



Managing the Project Record

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Chief Executive Officer**

**No matter what system you
use – the elements of the
record remain the same**

**You can prepare a file system to use the Blue
Titles of this presentation as your first level of file
or tag, with a sub file level for each bullet point**

**Always label / tag by site, project,
and unique project number**

AGENCY SUBMITTALS



Department of Toxic Substances Control (DTSC)

- Phase One Environmental Site Assessment (POESA)
- Preliminary Environmental Assessment (PEA)
- School Cleanup Agreement (SCA)
- Removal Action Workplan (RAW) or Remedial Action Plan (RAP)
- Sampling (Asbestos/Lead) Report
- Abatement Documentation
- No Further Action Letter (The Goal!)



California Department of Education – School Facilities Planning Division (CDE-SFPD)

- Site Approval Letter
- Plan Approval Letter
- Educational Specification Acceptance



Office of Public School Construction (OPSC)

- SAB 50-04 and SAB 40-05
- Project Information Worksheet
- Every SAB 50-06 with Detailed Listing of Project Expenditure (DLOPE)



Division of the State Architect (DSA)

- Project Number
- Plan Approval Letter
- Record of USGS Approval

SITE ACQUISITION AND APPROVAL

- **Appraisal Reports**
- **Testing & Surveys**
- **CEQA Documents**
 - Initial Study
 - Negative Declaration, Mitigated Negative Declaration, or Notice of Preparation and Environmental Impact Report with Notice of Determination by the Governing Board (NOD should have a County Clerk stamp)
 - State Clearinghouse Transmittal
- **Site Approvals (may be duplicated here or retained in the Agency section)**
 - Calif Dept of Education Site Approval
 - Division of State Architect Site Approval
 - OPSC No Further Action Letter
- **Eminent Domain**
 - Court Documents
- **Escrow Statement for Purchase of Property**
 - Supporting Documents and Contracts
- **Property Title and Easement information**
- **Legal Correspondence (Site Related)**
 - Opinions



TENANT OR OWNER (T) OR (O)	PARCEL/ REAL ESTATE NUMBER	Tenant/Homeowners			Business/Farm/Non-Profit Organization					PAYEE TOTAL	DESCRIPTION/PURPOSE
		LAST RESORT HOUSING AND/OR DOWN PAYMENT/ RENTAL ASSISTANCE	REPLACEMENT HOUSING PAYMENT 6102	MOVING EXPENSE - ACTUAL OR FIXED 6090(a), 6096	DISPLACED BUSINESS EXPENSE/ CONSULTANT 6090(b)(1)&(2)	BUSINESS RE-ESTABLISHMENT 6090(i)(1), 6094	IN-LIEU OF BUSINESS EXPENSE 6100	FURNITURE & EQUIPMENT PURCHASE VS. MOVING 6090(b)(5)	LOSS OF GOODWILL 6100		

Calif Environmental Quality Act

All projects undertaken by a public agency (not just site acquisition) are subject to the California Environmental Quality Act (CEQA), which requires the project undergo an environmental review process for the proposed Project, pursuant to the CEQA and the CEQA Guidelines

Inform decision makers and the public

Potentially Significant Environmental Impacts

Supplemental CEQA info at end of Project Record PPT

Identify ways to

Eliminate impact

Reduce or mitigate impact

Determine that it is needed even tho' an impact

Board makes determination

Upon completion of the full communication process

More about CEQA

EIR & SEIR

Environmental Impact Report

Supplemental Environmental Impact Report

IS & MND

Initial Study with Mitigated Negative Declaration

IS & ND

Initial Study with Negative Declaration

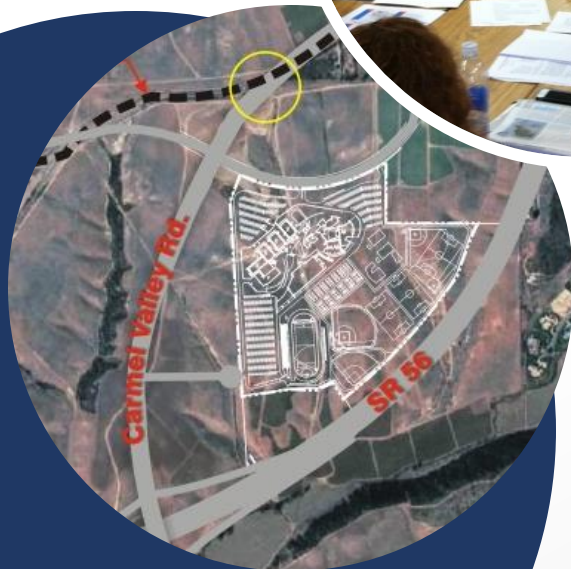
Exemption

Categorical and Statutory

TK Improvements at Elementary Schools			
Project Community Notification			
Action Checklist			
Item:	Date:	Timeline	Completed
Project Name:	Early Childhood Shade Structures- Various School Sites		
CEQA type determination	Exemption	Complete	
Renderings	5-Dec-21	Site Plan for Location	
Draft Community Letter	10-Dec-21		Y
City/County Notification	10-Dec-21		Y
Community mailing labels (500ft)	10-Dec-21		Y
Draft newspaper notice		7 days notice prior to Brd Meeting after Cabinet Apprv (small project)	
	18-Dec-21		
Draft Principal, teacher and parent letter	10-Dec-21		y
Cabinet Presentation:	15-Dec-21	30 days prior to Board Approval	
Spanish Translation	16-Dec-21	After Cabinet approval of drafts	y
Send out Comm Notice Letters	18-Dec-21	After Cabinet approval of drafts	N
7-day notice in newspaper of project Prior to Auth to Bid		After Cabinet approval of drafts	
	19-Dec-21		
Comments Back - Public	12-Jan-22		
CEQA acceptance board meeting	23-Jan-22		
Set DSA Back Check Appt.	14-Sep-22		
DSA Approvals	16-Nov-22		
Board meeting requesting permission to bid	6-Dec-22		
LLB Advertise bid for project in newspaper		After board meeting requesting to bid, Ad to News Paper	
	9-Jan-23		
LLB Jobwalk	30-Jan-23		
LLB Submit Proposals	22-Feb-23		
Interview Contractors	5-Mar-23		
Project Award	26-Mar-23		

PLANNING

- Architect Selection Process
 - Proof of a Qualifications Based Competitive Selection
- Needs Assessment
- Building Data (Engineering calcs)
- Educational Programming
- CDE Educational Specifications
- District Specifications
- Utility Location Analysis
- Design Committee Meeting Minutes
- Cost Estimates
- Architect Correspondence



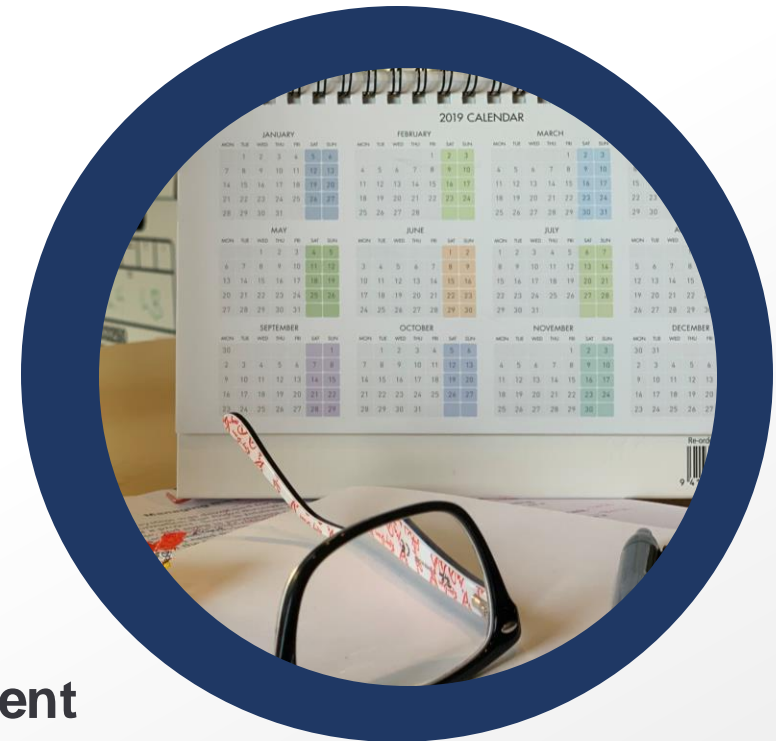
PREQUALIFICATION OF BIDDERS

- Advertisements of the bid
- Tally of Submittals/selection matrix
 - List of qualified potential bidders
- Successful bidder's pre-qual packet/info
- Challenge process documentation
- Legal correspondence



BIDDING

- **Delivery method documentation (if applicable)**
 - Construction Management Qualifications Appraisal
 - Lease-Lease Back Docs
 - Design-Build competition docs
- **Bid Advertisements**
- **DVBE Compliance Effort Documentation**



Description	AssignTo	Status
First Bid Advertisement	Beth	Done
Second Bid Advertisement	Beth	Done
Jobwalk	Beth/Dan	Done
Prequals Due	Nicolle	On Track
Last Day for RFI's	Tracy/Architect	On Track
Issue Final Addendum	Tracy/Architect	On Track
Publish Prequal list	Nicolle	On Track
Bids Due	Beth	On Track
Bid Review End Date	Beth	Not Started
Board Agenda Due	Beth	Not Started
Board Meeting Approval	Board	Not Started
Contract Docs to Contractor	Beth	Not Started
Contract Docs Due to LBUSD	Contractor	Not Started
NTP and Precon Meeting	Dan	Not Started
Construction End Date	Dan	Not Started

- **Specification Document**
- **Stamped plans**
- **Addenda to Specifications**
- **Requests for Information and responses**
- **Bid Tally Sheet from bid opening**
- **Bid Documents from top 3 bids (or more if close or contentious)**

LABOR COMPLIANCE

- Proof of Project Registration on the DIR Website
- PLA or other Labor Compliance Program Plan (if used)
 - Dept of Industrial Relations program approval (when appropriate)
- Ongoing review documentation
- Correspondence regarding compliance issues
- Issue Resolution



CONSTRUCTION MEETINGS



- Current Project Schedule
- Construction Meeting Minutes (from recent meetings)
- Requests for Information (currently open)
- RFI's/PCO's/Change Directives (still under discussion)
- Construction Correspondence (applicable to open items)

CONSTRUCTION RECORD

- All Contract Documents
- Bid Addenda's if hard bid and awarded
- Notice to Proceed
- Project Schedules
- Construction Meeting Minutes
- Requests for Information
- Bulletins/Change Directives, Arch's Supplemental Instructions
- Construction Correspondence
- Notice of Completion (or Letter of Completion)





INSPECTION

- Inspector's Log (Monitor the quality)
 - Weather each day – and if too wet to work
 - Crews on the job with estimate of crew size
 - Notices of concern or stop work notices
- Inspection Notices
- Testing Reports
- Punch Lists
- Photographic Documentation

LEGAL

When legal assistance is required in addition to the routine reviews by legal counsel, they should be retained in a confidential file location or method

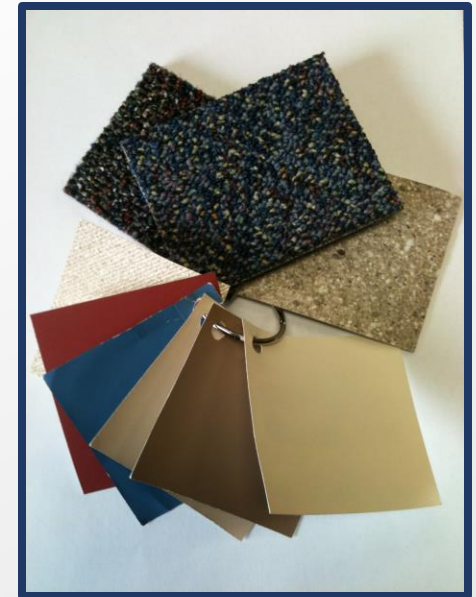
Typical areas of legal review, which may go in the area of regular files:

- Challenges to Bids
- Challenges to Prequalification
- Stop Notices (when significant in number or at the end of the project timeline)
- Legal Correspondence

Consider password protect – when you need to keep it confidential

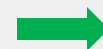
CONTRACTS

- Copy of every contract
- Screen print of Project Registration with DIR (PWC100)
- Modifications to contracts (such as amendments)
- Change Orders (DSA stamped)
- Stop Notices and Lien Releases
- Notice of Completion with County Stamp (or Letter of Completion)
- All Board Actions for the project, including budget adjustments



AUDIT

- Retrieve from Accounting/Fiscal the GL for each year of the project for each Fund used and retain for audit
- Assure the Contracts/PO's and Payment records are maintained for audit and not on the Fiscal timelines
- Provide a copy of the district coding structure for the project



PROJECT CHECKLIST FOR 18 MONTH SUBSTANTIAL COMPLETION AND AUDIT

PROJECT NAME:

PROJECT TYPE and NUMBER:

OPSC NUMBER:

Category	Item	18	A	Date of Doc	Location
Site	- CDE Site Approval Letter				
New Sites only	- Proof of Acreage Purchased				
Site	- CEQA Compliance Board Action				
Site	- DTSC No Further Action Letter				
Planning	- Architect Qualifications Appraisal & Agreement, with evidence of competitive selection				
Planning	- Architect Amendments to Contract				
Planning	- Architect Final Billing				
Planning	- Construction Manager Qualifications & Agreement				
Planning	- Surveyor Qualifications Appraisal & Agreement				
Planning	- Engineer's Qualifications Appraisal & Agreement				
Planning	- CDE Plan Approval Letter				
Planning	- Local Plan Approval (Submittal For Review And Comment)				
Planning	- DSA Number And Plan Approval Letter				
Construction	- Bid Advertisement				
Construction	- Evidence of DVBE compliance effort				
Construction	- Construction Bid Summary and Delivery Method				
Construction	- Notice To Proceed				
Construction	- Inspector Qualifications Appraisal & Agreement				
Construction	- Construction Contract With Board Award				
Construction	- Change Orders With DSA Stamps (Or Architect Letter)				
Construction	- Final Construction Billing				
Construction	- Notice of Completion				
Mod Doc to File	- Verify Plans Reflect Zero New Square Footage				
Mod Doc to File	- Verify Site Dev Costs Are Only For Replacement/Repair				
Doc to File	- Compare Number of CRs on Plans to the 50-04				
Doc to File	- If shared project, Prorated Split Basis				
Doc to File	- Funding source plan				
Doc to File	- If applicable, the High Priority Project designation				
Doc to File	- Routine Restricted Maint. Account 3% Verification (Each Yr)				
State	- SAB Agenda items related to the project				
State	- SAB 50-04 And Amount Spent On Hard Costs				
State	- SAB 50-05 And Occupancy Date				
State	- Advisory Letter(s), if any				
State	- SAB 50-06 Final and DLOPE				
Procedure	- Dept Procedure for handling SFP transactions				
Verification	- CSAM Compliant Coding Structure				
Fin Hardship	- Evidence of liquidating encumbrances				

Note: All contracts and payment records for the project will need to be retained for audit.

PUBLIC RELATIONS

Not legally required but frequently accessed for review when preparing similar activities for future projects or responding to Board regarding how issues were handled

- All newspaper articles
- PDFs of blog and community forum articles
- Groundbreaking program and pictures
- Dedication program
- Call Records
- Letters received about the project

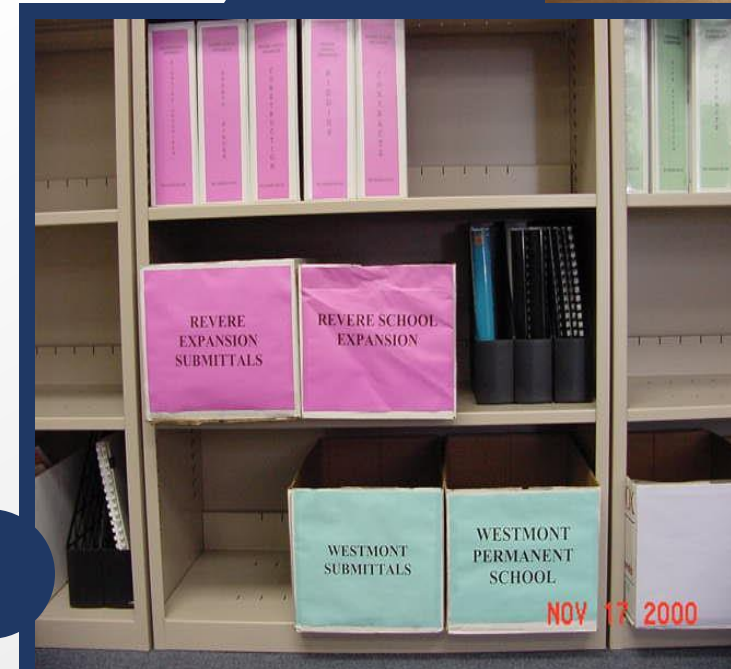
PUBLIC CALL RECORD						
				Maintained by: Lena Smith		
Date	Time	Caller Name	Phone No.	Neighborhood/School	Issue	Shared
5/21/2023	2:00 PM	James Beck	714-936-6501	Willard Elem	Lives across the street from the school. Parents arriving for pick up in the afternoon are parking in front of his garage along the curb. Asking for school personnel to move folks along or remind them this is not OK.	To Director 5/21
5/23/2023	11:15	Claudia Mendoza	714-226-3433	Franklin Middle	Concerned about trash left on his lawn	To Director 5/23

SUBMITTALS, WARRANTY RECORDS, AND OPERATIONS MANUALS

Maintain them digitally in this section when you can, but for the bulky items, use a box

Label them with the submittal number from the log, put a copy of the log in the front of the box

Also add a copy of the planting materials as M&O will need it too



AS-BUILT DRAWINGS



- Inspector makes annotations to assure CO's are followed (his own set)
- Contractor contributes to the blue beam set and keep their own electronic set
- Architect prepares the Record Set in blue beam

CULLING THE PROJECT RECORD

At the end of the project, once past final notice of completion, final payment, full occupancy, and statute of limitations on lawsuits, you can reduce many items of the record and retain only the final version of most items:

- Review any paper that has accumulated in relation to the project, scan and store or shred
- Extra plan rolls can be offered to M&O for their use
- Move the submittals, warranty records, and operation manuals to the team that will be managing the warranty period and then to M&O
- Retain only the successful bidder's prequalification packet, and not the confidential financials of that packet, shred or return any confidential documents



Supplemental Section on CEQA

Julie Arthur, Executive Director
Palm Springs USD, Facilities Planning & Development

Communication of Upcoming Projects

All projects undertaken by a public agency are subject to the California Environmental Quality Act (CEQA), which requires the project undergo an environmental review process for the proposed Project, pursuant to the CEQA and the CEQA Guidelines. The basic purposes of CEQA are as follows: to inform decision-makers and the public about the potentially significant environmental effects of proposed activities, identify ways to eliminate or reduce such potentially significant environmental impacts through the use of feasible alternatives and mitigation measures, and to disclose why a governmental agency may consider approving a project if significant environmental effects are involved. CEQA Types:

Environmental Impact Report (EIR) and Supplemental Environmental Impact Report (SEIR)

Initial Study with Mitigated Negative Declaration (IS/MND)

Initial Study with Negative Declaration (IS/ND)

Exemptions - Categorical and Statutory

Communication of Upcoming Projects

A key feature of the CEQA review process is the opportunity for the public to provide input on Negative Declarations, Mitigated Negative Declarations, and EIRs.

Notification to surrounding neighborhoods is 500 feet of the edge of the property. But this does not include all staff and parents at a particular school.

If a project falls under a categorical or statutory exemption, it does not require the same type of notification as the above processes.

So how do you share information with the neighboring communities about projects taking place at a school such as a shade structure, new restroom building or 9 portable classrooms?

Communication of Upcoming Projects

PSUSD adopted Operational Expectations covering communication for all projects including exemptions...

O.E. 12 - The Superintendent will assure full community notification prior to any building or renovation projects. Interior projects are exempt.

Projects falling under CEQA exemptions are identified as Large and Small project notification categories.

Letters with descriptions and renderings of the project are mailed to the neighboring community and staff/parents receive electronic notification through each school's electronic communication.

Communication of Upcoming Projects

Small projects are defined as adding portables and electronic marquees

- Notification:
 - Cabinet presentation of project, not less than 30 days prior to scheduled Board approval, to include renderings, draft copy of letter to homeowners within the 500' radius.
 - For written notification of homes within 500 feet, the letter must contain a clear description of the project, any detailed renderings, a proposed timeline, and contact information for questions and comments.
 - Principal, teachers, parents and homes within 500 feet of the school address
 - Seven (7) days advance notification in the newspaper

Communication of Upcoming Projects

Large projects are defined as new school or building construction, historical building modification or remodel, solar canopies, shade structures and communication towers:

- Notification
 - Cabinet presentation of project, not less than 30 days prior to scheduled Board approval, to include renderings, draft copy of letter to homeowners within the 500' radius and to city governments to be read into their record.
 - For written notification of homes within 500 feet, the letter must contain a clear description of the project, any detailed renderings, a proposed timeline, and contact information for questions and comments.
 - Principal, teachers, parents and homes within 500 feet of the school address.
 - 20-day advance notification in the newspaper prior to a board meeting accepting the CEQA.
 - Public meeting accepting CEQA.
 - Allowable Exceptions – On a case-by-case basis, Cabinet can direct staff to notify community members outside of these guidelines

Communication of Upcoming Projects

Facilities staff prepares an OE/CEQA checklist for each project showing item and date of completion.

Each notification identifies the date when the Board of Education members will accept/reject the CEQA requirements for a project.

A separate email address has been set up – FacilitiesPlanning@psusd.us to receive comments on all projects. All staff members have access to email address to monitor comments.

All written comments are shared with BOE members prior to the Board meeting. The Board meeting has a set aside on the agenda for any member of the public wishing to speak on a project.

Communication of Upcoming Projects

OE/CEQA checklist for each project showing items for completion.

TK Improvements at Elementary Schools Project Community Notification Action Checklist

Item:	Date:	Timeline	Completed
Project Name:	Early Childhood Shade Structures- Various School Sites		
CEQA type determination	Exemption	Complete	
Renderings	5-Dec-21	Site Plan for Location	
Draft Community Letter	10-Dec-21		Y
City/County Notification	10-Dec-21		Y
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Communication of Upcoming Projects

When the project is in DSA back check, a board item is prepared using the OE/CEQA checklist requesting authorization to bid the project. If a budget increase requested, this can be included as part of the board item.

This is important as it reminds the Board of Education members of the steps taken to bring the project forward. There may be new board members that were not on the Board when the initial CEQA process was taking place. It also protect Facilities staff and the project for the late protester that may attend when the contract is being awarded or demolition starts.

Board Item – Authorization to Bid

APPROVAL OF AUTHORIZATION TO ISSUE AN INVITATION TO BID FOR THE HIGH SCHOOL FIELD LIGHTING PROJECTS AT CATHEDRAL CITY HIGH SCHOOL, DESERT HOT SPRINGS HIGH SCHOOL, AND PALM SPRINGS HIGH SCHOOL (OE-12.11)

Rationale:

The Facilities Planning and Development staff requests the Palm Springs Unified School District Board to authorize issuance of an Invitation to Bid for the HS Field Lighting projects at Cathedral City High School, Desert Hot Springs High School, and Palm Springs High School. Communication items identified in Operational Expectations OE-12 have been completed as follows:

Item/Date:

Cathedral City HS, Desert Hot Springs HS, and Palm Springs HS:

Presentation of project to Cabinet with renderings/January 11, 2023

Notification to community within 500 feet of school/ March 21, 2023

Notification in Desert Sun Newspaper of project/March 22, 2023

Notice to City of Cathedral City, Palm Springs, Desert Hot Springs regarding project/ March 31, 2023

Notification to principal, teachers, and parents/ March 31, 2023

Presentation of project and approval of CEQA documents/June 27, 2023

Approval of plans from Division of the State Architect/September 11, 2023

Recommended Motion:

The Administration recommends the Board of Education approve authorization to issue an Invitation to Bid for the HS Field Lighting projects at Cathedral City High School, Desert Hot Springs High School, and Palm Springs High School as presented.

Financial Impact:

None at this time

THANK YOU!



**Julie Arthur, Executive
Director**

**Palm Springs USD Facilities
Planning & Development**

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