Construction Project Guide for School Site Managers

Project Information Sheet

1. Project Name:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

2. OPSC Project:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

3. Budget:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

4. Project Description:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

5. Project Timeline:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

6. Contractor(s):

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

7. Contact Person:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

8. Project Plans Available at:

___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
Construction Project Procedures Guide for School Site Managers

Construction Projects benefit the educational environment if effectively planned and managed. Construction projects also often disrupt school schedules and present management challenges. The process of coordinating normal school activities and even small projects often involves many departments. State and Federal regulations and the specifics of the project construction contract are highly prescriptive and further add to the complexity of such projects. This Construction Project Procedures Guide has been developed to provide site managers information and resources to promote successful construction projects on their sites.

Contracted Construction Services
Contracted construction services range in size from less than $20,000 to more.

Responsible District Manager(s)
Randy Groom, Director Administrative Services - Facilities
730-7350; cell 827-6339
Joe Haley, Ph.D., Director Administrative Services, Maintenance and Operations
730-7589; cell 804-0669
Mark Fulmer, Ed.D., Assistant Superintendent
730-7529

Terminology
OPSC - Office of Public School Construction
DSA - Division of State Architect
CDE - California Department of Education
CM - Construction Management (private agencies employed to oversee a project, coordinate activities between the District, State agencies, and the construction companies.

Prevailing Wage
Construction projects over $1,000 are governed by Public Works Guidelines requiring contractors to pay employees according to a guide published by the State.

Note: All construction projects or school sites fall under this requirement, no
matter the source of payment.

**LCP** - Labor Compliance Programs are required for each District. Districts each have the responsibility to monitor construction contracts and ensure compliance with State and Federal Requirements including Prevailing Wage Payments.

**DIR** - Department of Industrial Relations oversees wage payments under the Public Works requirements.

**Deferred Maintenance** - Scheduled removal of facility components defined by the Office of Public School Construction. Deferred maintenance is funded by State and local match dollars.

**OCR** - The Office of Civil Rights monitors and enforces compliance in facilities projects as required under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. These acts require construction projects recognize the need to ensure all persons have access to all areas and functions of our facilities.

**Universal Access** - Procedures or design elements will ensure all persons, whatever their physical needs, can access all areas and functions of a facility.

**E.I.R.** - Environmental Impact Report
The study of all physical and environmental impacts of a construction project including compliance with State and Federal requirements.

**C.E.Q.A.** - California Environmental Quality Act
California legislation defining requirements for management of environmental facilities in construction projects.

**SAB** - State Allocation Board
State level board that allocates State construction funds to school construction projects.

**I.R.** - Inspector of Records
The State requires an inspector registered and approved by the Division of State Architect on each project. The I.R. represents the State of California to ensure the projects meet all State construction standards. The I.R. is paid by the District, but reports to the State.

**Site Guidelines**

1. All requests for information are to be directed to the responsible District manager.
2. Contact should not be made with construction crews, inspectors, or contractors. Such contact can be misinterpreted and can result in unfounded District increases.
3. Safety issues are important. Staff and students must be kept out of all designated construction areas.
4. Safety concerns or issues should be reported to the designated site construction manager.
**Project Development Process**

*All Projects*

1. Approval of project by Assistant Superintendent, Administrative Services;
2. Request for Project/Project Approval;
   Note: Projects initiated or proposed by site managers or groups require approval by the Area Administrator.
3. Verification of funding & Budget by Chief Financial Officer;
4. If State funded approved by the Board of Education for application for State funding;
5. Design contracts approved by Board of Education;
6. Meeting with appropriate site and District staff to review design requirements;
7. Project design reviewed by CDE, if approved then;
8. Project designed;
9. Review by DSA, if approved, then;
10. Review by OPSC, if approved, then;
11. Consideration by SAB - if approved, then;
12. Notice to appropriate site and District staff;
13. Project bid (30 days)
14. Project Bid Award (must by within 18 months of SAB action);
15. Notice of Project completion to Board
16. Notice of Project completion to State

**Process - for Site Projects**

1. Site Manager defines project and submits project to Director, Administration, Maintenance and Operations for review;
2. Project reviewed to verify funding;
3. Approved contractor list provided to site administrator;
4. Site administration select contractor, informs Maintenance and Operations;
5. Contract issued and sent to Board of Education;
6. District manager assigned to coordinate site project with State projects, if any;
7. Project Inspector assigned by District, if required by code;
8. Site administrators inform contractor to move forward;
9. Site administrator monitors work;
10. Site administrator verifies completion - approves payment invoice from contractor.

Note: All State construction laws apply, no matter the project size. Projects may require DSA approval and assignment of an I.R. if needed.