CHPS Scorecard signed by the design principal.
    - Specifications with General Conditions (3 bound sets). District furnished "boiler plate" material to complete the project manual need not be included, as secured and transmitted by the Program Manager.
    - Structural Calculations, signed by the Structural Engineer (2 sets).
    - Energy Calculations (2 sets).
    - Construction Cost Estimate on State forms (3 sets).
    - Form SP 3, Area Diagrams and Tabulations (3 sets).
  - c. The A-E Team shall complete an "in house" interdisciplinary coordination check, dimension check, terminology and spelling check, and detailed technical check of the Construction Documents. Submit the marked up set of prints used in preparing the interdisciplinary coordination check.
3. A key element of management for a successful document package is an intensive Constructability and Coordination Review. The Project Manager must coordinate Constructability Reviews at 100% CD. The Program Manager is responsible to coordinate the review with Facilities Director and Staff as mentioned above.
  - a. Successful Constructability Reviews must be coordinated by the Program Manager and require as much input about the special characteristics of the project as can be given. Do not expect to send the project documents away for a Constructability Review without any interaction in the process.
  - b. Avoid reviews that simply focus on drawing errors, although these are important to check. The review examines the project plans, specifications and other documents focusing on: Coordination of plans, specifications and details across disciplines; identification of items and issues affecting build ability of the project and maintenance of the final product, and the elimination of items that have the potential to become change order issues during construction. Reviewers provide written comments to the Program Manager who reviews the comments before forwarding them to the



Architect. There will often be constructability comments that have design or District approval implications. The Program Manager is responsible to follow-up on these items and obtains approvals to the A-E team.

- c. The Architect is required to respond to each comment made by the Constructability Reviewer. The Architect's response must either (1) indicate where or how the comment was incorporated into the project design, or (2) explain why the comment was not incorporated into the design. In the event the Architect does not incorporate a comment, it is the Program Manager who determines whether or not to accept the Architect's justification.
- d. Depending on the quantity of comments or the thoroughness with which the Architect responded to the comments, the Program Manager may require the Architect to prepare an additional submittal which the Constructability Reviewer will use to perform a back check review. Program Manager shall ensure that each constructability comment is logged in and the resolution of each item clearly identified in the log, which is to be posted on Eadoc.

### 6.3.8 Phasing

The A-E will be responsible for assisting the Program Manager and Construction Manager with a construction phasing plan to meet the campuses' requirements, construction schedule, and systems integration and logistics plan. The plan will show all temporary items required for construction activities such as:

- Contractor's Trailer(s)
- Contractor's Staging Areas
- Temporary Restroom Buildings
- Fencing Plans
- Occupied Areas by Students and Faculty members
- Moving into completed buildings and moving out of buildings remaining to be Modernized

The Program Manager will review the plan with the Bond Program Director and the Director of Facilities. The phasing sequence will be listed on the drawings without dates. Schedule/calendar days will be addressed in the Bid Documents.

### 6.3.9 Design Phase Consultant Management

The Program Manager maintains overall responsibility for coordinating all aspects of the project and ensuring a successful outcome. Ongoing project coordination responsibilities during the Design Phase include the following:



1. **Consultant Management:** Ensuring timely processing of consultant Agreements, reviewing invoices and recommending payments of all consultants, including architects, CEQA consultants, Geotechnical Engineers, Surveyors. Consultant management also includes ensuring that information from District-hired consultants is available when required by the A-E team;
2. **Project Cost Reporting:** Updating Cost/Budget Program with all current invoices, tracking project costs, and providing updates for Cost to Complete amounts which may indicate need to adjust budgets;
3. **Coordination with Facilities Department:** Ensure access to the site and building for all consultants to be able to perform work required and for input regarding existing building systems during renovation projects;
4. **Full Responsibility for Project Construction Budget and Schedule:** These are reviewed in separate chapters below;

As the Design Phase continues, the Program Manager and the Design Team should have received required deliverables from the District's consultants. The Program Manager must review all deliverables for conformance to the requirements of the original RFP and submitted proposal. The A-E team must request any additional information, pass along comments or correction requests to the consultants, and note any required additional consultants at the Design Development phase of the work.

5. **Approve and Monitor Consultant Payments.** The Project Manager should track consultant costs and process payments on Eadoc. Just as with a Construction Payment Request, use invoices from the District's consultants to monitor their performance. The Program Manager must keep Purchase Order amounts current; send requests for additional services to the Bond Program Director, who shall issue amendments as appropriate for the approval of the Assistant Superintendent of Business Services, who will secure Board Approval when required. The Program Manager shall ensure that billings are not ahead of work received.
6. **Hire Final Design Phase Consultants.** If any additional requirements for District-hired consultants during design are identified, they should be on the project team by the Design Development phase. The Project Manager must look ahead and report anticipated consultant costs to the Bond Program Director who shall forward these to the Assistant Superintendent of Business Services.
7. **Consultant Contract Closeout.** The Program Manager may be able to begin Contract Closeout on some consultant Agreements. Once the Program Manager ensures that all drawings, documents, and reports have been received, reviewed and accepted, the Project Manager will then process final payments and close Purchase Orders as appropriate.



In many cases, Design Phase consultants will be required to provide services for monitoring or observation during construction. In that case, the Program Manager must continue with the consultant but should ensure that first phases of their Agreements are completed, documented, and filed.

### 6.3.10 Design Phase Schedule Management

The Project Schedule is a primary responsibility of the Project Manager. Schedule Management during the Design Phase involves reviewing and updating the overall project schedule including activities and durations during design, bid and award, and construction. Each element has specific scheduling constraints and dynamics. The design schedule must be coordinated with the Program Master Schedule. The Program Manager must actively work with schedules and continually focus on developing a realistic assessment of project durations whether design, review, bid, or construction.

The Program Manager must prepare “deliverable” schedules in Microsoft Project. The Program Manager shall obtain concurrence from all Team members on the design, bid and award portion of the schedule prior to the Project Start meeting.

#### 1. Typical Design-Phase Schedule Components

The schedule and list of tasks below represents a typical level of complexity for a Design-Phase schedule package for the South San Francisco Unified School District projects. The Program Manager ensures that the following items are included in the Design-Phase Schedules prepared for South San Francisco Unified School District projects:

- a. **Consultant Selection:** Allow sufficient time for A-E selection and approvals required prior to beginning work. Be sure to incorporate all other District consultants into early phases of the work so that approval and paperwork will not delay required information to the Design team.
- b. **Design Phases: Programming, Schematic, Design Development, and Construction Documents.** The Chief Facilities Officer must approve the schedule durations. Recommended task durations shall be agreed to by all team members.
- c. **Design Modification Change Orders.** The A-E or Project Manager may find it necessary to recommend program or design modifications, which may have an effect on the project schedule or budget. Utilizing a Budget Modification Form tracks all modifications to the design, budget and/or schedule for documentation, understanding and confirmation prior to any changes being made. A sample format has been included as **Exhibit “W”**.
- d. **Reviews.** Incorporate adequate times for reviews which are contractually required at each phase of the design process.



- **DSA Review Periods, including Back Check and Final Sign-Off.** The Architect must coordinate and provide accurate and current information to the Program Manager regarding DSA “Bin Time” and review periods.
  - **Reviews.** Incorporate adequate times for reviews at the end of each phase of design. Keep in mind contractual requirements at each phase of the design process. See Scheduling Issues below.
  - **Constructability Review.** Constructability and Value Engineering reviews must be coordinated in advance by the Program Manager. A complete review could take as long as 4 weeks with an approximate, additional 2 week period for back check after the A-E corrections have been made.
- e. **Workshops/Committee Meetings.** Coordinate and conduct workshops as a part of the Review process during the all Design Phases, especially the Programming, Schematic and Design Development. Workshops have schedule impacts that may extend the actual time for receiving and reviewing recommendations far beyond the workshop time frame. Be sure to include adequate time in the schedule for this process to be effective.
- f. **Cost Estimates and Review Periods.** The Program Manager must review timing with estimating staff or consultants and include adequate time for original estimate, review, and reconciliation in the Project Schedule.
- g. **Bid and Award.** District time constraints shall be accurately factored into project schedules during Bid and Award phase.
- **Bid Authorization from Board.** For most projects, Bid Authorization is required from the SSFUSD Board of Trustees. Secure this authorization through the Assistant Superintendent of Business Services, who will secure Board of Trustees authorization as required. Typically, allow ten days to two weeks prior to the anticipated Board authorization date.
  - **Advertising Time Frame.** Make sure to include adequate time for legally required advertisement periods. Advertisements for the project must run in consecutive editions of the District’s choice of legal newspaper for two weeks. In addition, for major projects, The Project Manager must prepare and run advertisements in construction-related publications.
  - **Pre-Award Period/Documentation Phase.** Managers must allow adequate time after bid opening for contractors to pass legally required time-frames for bid withdrawal or bid protest filings. In addition, all documentation must be received and verified prior to filing for Board authorization with the Assistant Superintendent of Business Services.



- **Award Authorization from Board.** Contract award requires ten days to two weeks lead-time prior to the anticipated Board meeting.
- h. **Construction.** Construction Managers must have overall project construction phase durations reviewed and set with trained scheduling staff. Durations must be based upon industry standards for public work of the size, type, cost, location, and complexity of the project being considered. Phasing requirements, special construction time constraints, and overall project complexity must be considered in setting up District's construction phase schedules. In addition, there are specific project issues during Construction Phase which must be considered:
- i. **Relocation/Moving.** Time frames for moving are often difficult to estimate. Generally, site administrators and Facilities may be able to assist in developing realistic ideas about site staff's ability to move.
- j. **Bake out and Off-Gas Period.** All South San Francisco Unified School District construction schedules should include an "off-gas period" for new materials, finishes, and systems to be aired-out, tested, and prepared for occupancy. In reality, aspects of punch list work and some preliminary move-in of furnishings can occur during this period.

## 2. Scheduling Requirements: Updates

Program Managers are contractually required to provide updated schedules on a monthly basis, which are typically included in the Monthly Status Report. Changes to the schedule must be approved by the Bond Program Director and the Assistant Superintendent of Business Services. During the Design Phase, the Program Manager develops an updated schedule each month based upon:

- Design Phase job progress by the Architect and Engineering teams;
- New information about review and approval timing;
- Roadblocks and delays during the design phase;
- District program constraints and any changes in project priorities;
- Refinements to understanding of phasing and schedule during Construction

## 3. Scheduling Issues: Estimate Reconciliation Time/Budget Adjustment

As noted above, the Project Manager must provide adequate time in Design-Phase schedules for reconciliation of the Project Manager's cost estimate with the A-E cost estimates. These reconciliations must be done at the end of each design phase. In each case, the Program Manager, with input from the SMC Estimator, must also provide an estimate for comparison and review.



The time required to reconcile estimates must be accurately factored into the Design Phase schedule. Be sure to include time for review meetings, re-estimation, and review with the Bond Program Director and Assistant Superintendent of Business Services. While difficult to anticipate, the Program Manager should be aware of the additional possibility that this time frame could extend even further if the project estimates are well over budget. In this case, redesign time or time to consider budget adjustments will need to be added to the project schedule upon approval by the Bond Program Director and Assistant Superintendent of Business Services.

#### **4. Scheduling Issues: Review and Approval Times**

The Project Manager must set realistic time frames for reviews, approvals, and authorizations by District staff. This includes all levels of review, from Site Councils, Facilities Department, and the Board members. Be aware of lengthy review periods, established pre-submission requirements, legal responsibilities, and the difficulty in getting staff to participate in project reviews when standard, non-bond related job responsibilities are often challenging to fulfill. The Program Manager is advised to be generous in developing the time frames when review and approval are required from District's staff.

### **6.3.11 Design Phase Budget Management**

The most important task of the Program Manager is the management of project scope and budget during the Design Phase. The Program Manager should be an active participant in the process of continually refining a project scope to meet budget.

#### **1. Budget Requirements: Updates, Contingencies, and Adjustment Procedures**

Overall project budgets were developed and are in the Project Implementation Plan. The Program Manager is required to review and update existing cost information, provide back up and prepare documentation for any required budget adjustments. These adjustments must be submitted to the Bond Program Director and the Assistant Superintendent of Business Services for their review and approval. They must be submitted on the Project Budget Modification Form (PBMF), Exhibit 'W'.

#### **2. Cost Accounting and Budgeting System**

Program Managers must enter all project cost information in the Management Information System, Eadoc. This tracking program has been developed and customized for South San Francisco Unified School District. The system is designed for managers to track and reconcile project costs. It has been customized to provide cost and budget reporting information about projects.



### 3. Cost Estimates

The A-E shall review the Architectural program, Master Project Schedule and the construction budget in detail and acknowledge their compatibility. If exception is taken to the sufficiency of the construction budget, it must be so stated to SSFUSD in writing. Resolution and written assessment of any exception must occur prior to the commencement of any design.

During all design phases, the A-E shall review and concur or comment in writing on all cost models, revisions to budgets and all design phase cost estimates. If exceptions to the above items are taken, the exception must be specific, quantitative and must indicate exactly what adjustments are being recommended. The Program Manager and SSFUSD will review all exceptions taken by the A-E and when warranted, make adjustments. However, the total Budget shall not be increased without the Bond Program Director and the District's approval and only after the A- E, with Program Manager's assistance, has exhausted all appropriate means to comply with the initial construction budget. When increases are warranted in one area of the Project, it shall be the A-E's and Program Manager's responsibility to develop alternates for other areas of the project to compensate for the increase.

Additional scope or requirements responsible for exceeding the project budget will be brought to SSFUSD's attention with a breakdown of cost and schedule impact and the A-E's recommendations.

The Project Manager, along with the SMC Estimator, is responsible for coordinating, reviewing and approving all project cost estimates. The A-E is responsible for estimating and cost control. As a minimum, at the end of each Design Phase; PD, SD, DD, 50 percent CD, 100% CD's, the A-E shall submit a report incorporating the budget, estimate breakdown, as well as compliance with the project master schedule for design and construction. The A-E should prepare such estimates as they deem necessary to assure themselves that the project is within the Budget guidelines. Cost estimates shall be reconciled with the A-E, A-E Estimating Consultant and Program Manager at a reconciliation meeting at the end of each phase. The Architect's deliverables are as follows:

- a. **Programming Estimates:** These estimates shall be for all three schemes submitted by the A-E Team. They shall consist of unit costs applied to the major items of work based on square footage. The unit costs shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax, subcontractor's markups, etc. General Contractor's overhead and profit shall be applied separately. This estimate shall be summarized by the Construction Specification (CSI) Division. The costs at this point shall include the factors as described in the estimating guidelines.



- b. **Schematic Estimates:** This estimate shall be for the preferred scheme submitted by the A-E Team. They shall consist of unit costs applied to the major items of work based on square footage. The unit costs shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax, subcontractor's markups, etc. General Contractor's overhead and profit shall be applied separately. This estimate shall be summarized by the Construction Specification (CSI) category.
- c. **Design Development Estimates:** This estimate will include individual item unit costs for materials, labor and equipment, and shall be done in accordance with the estimating guidelines and shall be in the CSI Format. Sales tax, subcontractor's markups, General Contractor's construction indirect costs (general conditions), overhead and profit shall be listed separately. This estimate shall separate the project's building cost from site and utilities cost. When applicable, a separate summary is required for each building or geographical area.
- d. **50% Construction Document Estimates:** Upgrade and refine the design development phase estimate of probable costs in accordance with the estimating guide. The cost estimate shall be prepared by specification section. The estimate shall include unit costs for materials, unit labor man-hours and unit equipment costs. Labor man-hours will be identified and extended using wage rates from the State "General Prevailing Wage Rates" guide (use the most current issue). Wage rates will include base labor costs, payroll taxes and union benefits. Labor can be subtotaled with materials and equipment at the bottom of each page. Indirect construction costs (general conditions) shall be estimated in detail. Sales tax, subcontractor's markups, general contractor's overhead and profit shall be listed separately. The estimate shall separate the projects building cost from site and utilities cost. When applicable a separate summary is required for each building or geographical area.
- e. **100% Final Bid Documents CD Estimate:** The final estimate shall incorporate the costs of all Constructability Review, SSFUSD review comments and the Project Delivery Team revisions in order to reflect the most up-to-date cost information. This estimate shall be used to evaluate bidder's estimates. Finally, DSA comments shall be noted and incorporated for a supplemental update to the 100% Final Bid Document CD Estimate.

Escalation: All estimates shall be priced out at current market conditions. The estimates shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency and cost index (i.e. Lee Saylor Index).

At the conclusion of each design phase, the Program Manager, will review in detail the A- E's estimate. Upon satisfactory acceptance by the Program



Manager that the program and the estimate are in compliance with the budget, the A-E will be authorized to proceed to the next Design Phase. The A-E may not start the next phase of drawings until he receives a 'Notice to Proceed' from the Program Manager.

The estimating format must be consistent with the budget break down, cost model and SMC Construction Management's estimating format to ensure the project cost can be monitored and controlled at all stages and verified that the budget is in conformance with the established budget and cost model.

#### 4. Reconciliation

In the event that the budget and estimate are not compatible and the differences not reconciled, the Program Manager will conduct a workshop in an attempt to reconcile the discrepancies. If such a Value Engineering is necessary, the A-E will be required to have all relevant design phase sub-consultants in attendance and work together, proactively in obtaining program and budget compliance at no additional cost to the District.

#### 6.3.12 Design Substitution/Deviation

In the event the A-E requests substitution or deviation from any SSFUSD approved design guides or standards, a Design Phase Substitution/Deviation Request form (Exhibit P) must be submitted and processed by the Program Manager. At the time of the substitution a life cycle cost analysis must be provided and shall be compared to the District's preferred materials.

#### 6.3.13 A-E Evaluations

The Program Manager and CM is responsible for identifying if the A-E's services, as defined by the terms and conditions of A-E Agreement, are satisfactory, completed and/or need to be discontinued. This includes assessing and documenting the performance and responsiveness of the A-E team during all phases of the Project. This evaluation and documentation of the A-E's capabilities, as demonstrated during the execution of the Agreement, provides the District with an invaluable source of direct experience when considering the A-E for award of additional Design Services Agreements or continuation of an existing Agreement.

##### 1. Architectural/Engineering Services Evaluations

Professionals qualified through the RFQ/RFP process must have their performance monitored and evaluated by the Program Manager and/or Construction Manager (CM). In order to document the Program Manager/CM's observations, formal evaluations shall be performed during design and construction phases.

Evaluations of contracted professionals shall be maintained in an A-E Performance Evaluation by Program Manager. Since negative evaluations may lead to dismissal of



the Firm/Professional from a project and/or removal of their name from the Master List, all information in the evaluations must be thorough and well documented.

The Program Manager/CM shall complete an A-E Performance Evaluation, Exhibit 'N' at the following project milestones or as otherwise necessary.

- Completion of Design Development
- DSA Approval of Construction Drawings
- Mid-Point of Construction/Annual
- Completion of Construction
- Annual/Interim/As Required

Evaluations shall be completed by the Program Manager/CM within 15 days after achieving these project milestones. The completed evaluations shall be reviewed by the Bond Program Director within seven (7) days of submittal by the Program Manager/CM and transmitted, with comment or approval recommendation, to the Assistant Superintendent of Business Services. If the evaluation identifies performance issues or lapses in the A-E's services, the Program Manager/CM and Bond Program Director will meet with the Assistant Superintendent of Business Services to discuss the contents of the evaluation and any action that might be taken.

Within 15 days following completion of the evaluation by the Program Manager/CM, a copy of the evaluation shall be sent to the A-E. If the evaluation reflects generally satisfactory performance by the A-E, a "Notice of Satisfactory Performance" letter shall be included with the letter – which may include some suggested areas improvement in the A-E performance or service.

If the evaluation \ determines the A-E's performance to be unsatisfactory, the Program Manager shall review the evaluation in this case with the Bond Program Director and take the steps necessary as identified in the contract.

## 6.4 Bid and Award Phase Procedures

### 6.4.1 Front End Document Preparation

One of the most important tasks of the Program Manager is to prepare Bid Documents, edit Legal and Agreement Forms, and prepare required General Conditions and Division 01 Specifications for each project. Master documents have been prepared by the District's legal counsel, and the Program Manager must "customize" the documents for each project.

The Division 00 and Division 01 Documents for South San Francisco Unified School District projects are included in the District Standards.

The Project Manager should follow these basic guidelines when preparing Front End documents for a project, but in no case shall the General Conditions be changed.



Changes to the General Conditions can be made by using the Supplementary Conditions/Special Conditions.

1. **Select the proper documents for the size and type of project.** Not all specifications are required for every project. Don't include unnecessary sections. Be certain to distinguish between large and small projects when editing the general conditions. However, the Program Manager is cautioned not to delete documents, especially legal forms, without approval of the District's legal counsel.
2. **Edit to customize and tailor job requirements based upon complexity and dollar value of the individual project.** Obviously greater precautions are necessary for larger, more complex projects. Tailor job requirements such as Submittals and Scheduling for size of project. For example, two different versions of the Scheduling Section are available for use.
3. **Confirm proposed Front End documents with the District. Have the District's legal counsel review a completed draft of Division 00 and Division 01.** Before issuing edited versions of the documents they must be approved by the District's legal counsel. The Program Manager must allow time for legal reviews and edits when developing their pre-bid schedule. This requirement applies to all large projects. If the Program Manager is unclear if legal review is required for their project, they should review this with the Assistant Superintendent of Business Services.
4. **Whenever possible complete Front End documents prior to 100% CD plan review submittal.** This ensures a complete Specification for review and for final cost estimating. All final project bidding issues or sequencing /phasing shall have been developed. Final times and dates for Bid Phase activities are often best included as close to the Bid Date as possible.
5. A step-by-step approach to various sections is shown in Appendix F (Preparing the Project Manual (Step- by -Step ))

#### 6.4.2 Approval to Bid, Advertise to Bid

For most projects, some form of Bid authorization is required from the Board of Trustees. Authorization will require a substantial lead-time for review by Bond Program Director, and the Assistant Superintendent of Business Services, and in will require inclusion on the Board Agenda by the Chief Facilities Office for Board authorization.

The Program Manager must submit a memo regarding the schedule to bid to the Assistant Superintendent of Business Services ten days to two weeks prior to the anticipated Board authorization date. The schedule should include all important dates such as Board authorization, advertisements, plans available for pick-up, pre-bid job walks, bid opening,



information to Assistant Superintendent of Business Services and Board acceptance of the bid dates. In particular, the Program Manager must pay special attention to advertisement dates. The Advertisement must run in consecutive editions (e.g. Sunday to Sunday) of the District's choice of legal newspaper. For major projects, the Program Manager must prepare and run ads in construction related publications.

#### **6.4.3 Bid Walk Procedures**

The Program Manager, A-E, along with the Construction Manager is responsible for Pre-Bid job walks. Dates for Pre-Bid job walks should be on the Schedule to Bid. The Program Manager should conduct Pre-Bid job walks prior to bid date and should prepare for a time allowance between the Pre-Bid Job Walk-Through and Bid Date. During the Pre-Bid job walk-through, the Construction Manager is to have all individuals that showed up for the walk provide their signature both before and after the walk on the attendance list along with a business card. Also, the Program Manager is to introduce the project team members and discuss organization and communication process, jobsite coordination issues, contract requirements, project schedules, and field any questions raised.

#### **6.4.4 Addenda**

Addenda, prepared by the A-E, will be used to answer any questions raised at the Pre-Bid Job Walk, Bid RFI'S or any changes necessary prior to the Bid. All addenda must be received by the contractor a minimum of five days prior to the Bid opening.

#### **6.4.5 Bid Opening Procedures**

All bids must be date and time stamped by the Program Manager in the Assistant Superintendent of Business Service's office. At bid time, the Program Manager will collect all bids submitted prior and announce the bid results, in the presence of the Assistant Superintendent of Business Services. All bid results will be recorded and documented by the Program Manager.

#### **6.4.6 Bid Analysis**

The Program Manager along with the Construction Manager is responsible for analyzing all bids and making sure all requirements are met by the contractors. All documentation must be received and verified prior to filing for Board authorization to award the contract. Also, the Program Manager must allow adequate time after bid opening for contractors to pass legally required time-frames for bid withdrawal or bid protest filings. Bid analysis consists of a tabulation of the results submitted by contractors and analyzing all information submitted. Once all the information has been reviewed, the Program Manager shall recommend the lowest, responsible bidder to the Assistant Superintendent of Business Services for Board authorization.

#### **6.4.7 Award Procedures**



## Procedures Manual

The Program Manager is responsible for submitting a recommendation to the Assistant Superintendent of Business Services that will be passed along to the Board. Once authorization is given by the Board, the Program Manager will be responsible for issuing the Notice of Award as well as the Notice to Proceed, with the approval of the Chief Facilities Officer. The Project Manager should coordinate with the Assistant Superintendent of Business Services for the Notice to Proceed date.



## 6.5 Exhibits in Appendix L

- A Programming Design Approval
- B 100% Schematic Design Approval
- C Design Development Documents Approval
- D 50% Construction Documents Review
- E 100% Construction Documents Approval
- G Design Notice to Proceed (NTP)
- J Design Management Process
- K Programming Design Comparison Worksheet
- L Design Comparison Worksheet
- M Community Meeting Agenda 3 Sample
- N Architect / Engineer Performance Evaluation
- P Design Phase Substitution Deviation Request
- R. Programming Design Phase Checklist
- S. Schematic Design Phase Checklist
- T. Design Development Phase Checklist
- U. 50% Construction Document Phase Checklist
- V. 100% Construction Document Phase Checklist
- W. Project Budget Modification Form

## 6.6 Constructability Reviews

A Constructability Review is:

(1) A process that utilizes construction personnel with extensive construction knowledge early in the design stages of projects to ensure that the projects are buildable, while also being cost-effective, biddable, and maintainable.



(2) A process of reviewing construction design documents to ensure they are “buildable” and “biddable”, to find coordination errors, ambiguities, and other problems, as a way to improve the design and avoid future change orders.

**An effective constructability review process will accomplish several goals:**

1. The project, as detailed in the plans and specifications, can be constructed using standard construction methods, materials and techniques;
2. The plans and specifications provide the contractor with clear, concise information that can be utilized to prepare a competitive, cost-effective bid, and avoid future change orders;
3. The work when constructed in accordance with the plans and specifications will result in a project that can be maintained in a cost-effective manner by the Owner.
4. A complete and affective constructability review should consider the following:
  - Site logistics and constraints,
  - Comparison to actual as-built conditions, was the site reviewed by the design team?
  - Environmental impacts of proposed construction, protected species, archeology
  - Clarity of documents, completeness of details, sections, layouts, etc.
  - Technical constructability
  - Compatibility of contract plans: between disciplines, between areas, between phases,
  - Compatibility of contract plans to specifications
  - Compatibility of contract plans and specifications to applicable standards, Owner Standards, Utility Standards, etc.
    - Products, manufacturers
    - Colors/Finishes/Material Types
    - Data/Tel
    - AV
    - Security
    - Landscape
  - Geotechnical report; does the design reference/consider soils report?
  - Scheduling requirements
  - Construction phasing
  - Construction site access for each phase, including material delivery and specialized equipment requirements
  - School schedules, limitations, parking, routing, etc.
  - Material acquisition, long lead times or regulation restrictions
  - Utility clearances for constructability and project schedule
  - Public access and pedestrian safety/access



**Processes, Issues to consider:**

1. Responding to the review is critical: A Constructability Review is meaningless if not reviewed and action taken. Clearly communicate to the team timelines, due dates, work product required on the due date, and maintain a checklist to document the process. It is very important to communicate clearly with the architect to ensure they are willing to use the review to improve their design package. Because there may be resistance from the architect, it is important to review with the Owner their contract agreement with the architect to see what their contractual obligation is regarding constructability reviews.
2. Discuss the process with the Owner and Designer, and have an agreed procedure and schedule in writing. Example: 3 weeks for review – issue to Design team – 1 week for List response – 3 weeks for revision of design documents.
3. Backcheck – A follow-up review should be a required, to at least spot-check to see that issues raised were responded to per the original intention.
4. Program Schedules need to allow time for the process. Allow time in the master and project schedules for the Constructability Review process. Rushing or limiting time for response can lead to wasted efforts, and more problems later.
5. Location of Reviews: It is desirable to have the constructability review on site, so that all concerned may see the site conditions. If this cannot be accomplished, participants should be encouraged to visit the site as their schedules permit prior to the constructability review meeting. At a minimum, the Project Manager should talk through the site issues with the SMC office staff performing the review. A strict third-party blind review is not the best.
6. Expectations: A review does not transfer liability of design. A constructability review is not re-designing the project. It is important for all team members to understand these limitations.

**7.0 PROGRAM STABILIZATION AGREEMENT (PSA)**

The District has negotiated a Program Stabilization Agreement (PSA). The purpose of the agreement is to promote efficiency of construction operations during the Measure J Bond Program and provide for peaceful settlement of labor disputes and grievances without strikes or lockouts, thereby promoting the public interest in assuring the timely and economical completion of the Program. The executed document is attached in Appendix C.

**8.0 LABOR COMPLIANCE PROGRAM**



A Labor Compliance Program is required when a project utilizes State Funds in combination with Bond Funds. If State funding does become available in the future of this Bond Program and is used on a project, a Labor Compliance Program will need to be developed at that time.

## 9.0 CONSTRUCTION

The District Bond Program will create a varied amount of construction ranging from deferred maintenance to large "Flag Ship" projects. Delivery methods will range from simple procurement, to complex approaches best suited for the project.

Contracts will be awarded through the competitive bid process. A and B licensed Contractors will be pre-qualified (if directed by the District) (for designated projects) prior to bidding. All Contractors and vendors will be under contract to the District and will abide by the terms and conditions of the District's contract documents. SMC will be referred to as the 'District's Representative' throughout all bid documents and correspondence. All vendors and contractors will be referred to as the "Contractor".

### 9.1 Emergency Procedures

The Construction Manager and Prime Contractor(s) for each project shall be required to develop and document an emergency procedures plan for each construction project, taking into account the unique location and circumstances of each project. Their emergency procedures plan should include:

#### Emergency Contact List:

A single page document listing both emergency and non-emergency numbers for the Fire Department, Police, Hospital, Ambulance, and the District distributed to all Project Team members and posted in strategic locations as the Work commences.

#### Project Contact List:

A second Contact List document should be distributed to list key contacts for all Project Team personnel that need to be contacted in the event of an emergency on site.

#### Emergency Preparation Plan:

Using jobsite plans, and a written procedure, identify exits, exit pathways, headcount reassemble location, fire hoses and extinguishers, fire alarm head-end equipment, fire alarm pull stations, and any special conditions important in an emergency situation, (locked doors, emergency lighting provisions, refuge locations, etc).

#### Emergency Procedure for Fire:

- Notify Fire Department (911) and sound alarms.
- Notify District and School representative
- If fire is easily extinguishable, use fire extinguisher and evacuate.



- Follow evacuation procedures, go to re-assembly area.
- All Construction Managers (CM's), Architects and Contractors working on a site shall have school site evacuation procedures.

Emergency Procedure for Serious Accident:

- The Prime Contractor(s) shall develop and publish as part of their Cal-OSHA required Injury and Illness Prevention Plan (IPP) an emergency procedure plan for serious accidents.
- Questions from the press, outside insurance companies, lawyers or investigators regarding construction accidents will be referred to the Contractor in charge of the jobsite.
- Employees shall report all injuries promptly to the Contractor's field office, and fill out an accident report, and follow all applicable Cal-OSHA rules and regulations.

First Aid & Medical:

Contractors are responsible to have a CPR and First Aid certified person on-site on construction projects, able to provide immediate first-aid. If injuries require medical attention, the worker shall be taken to the nearest medical facility. Locations and directions to the closest medical facility shall be posted at all jobsites.

Evacuation:

The Contractor should identify an Evacuation Coordinator, Alternate Evacuation Coordinator and location of the evacuation re-assembly area. The role of the Evacuation Coordinator is to assist during evacuation, taking headcount at the assembly area and reporting missing persons to the emergency response team (Fire or Police). Communicate with the District and School administrators to coordinate the construction project evacuation re-assembly area with the regular school operations re-assembly areas.

## 9.2 Student Safety Measures

It is Swinerton's belief and policy that safety is always priority number one on any construction project, and student safety is paramount on any school project. In the endeavor to support the District's commitment to student safety, the following provisions shall be followed in the Bond Program. SMC will work with the District to ensure such provisions are included within the terms of consultant, contractor and vendor contracts and included in bid specifications.

Fingerprinting.

- Fingerprinting via "Live Scan" is required of all consultants and contractors who physically come onto school sites. The vendor (consultant or contractor) shall comply with the provisions of Education Code section 45125.01 regarding the submission of employee fingerprints to the California Department of Justice as well as the FBI and the completion of criminal background investigations of its employees.
- Live Scan forms used must have the District's **Originating Agency Identifier (ORI): AB506**. This is how results are received directly into the District's database. Additionally, the Live



Scan forms must clearly indicate that the clearance is for **BOND PROJECT**. This can be indicated on the Job Title Line at the top of the form.

- Live Scan forms must also indicate that the applicant is a 'Classified School Employee'
- Sample forms are available upon request.
- Each vendor is responsible for their own costs for the Live Scan.
- The vendor shall not permit any employee to work on a school site nor have any contact with District pupils until such time as the vendor has verified in writing to the District that the employee has not been convicted of a felony, as defined in Education Code section 45122.1.
- The vendor's responsibility shall extend to all employees and agents regardless of whether those individuals are paid or unpaid, concurrently employed by the District, or acting as independent contractors of the vendor.
- Verification of compliance with this section and the Criminal Background Investigation Certification shall be provided in writing to the District prior to each individual's commencement of employment or participation on the Project and prior to permitting contact with any student. Verification is required of all persons working on school sites.

#### Identification Badging.

- Identification badges with a current and clear picture of the wearer shall be required to be displayed at all times by vendors and all their employees while on school grounds.
- The badge shall be labeled with "South San Francisco Unified School District Measure 'J' Bond"
- The badge shall include the wearer's full name and company of employment.
- The badge shall be signed by the wearer, and by a District representative.
- SMC will help to manage and process the badging process with the District.

#### Construction Mobilization/Site Utilization Plans

As noted in the Construction Administration section below, student safety shall be a priority issue when planning and documenting, and when modifying, Construction Site Mobilization and Site Utilization Plans. For details see below section 9.4.1 Construction Mobilization/Site Utilization Plan.

#### Traffic and Parking Controls.

Careful planning for traffic and parking controls around campus, especially for student drop-off and pick-up areas that experience heavy peak-time traffic, must be considered and implemented. For details see Section 9.4.1 Construction Mobilization/Site Utilization Plan.

#### Communication.

Timely and effective communication with the faculty, staff, students, parents, and community is a very important aspect to ensuring safety. The communication protocols of this Bond Program Project Procedure will help inform the constituents what is occurring at their schools, when it will occur, and how it will impact normal operations, paths of travel, parking, drop-off areas, etc. It is important that information is communicated so that all parties can review, understand and take



into account how the schools will be affected, and make adjustments accordingly. Well communicated plans, detours, and layout modifications can help to avoid unsafe traffic situations and help diffuse otherwise aggravating situations, when people are provided the opportunity to make calculated adjustments and plan ahead, or at a minimum understand the reasons and limited durations of said detours/revisions.

### 9.3 Construction Bidding Procedures

Prior to the first legal advertisement run, the CM must review and create a project specific Project Manual (Division 00 and 01). All headers, footers and formatting must be updated and the CM can begin defining the document. A step by step procedure is in Appendix F (Preparing the Project Manual) as noted above in Section 6.8.

The bidding process is governed by the State contracting laws (The Public Contract Code) and therefore follows a pre-described approach that allows for little deviation. Because of the limited tolerance and to avoid any bidding disputes it is important to understand the bidding process. A detailed step by step Procedure is shown in Appendix G (Construction Bid Process) and it is recommended that the CM in charge is familiar with all the requirements.

### 9.4 Construction Administration

Detailed administrative procedures and a keen understanding of the construction process make or break a successful project. Timely and accurate management and controls of this process protects the District, the Project Team and the Contractor. The tools and knowledge that are available must be utilized to the best of each participant's ability to adequately provide this protection.

#### 9.4.1 Construction Mobilization/Site Utilization Plan

Timely establishment of adequate facilities and equipment to support the construction effort are key elements to successful mobilization and start of construction. Location of Contractor Facilities and use of the site are equally important, as operation of the existing Campus facilities cannot be adversely affected, unless planned and scheduled.

SMC must confirm early with DISTRICT what is to be acceptable to the Campus for construction access and utilization. The issues need discussions sufficiently early so that classroom scheduling and operations are not affected. Much of the physical work must be incorporated into the Contractors' scope of work as part of their bids.

Student Safety must always be a priority in the planning of the Mobilization and Site Utilization Plans. The following issues shall be considered and developed to help ensure student safety:



- Perimeter fencing shall secure the entire site. Fencing must adequately separate students from construction. Layouts shall include buffer zones as required to help ensure errant debris, materials, equipment or traffic will not migrate into student areas.
- Layout of gates and points of access shall be located in a way to prevent students and the public from entering worksites, and to minimize the co-mingling of paths of travel of the construction traffic vs. student pathways.
- Contractor jobsite trailers should be placed near entrances to jobsites when possible, so they may serve as gatekeepers of a sort.
- Affective signage shall be employed around the site to help direct pedestrians and traffic to intended pathways and routes in a safe manner.
- Construction fencing/barricades around student areas shall be planned carefully to avoid dead-end corridors, areas of hiding, or blind spots, etc.
- Proper lighting shall be considered and planned, with consideration given to those areas used by construction crews in the early morning hours, and the areas used by the community during evening hours.
- Construction impacts to parking lots or driveways must be carefully planned with school administration to effectively manage the impacts to student drop-off/pick-up areas that already experience heavy traffic. Student pedestrian pathways and rights of way must always be considered and prioritized in any plan. Traffic control measures shall be planned for the purpose of avoiding traffic incidents and mitigating heavy traffic backups where possible.
- Construction traffic routes into the jobsite for daily worker arrival, worker parking, material deliveries, crane setups, concrete pours, and special oversize material deliveries, etc., must be affectively planned and strategized to separate such activities from normal school operations and student traffic.

SMC's Program Management team will work with the School District, and the individual Construction Managers as available, to plan and develop the Site Utilization and Mobilization Plan. They will ensure that mobilization, site utilization and traffic routes are part of the bid documents and re-stated in written form to the contractor no later than the preconstruction conference. Any questions regarding mobilization or site utilization should be directed to the Program Manager for full program wide coordination and considerations.

#### 9.4.2 Disputes and Claims

Construction claims need to be avoided at. This is a difficult concept to understand for persons not intimately familiar with public works contracts. There tends to be a higher level of claims on public works contracts due to the nature of the public bidding laws and the civil and public contracting statutes. In public works, claims can rarely be eliminated, but they can often be avoided and/or mitigated. The contract documents describe in detail the contractual requirements regarding proper notice of a claim and the documentation required of the contractors in submitting their claim.

In California the courts view a contractor's claim as a "Request for Equitable Contract Adjustment". Claims can be made for Time, Money or both.



Most claims will arise from a dispute on a request for a change or a request for a time extension. However, in some cases a claim may be brought simply because the contractor is experiencing a loss on the project regardless of who is responsible for the loss. Delays and inefficiencies are to be carefully recorded to determine if the events are caused by the owner or contractor. Most claims will have a time component. The CM should monitor the critical activities on the schedule for slippage. They should coordinate with the Estimating/Scheduling Manager for all schedule issues.

Experienced managers will early on determine the nature of a contractor's intent to claim (or make good on some poor decisions during the course of the work). The CM should attempt to settle all disputes as promptly as possible. If time extensions are warranted, they should be granted promptly. If costs of changes are an issue they should be mitigated by bringing all parties involved to the table to resolve the particular problems. Festering dissatisfactions can have a long term effect on productivity and cooperation.

### Dispute Resolution

If an issue can not be initially resolved by the team with the Contractor then SMC should follow the appropriate route and turn the issues over to persons who have the authority to make appropriate decisions. Following is the typical types of claims:

#### A. Contractor and Subcontractor Claims

1. Change in Scope of Work
2. Time Delays
3. Extra Time
4. Differing Site Conditions
5. Owner Interference
6. Site Accessibility
7. Acceleration of Work

#### B. Owner Claims

1. Lack of Performance
2. Project Delays
3. Non-Conforming Work
4. Defective Work
5. Incomplete Work
6. Property Damage
7. Cost Overruns

#### C. Delay Claims

1. Excusable Delays



2. Compensable Delays
3. Beyond Control of Owner, CM or Contractor
4. Beyond Contractor Control but within Owner's Control
5. Non-Excusable Delays within Contractor's Control
6. Concurrent Delays within Owner and Contractor Control

Should the CM still not be able to settle the dispute, the Program Manager and Assistant Superintendent of Business Services should reach out to the contractor's principals and pursue settlement discussions at a higher level. In some instances, depending on the issue and the contractor, even these measures may lead nowhere. The Program Manager/Assistant Superintendent of Business Services will at this time contact legal counsel through the District. The claims process must be the last resort after all other avenues have been exhausted. The claims process, regardless which party is at fault, will be a severe financial burden for all parties involved and rarely lead to a win-win outcome.

### 9.4.3 Stop Notices

The mechanics' lien rights set forth in the California Constitution has been implemented through a series of statutory provisions in California Civil Code §§ 3082 – 3267. These statutes also lay out the basic framework for stop notice and bond payment rights.

Although no mechanics' lien remedy is available on public works construction, a subcontractor, material supplier or laborer may pursue a stop notice on state and local public works construction projects. Since no construction loan fund is involved, the stop notice is served on the agency which contracted for construction of the public work of improvement. The term "public work" includes any work of improvement contracted for by a public entity. Civil Code §3100. The term "public entity" includes every type of public agency. On the Measure J Bond Program this would be the District.

The details of the Mechanics Lien Laws and Stop Notices is shown in Appendix I

### 9.4.4 Submittal Control/Process

Submittals are critical to the startup and production of the construction process. Submittal tracking will be through EADOC along with all other project documents. Please refer to the EADOC Manual for the process of entering submittals into the system.

For projects with an architect, the architect is required to develop a master list of all specified submittals. See Long Form PSA, Appendix D (Deliverables).

For projects where the Contractor will not have access to EADOC, the standard submittal log from EADOC will be prepared and transmitted to the Contractors for them to complete and return to the CM with all of the information included. Preparation of the log will require the CM



to review all the technical specifications, the general and special conditions and any job specific requirements to develop the submittal register.

There are a number of submittals required on any project. A sample of some, but not all, is as follows:

- Schedule of Shop Drawing and Sample Submittals
- Craft Labor Wage Rates
- Safety Plans
- Progress Schedules
- Product Data; Shop Drawings
- Samples
- Coordination Drawings
- Quality Assurance Control Data
- Machine Inventory Sheets
- Installation, Operation, and Maintenance Manuals
- Computer Programs
- Project Record Documents

All submittals need to be processed in a timely manner. It is the CM's Responsibility to manage this process and assure that submittals are transmitted to the designer timely and that architect and consultants do not exceed their time limit for review of the submittal. It is critical that accurate notations be made in EADOC as to the status of the submittal, i.e. Approved, Make Corrections Noted, Amend and Resubmit, or Rejected.

The CM should also be aware of the potential change situation with regard to submittals. It is not uncommon for the designer to make a comment on a submittal that legally constitutes a change. In these cases the CM should contact the designer to make sure the notation is absolutely essential for the proper operation of the item.

The contractor's schedule should include all submittals for the project as required by the specifications. The contractor should be given at the time of the kick-off construction meeting a list prepared by the architect of all submittals. From a claims avoidance and management perspective, it is prudent for all required submittals, along with their review times and procurement/fabrication times to be included in the schedule. The contract may require that the majority of the submittal shall be turned in before a given mile stone date, with exceptions noted. These exceptions and submittals that missed the milestone must become part of the next months schedule update.

The CM shall include as a standard agenda item for their progress meetings an item for submittals.



### Submittal Requirements

The specific legal requirements for submittals are contained in the project bid package (Section 01 33 00).

In general, all submissions shall be complete, containing all material relative to the project at that given point in time or progress. A transmittal listing and explaining the items being submitted shall accompany each submittal.

### Review Process

The construction manager will verify that a copy of the submittal was sent to the entire project team, (Project Manager, architect, contractor, IOR, etc.) The designers have a time limit to review the submittal. They will annotate the submittal and make recommendations, unless approved completely and return through EADOC to the contractor. During the BOND PROGRAM actively processed submittals will be listed and open to District queries if required.

### Invoice Approval Routing Sheet

The Invoice Approval Routing Sheet shall be completed by the Project Manager, signed by the CM and then submitted to the FCM for payment. This form is to be used for Contractor Payment Applications as well as invoices.

#### **9.4.5 Request for Information (RFI)**

RFI's are used by the Contractor to request clarifications, added details or notification of field conditions that are not shown on the contract documents or in the technical specifications. Under certain circumstances other groups (i.e.: District, SMC) may ask a pertinent question to the designers and an RFI may be the best document to file these answers if they pertain to the project and will have an impact on the contractor's work.

All RFI's must be submitted, logged and tracked in EADOC. It is of the utmost importance that RFI's are turned around as quickly as possible. Project RFI status reports will be given to the District at the weekly OAC meeting and in writing in the Monthly (Quarterly) Report.

#### **9.4.6 Cost Proposal Form (CP)**

The CP form is to be used by contractors, working on projects awarded by public bid, to provide pricing on work not included in the original scope.



Any work for which the contractor has been instructed to complete a CP shall be added to the Potential Change Order (PCO) log. The PCO and Change Order (CO) processes are to be followed in order for this work to be approved and Notice to Proceed (NTP) on the added work issued.

#### 9.4.7 Potential Change Order (PCO) Process

Potential Change Orders can be generated for different reasons: unforeseen conditions, substitutions, added scope, etc. It is possible that an item may be entered on a PCO log and never approved. PCOs can be additive or deductive. The pricing, scheduling, and other ramifications of each PCO are reviewed and weighed before each is approved or denied.

All PCOs must be logged and tracked as part of the project controls cycle. Project progress reports will be given to the District at the OAC meeting, and/or in writing in the Monthly Report.

##### PCO Process:

- PCOs are logged and tracked by the CM through EADOC.
- Complete backup information is gathered by the CM for each PCO consisting of:
  - Originating document: RFI, directive, etc
  - Contractor's estimate
  - CM estimate or price check
  - Schedule impact review
  - Validation comments
- CM attaches all back up information to the PCO form and reviews the information with the following individuals for their decision (approval or denial) and signature:
  - Contractor
  - A/E
  - And possibly with: Assistant Superintendent of Business Services, Director of Facilities, IOR
- The 'Approved' or 'Denied' determination for each PCO shall be recorded on the PCO log.
- The CM will follow the CO Process to obtain the District's approval to proceed with this work.

#### 9.4.8 Change Order (CO) Process

Change orders are usually created by bundling approved potential change orders, except for large or time sensitive changes. This activity is to be completed on a reasonable basis. The time element is always a driving force and changes should



not be unreasonably withheld either through linkage with other issues or just for convenience. If work needs to be performed immediately and the contractor is incurring expenses the process should be commensurate with the contractor's effort.

All COs must be submitted, logged and tracked in EADOC. Project progress reports will be given to the District at the OAC meeting and in writing in the Monthly Report.

General:

Change Orders (COs) can only be executed by a BOT action. SMC may not authorize work without BOT or District designee approval. The Assistant Superintendent of Business Services may approve, after BOT issued authorization, changes in certain amounts. For work to proceed before BOT approval, a Directive stating so must be issued. This will be tracked through EADOC.

Process:

- Add each CO to the CO Log.
- Complete the CO Form incorporating approved Potential Change Orders (PCOs) as necessary for the specific project.

**For all Change Orders valued at \$5,000 and/or above allowance:**

- CM obtains the following signatures:
  - Contractor
  - A/E
  - Project Manager
  - Bond Program Director
  - IOR (review only)
- Prepare BOT Agenda Item report and submits package to Project Administrator
- Agenda Item presented to BOT
- BOT approves Change Order
- Assistant Superintendent of Business Services signs for BOT
- CM issues Notice to Proceed
- CM updates the CO log accordingly

#### 9.4.9 Meetings During Construction

Owner, Architect, Contractor (OAC) Meetings:

An OAC meeting should be held weekly to review the construction progress. As a minimum the following individuals must attend:



- CM & Project Manager
- Contractor's PM & Superintendent
- Architect's Construction Administrator
- DISTRICT personnel as needed; Bond Program Director, Director of Facilities, etc.
- IOR

Optional

- Invited major subcontractors
- Firm Principals

The CM shall prepare agendas for recurring Progress Meetings by following the notes from the previous meeting, include all known new items and attach current copies of schedules, logs and other pertinent exhibits. Develop the format for the meeting minutes and distribution list at the beginning of the project and use EADOC as document media.

- The meeting minutes shall be taken by the CM (check agreement setup to identify note taker)
- Agree upon actions required for all identified issues and when they will be completed
- CM shall assign follow-up responsibilities on action items
- The note taker shall issue Construction Progress Meeting Notes to attendees, plus additional parties affected by meeting items within 48 hours.

Payment Application Review Meetings:

After an initial kick-off meeting, where the ground rules and formats are being developed, the monthly meetings will take on an informal format. CM prepares agendas for recurring Payment Application Reviews by following up on the previous meeting issues. Include all known new items and attach current copies of schedules, logs and other pertinent exhibits.

- CM
- General Contractor's Superintendent or PM
- Appropriate Subcontractors
- Inspector of Record (IOR)
- Architect

Change Order Review Meetings:

Prepare agendas for recurring Change Order Request Reviews by following the previous meeting agenda and issues. Include all known new items and attach current copies of schedules, logs and other pertinent exhibits. Changes may require several meetings and issues will be in different stages of negotiations.

Recommended attendance:

- CM
- Project Manager
- Appropriate Subcontractors



- General Contractor's Superintendent\* or PM
- By invitation:  
Inspector of Record  
Architect  
District

\*Superintendent: shall attend to clarify or having authority to negotiate changes

During all meetings on change orders the CM is required to keep a "Record of Negotiations" that will be attached to the change order when it is submitted to Management for approval.

#### Special Meetings:

Special meetings are appropriate when issues arise that need attention and are not part of the routine and contractual requirements. They may be called by District or anybody of the project team. Prepare agendas to address specific issues and include all known items and attach current copies of schedules, logs and other pertinent exhibits that will facilitate the discussions. The basic intent is to resolve any issues, conflicts and potential conditions that may adversely affect the project's cost, quality or schedule.

These meetings are scheduled by the CM on the request of the interested party as a working meeting of all parties who can help to resolve issues affecting the project. These meetings need to occur as often as needed until the issues can be deemed resolved. SMC shall obtain input and answers from the District regarding applicable avenues to resolve the issues in a win-win environment from persons with the necessary authority to take final action if required.

#### 9.4.10 Withholding Contract Funds

There are numerous circumstances where it will be necessary to withhold monies from the Contractor's payments. These include, but are not limited to:

- Back Charges for the Contractor's failure to coordinate with other Contractors or utility owners.
- Withholds associated with the District having to repair or restore service of a utility damaged by the Contractor in timely manner.
- Withholds for defective work.
- Withholds for Weekend work additional costs for Inspection and District's Representative.
- Withholds for equipment and/or specifically fabricated materials that are not adequately and properly protected.
- Withholds for damaged equipment.
- Failure for the Contractor to perform specific work.
- Failure to pay prevailing wages, and other labor compliance issues.
- Failure to provide required services and reports

Further details and contract references can be found in Attachment U.



### 9.4.11 Final Payment

The final payment to contractor has a serious undertone as it indicates that all issues and work have been resolved and completed. It brings to conclusion an effort that at time has lasted over years. This event is best described by the following legal description of the construction contract which carefully includes all possible situations and wants to make the point that from hereon out the relationship between Owner and Contractor is without any financial ties. The financial administration of the CM comes to a successful conclusion and it pays to have closely administered all cost and schedule issues throughout the duration of the project.

'The District will pay to Contractor, in a manner provided by law, the unpaid balance of the Contract Sum of Work (including without limitation retentions), or whole Contract Sum of Work if no progress payment has been made, determined in accordance with terms of Contract Documents, less sums as may be lawfully retained under any provisions of Contract Documents or by law.

Prior progress payments shall be subject to correction in the final payment. District's determination of amount due as final payment shall be final and conclusive evidence of amount of Work performed by Contractor under Contract Documents and shall be full measure of compensation to be received by Contractor. '

The Contractor and each sub contractors in effect shall execute and deliver at time of final payment, and as a condition precedent to District's obligation to make final payment, Document 00 65 19.26 - Final Settlement Certificate From- discharging District, its officers, agents, employees, and consultants of and from liabilities, obligations, and claims arising under Contract Documents. The requirements for issuing a Final Payment can be found in General Condition Section 00 72 13, 21.

#### Responsibility

It is the responsibility of the CM to assure that all issues giving cause for the withholding of monies have been cleared and that all supporting documentation has been submitted prior to recommending issuance of the Final Payment to the BOT. Once this has been accomplished, the CM will notify the Financial Controls Manager of this so the Final Payment can be issued.

### 9.5 Health and Safety Committee

The Safety Committee is composed of District Personnel. Detailed information about the Safety Committee can be obtained from the District's appointed Safety Officer.



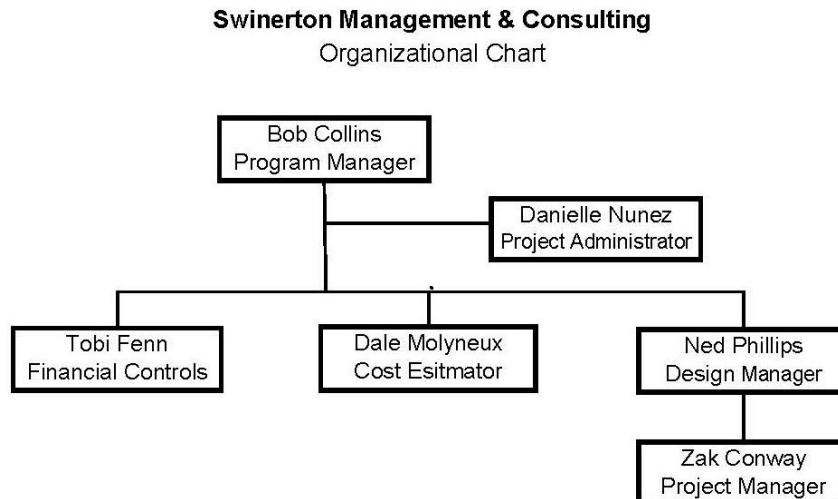
## 9.6 Web Based Project Management

The EADOC system that is in use for the BOND PROGRAM is a technology based construction management project controls solution. The system is designed to address the financial documentation, record keeping and communication requirements of the capital project. The system is utilized and maintained by SMC, CM, Architect, General Contractor, and Inspector of Record. The General contractor is encouraged to include the requirements of the web based project management specification in contracts with subcontractors to facilitate the flow of documentation. At a minimum, the EADOC system is used on a project for:

- Document Control
- Force Account / Directive
- Requests for Information: Contractor, Architect, SMC
- PCOs and Change Orders: Contractor, SMC, DISTRICT
- Logs: All (based upon EADOC Reports)

## 10.0 SMC ADMINISTRATION INFORMATION

### 10.1 Organizational Chart



## 10.2 Laws and Reference Material

Occasionally the access to State laws and regulations can be helpful to resolve smaller issues. The locally available information and/or access through the internet is preferred over contacting the District's BOND PROGRAM lawyers. The following will provide access to most State laws and regulations: <http://www.leginfo.ca.gov/calaw.html> .

For contacting the BOND PROGRAM law firm the request should be funneled through the Program Manager.



**APPENDICES**

- APPENDIX A1. BOARD RESOLUTION FOR BOND PROGRAM
- APPENDIX A2. MEASURE 'J' BALLOT MEASURE
- APPENDIX B. CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS
- APPENDIX C. PROGRAM STABILIZATION AGREEMENT
- APPENDIX D. CONTRACTOR PRE-QUALIFICATION
- APPENDIX E. CONSULTANTS PRE-QUALIFICATION / SELECTION
- APPENDIX F. PREPARING THE PROJECT MANUAL – SPECIFICATIONS DIV. 00/01
- APPENDIX G. CONSTRUCTION BID PROCESS
- APPENDIX H. THE PUBLIC WORK STOP NOTICE AND LIEN PROCESS
- APPENDIX I. STOP NOTICE PROCEDURE
- APPENDIX J. WITHOLDING PAYMENTS
- APPENDIX K. CONSTRUCTION NOTICE SAMPLE
- APPENDIX L. DESIGN PHASE EXHIBITS

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Appendix A1. BOARD RESOLUTION FOR BOND PROGRAM

Minutes - Special Meeting August 4, 2010

**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**Minutes of the Special Meeting, Wednesday, August 4, 2010  
South San Francisco Unified School District,  
Board Room, 398 B Street, South San Francisco**

**OPEN SESSION – 6:01 p.m.**

**A. CALL TO ORDER**

- B. ROLL CALL Board Members:** Ms. Judy Bush – Present  
Mr. Maurice Goodman - Present  
Mrs. Shirlee Hoch – Absent  
Mrs. Liza Normandy – Present  
Mr. Phillip Weise - Present

**Cabinet Members:** Dr. Howard Cohen, Superintendent – Present  
Mr. Ron Little, Associate Superintendent of  
Business Services - Present  
Dr. John Thompson, Associate  
Superintendent of Human  
Resources/Student Services - Present  
Mr. Adolfo Melara, Associate Superintendent,  
English Language Learner Programs and  
Student Learning Support - Present

**C. PLEDGE OF ALLEGIANCE was led by Trustee Bush.**

**D. COMMUNICATIONS - None**

**ACTION**

**E. RESOLUTION 10-62 – ORDERING SCHOOL BOND ELECTION AND  
AUTHORIZING NECESSARY ACTIONS IN CONNECTION HEREWITH**

MOTION # (Weise/Goodman) to adopt Resolution 10-62 that calls an election within the District for the purpose of approving school bonds, requests the County Registrar of Voters to conduct the election on behalf of the District, and authorizes the preparation and completion of election materials including ballot arguments and a tax rate statement to be included in the voter information pamphlet. (AYES: Bush, Goodman, Normandy, Weise; NOES: None)

**F. DATA WORKS CONTRACT - 2010-2011 SCHOOL YEAR**

MOTION # (Weise/Bush) The Board is asked to approve the 2010-2011 School Year Contract for Explicit Direct Instruction Workshop on August 12-13, 2010. MOTION CARRIES (Unanimous)

**G. ADJOURNMENT TO CLOSED SESSION at 6:06 p.m.**

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**BOARD OF TRUSTEES  
SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

**RESOLUTION NO. 10-62**

**RESOLUTION ORDERING SCHOOL BOND ELECTION,  
AND AUTHORIZING NECESSARY ACTIONS IN CONNECTION THEREWITH**

WHEREAS, the Board of Trustees of the South San Francisco Unified School District (the "District"), is authorized to order elections within the District and to designate the specifications thereof, pursuant to Sections 5304 and 5322 of the Education Code of the State of California (the "Education Code"); and

WHEREAS, the Board of Trustees is specifically authorized to order elections in order to submit to the electors the question of whether bonds of the District shall be issued and sold to raise money for any of the purposes listed in Education Code Section 15100; and

WHEREAS, pursuant to Section 18 of Article XVI and Section 1 of Article XIII A of the California Constitution, and Section 15266 of the Education Code, school districts may seek approval of bonds and levy an *ad valorem* tax to repay those bonds upon a 55% vote of those voting on a proposition for the purpose, provided certain accountability measures are included in the proposition; and

WHEREAS, the Board of Trustees deems it necessary and advisable to submit such a bond proposition to the electors, which, if approved by 55% of the votes cast, would permit the District to issue its bonds; and

WHEREAS, such a bond election must be conducted concurrent with a statewide primary election, general election, or special election, or at a regularly scheduled local election, as required by Section 15266 of the Education Code; and

WHEREAS, on November 2, 2010, a statewide general election is scheduled to be conducted throughout the District; and

WHEREAS, the District is located entirely within the County of San Mateo (the "County"), and the San Mateo County Superintendent of Schools has jurisdiction over the District; and

WHEREAS, the District's boundaries have not changed since the November 4, 2008 general election; and

WHEREAS, based upon a projection of assessed property valuation and a proposed schedule of bond issuances, the Board of Trustees has determined that, if approved by voters, the tax rate levied to meet the debt service requirements of the bonds proposed to be issued will not

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exceed the statutory limit of \$60 per year per \$100,000 of assessed valuation of taxable property, pursuant to Education Code Section 15270; and

WHEREAS, if the project to be funded by the bonds will require State matching funds for any phase, the sample ballot must contain a statement in form prescribed by law advising the voters of that fact, and none of the projects listed in the proposition contained in Exhibit A of this Resolution will require State matching funds not yet received by the District; and

WHEREAS, Section 9400 and following of the Elections Code of the State of California (the "Elections Code") requires that a tax rate statement be contained in all official materials, including any ballot pamphlet prepared, sponsored or distributed by the District, relating to the election; and

WHEREAS, the Board of Trustees now desires to authorize the filing of a ballot argument in favor of the proposition to be submitted to the voters at the election;

NOW, THEREFORE, be it resolved, found, determined and ordered by the Board of Trustees of the South San Francisco Unified School District as follows:

Section 1. Recitals. All of the above recitals are true and correct.

Section 2. Specifications of Election Order. Pursuant to Education Code Sections 5304, 5322, 15100 and following, and 15266, a special election shall be held within the boundaries of the South San Francisco Unified School District on November 2, 2010, for the purpose of submitting to the registered voters of the District the proposition contained in Exhibit A hereto.

Section 3. Order of Election; Specifications of Ballot Measure; Abbreviation of Proposition. Pursuant to Section 13247 of the Elections Code and Education Code Sections 5322 and 15122, this Board of Trustees hereby directs the Registrar of Voters of the County (the "Registrar of Voters") to submit to the voters of the District at said election the proposition contained in Exhibit A-II hereto, and to use as the abbreviation of the bond proposition on the ballot the Abbreviation contained in Exhibit A-I hereto.

Section 4. Required Certification. The Board of Trustees hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the Bond Project List of the proposition contained in Exhibit A-II hereto.

Section 5. Delivery of Order of Election and Tax Rate Statement to County Officers: As soon as practicable following adoption of this Resolution, and in any event no later than August 6, 2010 (which date is not fewer than 88 days prior to the date set for the election), the Clerk of this Board of Trustees is hereby directed to cause copies of this Resolution to be filed (1) with the Clerk of the Board of Supervisors of the County, and (2) with the Registrar of Voters of the County. The copy filed with the Registrar of Voters shall include the Tax Rate Statement (in substantially the form attached hereto as Exhibit B), completed and signed by the Superintendent of the District.

Section 6. Conduct of Election. (a) *Request to Registrar of Voters.* Pursuant to Section 5303 of the Education Code, the Registrar of Voters is required, and is hereby requested, to take all steps to hold the election in accordance with law and these specifications.

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(b) *Ballot and Voter Pamphlet.* The Registrar of Voters is requested to cause the exact wording of the Abbreviation of the Measure contained in Exhibit A-I to appear on the ballot, and to print the Full Text of the Measure contained in Exhibit A-II in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code. The full text of the measure is all that text in Exhibit A hereto between the indicators:

“BEGINNING OF FULL TEXT OF MEASURE----->>>>>” and  
“<<<<<-----END OF FULL TEXT OF MEASURE.”

(c) *Consolidation.* Pursuant to Education Code Section 15266(a), the election shall be consolidated with the statewide general election on November 2, 2010, and pursuant to Part 3 (commencing with Section 10400) of Division 10 of the Elections Code, the Registrar of Voters and the Board of Supervisors of the County are hereby requested to order consolidation of the election with such other elections as may be held on the same day in the same territory or in territory that is in part the same.

(d) *Canvass of Results.* The Board of Supervisors of the County is authorized to canvass the returns of the election pursuant to Section 10411 of the Elections Code.

(e) *Required Vote.* Pursuant to Section 18 of Article XVI and Section 1 of Article XIII A of the State Constitution, the proposition contained in Exhibit A shall become effective upon the affirmative vote of at least 55% of those voters voting on the proposition.

(f) *Election Costs.* The District shall pay all costs of the election approved by the Board of Supervisors of the County, pursuant to Education Code Section 5421.

Section 7. No Requirement of State Matching Funds. The District has determined that the projects to be funded from the proposed bonds will not require State matching funds for any phase thereof, and that Section 15122.5 of the Education Code does not apply to the proposition, and accordingly, the Registrar of Voters is directed not to include the disclosure otherwise required by that section.

Section 8. Ballot Arguments: The President of this Board of Trustees, or any member or members of this Board as the President shall designate, are hereby authorized, but not directed, to prepare and file with the Registrar of Voters a ballot argument in favor of the proposition contained in Exhibit A hereof, within the time established by the Registrar of Voters, which shall be considered the official ballot argument of this Board as sponsor of the proposition.

Section 9. Further Authorization: The members of this Board of Trustees, the Superintendent, the Associate Superintendent-Business Services, and all other officers of the District are hereby authorized and directed, individually and collectively, to do any and all things that they deem necessary or advisable in order to effectuate the purposes of this Resolution in accordance with the terms hereof and of applicable provisions of law.

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Section 10. Effective Date; Required Vote: This Resolution shall take effect upon its adoption by a two-thirds vote.

PASSED AND ADOPTED this day, August 4, 2010, by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

APPROVED:

---

President of the Board of Trustees of the  
South San Francisco Unified School District

Attest:

---

Clerk of the Board of Trustees of the  
South San Francisco Unified School District

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## Appendix A2. MEASURE "J" BALLOT MEASURE

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### Full Text

#### BOND AUTHORIZATION

By approval of this proposition by at least 55% of the registered voters voting on the proposition, the South San Francisco Unified School District (the "District") shall be authorized to issue and sell bonds of up to \$162,000,000 in aggregate principal amount to provide financing for the specific school facilities projects listed in the Bond Project List below, subject to all of the accountability safeguards specified below.

#### ACCOUNTABILITY SAFEGUARDS

The provisions in this section are specifically included in this proposition in order that the District's voters and taxpayers may be assured that their money will be spent wisely to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, Section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following).

Evaluation of Needs. The Board of Trustees has evaluated the facilities needs of the District at each campus and facility to determine which projects to finance from a local bond at this time. The Board has certified that it has evaluated safety, class size reduction and information technology needs in developing the Bond Project List.

Limitation on Use of Bond Proceeds. The State Constitution allows proceeds from the sale of bonds authorized by this proposition to be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities listed in this proposition, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to the bond projects.

Independent Citizens' Oversight Committee. The Board of Trustees shall establish an independent Citizens' Oversight Committee (pursuant to Education Code Section 15278 and following), to ensure bond proceeds are spent only for the school facilities projects listed in the Bond Project List. The committee shall be established no later than 60 days following the date on which the Board enters the election results on its minute:

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**Annual Performance Audits.** The Board of Trustees shall conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in the Bond Project List.

**Annual Financial Audits.** The Board of Trustees shall conduct an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed in the Bond Project List.

**Special Bond Proceeds Account: Annual Report to Board.** Upon approval of this proposition and the sale of any bonds approved, the Board of Trustees shall take action necessary pursuant to Government Code Section 53410 and following to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent or the chief fiscal officer of the District shall cause a report to be filed with the Board no later than December 31 of each year, commencing December 31, 2011, stating (1) the amount of bond proceeds received and expended in that year, and (2) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period as such officer shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

**FURTHER SPECIFICATIONS**

**Specific Purposes.** All of the purposes enumerated in this proposition shall be united and voted upon as one single proposition, pursuant to Education Code Section 1510C and shall constitute the specific purposes of the bonds, and proceeds of the bonds shall be spent only for such purposes, pursuant to Government Code Section 53410.

**Joint Use.** In order to maximize the benefits of the bond proceeds to further enhance the student environment, the District may enter into agreements with any city, county, or other public agencies or nonprofit organizations for joint use of school facilities financed with the proceeds of the bonds in accordance with Education Code Section 17077.42 (or any successor provision). The District may seek State grant funds for eligible joint-use projects as permitted by law, and this proposition hereby specifies and acknowledges that bond funds will or may be used to fund all or a portion of the local share for any eligible joint-use projects identified in the Bond Project List or as otherwise permitted by California State regulations, as the Board of Trustees shall determine.

**Rate of Interest.** The bonds shall bear interest at a rate per annum not exceeding the statutory maximum, payable at the time or times permitted by law.

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**Term of Bonds.** The number of years the whole or any part of the bonds are to run shall not exceed 40 years from the date of the bonds or the date of any series thereof.

**SPENDING AUTHORIZATION**

The Bond Project List below describes the specific projects the District proposes to finance with proceeds of the bonds. Inclusion of a project on the Bond Project List is not a guarantee that the project will be funded or completed. Listed projects will be completed as needed at a particular site according to Board-established priorities, and the order in which such projects appear on the Bond Project List is not an indication of priority for funding or completion. The Board of Trustees may make changes to the Bond Project List in the future consistent with the projects specified in the proposition.

Until all project costs and funding sources are known, the Board of Trustees cannot determine the amount of bond proceeds available to be spent on each project, nor guarantee that the bonds will provide sufficient funds to allow completion of all listed projects. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. Certain construction funds expected from non-bond sources have not yet been secured, including State grant funds the District might reasonably expect to request for eligible projects, deferred maintenance funds, public agency or nonprofit partner contributions to joint-use projects, utility rebates, etc. Completion of some projects may be subject to further government approvals by State officials and boards, to local environmental review, and to input from the public.

Project costs include costs of the election and bond issuance, construction overhead, and related costs, such as construction management, architectural, engineering, inspection and other planning and permitting costs, legal, accounting and similar fees, independent annual financial and performance audits, a customary construction contingency and other costs incidental to and necessary for completion of the listed projects (whether work is performed by the District or by third parties).

The District is hereby authorized to use bond proceeds to acquire any of the projects on the Bond Project List through temporary leases, lease-purchase arrangements, or other appropriate financial arrangements, and to execute the purchase option under any lease or otherwise pay off outstanding lease obligations, for any of these authorized facilities.

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**BOND PROJECT LIST**

Unless otherwise noted, the projects in the Bond Project List are authorized to be completed at each or any of the District's sites. District schools and locations are:

**Elementary Schools**

Buri Buri Elementary School	120 El Campo Drive, South San Francisco
Junipero Serra Elementary School	151 Victoria Street, Daly City
Los Cerritos Elementary School	210 West Orange Avenue, South San Francisco
Martin Elementary School	35 School Street, South San Francisco
Monte Verde Elementary School	2551 St. Cloud Drive, San Bruno
Ponderosa Elementary School	295 Ponderosa Road, South San Francisco
Skyline Elementary School	55 Christen Avenue, Daly City
Spruce Elementary School	501 Spruce Avenue, South San Francisco
Sunshine Gardens Elementary School	1200 Miller Avenue, South San Francisco

**Middle Schools**

Alta Loma Middle School	116 Romney Avenue, South San Francisco
Parkway Heights Middle School	825 Parkway Avenue, South San Francisco
Westborough Middle School	2570 Westborough Boulevard, South San Francisco

**High Schools**

El Camino High School	1320 Mission Road, South San Francisco
South San Francisco High School	400 B Street, South San Francisco
Baden High School	825 Southwood Drive, South San Francisco

**Other Facilities**

South San Francisco Adult Education	825 Southwood Drive, South San Francisco
Children's Center	530 Tamarack Lane, South San Francisco
District Offices	398 B Street, South San Francisco
Foxridge (Community Day School)	2525 Wexford Avenue, South San Francisco
Sierra Vista (Training Center)	257 Longford Drive, South San Francisco
Hillside (pre-K)	1400 Hillside Boulevard, South San Francisco

**Renovation, Repair and Construction**

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- ✓ Major renovation, repair and construction at the following school sites: Buri Buri Elementary School, Martin Elementary School, Alta Loma Middle School, Parkway Heights Middle School, South San Francisco High School
- ✓ Replace deteriorating portable classrooms with new permanent classroom buildings and support facilities
- ✓ Construct additional classrooms, classroom buildings and school support service space at sites where needed
- ✓ Upgrade and/or renovate science classrooms and labs to provide facilities equipped to meet all curriculum and safety requirements
- ✓ Repair/replace deteriorated roofs or portions of roofs to extend the useful life of school facilities
- ✓ Repair/rehabilitate classroom buildings and other structures in need of strengthening for earthquake safety
- ✓ Improve student safety by replacing, upgrading and / or installing fire- and life-safety systems, emergency communications systems, and security systems including alarms smoke- and fire-detection systems and sprinklers, and building and campus security improvements including fencing, locks, exterior lighting, etc.
- ✓ Upgrade outdated electrical, heating and ventilation, and power generation and distribution systems, to provide for basic facilities operating needs, meet the requirements of technology upgrades, etc.
- ✓ Replace, repair or upgrade aging and /or inadequate gas lines, and plumbing & drainage systems, including water supply, water heating, wastewater systems, and plumbing fixtures; within buildings and sites and to connect with city supply and drainage systems
- ✓ Renovate and/or construct restrooms to replace deteriorating facilities with upgraded toilet facilities
- ✓ Provide improvements to comply with the requirements of the Americans with Disabilities Act (“ADA”) and state building codes. These improvements may include upgrades, modifications, and construction of restrooms, classrooms and other school facilities such as ramps, paths, doors, and parking

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- ✓ Upgrade and/or renovate school libraries and theaters, and construct new libraries, gymnasiums and/or multipurpose rooms for instructional, athletic and physical education, and performing arts uses, as well as community uses
- ✓ Renovate, improve, construct and/or repair athletic fields, tracks and turf, swimming pool, bleachers, lighting, fencing, etc., including irrigation and drainage, to improve student safety and allow greater use of school facilities including community use
- ✓ Improvement of school grounds, including paths, ramps, school entry areas, outdoor student eating areas, student drop-off areas, and parking; construct new outdoor performance/instruction spaces for classes, school event, and community use
- ✓ Replace / upgrade / install new classroom teaching tools and educational equipment, including smartboards, computers, digital projectors, audio and video recording and editing equipment, etc.
- ✓ Furnish and equip classrooms, athletic facilities and other facilities, including replacement of equipment on an ongoing basis, as needed
- ✓ Upgrade voice and data communication systems, including wired and wireless network equipment
- ✓ Upgrade buildings with efficient technologies to conserve energy and reduce costs, such as energy-efficient windows, window coverings, improved insulation, and climate control systems
- ✓ Install solar panels and power-generating equipment, and other alternative/renewable energy systems
- ✓ Remove, dispose of, and otherwise remediate hazardous materials, including asbestos, lead, etc., where necessary
- ✓ Address unforeseen conditions revealed by renovation / construction (including plumbing breaks, dry rot, seismic, structural defects, etc.)
- ✓ Necessary site preparation and restoration in connection with new construction, renovation or remodeling, or installation or removal of portable classrooms, including demolition and replacement of existing structures; removing, replacing, or installing irrigation, drainage, utility lines (gas, water, sewer, electrical, data and voice, etc.),

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trees and landscaping; relocating fire access roads; and acquiring any necessary easements, licenses, or rights of way to the property

- ✓ Rental or construction of storage facilities and other space on an interim basis, as needed, to accommodate construction materials, equipment, personnel, and interim classrooms (including relocatables) for students and school functions or other storage for classroom materials displaced during construction
- ✓ All other work, furnishing and equipping, necessary and incidental to specific project described above.

For any project involving renovation, rehabilitation or repair of a building or the major portion of a building, the District shall be authorized to proceed with new replacement construction instead (including any necessary demolition), if the Board of Trustees determines that replacement and new construction is more practical than renovation, rehabilitation and repair, considering the building's age, condition, expected remaining life, comparative cost, and other relevant factors.

(End of Appendix A2. MEASURE "J" BALLOT MEASURE)

## Appendix B. SSFUSD CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS

**Section 1. Committee Established.** South San Francisco Unified School District (the "District") was successful at the election conducted on November 2, 2010, in obtaining authorization from the District's voters to issue up to \$162,000,000 aggregate principal amount of the District's general obligation bonds, pursuant to a 55% vote. The election was conducted under Proposition 39, being chaptered as the Strict Accountability in Local School Construction Bonds Act of 2000, at Section 15264 et seq. of the Education Code of the State ("Prop 39"). Pursuant to Section 15278 of the Education Code, the District is now obligated to establish the Committee in order to satisfy the accountability requirements of Prop 39. The Board of Education of the South San Francisco Unified School District (the "Board") hereby establishes the Citizens' Bond Oversight Committee (the "Committee") which shall have the duties and rights set forth in these Bylaws.

**Section 2. Purposes.** The purposes of the Committee are set forth in Prop 39, and these Bylaws are specifically made subject to the applicable provisions of Prop 39 as to the duties and rights of the Committee. The Committee shall be deemed to be subject to the Ralph M. Brown Public Meetings Act of the State of California and shall conduct its meetings in accordance with the provisions thereof. The District shall provide necessary administrative support to the Committee as shall be consistent with the Committee's purposes, set forth in Prop 39.

The proceeds of general obligation bonds issued pursuant to the Election are hereinafter referred to as "Bond proceeds."

**Section 3. Duties.** To carry out its stated purposes, the Committee shall perform the following duties:

3.1 **Review Expenditures.** The Committee shall review quarterly expenditure reports produced by the District to ensure that (a) Bond proceeds are expended only for the purposes set forth in the ballot measure; (b) no Bond proceeds are used for any teacher or administrative salaries or other operating expenses of the District.

3.2 **Annual Report.** The Committee shall present to the Board, in public session, an annual written report which shall include the following:

(a) A statement indicating whether the District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution; and

(b) A summary of the Committee's proceedings and activities for the preceding year.

**Section 4. Authorized Activities.**

4.1 In order to perform the duties set forth in Section 3.0, the Committee may engage in the following authorized activities:

(a) Receive and review copies of the District's annual independent performance audit and annual independent financial audit, required by Article XIII A of the California Constitution.

(b) Inspect school site facilities and grounds for which bond proceeds have been or will be expended, in accordance with any access procedure established by the Superintendent.

(c) Review copies of deferred maintenance proposal or plans developed by the District.

(d) Review the District's efforts to maximize use of Bond proceeds in ways designed to: (1) reduce costs of professional fees or site acquisition; (2) incorporate efficiencies in school site design; (3) encourage joint use of core facilities; or (4) involve cost-effective and efficient reusable facility plans.

4.2 Make requests for copies or inspection of District records in writing to the District's Superintendent.

## **Section 5. Membership.**

5.1 Number. The Committee shall consist of a minimum of 5 members appointed by the Board from a list of candidates submitting written applications and based on criteria established by Prop 39, to wit:

- (1) at least one representative of the local business community;
- (2) at least one person active in a senior citizens' organization;
- (3) at least one person active in a bona fide taxpayers' organization;
- (4) the parent or guardian of a child who is enrolled in the District;
- (5) the parent or guardian of a child enrolled in the District and active in a parent-teacher organization, such as the Parent Teacher Association or school site council.

## **5.2 Qualification Standards.**

(a) To be a qualified person, he or she must be at least 18 years of age and reside within the District's geographic boundary, in accordance with Government Code Section 1020.

(b) The Committee may not include any employee, official of the District or any vendor, contractor or consultant of the District.

5.3 Ethics; Conflicts of Interest. By accepting appointment to the Committee, each member agrees to comply with Articles 4 (commencing with Section 1090) and 4.7 (commencing with Section 1125) of Division 4 of Title 1 of the Government Code and the Political Reform Act (Gov. Code §§ 81000 et seq.), and to complete the Form 700 as required by all “designated employees” of the District. Additionally, each member shall comply with the Committee Ethics Policy attached as Attachment A to these Bylaws.

5.4 Term. Except as otherwise provided herein, each member shall serve a term of two (2) years, beginning January 27, 2011. No member may serve more than two (2) consecutive terms. At the Committee’s first meeting, members shall draw lots to select a minimum majority for an initial two (2)-year term and the remaining members for an initial one (1)-year term.

5.5 Removal; Vacancy. The Board may remove any Committee member for cause, including failure to attend three consecutive Committee meetings or for failure to comply with the Committee Ethics Policy. Upon a member’s removal, his or her seat shall be declared vacant. The Board, in accordance with the established appointment process shall fill any vacancies on the Committee.

5.6 Compensation. The Committee members shall not be compensated for their services.

## **Section 6. Meetings of the Committee.**

6.1 Regular Meetings. The Committee shall establish a schedule for the date and time of regular meetings to be held periodically to include an annual organizational meeting to be held in July.

6.2 Location. All meetings shall be held at 398 B Street, located in South San Francisco, California, or at some other location within the District freely accessible to the public, as may be designated by the Committee on the particular agenda.

6.3 Procedures. All meetings shall be open to the public in accordance with the Ralph M. Brown Act, Government Code Section 54950 et seq. Meetings shall be conducted according to such additional procedural rules as the Committee may adopt. A majority of the number of Committee members shall constitute a quorum for the transaction of any business except adjournment.

## **Section 7. District Support.**

7.1 The District shall provide to the Committee necessary technical and administrative assistance as follows:

- (a) preparation of and posting of public notices as required by the Brown

Act, ensuring that all notices to the public are provided in the same manner as notices regarding meetings of the District Board;

(b) provision of a meeting room, including any necessary audio/visual equipment;

(c) preparation and copies of any documentary meeting materials, such as agendas and reports; and

(d) retention of all Committee records, and providing public access to such records on an Internet website maintained by the District.

7.2 District staff shall attend all Committee proceedings in order to report on the status of projects and the expenditures of Bond proceeds.

**Section 8. Reports.** In addition to the Annual Report required in Section 3.2, the Committee shall report to the Board periodically in order to advise the Board on the activities of the Committee. Such report shall be in writing and shall summarize the proceedings and activities conducted by the Committee.

**Section 9. Officers.** The Committee shall elect a chair and a vice-chair who shall act as chair only when the chair is absent, which positions shall continue for two (2) year terms. No person shall serve as Chair for more than two consecutive terms.

**Section 10. Amendment of Bylaws.** Any amendment to these Bylaws shall be approved by a two-thirds vote of the entire Board.

**Section 11. Termination.** The Committee shall automatically terminate and disband at the earlier of the date when (a) all bond proceeds are spent, or (b) all projects funded by bond proceeds are completed.

## **MEASURE J CITIZENS' BOND OVERSIGHT COMMITTEE ETHICS POLICY STATEMENT**

This Ethics Policy Statement provides general guidelines for Committee members to follow in carrying out their roles. Not all ethical issues that Committee members face are covered in this Statement. However, this Statement captures some of the critical areas that help define ethical and professional conduct for Committee members. The provisions of this Statement were developed from existing laws, rules, policies and procedures as well as from concepts that define generally accepted good business practices. Committee members are expected to strictly adhere to the provisions of this Ethics Policy.

### **POLICY**

- **CONFLICT OF INTEREST.** A Committee member shall not make or influence a District decision related to: (1) any contract funded by Bond proceeds or (2) any District construction project which will benefit the committee member's outside employment, business, or a personal finance or benefit an immediate family member, such as a spouse, child or parent.
- **OUTSIDE EMPLOYMENT.** A Committee member shall not use his or her authority over a particular matter to negotiate future employment with any person or organization that relates to: (1) any contract funded by Bond proceeds, or (2) any District construction project. A Committee member shall not make or influence a District decision related to any construction project involving the interest of a person with whom the member has an agreement concerning current or future employment, or remuneration of any kind. For a period of two (2) years after leaving the Committee, a former Committee member may not represent any person or organization for compensation in connection with any matter pending before the District that, as a Committee member, he or she participated in personally and substantially. Specifically, for a period of two (2) years after leaving the Committee, a former Committee member and the companies and businesses for which the member works shall be prohibited from contracting with the District with respect to: (a) bidding on projects funded by Bond proceeds; and (b) any District construction project.
- **COMMITMENT TO UPHOLD LAW.** A Committee member shall uphold the federal and California Constitutions, the laws and regulations of the United States and the State of California (particularly the Education Code) and all other applicable government entities, and the policies, procedures, rules and regulations of the South San Francisco Unified School District.

**COMMITMENT TO DISTRICT.** A Committee member shall place the interests of the District above any personal or business interest of the member.

(End of Appendix B. SSFUSD CITIZENS' BOND OVERSIGHT COMMITTEE BYLAWS)

**PROGRAM STABILIZATION AGREEMENT  
FOR THE SOUTH SAN FRANCISCO UNIFIED SCHOOL  
MEASURE J BOND IMPROVEMENT PROGRAM**

INTRODUCTION/FINDINGS

The purpose of this Agreement is to promote efficiency of construction operations during the South San Francisco Unified School District's Measure J Bond Improvement Program ("the Program") and provide for peaceful settlement of labor disputes and grievances without strikes or lockouts, thereby promoting the public interest in assuring the timely and economical completion of the Program.

WHEREAS, the successful completion of the Program is of the utmost importance to the South San Francisco School District; and

WHEREAS, large numbers of workers of various skills will be required in the performance of the construction work, including those to be represented by the unions affiliated with the San Mateo County Building and Construction Trades Council and any other labor organization which is signatory to this Agreement employed by contractors and subcontractors who are signatory to agreements with said labor organizations; and

WHEREAS, it is recognized that on a Program of this magnitude with multiple contractors and bargaining units on the job site at the same time over an extended period of time, the potential for work disruption is substantial without an overriding commitment to maintain continuity of work; and

WHEREAS, the interests of the general public, the District, the Unions and Contractor/Employers would be best served if the construction work proceeded in an orderly manner without disruption because of strikes, sympathy strikes, work stoppages, picketing, lockouts, slowdowns or other interferences with work; and

WHEREAS, the Contractor/Employers and the Unions desire to mutually establish and stabilize wages, hours and working conditions for the workers employed on the Program by the Contractor/Employer(s) and the Union(s) to the end that a satisfactory, continuous and harmonious relationship will exist among the parties to this Agreement; and

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WHEREAS, this Agreement is not intended to replace, interfere, abrogate, diminish or modify existing local or national collective bargaining agreements in effect during the duration of the Program, insofar as a legally binding agreement exists between the Contractor/Employer(s) and the affected Union(s) except to the extent that the provisions of this Agreement are inconsistent with said collective bargaining agreements, in which event, the provisions of this Agreement shall prevail; and

WHEREAS, the parties agree that one of the primary purposes of this Agreement is to avoid the tensions that might arise on the Project if union and nonunion workers of different employers were to work side by side on the Project thereby leading to labor disputes that could delay completion of the Project; and

WHEREAS, the contracts for the construction of the Program will be awarded in accordance with the applicable provisions of the California State Public Contract Code; and

WHEREAS, the District has the absolute right to select the lowest reliable and responsible bidder for the award of construction contracts or the "Best Value" submission for Design-Build contracts on the Program; and

WHEREAS, the parties signatory to this Agreement pledge their full good faith and trust to work towards mutually satisfactory completion of the Program;

NOW, THEREFORE, IT IS AGREED BETWEEN AND AMONG THE PARTIES HERETO, AS FOLLOWS:

ARTICLE I  
DEFINITIONS

- 1.1 "Agreement" means this Program Stabilization Agreement
- 1.2 "District" means the South San Francisco Unified School District.
- 1.3 "Contractor/Employer(s)" means any individual, firm, partnership or corporation, or combination thereof, including joint ventures, which is an independent business enterprise and has entered into a contract with the District or any of its contractors or subcontractors of any tier, with respect to the construction of any part of the Program under contract terms and conditions approved by the District and which incorporate the Agreement.
- 1.4 "Construction Contract" means the public works or improvement contracts which have been signed by the District and which are necessary to complete the Program.

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1.5 "Program" means the Improvement Program as funded by the South San Francisco Unified School District Measure J Bond Program, and any future projects that the parties may mutually agree to add to this Agreement.

1.6 "Project" is the individual construction Project that is a part of the Program and designated to be covered by this Agreement in Exhibit A and any future addenda to Exhibit A.

1.7 "Union" or "Unions" means the San Mateo County Building and Construction Trades Council, AFL-CIO ("Council") and any other labor organization signatory to this Agreement, acting in their own behalf and on behalf of their respective affiliates and member organization whose names are subscribed hereto and who have through their officers executed this Agreement ("Signatory Unions")

1.8 "Program Manager" means the business entity designated by the District to oversee all phases of construction on the Program and is [NAME OF PROGRAM MANAGER].

1.9 "Master Agreement" means the Master Collective Bargaining Agreement of each craft union signatory hereto.

ARTICLE II  
SCOPE OF AGREEMENT

2.1 Parties: The Agreement shall apply and is limited to all Contractors/Employers performing construction contracts on the Project including on-site testing and inspection where such work is traditionally covered by a collective bargaining agreement with a Union, the District and the San Mateo County Building and Construction Trades Council, AFL-CIO ("Council") and any other labor organization signatory to this Agreement, acting in their own behalf and on behalf of their respective affiliates and member organizations whose names are subscribed hereto and who have through their officers executed this Agreement ("Signatory Unions").

2.2 Project Description: Exhibit A, and any future Addenda thereto, attached to this Agreement and incorporated herein by reference, is a list of construction contracts to be covered by this Agreement. The District has the absolute right to combine, consolidate, add, or cancel Project(s) or portion of Project(s) identified as part of the Program. Should the District remove any Project listed in Exhibit A from the Program and thereafter authorize that construction work be commenced on the Project, the Project shall be performed under the terms of the Agreement. Once a

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construction Project is completed, it is no longer covered by this Agreement. For the purposes of this Agreement, a construction Project shall be considered completed upon filing of a Notice of Completion.

2.3 Program Labor Disputes: All Program labor disputes involving the application or interpretation of the collective bargaining agreement to which a signatory Contractor/Employer and a Signatory Union are parties shall be resolved pursuant to the resolution procedures of the collective bargaining agreement. All disputes relating to the interpretation or application of the Program Stabilization Agreement shall be subject to resolution by the Grievance Committee and the grievance arbitration procedure set forth herein.

2.4 Covered Work:

2.4.1 This Agreement covers, without limitation, all on-site construction, demolition, alteration, painting or repair of buildings, structures, landscaping, temporary fencing and other works and related activities for a Project that is within the craft jurisdiction of one of the Unions and that is part of the Project, including, without limitation, site preparation, survey work, demolition of existing structures. This scope of work includes all soils and materials testing and inspection where such testing and inspection is a classification as to which a prevailing wage determination has been published.

2.4.2 This Agreement covers all on-site fabrication work over which the District, Contractor(s) or subcontractor(s) possess the right of control (including work done for the Project in any temporary yard or area established for a Project.) This Agreement also covers all off-site fabrication work traditionally performed by the Unions that is part of the Project, provided such off-site fabrication work is covered by a provision of a current Schedule A Agreement or local addenda to a National Agreement of the applicable Union(s).

2.4.3 The furnishing of supplies, equipment or materials which are stockpiled for later use shall in no case be considered subcontracting. Construction trucking work, such as the delivery of ready-mix, asphalt, aggregate, sand or other fill material which are directly incorporated into the construction process as well as the off-hauling of debris and excess fill material and/or mud, shall be covered by the terms and conditions of this Agreement, to the fullest extent provided by law and by prevailing wage determinations of the California Department of Industrial Relations.

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2.4.4 Work covered by the Project Stabilization Agreement within the craft jurisdiction of the Elevator Constructors will be performed under the terms of the National Agreement of the International Union of Elevator Constructors except that Articles IV, XII, and XIII of the Program Stabilization Agreement shall prevail and be applied to such work.

2.5 Exclusions:

(1) The Agreement shall be limited to construction work on the Program with Projects listed in Exhibit A and any Addenda thereto and is not intended to, and shall not govern any construction work performed at the District at anytime prior to the effective date, or after the expiration or termination of the Agreement.

(2) The Agreement is not intended to, and shall not affect or govern the award of public works contracts by the District which are outside the approved scope of the Program.

(3) The Agreement is not intended to, and shall not affect the operation or maintenance of the District.

(4) The Agreement shall not apply to a Contractor/Employer's executives, managerial employees, engineering employees, supervisors (except those covered by existing building and construction trades collective bargaining agreements), office and clerical employees.

ARTICLE III  
EFFECT OF AGREEMENT

3.1 By executing the Agreement, the Unions and the District agree to be bound by each and all of the provisions of the Agreement.

3.2 By accepting the award of a construction contract for a Project, whether as contractor or subcontractor, the Contractor/Employer agrees to be bound by each and every provision of the Agreement and agrees that it will evidence its acceptance prior to the commencement of work by executing the Letter of Assent in the form attached hereto as Addendum A.

3.3 At the time that any Contractor/Employer enters into a subcontract with any subcontractor providing for the performance of a construction contract, the Contractor/Employer shall provide a copy of this Agreement to said subcontractor and shall require the subcontractor as a part of accepting an award of a construction subcontract to agree in writing to be bound by each and every provision of this

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Agreement prior to the commencement of work. If a Contractor/Employer requires a subcontractor to agree in writing to comply with the terms of this Agreement as a condition of awarding work to the subcontractor, the Contractor/Employer shall not be liable in any way for the subcontractor's failure to pay the wages and benefits required by this Agreement except as required by the provisions of the California Labor Code.

3.4 This Agreement shall only be binding on the signatory parties hereto and shall not apply to the parents, affiliates, subsidiaries, or other ventures of any such party.

ARTICLE IV

WORK STOPPAGES, STRIKES, SYMPATHY STRIKES AND LOCKOUTS

4.1 The Unions, District and Contractor/Employers agree that for the duration of the Program:

(1) There shall be no strikes, sympathy strikes, work stoppages, picketing, handbilling or otherwise advising the public that a labor dispute exists, or slowdowns of any kind, for any reason, by the Unions or employees employed on a Project, at the job site of the Program or at any other facility of the District because of a dispute on a Project. If labor is withheld by a Union due to lack of payment to a Trust Fund or failure to meet its payroll on this project, it is not considered a violation of this Article. Disputes arising between the Unions and Contractor/Employers on other District projects are not governed by the terms of the Agreement.

(2) As to employees employed on a Project, there shall be no lockout of any kind by a Contractor/Employer covered by the Agreement.

(3) If a Master Agreement between a Contractor/Employer and the Union expires before the Contractor/Employer completes the performance of a construction contract and the Union or Contractor/Employer gives notice of demands for a new or modified Master Agreement, the Union agrees that it will not strike the Contractor/Employer on said contract for work covered under this Agreement and the Union and the Contractor/Employer agree that the expired collective bargaining agreement shall continue in full force and effect for work covered under this Agreement until a new or modified Master Agreement is reached between the Union and Contractor/Employer. If the new or modified Master Agreement reached between the Union and Contractor/Employer provides that any terms of compensation of the Master Agreement shall be retroactive, the Contractor/Employer agrees to comply with any retroactive

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terms of the new or modified Master Agreement which is applicable to employees employed on a project during the retroactive time period within seven (7) days.

4.2 Any party to this Agreement may institute the following procedure, prior to any other action at law or equity, when a breach of this Article is alleged to have occurred:

(1) A party invoking this procedure shall notify John Kagel, as the permanent arbitrator, or, Tom Angelo, as the alternate under this procedure. In the event that the permanent arbitrator is unavailable to hear the matter at any time within 24 hours, the alternate will be contacted. If neither is available, then a selection shall be made from the list of arbitrators in Article 12.2. Notice to the arbitrator shall be by the most expeditious means available, with notices by facsimile or telephone to the party alleged to be in violation and to the San Mateo Building and Construction Trades Council and involved local Union if a Union is alleged to be in violation.

(2) Upon receipt of said notice, the District will contact the designated arbitrator named above or his alternate who will attempt to convene a hearing within twenty-four (24) hours if it is contended that the violation still exists.

(3) The arbitrator shall notify the parties by facsimile or telephone of the place and time for the hearing. Said hearing shall be completed in one session, which, with appropriate recesses at the arbitrator's discretion, shall not exceed twenty-four (24) hours unless otherwise agreed upon by all parties. A failure of any party to attend said hearings shall not delay the hearing of evidence or the issuance of any award by the arbitrator.

(4) The sole issue at the hearing shall be whether or not a violation of Article IV, Section 4.1 of the Agreement has occurred. The arbitrator shall have no authority to consider any matter of justification, explanation or mitigation of such violation or to award damages, which issue is reserved for court proceedings, if any. The arbitrator's decision as to whether or not a violation has occurred shall be issued in writing within three (3) hours after the close of the hearing, and may be issued without a written opinion. If any party desires a written opinion, one shall be issued within fifteen (15) days, but its issuance shall not delay compliance with or enforcement of the award. The arbitrator may order cessation of the violation of this Article and other appropriate relief and such award shall be served on all parties by hand or registered mail upon issuance.

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(5) Such award may be enforced by any Court of competent jurisdiction upon the filing of this Agreement and all other relevant documents referred to above in the following manner. Written notice of the filing of such enforcement proceedings shall be given to the other party. In the proceeding to obtain a temporary order enforcing the arbitrator's award as issued under Section 4.2(4) of this Article, all parties waive the right to a hearing and agree that such proceedings may be ex parte (subject to the notice requirements of the selected Court). Such agreement does not waive any party's right to participate in a hearing for a final order or enforcement. The Court's order or orders enforcing the arbitrator's award shall be served on all parties by hand or delivered by certified mail.

(6) Any rights created by statute or law governing arbitration proceedings inconsistent with the above procedure or which interfere with compliance are waived by the parties.

(7) The fees and expenses of the arbitrator shall be divided equally between the parties.

(8) The parties to this Agreement agree that the Signatory Unions have not waived their legal rights to undertake otherwise lawful activity with regard to any dispute or disputes which they may have regarding non-Program construction work and operations; provided, however, that any such activities by the Signatory Unions shall not disrupt or interfere in any way with the ongoing Program work covered by this Agreement.

Recognizing the above and, in order to carry out the principles of this Agreement, the parties agree:

A. Should a Signatory Union have a dispute with regard to non-Program work on or adjacent to District property, the Signatory Union will notify the San Mateo Building and Construction Trades Council prior to undertaking, on or adjacent to District property, any public activity regarding the dispute, and representatives of the Signatory Union and the Council shall meet with the representatives of the District (and its Program Manager) prior to undertaking any such activity to discuss and review the appropriate, valid, legal manner and means by which the Signatory Union may undertake its activities with regard to this dispute (giving due consideration in such discussions and review to the traditional concerns for the ongoing operations of the Project) and to the importance of the continuity of the work covered by the Master Agreement, and develop a program which allows the Signatory Union to exercise its

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legal rights, but at the same time eliminates any possible disruptive effect on the ongoing Program construction work; and

(9) Should any Signatory Union or the District (or its Program Manager/Project Contractors) become aware of a possible or actual labor dispute involving non-Program construction work or operations and involving non-signatory unions which may result in public activity on or about the District property by such non-signatory unions, the representative of each will jointly meet to discuss such activity and to work together, using their best efforts, to avoid having such activity adversely impact or otherwise delay or interfere with ongoing Program construction contracts.

ARTICLE V

PRECONSTRUCTION CONFERENCE

5.1 A preconstruction conference shall be held prior to the commencement of each construction Project. Such conference shall be attended by a representative from each participating Contractor/Employers and Union(s) and the Program Manager.

ARTICLE VI

NO DISCRIMINATION

6.1 The Contractor/Employers and Unions agree not to engage in any form of discrimination on the ground or because of race, color, creed, national origin, ancestry, age, sex, sexual orientation, disability or Acquired Immune Deficiency Syndrome or AIDS Related Condition (AIDS/ARC), against any employee, or applicant for employment, on the Program.

ARTICLE VII

UNION SECURITY

7.1 The Contractor/Employers recognize the Union(s) as the sole bargaining representative of all craft employees working within the scope of this agreement.

7.2 All employees who are employed by Contractor/Employers to work on a Project will be required to become members and maintain membership in the appropriate Union on or before the 8th day of consecutive or cumulative employment on

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a construction contract subject to this Agreement. Membership under this section shall be satisfied by the tendering of periodic dues and fees uniformly required to the extent allowed by the law.

7.3 Authorized representatives of the Unions shall have access to the Projects whenever work covered by this Agreement is being, has been, or will be performed on the Projects, provided it is not disruptive to the work of the Projects or the operation of the District.

ARTICLE VIII  
REFERRAL

8.1 Contractor/Employers performing construction work on the Project described in the Agreement shall in filling craft job requirements be bound by and utilize the registration facilities and referral systems established or authorized by the Signatory Unions when such procedures are not in violation of Federal law. The Contractor/Employer(s) shall have the right to reject any applicant referred by the Union(s), in accordance with the applicable Master Agreement.

8.2 The Contractor(s) shall have the unqualified right to select and hire directly all supervisors above General Foreman it considers necessary and desirable, without such persons being referred by the Union(s).

8.3 In the event that referral facilities maintained by the Unions are unable to fill the requisition of a Contractor/Employer for employees within a forty-eight (48) hour period (Saturday, Sundays and Holidays excluded) after such requisition is made by the Contractor/Employer, the Contractor/Employer shall be free to obtain work persons from any source.

8.4 Unions will exert their utmost efforts to recruit sufficient numbers of skilled craft persons to fulfill the requirements of the Contractor/Employers. The parties to this Agreement support the development of increased numbers of skilled construction workers from the residents of the San Francisco Bay Area to meet the needs of the Program and the requirements of the industry generally. Toward that end, the Unions agree to encourage the referral and utilization, to the extent permitted by law and the hiring hall procedures, of qualified Bay Area residents as journeymen and apprentices on this Program and entrance into such apprenticeship and training programs as may be operated by the Signatory Unions.

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ARTICLE IX  
BENEFITS

9.1 All Contractor/Employers agree to pay contributions to the established vacation, pension and other form of deferred compensation plan, apprenticeship, and health benefit funds for each hour worked on the project in the amounts designated in the Master Agreements of the appropriate Unions. The Contractor/Employers shall not be required to pay contributions to any other trust funds that are not contained in the published prevailing wage determination to satisfy their obligation under this Article except those Contractor/Employers who are signatory to the Master Agreements with the respective trades shall continue to pay all trust fund contributions as outlined in such Master Agreements.

9.2 By signing this Agreement, the Contractor/Employers adopt and agree to be bound by the written terms of the legally established Trust Agreements, as described in 9.1, specifying the detailed basis on which payments are to be made into, and benefits paid out of, such Trust Funds.

9.3 Wages, Hours, Terms and Conditions of Employment: The wages, hours and other terms and conditions of employment on a Project shall be governed by the Master Agreement of the respective crafts, copies of which shall be on file with the District, to the extent such Master Agreement is not inconsistent with this Agreement. Where a subject is covered by the Master Agreement and not covered by this Agreement, the Master Agreement will prevail. When a subject is covered by both the Master Agreement and this Agreement, to the extent there is any inconsistency, this Agreement will prevail.

ARTICLE X  
EMPLOYEE GRIEVANCE PROCEDURE

10.1 All Contractor/Employer(s) including any Contractor/Employer which is not otherwise bound through an agreement with a labor organization to a grievance procedure which has jurisdiction to consider and resolve disputes over the imposition of discipline or dismissal of its employees working on this Program shall be bound to the grievance procedure contained in the Master Agreement of the craft

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representing the employee(s) involved in the dispute. Such Contractor/Employer shall not impose discipline or dismissal on its employees covered by this Agreement without just cause.

ARTICLE XI  
COMPLIANCE

11.1 It shall be the responsibility of the Contractor/Employers and Unions to investigate and monitor compliance with the provisions of the Agreement contained in Article IX. Nothing in this agreement shall be construed to interfere with or supersede the usual and customary legal remedies available to the Unions and/or employee benefit Trust Funds to collect delinquent Trust Fund contributions from Employers on the Project. The District shall monitor and enforce compliance with the prevailing wage requirements of the State and Contractor/Employers' compliance with this Project Stabilization Agreement.

ARTICLE XII  
GRIEVANCE ARBITRATION PROCEDURE

12.1 The parties understand and agree that in the event any dispute arises out of the meaning, interpretation or application of the provisions of this Agreement, the same shall be settled by means of the procedures set out herein. No grievance shall be recognized unless the grieving party (Union or District Council on its own behalf, or on behalf of an employee whom it represents, or a contractor on its own behalf) provides notice in writing to the signatory party with whom it has a dispute within five (5) days after becoming aware of the dispute but in no event more than thirty (30) days after it reasonably should have become aware of the event giving rise to the dispute. The time limits in Section 12.1 may be extended by mutual written agreement of the parties.

12.2 Grievances shall be settled according to the following procedures:  
Step 1: Within five (5) business days after the receipt of the written notice of the grievance, the Business Representative of the involved Union or District Council, or his/her designee, or the representative of the employee, and the representative of the involved Contractor/Employer shall confer in person and attempt to resolve the grievance.

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**Step 2:** In the event that the representatives are unable to resolve the dispute within the five (5) business days after its referral to Step 1, either involved party may submit it within three (3) business days to the Grievance Committee, which shall meet within five (5) business days after such referral (or such longer time as is mutually agreed upon by all representatives on the Grievance Committee), to confer in an attempt to resolve the grievance. The Grievance Committee shall be comprised of one (1) representative of the District; one (1) representative of the Program Manager; and two (2) representatives of the San Mateo County Building & Construction Trades Council. If the dispute is not resolved within such time (five (5) business days after its referral or such longer time as mutually agreed upon) it may be referred within five (5) business days by either party to Step 3.

**Step 3:** Within five (5) business days after referral of a dispute to Step 3, the representatives shall choose a mutually agreed upon arbitrator for final and binding arbitration. The parties agree that if the permanent arbitrator or his alternate is not available, an arbitrator shall be selected by the alternate striking method from the list of five (5) below:

1. Barbara Chvany
2. Thomas Angelo
3. Robert Hirsch
4. Barry Winograd
5. Chuck Askin

The decision of the Arbitrator shall be binding on all parties. The Arbitrator shall have no authority to change, amend, add to or detract from any of the provisions of the Agreement. The expense of the Arbitrator shall be borne equally by both parties. The Arbitrator shall arrange for a hearing on the earliest available date from the date of his/her selection. A decision shall be given to the parties within five (5) calendar days after completion of the hearing unless such time is extended by mutual agreement.

A written opinion may be requested by a party from the presiding Arbitrator. The time limits specified in any step of the Grievance Procedure set forth in Section 12.2 may be extended by mutual agreement of the parties initiated by the written request of one party

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to the other, at the appropriate step of the Grievance Procedure. However, failure to process a grievance, or failure to respond in writing within the time limits provided above, without an agreed upon extension of time, shall be deemed a waiver of such grievance without prejudice, or without precedent to the processing of and/or resolution of like or similar grievances or disputes.

In order to encourage the resolution of disputes and grievances at Steps 1 and 2 of this Grievance Procedure, the parties agree that such settlements shall not be precedent setting.

ARTICLE XIII  
JURISDICTIONAL DISPUTES

13.1 There will be no strikes, no work stoppages, no picketing, sympathy strikes, slow downs or other interferences with the work because of jurisdictional disputes between Signatory Unions. The Assignment of work will be solely the responsibility of the Contractor/Employer performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor Plan.

13.2 All Jurisdictional disputes on a Project, between or among any Signatory Unions and Contractors/Employers, parties to this Agreement, shall be settled and adjusted according to the present Plan established by the Building and Construction Trades Department or any other plan or method of procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding and conclusive on the Contractors/Employers and Unions parties to this Agreement.

13.3 If any Union or Contractor/Employer fails to immediately and fully comply with a final decision rendered in any jurisdictional dispute, the District, the Contractor/Employer or the Union shall have the immediate right to seek full legal redress for such conduct including, but not limited to, injunctive relief and/or damages.

13.4 If there is a strike, sympathy strike, work stoppage, slowdown, picketing or otherwise advising the public that a labor dispute exists or interference with the progress of the Program by reason of a jurisdictional dispute, the District and/or the Contractor/Employer affected by said Union conduct, shall have the right to seek full

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legal redress in the Courts of California, including injunctive relief and damages, after complying with the emergency arbitration provisions of Article IV.

ARTICLE XIV  
APPRENTICES

14.1 Recognizing the need to maintain continuing support of programs designed to develop adequate numbers of competent workers in the construction industry, the Contractor/Employer(s) shall employ apprentices of a State approved Apprenticeship Program in the respective crafts to perform such work as is within their capabilities and which is customarily performed by the craft in which they are indentured.

14.2 The apprentice ratios will be in compliance with the applicable provisions of the California Labor Code and Prevailing Wage Rate Determination.

14.3 There shall be no restrictions on the utilization of apprentices in performing the work of their craft provided they are properly supervised.

ARTICLE XV  
MANAGEMENT RIGHTS

15.1 The Contractor/Employer(s) shall retain full and exclusive authority for the management of their operations, including the right to direct their work force in their sole discretion. No rules, customs or practices shall be permitted or observed which limit or restrict production, or limit or restrict the working efforts of employees except that lawful manning provisions in the Master Agreement shall be recognized.

ARTICLE XVI  
HELMETS TO HARDHATS

16.1 The Employers and the Unions recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The Employers and Unions agree to utilize the services of the Center For Military Recruitment, Assessment and Veterans Employment (hereinafter "Center") and the Center's "Helmets to Hardhats" Program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support network,

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employment opportunities and other needs as identified by the parties.

16.2 The Unions and Employers agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on the Project and of apprenticeship and employment opportunities for this Project. To the extent permitted by law, the Unions will give credit to such veterans for bona fide, provable past experience.

ARTICLE XVII  
SAVINGS CLAUSE

17.1 The parties agree that in the event any article, provision, clause, sentence or word of the Agreement is determined to be illegal or void as being in contravention of any applicable law, by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect. The parties further agree that if any article, provision, clause, sentence or word of the Agreement is determined to be illegal or void, by a court of competent jurisdiction, the parties shall substitute, by mutual agreement, in its place and stead, an article, provision, clause, sentence or work which will meet the objections to its validity and which will be in accordance with the intent and purpose of the article, provision, clause, sentence or work in question.

17.2 The parties also agree that in the event that a decision of a court of competent jurisdiction materially alters the terms of the Agreement such that the intent of the parties is defeated, then the entire Agreement shall be null and void.

17.3 If a court of competent jurisdiction determines that all or part of the Agreement is invalid and/or enjoins the District from complying with all or part of its provisions and the District accordingly determines that the Agreement will not be required as part of an award to a Contractor/Employer, the unions will no longer be bound by the provisions of Article IV.

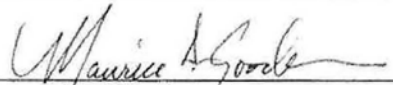
ARTICLE XVIII  
TERM

18.1 The Agreement shall be included as a condition of the award of construction contracts identified by the District as part of the Program in Exhibit A and any Addenda thereto.

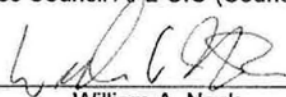
Procedures Manual  
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18.2 The Agreement shall continue in full force and effect until the completion of the Program.

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

BY:  Date: 3/10/11  
Maurice D. Goodman  
Board President

San Mateo Building & Construction  
Trades Council AFL-CIO (Council)

By:  Date: 3/10/11  
William A. Nack  
Business Manager

127053/607015

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**SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT  
CONSTRUCTION STABILIZATION PROGRAM  
EXHIBIT A**

<p>Project Description</p>
----------------------------

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ORIGINAL

The District is hereby authorized to use bond proceeds to acquire any of the projects on the Bond Project List through temporary leases, lease-purchase arrangements, or other appropriate financial arrangements, and to execute the purchase option under any lease or otherwise pay off outstanding lease obligations, for any of these authorized facilities.

**BOND PROJECT LIST**

Unless otherwise noted, the projects in the Bond Project List are authorized to be completed at each or any of the District's sites. District schools and locations are:

**Elementary Schools**

Buri Buri Elementary School	120 El Campo Drive, South San Francisco
Junipero Serra Elementary School	151 Victoria Street, Daly City
Los Cerritos Elementary School	210 West Orange Avenue, South San Francisco
Martin Elementary School	35 School Street, South San Francisco
Monte Verde Elementary School	2551 St. Cloud Drive, San Bruno
Ponderosa Elementary School	295 Ponderosa Road, South San Francisco
Skyline Elementary School	55 Christen Avenue, Daly City
Spruce Elementary School	501 Spruce Avenue, South San Francisco
Sunshine Gardens Elementary School	1200 Miller Avenue, South San Francisco

**Middle Schools**

Alta Loma Middle School	116 Romney Avenue, South San Francisco
Parkway Heights Middle School	825 Parkway Avenue, South San Francisco
Westborough Middle School	2570 Westborough Boulevard, South San Francisco

**High Schools**

El Camino High School	1320 Mission Road, South San Francisco
South San Francisco High School	400 B Street, South San Francisco
Baden High School	825 Southwood Drive, South San Francisco

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EXHIBIT A

SIGNED: 

SIGNED: 

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ORIGINAL

**Other Facilities**

South San Francisco Adult Education	825 Southwood Drive, South San Francisco
Children's Center	530 Tamarack Lane, South San Francisco
District Offices	398 B Street, South San Francisco
Foxridge (Community Day School)	2525 Wexford Avenue, South San Francisco
Sierra Vista (Training Center)	257 Longford Drive, South San Francisco
Hillside (pre-K)	1400 Hillside Boulevard, South San Francisco

**Renovation, Repair and Construction**

- ✓ Major renovation, repair and construction at the following school sites: Buri Buri Elementary School, Martin Elementary School, Alta Loma Middle School, Parkway Heights Middle School, South San Francisco High School
- ✓ Replace deteriorating portable classrooms with new permanent classroom buildings and support facilities
- ✓ Construct additional classrooms, classroom buildings and school support service space at sites where needed
- ✓ Upgrade and/or renovate science classrooms and labs to provide facilities equipped to meet all curriculum and safety requirements
- ✓ Repair/replace deteriorated roofs or portions of roofs to extend the useful life of school facilities
- ✓ Repair/rehabilitate classroom buildings and other structures in need of strengthening for earthquake safety
- ✓ Improve student safety by replacing, upgrading and / or installing fire- and life-safety systems, emergency communications systems, and security systems including alarms, smoke- and fire-detection systems and sprinklers, and building and campus security improvements including fencing, locks, exterior lighting, etc.
- ✓ Upgrade outdated electrical, heating and ventilation, and power generation and distribution systems, to provide for basic facilities operating needs, meet the requirements of technology upgrades, etc.
- ✓ Replace, repair or upgrade aging and /or inadequate gas lines, and plumbing & drainage systems, including water supply, water heating, wastewater systems, and plumbing fixtures; within buildings and sites and to connect with city supply and drainage systems
- ✓ Renovate and/or construct restrooms to replace deteriorating facilities with upgraded toilet facilities
- ✓ Provide improvements to comply with the requirements of the Americans with Disabilities Act ("ADA") and state building codes. These improvements may include upgrades,

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EXHIBIT A

SIGNED: 

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APPENDICES

ORIGINAL

modifications, and construction of restrooms, classrooms and other school facilities such as ramps, paths, doors, and parking

- ✓ Upgrade and/or renovate school libraries and theaters, and construct new libraries, gymnasiums and/or multipurpose rooms for instructional, athletic and physical education, and performing arts uses, as well as community uses
- ✓ Renovate, improve, construct and/or repair athletic fields, tracks and turf, swimming pool, bleachers, lighting, fencing, etc., including irrigation and drainage, to improve student safety and allow greater use of school facilities including community use
- ✓ Improvement of school grounds, including paths, ramps, school entry areas, outdoor student eating areas, student drop-off areas, and parking; construct new outdoor performance/instruction spaces for classes, school event, and community use
- ✓ Replace / upgrade / install new classroom teaching tools and educational equipment, including smartboards, computers, digital projectors, audio and video recording and editing equipment, etc.
- ✓ Furnish and equip classrooms, athletic facilities and other facilities, including replacement of equipment on an ongoing basis, as needed
- ✓ Upgrade voice and data communication systems, including wired and wireless network equipment
- ✓ Upgrade buildings with efficient technologies to conserve energy and reduce costs, such as energy-efficient windows, window coverings, improved insulation, and climate control systems
- ✓ Install solar panels and power-generating equipment, and other alternative/renewable energy systems
- ✓ Remove, dispose of, and otherwise remediate hazardous materials, including asbestos, lead, etc., where necessary
- ✓ Address unforeseen conditions revealed by renovation / construction (including plumbing breaks, dry rot, seismic, structural defects, etc.)
- ✓ Necessary site preparation and restoration in connection with new construction, renovation or remodeling, or installation or removal of portable classrooms, including demolition and replacement of existing structures; removing, replacing, or installing irrigation, drainage, utility lines (gas, water, sewer, electrical, data and voice, etc.), trees and landscaping; relocating fire access roads; and acquiring any necessary easements, licenses, or rights of way to the property
- ✓ Rental or construction of storage facilities and other space on an interim basis, as needed, to accommodate construction materials, equipment, personnel, and interim classrooms

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EXHIBIT A

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

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ORIGINAL

(including relocatables) for students and school functions or other storage for classroom materials displaced during construction

- ✓ All other work, furnishing and equipping, necessary and incidental to specific projects described above.

For any project involving renovation, rehabilitation or repair of a building or the major portion of a building, the District shall be authorized to proceed with new replacement construction instead (including any necessary demolition), if the Board of Trustees determines that replacement and new construction is more practical than renovation, rehabilitation and repair, considering the building's age, condition, expected remaining life, comparative cost, and other relevant factors.

<<<<<-----END OF FULL TEXT OF MEASURE.

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EXHIBIT A

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

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**Addendum A: Agreed To Letter of Assent**

[Date]  
[Addressee]  
[Address]  
[City and State]

Re: (NAME OF PROJECT),  
Program Stabilization Agreement -- Letter of Assent

Dear Mr./Ms. \_\_\_\_\_:

The undersigned party confirms that it agrees to be a party to and bound by the (NAME OF PROJECT), Program Stabilization Agreement as such Agreement may, from time to time, be amended by the parties or interpreted pursuant to its terms.

By executing this Letter of Assent, the undersigned party subscribes to, adopts and agrees to be bound by the written terms of the legally established trust agreements specifying the detailed basis upon which contributions are to be made into, and benefits made out of, such trust funds and ratifies and accepts the trustees appointed by the parties to such trust funds.

Such obligation to be a party to and bound by this Agreement shall extend to all work covered by said Agreement undertaken by the undersigned party on the (NAME OF PROJECT). The undersigned party shall require all of its subcontractors, of whatever tier, to become similarly bound for all their work within the scope of this Agreement by signing an identical Letter of Assent.

This letter shall constitute a subscription agreement, to the extent of the terms of the letter.

CONTRACTOR/SUBCONTRACTOR: \_\_\_\_\_

California State License Number: \_\_\_\_\_

Name and Signature of Authorized Person: \_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

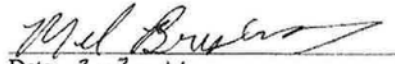
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Telephone Number)

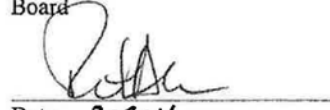
\_\_\_\_\_  
(Facsimile Number)

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International Association of Heat and Frost  
Insulators & Asbestos Workers Local #16

  
Date: 3-2-11

Carpenters 46 Northern  
California Counties Conference  
Board

  
Date: 2-9-11

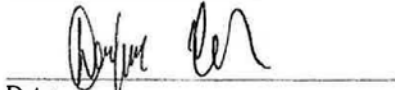
Brick Layers & Allied Crafts Local #3

  
Date: \_\_\_\_\_

Northern California Carpenters  
Regional Council

  
Date: 2-9-11

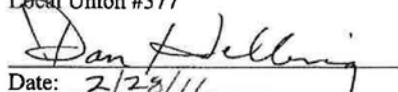
International Brotherhood of Electrical  
Workers Local Union #617

  
Date: \_\_\_\_\_

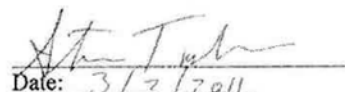
District Council of Plasterers &  
Cement Masons of No. California

  
Date: 3/2/11

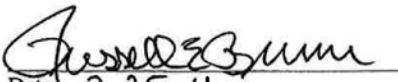
International Association of Bridge  
Structural & Ornamental Iron Workers  
Local Union #377

  
Date: 2/28/11

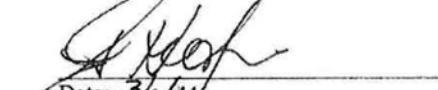
Roofers & Waterproofers Local Union #40

  
Date: 3/2/2011

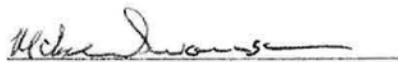
International Union of Operating  
Engineers Local Union #3

  
Date: 2-25-11

International Brotherhood of  
Teamsters Local Union #853

  
Date: 3/1/11

United Association of Plumbers &  
Steamfitters Local Union #467

  
Date: 2-17-11

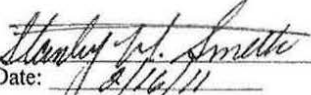
Sheet Metal Workers Local Union #104

  
Date: \_\_\_\_\_


SSFUSD Measure J PSA

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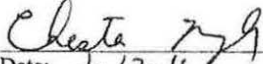
Sprinkler Fitters Local Union #483

  
Date: 2/16/11

Laborers Local Union #389

  
Date: 2/25/11

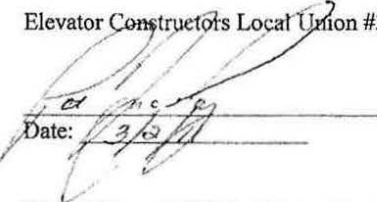
Plasterers Local Union #66

  
Date: 2-17-11

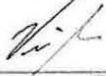
U.A. Local Union #355

  
Date: 02-02-2011

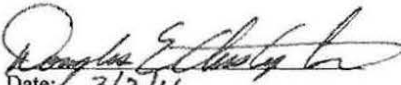
Elevator Constructors Local Union #3

  
Date: 3/2/11

Laborers Local Union #67

  
Date: 3-10-11

District Council #16 for Painters Local #913,  
Glaziers Local #718 & Carpet Layers Local #12

  
Date: 3/2/11

SSFUSD Measure J PSA

Appendix D. CONTRACTOR PRE-QUALIFICATION

**DRAFT**

---

PREQUALIFICATION FOR B LICENSED CONTRACTORS

SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

for

Westborough Middle School Science Classrooms Remodel  
Project No. 0550

SSFUSD  
Measure J Bond Projects  
398 B Street  
South San Francisco, CA 94080

January 2014

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## NOTICE TO CONTRACTORS

Notice is hereby given that the South San Francisco Unified School District (SSFUSD) has determined that all Contractors bidding on the Westborough Middle School Science Classrooms Remodel (Project No. 0550), hereinafter referred to as "Project," must be prequalified before submitting a bid. It is mandatory that all Contractors who intend to submit a bid for the Project fully complete the Prequalification Questionnaire and provide all materials required herein, and be approved by the SSFUSD to be on the final prequalification bidders list.

No bid will be accepted from a contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

In the interest of brevity and clarity, all references to "Contractor" in this Request for Qualifications (RFQ) shall mean a Contractor submitting a Prequalification Submittal as a corporation, as an individual, as a partnership, or as a joint venture.

Following the solicitation of bids from prequalified contractors, and bidding for the Project, the SSFUSD may award a construction contract to the lowest responsive, responsible bidder that has been deemed qualified through participation in this process. The SSFUSD reserves the right to reject any and all bids from prequalified contractors, and to rebid Project using any method it chooses, including another competitive bid without prequalification.

### **License Required**

Contractors wishing to be prequalified for the work described in this Request for Qualifications shall possess a California Class "B" Contractor's License.

### **Filing of Prequalification Submittals**

A Contractor seeking prequalification must provide four (4) copies of the fully completed Prequalification Questionnaire and all supplemental materials requested herein in a sealed package, clearly labeled "CONFIDENTIAL – Prequalification Submittal for Westborough Middle School Science Classroom Remodel (Project No. 0550)" to:

**South San Francisco Unified School District  
Measure J Bond Program Director  
Attn: James "Larry" Scott  
398 B Street  
South San Francisco, CA 94080  
Phone: (650) 246-5976**

Submittals must be received no later than **2:00 pm on Wednesday, February 12, 2014**. Late submittals will not be accepted.

All submittals must be delivered in person by the Contractor, delivered by courier or delivery service, or mailed via United States Postal Service. No facsimile or email will be accepted. Failure to provide a completed Prequalification Questionnaire before the time and date specified above precludes prequalification and subsequent participation in the bidding and construction of the Project.

Prequalification packages must be obtained, beginning on **Wednesday, January 15, 2014** in the SSFUSD Facilities Department office between 8:00 am and 4:00 pm, Monday through Friday. Copies of the prequalification package are also available in electronic PDF format on the SSFUSD's website at [http://ssfusd.bond.swinerton.com/job/ssfusd/bid\\_opps](http://ssfusd.bond.swinerton.com/job/ssfusd/bid_opps).

### **Notice of Determination**

Contractors that submit a Prequalification Questionnaire will be notified in a Notice of Determination regarding their qualification status, at least 10 calendar days prior to solicitation for bids. Contractors are advised that the act of submitting a Prequalification Questionnaire is not, in itself, a guarantee that the SSFUSD will determine that the Contractor is prequalified.

A list of prequalified contractors will be available during the bid period from the District Bond Director and shall be posted on the SSFUSD website.  
[http://ssfusd.bond.swinerton.com/job/ssfusd/bid\\_opps](http://ssfusd.bond.swinerton.com/job/ssfusd/bid_opps)

### **Project Description**

The Project consists of remodeling approximately 4,900 square feet at the Westborough Middle School. The remodel work generally shall be to convert an existing wood shop, classroom and storage area into three (3) new science classrooms. Demolition shall include removing existing concrete floors for new underground utilities, mechanical and electrical equipment and fixtures. New concrete floors are required as well as a new concrete ADA ramp for exterior egress. New mechanical equipment, fire sprinkler system and electrical shall be provided. Custom millwork shall be provided by contractor to accommodate new science classrooms. District Standard finishes to be included by Contractor.

The Project will be constructed during the Summer School Break as well as Fall School Session 2014. Construction schedule is anticipated to be four (4) months. Strict construction safety procedures shall be followed while students and teachers are in attendance. "Noisy" construction activities will not be allowed during District Testing Periods. A Site Safety Plan, including Contractor laydown and parking to be negotiated with District.

### **Preliminary Schedule**

Preliminary schedule assumes DSA approval by mid April 2014. Bid duration from mid April 2014 through May 2014 with contract award May 22, 2014. Construction to commence approximately June 2, 2014. Project completion date will be October 3, 2014. Dates may be changed with early DSA approval.

### **Application of the Public Records Act**

AB5A Provides that,

“The Questionnaire and Financial Statement shall not be public records and shall not be open to public inspection: However, records of the names of contractors applying for prequalification status shall be public record subject to disclosure” under the Public Records Act (Section 2010[a]). Part 1 of this Prequalification Questionnaire, Contact Information, **is** a public record and all other pages of the questionnaire **are not** public records.

### **Exclusive Process**

Each prospective Contractor wishing to submit a bid on the Project must provide a complete Prequalification Submittal and must successfully be prequalified through the process outlined in this Request for Qualifications. No other prequalification process complete for the SSFUSD or any other entity will meet these requirements.

### **Preparation of Prequalification Submittal**

To be considered for prequalification, each Contractor must provide a Prequalification Submittal which consists of the completed Prequalification Questionnaire, with all required attachments and supplemental information, bound into a complete package. The District requires complete answers to all questions in the Prequalification Questionnaire. The District reserves the right to deny prequalification as a result of an incomplete or unclear Prequalification Submittal.

The District reserves the right to cancel the RFQ or to reject any and all responses and Prequalification Submittals, or parts thereof, and to waive any technicalities or minor information if it determines, in its sole discretion, that such cancellation or rejection is in the best interest of District.

The District reserves the right to modify, change, or waive any requirements or process of the prequalification RFQ at its sole discretion.

### **Requests for Information and Addenda**

All questions or requests for information must be submitted in writing to the District to the attention of Bob Collins, Program Manager for the SSFUSD, 398 B Street, South San Francisco, California 94904 or via facsimile at (650) 246-5971 or email at

[rcollins@ssfusd.org](mailto:rcollins@ssfusd.org). Requests for information shall be submitted **no later than 5:00 pm on Tuesday, February 4, 2014**. No late requests for information will be accepted. Responses to requests for information will be provided in writing to all firms interested in submitting a Prequalification Submittal on or **before Friday, February 7, 2014**. If a response is desired via facsimile, the requestor must provide a facsimile number with their request.

Changes by the District to this Request for Qualifications shall be made by written addendum and shall become part of the Request for Qualifications. Addenda will be posted in electronic PDF format on the District's website at [http://ssfusd.bond.swinerton.com/job/ssfusd/bid\\_opps](http://ssfusd.bond.swinerton.com/job/ssfusd/bid_opps). Contractors shall acknowledge receipt of each addendum in writing by completing, signing and submitting the acknowledgment form provided with the addendum. Failure to so acknowledge may result in the Prequalification Submittal being rejected as not responsive. Failure of any Contractor to receive such Addenda shall not relieve that Contractor of the terms of these instructions. It is the responsibility of the Contractor to contact the District to determine the existence of any and all addenda.

Responses made by the District during the prequalification period other than the issued addenda shall not be considered binding to the RFQ.

### Evaluation Criteria

The District will use the information obtained in the prequalification process to determine whether a Contractor is qualified and responsible to bid on the Project. The District reserves the right to verify from other available sources the information provided by the Contractor and to rely upon such information gathered during the verification process. The District will evaluate the information gathered during this prequalification process by using the objective criteria set forth in this document.

The District will evaluate the Prequalification Submittals based on the scoring criteria shown immediately following each question in the Prequalification Questionnaire. In order to prequalify, Contractors must achieve a passing score within each section of the questionnaire, and must not have given answers that, as stated in the scoring criteria, would cause them to be immediately disqualified. Available points and a minimum passing score for each section are listed in Table 1 below.

**Table 1. Prequalification Questionnaire Scoring**

Part		Available Points	Passing Score
Part 1.	Contact Information	Not Scored	
Part 2.	General Information	Not Scored	
Part 3.	Essential Requirements for Qualification	Pass/Fail	
Part 4.	Organizational Performance,		

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	Compliance with Civil and Criminal Laws	75	60
Part 5.	Qualifying Contractor Experience	Pass/Fail	
Part 6.	Performance on Past Projects	5	3
Part 7.	Safety Record and Program	26	20

The District reserves the right to deny prequalification where the requested information and materials are not provided, or not provided by the deadline for receipt of Prequalification Submittals stated above. In addition, a Contractor may be found not prequalified on the basis of omission of requested information or falsification of information. Additionally, the District reserves the right to disqualify Contractors, before and after the opening of Prequalification Submittals, upon evidence of collusion with intent to defraud or other illegal practices upon the part of a Contractor.

**Effect of Prequalification**

While it is the intent of this Request for Qualifications and the documents required therewith to assist the District in determining Contractor responsibility before the bid of subject projects and to aid the District in selecting the lowest responsible bidder, neither the fact of prequalification rating, will preclude the District from a post-bid consideration and determination of Contractor responsibility. Moreover, the District expressly reserves the right to suspend or abandon the prequalification process at any time.

## **Notification**

The District will notify each Contractor as to whether its firm has been prequalified to bid on the Project, the Contractor has the right to appeal the District's denial of prequalification.

## **Appeals Procedure**

If the District determines a Contractor is not qualified or responsible to bid on the Project, the Contractor has the right to appeal the District's denial of prequalification.

Appeal of denial of prequalification will be addressed as described in Public Contract Code Section 20101[d]. If a person disputes prequalification denial, an appeal may be filed with the District's Bond Director or designee no later than 10 calendar days after the decision. Notice of the prequalification denial shall be provided to the address provided by the bidder on its application for prequalification, along with designation of the time period for dispute. A bidder may request the basis for the denial and any evidence relied upon by the District. The decision shall be final if no timely appeal is filed. An appeal shall be in writing specifying the particular grounds for appeal. All matters not set forth in the written request for reconsideration shall be deemed waived.

The District's Bond Director or designee shall designate a time to receive evidence and further shall establish the procedures for the appeal. The District Bond Director or designee shall allow a disqualified bidder to rebut any evidence previously received by the District and to submit additional evidence of qualification.

The decision of the District Bond Director or designee shall be made prior to the receipt of bids to which the prequalification applies and shall be final.

Appeals of denial of prequalification shall be submitted in writing to James "Larry" Scott, District Bond Director, at the address listed above for submittal of Prequalification Submittals. As required by Public Contract Code, appeals shall include the particular grounds for appeal and shall be submitted no later than 10 calendar days after the date of the District's Notice of Determination.

No Contractor will have the right to appeal a determination that is the result of a late or incomplete submission.

## **Certification**

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has legal authority to bind the Contractor on whose behalf that person is signing. If any information provided by a Contractor

becomes inaccurate, the Contractor must immediately notify the District and provide updated accurate information in writing, under penalty of perjury.

### **Pubic Record**

The prequalification packages (questionnaire answers and supplemental information) submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law. However, the contents may be disclosed to third parties for purpose of verification, or investigation of substantial allegations, or in the appeal hearing. State law requires that the names of the contractors applying for prequalification status shall be public records subject to disclosure, and Part 1 of the questionnaire will be used for that purpose.

## PREQUALIFICATION QUESTIONNAIRE

All questions shall be answered in full, without exception on the forms provided. For convenience, this RFQ and all the forms are available in electronic format on the District website at [http://ssfusd.bond.swinerton.com/job/ssfusd/bid\\_opps](http://ssfusd.bond.swinerton.com/job/ssfusd/bid_opps). If additional space is needed, additional pages or other supporting documents shall be clearly labeled and cross-referenced to the applicable section and question in the Prequalification Questionnaire. The Prequalification Submittals shall be compiled as indicated herein and in the Notice to Contractors.

The District or its representative shall be entitled to contact each and every entity or person referenced in any response to any question in this questionnaire of the purpose of verifying the information provided by the Contractor. The Contractor, by completing the Prequalification Submittal, expressly agrees that any information concerning the Contractor possession of said entities and references shall be made available to the District without liability.

The Contractor shall provide only complete and accurate information. The Contractor hereby warrants that, to the best of its knowledge and belief, the responses contained herein are true, accurate, and complete. The Contractor also acknowledges that the District is relying on the truth and accuracy of the responses contained herein. If it is later discovered that Contractor knowingly provided false material information in response to a question said action shall constitute grounds for immediate termination or rescission by the District of any subsequent agreement with the Contractor.

The Contractor must sign and include with the Prequalification Submittal the Certification at the end of this questionnaire, certifying that the statements and information contained in this Prequalification Questionnaire are complete and accurate and that the Prequalification Submittal contains no false or deliberately misleading information. By signing the Certification, the Contractor acknowledges that receipt of this submittal by the District does not constitute either a direct or implied guarantee to the Contractor that prequalification is or will be granted. By signing the Certification and submitting this Prequalification Questionnaire, the Contractor further agrees to be bound by the procedures and conditions of prequalification described in the Request for Qualifications.

The Prequalification Submittal, its completion and submission by the Contractor, and its use by the District, shall not give rise to any liability on the part of the District to the Contractor or any third party or person. This is **not** a solicitation for bid. No guarantees are made or implied that the Project will be let for bid or constructed, either in part or whole. The Contractor accepts all risk and cost associated with the completion of the Prequalification Submittal without financial guarantee.

**PART 1. CONTACT INFORMATION**

***(only this page is a public document)***

The Contractor must provide all of the following contact information to be considered for prequalification.

Firm Name: \_\_\_\_\_  
(as it appears on license)

Check One:  Corporation  
 Partnership  
 Sole Proprietor  
 Joint Venture

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

If firm is a sole proprietor or partnership:

Owner(s) of Company \_\_\_\_\_

Contractor's License Number(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART 2. GENERAL INFORMATION**

The Contractor must provide all fo the following information to be considered for prequalification.

- A. List all previous names of Contractor and all previous or current Joint Venture affiliations within the past ten (10) years and dates of incorporation. If none, state "None."

- B. Has there been any change in ownership of Contractor at any time during the last three (3) years?

**NOTE: A corporation whose shares are publicly traded is not required to answer this question.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
-----------	--------------------------	-----	--------------------------	----

If "yes," explain on a separate attached sheet.

- C. Is the Contractor a subsidiary, parent, holding company or affiliate of another construction firm?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "yes," explain on a separate attached sheet, including name(s) of other firms and relationship to Contractor.

- D. Are any corporate officers, partners or owners connected to any other construction firms?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "yes," explain on a separate attached sheet, including name(s) of other firms, name(s) of owner, partner, or officer, and relationship to each person to each firm, including position(s) held.

- E. Has any owner, partner or (for corporation) officer of Contractor operated a construction firm under any other name in the last five (5) years?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "yes," explain on a separate attached sheet, provide other names used.

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F. State Contractor's gross revenues for each of these years:

\_\_\_\_\_

2010

\_\_\_\_\_

2011

\_\_\_\_\_

2012

\_\_\_\_\_

2013 (if available)

G. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by Contractor:

<u>Number</u>	<u>Classification</u>	<u>Expiration</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

H. If any Contractor's license(s) are held in the name of a corporation or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

\_\_\_\_\_  
\_\_\_\_\_

I. Has Contractor changed names or license number in the past five (5) years?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

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If “yes,” explain on a separate attached sheet, including the reason for the change.

**PART 3. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

**Contractor will be immediately disqualified if the answer to any of questions 3.A through 3.E is “No.”**

- A. Contractor possesses a valid and current California Class B Contractor’s license.

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

- B. Contractor has a current Commercial General Liability Insurance policy with a policy limit of at least \$2,000,000 per occurrence and \$4,000,000 aggregate.  
**Attach certificate of insurance showing the Contractor’s current insurance policy and limits.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

- C. Contractor has current Workers’ Compensation Insurance policy as required by the Labor Code or is legally self-insured pursuant to Labor Code section 3700 et. seq.

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

- D. Contractor has attached an **audited or reviewed** financial statement.

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

- E. Contractor has attached a **notarized** statement from an admitted surety insurer (approved by the California Department of Insurance) and authorized to issue bonds in the State of California, which states the Contractor’s current available bonding capacity is at least \$5 million.

**NOTE: Notarized statement must be from a surety company, not an agent or broker.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Contractor will be immediately disqualified if the answer to any of questions 3.F through 3.J is “Yes.”**

- F. Has Contractor’s license been revoked at any time in the last five (5) years?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

- G. Has a surety firm completed, or paid for completion of a contract on the Contractor’s behalf because the Contractor was terminated for default by the project owner within the last five (5) years?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

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H. At the time of submitting this Prequalification Questionnaire, is Contractor ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

I. At any time during the last five (5) years, has Contractor, or any of its owners or officers, been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

J. Is Contractor currently the debtor in a bankruptcy case?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**PART 4. ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

A. Number of years Contractor has been in business in California: \_\_\_\_\_

**Scoring:**    *Less than 3 years = 0 points*  
                  *3 – 5 years = 3 points*  
                  *Greater than 5 years = 5 points*

B. Has any CSLB license held by Contractor or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five (5) years?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "Yes," explain on a separate attached sheet.

**Scoring:**    *Yes = 0 points*      *No = 5 points*

C. Was Contractor in bankruptcy at any time during the last five (5) years? (This question refers only to a bankruptcy that was not described in answer to question 3.J, above)

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring:**    *Yes = 0 points*      *No = 5 points*

D. Is the Contractor currently in default on a loan agreement or financing agreement with a bank, financial institution, or other entity?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring:**    *Yes = 0 points*      *No = 5 points*

E. In the last five (5) years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for Contractor?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring:**    *Yes = 0 points*      *No = 5 points*

F. During the last five (5) years, has Contractor ever been denied bond coverage by a surety company, or has there ever been a period of time when Contractor had no surety bond in place during a public construction project when one was required?

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Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring: Yes = 0 points No = 5 points**

G. Has a Payment Bond claim been paid by a surety for the Contractor on any project in the past five (5) years?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring: Yes = 0 points No = 5 points**

H. Indicate which of the following statements is true (**check only one**):

In the past five (5) years, Contractor has never been assessed and paid liquidated damages, pursuant to a construction contract with either a public or private owner.  
**(5 points)**

In the past five (5) years, Contractor has been assessed and paid liquidated damages, pursuant to a construction contract with either a public or private owner on 1 project.  
**(3 points)**

In the last five (5) years, Contractor has been assessed and paid liquidated damages, pursuant to a construction contract with either a public or private owner on each of 2 projects.  
**(0 points)**

I. In the last five (5) years has Contractor, or any firm with which any of Contractor's owners, officers, or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?

**NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of Contractor held a similar position.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "Yes," explain on a separate attached sheet.

**Scoring: Yes = 0 points No = 5 points**

- J. In the last five (5) years has Contractor been denied an award of a public works contract based on a finding by a public agency that Contractor was not a responsible bidder?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "Yes," explain on a separate attached sheet.

**Scoring: Yes = 0 points No = 5 points**

**NOTE: The Questions 4.K and 4.L refer only to disputes between Contractor and the owner of a project. You need not include information about disputes between Contractor and supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$25,000.**

- K. In the past five (5) years has a project owner ever filed any claim or formally requested arbitration against Contractor concerning Contractor's work on a construction project?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "Yes," explain on a separate attached sheet.

**Scoring: No = 5 points  
Yes with one or two such instances = 3 points  
Yes with more than two such instances = 0 points**

- L. In the past five (5) years, has Contractor made any claim against a project owner concerning work on a project or payment for a contract, and filed that claim in court or formally requested arbitration of the claim?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

If "Yes," explain on a separate attached sheet.

**Scoring: Either No, or Yes with one such instance = 5 points  
Yes with two such instances = 3 points  
Yes with more than two such instances = 0 points**

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M. Has Contractor or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring:** Yes = subtract 5 points No = 5 points

N. Has Contractor or any of its owners, officers or partners ever been convicted of a crime involving any federal, state or local law related to construction?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring:** Yes = subtract 5 points No = 5 points

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- O. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring:**    **Yes = subtract 5 points**    **No = 5 points**

## **PART 5. QUALIFYING CONTRACTOR EXPERIENCE**

Provide the information requested below. Provide information for each project on separate sheets. Do not provide separate project “fact” sheets or marketing materials. All information provided is subject to verification by the District.

### **A. Recently Completed Projects for Similar Nature**

List at least four (4), but no more than eight (8) projects of reasonably similar nature to the Project completed by Contractor in the last seven (7) years. For each project listed, identify the specific features that meet the qualifications requirements described below. Qualifications may be achieved based on a number of separate projects, which together contain all qualifying elements. Use separate sheets of paper for each project.

#### **Qualifications Requirements:**

1. Complete phased interior reconstruction of an existing building (Public School, Private School, other Public Building) while remaining areas of the building are occupied and remain functional.
2. Please list safety/security procedures followed to assure no accidents to occupants or construction personal.
3. Removal and replacement of structural elements.
4. Tie-in of electrical, fire alarm, security to owner systems
5. Mechanical infrastructure.

Minimum qualifying experience is scored on a pass/fail basis. It is the Contractor’s responsibility to provide sufficient information about each project to evaluate qualifying experience.

**For each Project, provide the following information:**

Project Name:  
Project Owner:  
Project Owner Phone Number:  
Architect Name:  
Architect Contact Phone Number:  
Construction Manager Name:  
Construction Manager Contact Phone Number:  
Project Description:  
Project Location:  
Contract Project Duration:  
Actual (Final) Project Duration:  
Contract Value:  
Change Orders (non-owner requested):  
Change Orders (owner requested):  
General Description of Remodeling Scope of Work:  
Experience with DSA Inspector of Record:  
DSA Inspector of Record for Contact Phone Number:  
Experience with Special Testing & Inspection Required by DSA:  
From Notice of Completion to Final Project Close Out – Time Required to Close Project:

If applicable, describe the nature of work performed in an existing school facility while school is in session, the work restrictions within the construction area, and what measures were implemented to protect the students, faculty and school?

Names and references must be current and verifiable. All information provided is subject to verification by the District. Do not provide marketing materials.

Minimum qualifying experience is scored on a pass/fail basis. It is the Contractor's responsibility to provide sufficient information about each project to evaluate qualifying experience.

**Scoring: Contractor is qualified = Pass**  
**Contractor is not qualified = Fail**

## PART 6. PERFORMANCE ON PAST PROJECTS

For any four (4) of the projects listed in Part 5, provide the information requested below. Provide information for each project on separate sheets.

Project Name:

Original contract duration, days:

Time extensions granted by Owner, total days:

Actual contract completion date; days:

Number of days Owner assessed Liquidated Damages:

Original contract amount:

Final contract amount:

***Scoring: Based on number of projects completed within original contractor duration or with Owner granted time extensions, no liquidated damages assessed, and final contract amount:***

***4 projects = 5 points***

***3 projects = 3 points***

***2 or fewer projects = 0 points***

**PART 7. SAFETY RECORD AND PROGRAM**

- A. Has Cal-OSHA cited and assessed penalties against Contractor for any “serious”, “willful”, or “repeat” violations of its safety or health regulations in the past five (5) years?

**NOTE: If Contractor has filed an appeal of a citation and the Occupational Safety and Health Appeals Board has not yet ruled on the appeal, you need not include information about it.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring: Yes = 0 points No = 5 points**

- B. Has the federal Occupational Safety and Health Administration cited and assessed penalties against Contractor in the past five (5) years?

**NOTE: If Contractor has filed an appeal of a citation and the appropriate appeals Board has not yet ruled on the appeal, you need not include the information about it.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring: Yes = 0 points No = 5 points**

- C. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either Contractor or the owner of a project on which the Contractor was the prime contractor, in the past five (5) years?

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

Check one	<input type="checkbox"/>	Yes	<input type="checkbox"/>
-----------	--------------------------	-----	--------------------------

**Scoring: Yes = 0 points No = 5 points**

- D. How often does Contractor require documented safety meetings to be held for construction employees and field supervisors during the course of a project?

**Scoring: Once each week or more often = 3 points  
Any other answers = 0 points**

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- E. How often does Contractor require documented safety inspections to be made by the safety officer or manager during the course of a project?

**Scoring:** *Once each week or more often = 3 points*  
*Any other answer = 0 points*

- F. List the Contractor's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three (3) premium years:

**NOTE: An Experience Modification Rate is issued to your firm annually by your workers' compensation insurance carrier.**

Current year: \_\_\_\_\_

Previous year: \_\_\_\_\_

Year prior to previous year: \_\_\_\_\_

If your EMR for any of these three (3) years is or was 1.00 or higher, you may attach a letter of explanation.

**Scoring:** *Three-year average EMR of .95 or less = 5 points*  
*Three-year average EMR of more than .95 but no more than 1.00 = 3 points*  
*Any other EMR = 0 points*

**CERTIFICATION**

The Contractor shall sign this Certification. Failure to include this Certification in the Prequalification Submittal will constitute an incomplete submittal.

The undersigned is a legally authorized representative of the Contractor.

The legal name of the Contractor is: \_\_\_\_\_  
\_\_\_\_\_

State of California Contractor's License Number, including all specialty license and certifications:

License Number: \_\_\_\_\_ Type: \_\_\_\_\_  
\_\_\_\_\_

License Number: \_\_\_\_\_ Type: \_\_\_\_\_  
\_\_\_\_\_

License Number: \_\_\_\_\_ Type: \_\_\_\_\_  
\_\_\_\_\_

Contractor's Telephone Number: \_\_\_\_\_

Contractor's Fax Number: \_\_\_\_\_

\* \* \*

I, undersigned, certify and declare that I have read all the foregoing answers provided in the Prequalification Questionnaire and know their contents. The matters stated in these answers are true to my own knowledge and belief, except as to those matters specifically stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of California, that the foregoing is correct.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

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Title

---

Date

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**Evaluation Grid – Option 1**

For purposes of Information, the following information grid will be used to evaluate submitted Statements of Qualification. Firms are encouraged to review this grid prior to submitting documents for evaluation. Failure to answer “yes” in all categories, or failure to submit a minimum of three (3) comparable projects may result in a determination of not pre-qualified to bid this project.

Signed Acknowledgement and Release	Yes	No
Contact Information Provided	Yes	No
California Contractor’s License Provided	Yes	No
Safety Prevailing Wage, Disputes and Bonds		
No Dept. of Labor inquiries within the past 5 years	Yes	No
No Labor Code Violations	Yes	No
No current investigations by any Federal or state agency	Yes	No
No OSHA violations within the past 5 years	Yes	No
Assigned safety representative	Yes	No
EMR Verification provided and 1.0 or less	Yes	No
Apprentices provided in accordance with CCR Title 8	Yes	No
Recent experience with providing certified payrolls	Yes	No
Prevailing Wages – No prevailing wage violations	Yes	No
Bonding Information		
Information provided	Yes	No
Notarized Signed declaration provided	Yes	No
Past Experience on Comparable Projects		
Project 1	Yes	No
Project 2	Yes	No
Project 3	Yes	No
Financial Information Provided	Yes	No
Insurance Information		
Insurance Information Provided	Yes	No
Notarized and signed declaration provided	Yes	No
Litigation and Arbitration History		
Information provided	Yes	No

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Declaration Signed	Yes	No
--------------------	-----	----

**Evaluation Grid – Option 2**

For purposes of Information, the following information grid will be used to evaluate submitted Statements of Qualification. Firms are encouraged to review this grid prior to submitting documents for evaluation. Failure to accumulate sufficient points, or failure to submit a minimum of three (3) comparable projects may result in a determination of not pre-qualified to bid this project.

Signed Acknowledgement and Release	1	0
Contact Information Provided	1	0
California Contractor's License Provided	1	0
Safety Prevailing Wage, Disputes and Bonds		
No Dept. of Labor inquiries within the past 5 years	1	0
No Labor Code Violations	1	0
No current investigations by any Federal or state agency	1	0
No OSHA violations within the past 5 years	1	0
Assigned safety representative	1	0
EMR Verification provided and 1.0 or less	1	0
Apprentices provided in accordance with CCR Title 8	1	0
Recent experience with providing certified payrolls	1	0
Prevailing Wages – No prevailing wage violations	1	0
Bonding Information		
Information provided	1	0
Notarized Signed declaration provided	1	0
Past Experience on Comparable Projects		
Project 1	1	0
Project 2	1	0
Project 3	1	0
Financial Information Provided	1	0
Insurance Information		
Insurance Information Provided	1	0
Notarized and signed declaration provided	1	0

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Litigation and Arbitration History		
Information provided	1	0
Declaration Signed	1	0
<b>TOTAL POSSIBLE POINTS</b>	<b>22</b>	
<b>REQUIRED POINTS TO BE DETERMINED PRE-QUALIFIED</b>	<b>22</b>	

# Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

*For purposes of Information, the following information grid will be used to evaluate submitted Statements of Qualification.*

Certification Form Complete and Signed?	Yes	No
<b>Part 1 – Contact Information</b>		
Contact Information Provided	Yes	No
California Contractor’s License Provided	Yes	No
Type of Firm: Corporation / Partnership / Sole Proprietor / Joint Venture	Circle One	
----- End of Part 1 (Not Scored)	-----	-----
<b>Part 2 – General Information</b>		
A. Previous Names of Contractor listed?	Yes	No
B. Change in ownership?	Yes	No
C. Contractor subsidiary?	Yes	No
D. Corporate officers connected to others?	Yes	No
E. Owner, partner or officer other construction name?	Yes	No
F. Contractor’s Revenues for each year		
	2010	\$
	2011	\$
	2012	\$
	2013	\$
G. California Contractor License Number(s)	Class	Expiration
License No. =		
License No. =		
License No. =		
License No. =		
License No. =		
H. Contractor’s license name, qualifying individual? CSLB records? Is this item filled in or noted as “Not Applicable?”	Yes	No
I. Has Contractor changed names?	Yes	No
----- End of Part 2 (Not Scored)	-----	-----



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

Part 3 – Essential Requirements for Qualification		
A. Valid and current CA Class B Contractor's license?	Yes	No
B. Current Commercial Gen Liability with appropriate limits?	Yes	No
C. Current Workers' Comp?	Yes	No
D. Attached <b>audited or reviewed</b> financial statement?	Yes	No
E. Attached <b>notarized</b> statement from Surety? Bonding Capacity at least \$5M	Yes	No
F. Has Contractor's license been revoked?	Yes	No
G. Contractor terminated for default in last 5 years?	Yes	No
H. Is Contractor ineligible to bid or be awarded public works contract?	Yes	No
I. In last 5 years, has Contractor been convicted of a crime related to bidding?	Yes	No
J. Is Contractor currently the debtor in a bankruptcy case?	Yes	No
----- End of Part 3 (Pass / Fail)	<b>Circle One</b>	
	Pass	Fail



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

Part 4 – Organizational Performance, Compliance with Civil & Criminal Laws		
A. Number of years Contractor has been in business in CA <b>Less than 3 yrs=0 points / 3-5 yrs=3 points / Greater than 5 yrs=5 points</b>	# yrs =	Points =
B. Has CSLB license been suspended in last 5 years? (Circle Yes or No) <b>Yes = 0 points / No = 5 points</b>	Yes No	Points =
C. Was Contractor in bankruptcy in past 5 years? (Circle Yes or No) <b>Yes = 0 points / No = 5 points</b>	Yes No	Points =
D. Is the Contractor currently in default? (Circle Yes or No) <b>Yes = 0 points / No = 5 points</b>	Yes No	Points =
E. In the last 5 years has insurance carrier refused to renew for Contractor? <b>Yes = 0 points / No = 5 points</b> (Circle Yes or No)	Yes No	Points =
F. During last 5 years has Contractor been denied bond coverage? <b>Yes = 0 points / No = 5 points</b> (Circle Yes or No)	Yes No	Points =
G. Has a Payment Bond claim been paid on any project last 5 years? <b>Yes = 0 points / No = 5 points</b> (Circle Yes or No)	Yes No	Points =
H. Indicate which of the following statements is true <b>(check only one):</b>		
In the past 5 years, Contractor has <b>never</b> been assessed and paid liquidated damages with either public or private owner. <b>5 points</b>	<input type="checkbox"/>	Points =
In the past 5 years, Contractor has been assessed and paid liquidated damages with either public or private owner on 1 project. <b>3 points</b>	<input type="checkbox"/>	Points =
In the past 5 years, Contractor has been assessed and paid liquidated damages with either public or private owner on each of 2 projects. <b>0 points</b>	<input type="checkbox"/>	Points =
I. In the last 5 years has Contractor removed or otherwise prevented from bidding on, or completing any project for any reason? (Circle Yes or No) <b>Yes = 0 points / No = 5 points</b>	Yes No	Points =
J. In past 5 years has Contractor been denied an award of a public works project based on finding Contractor was not a responsible bidder? <b>Yes = 0 points / No = 5 points</b> (Circle Yes or No)	Yes No	Points =
K. In past 5 years has a project owner ever filed any claim concerning Contractor work on a construction project? (Circle Yes or No) <b>No = 5 points / Yes with 1 or 2 such instances = 3 points</b> <b>Yes with more than 2 such instances = 0 points</b>	Yes No #instances =	Points =



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

<p>L. In past 5 years, has contractor made any claim against a project owner?  <b>Either No, or Yes with 1 such instance = 5 points</b>  <b>Yes with 2 such instances = 3 points</b>  <b>Yes with more than 2 such instances = 0 points</b></p>	<p>Yes No #instances =</p>	<p><b>Points</b> = =</p>
<p>M. Has Contractor found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?  <b>Yes = subtract 5 points / No = 5 points</b></p>	<p>Yes No</p>	<p><b>Points</b> =</p>
<p>N. Has Contractor been convicted of a crime involving federal, state or local law related to construction?  <b>Yes = subtract 5 points / No = 5 points</b></p>	<p>Yes No</p>	<p><b>Points</b> =</p>
<p>O. Has firm ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?  <b>Yes = subtract 5 points / No = 5 points</b></p>	<p>Yes No</p>	<p><b>Points</b> =</p>
<p>----- End of Part 5 (Scored)</p>		
<p style="text-align: right;"><b>Total Points Scored</b></p>		
<p style="text-align: center;"><b>Available Points = 75 / Passing Score = 60</b></p>		



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

Part 5 – Qualifying Contractor Experience		
Project 1 (required) Notes:	Pass	Fail
Project 2 (required) Notes:	Pass	Fail
Project 3 (required) Notes:	Pass	Fail
Project 4 (required) Notes:	Pass	Fail
Project 5 (additional/optional) Notes:	Pass	Fail
Project 6 (additional/optional) Notes:	Pass	Fail
Project 7 (additional/optional) Notes:	Pass	Fail
Project 8 (additional/optional) Notes:	Pass	Fail
-----	<b>End of Part 6</b>	-----
	<b>(Pass / Fail)</b>	-----
	<b>Circle One</b>	Pass      Fail



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

<b>Part 6 – Performance on Past Projects</b>		
Provide requested information for any four (4) projects listed in Part 5.		
<b>Scoring:</b> Based on number of projects completed within original contractor duration or with Owner granted time extensions, no liquidated damages assessed, and final contract amount ( <i>within original contract amount?</i> ): <p style="margin-left: 40px;">4 projects = 5 points                      3 projects = 3 points                      2 or fewer projects = 0 points</p>		<b>Points</b>
Project Name:	Project 1	
Project Name:	Project 2	
Project Name:	Project 3	
Project Name:	Project 4	
----- End of Part 6 (Scored)		-----
<b>Total Points Scored</b>		
<b>Available Points = 5 / Passing Score = 3</b>		



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

Part 7 – Safety Record and Program			
A. Cal-OSHA violations in past 5 years? <b>Yes = 0 points / No = 5 points</b>	(Circle Yes or No)	Yes No	<b>Points</b> =
B. OSHA penalties in past 5 years? <b>Yes = 0 points / No = 5 points</b>	(Circle Yes or No)	Yes No	<b>Points</b> =
C. EPA or Air Quality Management District or Regional Water Quality Control Board penalties in past 5 years? <b>Yes = 0 points / No = 5 points</b>	(Circle Yes or No)	Yes No	<b>Points</b> =
D. How often does Contractor require documented safety meetings to be held during the course of a construction project? <b>Once each week or more often = 3 points</b> <b>Any other answers = 0 points</b>			<b>Points</b> =
E. How often does Contractor require documented safety inspections during the course of a project? <b>Once each week or more often = 3 points</b> <b>Any other answers = 0 points</b>			<b>Points</b> =
F. List the Contractor’s Experience Modification Rate (EMR) for each of the past 3 years: <b>3 year average EMR of .95 or less = 5 points</b> <b>3 year average EMR of more than .95 but no more than 1.00 = 3 points</b> <b>Any other EMR = 0 points</b>		<b>EMR</b>	<b>Points</b>
	Current Year 2013:		–
	Previous Year 2012:		–
	Year prior to previous Year 2011:		–
	<b>3 year average =</b>		
-----End of Part 7 (Scored)			
<b>Total Points Scored</b>			
<b>Available Points = 26 / Passing Score = 20</b>			



Prequalification Questionnaire Score Sheet

Name of Contractor: \_\_\_\_\_

Name of RFQ Reviewer: \_\_\_\_\_

Score Sheet Overview – Total Score / Ranking

Part 1 (Not Scored) – Complete?	Yes	No
Part 2 (Not Scored) – Complete?	Yes	No
Part 3 – Pass or Fail	Pass	Fail
Part 4 – (75 Available Points / 60 Passing Points)	-----	
Part 5 – Pass or Fail	Pass	Fail
Part 6 – (5 Available Points / 3 Passing Points)	-----	
Part 7 – (26 Available Points / 20 Passing Points)	-----	
<b>Total Points:</b>		



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**Appendix E. CONSULTANTS PRE-QUALIFICATION / SELECTION**

Process for qualification / selection

The Project Manager will do the following:

1. Complete/update Request for Qualification (RFQ)
2. Draft RFQ document can be found on BOND SERVER
3. Submit the RFQ document to the District for review, if required
4. Request posting of the Legal Notice on the District website
5. Email or fax Legal Notice and the RFQ document to current consultants

Legal Notice - SMC places the legal notice in the Daily Pacific Builder, Dodge Reports, which includes Independent Journal and Online Dodge Reports. Each notice must run for two consecutive weeks. The Admin Assistant will complete a Request for Requisition form for payment of the legal notices.

The District Assistant Superintendent, Bond Program Director, and SMC's Program Manager must all be notified of the legal notice.

A/E and Specialty Consultant Roster Call

- Each SOQ must be thoroughly reviewed. This Spreadsheet becomes your master document from which notification letters, etc. will be generated.
- Review insurance information.
- Complete summary sheet.
- Generate a notice to any consultant whose SOQ is incomplete. Notice must include a specific list of discrepancies or missing information and provide 48 hours (two working days) to cure.
- Check references
  
- Submit draft recommendations to District for BOT approval if not already on a preferred specialty consultant with previous BOT approval
  
- Finalize prequalification results.
- Notify all submitters of their prequalification status in writing.
- Post prequalification results on the District website.
- Draft Board Report.
- Notify SMC Staff of updated list.

SAMPLE CONSULTANT PROFESSIONAL SERVICES AGREEMENT



South San Francisco Unified School District

**PROFESSIONAL SERVICES AGREEMENT**

**CONSULTANT:**

This Professional Services Agreement (the “Agreement”) dated as of [ ], 2011, is intended to govern the relationship between and among the South San Francisco Unified School District (the “District”) and [ ] (hereinafter “Consultant”) with regard to the services to be provided by Consultant as described herein. The District and Consultant shall be referred to herein collectively as the “Parties” (or “Party” if singular). This Agreement shall constitute the entire agreement between the Parties, and is intended to describe all duties and responsibilities of the Parties with regard to the services to be provided hereunder. This Agreement supersedes any and all written or oral agreements between the Parties with regard to the subject matter of this Agreement, and this Agreement may not be amended or modified except in a written instrument duly executed by the Parties hereto. To the extent this Agreement conflicts with the terms of any proposal, invoice, or other document submitted to or by either Party, the terms of this Agreement shall be controlling.

**I. SCOPE OF THE SERVICES**

Consultant agrees to provide the following Services in accordance with the terms of the Agreement.

The Scope of Services to be provided by Consultant is described as follows:

**(1) PURPOSE**

The purpose of Consultant’s Scope of Services

**(2) SCOPE OF SERVICES**

The scope of Consultant’s services (“Services”) to be developed for this project consists of these primary tasks, including:

**Task 1**

To accomplish Task 1

**Task 2**

To accomplish Task 2

**Task 3**

To accomplish Task 3

**II. COMPENSATION FOR SERVICES**

District shall compensate Consultant for Services properly provided under this Agreement, and will calculate the amount of said compensation based upon the values indicated below. Notwithstanding the aforementioned, District shall not be obligated to compensate Consultant for Services performed under this Agreement in excess of the amount listed, unless otherwise agreed upon in writing by the District.

<b>TASK</b>	<b>AMOUNT</b>
1.	
2.	
3. Total	
<b>TOTAL CONTRACT</b>	

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### III. SCHEDULE OF PERFORMANCE

Consultant shall commence performance of the Services upon receipt of authorization from the District, and shall complete the Services in accordance to the milestone schedule below.

No.	ACTIVITY	MILESTONE DATE	PARTY
1.			
2.			
3.			

### IV. SCHEDULE OF DELIVERABLES

Consultant agrees to provide the following Deliverables.

No.	ACTIVITY	DELIVERABLES
1.	Master Plan Refinement	Draft to District Final to District Final to Board of Trustees
2.	Manage DSA process	All open projects closed out
3..	Design and engineering standards	Draft to District Presentation to constituents Final to District

## **V. TERMS AND CONDITIONS**

(1) Consultant will note the appropriate Purchase Order Number on all invoices, and will deliver all invoices to South San Francisco Unified School District, [kayers@simarchitectsinc.com](mailto:kayers@simarchitectsinc.com) immediately upon performance.

(2) Consultant will note the appropriate Purchase Order Number on all correspondence, and will deliver all correspondence to South San Francisco Unified School District, 398 B Street, South San Francisco, CA 94080.

(3) Any changes made to the printed Terms and Conditions on this Agreement shall be null and void unless approved in writing by the District.

(4) Consultant shall comply with Appendix A.

(5) Consultant has read and negotiated all terms incorporated in this Agreement, and expressly accepts same, including Paragraph 5 of the Terms and Conditions relating to indemnity and liability.

## **VI. GENERAL TERMS AND CONDITIONS**

### **1. Agreement Force and Effect.**

District is not responsible for services rendered without the authority of an Agreement on this form. This Agreement shall supersede and control over all inconsistent provisions in any proposal. The provisions of this Agreement (which may include attachments) constitute the entire agreement between the Consultant and District regarding the Consultant's Services described herein. No representation, term or covenant not expressly specified in this Agreement shall, whether oral or written, be a part of this Agreement. Agreement shall supersede all other prior purchase Agreements and agreements between Consultant and District with respect to the Consultant's Services described herein. This Agreement may not be modified, nor may compliance with any of its terms be waived, except by a written instrument executed and approved by fully authorized representatives of District and Consultant. The headings in this Agreement are for convenience only and do not affect the construction of this Agreement.

### **2. Performance of Services/No Assignment.**

Time is of the essence in the performance of the Services. Consultant represents that it is skilled in the professional discipline necessary to perform the Services pursuant to this Agreement. Consultant will perform its Services in a skillful manner, comply fully with criteria established by District, and with applicable laws, codes, and all applicable professional standards including, by not limited to, the California Education Code and Title 24 of the California Code of Regulations. Consultant shall not contract any portion of the Services or otherwise assign this Agreement without prior written approval of District. (Consultant shall remain responsible for compliance with all terms of this Agreement, regardless of the terms of any such assignment in violation of the provision, and any such assignment shall be null and void.) Consultant's authorized representative is the individual signing this Agreement unless Consultant otherwise informs District in writing. The granting of any payment, and any inspections, reviews,

approvals or oral statements by any District representative, or certification by any governmental entity, shall in no way limit Consultant's obligations under this Agreement.

3. Records and Payment Requests. Consultant shall submit to District all of Consultant's and its subconsultants' drawings in Computer Aided Design ("CAD") or Building Information Modeling ("BIM") and PDF electronic format and hard copy format at the following milestones, percentage complete. Consultant shall submit all billings with all necessary invoices or other appropriate evidence of performance, after which District shall make payment within 60 days. District shall have the right to audit the Consultant's work records. Consultant shall make available to District, its authorized agents, officers, or employees, any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and disbursement charged to District, for examination within seven (7) calendar days from the date of the District's written request.. Consultant shall furnish to District, its authorized agents, officers, or employees, such other evidence or information as District may require with regard to any such expenditure or disbursement charged by Consultant. Consultant shall maintain all documents and records prepared by or furnished to Consultant during the course of performing the services for at least five (5) years following completion of the Services, except that all such items pertaining to hazardous materials shall be maintained for at least thirty (30) years. Such records include, but are not limited to, correspondence, internal memoranda, calculations, books and accounts, accounting records documenting its work under its Agreement, and invoices, payrolls, records and all other data related to matters covered by this Agreement. Consultant shall permit District to audit, examine and make copies, excerpts and transcripts from such records. The State of California or any federal agency having an interest in the subject of Agreement shall have the same rights conferred to District by this section. Such rights shall be specifically enforceable.

#### **4. Independent Contractor.**

Consultant is an independent Contractor and does not act as District's agent in any capacity, whatsoever. Consultant is not entitled to any benefits that District provides to District employees including, without limitation, worker's compensation benefits or payments, pension benefits, health benefits or insurance benefits. Terms within this Agreement regarding direction apply to and concern the result of the Consultant's provision of Services not the means, methods, or scheduling of the Consultant's Services. Consultant shall be solely responsible for the means, methods, techniques, sequences and procedures with respect to its provision of Services under this Agreement. Consultant shall pay all payroll taxes imposed by any governmental entity and will pay all other taxes not specifically identified in this Agreement as District's responsibility.

#### **5. Indemnity/Liability.**

To the fullest extent permitted by law, Consultant shall defend, indemnify, and hold harmless the District, and all of its officers, directors, representatives, agents and employees (together "Indemnitees"), from and against any and all claims and liability of any type resulting directly or indirectly from Consultant's negligent performance of this Agreement. Consultant shall also defend, indemnify, and hold harmless the Indemnitees from and against all claims, suits, actions, liability, losses, damages, expense or costs of every nature and description, at law or equity, to

which the Indemnitees may be subject or put by reason of bodily injury to or death of any person or damage to any property, which directly or indirectly arises out of the Consultant's performance of this Agreement, Consultant's provision of Services, or Consultant's activities related thereto. Defense counsel retained under this section shall be subject to the Indemnitees' reasonable approval. Notwithstanding any provision of this Agreement, to the extent Consultant's Services are subject to Civil Code, Section 2782.8, Consultant's indemnity shall be limited to claims that arise out of, pertain to, or relate to Consultant's negligence, recklessness, or willful misconduct. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the Indemnitees except to the extent that liability is caused by the Indemnitees sole negligence, active negligence or willful misconduct. Consultant's duty to defend and to hold harmless the Indemnitees, as set forth above, shall include the duty to defend as established by Section 2778 of the California Civil Code, and the duty to defend shall arise upon the making of any claim or demand against the Indemnitees notwithstanding that no adjudication of the underlying facts has occurred, and whether or not Consultant has been named in the claim or lawsuit. The Indemnitees shall not be liable, in contract or tort, for any special, consequential, indirect or incidental damages arising out of or in connection with this Agreement or the Services. The Indemnitees' rights and remedies, whether under this Contract or other applicable law, shall be cumulative and not subject to limitation.

#### **6. Conflict of Interest.**

Consultant represents and warrants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of Services required under this Agreement. Without limitation, Consultant represents to and agrees with District that Consultant has no present, and will have no future, conflict of interest between providing to the District the Services hereunder and any interest Consultant may presently have, or will have in the future, with respect to any other person or entity (including, but not limited to, any federal or state wildlife, environmental or regulatory agency) that has any interest adverse or potentially adverse to District, as determined in the reasonable judgment of District.

#### **7. Confidentiality.**

Any information, whether proprietary or not, made known to or discovered by Consultant during the performance of or in connection with this Agreement for District, will be kept confidential and not be disclosed to any other person. Consultant will immediately notify District in writing if requested to disclose any information made known to or discovered by during the performance of or in connection with this Agreement. This confidentiality provision shall remain fully effective indefinitely after completion or termination of Consultant's Services to District hereunder.

#### **8. Ownership of Results.**

Consistent with Education Code, Section 17316, any interest (including copyright interests) of Consultant or its contractors or subconsultants (together, "Subconsultants"), in studies, reports,

memoranda, computational sheets, drawings, plans or any other documents (including electronic media) prepared by Consultant or its Subconsultants in connection with the Services, shall become the property of District. To the extent permitted by Title 17 of the United States Code, work product produced under this Agreement shall be deemed works for hire and all copyrights in such works shall be the property of District. In the event that it is ever determined that any works created by Consultant or its Subconsultants under this Agreement are not works for hire under U.S. law, Consultant hereby assigns to District all copyrights to such works. With District's prior written approval, Consultant may retain and use copies of such works for reference and as documentation of experience and capabilities. Consultant shall, however, retain the copyright in its standard details, and grants District an unlimited license to use such details for the purposes stated herein. Should the District desire to reuse the Documents specified above and not use the services of the Consultant, then the District agrees to require the new Consultant to assume any and all obligations for the reuse of the documents and process the same through the Division of the State Architect as the project Consultant, and the District releases Consultant and its Subconsultants from liability associated with the reuse of the documents.

### **9. Non-Discrimination Policy.**

Consultant shall not discriminate against any employee or applicant for employment, nor against any Subconsultant or applicant for a subcontract, because of race, color, religious creed, age, sex, actual or perceived sexual orientation, national origin, disability as defined by the American with Disabilities Act (42 U.S.C. § 12010, et seq.) or veteran's status. To the extent applicable, Consultant shall comply with all federal, state and local laws (including, without limitation, all County and District ordinances, rules and regulations) regarding non-discrimination, equal employment opportunity, affirmative action and occupational-safety-health concerns, shall comply with all applicable rules and regulations thereunder, and shall comply with same as each may be amended from time to time. Consultant shall provide all information reasonably requested by District to verify compliance with such matters. Consultant stipulates, acknowledges and agrees that District has the right to monitor Consultant's compliance with all applicable non-discrimination requirements, and may impose sanctions upon a finding of a willful, knowing or bad faith noncompliance or submission of information known or suspected to be false or misleading.

### **10. Termination and Suspension.**

District may direct Consultant to terminate, suspend, delay or interrupt Services, in whole or in part, for such periods of time as District may determine in its sole discretion. District may issue such directives without cause. District will issue such directives in writing, and compensate Consultant for its costs expended up to the termination plus reasonable profit thereon only in the event District terminates this Agreement for District's convenience. Consultant may recover no other cost, damage, or expense. Suspension of Services shall be treated as an excusable delay. District may terminate performance of the Services under this Agreement in whole, or from time to time in part, for default, should Consultant commit a material breach of the Agreement, or part thereof, and not cure such breach within ten (10) calendar days of the date of District's written notice to Consultant demanding such cure. In the event District terminates the Agreement for

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default, Consultant shall be liable to District for all loss, cost, expense, damage and liability resulting from such breach and termination. Provided that District continues to compensate Consultant. In accordance with this Agreement, Consultant shall continue its Services throughout the course of any dispute, and Consultant's failure to continue Services during a dispute shall be a material breach of this Agreement. Either party's waiver of any breach, or the omission or failure of either party, at any time, to enforce any right reserved to it, or to require strict performance of any provision of this Agreement, shall not be a waiver of any other right to which any party is entitled, and shall not in any way affect, limit, modify or waive that party's right thereafter to enforce or compel strict compliance with every provision hereof.

**10A.**

Pursuant to Education Code section 45125.2, District has determined on the basis of scope of work in this agreement of this project, that Program Manager and its subcontractors and employees may have more than limited contact with pupils. Therefore, Program Manager, key subcontractors and employees that will participate in facilities assessment or site meetings must be fingerprinted per the Education Code and the fingerprints must be on file with the District. Any subconsultants or employees which have not been fingerprinted must be directly supervised at all times by a team member who has been fingerprinted when they are on school sites where pupils may be present.

**11. Execution; Venue; Limitations.**

This Agreement shall be deemed to have been executed in the City of South San Francisco, San Mateo County, California. Enforcement of this Agreement shall be governed by the laws of the State of California, excluding its conflict of laws rules. The exclusive venue for all litigation arising from or relating to this Agreement shall be in San Mateo County, California. Except as expressly provided in this Agreement, nothing in this Agreement shall operate to confer rights or benefits on persons or entities not party to this Agreement. As between the parties to this Agreement, any applicable statute of limitations for any act or failure to act shall commence to run on the date of District's issuance of the final Certificate for Payment, or termination of this Agreement, whichever is earlier, except for latent defects, for which the statute of limitation shall begin running upon discovery of the defect and its cause.

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By signing below, I hereby warrant that I am duly authorized to enter into this binding Agreement on behalf of the entity indicated above my signature:

**XXXXXXXXXXXXXXXXXX**  
**XXXXXXXXXXXXXXXXXXXXXXXXXXXX**

**South San Francisco  
Unified School District**

\_\_\_\_\_

\_\_\_\_\_

Alejandro Hogan  
Superintendent

Dated \_\_\_\_\_

## **Appendix A to Professional Services Agreement**

This is an Appendix attached to, and made a part of and incorporated by reference with the Agreement dated \_\_\_\_\_, 2011, between the South San Francisco Unified School District (the “**District**”), and [ \_\_\_\_\_ ] (“**Consultant**”) providing for professional services.

### **1. Consultant’s Duty to Show Proof of Insurance.**

Prior to the execution of this Agreement, Consultant shall furnish to District Certificates of Insurance showing satisfactory proof that Consultant has taken out for the entire period required by this Agreement, as further described below, the following insurance, in a form satisfactory to District and with an insurance carrier satisfactory to District, authorized to do business in California and rated by A. M. Best & Company A or better, financial category size IX or better, which will protect those described below from claims described below which arise or are alleged to have arisen out of or result from the acts or omissions of Consultant for which Consultant may be legally liable, whether performed by Consultant, or by those employed directly or indirectly by it, or by anyone for whose acts Consultant may be liable:

#### **1.1) Commercial General Liability Insurance**

Commercial general liability insurance, written on an “occurrence” basis, which shall provide coverage for bodily injury, death and property damage resulting from operations, products liability, liability for slander, false arrest and invasion of privacy arising out of professional services rendered hereunder, blanket contractual liability, broad form endorsement, products and completed operations, personal and advertising liability, with per location limits of not less than \$5,000,000 annual general aggregate and \$5,000,000 each occurrence.

#### **1.2) Business Automobile Liability Insurance**

Business automobile liability insurance with limits not less than \$5,000,000 each occurrence including coverage for owned, non-owned and hired vehicles.

### **1.3) Workers' Compensation Insurance**

Workers' Compensation Employers' Liability limits required by the laws of the State of California. Consultant's Worker's Compensation Insurance policy shall contain a Waiver of Subrogation. In the event Consultant is self-insured, it shall furnish Certificate of Permission to Self-Insure signed by Department of Industrial Relations Administration of Self-Insurance, State of California.

### **1.4) Professional Liability Insurance**

Professional Liability Insurance satisfying either of the two following requirements: (a) specific to this Project only, with limits not less than \$5,000,000 each claim, or (b) limits of not less than \$10,000,000 each claim and aggregate. Such Professional Liability Insurance shall apply to and insure against Consultant's negligent acts, errors or omissions in connection with services to be provided under this Agreement, and shall contain no exclusion for claims of one insured against another insured. Such Professional Liability Insurance policy shall continue to provide coverage as specified in this Paragraph for a period of five (5) years after the completion of the Services.

## **2. Insurance Terms and Conditions:**

- 2.1)** Status of SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT as Additional Insured:

The SOUTH SAN FRANCISCO UNIFIED SCHOOL DISTRICT and its Trustees, officers, officials, representatives, employees, Consultants, and agents, shall be named as additional insureds on Consultant's primary and excess Commercial General Liability policy, but only with respect to liability arising out of the activities of the named insured, and there shall be a waiver of subrogation as to each named and additional insured.

- 2.2)** The policies shall apply separately to each insured against whom claim is made or suit is brought except with respect to the monetary limits of Consultant's insurance policy.
- 2.3)** Certificates of Insurance shall include the following statement: "Written notice of cancellation, non-renewal or of any material change in policy shall be mailed to District thirty (30) days in advance of the effective date thereof."
- 2.4)** Consultant's insurance shall be primary insurance and no other insurance or self-insured retention carried or held by any named or additional insured other than

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that amount. Consultant shall be called upon to contribute to a loss covered by insurance for the named insured. Any District insurance shall be excess and noncontributing to any insurance available to the District as an additional insured under Consultant's primary and excess Commercial General Liability policies provided pursuant to this Agreement.

- 2.5) Nothing contained herein shall be construed as limiting in any way the extent to which Consultant or any of its employees may be held responsible for payment of damages resulting from Consultant's operations.
- 2.6) If Consultant fails to maintain any required insurance, District may (but is not obligated to) obtain such insurance, and may deduct and retain the cost of any premium so incurred from any sums due Consultant under this Agreement.

**END OF APPENDIX A**

## Appendix F. PREPARING THE PROJECT MANUAL – SPECIFICATIONS DIV. 00/01

This description will identify the necessary work for Project Managers to prepare the information for a project specific Project Manual. Rather than considered a procedure it will just point to areas of the project manual and highlight issues that the experienced Project Manager might encounter and what steps may be appropriate to successfully manage the contractors during construction. While most items in Division 00 - Procurement and Contracting Requirements are necessary to create the job specific Project Manual, items in Division 1 – General Requirements are more of an “aide memoir” to highlight some issues and fallacies the project may encounter, depending on the complexity and size of the work. Nevertheless all PMs should use a reasonably common approach in similar projects.

### 1. Initial Steps (items are not in sequential order)

- Verify the Project Initiation Form (PIF) has all the necessary information. Discuss with Program Administrator and/or Financial Controls Manager if required any open issues
- Transmit this information in writing to the designer so that all documents: drawings, forms, specifications bear the same identification
- Discuss with designers during the DD who will be doing what and specify milestone dates for deliverable and assembly of documents through DD and CD.
- Discuss the particularities of the project with FACILITIES to have insight in all the operational impact information regarding shutdowns affecting campus operations, irrigation, utilities and District work planned in the vicinity during the duration of the project, and more.
- Discuss with District Security some of the limiting features of the project access and security issues and obtain their cooperation
- Discuss with Assistant Superintendent of Business Services and Facilities to schedule, swing space and other impacting issues well ahead of time and obtain all the necessary assurances and approvals for work around solutions if required.
- Discuss with SMC peers some of your strategic approaches intended to manage the contractor depending on bid alternate, size, phasing and schedule of the project. Inform your peers what impact the project may have on other ongoing or future work.
- Obtain information from other project designers/consultants what potential impact their project may have on the work. Develop work around solutions with the participation of FACILITIES.
- Discuss with Program Manager and obtain approval from BOT the anticipated bid opening and determine from that all the necessary milestone dates regarding advertisement, bid walk, addenda, cutoffs, etc.
- With this information the Project Manager is now ready to tailor the Project Manual for a specific project. The General Specifications Division 1 can be prepared independently and usually ahead of Division 00, with a few exceptions that evolve over time and can be addressed at that time.

### 1. Division 00 (Procurement and Contracting Requirements)

Note: These documents are legal documents that have been developed by the District's legal representations. The cannot change the terms of the contract, but only make it project specific. The potential changes should be first allocated to Special Conditions and Division 1. If this is impractical

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then adding the information to the General Condition should be done in cooperation with legal counsel, to assure that the terms are not altered.

- Insure that all headers and footers are changed according to project information.
- Red highlighted areas shall be changed to project specific information. Not needed information shall be deleted and the print adjusted to black
- When 'DRAFT' documents are submitted to DSA the dates of bid opening, etc need not be fixed yet. This can be added at a later date, when BOT approval to bid has been obtained.

00 01 01 Project Title Page

- Enter all the red highlighted information required
- Make sure the issue date corresponds with the footers of all the sections

00 01 02 Signature Sheet

- Prepare a project specific signature sheet. Mandatory for DSA sponsored projects.
- Obtain all necessary AIA and PE signatures and stamps when submitting to DSA

00 01 10 Table of Contents

- Review all sections covered and make sure they are shown in the TOC
- Delete all references to 'NOT USED' sections.

00 11 16 Invitation to Bid

- This form is extremely important. Make sure all red lined information is properly entered
- From the PIF enter the proper Project Identification, enter the bid opening date and time, the Project Description (use same or abbreviated description from Section 01 11 00, 1.02 A.), project duration or end date, and the license type required.
- Identify the type of project and enter the appropriate information. Most DISTRICT projects will not have State funding and therefore will not require a mandatory labor compliance program. However, should the BOT decide to have a voluntary program it will be implemented.
- Enter the pre-bid conference attendance preference. ALL larger projects will require mandatory pre-bid walks.
- Chose the proper bid amount for selection based on strategy and alternates selected elsewhere.

00 21 13 Instructions to Bidders

- This section deals mostly with how many days may elapse before certain issues must be resolved and/or default. Check all the red marked items and chose the proper entry. Note that certain items may be mandated by State statutes. If in doubt check with District lawyer or Program Manager.

00 31 19 Existing Condition

- This information is rarely used as it can bring more problems than good. If used there is an option to make the information available as part of the contract or not.

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- Carefully determine with assistance from third parties the need for this information and then enter the appropriate information obtained from surveys, investigations or tests.
- 00 31 32 Geotechnical Data
- There is an option to make the information available as part of the contract or not. Most times this information should be made as part of the contract.
  - Submit the appropriate information with reference to attached drawings or reports.
  - Specify what reference is made regarding the attached reports.
- 00 41 13 Bid Form
- Note that this form is important as it requires advance determination what type of alternates or unit rates this project shall use (if at all). It is part of the bidding strategy used to select a bidder, when possibly lacking funds may call for limiting the scope of work or unknown quantities may affect the outcome of the bid...
  - Enter all alternates with a very detailed description. Note that the scope should be properly identified. No vague information. The scope needs to stand on its own; i.e. if not exercised there shall not be a 'hole' in the scope of work.
  - Unit rates are important when there is an unknown quantity that can only be determined during construction. The scope may have to be reduced or augmented upon determination of a final quantity. Unit rates make the change easy. Identify that the rate shall include all mark-ups, etc
  - For some specific Site Work only, this form may be changed to a bid schedule. Modify the form with the assistance of the project's Civil Engineer, who has the appropriate experience to provide Unit Rate Bid Schedules
- 00 43 36 Designated Subcontractors List
- Enter the project name
- 00 45 01 Site-Visit Certification
- Enter the project name
- 00 45 26 Workers Compensation Certification
- Enter Project Number
- 00 45 46.01 Prevailing Wage Certification
- Enter Project Number
- 00 45 46.02 Disabled Veteran Business
- Enter Project Number
- 00 45 46.03 Drug-Free Workplace Certification
- Enter Project Number
- 00 45 46.04 Hazardous Materials Certification

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- Enter Project Number
- 00 45 46.05 Lead Based Paint Certification
- Enter Project Number
- 00 45 46.06 Imported Materials Certification
- Enter Project Number
- 00 45 46.07 Criminal Background Fingerprinting Certificate
- Enter Project Number
- 00 51 00 Notice of Award
- Enter Project Name
  - Enter Authority issuing NTA
- 00 52 13 Agreement (have contractor enter data)
- Enter Project Number
  - Enter Project Duration
  - Enter Liquidated Damages Amount
  - Enter Contract License Type
- 00 55 00 Notice to Proceed (have contractor enter data)
- Enter Contactor Name & Address, Project Name & #
  - Enter Date of commencement of work
  - Enter how many days are available to contractor to submit outstanding deliverables
- 00 57 00 Escrow Agreement in Lieu of Retention (have contractor enter data)
- Enter current date, name of Contractor and Financial Institution
  - Enter date of contract and contract identification
  - Enter entity of escrow holder
  - Enter charges District levies for every escrow deposit
- 00 61 13.13 Performance Bond
- Enter data required or check that contractor and surety have entered data correctly
- 00 61 13.16 Payment Bond
- Enter data required or check that contractor and surety have entered data correctly
- 00 65 19.26 Final Settlement Certificate Form
- Enter data required or check that contractor and surety have entered data correctly
- 00 65 36 Warranty Form

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- At beginning of project insure that the proper warranty period is entered. The manufacturer's Warranty is usually for 1 year. The District may wish to have extended warranties. Use what is stipulated.
- At project completion enter data required or check that contractor and surety have entered data correctly

00 72 13 General Conditions and TOC

- This document is usually not altered at all. Any discrepancies with the General Conditions are identified and added in the Special Conditions (00 73 13) and Summary of Work (01 11 00).

00 73 13 Special Conditions

- Additional requirements may be entered here. Project Manager to make sure that the requirements do not contradict requirements elsewhere. Special Conditions requirements will govern over requirements in drawings or general specifications. Any additions should be discussed with the Program Manager.

00 73 56 Hazardous Material Proc and Requirements

- If there is a HazMat program included in the project then they may add the statement that these procedures shall only be applicable to materials not identified in the HazMat section of the contract and to carefully study the design documentation.
- Note that the HazMat consultant shall discuss with the designers the impact on certain installation work and based on common findings add specific wording to additional finishes or abatement. Project Manager to study the potential impact during the design reviews.

00 91 13 Addenda Cover Page

- Insure that the designer provides the proper information on the addenda cover sheet

3. Division 1 (General Requirements)

Notes: These Sections allow the Project Manager to tailor the project to the particular needs of the District. Depending on size and type of project, by carefully crafting the sections, the Project Manager will be able to manage the construction process successfully. The process of construction management cannot assume that every aspect of the contract will turn out as anticipated and therefore requirements have to be developed that account for maximum failure prevention. When all is well the non-reporting requirements will be used only to the extent needed. It is when the contractor and District are at odds that the requirements start playing an important role in forcing the contractor to abide by the rules of the contract and provide minimum services as stipulated.

The boiler plate should be reviewed and checked against the project requirements. Sections that do not apply can be omitted. When in doubt, leave them in. The framers must have known something that may elude the reviewer. The important part is to identify project specific issues and how to include them here or in the special conditions (00 73 13). PMs shall be reasonable in their

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requirements and use a well balanced approach that provides sufficient controls for the project, without overburdening the contractor. The contractor should understand the need for certain requirements during construction or the requirements should be at the front of the project providing certain basic data that apply throughout the project with less of a time consuming effort during construction.

01 11 00 Summary of Work

- 1.02 Scope of Work: Enumerate everything that applies. Differentiate between new work and modernization/remodeling. Identify LEED, Phasing, Abatement, Commissioning work (if in contract), site restoration, important milestones. Avoid however to go into details – it should be contained in the follow-up sections. Exceptions exist!
- 1.03 Enter the proper Contract Type
- 1.04 Work by Others:
  - Enter all other work by the Bond Program that is located near-by and takes place within the same time frame
  - Enter work you have knowledge of that FACILITIES will perform
  - Inquire at County/City Public Works of any potentially restraining planned work during the project duration
- 1.06 If contractor has to provide updated CDs state so here and in Project Record Documents (01 78 39)
- 1.07C Consider replacing with video requirement by contractor with copy to Project Manager prior to start of work. Anything that is considered at the end of work defective and cannot be shown on the video as existing needs to be repaired.
- 1.08 Review and carefully select what is appropriate protection. Access to adjacent facilities and areas may be important.
- 1.09 If excavation activities have a good potential of affecting other facilities due to utility damage, the requirement may be reinforced to have a Utility Locator subcontractor perform and submit a survey prior to excavation. Historically sensitive resources, such as Indian Tribal artifacts shall be covered by either a separate section or here.
- 1.10 If certain construction activities have a potential to have an unprepared impact on school operations, it may be worthwhile to add a section requiring a 'Method of Procedures' preceding these activities, which should be referenced here.

01 22 00 Unit Prices and Alternates

Note: There is a desire to have uniform materials and equipment throughout the Bond Program. Different manufacturer's equipment causes maintenance issues that should be avoided. State contracting laws make the approach to pre-select equipment somewhat more difficult and there is the danger that one manufacturer underbids in the initial project the competition and then inflates pricing in subsequent projects, aware of the desire to have uniform equipment, etc. Short of the District pre-purchasing the equipment, alternates and unit pricing strategies shall therefore be determining factors what to write in this section and careful evaluation is recommended. Unit pricing and identified quantities are recommended for all projects with extensive earthwork. Differing site conditions can become an early contention for disputes which can be easily avoided by having the proper unit rates and quantities in place.

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- 1.05 Alternates: The program will have determined ahead of time how to use Alternates. Bidder selection and availability of funding will determine the strategies to either use Additive or Deductive Alternates. This section defines to the contractor how to enter the Alternates on the bid form. It is important to carefully identify the scope of work for each Alternate used. Check the designer's documentation of the alternate. Are the documents complete with or without the alternate? Has the architect coordinated the full scope of the alternate with all consultants?
- 1.06 Unit Prices: Unit Prices are important when quantities cannot be determined in advance or if the program has throughout the District the same equipment and wants to determine if the contractor is using reasonable installation and equipment rates.

01 25 00 Substitution Procedures

Note: Nothing in this section shall be changed. A/E and Project Manager need to have a complete understanding what impact a substitution request may have on the overall program in view of CHPS and other sustainability requirements.

01 26 00 Contract Modifications

Note: The General Conditions (00 72 13) cover all aspects of Changes to the contract. In general this section can be omitted, unless a special contract asks for specific change requirements.

01 29 00 Payment {Procedures

Note: The General Conditions (00 72 13) cover all aspects of Payments. In general this section can be omitted, unless a special contract asks for specific payment requirements.

01 32 00 Construction Progress Documentation

Note: Scheduling requirements vary with the complexity and size of a project. The smaller and simpler a project is, the less schedule demands shall be applied to the contractor. When cost loading is considered the level of cost loading shall be carefully selected. The section reads to cost load all activities. Based on a mutually agreed upon work breakdown structure, the cost loading can be elevated to a higher summary level, often referred to as Payment Schedule or Schedule of Value. The Project Manager shall make that determination after the bid opening, based on the selected bidder's reputation and on the merit of the project. It is recommended to have a direct correlation between schedule of value and the construction schedule. Each listed subcontractor should have its own schedule activities.

- 1.01 A Cost loading is desirable to have a direct relationship of compensation to physical completion of the project through P3. There are advantages to use a cost loaded schedule.

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During the schedule development the cost loading will require greater subcontractor input, as there will be a closer scrutiny of the cost bearing activities. Contractor and subcontractor will work together to make the logic work also from a compensation view point. Identify the proper Contract type or delete altogether. In any event the WBS should allow the schedule of value to be a part of the construction schedule logic.

- 1.05 C. Review this section and determine how large and complex the project is and from this determine what would be an appropriate breakdown.
- 1.05 F. The District's scheduling software is MS Project. Discuss with Sr. Scheduling and Estimating Manager what other systems he can endorse on small projects.

01 33 00 SUBMITTAL PROCEDURES

Note: The submittal section is pretty standard with the following exceptions:

- The requirements for the submittal schedule have been reinforced. Time permitting the CM shall prepare his own list of required submittals and either make it available to the Contractor or use it as a comparison, when the contractor submits the schedule.
- 1.06 Other Submittals: By making the listed data submittals they are easier to find and track than if this information is simply transmitted. CM should become familiar with this additional data requirement.
- EADOC will be the driving engine of this system. All CMs need to become familiar with EADOC prior to start of construction.

01 35 13.13 SPECIAL PROJECT PROCEDURES – EDUCATION

- 01 41 00 Regulatory Requirements
- 01 42 13 Abbreviations and Acronyms
- 01 42 16 Definitions and Reference Standards

Note: Unless Code or Standards change leave these sections as is.

- 01 43 00 Quality Assurance – Materials and Equipment
- 01 45 00 Quality Control

Note: The following should be observed:

- Related Documents have been reinforced by the addition of Commissioning
- Material storage and handling demands understanding of field savvy personnel. Complete installation of systems needs experienced oversight. The ideal person to verify and keep the contractor's quality consciousness alert is the IOR, including the installation of all commissioning related systems. His/her primary mandate is to insure DSA compliance. A successful project needs however attention to quality issues on a continuous basis and cannot wait until start-up and punchlist work. The IOR contract shall therefore be worded in such a way that these relatively minor, but important functions be added to the scope of work as additional duties (no extra compensation). Also included in the additional duties is the requirement to keep a running list of open

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quality issues. If needed they may become a part of the weekly progress meeting to reinforce resolution.

- Section 01 45 00 PART 2 needs to be reviewed with consultants and complemented with the proper testing requirements.

01 50 00 Temporary Facilities and Controls

Note: Whenever modernization work includes partial occupancy and phasing this section needs to be revised to account for the inconvenience imposed upon the occupants:

- Review for access, noise, dust/air quality, work time, toilet facilities
- Increase cleaning requirements and way finding inside and outside facility
- Check if CM and IOR need temp. facilities
- Be pragmatic. The more restrictions the higher the bid.
- Check for CEQA requirements. Even in an exempt environment 'be a good neighbor'.

01 65 00 Delivery Storage and Handling

Note: No special considerations – see Quality Assurance and Control

01 71 23 Field Engineering

Note: For new construction this part is important.

- Insure that the submittal package includes the qualification of the field engineer/surveyor. On smaller jobs the GC may want to avoid using professional help. This can backfire at times.
- Always insist on seeing the engineers work product.

01 73 29 Cutting and Patching

Note: For modernization this section may be important

- Insure that the submittal schedule identifies this section. GCs like to omit it, as it can require a lot of subcontractor involvement.
- Coordinate with A/E's 02 sections; i.e. minor demolition, etc.
- Coordinate with HazMat sections. Often existing finishes, containing lead or ACM must be penetrated or opened up. Abatement and refinishing may be difficult to impose if the area is not properly identified in the Hazmat report or HazMat removal plan. Insist that HazMat consultants develop proper wording in their section. If left unaddressed, the cost of additional HazMat mobilization and abatement can be staggering.

01 76 00 Protecting Installed Construction

Note: This is important when restoration becomes an issue

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- The videotaping of ALL areas not subject to modernization work was added to insure that the contractor restores any damages to areas that can be shown in different condition on the video.
- Insure that Cutting and Patching requirements are followed as submitted or discussed and approved in the field with Architect/Owner/IOR, when submitted methods cannot be maintained.

01 77 00 Closeout Procedures

Note: The following needs to be considered

- The section as it stands is for un-phased work. If phased work is considered:
  - Check for when District personnel should be trained and instructed in the new systems and installations. After the first or subsequent phase or at the end?
  - Will the HVAC, FA, clocks and bells, security systems work after the first or subsequent phase?
  - Add new requirements for partial close-out requirements if any of the items should be operational.
- Occupancy without an operating FA system requires special fire department dispensation, fire watches or procedures that need to be put in place.

01 78 23 Operation and Maintenance Instructions

Note: This section and Close-Out are related

- Make sure that the M&O manuals are part of the submittal schedule for the samples.
- Request an early prototype. Insist on 24# paper. Regular copy paper will not do.
- Coordinate the training and manuals when phasing is part of the work in the wording of the section.
- With Commissioning the District training plays an increasingly important role. Understand what the Contractor and what other entities must provide.

01 78 36 Warranties

Note: See Warranty Form Section 00 65 36

- A standard warranty period of one (1) year may be substituted with a longer warranty requirement. Check individual sections.
- Make sure each subcontractor fills out the warranty form as identified in the technical section and in the front-end documents.

01 78 39 Project Record Documents

Note: Record Documents are an easily neglected issue that may backfire at a later date. Contractors will avoid abiding by this requirement.

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- It is the Architect's responsibility under A/E agreement, Appendix A, Section C.7.f to prepare all record drawings from the marked up drawing set. This can only happen if the mark-ups are continuously and diligently updated on all documents.
- The section has been reinforced by requiring the IOR to sign off monthly that the contractor has done an adequate job in keeping the drawings up-to date. It is the IOR's expertise that should determine the extent of mark-up required for this particular pay period. Make sure that the IOR's contract contains the necessary language for this requirement.

01 91 13 Commissioning Requirements (not used)

Note: Refer to the Commissioning plan for all the requirements. Wording has been added to the Architectural Contract Documents and to the Project Manual that should cover all aspect of these added services. The subcontractors will look for holes in the requirements to obtain additional compensation from this added service.

- Cross check the requirements in each technical specification section to see if the proper wording covers the expectation of the Commissioning Agent.
- The requirements need to include all testing and commissioning activities so that no extra compensation will be required to obtain the wanted results. Check for completeness and proper cross references.

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**Appendix G. CONSTRUCTION BID PROCESS**

Task	Person Responsible
1. Use the project name and number in all documents. Save all project documents to the project folders on the BOND SERVER.	Construction Manager/ Project Manager
2. Backwards planning is EXTREMELY important and must be done as far in advance as possible. Bidding is predicated to having obtained BOT approval.  Determine the target dates for the legal ads and the bid due date and communicate this information to the SMC team and Assistant Superintendent of Business Services, etc. Add a courtesy notice to: Assistant Superintendent and Bond Program Director. This information is to be communicated at least two weeks before the first ad runs.	Construction Manager/ Project Manager
3. Obtain a recent and complete project specific template copy of Div 00/01 (Project Manual) from the bond server and make the required updates to each Section per project of all pertinent changes since the DSA review. See Appendix F to prepare the Project Manual.	Construction Manager/ Project Manager
4. Schedule a meeting with the Program Manager to review the bid package at least 2 weeks before the first advertisement runs. Or hold a peer review.	Construction Manager/ Project Manager
5. Schedule and hold a meeting with the Assistant Superintendent and Bond Program Director to review the bid package.	Construction Manager/ Project Manager
6. Email legal ads to Administration Assistant. The ad is Section 00 11 16 (Invitation to Bid (ITB)) of the bid package.	Construction Manager/Project Manager
7. Legal Ad. Submit ads 3 business days before the date you want the first ad to run. Ads must run for two consecutive weeks. Ads must contain mandatory meeting dates. The ITB should always be used as the legal advertisement.	Project Administrator
8. Provide the following items to the Admin and/or the Asst Project Manager for posting and distribution: <ul style="list-style-type: none"> <li>▪ Div 00/01</li> <li>▪ Specifications</li> <li>▪ Drawings</li> </ul>	Construction Manager/ Project Manager/Project Assistant
9. As applicable, send legal ad (ITB) to pre-qualified contractors via e-mail or fax as part of the outreach.	Construction Manager/ Project

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	Manager
10. Send a copy of the ITB to the Assistant Superintendent and Bond Program Director .	Construction Manager/ Project Manager
11. Coordinate the mandatory pre-bid meeting. The following should be discussed:: <ul style="list-style-type: none"> <li>• Instructions to Bidders (Section 00 21 13). Read the list of required bid forms. Read the deadlines, including the deadline for questions. Etc.</li> <li>• Bid form (Section 00 41 13). Explain how to fill out the form and add the 'total bid amount'.</li> <li>• Bid due date &amp; time. Make sure they understand that the bid envelope must be sealed before it will stamped received. Be sure to inform them that a bid received at 1:59pm is on time and a bid stamped at 2:00pm is late and will be returned to them unopened.</li> <li>• Review parking issues &amp; let them know they can get tickets, etc.</li> <li>• Detailed project info and specifications</li> </ul>	Construction Manager/ Project Manager
12. Pre-bid conference questions. All questions that are addressed to the architect need to be noted, and submitted as an addendum. This needs to be discussed after the pre-bid conference with the SMC staff and the architect.	Construction Manager/Project Manager/ Architect
13. Addenda Submission. All addenda will be released on 8 ½" x 11" format. Full size drawings will only be released if absolutely necessary. Addenda need to be submitted by the architect, reviewed by the PM, and then submitted to <b>ARC</b> to post on Planwell. Addenda should be e-mailed or faxed to all pre-bid conference attendees. All addenda need to be received by prospective bidders no later than 72 hours prior to bid opening. Which means that the cut off to receive questions ends business 96 hours before the bid opening.	Construction Manager/ Project Manager /Project Assistant
14. Forward pre-bid conference documentation to District's Assistant Superintendent and Bond Program Director : <ul style="list-style-type: none"> <li>• Pre-bid conference attendees</li> <li>• Power Point Presentation</li> </ul>	Construction Manager/Project Manager
15. Coordinate bid opening. <ul style="list-style-type: none"> <li>• Create Bid Results Log sheet (from Templates &amp; Forms on bond server).Have bid documents available for review only</li> </ul> Invite selected District staff to witness the bid opening.	Construction Manager/Project Manager
16. <u>Receiving Bids.</u> <ul style="list-style-type: none"> <li>• While bids are being received the Project Administrator shall time stamp all bids and direct the submitters to sign-in.</li> <li>• The Construction Manager/Project Manager shall monitor the progress of the contractors and direct them to the Project Administrator.</li> <li>•</li> </ul>	Construction Manager/ Project Manager

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<ul style="list-style-type: none"> <li>• The Construction Manager/Project Manager will remind contractors to seal the bid envelope prior to handing it the Project Administrator.</li> </ul>	
<p>17. <u>Close of Bid.</u></p> <ul style="list-style-type: none"> <li>• Construction Manager/Project Manager announces the close of bid. The moment that the bid deadline expires announce that the, "Bid is now closed."</li> <li>• The bid attendance sheet is now to be stamped signifying that no other bid will be accepted.</li> <li>• Collect the bids, attendance sheet, bid results log sheet</li> <li>•</li> </ul>	<p>Construction Manager/ Project Manager</p>
<p>18. <u>Problematic Bid Packages.</u></p> <ul style="list-style-type: none"> <li>• Late bids are stamped and returned un-opened.</li> <li>• Bids from contractors who did not attend the Mandatory pre-bid conference are stamped and returned un-opened.</li> <li>• Unsealed bids are not received or stamped.</li> </ul>	<p>Project Administrator and Construction Manager/ Project Manager</p>
<p>19. <u>Bid opening.</u></p> <ul style="list-style-type: none"> <li>•</li> <li>• The Construction Manager/Project Manager will begin the bid opening by taking the time to introduce all present District staff, SMC staff, and union representatives before asking the contractor attendees to introduce themselves.</li> <li>• One individual beside the Construction Manager/Project Manager, will log the bid information.</li> <li>• If no District staff attends then a third SMC staff member is to attend the bid opening as an observer. This individual is not to participate in the bid opening but, merely observe.</li> <li>• The Construction Manager/Project Manager shall re-state how the lowest bidder shall be determined before opening any bids.</li> <li>• The Construction Manager/Project Manager will open the bid packages one at a time. Read the name of the contractor, announce the bid forms that were submitted (briefly look these over to see that they are complete), then read the Bid Form. The person filling in the Bid Log will complete the form as the information is read aloud.</li> <li>• After reading the last bid the Construction Manager/Project Manager will announce the apparent low bidder and then state that due diligence will be performed before the results are made final.</li> <li>• Copies of the handwritten bid results will be made and immediately handed out to all attendees.</li> <li>• Ask the lowest apparent bidder to stay and excuse the rest of the attendees. See Section 5.10 for information on confidentiality.</li> </ul>	<p>Construction Manager/ Project Manager</p>
<p>20. <u>Post Bid Meeting</u> A. Construction Manager/Project Manager is to meet with the lowest apparent</p>	<p>Construction Manager/ Project</p>

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<p>bidder. During this meeting discuss:</p> <ul style="list-style-type: none"> <li>• Next steps- Board approval, Notice to Proceed, Timetables, etc.</li> <li>• If the low bid is significantly below the other bids review the bid item by item with contractor. Is there an identifiable clerical error? Did they add correctly?</li> </ul> <p>B. If there were any irregularities during the bid opening discuss these issues with the SMC staff that were present. Get everyone's feedback and if necessary ask them to write statements regarding what they witnessed. Have them send their comments directly to the Program Manager. The Construction Manger/Project Manager will need to brief the Program Manager, Assistant Superintendent of Business Services on all concerns immediately.</p>	<p>Manager, SMC attendees, lowest apparent bidder</p>
<p>24. <u>Notify</u> the Program Manager, Assistant Superintendent and Bond Program Director of the Bid results.</p>	<p>Construction Manager/ Project Manager</p>
<p>25. <u>Perform due diligence.</u></p> <ul style="list-style-type: none"> <li>• Verify mathematical totals on the bid form.</li> <li>• Verify the subcontractors list includes the work that has been estimated to be greater than ½ of 1% of the value of the contract. If not then verify that the contractor will self perform that work.</li> <li>• Look up the subcontractors that were listed. Are there any major issues with them?</li> <li>• Verify that the bid bond is for the correct amount.</li> <li>• Discuss any issues with the Program Manger.</li> </ul>	<p>Construction Manager/ Project Manager</p>
<p>26. Issue Notice to Award to low bidder.</p>	<p>Construction Manager/ Project Manager</p>
<p>27. Type and forward results to Project Administrator for posting on the District's web site.</p>	<p>Construction Manager/ Project Manager</p>
<p>28. Post bid results to web.</p>	<p>Project Administrator</p>
<p>29. Email results to Assistant Superintendent of Business Services, SMC's Management Team, Program Manager, Assistant Superintendent and Bond Program Director , and other District committees as necessary.</p>	<p>Construction Manager/ Project Manager</p>
<p>30. Send results to all bidders.</p>	<p>Construction Manager/ Project Manager</p>
<p>31. Write Board Agenda Item and submit to the Project Administrator.</p>	<p>Construction Manager/ Project Manager</p>
<p>32. Once Board approval is received complete the following documents (or other documents per the Bid Package requirements):</p>	<p>Construction Manager/ Project</p>

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<ul style="list-style-type: none"> <li>• Notice of Award (Section 00 51 00)</li> <li>• Construction Performance Bond ( Section 00 61 13.13)</li> <li>• Construction Labor &amp; Material Payment Bond (Section 00 61 13.16)</li> <li>• Warranty (Section 00 65 36)</li> <li>• Agreement (Section 00 52 13)</li> </ul>	<p>Manager</p>
<p>33. Review these completed documents with the Program Manager and/or the Project team</p>	<p>Construction Manager/ Project Manager</p>
<p>34. Make any necessary updates or changes and save the final versions to the project folder on the BOND SERVER. Create a PDF of the final version of each document and save those in the project folder as well.</p>	<p>Construction Manager/ Project Manager</p>
<p>35. Create a calendar event for the day that the documents are due back from the contractor. Send an invite for this event to the Program Manager, Financial Controls Manager, and Contract Manager.</p>	<p>Construction Manager/Project Manager</p>
<p>36. Review all contract documents, scan to the bond server and file in the appropriate project folder on the bond server.</p>	<p>Construction Manager/ Project Manager</p>
<p>37. After all contract documents have been submitted and signed by the District the Construction Manager/Project Manager may return any bid securities submitted by the unsuccessful bidders upon their request.</p>	<p>Construction Manager/ Project Manager</p>

## Appendix H. THE PUBLIC WORK STOP NOTICE AND LIEN PROCESS

### 1.0 Persons Entitled to Public Works Stop Notice

The scope of persons or entities entitled to claim mechanics liens in California is very broad. California Civil Code § 3110 provides as follows:

- Persons Entitled to Lien Mechanics, materialmen, contractors, subcontractors, lessors of equipment, artisans, architects, registered engineers, licensed land surveyors, machinists, builders, teamsters, and draymen, and all persons and laborers of every class performing labor upon or bestowing skill or other necessary services on, or furnishing materials or leasing equipment to be used or consumed in the furnishing appliances, teams, or power contribution to a work of improvements shall have a lien upon the property upon which they have bestowed labor or furnished materials or appliances or leased equipment for the value of such labor done or materials furnished and for the value of the use of such appliances, equipment, teams, or power whether done or furnished at the instances of the owner or of any person acting by his authority or under him as contractor or otherwise. For the purposes of this chapter, every contractor, subcontractor, subcontractor, architect, builder, or other person having charge of a work of improvement or portion thereof shall be held to be the agent of the owner.
- All parties who are entitled to claim a mechanics' lien or a private work stop notice (except the original contractor) may utilize the public works stop notice remedy. Registered hazardous waste haulers also have a stop notice right. Public Contract Code § 4107.7. The prime contractor on a public works project has no stop notice remedy, but, of course, still may pursue a contract action against the public entity contracting for the construction.

Like the private work mechanics' lien remedy, there is no public works stop notice right for a materialman's materialman.

### 2.0 THE PRELIMINARY 20 DAY NOTICE

The preliminary 20 day notice is a prerequisite to recovery on a public works stop notice, unless the claimant is (a) a party having a direct contractual relationship with the prime contractor; (b) performed labor for wages; or (c) is a trust fund seeking to collect fringe benefit contributions, i.e. Unions. The failure of a licensed contractor to give the preliminary notice may also be the basis for disciplinary action by the Registrar of Contractors. The preliminary notice on a public work may be given personally or by first class mail; registered mail or certified mail is not required.

#### 2.1 Elements of the Preliminary Notice:

California Civil Code" 3098(a) requires the preliminary notice to state:

- General description of the labor, service, equipment materials provided; and
- The identity of the party to whom the items were furnished.
- Although not clearly specified in the statutory requirement the identity of the claimant and specific public work involved should also be included.

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2.2 Service of the Preliminary Notice

- The claimant must serve the preliminary 20 day notice on the prime contractor, and the District, Civil Code § 3098. It is the responsibility of the claimant to properly serve the preliminary notice. If the claimant fails to properly serve the preliminary notice they may have waived their rights to a claim. Note that the preliminary notice should be served to the District, not one of the individual campuses. Typically this should be the Contracts Manager for the District, or the entity that issues payments for the District. This typically would not be a SMC employee. However, considering that the County cuts the checks for the District, it is possible that the preliminary notice could be filed with the County and then Directed to the District. The preliminary notice may be served personally, or by registered, certified or first class mail.
- The public works stop notice claimant must serve the preliminary notice on the contractor and the public agency no later than 20 days after first furnishing labor, services, equipment or material to the job. California Civil Code § 3098(a). Prior to the legislative amendment that went into effect January 1, 1995, failure to timely serve the preliminary notice caused the claimant to lose all stop notice rights. Effective January 1, 1995, failure to give a timely preliminary 20 day notice has an effect similar to that on a private works project. Although stop notice rights will be lost for work, labor, service, equipment or materials furnished more than 20 days prior to the date the preliminary 20 day notice was given, the claimant's stop notice rights are protected as to all prospective work, and as to all work, furnished within the 20 day period preceding giving of the notice.

2.3 Notice In Lieu of Preliminary 20 Day Notice

If the claimant is not exempt from the requirement of giving a preliminary 20 day notice, but the claimant fails to give a preliminary 20 day notice as provided in Civil Code § 3098, a claimant may preserve its rights to enforce a claim on a public works payment bond by giving an alternative type of notice under Civil Code § 3227. This "in lieu" type of notice is written notice to the surety and the bond principal given no later than 15 days after recordation of a notice of completion. If no notice of completion has been recorded, the time for giving such "in lieu" notice is extended to 75 days after completion of the work of improvement.

Civil Code § 3227 specifies the contents of the "in lieu" notice and the method of delivery or service, as follows:

"(a) The written notice to be given to the surety and the bond principal may be given by personal delivery, or by depositing the notice in the mail, postage prepaid, certified or registered, and addressed in accordance with any of the following that may be applicable:

"(1) If to an individual surety, at his or her residence or place of business, if known. If to an individual surety whose residence is unknown, then in care of the clerk of the county in which the bond has been recorded.

"(2) If to a corporate surety, at the office of or in care of the agent designated by the surety in the bond as the address to which notice shall be sent.

"(3) At the office of or in care of any officer of the surety in this state.

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- "(4) At the office of or in care of the statutory agent of the surety in this state.
- "(5) To the bond principal at the last known address.
- "(6) By service in the manner provided by law for the service of a summons in a civil action.

"(b) The written notice described in subdivision (a) shall contain all of the following:

- "(1) The kind of labor, services, equipment, or materials furnished or agreed to be furnished by the claimant.
- "(2) The name of the person to or for whom the labor, services, equipment, or materials were furnished.
- "(3) The amount in value, as near as may be determined, of any labor, services, equipment, or materials already furnished or to be furnished. "

Even if a limited or defective preliminary stop notice is served pursuant to Civil Code § 3098, a subsequent valid 15 day notice pursuant to Civil Code § 3227 will still be valid; see *American Buildings CD. V. Bay Commercial Construction*, 99 Cal.App.4<sup>th</sup> 1193 {2002}.

When notified that a Stop Notice has been filed, the CM should check to make sure that a Preliminary 20 Day Notice was filed. If not, then the Stop Notice may be invalid.

## 2.4 Elements of the Public Works Stop Notice

Once the claimant has timely served the required preliminary notice, it is eligible to subsequently serve a public works stop notice to "freeze" unexpended funds for construction of the public work. Pursuant to Civil Code § 3186, the public entity must, upon receipt of the stop notice, withhold funds otherwise payable to the prime contractor sufficient to satisfy the claim and cover the reasonable cost of litigation. Civil Code § 3186. The District withholds 150% of the amount of the Stop Notice.

Civil Code § 3103 prescribes the following elements for the public works stop notice:

- Name and address of the claimant;
- Description of materials or services furnished;
- The identity of the party for whom work and materials are being furnished;
- The value of work and materials already furnished;
- The total value of all work and materials agreed to be furnished; and,
- Signature and verification.

## 2.5 Stop Notice Process

### Stop Notice and Notice of Completion

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Pursuant to Civil Code § 3185, a claimant that pays a \$2.00 fee to the public entity when serving the stop notice obligates the District to give the claimant notice within 10 days after project completion is filed with the County Recorder's Office. This will enable the claimant to timely file suit to enforce the stop notice.

Prime Contractor's Response to the Stop Notice

- The prime contractor may respond to a stop notice by obtaining a stop notice release bond executed by a recognized surety. Civil Code § 3196. The bond must be equal to 125% of the claim stated in the stop notice. The stop notice claimant has no statutorily specified means of objecting to the bond; however, the public agency may, in its discretion, accept or reject a release bond. Civil Code § 3196. The surety on the stop notice release bond must be different than the surety on the payment and performance bonds posted by the contractor. *Azusa Western, Inc. v. City of West Covina*, 45 Ca1.App.3d 259 (1975).
- The Civil Code also provides a procedure for a summary stop notice release hearing, which may be initiated by the prime contractor. Civil Code § 3197. The prime contractor initiates this process by serving an affidavit on the District stating the legal and factual grounds for the invalidity of the stop notice, demanding the release of a specified amount of contract funds, and stating the prime contractor's in-state address for service. Civil Code § 3198.

The grounds for obtaining a summary hearing are:

- The claim is not of the type permitted under the Civil Code stop notice provisions;
- The claimant is not a person entitled to serve a stop notice under the provisions of Civil Code § 31.81;
- The claim is without legal basis; or
- The amount of the claim is excessive.

District Actions

The following explains the legal steps to be undertaken in the case a stop notice cannot be resolved. In general the claimants want to obtain the attention of the owner and general contractor that there are open issues to be resolved. In most cases the issues are addressed and resolved within days of the notices. Exceptions are situations when the defendant has serious cash flow problems and/or is determined to file a claim, regardless of the efforts of settlement undertaken.

Once the District receives the prime contractor's affidavit, the District gives notice to the claimant of the prime contractor's affidavit, accompanied by a notice stating that funds will be released unless the claimant files a counter affidavit not less than 10 days, and not more than 20 days, after service of the prime contractor's affidavit. Civil Code § 3199. If the claimant prepares and serves a timely counter affidavit, the

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prime contractor or the claimant may file suit in Superior Court to obtain a summary adjudication of rights, followed by a motion for a court hearing. Civil Code § 3201. The court must hold a hearing within 15 days after a motion for hearing is filed.

If the court rules in favor of the prime contractor, the stop notice will be released. If the court rules in favor of the claimant, the claimant must still pursue an action to enforce the public works stop notice.

There are certain steps to be taken by SMC in the event of stop notices. These are identified in Attachment S.

### Enforcing the Public Works Stop Notice

Enforcement of a public works stop notice is obtained by filing suit in the county in which the public work is located, i.e. San Mateo County, more than 10 days after service of the stop notice. The latest date for filing a stop notice enforcement action is 90 days after the period within which stop notices must be filed. No action may be brought to trial and no judgment may be entered until the expiration of a 90 day period following the expiration of the period within which stop notices must be filed. Civil Code § 3210.

Within 5 days after filing a lawsuit to enforce the stop notice, written notice of the commencement of the action must be given to the District. The notice is served in the same manner as the stop notice itself.

## 2.6 Service of the Stop Notice

The stop notice may be served personally, or by registered or certified mail, return receipt requested. It must be served within 30 days after notice of acceptance of the public work or notice of cessation, or within 90 days after completion of the public work, whichever is earlier. Also, a cessation of work on a public project for 30 days will be deemed a "completion" which starts the time running for work performed up to that time, even if work on the project recommences at a later date. The claimant may serve the stop notice as soon as money is owed, even if the District does not yet owe payment to the prime contractor. It is unusual to receive such a stop notice, but it is allowed by the Civil Code.

The District is required to record a notice of completion within 10 days after acceptance of a completed project. The District may also record a notice of cessation, pursuant to Civil Code § 3184(a), no earlier than 30 days after all work ceases. Civil Code § 3092. The recordation of a notice of cessation also starts the 30 day period running for the service of stop notices. The 90 day "outside window" for service of stop notices applies only if the District does not record a notice of completion or a notice of cessation, or if, for any reason, the notice recorded by the District is invalid. Therefore, it is important to file the notice of completion on Bond Program projects promptly. It would be desirable to be able to file the Notice of Completion within the 10 day window. This action would limit the exposure to a shorter window for stop notices to be filed. However, since the Notice of Completion cannot be filed until the project has Board approval, the projects that SMC are managing may always be subject to this longer window.

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The public works stop notice claimant should make service on the Board of Trustees for the District, since the Board of Trustees is the governing body that entered into the construction contract, or the disbursing officer of the agency in charge of making contract payments, which is the County of San Mateo. In the case of a state agency, service may be made on the director of the department that entered into the construction contract... Civil Code § 31.03.

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**Appendix I. STOP NOTICE PROCEDURE**

Task	Person Responsible	Time Line
1. Stop Notice is served on the District. District sends copy of Stop notice to SMC Program Manager.	Project Administrator	24 hour from receipt of Stop Notice
2. Program Manager to have CM notify the GC that the District has received a Stop Payment Notice from the subcontractor in the amount stated.  3. CM sends a copy to the Financial Controls Manager and file in BOND SERVER.	Program Manager/ Construction Manager/ Project Administrator	48 hours
4. Check to confirm that a proper Preliminary Notice has been filed as Described above. Confirm that the Stop Notice has been filed in a timely fashion as Described above.	Project Administrator	24 hours
5. Project Administrator to get copy of the Preliminary Notice and Stop Notice from Project Administrator.	Project Administrator/ Construction Manager	48 hours
6. The District will withhold 150% of the Amount from the next Progress Payment Application and/or from retention until the Stop Notice is released. The District Accounting Officer will coordinate with SMC's Financial Controls Manager  Note: The project cannot be closed out until all Stop Notices are released.	Project Administrator / District Accounting Office / Financial Controls Manager	5 Days from receipt of Stop Notice to Next Progress Payment.
7. District Accounting Office maintains and tracks Withholds and advises SMC's Financial Controls Manager on a Monthly basis of status of Withholds.	District Accounting Office / Financial Controls Manager	Until release of Stop Notice.
8. Project Administrator to check if General Contractor has filed a Stop Notice Bond. If so, he/she sends copy of the Stop Notice Bond to the Program Manager, who then sends a copy to the CM and the Financial Controls Manager	Project Administrator / Program Manager / Construction Manager / Financial Controls Manager	5 Days from receipt of Stop Notice Bond

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PRIOR TO PROJECT CLOSE OUT		
<p>1. SMC's CM will secure from the GC a Stop Notice Release to demonstrate that the subcontractor has been paid. The CM will review for accuracy and completeness.</p> <p>The CM will then assure that a copy is sent to the Project Administrator, the District Accounting Office, the Program Manager and the Financial Controls Manager.</p> <p>This will need to be filed in BOND SERVER.</p>	Construction Manager / Project Administrator	48 hours
<p>2. The Financial Controls Manager will coordinate with the CM as to when the payment will be made.</p>	Financial Controls Manager/ Construction Manager	48 hours
AT PROJECT CLOSE OUT OR CESSATION OF WORK		Note: Completion of Project is the cessation of physical work on the project, and/or Recommendation to District that Project is Complete
<p>1. CM to submit to the Project Administrator that Project is Complete and that work has ceased.</p>	Construction Manager	24 hours
<p>2. File Notice of Completion or Cessation of work with County</p>	Project Administrator	10 Days from Completion of the Project or Not Earlier than 30 Days from Cessation of Work
<p>3. Check for all filed Stop Notices</p>	District's Contracting Office / Construction Manager / Project	30 Days from filing Notice of Completion if Notice of Completion is filed within 10

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	Administrator	Days from completion of all work. 90 Days if District fails to file Notice of Completion within the 10 Day window.
4. Project Administrator checks that Preliminary 20 Notices have been filed for all Claimants and check if all Stop Notices have been filed in a timely manner. He/she coordinates with SMC's CM	Project Administrator / Construction Manager	5 Days
5. Notify the GC that the District has received a Stop Payment Notice from the subcontractor in the amount of \$X. Give a copy to the Financial Controls Manager and file in BOND SERVER.	Construction Manager / Project Administrator	48 hours
6. The District will withhold 150% of the Amount from the Final Payment Application and/or from retention until the Stop Notice is released. District to Notify District's Accounting Office, Program Manager and Financial Controls Manger  7. Note: The project cannot be closed out until all Stop Notices are released.	Project Administrator / District Accounting Office / Program Manager / Financial Controls Manager	48 hours
8. Check if General Contractor has filed a Stop Notice Bond	Project Administrator / Construction Manager / Project Administrator	5 Days from receipt of Stop Notice
9. SMC's CM will secure from the GC a Stop Notice Release to demonstrate that the subcontractor has been paid. The CM will review for accuracy and completeness.  10. The CM will then assure that a copy is sent to the Project Administrator, the District Accounting Office, the Program Manager and the Financial Controls Manager.  11. This will need to be filed in BOND SERVER.	Construction Manager / Project Administrator	48 hours
12. Receive Stop Notice Releases	Project Administrator	Dependent on Contractor

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13. Process final closeout and release of retention documentation	Project Administrator / Financial Controls Manager / Construction Manager / Project Administrator	Dependent on Contractor
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## Appendix J. WITHHOLDING PAYMENTS

### 1.0 Withholds

In assessing and applying a “withhold” to the Contractor’s payment application it is important that the CM follow the provisions of the contract. The CM should refer to the contract documents for the specific project in each case where it is necessary to assess and apply a withholding. The following are some elements of the contract documents that should be followed: Paragraph 19.4 of the General Condition (00 72 13) identifies infractions that may lead to withholding. Other paragraph in the General Condition will highlight requirements of the contractor that under unfortunate situations may force the owner to resort to withholding measures as well, if there is disregard for the safety or property of others.

- Defective Work not remedied within three (3) days of written notice to Contractor;
- Stop Notices or other liens served upon the District as a result of the Contract;
- Liquidated damages assessed against the Contractor;
- The cost of completion of the Contract if there exists reasonable doubt that the Work can be completed for the unpaid balance of the Contract Price or by the completion date;
- Damage to the District or other contractor(s);
- Unsatisfactory prosecution of the Work by the Contractor;
- Failure to store and properly secure materials;
- Failure of the Contractor to submit, on a timely basis, proper, sufficient, and acceptable documentation required by the Contract Documents, including, without limitation, a Construction Schedule, Schedule of Submittals, Schedule of Values, Monthly Progress Schedules, Shop Drawings, Product Data and samples, Proposed product lists, executed Change Orders, and/or verified reports;

When the District charges a sum of money against the Contractor under any provision of Contract Documents the amount of the charge shall be deducted and retained by District from an amount of the next succeeding progress payment or from any other moneys due or that may become due the Contractor under the terms of the Contract.

If, on completion or termination of Contract, these monies due the Contractor are found insufficient to cover District’s charges against it, the District has the right to recover balances from Contractor or Sureties. Therefore, it is necessary to closely monitor the amount of monies retained by the District. Should there not be, in the estimation of the CM, to cover the withholds, or future withholds, then the Surety needs to be notified.

It is apparent that exercising a payment withholding on a contract is a serious event. It is an action of not only protecting the District, but also protecting the “Public Trust”.

In addition, it is important to understand that there is a difference between monies that are withheld as a “Back Charge” and monies withheld as “Retention”. “Back Charges” are for costs incurred by the District for the Contractors failure to perform and the District either performed that duty/function or paid another

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entity to perform it. A withhold as Retention is simply retaining an amount of money until the Contractor performs the work, or corrects the situation. Withheld monies for Back Charges that could not or were not corrected by the Contractor, will not be returned to the Contractor.

"Retained" monies are released to the Contractor either after correction of the defective work, at the end of the project, or retained at closeout by the District if the work was not corrected and the District accepts it less than the contract requirements, but chooses to correct the work at a later date. In this later case, the retained monies will convert to a back charge. This can be achieved with a unilateral change order.

### 1.1 Notice

Prior to assessing/applying a withholding, the CM should have discussed the situation with the Program Manager to make certain that a withhold should be applied. Following this, the CM should provide the Contractor with written notice that a withhold will be assessed and applied to the next payment application and the grounds for applying the withhold.

The CM should also notify the Financial Controls Manager for the Program.

### 1.2 Assessment and Application

Depending on the issue causing the need to apply the withhold, the amount of the withhold needs to be ascertained. Withholds for labor compliance issues have a mandatory amount. It is established in the contract documents and typically applied as a fixed amount per person, per hour.

For other issues there is more discretion. For example, as noted above, the District may assess a withhold for defective work up to 150% of the value of the defective work. Therefore, the CM will need to estimate the value of the defective work, and after discussing the issue with the CM, assess an amount up to that limit. Since the withhold can be assessed for numerous causes, it is sometimes difficult to estimate the value of the withhold. In these cases the CM should consult with the Program Manager. If the District elects to have work performed by a third party the amount shall be the actual cost of the work plus any additional efforts by the design team, IOR and SMC. The latter may be a discretionary charge identified and sanctioned by the District.

Once the amount has been defined, the CM needs to submit to the Financial Controls Manager documentation identifying the project, Contractor, method and logic for calculating the withheld amount and issue supporting the withhold. The CM then should log the issue into the EADOC.

The Financial Controls Manager will then notify the District that a withhold will be applied to the Contractor's next payment application and the amount of the withhold.

If the issue is for a labor compliance matter, and notice of the complaint was issued by the California Department of Labor, the Financial Controls Manager should also notify that agency to let them know that we are complying with the requirements to withhold funds.

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On the next Payment Application the CM should deduct from the amount requested the amount of the withhold and annotate the withhold on the application.

The Financial Controls Manager will then assure that on the processing of the payment application the appropriate funds have been withheld and are being retained.

### 1.3 Release of Retained Withholdings

If the withhold has been applied due to defective work, failure to perform, or some other issues that can be corrected, the retained monies can be paid on the next payment application once the corrections have been made to the satisfaction of the District.

If the withhold has been applied via a Stop Notice being submitted, the monies can be paid on the next payment application following submission by the Contractor that the issue causing the Stop Notice has been resolved, the party submitting the Stop Notice has been paid, and releases/waivers of claims are submitted to the District.

All issues that are not resolved by the completion of the project are handled via the Final Payment.

Appendix K. CONSTRUCTION NOTICE SAMPLE

## CONSTRUCTION NOTICE



**PROJECT NAME:** Buri Buri Elementary School

**ACTIVITY DESCRIPTION:** Site Fencing will be installed around the playground to separate the area of construction for the start of this construction project.

**SCHEDULE:** The Project starts Monday, July 2, 2012. Scheduled completion is late August, 2012.

**CAMPUS IMPACT:** Site fencing will be installed around the playground where the new playground structure will be installed.

A small part of the parking lot and a pathway for construction will be fenced.

**Please note the main parking lot and west end of the playground will REMAIN OPEN throughout the duration of the project.**

The contractor will employ signage, barricades and fencing to safely delineate the project.

See the attached maps.

**PROJECT CONTACT:** Please direct any questions to:

<b>NAME:</b>	Bob Collins	or	Danielle Nunez
<b>EMAIL:</b>	<u>rcollins@ssfusd.org</u>		<u>dnunez@ssfusd.org</u>
<b>TELEPHONE:</b>	650-246-5971		650-246-5974

**For more information regarding the Measure J Bond Program, please visit the Bond Program web page at: <http://ssfusd.bond.swinerton.com/>**



South San Francisco Unified School District  
Measure J Bond Program



**PROGRAMMING DESIGN APPROVAL**

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

District: \_\_\_\_\_

Description of Project:

Recommended Scheme: \_\_\_\_\_ Comments/Conditions: \_\_\_\_\_

The following review and recommendation of approval and/or rejection (with comments attached) by the undersigned of this design phase submittal and its supporting documentation.

**REVIEWS**

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				

**APPROVALS**

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				



South San Francisco Unified School District  
Measure J Bond Program



**SCHEMATIC DESIGN APPROVAL**

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

District: \_\_\_\_\_

Description of Project:

Recommended Scheme: \_\_\_\_\_ Comments/Conditions: \_\_\_\_\_

The following review and recommendation of approval and/or rejection (with comments attached) by the undersigned of this design phase submittal and its supporting documentation.

**REVIEWS**

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				

**APPROVALS**

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				



South San Francisco Unified School District  
Measure J Bond Program



DESIGN DEVELOPMENT DOCUMENTS APPROVAL

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

District: \_\_\_\_\_

Description of Project:

Recommended Scheme: \_\_\_\_\_ Comments/Conditions: \_\_\_\_\_

The following review and recommendation of approval and/or rejection (with comments attached) by the undersigned of this design phase submittal and its supporting documentation.

REVIEWS

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				

APPROVALS

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Chief Facilities Officer				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				



South San Francisco Unified School District  
Measure J Bond Program



50% CONSTRUCTION DOCUMENTS REVIEW

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

District: \_\_\_\_\_

Description of Project:

Recommended Scheme: \_\_\_\_\_ Comments/Conditions: \_\_\_\_\_

The following review and recommendation of approval and/or rejection (with comments attached) by the undersigned of this design phase submittal and its supporting documentation.

REVIEWS

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				

APPROVALS

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
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_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				



South San Francisco Unified School District  
Measure J Bond Program



100% CONSTRUCTION DOCUMENTS REVIEW

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

District: \_\_\_\_\_

Description of Project:

Recommended Scheme: \_\_\_\_\_ Comments/Conditions: \_\_\_\_\_

The following review and recommendation of approval and/or rejection (with comments attached) by the undersigned of this design phase submittal and its supporting documentation.

**REVIEWS**

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				

**APPROVALS**

_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Assistant Superintendent of Business Services				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Bond Program Director				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Director of Facilities				
_____	Date	<input type="checkbox"/> Recommend Approval	<input type="checkbox"/> Recommend Reject	<input type="checkbox"/> Comments Attached
Principal				

**NOTICE TO PROCEED with DESIGN**

Dated: \_\_\_\_\_, 20\_\_

TO: \_\_\_\_\_  
(A/E)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT: (name)

PROJECT/CONTRACT NO.: \_\_\_\_\_ between the  
South San Francisco Unified School District and Contractor ("Contract").

You are notified that the Contract Time under the above Contract will commence on \_\_\_\_\_  
\_\_\_\_\_, 20\_\_. By that date, you are to start performing your obligations under the Contract Documents. In accordance with  
the Agreement executed, the date of completion is \_\_\_\_\_, 20\_\_.

**South San Francisco Unified School District**

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

END OF DOCUMENT



**South San Francisco Unified School District  
Measure J Bond Program**



**Programming Design Comparison Worksheet**

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

DM: \_\_\_\_\_

		Current Approved Baseline	Scheme 1	Scheme 2	Scheme 3
Program	GSF				
	Classroom				
	Seats				
	GSF per Seat				
Construction Budget	<b>Cost Estimates - Budget vs. Current</b> (Top cell of current is A/E est. and bottom cell is SSFUSD Check est.)				
	Cost per SF (Cost Code 3-11)				
	Cost per Classroom				
	Cost per Seat				
	Expected State Funds - Total Dollars				
	Expected State Funds - As % of Project Budget				
Building Envelope	Envelope / GSF Area Ratio (from Estimating Guide Worksheet)				
	Glazing / GSF Area Ratio (from Estimating Guide Worksheet) - Target set by SSFUSD				
	Off Street Parking Stalls				
	Off Street Parking Stalls / Classroom				
SITE RATIO	Total Acres				
	CDE "Virtual" Acres (includes all usable surfaces)				
	Project Density (Seats/Virtual Acre)				
	Building Footprint Acreage				
	Surface Parking Acreage				
	Hard Surface Plan Area Acreage				
	Green Surface Play Area Acreage				
	Seats / Play Area Acreage (Hard & Green combined)				
BLDG TECH OPTIONS	Modular / Prefab / Pre-Engin Options (Yes or No)				
	Site Adapt Scheme (Yes or No)				
	CHPS to 28 Points - Included (Yes or No)				
	CHPS to 32 Points - Goal Achieved (Yes or No)				
POTENTIAL EXPANSION	Potential Expansion Opportunity - added to existing site (number potential classrooms)				
	Potential Expansion Opportunity - added site (number potential classrooms)				

\*Note Any deviation from the Approved Space Program require a written explanation to be attached to the Approval Forms

Signature indicating Project Manager  
Review with A/E

\_\_\_\_\_   
Project Manager



**South San Francisco Unified School District  
Measure J Bond Program**



**Programming Design Comparison Worksheet**

Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

Project No.: \_\_\_\_\_

DM: \_\_\_\_\_

		Current Approved Baseline	Scheme 1	Scheme 2	Delta Δ
Program	GSF				
	Classroom				
	Seats				
	GSF per Seat				
Construction Budget	<b>Cost Estimates - Budget vs. Current</b> (Top cell of current is A/E est. and bottom cell is SSFUSD Check est.)				
	Cost per SF (Cost Code 3-11)				
	Cost per Classroom				
	Cost per Seat				
	Expected State Funds - Total Dollars				
	Expected State Funds - As % of Project Budget				
Building Envelope	Envelope / GSF Area Ratio (from Estimating Guide Worksheet)				
	Glazing / GSF Area Ratio (from Estimating Guide Worksheet) - Target set by SSFUSD				
	Off Street Parking Stalls				
	Off Street Parking Stalls / Classroom				
SITE RATIO	Total Acres				
	CDE "Virtual" Acres (includes all usable surfaces)				
	Project Density (Seats/Virtual Acre)				
	Building Footprint Acreage				
	Surface Parking Acreage				
	Hard Surface Plan Area Acreage				
	Green Surface Play Area Acreage				
	Seats / Play Area Acreage (Hard & Green combined)				
BLDG TECH OPTIONS	Modular / Prefab / Pre-Engin Options (Yes or No)				
	Site Adapt Scheme (Yes or No)				
	CHPS to 28 Points - Included (Yes or No)				
	CHPS to 32 Points - Goal Achieved (Yes or No)				
POTENTIAL EXPANSION	Potential Expansion Opportunity - added to existing site (number potential classrooms)				
	Potential Expansion Opportunity - added site (number potential classrooms)				

\*Note Any deviation from the Approved Space Program require a written explanation to be attached to the Approval Forms

Signature indicating Project Manager  
Review with A/E

\_\_\_\_\_ Project Manager



**SCHOOL DESIGN PROCESS  
COMMUNITY OUTREACH FINAL DESIGN MEETING  
(Prior to Bidding / Construction)**

**INTENT: Final Design presentation, review key State Requirements, Project update, and timeline.**

**AGENDA**

- Review of previous meeting (Community Outreach and Design Manager)
- Review Design Process and State Requirements (Design Manager)
- Project Overview (Design Manager)
  - Program Review
    - Number of Seats (2 Semester/Year-round), # of Classrooms, # of restrooms and amenities.
  - Budget
    - Per Seat Cost
    - Funding Sources \_\_\_\_\_
  - Construction Schedule
- Design Presentation (Architect and Design Manager)
- Open Discussion/Community Output



**South San Francisco Unified School District  
Measure J Bond Program**



**ARCHITECT / ENGINEER TEAM  
PERFORMANCE EVALUATION**

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 School Name: \_\_\_\_\_ Project Phase: \_\_\_\_\_  
 Project Number: \_\_\_\_\_ District: \_\_\_\_\_  
 Agreement Number: \_\_\_\_\_ Follow Up Evaluation?:  Yes  No  
 Project Architect: \_\_\_\_\_  
 Project Disciplines     Civil     Mechanical     Structural     Electrical     Other (Specify): \_\_\_\_\_

Description of Consultant Services:

Please rate the services of the Architect/Consultant on this project.  
 (1 – Poor    2 – Below Average    3 – Average    4 – Good    5 – Excellent)  
 Explain all ratings below 3. A-E's with average ratings below 3:00 shall be sent a Notice of Unsatisfactory Performance Evaluation

Category	Rating (1-5)	Remarks
<b>Architectural Services</b>		
Execution of Architectural Agreement		
Meeting Timelines		
Services		
Reasonableness of Extra Services		
Responsiveness		
Communication		
Technical Competency		
Completeness & Clarity of Documents		
Coordinated Existing Conditions		
Clarity of Responses		
Constructability Review Score		
Thoroughness of Architect's 100% CD Check		
Management/Coordination of Consultants		
Civil Engineering – (Replace with Firm Name)		
Landscape Architecture – (Replace w/Firm Name)		
Structural Engineering – (replace w/Firm name)		
Mechanical Engineering – (Replace w/Firm name)		
Electrical Engineering - (Replace with Firm Name)		
Specifications – (Replace w/Firm name)		
Other – (Replace w/Firm Name)		
<b>Architect's Overall Average Rating</b>		



**South San Francisco Unified School District  
Measure J Bond Program**



Category	Rating (1-5)	Remarks
<b>Consultant's Services</b>		
Civil Engineering – (Replace with Firm Name)		
Landscape Architecture		
Structural Engineering		
Mechanical Engineering		
Electrical Engineering		
Specifications		
Other		
<b>Consultant's Team Overall Average Rating</b>		



South San Francisco Unified School District  
Measure J Bond Program



**DESIGN PHASE  
SUBSTITUTION/DEVIATION REQUEST FORM  
(Products/Materials/Systems/Design Guide/Ed. Specs)**

**PROJECT INFORMATION**

From: \_\_\_\_\_ Date: \_\_\_\_\_  
CSI Specification Section.: \_\_\_\_\_ Project No.: \_\_\_\_\_  
Description of Request: \_\_\_\_\_ School Name: \_\_\_\_\_  
M.S.D.S. \_\_\_\_\_ School Type: \_\_\_\_\_

**PROJECT DESCRIPTION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GOALS/QUESTIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVALS**

Chief Facilities Officer: Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Chief Facilities Officer Designee.: Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Chief Facilities Officer Designee.: Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Chief Facilities Officer Designee.: Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**APPROVALS**

Senior Design Manager: Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Project Manager: Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Chief Facilities Officer: Print Name \_\_\_\_\_ Signature \_\_\_\_\_

## Submittal Requirements Programming Phase

Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<b>General</b>					
At a preliminary Schematics review meeting, present the District with three or more design solutions, for selection of one to be refined. Provide site analysis diagrams showing key site influences" Solar, winds, views, traffic, neighborhood context, topographical features. Mount illustrations (*) on 30" x 40" boards. The deliverables include the following:					
<input type="checkbox"/>	Title Sheet			<input type="checkbox"/> Project name & address, project directory w/ all consultants <input type="checkbox"/> SSFUSD ID and Logo (on all drawings)	
<input type="checkbox"/>	Vicinity and Location Map	*		<input type="checkbox"/> Neighborhood land uses and characteristics, parking, setbacks on adjacent and frontage properties <input type="checkbox"/> Streets, crossings, signals, gen'l traffic & pedestrian densities	
<input type="checkbox"/>	Color Photos	*		<input type="checkbox"/> Surrounding properties and improvements <input type="checkbox"/> Proposed site, incl. existing bldgs. And surroundings	
<input type="checkbox"/>	Site Plan	*		<input type="checkbox"/> Buildings, playground areas, future buildings <input type="checkbox"/> Scope and Limits of Work, Off-site Improvements <input type="checkbox"/> Relevant topographical features, grading concepts <input type="checkbox"/> Driveways, streets, parking, walks, future street widening <input type="checkbox"/> Existing landscape features, planting concepts	
<input type="checkbox"/>	Checklist of Offsite work, Utilities & Easements	prelim			
<b>Civil Engineering</b>					
<input type="checkbox"/>	Site Plan	100%		<input type="checkbox"/> Boundary & Topography. Note "FOR REFERENCE ONLY." <input type="checkbox"/> Description of systems, criteria, surface drainage & retention, water availability & conservation, other sustainability issues, sub-surface <input type="checkbox"/> Symbols List, coordinated with SSFUSD Civil Standards	
<input type="checkbox"/>	Basis of Design	prelim			
<b>Landscape</b>					
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Description of design approach & criteria, plant selections, irrigation, soil preparation requirements	
<b>Architecture</b>					
<input type="checkbox"/>	Floor Plans	schem	1/8	<input type="checkbox"/> Room names, doors and windows, special finishes <input type="checkbox"/> Cabinets, furniture & equipment to show function, capacity <input type="checkbox"/> Stairs, ramps, elevators, major structural elements <input type="checkbox"/> Equipment roos (mech'l, power, data), major shafts & chases	
<input type="checkbox"/>	Roof Plans	schem	1/8	<input type="checkbox"/> Slopes, covered walks, material changes	
<input type="checkbox"/>	Exterior Elevations	schem	1/8	<input type="checkbox"/> Wall features and materials, important features	
<input type="checkbox"/>	Building Sections	schem	1/8	<input type="checkbox"/> Relevant sections to show important bldg configurations or structural conditions <input type="checkbox"/> Design approach and philosphy, general description of buildings & materials, important design factors, community issues, sustainability measures	
<input type="checkbox"/>	Basis of Design	prelim			

## Submittal Requirements Programming Phase

Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<b>Structural Engineering</b>					
<input type="checkbox"/>	Floor and Roof Plan	schem	1/8	<input type="checkbox"/> Diagrammatic layout of structural elements, if necessary	
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of systems, bearing conditions, load criteria, foundation-engineering report reference (or geologic investigation recommendations)	
<b>HVAC</b>					
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of systems and criteria, fixture types, general loads, water availability, on-and off-site drainage provisions	
<b>Plumbing and Fire Protection</b>					
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of design approach & criteria, plant selections, irrigation, soil preparation requirements <input type="checkbox"/> Cabinets, furniture & equipment to show function, capacity <input type="checkbox"/> Stairs, ramps, elevators, major structural elements <input type="checkbox"/> Equipment rooms (mech'l, power, data), major shafts & chases	
<b>Electrical</b>					
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of all electric power related systems, including emergency power, computer power, equipment types, etc. <input type="checkbox"/> Description of all signal systems, including fire alarm, intrusion alarm, CCTV/Audio Surveillance Systems, PA/Intercom, Autonomous PA/Sound System (Gym, Auditorium, Athletic fields, multi-purpose rooms and large instruction rooms), TV distribution /9copper or Fiber Optic), clock system, Classroom Sound Enhancement Systems <input type="checkbox"/> Description of lighting system in typical areas, indicating fixture types and lighting controls <input type="checkbox"/> Indicate measures and strategies to achieve maximum CHPS scores <input type="checkbox"/> Typical Classroom Plan (Lighting, Power & Data Outlets). Other special conditions, if necessary (8.5 x 11 or 11 x 17 bound with Basic of Design	
<b>Food Service</b>					
		prelim		<input type="checkbox"/> Basic of design, criteria, descriptive material of other design disciplines as may be needed by the size and complexity of the project	
<b>Graphics and Signage</b>					
		prelim		<input type="checkbox"/>	
<b>Theater Consultant</b>					
		prelim		<input type="checkbox"/>	
<b>Kitchen Consultant</b>					
		prelim		<input type="checkbox"/>	
<b>Other</b>					
<input type="checkbox"/>	SP2A Building Area Diagrams and Area Calculations			<input type="checkbox"/> Show Compliance with Building Program	
<input type="checkbox"/>	Cost Estimate			<input type="checkbox"/> O.O.M. for each alternate. Final estimate in District format	
<input type="checkbox"/>	CHPS Scorecard			<input type="checkbox"/> Show Compliance with Building Program	
<input type="checkbox"/>	Savings by Design incentive program			<input type="checkbox"/> Record of application submittal	

Submittal Requirements					
Schematic Design					
Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<b>General</b>					
At a preliminary Schematics review meeting, present the District with three or more design solutions, for selection of one to be refined. Provide site analysis diagrams showing key site influences" Solar, winds, views, traffic, neighborhood context, topographical features. Mount illustrations (*) on 30" x 40" boards. The deliverables include the following:					
<input type="checkbox"/>	Title Sheet			<input type="checkbox"/> Project name & address, project directory w/ all consultants <input type="checkbox"/> SSFUSD ID and Logo (on all drawings)	
<input type="checkbox"/>	Vicinity and Location Map	*		<input type="checkbox"/> Neighborhood land uses and characteristics, parking, setbacks on adjacent and frontage properties <input type="checkbox"/> Streets, crossings, signals, gen'l traffic & pedestrian densities	
<input type="checkbox"/>	Color Photos	*		<input type="checkbox"/> Surrounding properties and improvements <input type="checkbox"/> Proposed site, incl. existing bldgs. And surroundings	
<input type="checkbox"/>	Site Plan	*		<input type="checkbox"/> Project name & address, project directory w/ all consultants <input type="checkbox"/> Buildings, playground areas, future buildings <input type="checkbox"/> Scope and Limits of Work, Off-site Improvements <input type="checkbox"/> Relevant topographical features, grading concepts <input type="checkbox"/> Driveways, streets, parking, walks, future street widening <input type="checkbox"/> Existing landscape features, planting concepts	
<input type="checkbox"/>	Checklist of Offsite work, Utilities & Easements	prelim			
<b>Civil Engineering</b>					
<input type="checkbox"/>	Site Plan	100%		<input type="checkbox"/> Boundary & Topography. Note "FOR REFERENCE ONLY." <input type="checkbox"/> Description of systems, criteria, surface drainage & retention, water availability & conservation, other sustainability issues, sub-surface <input type="checkbox"/> Symbols List, coordinated with SSFUSD Civil Standards	
<input type="checkbox"/>	Basis of Design	prelim			
<b>Landscape</b>					
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Description of design approach & criteria, plantselections, irrigation, soil preparation requirements	
<b>Architecture</b>					
<input type="checkbox"/>	Floor Plans	schem	1/8	<input type="checkbox"/> Room names, doors and windows, special finishes <input type="checkbox"/> Cabinets, furniture & equipment to show function, capacity <input type="checkbox"/> Stairs, ramps, elevators, major structural elements <input type="checkbox"/> Equipment roos (mech'l, power, data), major shafts & chases	
<input type="checkbox"/>	Roof Plans	schem	1/8	<input type="checkbox"/> Slopes, covered walks, material changes	
<input type="checkbox"/>	Exterior Elevations	schem	1/8	<input type="checkbox"/> Wall features and materials, important features	
<input type="checkbox"/>	Building Sections	schem	1/8	<input type="checkbox"/> Relevant sections to show important bldg configurations or structural conditions	
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Design approach and philosphy, general description of buildings & materials, important design factors, community issues, sustainability measures	

Submittal Requirements				Location Reference
Schematic Design				
Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included
<b>Structural Engineering</b>				
<input type="checkbox"/>	Floor and Roof Plan	schem	1/8	<input type="checkbox"/> Diagrammatic layout of structural elements, if necessary
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of systems, bearing conditions, load criteria, foundation-engineering report reference (or geologic investigation recommendations)
<b>HVAC</b>				
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of systems and criteria, fixture types, general loads, water availability, on-and off-site drainage provisions
<b>Plumbing and Fire Protection</b>				
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of design approach & criteria, plant selections, irrigation, soil preparation requirements <input type="checkbox"/> Cabinets, furniture & equipment to show function, capacity <input type="checkbox"/> Stairs, ramps, elevators, major structural elements <input type="checkbox"/> Equipment rooms (mech'l, power, data), major shafts & chases
<b>Electrical</b>				
<input type="checkbox"/>	Basis of Design	prelim		<input type="checkbox"/> Description of all electric power related systems, including emergency power, computer power, equipment types, etc. <input type="checkbox"/> Description of all signal systems, including fire alarm, intrusion alarm, CCTV/Audio Surveillance Systems, PA/Intercom, Autonomous PA/Sound System (Gym, Auditorium, Athletic fields, multi-purpose rooms and large instruction rooms), TV distribution /9copper or Fiber Optic), clock system, Classroom Sound Enhancement Systems <input type="checkbox"/> Description of lighting system in typical areas, indicating fixture types and lighting controls <input type="checkbox"/> Indicate measures and strategies to achieve maximum CHPS scores <input type="checkbox"/> Typical Classroom Plan (Lighting, Power & Data Outlets). Other special conditions, if necessary (8.5 x 11 or 11 x 17 bound with Basic of Design)
<b>Food Service</b>				
		prelim		<input type="checkbox"/> Basic of design, criteria, descriptive material of other design disciplines as may be needed by the size and complexity of the project
<b>Graphics and Signage</b>				
		prelim		<input type="checkbox"/>
<b>Theater Consultant</b>				
		prelim		<input type="checkbox"/>
<b>Kitchen Consultant</b>				
		prelim		<input type="checkbox"/>
<b>Other</b>				
<input type="checkbox"/>	SP2A Building Area Diagrams and Area Calculations			<input type="checkbox"/> Show Compliance with Building Program
<input type="checkbox"/>	Cost Estimate			<input type="checkbox"/> O.O.M. for each alternate. Final estimate in District format
<input type="checkbox"/>	CHPS Scorecard			<input type="checkbox"/> Show Compliance with Building Program
<input type="checkbox"/>	Savings by Design incentive program			<input type="checkbox"/> Record of application submittal

Submittal Requirements					
Design Development					
Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<b>General</b>					
<input type="checkbox"/>	Title Sheet, Vicinity and Location Map	80%		<input type="checkbox"/> Project name & address, project directory w/ all consultants <input type="checkbox"/> SSFUSD ID and Logo (on all drawings) <input type="checkbox"/> List of DSA Deferred Approvals	
<input type="checkbox"/>	Drawing Index	95%		<input type="checkbox"/> List all drawings planned for final set. Indicate those included.	
<input type="checkbox"/>	General Notes	65%		<input type="checkbox"/> Legend, Abbreviations, Systems (SMC Approved)	
<input type="checkbox"/>	Code Analysis	80%		<input type="checkbox"/> Construction Type, Occupancies, Areas, Separations, Exit Width <input type="checkbox"/> ADA path of travel and accessibility criteria <input type="checkbox"/> Exit signs, fire extinguishers <input type="checkbox"/> Applicable Codes	
<input type="checkbox"/>	Site Plan	50%	1/20	<input type="checkbox"/> Buildings w/names, overhangs, # of stores, gross area <input type="checkbox"/> Driveways, surface roads, parking & layouts, walks <input type="checkbox"/> Hardscape, planting areas, site furniture, drinking fountains <input type="checkbox"/> Playground layouts, paving types <input type="checkbox"/> ADA accessibility signage, ramps, railings, HC parking <input type="checkbox"/> Fire Dept. access, hydrants & F.D. Approval block <input type="checkbox"/> DSA Application number for existing buildings	
<input type="checkbox"/>	Construction Phasing Plan	25%		<input type="checkbox"/> For multi-phase projects: Limits of work, barriers, access	
<input type="checkbox"/>	Site Details	20%		<input type="checkbox"/> Flag pole, planters, site walls, fencing, railings, signage, parking, playground equipment, stairs and ramps, bollards, trash enclosure	
<input type="checkbox"/>	Architectural Presentation Drawings			<input type="checkbox"/> Vicinity Plan and Photos (as for Schematic Design Submittal) <input type="checkbox"/> Site and Floor Plans, Evaluations, Sections (in color) <input type="checkbox"/> Perspective Rendering (in color) (Above mounted on 30" x 40" boards) <input type="checkbox"/> Vicinity Plan and Photos (as for Schematic Design Submittal)	
<input type="checkbox"/>	Checklist of Offsite Work, Utilities & Easements	100%			
<input type="checkbox"/>	CHPS Scorecards			<input type="checkbox"/> Detailed account of CHPS Points achieved in School Design	
<b>Civil Engineering</b>					
<input type="checkbox"/>	Topographic Survey	100%		<input type="checkbox"/> Note "FOR REFERENCE ONLY."	
<input type="checkbox"/>	Site Plan	50%	1/20	<input type="checkbox"/> Building locations (dimensions or coordinates), Work Limits <input type="checkbox"/> Floor plan elevations, Key dimensions, Grids <input type="checkbox"/> Existing and Finish contours (0.5' intervals typ.), spot elevations, ADA-compliant slopes <input type="checkbox"/> Property lines, streets, setbacks, easements, walls & fences <input type="checkbox"/> Site walls and top-of-wall elevations <input type="checkbox"/> Utilities, UG tanks, fencing, walks, drives, planting, other features, onsite and adjacent (existing and new) <input type="checkbox"/> Construction phasing provisions, for multi-phase projects	

<b>Submittal Requirements</b>					
<b>Design Development</b>					
<b>Drawings</b>	<b>Other</b>	<b>% Compl.</b>	<b>Scale: (Min) */ft.</b>	<b>Information Included</b>	<b>Location Reference</b>
<input type="checkbox"/>	Demolition Plan	25%		<input type="checkbox"/> Buildings, paving, utilities, old foundations - offsite and onsite. Limits of Work, specific demolition notes, legend, coordinate symbols with SMC standards	
<input type="checkbox"/>	Street and Parking Plan	30%		<input type="checkbox"/> Pavement dimensions, Fire department access, references	
<input type="checkbox"/>	Grading and Drainage Plan	30%		<input type="checkbox"/> Existing and New Design grades, final grading, flow lines, CB's culverts, downspouts, references, legend % symbols per SMC Standards. Identify paving types & landscape areas.	
<input type="checkbox"/>	Site Utilities Plan (Water & Drainage)	30%	1/20	<input type="checkbox"/> Piping, manholes, valves, CB's, drinking fountains, hose bibbs, combination SS/SD drain valves, PIV's	
<input type="checkbox"/>	Off-site Civil Work Plans	30%		<input type="checkbox"/> Off-site work (drains, walks, drives, streets, hydrants, utilities, tie-ins, street vacations, street trees, power poles, etc.) per public agency requirements	
<input type="checkbox"/>	Drainage Plans/Profiles	30%	1/10	<input type="checkbox"/>	
<input type="checkbox"/>	Site Details	20%		<input type="checkbox"/> Curbs, gutters, drainage structures, valves, boxes, utilities, connections	
<input type="checkbox"/>	Log of soil borings	100%		<input type="checkbox"/>	
<input type="checkbox"/>	Storm Water Calculations	100%		<input type="checkbox"/>	
<input type="checkbox"/>	Basis of Design	100%		<input type="checkbox"/>	
<b>Landscaping</b>					
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	80%		<input type="checkbox"/> Planting areas with plant references Location of existing trees (to remain) in area of work and proposed relocation if necessary.	
<input type="checkbox"/>	Plant Schedules	35%		<input type="checkbox"/> Names, sizes, detail reference	
<input type="checkbox"/>	Details	35%		<input type="checkbox"/> Planting, site furniture, special features	
<input type="checkbox"/>	Irrigation Plans	50%		<input type="checkbox"/> Piping, sprinkler & controller locations, references Water POC, meter & backflow preventor locations	
<input type="checkbox"/>	Irrigation Details	35%		<input type="checkbox"/> Legend, Abbreviations, Systems (SMC Approved)	
<input type="checkbox"/>	Basis of Design	100%		<input type="checkbox"/>	
<b>Architecture</b>					
<input type="checkbox"/>	Floor Plans	80%		<input type="checkbox"/> Structural grid, finish floor elevations, final dimensions <input type="checkbox"/> Room Names, Numbers, References <input type="checkbox"/> Floor finishes, floor drains <input type="checkbox"/> Door and Window locations, sizes <input type="checkbox"/> Partition locations, finishes, types, fire-ratings <input type="checkbox"/> ADA Compliance provisions, references <input type="checkbox"/> Cabinets, furniture & equipment layout (incl. N.I.C. items)	

Submittal Requirements					
Design Development					
Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<input type="checkbox"/>	Enlarged floor plans	20%	1/4	<input type="checkbox"/> Educational spaces, library, admin. area, restrooms, kitchens, mech'l equip. rooms, special areas. All FF&E incl. N.I.C. items	
<input type="checkbox"/>	Roof Plan	35%	1/8	<input type="checkbox"/> Structural grid, slopes, drains, scuppers <input type="checkbox"/> Elevations of top pf steel, sheathing, parapet walls <input type="checkbox"/> Parapets, screens, walkways, items visible on roof	
<input type="checkbox"/>	Reflected Ceiling Plan	25%	1/8	<input type="checkbox"/> Lights, grilles, access panels <input type="checkbox"/> Parapets, screens, walkways, items visible on roof <input type="checkbox"/> Fire rating of ceilings and walls <input type="checkbox"/> Soffits, special items.	
<input type="checkbox"/>	Exterior Elevations	35%	1/8	<input type="checkbox"/> Structural grid, <input type="checkbox"/> Wall features and materials, all improtant features <input type="checkbox"/> Fire rating of ceilings and walls <input type="checkbox"/> Soffits, special items.	
<input type="checkbox"/>	Building Sections	35%	1/8	<input type="checkbox"/> Structural grid, <input type="checkbox"/> Wall features and materials, all improtant features <input type="checkbox"/> Fire rating of ceilings and walls <input type="checkbox"/> Soffits, special items.	
<input type="checkbox"/>	Exterior Envelop Sections	75%	1/2	<input type="checkbox"/> Key wall sections w. structural grid dimensions, address acoustical requirments perr Acoustical Design Guildlines	
<input type="checkbox"/>	Exterior Envelop Details	20%	1 1/2	<input type="checkbox"/> Key details, incl. roofing, drains, skylights, waterproofing	
<input type="checkbox"/>	Interior Elevations	10%	1/8	<input type="checkbox"/> Major room elevations, mat'ls & features (MP, Gym, typ. CR) <input type="checkbox"/> Doors, windows, louvers	
<input type="checkbox"/>	Interior Finish Schedules	20%		<input type="checkbox"/> Room names, numbers, Elevation & Detail references <input type="checkbox"/> Ceiling and Soffit heights <input type="checkbox"/> Preliminary materials and paint finishes	
<input type="checkbox"/>	Door Schedules and Types	10%		<input type="checkbox"/> Numbers, Locations, Detail References <input type="checkbox"/> Door and frame Materials	
<input type="checkbox"/>	Window and louver schedules and types	10%		<input type="checkbox"/> Numbers, Locations, Detail References	
<input type="checkbox"/>	Door, Windows and Louver Details	25%		<input type="checkbox"/> All details including thresholds, hardware references, fire ratings, panic hardware, smoke seals	
<input type="checkbox"/>	Vertical Circulation plans, Sections, Details	35%	1/4	<input type="checkbox"/> Stairs, Elevators, etc. with structural grid dimensions	
<input type="checkbox"/>	Interior and Miscellaneous Details.	35%	1/4	<input type="checkbox"/> Stairs, Elevators, etc. with structural grid dimensions <input type="checkbox"/> Ceiling, soffit, suspended fixtures w structural anchoring <input type="checkbox"/> Floor/ceiling/wall/roofassemblies w/fire ratings, UL fire-assembly numbers <input type="checkbox"/> Cabinet and equipment, w/structural anchoring	
<input type="checkbox"/>	Basis of Design	100%		<input type="checkbox"/> Design approach and philosophy, general description of buildings & mat'ls, community issues, sustainability masures	

Submittal Requirements					
Design Development					
Drawings	Other	% Compl.	Scale: (Min) 7ft.	Information Included	Location Reference
<b>Structural Engineering</b>					
<input type="checkbox"/>	Foundation plans	20%	1/8	<input type="checkbox"/> Structural grid, finish floor elevations, dimensions, references <input type="checkbox"/> Bottom-of-footing elevation elevations, pipe trenches adj. to footings <input type="checkbox"/> Slab penetrations & depressions dimensioned	
<input type="checkbox"/>	Floor and Roof Plans	35%		<input type="checkbox"/> Framing and floor construction, penetrations, openings <input type="checkbox"/> Shear walls and other lateral force resisting elements	
<input type="checkbox"/>	Sections	35%	1/8	<input type="checkbox"/> Foundation and member sizes	
<input type="checkbox"/>	Wall Sections and elevations	35%		<input type="checkbox"/>	
<input type="checkbox"/>	Secondary framing and supports for finishes	35%		<input type="checkbox"/>	
<input type="checkbox"/>	Retaining wall elevations, sections	20%		<input type="checkbox"/>	
<input type="checkbox"/>	Basis of Design	100%		<input type="checkbox"/> Design approach and philosophy, general description of buildings & mat'ls, community issues, sustainability measures	
<input type="checkbox"/>	Preliminary Calculations	35%		<input type="checkbox"/> Including calculations and details for: 1) Elements of non-structural components, equipment anchorage and attachment to the structure	
<b>HVAC</b>					
<input type="checkbox"/>	HVAC Floor and Roof Plans (On Architectural Backgrounds)	35%	1/8	<input type="checkbox"/> Duct and Diffuser/grille layout (double line) with EFM's, smoke detectors, combination smoke/fire dampers with State Fire Marshal approval numbers <input type="checkbox"/> Existing mechanical systems & components <input type="checkbox"/> Equipment locations and rooms	
<input type="checkbox"/>	HVAC Piping Plans	35%		<input type="checkbox"/> Piping and Valve layouts and sizes	
<input type="checkbox"/>	Air-Flow Diagrams	35%		<input type="checkbox"/> Flow and riser diagrams for each air system, including controls, outside air and exhaust, CFM, Velocities, pressures	
<input type="checkbox"/>	HVAC Piping Systems Diagrams	35%	1/8	<input type="checkbox"/> Schematic and riser diagrams for each piping system, including pipe size, controls, instrumentation, valves, etc.	
<input type="checkbox"/>	Enlarged Floor Plans			<input type="checkbox"/> Equipment layouts, piping ducts, coordination of major duct & pipe space and a typical classroom layout	
<input type="checkbox"/>	Equipment Schedules	25%		<input type="checkbox"/> All Equipment - Types, sizes, capacities, weights	
<input type="checkbox"/>	Control Systems diagrams	25%		<input type="checkbox"/>	
<input type="checkbox"/>	Details	20%		<input type="checkbox"/>	
<input type="checkbox"/>	Equipment Mounting Details	10%		<input type="checkbox"/> Mounting details for all HVAC components, incl. pads, curbs, seismic restraints, vibration isolators	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Description of systems, criteria, controls, exhaust provisions, impact on building envelope.	
<input type="checkbox"/>	Final Load Estimates	100%		<input type="checkbox"/> Including calculations and details for: 1) Elements of non-structural components, equipment anchorage and attachment to the structure	
<input type="checkbox"/>	Preliminary Calculations	135%		<input type="checkbox"/> Including calculations and details for: 1) Elements of non-structural components, equipment anchorage and attachment to the structure	
<input type="checkbox"/>	Calculations per CBC Energy Efficiency Standards	50%		<input type="checkbox"/> Critical Findings affecting glazing, lighting, other bldg. elements.	

Submittal Requirements							
Design Development							
Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included		Location Reference	
<b>Plumbing</b>							
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	50%		<input type="checkbox"/>	Mechanical Utilities (gas, steam, heating water), coordinate with site utilities		
<input type="checkbox"/>	Floor and Roof Plans (on Architectural Background)	35%	1/8	<input type="checkbox"/>	Piping, fixtures, floor drains, equipment and rooms		
				<input type="checkbox"/>	Existing utilities, equipment, and P.O.C.'s, demo, requirements,		
				<input type="checkbox"/>	Major pipe space coordination, incl. roof-drain locations		
<input type="checkbox"/>	Enlarged Floor Plan	25%		<input type="checkbox"/>	Equipment layouts, piping, supply air & exhaust, major pipe space coordination		
<input type="checkbox"/>	Equipment Schedules	25%		<input type="checkbox"/>	All equipment - types, sizes, capacities, weights		
<input type="checkbox"/>	Piping System Diagrams	25%		<input type="checkbox"/>	Schematic and riser diagrams for each piping system, incl. pipe sizes, controls, valves, etc.		
<input type="checkbox"/>	Details	20%		<input type="checkbox"/>			
<input type="checkbox"/>	Piping Systems Diagrams	25%		<input type="checkbox"/>	Mounting details for all components, including pads, curbs, seismic restraints, vibration isolators		
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/>	Description of systems, criteria, restroom controls, water conservation, utilities, connections equipment		
<input type="checkbox"/>	Calculations	50%		<input type="checkbox"/>			
<b>Fire Protection</b>							
<input type="checkbox"/>	Floor Plans (on Architectural Backgrounds)	35%	1/8	<input type="checkbox"/>	Mains, risers, P.O.C.'s		
				<input type="checkbox"/>	Sprinkler head layouts (On smaller projects, may be shown with Plumbing)		
				<input type="checkbox"/>	Hydraulic Calculations		
<b>Electrical</b>							
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	10%		<input type="checkbox"/>	Service equipment locations (power, phone TV MPOE)		
		10%		<input type="checkbox"/>	Conduit duct bank routing and underground pul boxes for power and signal systems		
		10%		<input type="checkbox"/>	Exterior lighting (Pole mount and wall mount), indicate fixture types		
		35%		<input type="checkbox"/>	Exterior signal devices (Fire alarm horns, PA speakers, CCTV cameras, etc.)		
<input type="checkbox"/>	Lighting Floor Plans/RCPs	35%	1/8	<input type="checkbox"/>	Indicate all lighting fixture locations and types. Show panels. Show switches and lighting control components in all rooms		
<input type="checkbox"/>	Power Floor Plans	35%	1/8	<input type="checkbox"/>	Indicate all receptacles locations and types. Show panels.		
<input type="checkbox"/>	Signal Floor Plans	35%	1/8	<input type="checkbox"/>	Indicate all signal system devices. Show cable tray layouts and conduit sleeves locations. Show terminal cabinets, racks and data frames.		
<input type="checkbox"/>	Fire Alarm Floor Plans	35%	1/8	<input type="checkbox"/>	Indicate all initiating & alarm devices, control panels, annunciator and terminal cabinets.		
<input type="checkbox"/>	Enlarged Floor Plans	35%	1/4	<input type="checkbox"/>	Equipment rooms, layouts showing panels, transformers, inverters, cable trays, LAN racks & Signal equipment, terminal cabinets, working & access space.		
<input type="checkbox"/>	Light fixture schedule	90%		<input type="checkbox"/>	Show fixture description, manufacturers cat #, lamp type, ballast type, numbers of lamps and ballasts, input wattage and mounting type.		
<input type="checkbox"/>	Panel Schedules	65%		<input type="checkbox"/>	Show control diagrams and energy forms		
<input type="checkbox"/>	Signal block and riser Diagrams	35%		<input type="checkbox"/>	Show headed equipment and terminal cabinets/racks in satellite buildings. Show interconnections.		
<input type="checkbox"/>	Fire alarm block and riser Diagrams	35%		<input type="checkbox"/>	Show main fire alarm control panel and satellite control panels or expanders. Show interconnections.		
<input type="checkbox"/>	Fire alarm block and riser Diagrams	135%		<input type="checkbox"/>	Show main fire alarm control panel and satellite control panels or expanders. Show interconnections.		

Submittal Requirements		Design Development			
Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<b>Electrical Condt.</b>					
<input type="checkbox"/>	Single-line diagram	35%		<input type="checkbox"/> Equipment and feeder sizes (new and existing to be used) <input type="checkbox"/> Main switchboards, panels breakers, MCC's etc. <input type="checkbox"/> Load calculations based on allotments indicated in Design guide per square foot bacompanyysis to size main service and power distribution panels and for submission to Utility Company <input type="checkbox"/> Indicate Grounding System <input type="checkbox"/> Utility Company details if available <input type="checkbox"/> ADA - complying heights of all racks and devices	
<input type="checkbox"/>	Details	35%			
<input type="checkbox"/>	Equipment Mounting Details	35%		<input type="checkbox"/> Mounting details for all fixtures, shelving & equipment, including seismic restrain - Not required for this submittal <input type="checkbox"/> Update and indicate changes to original Basis of Design submitted in schematic phase.	
<input type="checkbox"/>	Basis of Design	95%			
<input type="checkbox"/>	Lighting Calculations	65%		<input type="checkbox"/> Provide point-by-point calculations including graphic display for all typical rooms and areas for both normal and emergency modes demonstrating compliance with Design guide IES standards, SCE Classroom Lighting Design manuals and applicable codes.	
<input type="checkbox"/>	Fire Alarm System Calcs.	65%			
<input type="checkbox"/>	Title 24 Compliance	50%		<input type="checkbox"/> Critical findings affecting glazing, lighting, HVAC, other bldg. elements and use of day lighting <input type="checkbox"/> LTG forms showing compliance with Title 24 and CHPS guidelines and standards. <input type="checkbox"/> Coordinate with Mechanical Engineerand Architect to optimize energy use and achieve higher CHPS scores.	
<b>Food Service</b>					
		25%		<input type="checkbox"/> Plans, elevations, Sections, details, Descriptive Data of other design disciplines as may be needed by the size and complexity of the project.	
<b>Graphics and Signage</b>					
		25%		<input type="checkbox"/>	
<b>Theater Consultant</b>					
<input type="checkbox"/>	Specifications			<input type="checkbox"/> List of District Guide Specification and special sections required for project with table of contents. <input type="checkbox"/> List of District Guide Specification and special sections required for project with table of contents. <input type="checkbox"/> Catalog cut sheets of architectural and engineering products, organized in CSI format, esp. those not in District Standards.	
	Other Product Information			<input type="checkbox"/> Updated showing compliance with Building Program	
	SP2A Building Area Diagrams and Area Calculations				
	Cost Estimate			<input type="checkbox"/> Detailed CSI Cost Estimate in compliance with Districts estimating guide <input type="checkbox"/> Site development Cost Estimate in compliance with Districts estimating guide	
	CHPS Scorecard			<input type="checkbox"/> Detailed account of CHPS Points achieved in school Design	
	Savings by Design Incentive Program			<input type="checkbox"/> Record of design documents sent to Savings by Design.	

**Submittal Requirements  
Construction Documents - 50%**

Drawings Other		% Compl.	Scale: (Min) "/ft.	Information Included	Location Reference
<input type="checkbox"/>	Title Sheet, Vicinity and Location Map	80%		<input type="checkbox"/> Project name & address, project directory w/ all consultants <input type="checkbox"/> SSFUSD ID and Logo (on all drawings) <input type="checkbox"/> List of DSA Deferred Approvals <input type="checkbox"/> List all drawings planned for final set.	
<input type="checkbox"/>	Drawing Index	95%		<input type="checkbox"/> Legend, Abbreviations, Systems (SMC Approved)	
<input type="checkbox"/>	General Notes	65%		<input type="checkbox"/> Construction Type, Occupancies, Areas, Separations, Exit Width <input type="checkbox"/> ADA path of travel and accessibility criteria <input type="checkbox"/> Exit signs, fire extinguishers <input type="checkbox"/> Applicable Codes	
<input type="checkbox"/>	Code Analysis	90%			
<input type="checkbox"/>	Site Plan	75%	1/20	<input type="checkbox"/> Buildings w/names, overhangs, # of stores, gross area <input type="checkbox"/> Driveways, surface roads, parking & layouts, walks <input type="checkbox"/> Hardscape, planting areas, site furniture, drinking fountains <input type="checkbox"/> Playground layouts, paving types detail references <input type="checkbox"/> ADA accessibility signage, ramps, railings, HC parking <input type="checkbox"/> Fire Dept. access, hydrants & F.D. Approval block <input type="checkbox"/> DSA Application number for existing buildings	
<input type="checkbox"/>	Construction Phasing Plan	50%		<input type="checkbox"/> For multi-phase projects: Limits of work, barriers, access	
<input type="checkbox"/>	Site Details	35%		<input type="checkbox"/> Flag pole, planters, site walls, fencing, railings, signage, parking, playground equipment, stairs and ramps, bollards, trash enclosure	
<input type="checkbox"/>	Checklist of Offsite Work, Utilities & Easements			<input type="checkbox"/>	
<b>Civil Engineering</b>		100%			
<input type="checkbox"/>	Topographic Survey	50%	1/20	<input type="checkbox"/> Note "FOR REFERENCE ONLY."	
<input type="checkbox"/>	Site Plan		1/20	<input type="checkbox"/> Building locations (dimensions or coordinates), Work Limits <input type="checkbox"/> Floor plan elevations, Key dimensions, Grids <input type="checkbox"/> Existing and Finish contours (0.5' intervals typ.), spot elevations, ADA-compliant slopes <input type="checkbox"/> Property lines, streets, setbacks, easements, walls & fences <input type="checkbox"/> Site walls and top-of-wall elevations <input type="checkbox"/> Utilities, UG tanks, fencing, walks, drives, planting, other features, onsite and adjacent (existing and new) <input type="checkbox"/> Construction phasing provisions, for multi-phase projects	
<input type="checkbox"/>	Demolition Plan	75%		<input type="checkbox"/> Building paving, utilities, old foundations, - offsite and onsite. Limits of work, specific demolition notes.	
<input type="checkbox"/>	Street and Parking Plan	65%	1/20	<input type="checkbox"/> Pavement dimensions, Fire department access, references.	
<input type="checkbox"/>	Grading and Drainage Plan	65%	1/20	<input type="checkbox"/> Existing & New design grades, final grading, flow lines, CB's culverts, downspouts, references legend & symbols per SSFUSD Standards. Identify paving types and landscape areas.	

Drawings	Other	% Compl.	Scale: (Min) "/ft	Information Included	Location Reference
<b>Civil Engineering contd.</b>					
<input type="checkbox"/>	Site Utilities Plan (Water & Drainage)	65%	1/20	<input type="checkbox"/> Post Construction storm water management system including structural and nonstructural BMP's	
<input type="checkbox"/>	Off-site Civil Work Plans			<input type="checkbox"/> Piping, manholes, valves, CB's, drinking fountains, hose bibs, combination SS/SD drain valves, PIVs	
<input type="checkbox"/>	Drainage plans/profiles	65%	1/10	<input type="checkbox"/> Off-site work (drains, walks, drives, streets, hydrants, utilities, tie ins, street vacations, street trees, power poles, etc.) per public agency requirements.	
<input type="checkbox"/>	Site Details	35%		<input type="checkbox"/> Existing and Finish contours (0.5' intervals typ.), spot elevations, ADA-compliant slopes	
<input type="checkbox"/>	Log of soil borings	100%		<input type="checkbox"/> Curbs, gutters, drainage structures, valves, boxes, utilities connections.	
<input type="checkbox"/>	Calculations	100%		<input type="checkbox"/>	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Updated	
<b>Landscaping</b>					
<input type="checkbox"/>	Site Plan (on Civil Engineering background)	75%	1/20	<input type="checkbox"/> Planting Areas with plant references	
<input type="checkbox"/>	Plant Schedules	65%		<input type="checkbox"/> Location of existing trees (to remain) in area of work and proposed relocation if necessary	
<input type="checkbox"/>	Details	35%		<input type="checkbox"/> Names, sizes, detail references	
<input type="checkbox"/>	Irrigation Plans	50%		<input type="checkbox"/> Planting site furniture, special features	
<input type="checkbox"/>	Irrigation Details	35%		<input type="checkbox"/> Piping, sprinkler & Controller locations, references, Water POC, meter & backflow preventor locations.	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Piping, sprinkler & Controller locations, references, Water POC, meter & backflow preventor locations.	
<input type="checkbox"/>				<input type="checkbox"/> Updated	
<b>Architecture</b>					
<input type="checkbox"/>	Floor Plans	75%	1/8	<input type="checkbox"/> Structural grid, finish floor elevations, final dimensions	
				<input type="checkbox"/> Room names, numbers	
				<input type="checkbox"/> Door & Window Numbers, Wall numbers, references	
				<input type="checkbox"/> Partition locations, fire-ratings, ADA compliance, reference	
				<input type="checkbox"/> Cabinets, furniture & equipment layout, detail references (incl. N.I.C. items)	
				<input type="checkbox"/> Floor depressions, penetrations, housekeeping pads, FD's & Slopes, detail references	
<input type="checkbox"/>	Enlarged Floor Plans	50%	1/4	<input type="checkbox"/> Educational spaces, library, admin area, restrooms, kitchens, mech'l equip. rooms, special areas. All FF&E incl. N.I.C. items shown	
<input type="checkbox"/>	Roof Plans	75%	1/8	<input type="checkbox"/> Structural grid, slopes, scuppers, penetrations	
				<input type="checkbox"/> Elevations, of top of steel, sheathing and parapet walls	
				<input type="checkbox"/> Equipment, ducts, pipes, curbs and pads, pipes & ducts	
				<input type="checkbox"/> Parapets, screens walkways, items visible on roof with dimensions and detail references.	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Updated	

Drawings	Other	% Compl.	Scale: (Min) */ft.	Information Included	Location Reference
<b>Structural Engineering</b>					
<input type="checkbox"/>	Foundation Plans	35%	1/8	<input type="checkbox"/> Structural grid, finish floor elevations, dimensions, references <input type="checkbox"/> Bottom-of-footing elevations pipe-trenches adjacent to footings <input type="checkbox"/> Slab penetrations & depressions, dimensioned	
<input type="checkbox"/>	Floor and Roof Plans	65%		<input type="checkbox"/> Framing and floor construction, penetrations, openings <input type="checkbox"/> Shear walls and other lateral force resisting elements.	
<input type="checkbox"/>	Sections	60%	1/8	<input type="checkbox"/> Foundation and member sizes	
<input type="checkbox"/>	Wall sections and Elevations	60%	1/8	<input type="checkbox"/>	
<input type="checkbox"/>	Secondary Framing & supports for finishes	40%	1/8	<input type="checkbox"/>	
<input type="checkbox"/>	Retaining Wall elevations, sections	60%	1/8	<input type="checkbox"/>	
<input type="checkbox"/>	Details	50%	1/8	<input type="checkbox"/>	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Updated	
<input type="checkbox"/>	Calculations	75%		<input type="checkbox"/>	
				Including calculations and details for: 1) Elements of non-structural components, equipment anchorage and attachment to the structure. 2) Stairs, handrails, and landings.	
<b>HVAC</b>					
<input type="checkbox"/>	Floor and Roof Plans (On Architectural Backgrounds)	75%	1/8	<input type="checkbox"/> Duct and Diffuser/grille layout (double line) with CFM's, smoke detectors, combination smoke/fire dampers with State Fire Marshal approval numbers  <input type="checkbox"/> Existing mechanical systems & components <input type="checkbox"/> Equipment locations and rooms	
<input type="checkbox"/>	HVAC Piping Plans, floor and roof	75%		<input type="checkbox"/> Piping and Valve layouts and sizes	
<input type="checkbox"/>	Air-Flow Diagrams	75%		<input type="checkbox"/> Flow and riser diagrams for each air system, including controls, outside air and exhaust, CFM, Velocities, pressures	
<input type="checkbox"/>	HVAC Piping Systems Diagrams	75%		<input type="checkbox"/> Schematic and riser diagrams for each piping system, including pipe size, controls, instrumentation, valves, etc.	
<input type="checkbox"/>	Enlarged Floor Plans	50%		<input type="checkbox"/> Equipment layouts, piping, ducts, coordination of major duct & pipe space coordination	
<input type="checkbox"/>	Equipment Schedules	50%		<input type="checkbox"/> All Equipment - Types, sizes, capacities, weights	
<input type="checkbox"/>	Control Systems diagrams	50%		<input type="checkbox"/>	
<input type="checkbox"/>	Details	35%		<input type="checkbox"/>	
<input type="checkbox"/>	Equipment Mounting Details	35%		<input type="checkbox"/> Mounting details for all HVAC components, incl. pads, curbs, seismic restraints, vibration isolators	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Updated	
<input type="checkbox"/>	Final Load Estimates	100%		<input type="checkbox"/>	
<input type="checkbox"/>	Final Calculations per CBC Energy Efficiency Standards.	100%		<input type="checkbox"/> Title 24 Energy Standards Compliance Forms: Performance method with analysis of each building	
<b>Plumbing</b>					
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	75%		<input type="checkbox"/> Mechanical Utilities (gas, steam, heating water), coordinate with site utilities	
<input type="checkbox"/>	Floor and Roof Plans (on Architectural Background)	75%	1/8	<input type="checkbox"/> Piping, fixtures, floor drains, equipment and rooms  <input type="checkbox"/> Existing utilities, equipment, and P.O.C.'s, demo, requirements, <input type="checkbox"/> Major pipe space coordination, incl. roof-drain locations	
<input type="checkbox"/>	Enlarged Floor Plan	50%		<input type="checkbox"/> Equipment layouts, piping, supply air & exhaust, major pipe space coordination	
<input type="checkbox"/>	Equipment Schedules	60%		<input type="checkbox"/> All equipment - types, sizes, capacities, weights	
<input type="checkbox"/>	Fixture Schedules	60%		<input type="checkbox"/>	
<input type="checkbox"/>	Piping Systems Diagrams	75%		<input type="checkbox"/> Schematic and riser diagrams for each piping system, incl. pipe sizes, controls, valves, etc.	
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Updated	
<input type="checkbox"/>	Final Calculations	100%		<input type="checkbox"/>	

Drawings	Other	% Compl.	Scale: (Min) */ft.	Information Included	Location Reference
<b>Fire Protection</b>					
<input type="checkbox"/>	Floor Plans (on Architectural Backgrounds)	75%	1/8	<input type="checkbox"/> Mains, risers, P.O.C.'s <input type="checkbox"/> Sprinkler head layouts <input type="checkbox"/> (on smaller projects, may be shown with plumbing)	
<b>Electrical</b>					
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	75%		<input type="checkbox"/> Service equipment locations (power, phone TV) <input type="checkbox"/> Show vault/pad details, primary and secondary conduit routing <input type="checkbox"/> Conduit duct bank routing and underground pull boxes for power and signal systems. Show sizes. <input type="checkbox"/> Exterior lighting (Pole mount and wall mount), indicate fixture types. Assign panel circuit homeruns <input type="checkbox"/> Exterior signal devices (Fire alarm horns, PA speakers, CCTV cameras, etc.)	
<input type="checkbox"/>	Lighting Floor Plans/RCPs	75%	1/8	<input type="checkbox"/> Indicate all lighting fixture locations and types. Show panels. Show switches and lighting control components in all rooms. Assign panel circuit homeruns	
<input type="checkbox"/>	Power Floor Plans	75%	1/8	<input type="checkbox"/> Indicate all recepticals locations and types. Show panels. Assign panel homeruns	
	Signal Floor Plans	75%	1/8	Indicate all signal system devices. Show cable tray layouts. Show terminal cabinets, racks and data frames. Show all wiring and conduit interconnections.	
<input type="checkbox"/>	Fire Alarm Floor Plans	75%	1/8	<input type="checkbox"/> Indicate all initiating & alarm devices, control panels, annunciator and terminal cabinets. Indicate candela ratings.	
<input type="checkbox"/>	Enlarged Floor Plans Equipment Room Layouts	75%	1/4	<input type="checkbox"/> Provide equipment rooms layouts showing panels, transformers, inverters, LAN racks & Signal equipment, terminal cabinets, working & access space <input type="checkbox"/> Size equipment and provide dimensioned layouts and weight information. Coordination with Structural Engineer for seismic details. <input type="checkbox"/> Calculate heat loads and coordinate with Mechanical for sizing HVAC equipment. <input type="checkbox"/> Provide cable tray layout in LAN Room and signal rooms	
<input type="checkbox"/>	Light fixture schedule	100%		<input type="checkbox"/> Show fixture description, manufacturers cat #, lamp type, ballast type, numbers of lamps and ballasts, input wattage and mounting type.	
<input type="checkbox"/>	Panel Schedules	80%		<input type="checkbox"/> Provide Panel schedules showing load details and calculations	
<input type="checkbox"/>	Lighting Control Diagrams	75%		<input type="checkbox"/> Provide lighting control diagram showing all components and interconnections.	
<input type="checkbox"/>	Signal block and riser Diagrams	35%		<input type="checkbox"/> Show headed equipment and terminal cabinets/racks in satellite buildings. Show interconnections. <input type="checkbox"/> Show all components. Show all interconnections indicating conduit and cabling information	
<input type="checkbox"/>	Fire alarm block and riser Diagrams	75%		<input type="checkbox"/> Show main fire alarm control panel and satellite control panels or expanders. <input type="checkbox"/> Show all components. Show all interconnections indicating conduit and cabling information	

Drawings	Other		Scale: (Min) "/ft.	Information Included	Location Reference
		Electrical Continued;			
		Single-line diagrams	75%	Equipment & feeder sizes (new and existing to be used) <input type="checkbox"/> Main switchboards, panels, breakers, MCC's, etc. <input type="checkbox"/> Main switchboards based on actual connected loads. Resize main service and power distribution panels based on actual loads. Include spare capacities required by Design guide. <input type="checkbox"/> Load calculations based on actual connected loads. <input type="checkbox"/> Resize main service and power distribution panels based on actual loads. Include spare capacities required by Design guide. <input type="checkbox"/> Indicate grounding system for main service and satellite buildings. <input type="checkbox"/> Indicate voltage drops and lengths for all feeders <input type="checkbox"/> Short-circuit ratings of all panelboards calculated based on available fault current from utility company. <input type="checkbox"/> Update short-circuit ratings of all panelboards calculated based on available fault current from utility company. <input type="checkbox"/> Provide utility company contact information	
<input type="checkbox"/>		Details	85%	<input type="checkbox"/> Utility company standard details	
<input type="checkbox"/>		Equipment Mounting Details	10%	<input type="checkbox"/> Mounting details for all HVAC components, incl. pads, curbs, seismic restraints, vibration isolators <input type="checkbox"/> Update and indicate changes to original Basis of Design submitted in previous submittal phase	
	<input type="checkbox"/>	Basis of Design			
<input type="checkbox"/>		Lighting Calculations	95%	<input type="checkbox"/> Update point-by-point calculations including graphic display, update typical rooms and areas for both normal and emergency modes demonstrating compliance with Design Guide, IES standards, SCE classroom lighting design manuals and applicable codes. <input type="checkbox"/> Battery and voltage-drop calculations	
<input type="checkbox"/>		Fire alarm system calcs	50%	<input type="checkbox"/> Update critical findings affecting glazing, lighting, HVAC, other building elements and use of day lighting.	
<input type="checkbox"/>		Title 24 Compliance		<input type="checkbox"/> Update LTG forms showing compliance with Title 24 and CHPS guidelines and standards <input type="checkbox"/> Update-coordinate with Mechanical engineer and architect to optimize energy use and achieve higher CHPS scores. <input type="checkbox"/> Incorporate comments received from "Saving by design" Review	
		<b>Food Service</b>	50%	<input type="checkbox"/> Plans, elevations, sections, details of other design disciplines as may be needed by the size and complexity of the project.	
		<b>Graphics and Signage</b>	50%	<input type="checkbox"/>	
		<b>Theater Consultant</b>	50%	<input type="checkbox"/>	
		<b>Kitchen Consultant</b>	50%	<input type="checkbox"/>	
	<input type="checkbox"/>	Specifications		<input type="checkbox"/> Set of district guide specifications with Table of Contents and Technical Sections required for the project, red-marked (or edited in MS Word while tracking changes and highlighting to reflect the specific work of the project, plus additional sections to recognize unique materials or assemblies. Specify two or more manufacturers for each product.	
<input type="checkbox"/>		Other Documents		<input type="checkbox"/> Updated	
<input type="checkbox"/>		SP2A Building Area Diagrams		<input type="checkbox"/> Catalog cut sheets not submitted with DD Package	
		Product Information		<input type="checkbox"/> All utility company, public agency and fire department contacts	
		Record Reports			
		Cost Estimate		<input type="checkbox"/> Detailed CSI Cost Estimate in compliance with Districts estimating guide <input type="checkbox"/> Site development Cost Estimate in compliance with Districts estimating guide	
		CHPS Scorecard		<input type="checkbox"/> Detailed account of CHPS Points achieved in School Design	
		Savings by Design Incentive Program		<input type="checkbox"/> Savings by design energy analysis recommendation Letter & Architect's response.	
		D.D. Review Comments		<input type="checkbox"/> All comments and drawings with responses to each comment.	

## Submittal Requirements

### Construction Documents - 100% C.D. - DSA Submittal

Drawings Other		% Compl.	Scale: (Min) "/ft.	Information Included
<input type="checkbox"/>	Title Sheet, Vicinity and Location Map	100%		<input type="checkbox"/> Project name & address, project directory w/ all consultants <input type="checkbox"/> SSFUSD ID and Logo (on all drawings) <input type="checkbox"/> List of DSA Deferred Approvals
<input type="checkbox"/>	Drawing Index	100%		<input type="checkbox"/> List all drawings planned for final set.
<input type="checkbox"/>	General Notes	100%		<input type="checkbox"/> Legend, Abbreviations, Systems (SMC Approved)
<input type="checkbox"/>	Code Analysis	100%		<input type="checkbox"/> Construction Type, Occupancies, Areas, Separations, Exit Width <input type="checkbox"/> ADA path of travel and accessibility criteria <input type="checkbox"/> Exit signs, fire extinguishers <input type="checkbox"/> Applicable Codes
<input type="checkbox"/>	Site Plan	100%	1/20	<input type="checkbox"/> Buildings w/names, overhangs, # of stores, gross area <input type="checkbox"/> Driveways, surface roads, parking & layouts, walks <input type="checkbox"/> Hardscape, planting areas, site furniture, drinking fountains <input type="checkbox"/> Playground layouts, paving types detail references <input type="checkbox"/> ADA accessibility signage, ramps, railings, HC parking <input type="checkbox"/> Fire Dept. access, hydrants & F.D. Approval block <input type="checkbox"/> DSA Application number for existing buildings
<input type="checkbox"/>	Construction Phasing Plan	100%		<input type="checkbox"/> For multi-phase projects: Limits of work, barriers, access
<input type="checkbox"/>	Site Details	100%		<input type="checkbox"/> Flag pole, planters, site walls, fencing, railings, signage, parking, playground equipment, stairs and ramps, bollards, trash enclosure
<input type="checkbox"/>	Checklist of Offsite Work, Utilities & Easements			<input type="checkbox"/>
<b>Civil Engineering</b>				
<input type="checkbox"/>	Topographic Survey	50%	1/20	<input type="checkbox"/> Note "FOR REFERENCE ONLY."
<input type="checkbox"/>	Site Plan	100%	1/20	<input type="checkbox"/> Building locations (dimensions or coordinates), Work Limits <input type="checkbox"/> Floor plan elevations, Key dimensions, Grids <input type="checkbox"/> Existing and Finish contours (0.5' intervals typ.), spot elevations, ADA-compliant slopes <input type="checkbox"/> Property lines, streets, setbacks, easements, walls & fences <input type="checkbox"/> Site walls and top-of-wall elevations <input type="checkbox"/> Utilities, UG tanks, fencing, walks, drives, planting, other features, onsite and adjacent (existing and new) <input type="checkbox"/> Construction phasing provisions, for multi-phase projects

Drawings Other	% Compl.	Scale: (Min) "/ft.	Information Included
<input type="checkbox"/> Demolition Plan	100%		<input type="checkbox"/> Building paving, utilities, old foundations, - offsite and onsite. Limits of work, specific demolition notes.
<input type="checkbox"/> Street and Parking Plan	100%	1/20	<input type="checkbox"/> Pavement dimensions, Fire department access, references.
<input type="checkbox"/> Grading and Drainage Plan	100%	1/20	<input type="checkbox"/> Final grading, flow lines, CB's, culverts, downspouts, references, post-construction storm water management system including structural and non-structural BMP's
<input type="checkbox"/> Site Utilities Plan (Water & Drainage)	100%	1/20	<input type="checkbox"/> Piping, manholes, valves, CB's, drinking fountains, hose bibs, combination SS/SD drain valves, PIV's
<input type="checkbox"/> Off-site Civil Work Plans	100%		<input type="checkbox"/> Off-site work (drains, walks, drives, streets, hydrants, utilities, tie-ins, street vacations, street trees, power poles, etc.) per public agency requirements.
<input type="checkbox"/> Drainage plans/profiles	100%	1/10	<input type="checkbox"/> Existing and Finish contours (0.5' intervals typ.), spot elevations, ADA-compliant slopes
<input type="checkbox"/> Site Details	100%		<input type="checkbox"/> Curbs, gutters, drainage structures, valves, boxes, utilities connections.
<input type="checkbox"/> Log of soil borings	100%		<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> Calculations	100%		
<input type="checkbox"/> <input type="checkbox"/> Basis of Design			<input type="checkbox"/> Final Update
<b>Landscaping</b>			
<input type="checkbox"/> Site Plan (on Civil Engineering Background)	100%	1/20	<input type="checkbox"/> Planting areas with plant references
<input type="checkbox"/> Plant Schedules	100%		<input type="checkbox"/> Names, sizes, detail reference
<input type="checkbox"/> Details	100%		<input type="checkbox"/> Planting, site furniture, special features
<input type="checkbox"/> Irrigation Plans	100%		<input type="checkbox"/> Piping, sprinkler & controller locations, references Plans shall contain information required by the California State Water Efficient Landscape Ordinance Section 492 b & c
<input type="checkbox"/> Irrigation Details	100%		<input type="checkbox"/> Valves, control schedules
<input type="checkbox"/> <input type="checkbox"/> Basis of Design	100%		<input type="checkbox"/> Final Update
<b>Architecture</b>			
<input type="checkbox"/> Floor Plans	100%	1/8	<input type="checkbox"/> Structural grid, finish floor elevations, final dimensions <input type="checkbox"/> Room Names, Numbers <input type="checkbox"/> Door and Window Numbers, Wall numbers, references <input type="checkbox"/> Partition locations, fire ratings, ADA compliance references <input type="checkbox"/> ADA Compliance references <input type="checkbox"/> Cabinets, furniture & equipment layout (incl. N.I.C. items)
<input type="checkbox"/> Enlarged Floor Plans	100%	1/4	<input type="checkbox"/> Floor depressions, penetrations, housekeeping pads, FD's & slopes, detail references <input type="checkbox"/> Educational spaces, library, admin area, restrooms, kitchens, mech'l equip. rooms, special areas. All FF&E incl. N.I.C. items.
<input type="checkbox"/> Roof Plans	100%	1/8	<input type="checkbox"/> Structural grid, slopes, scuppers, penetrations <input type="checkbox"/> Elevations, of top of steel, sheathing and parapet walls <input type="checkbox"/> Equipment, ducts, pipes, curbs and pads, pipes & ducts <input type="checkbox"/> Parapets, screens walkways, items visible on roof with dimensions and detail references.
<input type="checkbox"/> Reflected ceiling plans	100%	1/8	<input type="checkbox"/> Lights Grilles, access panels, sprinklers, penetrations <input type="checkbox"/> Fire ratings of ceilings and walls <input type="checkbox"/> Soffits, special items, dimensioned & referenced

Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included
	Exterior elevations	100%	1/8	<input type="checkbox"/> Structural grid, floor elevations, dimensions <input type="checkbox"/> All wall features and materials, w/dimensions & references, incl. expansion joints, screeds, copings and sills <input type="checkbox"/> Doors, windows, louvers, w/dimensions & references
<input type="checkbox"/>	Building Sections	100%	1/8	<input type="checkbox"/> Sections sufficient to show all major building configurations <input type="checkbox"/> Structural grid floor elevations, dimensions, Room Names, Numbers <input type="checkbox"/> Major materials, structural elements, detail references
<input type="checkbox"/>	Exterior Envelope Sections	100%	1/2	<input type="checkbox"/> All wall sections with structural grid, dimensions, references
<input type="checkbox"/>	Exterior Envelope Details	100%	1 1/2	<input type="checkbox"/> Key details, including roofing, drains, skylights, waterproofing <input type="checkbox"/> Roof-mounted equipment curbs, platforms, pipe and duct supports, penetrations, with Wpings and flashings
<input type="checkbox"/>	Interior elevations	100%	1/8	<input type="checkbox"/> All room elevations, materials <input type="checkbox"/> All wall features, with dimensions & detail references <input type="checkbox"/> Cabinets, furniture & equipment layout (incl. N.I.C. items)
<input type="checkbox"/>	Interior finish schedules	100%	1/8	<input type="checkbox"/> Room Names, Numbers, Elevation and Detail References <input type="checkbox"/> Ceiling and soffit heights <input type="checkbox"/> Completed materials and paint finishes <input type="checkbox"/> Paint color selections
<input type="checkbox"/>	Door Schedules and Types	100%		<input type="checkbox"/> Numbers, locations, detail references <input type="checkbox"/> Door and Frame Materials
<input type="checkbox"/>	Window and Louver Schedules and Types	100%		<input type="checkbox"/> Numbers, locations, detail references <input type="checkbox"/> Sash and Frame Materials
<input type="checkbox"/>	Door, Windows and Louver Details	100%		<input type="checkbox"/> All details including thresholds, hardware references, fire ratings, panic hardware, smoke seals
<input type="checkbox"/>	Vertical Circulation Plans, Sections, Details	100%	1/4	<input type="checkbox"/> Stairs, Elevators, etc. with structural grid dimensions <input type="checkbox"/> Major materials and equipment, typical details <input type="checkbox"/> Equipment room layouts, pits, holding tanks, etc.
<input type="checkbox"/>	Interior and Miscellaneous Detail	100%	1/4	<input type="checkbox"/> Wall types and details, with fire-ratings <input type="checkbox"/> Ceiling, soffit, suspended fixtures with structural anchoring <input type="checkbox"/> Floor/ceiling/wall/roof assemblies w/ fire ratings, UL fire-assembly numbers <input type="checkbox"/> Cabinet and equipment, with structural anchoring
<input type="checkbox"/>	Basis of Design	100%		<input type="checkbox"/> Final Update
<b>Structural Engineering</b>				
<input type="checkbox"/>	Foundation Plans	100%	1/8	<input type="checkbox"/> Structural grid, finish floor elevations, dimensions, references <input type="checkbox"/> Bottom-of-footing elevations pipe-trenches adjacent to footings <input type="checkbox"/> Slab penetrations & depressions, dimensioned
<input type="checkbox"/>	Floor and Roof Plans	100%		<input type="checkbox"/> Framing and floor construction, penetrations, openings <input type="checkbox"/> Shear walls and other lateral force resisting elements.
<input type="checkbox"/>	Sections	100%	1/8	<input type="checkbox"/> Foundation and member sizes

Drawings [	Other	% Compl.	Scale: (Min) "/ft.	Information Included
	Wall sections and Elevations	100%		
<input type="checkbox"/>	Secondary Framing & supports for finishes	100%	<input type="checkbox"/>	
<input type="checkbox"/>	Retaining Wall elevations, sections	100%	<input type="checkbox"/>	
<input type="checkbox"/>	Details			
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/> Description of systems, bearing conditions, load criteria, foundation-engineering report reference
<input type="checkbox"/>	Final Calculations	100%		<input type="checkbox"/> Including calculations and details for: 1) Elements of non-structural components, equipment anchorage and attachment to the structure. 2) Stairs, handrails, and landings.
<b>HVAC</b>				
<input type="checkbox"/>	Floor and Roof Plans (On Architectural Backgrounds)	100%	1/8	<input type="checkbox"/> Duct and Diffuser/grille layout (double line) with EFM's, smoke detectors, combination smoke/fire dampers with State Fire Marshal approval numbers <input type="checkbox"/> Existing mechanical systems & components <input type="checkbox"/> Equipment locations and rooms
<input type="checkbox"/>	HVAC Piping Plans, floor and roof	100%		<input type="checkbox"/> Piping and Valve layouts and sizes
<input type="checkbox"/>	Air-Flow Diagrams	100%		<input type="checkbox"/> Flow and riser diagrams for each air system, including controls, outside air and exhaust, CFM, Velocities, pressures
<input type="checkbox"/>	HVAC Piping Systems Diagrams	100%		<input type="checkbox"/> Schematic and riser diagrams for each piping system, including pipe size, controls, instrumentation, valves, etc.
<input type="checkbox"/>	Enlarged Floor Plans	100%		<input type="checkbox"/> Equipment layouts, piping, ducts, coordination of major duct & pipe space coordination
<input type="checkbox"/>	Equipment Schedules	100%		<input type="checkbox"/> All Equipment - Types, sizes, capacities, weights
<input type="checkbox"/>	Control Systems diagrams	100%		<input type="checkbox"/>
<input type="checkbox"/>	Details	100%		<input type="checkbox"/>
<input type="checkbox"/>	Equipment Mounting Details	10%		<input type="checkbox"/> Mounting details for all HVAC components, incl. pads, curbs, seismic restraints, vibration isolators
<input type="checkbox"/>	Basis of Design			<input type="checkbox"/>
<input type="checkbox"/>	Final Load Estimates	100%		<input type="checkbox"/>
<input type="checkbox"/>	Final Calculations per CBC Energy Efficiency Standards.	100%		<input type="checkbox"/> Title 24 Energy Standards Compliance Forms: Performance method with analysis of each building
<b>Plumbing</b>				
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	100%		<input type="checkbox"/> Mechanical Utilities (gas, steam, heating water), coordinate with site utilities
<input type="checkbox"/>	Floor and Roof Plans (on Architectural Background)	100%	1/8	<input type="checkbox"/> Piping, fixtures, floor drains, equipment and rooms <input type="checkbox"/> Existing utilities, equipment, and P.O.C.'s, demo, requirements, <input type="checkbox"/> Major pipe space coordination, incl. roof-drain locations
<input type="checkbox"/>	Enlarged Floor Plan	100%		<input type="checkbox"/> Equipment layouts, piping, supply air & exhaust, major pipe space coordination
<input type="checkbox"/>	Equipment Schedules	100%		<input type="checkbox"/> All equipment - types, sizes, capacities, weights
<input type="checkbox"/>	Piping Systems Diagrams	100%		<input type="checkbox"/> Schematic and riser diagrams for each piping system, incl. pipe sizes, controls, valves etc.
<input type="checkbox"/>	Details	100%		<input type="checkbox"/>
<input type="checkbox"/>	Piping and Equipment mounting	100%		<input type="checkbox"/> Mounting details for all components, including pads, curbs, seismic restraints, vibration isolators
<input type="checkbox"/>	Final Calculations	100%		<input type="checkbox"/>
<b>Fire Protection</b>				
<input type="checkbox"/>	Floor Plans (on Architectural Backgrounds)	35%	1/8	<input type="checkbox"/> Mains, risers, P.O.C.'s <input type="checkbox"/> Sprinkler head layouts (on smaller projects, may be

Drawings	Other		Scale: (Min) "/ft.	Information Included
<b>Electrical</b>				
<input type="checkbox"/>	Site Plan (on Civil Engineering Background)	100%		<input type="checkbox"/> Service equipment locations (power, phone TV) <input type="checkbox"/> Show vault/pad details, primary and secondary conduit routing <input type="checkbox"/> Show utility companies point of connections <input type="checkbox"/> Conduit duct bank routing and underground pull boxes for power and signal systems. Show sizes <input type="checkbox"/> Coordinate with Civil to avoid conflict with Sewer Gas and water lines and access manholes <input type="checkbox"/> Show underground conduits fill ratios <input type="checkbox"/> Coordinate with Civil to avoid conflict with Sewer Gas and water lines and access manholes <input type="checkbox"/> Exterior lighting (Pole mount and wall mount), indicate fixture types. Indicate homeruns and conduit to panelboard. Show circuit numbers and wiring. <input type="checkbox"/> Exterior signal devices (Fire alarm horns, PA speakers, CCTV cameras, etc.
<input type="checkbox"/>	Lighting Floor Plans/RCPs	100%	1/8	<input type="checkbox"/> Indicate all lighting fixture locations and types. Show panels. Show circuit numbers, J boxes, switching and wiring for all areas. Indicate rooms ID's. Show all wiring and conduit interconnections. Provide exit signs, (high and low mount) and all exit doors. Provide directional exit signs.
<input type="checkbox"/>	Power Floor Plans	100%	1/8	<input type="checkbox"/> Indicate all recepticals locations and types. Show panels. Show circuit numbers, J boxes, switching and wiring for all areas. Indicate rooms ID's. Show all wiring and conduit interconnections
<input type="checkbox"/>	Signal Floor Plans	100%	1/8	<input type="checkbox"/> Indicate all signal systems devices. Show Cable tray layouts. Show terminal cabinets, J boxes, equipment and wiring for all areas. Indicate rooms ID's. Show all wiring and conduit interconnections.
<input type="checkbox"/>	Fire Alarm Floor Plans	100%	1/8	<input type="checkbox"/> Indicate all initiating and alarm devices, control panels, annunciator and terminal cabinets. Indicate candela ratings. Show J boxes, equipment and wiring for all areas. Indicate rooms ID's. Show all wiring and conduit interconnections.
<input type="checkbox"/>	Enlarged Floor Plans Equipment Room Layouts	100%	1/4	<input type="checkbox"/> Provide equipment rooms layouts showing panels, transformers, inverters, LAN racks & Signal equipment, terminal cabinets, working & access space <input type="checkbox"/> Update equipment sizes and provide dimensioned layouts and weight information. Coordination with Structural Engineer for seismic details. <input type="checkbox"/> Update calculate heat loads and coordinate with Mechanical for sizing HVAC equipment. <input type="checkbox"/> Update cable tray layout in LAN Room and signal rooms. <input type="checkbox"/> Indicate outside plant conduits terminations in LAN rooms <input type="checkbox"/> Indicate telephone and Cable TV utilities point of connections in LAN rooms.
<input type="checkbox"/>	Light fixture schedule	100%		<input type="checkbox"/> Update fixture description, manufacturers cat #, lamp type, ballast type, numbers of lamps and ballasts, input wattage and mounting type. Coordinate with book specifications
<input type="checkbox"/>	Panel Schedules	100%		<input type="checkbox"/> Update Panel schedules showing load details and calculations
<input type="checkbox"/>	Lighting Control Diagrams	100%		<input type="checkbox"/> Update lighting control diagram showing all components and interconnections. Show room ID's where components are located
<input type="checkbox"/>	Signal block and riser Diagrams	100%		<input type="checkbox"/> Show headed equipment and terminal cabinets/racks in satellite buildings. Show interconnections. <input type="checkbox"/> Show all components. Show all interconnections indicating conduit and cabling information Show room ID's where where componencts are located <input type="checkbox"/> Provide separate Riser Diagram for each signal system. Data and telephone (OBX) shall be combined

Drawings Other	% Compl.	Scale: (Min) "/ft.	Information Included
	100%		<ul style="list-style-type: none"> <li>Show main fire alarm control panel and satellite control panels or expanders.</li> <li><input type="checkbox"/> Show all components. Show all interconnections indicating conduit and cabling information Show room ID's where components are located</li> </ul>
<input type="checkbox"/>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment &amp; feeder sizes (new and existing to be used)</li> <li><input type="checkbox"/> Update information for main switchboards, panels, breakers, MCC's, etc. Provide physical spaces for future expansion</li> <li><input type="checkbox"/> Update load calculations based on actual connected loads. Resize main service and power distribution panels based on actual loads. Include spare capacities required by Design Guide</li> <li><input type="checkbox"/> Update information for grounding system for main service and satellite buildings.</li> <li><input type="checkbox"/> Update voltage drops and lengths for all feeders</li> <li><input type="checkbox"/> Update short-circuit ratings of all panelboards calculated based on available fault current from utility company.</li> <li><input type="checkbox"/> Update utility company contact information</li> </ul>
<input type="checkbox"/>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide complete Utility company standard details</li> <li><input type="checkbox"/> Provide ADA - complying heights of all typical racks and devices</li> <li><input type="checkbox"/> Provide complete relevant SSFUSD Standard details.</li> </ul>
<input type="checkbox"/>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide mounting details for all fixtures, racks, panels &amp; equipment, including seismic restrain. Coordinate with structural</li> </ul>
<input type="checkbox"/>			<ul style="list-style-type: none"> <li><input type="checkbox"/> Update and indicate changes to original Basis of Design submitted in previous submittal phase</li> </ul>
<input type="checkbox"/>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Update point-by-point calculations including graphic display, update typical rooms and areas for both normal and emergency modes demonstrating compliance with Design Guide, IES standards, SCE classroom lighting design manuals and applicable codes.</li> </ul>
<input type="checkbox"/>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Battery and voltage-drop calculations</li> </ul>
<input type="checkbox"/>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Update critical findings affecting glazing, lighting, HVAC, other building elements and use of day lighting.</li> <li><input type="checkbox"/> Update LTG forms showing compliance with Title 24 and CHPS guidelines and standards</li> <li><input type="checkbox"/> Update-coordinate with Mechanical engineer and architect to optimize energy use and achieve higher CHPS scores.</li> <li><input type="checkbox"/> Incorporate comments received from "Saving by design" Review</li> <li><input type="checkbox"/> Complete CHPS Score board</li> </ul>
<b>Food Service</b>	100%		<ul style="list-style-type: none"> <li><input type="checkbox"/> Plans, Elevations, sections, details of other design disciplines as needed by the size and complexity of the project.</li> </ul>
<b>Graphics and Sinage</b>	100%		<input type="checkbox"/>
<b>Theater Consultant</b>	100%		<input type="checkbox"/>
<b>Kitchen Consultant</b>	100%		<input type="checkbox"/>
<input type="checkbox"/> Specifications			<ul style="list-style-type: none"> <li><input type="checkbox"/> Cover indicating District, project name &amp; address, architect's name &amp; address license number, professional seal and signature</li> <li><input type="checkbox"/> Clearly described scope of work in Division 1 , section 01010</li> <li><input type="checkbox"/> 6 sets including General Conditions (7 if project has a kitchen)</li> </ul>

Drawings	Other	% Compl.	Scale: (Min) "/ft.	Information Included
	Other Documents			
	DSA Application form			<input type="checkbox"/> 3 sets. Completed and signed by the Architect of Record <input type="checkbox"/> Scope of work clearly described, identifying all new buildings and uses <input type="checkbox"/> Coordinate required fees with DSA and SSFUSD Project Managers
	SP2A Building Area Diagrams			<input type="checkbox"/> 2 Sets
	Check lists for DSA submittals			<input type="checkbox"/> 2 sets each
	DSA Structural Requirments			<input type="checkbox"/> All documents checked to address "checklists" refernced and attached
	DSA Fire and Life Safety			<input type="checkbox"/>
	DSA Local Fire Authority Approval			<input type="checkbox"/>
	DSA Energy Review			<input type="checkbox"/> 1 set of Construction Documents and Title 24 electronic data input
	Calculations			<input type="checkbox"/> 2 sets each
	Structural Engineering			<input type="checkbox"/> Final calculations (see "Structual requirments checklist")  <input type="checkbox"/> "Testing and Inspection" List
	HVAC Engineering			<input type="checkbox"/> Final Energy Calculations & Compliance forms (Title 24)
	Electrical Engineering			<input type="checkbox"/> Final Energy Calculations & Compliance forms (Title 24) (Coordinate and bind with Mechanical Engineering Calculations)
	Reports and Approvals			<input type="checkbox"/> 1 Set each
	Soils Report			<input type="checkbox"/>
	Local Fire Authority Approval			<input type="checkbox"/> Approval block signed by Fire department representative and showing fire mains, valves, hydrants, connections, access drives.
	Product Information			<input type="checkbox"/> 2 Sets each
	Mechanical			<input type="checkbox"/> Equipment catalog data indicating dimensions, weights, corner weight distribution and center of gravity locations <input type="checkbox"/> Catalog data ion vibration isloators and seismic restraints.  <input type="checkbox"/> Structural calculations on vibration isloators, seismic restraints and equipment anchorage (Submit all above with palms in a binder with proper reference to the plans)
	Plumbing			<input type="checkbox"/> Cut sheets of all plumbing fixtures for Accessibility Review
	Electrical			<input type="checkbox"/> Fire alarm system manual containing: <input type="checkbox"/> Cut sheets and CSFM listing sheets of all fire-alarm devices, with index <input type="checkbox"/> F.A. System devices symbol list <input type="checkbox"/> Cut sheets for assistive -listening system of autonomous PA/ Sound systems for Auditorium, Gymnasium, and Multi Purpose Room
	Cost estimate			<input type="checkbox"/> 6 Sets
	CHPS Scorecard			<input type="checkbox"/> Detailed account of CHPS Points achieved in School Design
	Savings by Design Incentive Program			<input type="checkbox"/> Savings by design contract
	D.D. Review Comments			<input type="checkbox"/> All comments and drawings with responses to each comment.



South San Francisco Unified School District  
Measure J Bond Program



## Submittal Requirements

**DRAFT**

South San Francisco Unified School District

### DSA Submittal – Local Fire Authority Approval Checklist

DSA Reviews fire sprinkler installation for compliance with NFPA Standards in accordance with CBC Section 904.1.2. In addition, requirement pertaining to fire flow and mains, hydrant spacing, types of control valves, and the location of valves and connection vary with jurisdiction and specific sites within each jurisdiction. Requirements of the local fire authority must be met, and documentation of local fire authority approval must be submitted to DSA prior to DSA approval.

- 1. Fire Department connection is visible, accessible and installed on the address side of the building.
- 2. Fire Department connection is located at the public street as close to the curb face as possible. The distance from the fire department connection to the curb face does not exceed 25 feet.
- 3. Fire Department connection is located within 150 feet of a public fire hydrant
- 4. Fire Department connection is located at least 25 feet from the building, or, if not feasible, a minimum 2 hour fire-resistive wall is provided.
- 5. Each fire sprinkler system has a mini post indicator valve located at the public water valves connection.
- 6. Each fire sprinkler riser has an exterior control valve located at the public water valves connection.
- 7. Requirements of the local water purveyor have been included for cross-connection backflow-control devices (detector-checks)
- 8. Local Fire jurisdiction requirements pertaining to fire flow, hydrant spacing, and...

For a current Project Submittal checklist required by DSA, check their website at [www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov)  
Click on Project Submittal and Plan Review Process

**DRAFT**

Exhibit V



**Project/Budget Modification Form**

Date: \_\_\_\_\_

Initiated By: \_\_\_\_\_

Dept./Region: \_\_\_\_\_

Expedition Proj. #/Name

Expedition BMR#/PMR#

**Section A: Scope Change:**

Type of Change  
(Check all that apply)

- Site   
  Program   
  Design   
  Unforeseen Conditions   
  Other:  
 Intra-Bucket   
  Inter-Bucket   
  Project Scope and/or Budget Change

**Scope/Budget Change Justification:**

(Includes any major changes in GSF, #of Classrooms, site size, detail of impact to each project/budget category)

**Schedule Impact Summary:** (Attach P3 schedule documentation, if required)

**Section B Scope/Program Impact**

- Change to GSF \_\_\_\_\_  
 Change to # of Classrooms \_\_\_\_\_  
   HS \_\_\_\_\_  
   MS \_\_\_\_\_  
   ES \_\_\_\_\_  
   K \_\_\_\_\_  
   EEC \_\_\_\_\_  
 Change to School Type \_\_\_\_\_  
 Change to Gross Site Acres \_\_\_\_\_

**Section C Budget Modifications**

**Required:** Attach the Expedition Anticipated Cost Report (ACR) indicating cost adjustment breakdown by the items

Budget Category	Current Project Budget (Expedition ACR, Column C)	Cost Adjustment (+/-) (Expedition ACR, Column D)	Revised Project Budget (Expedition ACR, Column J)
(1) Site	\$0	\$0	\$0
(2) Environmental	\$0	\$0	\$0
(3) Plans	\$0	\$0	\$0
(4) Construction	\$0	\$0	\$0
(5) Proj. Management	\$0	\$0	\$0
(6) Testing	\$0	\$0	\$0
(7) Inspection	\$0	\$0	\$0
(8) Furniture and Equipment	\$0	\$0	\$0
(9) Community Outreach	\$0	\$0	\$0
(P) Project Reserve	\$0	\$0	\$0
<b>*Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

\*If Net Project Budget Increase/Decrease = 0 then **DO NOT** complete survey below.

\*\* Changes to GSF in excess of 2% require the use of the Project/Budget Modification form regardless of cost impact. Provide the proposed GSF from the current Design whether or not the objective of the PBM was to modify the GSF.

## Project/Budget Modification Form

Section D Project Funding Strategy							
Fund	Area	PRGM	IFS Proj	Fund Description (BB, Measure J, Etc)	(D) Project Funding Strategy	(E) Funding Adjustment (+/-)	(F) = (D) + (E) Revised Project Funding Strategy
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
					\$0	\$0	\$0
<b>*TOTAL</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*\*Total Revised Funding Strategy must equal Revised Project Budget*

**PROGRAM RESERVE REQUEST**

**Fill In** \_\_\_\_\_

**Res. Req. #** \_\_\_\_\_

*\*\* Indicate amount of Program Reserve requested with this modification.*

Section E Approvals			
The following signatures are required as indicated for approval of the proposed change:			
	Signature	Name (Print)	Date
<b>Construction Manager</b>			
<b>Program Manager</b>			
<b>Bond Program Director</b>			
<b>Assistant Superintendent of Business Services</b>			

Cc: