



LOS ANGELES COMMUNITY COLLEGE DISTRICT
DEPARTMENT OF FACILITIES PLANNING AND DEVELOPMENT

To All Design Consultants:

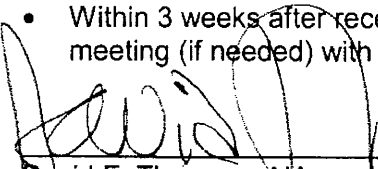
The procedures below are intended to assist the Design Consultant (AOR) in the submission of complete documents into the Division of the State Architect (DSA) and in turn receive a prompt review period by DSA.

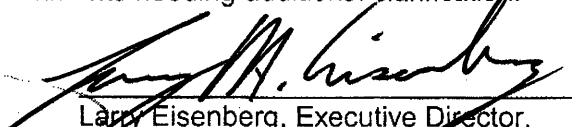
According to your "Design Consultant Services Agreement" with the Los Angeles Community College District (District) projects must be completely designed and coordinated by the AOR and approved by the College Project Manager (CPM) or District assigned Project Manager before they are submitted to DSA for initial review (intake). The following activities shall take place by the AOR for a successful DSA plan check review:

- For projects with construction costs exceeding \$5 million, a preliminary DSA plan consultation meeting is required within the early stages (Schematic to Design Document phase) of design. The CPM or District assigned Project Manager shall accompany the AOR to this and all DSA meetings. The AOR shall prepare and distribute written minutes of all DSA meetings.

For projects with construction costs exceeding \$5 million, if a DSA plan consultation meeting occurs at 75% construction documents completion, DSA and the AOR will schedule a specific date for DSA intake. If the AOR meets this intake date with 100% complete Construction Documents (CD), the project will proceed into DSA review and will be returned by DSA on the committed process date(s).

- Upon completion of the 100% CD and prior to the initial DSA intake, the AOR shall sign and submit the following documents to the CPM or District assigned Project Manager followed by the Program Manager (Bond Program projects) or the District assigned Project Manager (District managed projects) for review and approval prior to submitting the 100% CD package to the DSA:
 - DSA Application for Approval of Plans and Specifications form (DSA-1): Complete the full project (Bond Program-Prolog/Proliance) name followed by the project (Bond Program-Prolog/Proliance) number.
 - DSA Project Submittal Checklist: Review and verify each item for incorporation into the documents, provide full project (Bond Program-Prolog/Proliance) name followed by the project (Bond Program-Prolog/Proliance) number. Document shall be signed by the AOR and CPM or District assigned Project Manager.
 - Bond Program-Invoice Payment Approval form (CP-0160/0162) and Plan Check Fee Request Form (DES-008): Complete the information including full project (Prolog/Proliance) name, General Ledger number and signatures.
- At no time shall the initial 100% CD Project submittals be defined as marginally complete with the intention of "slip sheeting" additional/revised sheets after the initial intake project submittal to DSA has taken place. This is unacceptable with the DSA and contractually unacceptable with the District.
- Within 3 weeks after receipt of the DSA plan check comments, the AOR shall schedule a meeting (if needed) with DSA to discuss any comments needing additional clarification.


David F. Thorman, AIA
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