



**FACILITY PLANNING, DISTRICT CONSTRUCTION AND SUPPORT SERVICES
FACILITIES MODIFICATION REQUEST TRAINING
OCTOBER 30, 2020**



AGENDA

I. Why do we need a Facility Modification Process?

- Board Policy and Administrative Regulation
- California Education Code Sections 17295 and 81133
- California Code of Regulations, Title 24
- Community College Buildings are governed by The Field Act

II. What is a Facility Modification?

- Definitions

III. Process

- Form 1 Request
- Form 2 Assessment
- Form 3 Approval
- Form 4 Close-Out
- Corrective Action Notice

AGENDA

IV. Lessons Learned Examples

V. Tips and What You Need to Know

VI. Questions

WHY?

Board Policy 660 I

Facility Modification and New Construction

References:

- Education Code 81130, 81132, 81133, 81142
 - California Code of Regulations - Title 24
- ▶ The District Office of Facility Planning, District Construction and Support Services **shall** oversee, coordinate and approve all facility modifications and new construction to insure compliance with district standards, architectural specifications, and code compliance.
 - ▶ Efforts shall be made to schedule construction activities to minimize disruption of district service and classroom operations.
 - ▶ Facility modification is defined as any addition to, removal of, or alteration made to existing facilities. **Maintenance funds** are **not** intended for funding such projects. **Separate procedures and funding** shall be available for facility modifications and new construction.
 - ▶ The Governing Board **shall review and approve** facility modification and construction projects included in the facility modification and capital outlay process.

Revised: September 22, 2014 (Previously BP3511)

Reviewed: May 7, 2018

Administrative Regulation 660 I

Facility Modification and New Construction

References:

- Education Code 81130, 81132, 81133, 81142
- California Building Standards Code (California Code of Regulations, Title 24) (“CCR, Title 24”)
- ACCJC Accreditation Standard III.B. Physical Resources

Definition:

- ▶ A facility modification is defined as **any addition to, removal of or alteration to existing facilities, including, reconstruction, new construction, improvements to site or buildings, parking lot striping or parking reconfigurations.**

Adopted: May 7, 2018

Administrative Regulation 660 I

Facility Modification and New Construction

- ▶ This administrative regulation is **not** applicable to **routine, recurring and preventative maintenance** work.
- ▶ Routine, recurring and preventative maintenance work is managed and handled by the **College**.

Note: The majority of maintenance work is exempt from DSA review per Section 4-315, Part I, California Administration Code (“CAC”) and defined in Section 4-314 Part I, CAC **unless** there are significant alterations and reconstruction of buildings **beyond construction cost thresholds** cited in the California Education Code sections.

Maintenance and Public Works Procurement Laws and Board Policies

Maintenance Definition: Public Contract Code §20656

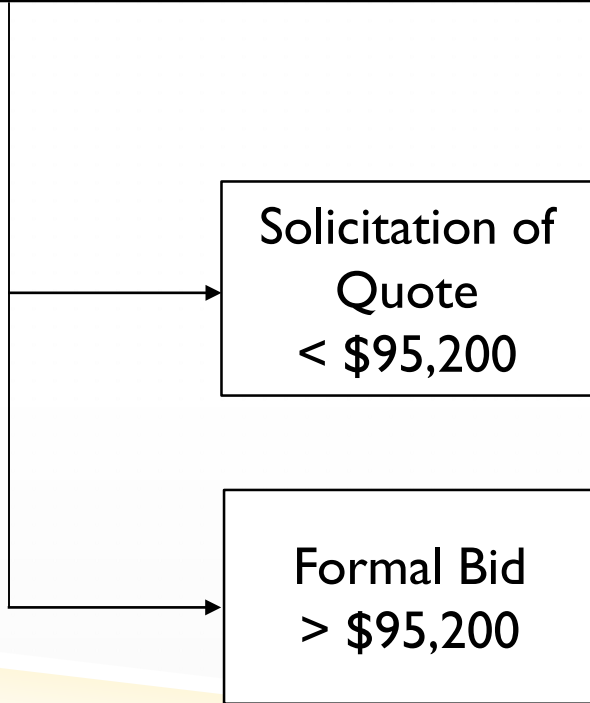
- ▶ Routine, recurring, and usual work for the preservation, protection and keeping of any publicly owned or publicly operated facility for its intended purposes in a safe and continually usable condition for which it was designed, improved, constructed, altered or repaired.
- ▶ Minor repainting under \$25,000. Maintenance work under \$95,200 procured following PCC §2065 I and follows a Solicitation of Quote process.

Public Works Definition: Public Contract Code §22002(c)

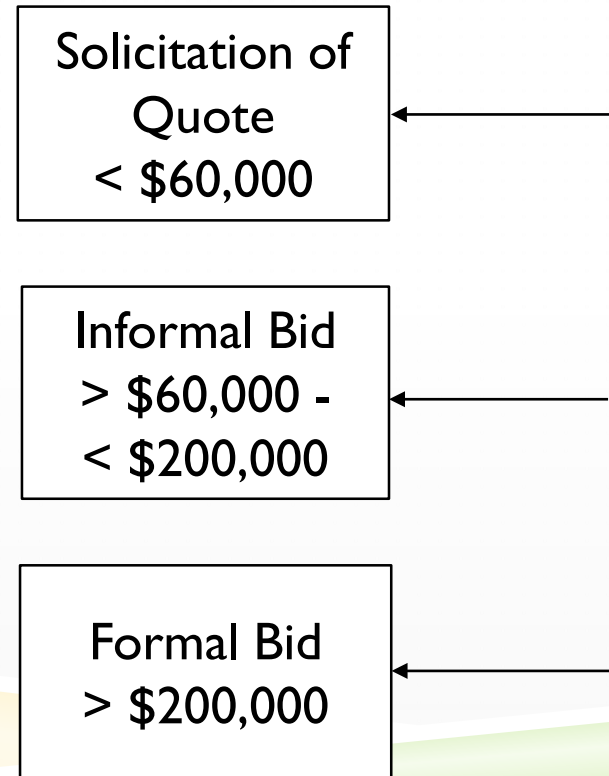
- ▶ Any construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any public owned, leased, or operated facility, any public structure, building, road or other public improvement of any kind. Painting or repainting.
- ▶ Public Works projects procured following informal bidding procedures as allowed under PCC §22003 and per BP & AR 6603.

Maintenance and Public Works Procurement Process

Maintenance
Public Contract Code §20651
and Board Policy 6332



Public Works
Public Contract Code §22002(c)
and Board Policy 6603



*Public Contract Code 2019 Bid Limits
(PCC 20032, 22020, 22002 et seq.)

Division of State Architect (DSA)

Laws and Regulations

- ▶ If an alteration or reconstruction to a school building exceeds \$106,412* it requires DSA review and approval (DSA IR-A10).
- ▶ ALL projects whether governed by the Field Act or not, shall comply with applicable accessibility provisions of the CCR, Title 24.
- ▶ For any alterations, structural repairs or additions to existing buildings, if such costs exceed \$170,466* you are required in accordance with CBC Chapter 2 to undertake accessibility upgrades as part of the project (20 percent).
- ▶ The reconfiguration of classrooms, offices and all other spaces that convert or change a Taxonomy of Programs (“TOP”) code use designation in the District’s State Space Inventory database Facility Utilization Space Inventory Option Net (“FUSION”) is required to be updated annually and reported to the State Chancellor’s Office.
- ▶ Certain alterations or repairs to existing buildings *may be exempt* from DSA review and approval, but an FMR is still required to be submitted to the DO Facilities for a review and determination. Findings of exemption are required to only be made by a certified or licensed professional (i.e. engineer, architect, inspector), DSA IR A-22.

*Subject to annual construction threshold adjustments or code cycle adjustments.

Common Types of Requests

Furniture, Fixtures and Instructional Equipment

- New or replacement of projectors, flat screens (structural, fire life safety)
- Equipment upgrades, replacements and repairs (fire life safety, electrical, structural, mechanical and electrical)

Reconfigurations and Repurposing

- Office space and workstation reconfigurations (accessibility)
- Repurposing a classroom space and converting use (fire life safety, accessibility, occupancy, FUSION space inventory change)

New Work, Alterations, Retrofits, Improvements, Renovations and Upgrades

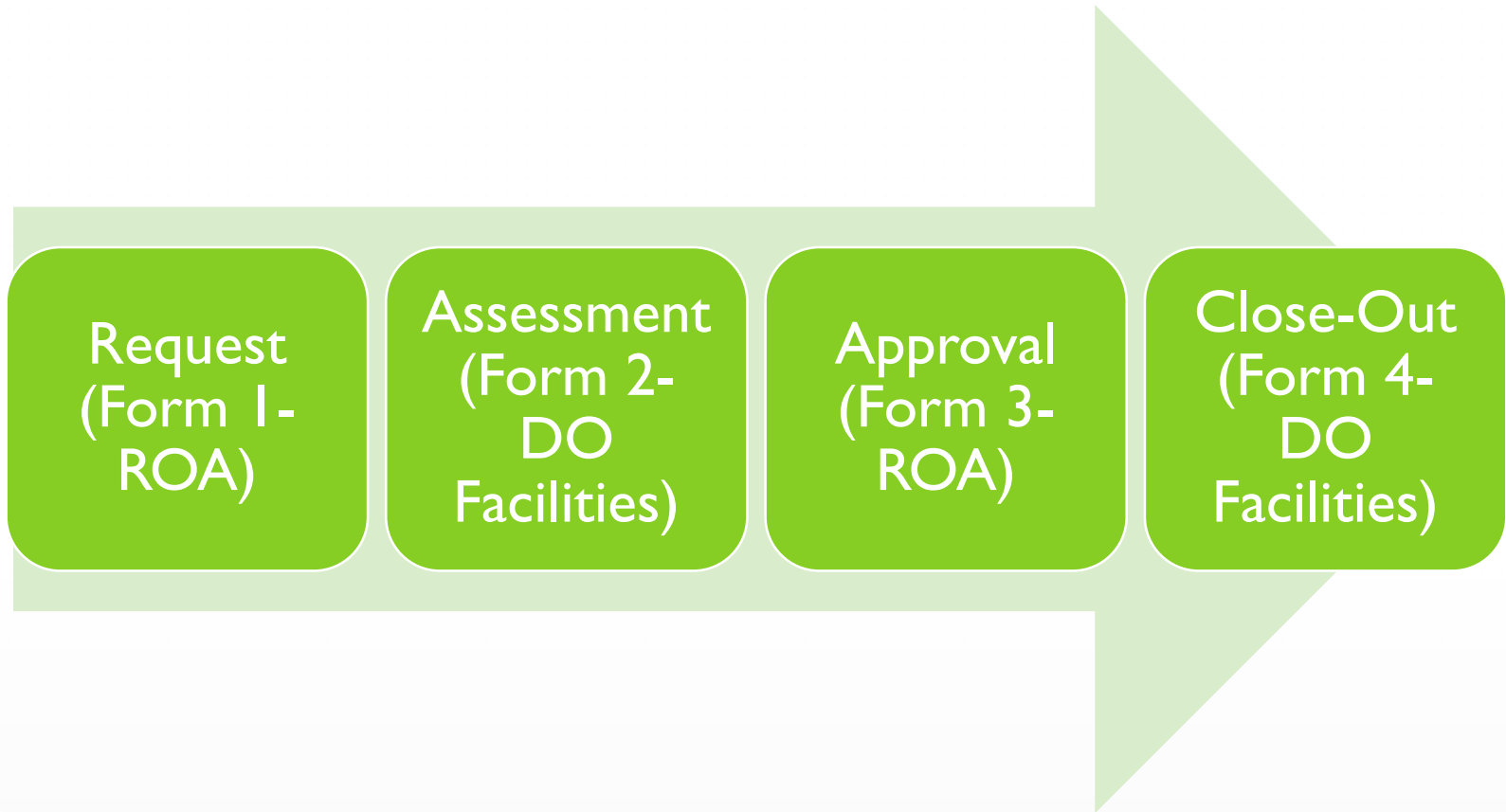
- Moving or adding a wall or partition (structural, fire life safety, accessibility)
- New ductwork
- Upgrade lighting (structural, electrical)
- New data ports (fire life safety)

Administrative Regulation 660 I

Facility Modification and New Construction

- ▶ Examples of common facility modification requests could include but are not limited to the following: classroom, lab, office and/or other space reconfigurations; retrofits and tenant improvements; any removal of walls, buildings or structures; any relocation and alterations of walls and doors; instructional equipment additions that increase weight to existing floors, ceilings, walls, and/or roofs; increases to electrical loads; additional and/or new mechanical upgrades in the building; the addition of overhead mounted projectors and television screens or other equipment to classrooms and labs; modifications or additions to certain lighting and rigging systems; modifications or additions to certain kitchen equipment which require ventilation or mechanical and electrical upgrades; the addition or replacement of marquees and monuments; new shade structures, new trellis or kiosks; addition of certain modular furniture to not impact accessibility or other fire life safety codes...

FMR Process



Form I: Request

Procedure:

- ▶ All current FMR forms are available on the district employee intranet at: <https://intranet.rscgd.edu/Facilities> and shall be updated by the DO Facilities as needed.
- ▶ The requestor shall fill out **Form I** (see attached “Request Form”).
- ▶ Form I shall be approved and submitted by the Responsible Originating Administrator (“ROA”) for overseeing FMR requests by staff, faculty or other individuals.
- ▶ **Authorized ROAs include: Chancellor, Vice Chancellor, College President, Vice President of Administrative Services or Assistant Vice Chancellor**
- ▶ Form I Requests shall be submitted to DO Facilities.

Form I

DO Facilities Use Only
FMR No: _____
Form 1

Facility Modification Request – AR 6601 Form 1 (Request Form)

Date: _____
Requestor's Name: _____ Site/Location: _____
Department: _____ Please initial below reviewed:
Dean's Name: _____ Dean Initials: _____
Area Vice President's Name: _____ VP Initials: _____

Note to Requestor: Please make certain you have discussed this request and retained the appropriate initials of the Department Dean or Vice President before forwarding this Request Form.

Please answer the following questions:

1. Building Location: _____ Room Number: _____ Other Location: _____
2. Description of Location (e.g. north/south wall, interior, exterior of building): _____
3. Please describe the modification request:

4. Is this modification for the purchase of new instructional equipment? Yes No
If yes, how does this equipment support the instructional program/class and its use? Please explain.

5. If yes, are grant funds being utilized for the purchase of the instructional equipment? Yes No
If yes, please attach a copy of the grant application, program guidelines which describes the amount of funding available and the expenditure deadlines. Yes, I have attached a copy.

6. Is there a timeline for when the grant funds must be spent and/or encumbered? Yes No
Please explain timelines or deadlines.

7. Other Information:

DO Facilities Use Only
FMR No: _____
Form 1

Please forward this request to the Responsible Originating Administrator ("ROA") for further review and approval prior to sending this to the District Office Facility Planning, District Construction and Support Services department. ROA shall be one of the following: Chancellor, College President, Vice Chancellor, Vice President of Administrative Services or Assistant Vice Chancellor.

ROA Review: The section below must be signed by ROA prior to returning Form 1 to DO Facilities.

ROA Name: _____ Title: _____

Are Funds Currently Available for this Request: Yes No

If yes, identify account number: _____ Amount \$ _____

Approved to be sent to DO Facilities for modification assessment: Yes No

If yes, please identify an account number for the Form 2 investigation: _____

The ROA is responsible for reimbursing all expenses associated with the Facilities assessment if applicable (i.e. on-call architectural, on-call structural engineers, other consultants, etc.). DO Facilities shall return a Form 2 to the ROA upon the completion of the investigation along with a total of any costs incurred for the assessment. Costs are incurred depending on the scope of the request.

If no, please provide explanation:

ROA Signature: _____ Date: _____

Form I

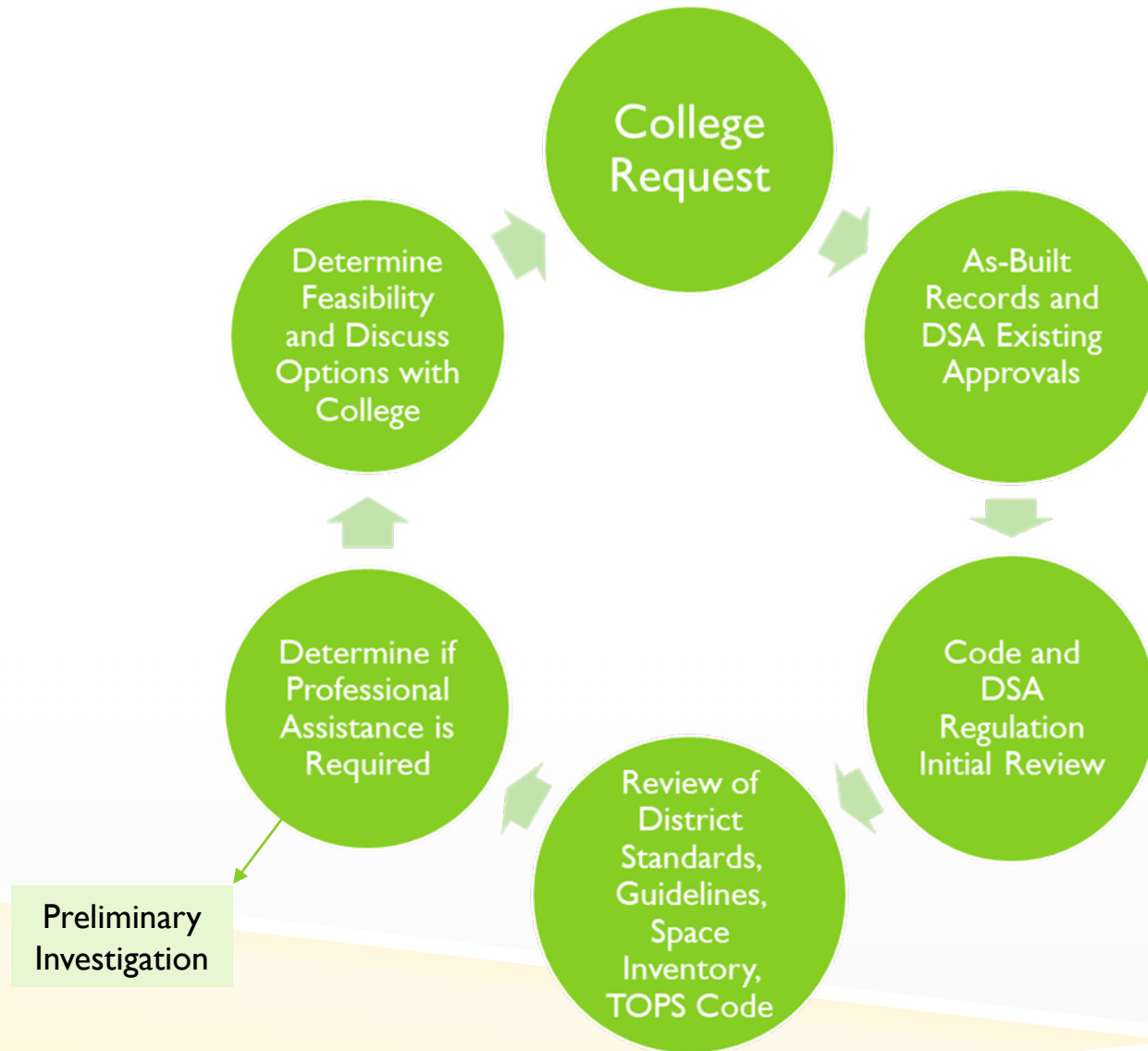
Requestor Tips

- ❖ Discuss this request with your ROA and appropriate colleagues to determine if you need an FMR or other type of assistance.
- ❖ Provide sufficient details about the request and complete the description with as much accuracy as possible. Missing details will delay the investigation.
- ❖ Identify all funding and funding sources available for the request.
- ❖ Verify the **Budget and Funding Source**. No work begins unless funding is current and correctly identified/allocated.
- ❖ If at college site, retain the review and approval of the Dean, the area Vice President and final approval by the Vice President of Administrative Services.
- ❖ Do not submit the Form I to DO Facilities as these are only accepted from the ROA.

Form 2: Assessment

- ▶ Investigation is undertaken: site observations, existing conditions, condition assessments, noted findings, deficiencies or corrective actions, feasibility of implementation, potential code requirement concerns, impacts or other secondary impacts, required agency approvals, a determination if the project is exempt from DSA, if there is a need for further design professional assistance (e.g. mechanical engineer, electrical engineer, architect), and/or other considerations.
- ▶ The assessment Form 2 Report includes:
 - Recommendations and Options (if applicable)
 - A determination if a **preliminary investigation** is needed to complete the FMR
 - Estimated Budget Worksheet
 - Estimated Schedule
 - Reimbursement Costs for Investigation

Example of Assessment Process



Form 2

DO Facilities Use Only
FMR No: _____
Form 2

Facility Modification Request – AR 6601 Form 2 (Facilities Assessment)

Date: _____
Name of Facilities Assessor: _____
Site/Location Visited: _____
Provide Building: _____ Room Number: _____ Other Location: _____

Describe Observations and Existing Conditions (Please attach additional pages if necessary):

Findings:

1. Does the scope of work associated with the modification request require any of the following:

- a. DSA Fire Life Safety Review: Yes No
- b. DSA Structural Review: Yes No
- c. DSA Access Compliance Review: Yes No
- d. Other Agency Review: Yes No If yes, please describe.

e. Corrective Action: Yes No If yes, please describe.

2. Does this modification change the FUSION Space Inventory TOP code? Yes No
If yes, please describe (e.g. change in use of space, reconfiguration).

3. Does this modification impact any of the following:

- a. Data/Internet: Yes No
- b. Surveillance: Yes No
- c. Phone: Yes No
- d. Network: Yes No

DO Facilities Use Only
FMR No: _____
Form 2

- e. Other Low Voltage Work: Yes No
- f. Electrical: Yes No
- g. Mechanical: Yes No
- h. Structural: Yes No
- i. Other (Please describe):

4. Does this request require professional consultants or licensed consultants such as an architect, engineer or surveyor, other? Yes No

a. If yes, please describe what professional consulting assistance is required.

b. If you require professional consulting assistance to complete a preliminary investigation, please describe what services are needed.

5. Are there potential unforeseen conditions or concerns that may trigger secondary effects or impacts? Yes No If yes, please describe.

6. Do you need further information from the requestor or others to complete this review? Yes No If yes, please describe.

Form 2

DO Facilities Use Only

FMR No: _____

Form 2

Summary Overview of Scope of Work:

Please describe proposed scope of work necessary and/or options or other considerations associated with the request for modification, including whether or not a preliminary investigation is needed with the assistance of professional consultants to develop a scope of work, and if there are any secondary effects/impacts. Please attach additional pages if necessary.

Estimated Budget: Check All That Apply

- A. The total project estimated budget is: \$ _____
 See attached Budget Summary Worksheet
- B. A preliminary investigation was completed and the revised total project estimated budget is: \$ _____
 See attached Budget Summary Worksheet
- C. A preliminary investigation is needed and the estimated budget is: \$ _____
 See attached Budget Summary Worksheet
- D. The total project budget cannot be determined until a preliminary investigation is completed.

Estimated Schedule:

A. The estimated duration of time needed to implement this request for modification is: _____

B. The estimated duration to complete a preliminary investigation is (if applicable): _____

DO Facilities Recommendation: Check One Below

- FMR is: Recommended to proceed to Form 3 – Approval of request
 Recommended to proceed to Form 3 – Preliminary investigation is required
 Not recommended to proceed
 Other: Please describe _____

DO Facilities Form 2 Assessment Cost (to be reimbursed): \$ _____

DO Facilities Reviewers:

Director (Name): _____ Director Initials: _____ Date: _____

Assistant Vice Chancellor (Name): _____

Signature: _____ Date: _____

Budget Summary Worksheet

Budget Summary Worksheet					
Object	Description	Proposed/Prelim Budget	Revised	New Budget	NET CHANGE
Site Improvements: Developing New Sites or Improving Existing (e.x. landscaping, sidewalk projects, demolition work, etc. Not Bldgs.)					
6121	SI - Legal Expenses	\$ -	\$ -	\$ -	\$ -
6122	SI - Contractor Svcs	\$ -	\$ -	\$ -	\$ -
6123	SI - Architect and Engineering Fee	\$ -	\$ -	\$ -	\$ -
6124	SI - Blueprint/Reproduction/Adv	\$ -	\$ -	\$ -	\$ -
6125	SI - Construction Mgmt	\$ -	\$ -	\$ -	\$ -
6126	SI - Construction Tests	\$ -	\$ -	\$ -	\$ -
6127	SI - Demolition Costs	\$ -	\$ -	\$ -	\$ -
6128	SI - DSA Fees	\$ -	\$ -	\$ -	\$ -
6129	SI - Engineering Costs	\$ -	\$ -	\$ -	\$ -
6130	SI - Equipment Lease	\$ -	\$ -	\$ -	\$ -
6131	SI - Equipment Rental	\$ -	\$ -	\$ -	\$ -
6132	SI - Facility Lease	\$ -	\$ -	\$ -	\$ -
6133	SI - Facility Rental	\$ -	\$ -	\$ -	\$ -
6134	SI - Labor Compliance & CSWPA	\$ -	\$ -	\$ -	\$ -
6135	SI - Licenses, Taxes & Agency Fees	\$ -	\$ -	\$ -	\$ -
6136	SI - Modular, Lease Purchase	\$ -	\$ -	\$ -	\$ -
6137	SI - Relocation/Moving	\$ -	\$ -	\$ -	\$ -
6139	SI - Preconstruction Services	\$ -	\$ -	\$ -	\$ -
6140	SI - Commissioning	\$ -	\$ -	\$ -	\$ -
6141	SI - Special Inspec & Material Testing	\$ -	\$ -	\$ -	\$ -
6142	SI - DSA Project Inspector	\$ -	\$ -	\$ -	\$ -
6143	SI - Cost Estimating	\$ -	\$ -	\$ -	\$ -
6144	SI - Hazardous Material	\$ -	\$ -	\$ -	\$ -
6145	SI - Geotechnical & Geohazard	\$ -	\$ -	\$ -	\$ -
6146	SI - OCIP	\$ -	\$ -	\$ -	\$ -
6147	SI - SWPPP	\$ -	\$ -	\$ -	\$ -
6148	SI - Utility Locating	\$ -	\$ -	\$ -	\$ -
6149	SI - Land Survey	\$ -	\$ -	\$ -	\$ -
6150	SI - CEQA	\$ -	\$ -	\$ -	\$ -
6151	SI - Environmental	\$ -	\$ -	\$ -	\$ -
6152	SI - Utility Fees	\$ -	\$ -	\$ -	\$ -
6153	SI - City Permits & Fees	\$ -	\$ -	\$ -	\$ -
6154	SI - Other Contracted Services	\$ -	\$ -	\$ -	\$ -
6155	SI - Materials *OFIBO	\$ -	\$ -	\$ -	\$ -
6156	SI - Constructability Review	\$ -	\$ -	\$ -	\$ -
6157	SI - Planning & Project Management	\$ -	\$ -	\$ -	\$ -
Furniture & Equipment					
6409	Equipment - All Other ≥ \$200 < \$1,000	\$ -	\$ -	\$ -	\$ -
6410	Equipment - All Other ≥ \$1,000 < \$5,000	\$ -	\$ -	\$ -	\$ -
6411	Equipment - All Other ≥ \$5,000	\$ -	\$ -	\$ -	\$ -
6412	Equipment - Federal Program ≥ \$1,000 < \$5,000	\$ -	\$ -	\$ -	\$ -
6413	Equipment - Federal Program ≥ \$5,000	\$ -	\$ -	\$ -	\$ -
6414	Equipment - Modular Furniture < \$5,000	\$ -	\$ -	\$ -	\$ -
6415	Equipment - Modular Furniture ≥ \$5,000	\$ -	\$ -	\$ -	\$ -
6416	Equipment - With Contract Services ≥ \$1,000 < \$5,000	\$ -	\$ -	\$ -	\$ -
6417	Equipment - W/Contract Svcs ≥ \$5,000	\$ -	\$ -	\$ -	\$ -
6418	Equipment - Software ≥ \$200 < \$5,000	\$ -	\$ -	\$ -	\$ -
6419	Equipment - Software ≥ \$5,000	\$ -	\$ -	\$ -	\$ -
6420	Replacement Equipment	\$ -	\$ -	\$ -	\$ -
6421	Equipment - Table/Laptop ≥ \$200 < \$1,000	\$ -	\$ -	\$ -	\$ -
6422	Equipment - Vehicles ≥ \$1,000 < \$5,000	\$ -	\$ -	\$ -	\$ -
6423	Equipment - Vehicles ≥ \$5,000	\$ -	\$ -	\$ -	\$ -
6430	Lease-Purchase - All Other	\$ -	\$ -	\$ -	\$ -
6431	Lease-Purchase - Fed Program	\$ -	\$ -	\$ -	\$ -
6432	Lease-Purchase - Modular Furniture	\$ -	\$ -	\$ -	\$ -
6433	Lease-Purchase - Software	\$ -	\$ -	\$ -	\$ -
Project Contingencies					
6997	Project Contingency	\$ -	\$ -	\$ -	\$ -
6998	Construction Contingency	\$ -	\$ -	\$ -	\$ -
Total		\$ -	\$ -	\$ -	\$ -

Form 3: Approval to Proceed

- ▶ **Form 3 requires** approval of the budget by the ROA in order to proceed, including, acknowledgement of their responsibility of any cost overages/overruns on the project that may have been unforeseen.
- ▶ If a preliminary investigation is required, Forms 2 and 3 shall be updated and/or revised as needed.
- ▶ After DO Facilities receives the signed approved Form 3, the budget is set up and the project can proceed into the next steps.
- ▶ As an example, the college shall transfer funds to the appropriate funding source/fund string account in order for work to commence (i.e. hiring architect). The college accountant or individual responsible for the funding, shall undertake the steps necessary for the budget to be set up. This is then verified by the DO Facilities accountant, Noemi Guzman to ensure we can track all expenditures for the work.

Form 3

DO Facilities Use Only

FMR No: _____

Form 3

Facility Modification Request – AR 6601
Form 3 (Approval Form)

Date: _____

To: Responsible Originating Administrator (ROA)

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Facility Modification Request No. _____

Please see attached in regards to your Facility Modification Request:

Form 1 – Request Form

Form 2 – Facilities Assessment

Costs to be reimbursed to DO Facilities: \$ _____

1. ROA please select one:

- FMR Approved
- FMR Approved for Preliminary Investigation Only
- FMR Denied
- FMR Postponed/On Hold

If approved, please identify account number(s): _____

Amount \$ _____

2. ROA please select one, after the completion of a Preliminary Investigation (if applicable):

- FMR Approved
- FMR Denied
- FMR Postponed/On Hold

If approved, please identify account number(s) if additional funding is needed (if applicable): _____

Amount \$ _____

NOTES:

1. All funds must be identified prior to the start of the project modification request. Any cost overruns shall be the responsibility of the ROA to find funds to cover all costs.
2. If this approval is for a preliminary investigation only, Forms 2 and 3 shall be revised and/or updated at the completion of the preliminary investigation. Further approval by DO Facilities and the ROA will be required.

Name of ROA: _____

ROA Signature: _____ Date: _____

Upon ROA signature please return Form 3 to DO Facilities.

Form 4: Close-Out

- ▶ **Form 4** constitutes formal notice that the District Office Facility Planning, District Construction and Support Services (DO Facilities) has officially closed the above-referenced FMR and all activities associated with such request.
- ▶ Additionally, **Form 4** summarizes the final project accounting for the FMR.
- ▶ **Form 4A** can be utilized to provide a fiscal year accounting summary of all FMR project related expenses.

Form 4 & 4A

DO Facilities Use Only
FMR No: _____
Form 4

Facility Modification Request – AR 6601
Form 4 (Notice of Project Request Close-Out)

Date: _____

To: Responsible Originating Administrator (ROA)

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Facility Modification Request No. _____

The above-referenced Facility Modification Request is closed for the following reason(s):

- Work and activities are completed
- Lack of funding
- Excessive delay
- Bids over budget
- Work incorporated in a different FMR/project
- Work deemed appropriate to be completed by Campus Maintenance & Operations Staff
- Work is deemed to be Campus Maintenance not an FMR
- Other (Please explain) _____

This form constitutes formal notice that the District Office Facility Planning, District Construction and Support Services (DO Facilities) has officially closed the above-referenced FMR and all activities associated with such request. All FMR project funding and expenses has been accounted for, any appropriate expenditure transfers from the ROA to DO Facilities has been completed and any unused funds has been returned to ROA if necessary.

Total of All Final Costs for FMR: \$ _____

DO Facilities Project Manager (Name): _____

DO Facilities Reviewers:

Senior Accountant (Name): _____ Initials: _____ Date: _____

Director (Name): _____ Initials: _____ Date: _____

Assistant Vice Chancellor (Name): _____

Signature: _____ Date: _____

DO Facilities Use Only
FMR No: _____
Form 4A

Facility Modification Request – AR 6601
Form 4A (Fiscal Year Accounting Summary)

Date: _____

To: Responsible Originating Administrator (ROA)

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Facility Modification Request No. _____
Summary of FMR Expenses

Fiscal Year: _____

Funding Source: _____

Original Budget	Encumbrances	Current Fiscal Year Expenses	Cumulative Expenses to Date	Budget Balance
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Fiscal Year Transfer of Expenses Amount if applicable:

\$ _____

DO Facilities Reviewers:

Senior Accountant (Name): _____ Initials: _____ Date: _____

Director (Name): _____ Initials: _____ Date: _____

Assistant Vice Chancellor (Name): _____

Signature: _____ Date: _____

Corrective Action Notice Form

- ▶ **Corrective Action Notice Form** may be issued if any site and/or facility conditions are observed to be a potential code violation concern or an imminent fire, life & safety concern.
- ▶ **Corrective Action Notice Form** will be issued to the appropriate party or ROA in the event for the need for further investigation, or the need to remove or repair the observed deficiencies.
- ▶ Depending on the scope of the corrective action that may be needed, this could result in the FMR being suspended, delayed, or trigger a new FMR.

Corrective Action Form

DO Facilities Use Only
FMR No: _____
Corrective Action Notice

Facility Modification Request – AR 6601 Corrective Action Notice

Date: _____

To: Responsible Originating Administrator (ROA)

From: District Office Facilities (DO Facilities)
Facility Planning, District Construction and Support Services

Re: Facility Modification Request No. _____

In the course of investigating the above-referenced FMR, District Office Facilities has identified the following items (code violations; fire, life and safety deficiencies; etc.) that require corrective action.

Failure to address the item(s) in a timely manner may cause the FMR to be suspended and/or delayed until such correction action is completed, depending on the nature and scope of work that is required.

1. _____
2. _____
3. _____
4. _____

Project Manager (Name): _____

Project Manager Initials: ____ Date: _____

DO Facilities Reviewers:

Director (Name): _____ Director Initials: ____ Date: _____

Assistant Vice Chancellor (Name): _____

Signature: _____ Date: _____

Lessons Learned: Example I

Request to install white boards at multiple sites:

Form 2: Reviewed as-built and DSA approved drawings and determined that the majority of buildings are wood framed. The College can proceed with installation given they verify and/or install proper backing attachments for the white boards as per the sample details provided for wood and steel framed construction. Campus needs to verify type of building construction to determine the appropriate backing detail to use and can proceed with installation as necessary.

- ❖ The request could be easily addressed by researching existing as-built drawings and DSA approved plans.
- ❖ Upon code compliance check and verification, the project scope is minor in nature and the Campus can proceed with the work.

Lessons Learned: Example 2

Purchase of instructional equipment prior to completion of FMR review and unforeseen conditions:

Form 1: Equipment was already purchased when the FMR was submitted.

- ▶ Need an electrical panel, installation of new ductwork, etc.

Form 2: It was determined that an architect was needed. Budget estimate of \$59,000 was approved by the College to proceed.

- ▶ During the 100% construction document design phase the following was discovered: a need to add four additional 220v outlets for future equipment; unforeseen existing condition required building a new wall to comply with a code requirement. Budget needed to be updated.
- ▶ A new budget is now estimated at \$94,532. A revised Form 3 was sent and approved by the College.

Lessons Learned: Example 2

Continued...

- ▶ College approves new budget in order to start the Solicitation of Quote procurement phase.
- ▶ No contractors attended the first job walk. A second job walk had to occur with additional solicitations. Construction bids come in between \$82,248 - \$167,301.83 which is above the Solicitation of Quote limit (\$60,000) and is in the informal bidding procedure range for public works. Additionally, it is above the allocated and estimated budget that was approved.
- ▶ The project must now undertake an **informal bidding** procurement process for public works projects.
- ▶ The budget must be increased and approved by the College in order to proceed.
 - ❖ Unforeseen conditions, code compliance work needed
 - ❖ A licensed professional was necessary
 - ❖ High value for cost of work: bid market conditions, low bid turn out
 - ❖ Project placed on hold
 - ❖ College revisited other options and re-scoped work

Lessons Learned: Example 3

Unforeseen Condition – DSA review required:

- ▶ **Form 1:** Replace existing stage lighting fixtures that attach to the ceiling structure, the existing rigging system and pipe stands.
- ▶ **Form 2:** During the investigation it was discovered that there were no as-built drawings nor an original DSA approved drawing that would demonstrate approvals were retained for the two existing light bars and rigging system which would have specified the corresponding weight limitations for the lights on these bars.
- ▶ A structural engineer was hired as part of a **preliminary investigation** to determine what next steps should be taken. It was determined that the rigging system was attached per industry standards but that the two light support bars were not and needed a design to be reviewed by DSA. A budget was created after the completion of the preliminary investigation and the project was phased.
- ▶ A **Form 3** was approved and the structural engineer submitted a design to DSA in April of 2019. The project was further delayed due to DSA's request for an electrical design and for a Title 24 Energy Compliance Study.

Lessons Learned: Example 3

Continued...

- ▶ The project was finally DSA approved on November 13, 2019.
- ▶ The project budget now has to be updated and will likely increase in costs. A revised budget and **Form 3** will be sent to the College for review and approval to proceed due to change in budget.
 - ❖ Unforeseen conditions, code compliance work needed
 - ❖ A licensed professional was necessary
 - ❖ DSA can make further requests that you are not anticipating and may not agree with
 - ❖ Budget and time impacts
 - ❖ Went out to bid after DSA approval and only had one bidder, which came in over budget in Spring 2020

Lessons Learned: Example 4

Unauthorized Modifications to Buildings and Spaces Over Time:

Form 1: Request submitted to replace existing equipment with “similar equipment” but newer machines.

Form 2: Review of the existing plans and multiple visits revealed there have been multiple modifications and adaptations of the lab space area and associated teaching spaces. Additionally, there was a significant expansion of the existing program and lab and instruction space attempted to keep up with the industry needs to learn on current equipment.

- ❖ The program had “outgrown” the lab space and there was no avenue of planning to address the facility modifications that were necessary.
- ❖ Several code violations needed to be corrected: accessibility and ADA minimum requirements cannot be met given the quantity, size and placement of equipment /workstations; emergency egress is significantly impeded, electrical code due to improper installation of equipment.
- ❖ The program may be impacted as a result of having to make corrections to the violations.
- ❖ Scope of work and various options to change equipment needed to be reviewed to ensure the operations could continue.
- ❖ A DSA inspector was required to review the re-work.

Understanding the Project Schedule

Basic Components:

1. Investigation and Developing a Scope of Work (60-90 days minimum or longer)
 2. **Design Phase (months depending on scope)**
 3. Agency Approvals (6-9 months or longer, depending on scope)
 4. Procurement Phase (typically 3-4 months for 1 bid cycle)
 5. Construction Phase (depends on work)
 6. F&E Procurement (depends on scope)
 7. Closeout Phase (DSA, contractor, all vendors, fiscal, typically within 30-90 days depending on scope)
- ❖ Overall timelines can vary. Majority of initial assessments take 60-90 days and sometimes longer if professional consultants are needed to undertake preliminary investigations.

Example of Design Phase Activities

- Programming
- Schematic Design
 - Preliminary SD
 - Final SD
- Design Development
 - 50% DD
 - 100% DD
- Construction Documents
 - 60% CD
 - 100% CD
- Submittal to DSA for review and approval

Other Contracts

- Architect and Engineering Services per BP & AR 6605
 - ✓ Prepare/Issue RFP
 - ✓ Proposal Review
 - ✓ Evaluate/Negotiate Proposal
 - ✓ Prepare/Finalize Contract
 - ✓ Prepare Docket
 - ✓ Board Meeting to Approve Agreement
- Geotech
- Hazardous Materials
- Material Testing & Inspections
- Project Inspector Services

What You Need to Know

- ▶ There are likely building legacy issues that will be discovered along the way that need to be remedied as there has not been a procedure that addressed how alterations and building modifications were to be handled in the past until recently.
- ▶ Unauthorized, uncertified, and non-compliant work places individuals, the Board of Trustees, the District and the College at risk for unknown liabilities associated with unapproved facility modifications that may be subject to DSA approval.
- ▶ Codes change and only certified, licensed and registered professionals are the ones who can advise what is appropriate for certain modifications.
- ▶ Dollar project thresholds change for both DSA and procurement requirements annually under Education Code, California Code of Regulations and Public Contract Codes.
- ▶ The District is required to follow prevailing wage laws and proper contractor license laws for certain types of work. Therefore, vendors shall not be allowed on to campus or any site to undertake “free” work without proper contracts, licenses and insurance that have been approved through the Purchasing Services Department.

What You Need to Know

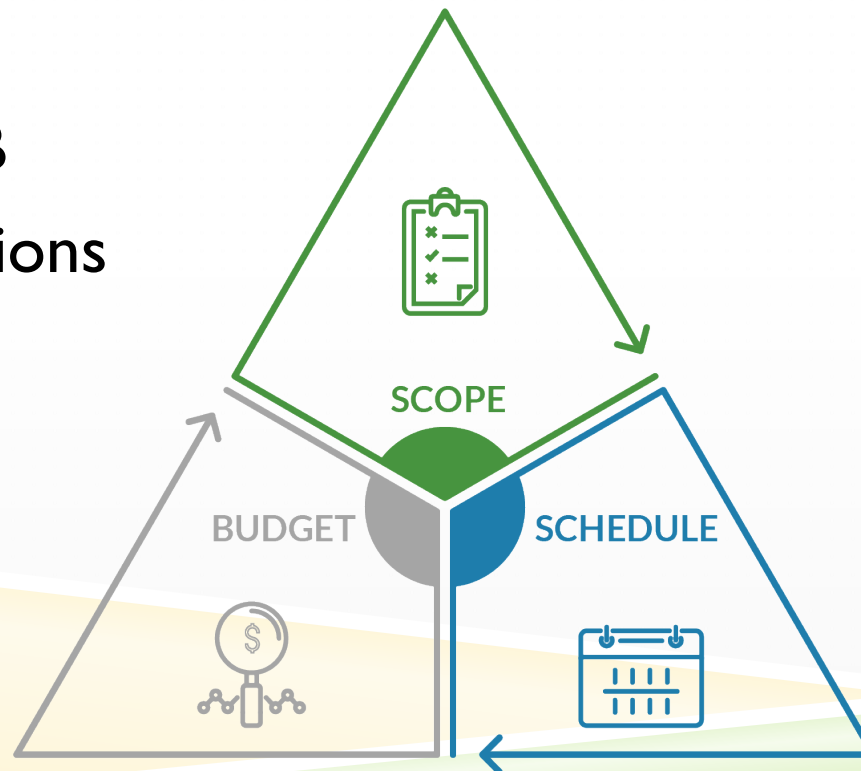
- ▶ You don't know what you don't know. We are not all experts.
- ▶ Not all requests are the same. Requests vary in: scope, size, budget, schedule, and have various outcomes. There is not always a unilateral answer that applies to all. Some requests are easier to assess than others.
- ▶ This procedure has been in place since 2018 and we all have growing pains as we work through the requests due to legacy issues.
- ▶ There is no fast-track approval process.

Questions to Ask Yourself

- ❖ Is this routine, recurring or a repair?
- ❖ Is this new work?
- ❖ Is this an alteration?
- ❖ Will this equipment alter the facility in any way?
- ❖ Will this impact accessibility, fire life safety, structural, mechanical, plumbing or electrical? If yes, then you are likely modifying or altering the building.
- ❖ Is this really a “like-for-like or similar” replacement with no upgraded features?
- ❖ How do I know if this is a code violation or not? What am I relying upon as my source?

Road to Success

- ▶ Aligning **scope, schedule, budget** with expectations
- ▶ Advance planning
- ▶ Setting priorities and objectives
- ▶ Communication
- ▶ Transparency
- ▶ Have a Plan B
- ▶ Interim Solutions



Thank you for your patience and attention!

Questions