
Best Practices for DSA Close-Outs

I Survived a Close-Out:
Lessons Learned

“Discovery”



“Solutions”

- Finding projects closed without certification on Project Tracking web site and notes on missing documents
- Finding and compiling the documents for old projects
- Noting what items are still missing in order to get certification.

Application #54416

- Reconstruction Project at high school campus, construction began in 1993
- Closed without certification by Division of State Architect in 1998
- Close-out with certification became condition of project approval for 2009 campus addition and modernization

Putting the Pieces Together

- Able to locate “Documents Required” checklist from 1998 DSA letter, plus missing documents listed on project tracking webpage
- Finding the contractor for revised Form 6, finding out how to deal with unavailability of Inspector of Record, working with the Architect of Record for Form 6 A/E
- What the heck is a Weighmaster Certificate anyways??

DEPARTMENT OF GENERAL SERVICES
DIVISION OF THE STATE ARCHITECT
OFFICE OF REGULATION SERVICES

SSS 411-6 (R 3/93)

WEIGHMASTER'S CERTIFICATE OF WEIGHT AND MEASURE

THIS IS TO CERTIFY, that the following described concrete materials were furnished to:

Project Name: _____

File No. _____ Application No. _____

by the _____
(Name of Supplier)

_____ (Address)

and (1) conformed in every particular to the proportions shown on the attached batch card(s)

Batch Card # _____ Batch Card # _____ Batch Card # _____

or (2) conformed in every particular to the proportions shown below:

	Mix # _____	Mix # _____	Mix # _____
CEMENT	_____	_____	_____
SAND	_____	_____	_____
SAND	_____	_____	_____
ROCK	_____	_____	_____
ROCK	_____	_____	_____
WATER ADDED AT PLANT	_____	_____	_____

and that they were weighed or measured by a licensed weighmaster, and his signature is a recognized authority of accuracy, as prescribed by the California Business and Professions Code, Division 5, Chapter 7 or 7.3.

I certify (or declare) under penalty of perjury that I have read the above report and know the contents thereof, and that all of the above statements are true.

(Licensed Public Private Weighmaster)

(Date) _____ By _____ (Deputy Weighmaster)

Opening the File....

- \$150.00 buys you 90 days (for now...)
- List of missing documents can vary from Project Tracking page to actual DSA listing when file is re-opened, so don't put all your eggs in one basket!

DSA Policy 09-04

- After January 1, 2010 the fee to re-open files will increase:
 - ❖ Project < \$5 million = \$500.00
 - ❖ Project \$5 million - \$50 million = \$750.00
 - ❖ Project > \$50 million = \$1,000.00
- Requests to re-open files within 9 months of closure will be at no cost.
- 90 day deadline still in effect!

Getting Closure

- It is important to address all possible issues and questions in the cover letter with submission – the more complete and accurate your information is, the better DSA is able to evaluate your file
- If you can't get something for some reason – tell them why! Even the best efforts can be exhausted and other alternatives might need to be explored.

Stamp of Approval

WPUSD was able to get a “Closed with Certification” label on the old project so that the new project could then be approved and started.



Lesson #1 – The Time Factor

- Allow enough time for approval of old projects on the site before you set deadlines for new projects.
 - ❖ Closed with Certification can be necessary before new approvals are made.
 - ❖ File reviews take time – and will set your construction schedule back if you have to wait on a certification.

Lesson #2 – Finding the Team

- Identify the “players” early on, either from documents or from the plan set itself.
 - ❖ Every name could be crucial if the architect or contractor have gone out of business.
 - ❖ If you have a contact list ready the people you do find may know how to get a hold of someone else on your list.

Lesson # 3 – Forms, Lots of Forms

- If you can't get them to fill out the forms – do it for them! All they have to do is sign.
 - ❖ Make sure your information is correct
 - ❖ Make sure you follow up to get original signatures

Lesson #4 – Figure out What You Need!

- Refer to the Project Certification Guide on DSA website for required closing documents and make a check list for your project. This will ensure:
 - ❖ That you collect the documents you may need before the project ends
 - ❖ That documents will be kept together and easier to locate at closing time

Lesson #5 – Make People Responsible

- Make responsibility for documentation known at Pre-Construction meeting.
 - ❖ Go through your checklist, assign who is responsible for each final document.
 - ❖ Periodically re-check list and remind the parties involved of need for the final documents as soon as they are prepared.

Lesson #6 – Keep It Together!

- Have a separate binder for potential close-out documents – a little extra work, but worth it!

Lesson #7 – Ending the Project

- All good things must come to an end.
 - ❖ Get 'Close-Out with Certification' as soon as humanly possible on all old projects
 - ❖ Submit close-out documents on current projects right away, and if something is missing, watch your nine month leeway!



ACHIEVEMENT

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DETERMINATION, AND AN ENDLESS SUPPLY OF EXPENDABLE LABOR.

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