

C.A.S.H. 30TH ANNUAL CONFERENCE ON SCHOOL FACILITIES

30 YEARS OF SCHOOL FACILITIES LEADERSHIP ADVOCACY ♦ EDUCATION ♦ COLLABORATION

Wednesday, February 25, 2009
9:00 a.m. - 10:30 a.m.
Sacramento Convention Center
Room 306

Workshop # 20

Project Closeout

Moderator:

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DIVISION OF THE STATE ARCHITECT

A DIVISION OF 

DSA Project Certification Guide

CASH Annual Conference, February 2009

Guideline Development History

- June, 2006 7,500 projects were identified as “backlog.”
- Temporary staff were hired to process “90-Day Letters” to the District for each backlog project.
- If there was no response by the end of the 90 days, the project was closed without certification.
- The backlog was eliminated June 30, 2008.
- Approximately 50% of backlog closed without certification

Guideline Development History Cont.

- DSA determines need to develop guideline to help districts certify old projects and tasks Regional Managers with its development
- July, 2008 DSA Regional Managers meet with group of stake holders to identify certification problems and potential resolutions
- July – October 2008 DSA Regional Managers develop certification guideline
- October, 2008 Project Certification Guideline published on DSA web site
- October, 2008 DSA sends letter to districts informing them of certification issues and associated liabilities

Guideline Goal and Intent

- Provide information, procedures and concepts that lead to:
 - ✓ **Project certification**
 - ✓ **Consistency between DSA Regional Offices.**
- Projects constructed prior to January 1, 2007
- Projects have been closed by DSA without certification.
- Guide cannot possibly address all scenarios or specific situations encountered during the closeout process
- Experience and analytical skills are essential when determining appropriate actions necessary to obtain project certification.

Organization of Guideline

- **SECTION 1** INTRODUCTION
- **SECTION 2** RE-EXAMINATION OF CLOSED FILES
- **SECTION 3** CONTACTING DSA
- **SECTION 4** DOCUMENTS REQUIRED FOR PROJECT CERTIFICATION
- **SECTION 5** RESOLUTIONS AND STRATEGIES FOR PROJECT CERTIFICATION
- **SECTION 6** UNIQUE STRUCTURES
- **Appendix**

Section 1 Introduction

Introduction

- 1.1 Purpose of the Guide
- 1.2 About the Division of the State Architect (DSA)
- 1.3 Project Plan Review and Approval Phase
- 1.4 Project Construction Phase
- 1.5 Project Closeout Phase
- 1.6 Project Closeout Letters
- 1.7 Closeout Letter - *Example*
- 1.8 Closeout Process Flowchart

Section 2 Re-Examination of Closed Files (Re-Opening)

Re-Examination of Closed Files (Re-Opening)

2.1 General Information – Requirements and Process



Section 3 Contacting DSA

Contacting DSA

- 3.1.1 Administrative Questions
- 3.1.2 Technical Questions
- 3.1.3 Archive Requests
- 3.1.4 Escalating Issues

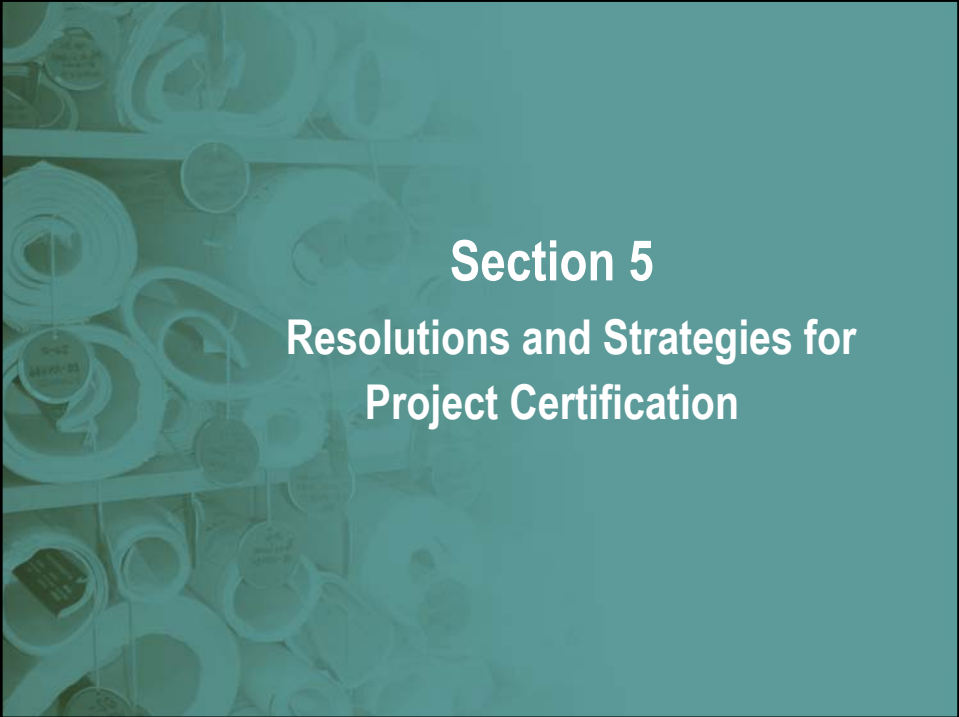
Section 4 Documents Required for Project Certification

Documents Required for Certification

- 4.1 General
- 4.2 Signatures on Documents
- 4.3 DSA-1 (Project Application)
- 4.4 DSA-108 (Delegation of Responsibility)
- 4.5 DSA-102 (Contract Information)
- 4.6 DSA-291 (Laboratory Verified Report)
- 4.7 DSA-292 (Special Inspector Verified Report)
- 4.8 DSA-293 (Geotechnical Verified Report)

Documents Required for Certification

- 4.9 DSA-6 (Verified Reports)
- 4.10 Notice of Completion (NOC)
- 4.11 DSA-102/Change Order/DSA-6 Relationships
- 4.12 Change Orders
- 4.13 Deferred Approvals
- 4.14 Addenda
- 4.15 Revisions
- 4.16 Fees



Section 5

Resolutions and Strategies for Project Certification

Project Certification Strategies

- 5.1 General Discussion
- 5.2 Best Practices
- 5.3 School District Participation
- 5.4 Determining Project Certification Status
- 5.5 Obtaining Project Documents and Information
- 5.6 Project Construction Scope Not Completed
- 5.7 Construction Deficiencies

Project Certification Strategies

- 5.8 Missing DSA-102 (Contract Information)
- 5.9 Missing or Incomplete DSA-291 (Lab VR)
- 5.10 Missing or Incomplete DSA-292 (Sp. Insp. VR)
- 5.11 Missing or Incomplete DSA-293 (Geotech. VR)
- 5.12 Missing or Incomplete DSA-6 & 6A/E (VR)
- 5.13 Missing Notice of Completion (NOC)
- 5.14 Missing Approved Change Orders

Project Certification Strategies

- 5.15 Missing Approved Deferred Approval
- 5.16 Missing Approved Addenda
- 5.17 Missing Approved Revisions
- 5.18 Missing Fees
- 5.19 Voided and/or Cancelled Applications (Projects)
- 5.20 Missing DSA-5 (Inspector Approval Application)
- 5.21 Testing and Inspection Form (T&I Form)
- 5.22 Materials



Section 6

Unique Structures



Unique Structures

6.1 General

6.2 Free Standing Signs, Scoreboards, Fencing and
Non-Retaining Walls

6.3 Relocatable Buildings (one story modular
relocatable buildings)

6.4 Bleachers



Appendix



Appendix

- Appendix A On Line Resources
- Appendix B Relocatable Buildings
- Appendix C DSA File Organization
- Appendix D Glossary of Terms
- Appendix E IR A-2



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Questions

DSA Project Certification Guide

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