DSA   BU 09-07

BULLETIN: COLLABORATIVE PROCESS FOR COMMUNITY COLLEGE PROJECTS

Division of the State Architect (DSA) documents referenced within this publication are available on the DSA Forms or DSA Publications webpages.

PURPOSE: This Bulletin announces the implementation of the formal collaborative process (CP) for community college project development and review.

BACKGROUND: The State Architect issued a memorandum dated November 3, 2006 to Community College Chief Business Officers and Facility Planners, announcing the initial phase of the CP implementation. Several hundred projects have benefited from this initial implementation (i.e., the informal preliminary review process). DSA is now announcing implementation of the formal CP for community college projects.

THE COLLABORATIVE PROCESS

The Collaborative Process (CP) is an alternative to the traditional plan review process, and engages DSA early in the design process with the Community College District (CCD) and design team, continuing through plan review and approval.

The CP is intended to ensure the safety of community college projects through a collaborative, consistent and timely project development and review. Predictable project delivery timeframes are achieved by collaboration regarding project schedule, Title 24 code requirements, and plan review requirements.

The attached overview provides information regarding the CP, and includes:

- Objectives of the formal CP and the informal preliminary review process.

- Roles and responsibilities of the CCD, design team and DSA.

- An overview of formal CP procedures for design collaboration and plan review.

INITIATING THE COLLABORATIVE PROCESS FOR YOUR PROJECT

Please contact your DSA regional manager if you have any questions regarding this Bulletin, or if you would like to consider the collaborative process for your community college project. The formal CP is available for any project, and the regional manager can provide guidance towards selecting and initiating the formal CP or informal preliminary review process for your project.

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## 1.	OBJECTIVES OF THE FORMAL CP AND INFORMAL PRELIMINARY REVIEW PROCESS

In order to determine whether the formal CP or informal preliminary review process would provide the appropriate level of collaboration for the project, this section provides the features and benefits of each process.

The formal CP and informal preliminary review process include design phase meetings with the CCD, design team and DSA to review and address:

- Title 24 code requirements

- Project schedule requirements

- Plan review process requirements

Title 24 Code Requirements

Design phase collaboration allows DSA and the design team to replace conservative judgments with reasoned judgments, by moving decision points earlier in the process. This allows time for research and collaboration between the design team and DSA, with Headquarters input as may be requested.

The informal preliminary review process primarily allows for DSA to respond to issues raised by the design team. The informal process may be sufficient for projects that are not complex or have only a few specific code/technical issues to be solved.

The formal CP includes more detailed reviews by DSA staff of in-progress design documents, which allows DSA to identify code compliance issues that the design team may have overlooked.

For complex projects, the formal CP provides a higher level of confidence than the informal process that significant code compliance issues will not arise during the plan review phase.

Project Schedule Requirements

The informal preliminary review process allows for project timeframe goals to be established.

The formal CP allows for timeframe commitments to be made due to the higher level of collaboration and documentation during the formal CP.

Plan Review Process Requirements

Both the formal CP and informal preliminary review process allow for early decisions to be made regarding project increments, deferred submittals, use of DSA consultants to conduct the plan review, and other plan review process issues.

**1.1	THE FORMAL COLLABORATIVE PROCESS:** The formal CP is available upon request by community college districts for their project, and would typically benefit larger or complex projects.

The application and filing fees must be submitted 30 to 60 days prior to first design phase collaborative meeting with DSA (which must be held prior to design development phase).

Project attributes should include:

- An adequate project budget with credible project cost and constructability assessment during the design phase.

- Design team with experienced staff and budget to fulfill design phase collaboration requirements (i.e., complete plans at each design phase, documentation of meetings).

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- No significant changes during the final design phase (i.e., construction documents).

Formal CP Features:

- Pre-established milestone meetings during project design with the CCD, design team and DSA project team (i.e., designated senior staff for the project).

  The number of meetings depends on project size and complexities. As an example, a large project may have three meetings during the design process (i.e. 100% schematic design phase, 90% design development, and 75% construction documents).

- DSA senior staff "desk review" of design documents subsequent to each meeting, to identify significant code conflicts that could otherwise adversely affect intake or the plan approval time commitment.

- Complete plan review is conducted upon intake, with coordination of the plan review with design phase collaborative decisions and agreements.

Formal CP Benefits:

- Time frame commitments by the design team and DSA are established for collaborative meetings, DSA desk reviews, design team response to desk review comments, submittal of complete construction document package to DSA for review, date for return of DSA plan review comments, back check start date, and plan approval date.

- Code and plan review requirements are verified with the DSA staff during design, to ensure successful intake and expedient plan review.

- Regional Office CCD Project Coordinator is available to the CCD and design team for scheduling project collaborative meetings and plan review, and project status inquiries.

- DSA consultants may be engaged during the design phase upon request of the CCD. Based on project complexities, DSA advises the CCD regarding use of consultants.

1.2 **THE INFORMAL PRELIMINARY REVIEW PROCESS:** The informal preliminary review process is available upon request by community college districts for any project, regardless of size or complexity.

An application and filing fees are submitted at intake (as required for the traditional plan review process, when completed plans are submitted to DSA for plan review).

Informal Preliminary Review Process Features:

- One or two preliminary review meetings during project design phase with the CCD, design team and DSA

  Typically, one meeting is held prior to design development and another meeting prior to completing construction documents.

- Complete plan review is conducted upon intake, with coordination of the plan review with preliminary review meeting minutes.

Informal Preliminary Review Process Benefits:

- Time frame goals may be established for collaborative meetings, intake, completion of plan review, and plan approval date.

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- Code and plan review requirements are reviewed with senior DSA staff during design, to promote successful intake and expedient plan review.

- Regional Office CCD Project Coordinator is available to the CCD and design team for scheduling preliminary review meetings and project status inquiries.

2.   ROLES AND RESPONSIBILITIES

Community College District

- The CCD selects qualified and experienced consultants.

- The CCD representative participates in collaborative meetings.

- In the event that concerns arise during the process, CCD consults DSA management prior to elevating concerns to outside parties.

Design Team

- The architect and design consultants provide experienced staff to participate in all collaborative meetings, with continuity of staff throughout the collaborative process and plan review phases.

- Design team must have adequate budget to produce complete and coordinated design documents and code analysis documentation (as may be required) for each milestone meeting.

- Design team must prepare collaborative meeting minutes, and prepare other documentation as may be requested during the design phase meetings. Drawings and supporting documents must be prepared and submitted electronically.

DSA

DSA establishes a regional office project team for each project. The team consists of the CCD Project Coordinator, and designated senior staff for each discipline (structural, access and fire & life-safety) who are assigned for each project.

DSA Regional Office Project Team

CCD Project Coordinator Office Role: Oversees all community college projects using CP for the regional office. Project Role: Primary contact to the CCD and design team regarding project schedule and status.	Designated senior staff – Structural Project role: Technical lead
	Designated senior staff – Accessibility Project role: Technical lead
	Designated senior staff – Fire & Life Safety Project role: Technical lead

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CCD Project Coordinator

The regional office CCD Project Coordinator is the primary point of contact to the CCD and design team regarding project scheduling and status. This individual oversees all CCD projects within the regional office using the collaborative process.

Senior Staff

Designated senior staff in each discipline (access, structural, and fire life-safety) are assigned to each project. Senior staff are the primary point of contact to the design team regarding technical issues in their respective discipline, and provide review and concurrence for design decisions throughout design phase collaboration.

Senior staff has the authority to make decisions for the project, and are expected to perform a level of review sufficient to identify and address code compliance issues during the design phase so that they do not adversely affect the project schedule or budget.

Continuity of senior staff will be maintained throughout the design phase process, senior staff will be available for consultation during the plan review to ensure consistency of plan review with design phase collaborative decisions (collaborative meeting minutes and documentation are also forwarded to the plan review staff or consultant).

3.   Overview of Formal CP Procedures

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I.   Initiating the Collaborative Process (CP)

1. CCD Contact with Regional Office
2. CCD Submits *DSA 1: Application for Approval of Plans and Specifications*, *DSA 1-CP: Application Supplement –Collaborative Process* and Fees
3. Scheduling the first CP Meeting

II.   Project Design Phases - CP Meetings and Desk Reviews

(Example project with design phases per AIA Document B141)

1. Schematic Design Phase (Meeting # 1 at 75%-100% SD)
2. Design Development Phase (Meeting # 2 at 75% - 90% DD)
3. Construction Documents Phase (Meeting # 3 at 75% - 90% CD)

III.   Plan Review & Approval Process

1. Intake (Submittal of construction documents for plan review)
2. Plan Review
3. Backcheck and Plan Approval

I.   Initiating the Collaborative Process (CP)

1.   CCD contacts the Regional Office.

The Regional Manager or CCD project coordinator makes a recommendation to the client to use either the informal preliminary review process or the formal collaborative process (CP). If the CP is chosen, the CCD project coordinator must also provide guidance for scheduling of first CP meeting.

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The CCD Project Coordinator emails the client with instructions to initiate the selected process, including DSA staff contact information.

2. CCD Submits DSA 1, DSA 1-CP and Fees to DSA.

    CCD submits a completed form DSA 1-CP, DSA 1, and filing fees 30 days to 60 days prior to requested date for Meeting #1.

    Note: If CCD requests that a DSA consultant be used at the first CP meeting, the submittal must be made 60 days prior to the tentative date of the first meeting.

    Filing fees cover structural safety (Section 4-320 of Part 1, Title 24) and accessibility (Section 5-104 of Part 1, Title 24) reviews.

3. Scheduling the first CP Meeting.

    a) Scheduling of milestone meetings should consider project needs, including project type, complexities, size and schedule. A pre-design meeting may be appropriate for some projects, and the necessity to include access, fire/life safety, and structural senior staff at each meeting should be considered.

        If electronic review is being considered, see procedure PR 09-02 for electronic submittal criteria.

        For a typical large new construction project, meetings and subsequent desk reviews may be appropriate at the following milestones:

        -   75% to 100% Schematic Design Phase

        -   75% to 90% Design Development Phase

        -   75% to 90% Construction Documents Phase

        Note – the schematic design phase, design development phase, and construction documents phase are defined per AIA Document B141 Article 2.4.

        Smaller projects or less complex projects may warrant fewer meetings, and projects with multiple increments may warrant more meetings.

        Meetings may be held at the DSA regional office (face-to-face), or may be held by Web-Ex, teleconference or other means with prior concurrence of all parties.

    b) The CCD Project Coordinator contacts the design professional in general responsible charge (i.e., architect) to verify the date for Meeting #1 (i.e., 100% schematic design documents), based on tentative dates indicated in the DSA 1-CP, and DSA staff availability.

    c) The CCD Project Coordinator issues notification via email to the CCD Representative and Architect, indicating the following:

        -   First collaborative meeting date, time, and location.

        -   DSA Regional Office project team contact information.

        -   DSA consultant contact information (if used per Section 4 above).

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- Pre-meeting submittal requirements (see below).

Note: The architect is responsible to notify design team members (i.e., design consultants) of the meeting date and submittal requirements (if any).

Five days prior to meeting, design team shall submit schematic design documents (3 sets of plans, and electronic PDF files) and meeting agenda (WORD file), which identifies project schedule and technical design issues requiring DSA advice. For projects accepted for electronic plan review, documents shall be submitted in accordance with DSA procedure PR 09-05.

II.   Project Design Phases - CP Meetings and Desk Reviews

(Example project with design phases per AIA Document B141)

Schematic Phase

1.   Meeting # 1 (75% to 100% Schematic Design Phase) held with the CCD representative, design team, DSA regional office project team, and DSA consultant (if used).

   a)   Project overview by the design team.

   b)   Review project process packaging

      i.   Project increments (if any) and verify acceptance by DSA.

      ii.   Deferred approvals.

      iii.   For each increment, verify scope and estimated cost.

   c)   Review project schedule

      i.   Determine number of CP meetings and tentative date for Meeting #2 (i.e., 75% to 90% design development documents).

      ii.   Discuss tentative submittal date and plan review timelines (e.g., reference to DSA plan review time calculator posted on the DSA website). Project specific schedule commitment is developed at Meeting #2.

      iii.   Discussion of funding deadlines, desired construction start dates and construction completion dates needed to meet school curriculums schedules. This should include Chancellor's deadlines for project approvals.

      iv.   Discussion of internal and contract review options.

   d.   Review communication protocols (e.g., points of contact, authority, written communications, issue resolution and appeals processes) for all parties.

   e.   Review issue resolution and CAP process policies (DSA *Procedure 09-01: Code Appeal*).

   f.   Review technical (e.g., code compliance) design issues identified by design team.

      i.   Verify applicable codes/standards (consider scheduled intake submittal date and Title 24 effective date).

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        ii.   Verify status of geotechnical and geohazards report review by CGS.

        iii.   Discussion of known site hazards, if applicable (faults, liquefaction, etc.)

        iv.   Modeling of structural system, if applicable.

        v.   Certification of existing campus (if applicable), including existing features and/or structures to be utilized by the scope of the new application. (restrooms, path of travel, parking, etc.)

    e.   Identify items/issues that require DSA review and input.

2.   Design team prepares meeting minutes and submits to DSA regional office project team (and DSA consultant, if used) for review.

     Submit WORD file of minutes within 10 days to DSA (and DSA consultant, if used) for review and comment. DSA staff (and DSA consultant, if used) comments shall be provided to the design team within 5 days. Design team will finalize the minutes within 10 days of receipt of DSA and consultant comments and issue to all parties.

3.   DSA senior staff (DSA consultant, if used) completes desk review of 75%-100% schematic phase documents, and forwards written findings to design team. *(2 to 3 weeks).* Desk reviews may include Fire/Life Safety, Access Compliance.

     Design team maintains and distributes records of the desk review findings and other communications with DSA regional office project team (and DSA consultant, if used) that occur subsequent to Meeting #1.

4.   Design team will respond to Meeting #1 desk review comments a minimum of 10 days prior to Meeting #2.

Design Development Phase

1.   Design team schedules Meeting #2 (i.e., 75% to 90% design development documents) with the CCD representative and Regional Office CCD Project Coordinator (and DSA consultant, if used).

     Five days prior to meeting, design team shall submit design development documents (3 sets of plans, and electronic PDF files) and meeting agenda (WORD file), which identifies project schedule and technical design issues requiring DSA input. For projects accepted for electronic plan review, documents shall be submitted in accordance with DSA Procedure 09-05.

2.   Meeting #2 includes the CCD representative, design team, DSA regional office project team and DSA consultant (if used).

    a.   Project update by the design team, including identification of significant changes (if any) to design from previous meeting.

    b.   Verify project packaging (final form of submittal, deferred approvals, etc.)

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    c.   Develop and commit to a project-specific schedule, including a tentative date for Meeting #3 (75% to 90% complete construction documents, and anticipated dates for submittal of complete construction document package to DSA for review, return of DSA plan review comments, back check start date, and plan approval date.

    d.   Verify that submitted documents are sufficiently complete to maintain project schedule.

    e.   Review technical (e.g., code compliance) design issues identified by design team and during the DSA desk reviews.

        i.   Verify status of geotechnical and geohazards report submittal and review by CGS (should be completed by the start of the design development phase). Review status of CGS coordination letter (for projects where there was no application number on the CGS approval letter).

        ii.   Verify applicable codes/standards and design criteria (e.g., alternate means/methods).

        iii.   Receive a status report on contract review (if applicable).

    f.   Identify items/issues that require resolution or DSA input (during desk review).

3.   Design team prepares meeting minutes and distributes to DSA regional office project team (and DSA consultant, if used) for review.

Submit WORD file of minutes within 10 days to DSA (and plan review consultant, if used) for review and comment. DSA staff (and DSA consultant, if used) comments shall be provided to the design team within 5 days. Design team will finalize the minutes within 10 days of receipt of DSA and consultant comments and issue to all parties.

4.   DSA senior staff (or DSA consultant, if used) completes desk review of design development documents, and forwards findings to design team. *(3 to 4 weeks).* Desk reviews include all disciplines.

Design team maintains and distributes records of the desk review findings and other communications with DSA regional office project team (and DSA consultant, if used) that occur subsequent to Meeting # 2.

5.   Design team will respond to Meeting #2 desk review comments a minimum of 15 days prior to Meeting #3.

Construction Documents Phase

1.   Design team schedules Meeting #3 (75% to 90% construction documents) with the CCD representative and regional office CCD Project Coordinator (and DSA consultant, if used).

Five days prior to meeting, design team shall submit to DSA the construction documents (3 sets of plans, and electronic PDF files) and meeting agenda (WORD file), which identifies project schedule and technical design issues requiring DSA input. For projects accepted for electronic plan review, documents shall be submitted in accordance with DSA Procedure 09-05.

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2. Meeting #3 will include the CCD representative, design team, DSA regional office project team, and DSA consultant (if used).

   a. Project update by the design team, including identification of significant changes (if any) to design from previous meeting.

   b. Finalize project packaging (final form of submittal, deferred approvals, etc.)

   c. Confirm project-specific schedule, including:

      - anticipated dates for submittal of complete construction document package to DSA for review

      - return of DSA plan review comments,

      - back check start date, and

      - plan approval date.

   d. Verify that submitted documents are sufficiently complete to maintain project schedule). Negotiate any revisions to the schedule as needed due to slippage, if it occurs.

   e. Review technical (e.g., code compliance) design issues identified by design team and during the DSA desk reviews.

   f. Verify technical aspects of design.

      i. Verify status of geotechnical/geohazards report (review and acceptance by CGS).

      ii. Review *DSA 3: Project Submittal Checklist* to ensure that required items are identified and addressed prior to submittal.

      iii. Verify application (DSA 1) changes from initial submittal (e.g. scope, estimated cost)

      iv. Verify local fire authority approval for site access/fire flow.

      v. Verify whether or not a constructability and cost estimate analyses have been completed (indicate this information in the meeting minutes).

      vi. Receive update on contract review (if applicable)

3. Design team prepares meeting minutes and distributes to DSA regional office project team (and DSA consultant, if used) for review.

   Submit WORD file of minutes within 10 days to DSA (and DSA consultant, if used) for review and comment. DSA staff (and DSA consultant, if used) comments shall be provided to the design team within 5 days. Design team will finalize the minutes within 10 days of receipt of DSA and consultant comments and issue to all parties.

4. DSA senior staff (or DSA consultant, if used) completes desk review of construction documents, and forwards findings to design team (and DSA staff, if DSA consultant performs the desk review). *(2 to 3 weeks)* Desk reviews include all disciplines.

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Design team records desk review findings and other communications with the DSA regional office project team (and DSA consultant if used) that occur subsequent to Meeting #1. Documentation is submitted to DSA (and DSA consultant, if used) for review and comment within 5 days.

5. Design team completes the construction documents, incorporating findings from Meeting #3 and DSA desk review.

Note: Confirm submittal date (tentatively set per item 2.d. above) with DSA.

III. **Plan Review & Approval Process**

1. Intake (Submittal of construction documents for plan review)

   a. Client submits the DSA 1 (amended as necessary from initial application), *DSA 3: Project Submittal Checklist*, three sets of construction documents (plans & specifications), supporting documents (i.e., geotechnical report, structural calculations, energy calculations, etc.), and collaborative process meeting minutes and documentation.

   b. The DSA intake architect evaluates the submittal for completeness, and confirms acceptance of the submittal with the CCD and architect.

   The intake architect verifies that collaborative process meeting minutes and documentation have been submitted and appears complete, and may consult with the DSA regional project team.

   c. The intake architect notifies the regional manager and supervisor(s) that the project intake submittal has been received and accepted.

   d. DSA supervisor(s) execute plan review consultant agreements (if applicable).

   e. DSA supervisor(s) schedule the plan review and notify the CCD and architect accordingly.

   f. Plan review documents, including collaborative process meeting minutes and related documentation are routed to DSA staff (or DSA consultant(s), if used).

   The assigned plan reviewer(s) are informed of plan review due date, and request that the plan reviewer notify their supervisor two weeks prior to the due date with the status of plan review.

   The assigned plan reviewer (DSA consultant, if used) is informed of who the CP project team senior staff members are, if needed, for consultation during the plan review.

2. Plan Review

   a. Plan reviews are conducted by assigned plan review staff (or DSA consultants if used) in accordance with standard plan review procedures. Concurrent reviews are conducted for accessibility, fire/life-safety and structural, and each of the three check sets are returned to the design team upon completion.

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Note: If any significant deficiencies are identified, the plan reviewer shall promptly consult the senior staff who conducted the design phase collaborative meetings and reviews.

If the concern appears to require assessment by the design team, they shall be promptly notified of the concern. The reviewer shall not wait until the review is completed to forward the concern to the design team.

b. Plan reviewers shall report the status of the plan review to their supervisor two weeks prior to the plan review due date.

In the event that the plan review will not be completed and returned by the due date, the supervisor shall notify the CCD project coordinator and regional manager.

c. Once the plan review is completed, the plan reviewer routes the check set to their supervisor. The supervisor reviews and returns the check set to the design team (i.e., architect).

3. Backcheck and Plan Approval

a. The architect contacts the CCD project coordinator to schedule the back check meeting dates. Project schedule agreements for check set return and backcheck date shall be reviewed.

The CCD project coordinator may refer the architect to the DSA supervisors (or DSA consultants, if used) as appropriate.

b. The backcheck is typically completed at the DSA regional office.

c. Plans and specifications are stamped and scanned, then returned to the architect. DSA issues *Approval of Plans* correspondence to CCD and architect.