

# "HOW-TO" GUIDE FOR LAUSD'S GREENING PARTNERS

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Los Angeles Unified School District  
Eco-Sustainability Office





# Table of Contents

INTRODUCTION.....	2
1. PRE-GRANT APPLICATION.....	2
2. POST-GRANT AWARD AGREEMENT APPROVAL .....	4
3. DESIGN .....	5
4. TRANSITIONING TO CONSTRUCTION.....	12
5. CONSTRUCTION .....	15
6. PROCESS FOR LIMITED SCOPE GREENING PROJECTS.....	19
7. ESTIMATED LAUSD PROJECT-RELATED COSTS GUIDELINES.....	21
8. LIST OF ACRONYMS AND ABBREVIATIONS .....	24
9. ATTACHMENTS .....	25
END OF DOCUMENT .....	25

## INTRODUCTION

In response to the need for more greening at school campuses to provide healthy and safe environments for our students, non-profit organizations have stepped up to support the Los Angeles Unified School District (LAUSD or District) to obtain grants and assist in the implementation of greening our campuses.

This how-to guide was developed to provide guidance and support to our Partners that are implementing 3<sup>rd</sup> party greening projects on LAUSD campuses and to help streamline the project implementation process. The Eco-Sustainability Office (ESO) is the lead office coordinating and managing third-party greening programs, providing oversight and coordination among LAUSD divisions and departments.

This document supersedes the previous guide created for Partners that applied to the CALFIRE Green Schoolyard grant in 2023. While the guide primarily addresses larger scale grant-funded greening projects, guidance is also included for projects with more limited scopes in Section 6. Please read carefully for clarification on LAUSD budgetary items that need to be accounted for in any grant funding requests.

Please note the distinction between this guide and the Development Agreement, which is a legally binding agreement between LAUSD and the partner organizations. If there is any inconsistency between this guide and the Development Agreement, the Development Agreement supersedes the information in this guide.

This guide is based on the latest available reference documents and agreements, which are subject to change. Further information is available by email at: [ESO@LAUSD.net](mailto:ESO@LAUSD.net)

## 1. PRE-GRANT APPLICATION

Before initiating a grant application, the Partner shall reach out to LAUSD regarding the opportunity and solicit LAUSD input on scope and potential site selection. ESO will assign a Program Manager (ESO PM) to begin the process. The ESO PM will be the Partner’s primary point of contact for the duration of the project and will provide guidance and assistance. During the pre-grant application phase, the ESO PM will coordinate with the greening Partner to gather the items needed for LAUSD approval and to provide the items the Partner needs to ensure a successful project. If the Partner needs funding from LAUSD for any items related to the project including LAUSD costs, they shall submit a request for funding to LAUSD and obtain approval prior to submitting a grant application.

The following lists identifies which items will be provided by the Partner and which will be provided by LAUSD.

- **WHAT THE PARTNER WILL PROVIDE:**

- A finalized list of the proposed school(s) and the justification used for selecting the site(s) for

- LAUSD review and coordination to ensure that schools with high greening needs are prioritized.
- Size and scope of work for each school / key project features
- Concept design or project area
- Estimated project construction cost (\$)
- After receipt of the list of project specific costs from LAUSD, the Partner will confirm the total project budget (\$) and grant funding request, including a breakdown for LAUSD costs and contingency
- Commitment that the Partner has a design team to provide professional services for landscape, architecture (preferably with previous DSA experience for DSA projects), civil engineering, a consulting arborist, and any other design or engineering disciplines necessary. For a fee paid by the Partner, LAUSD's A&E Services may be able to provide design services, depending on capacity. If interested, the Partner shall inquire as to LAUSD's capacity to provide design services.
- Confirm maintenance commitment and its compliance with grant guidelines. To maintain a school site after implementation of a greening project, LAUSD requests that grant applications maximize the funding request to support maintenance of the greening project to the extent feasible. Additionally, funding for post-construction maintenance shall be included in the grant application per grant guidelines.
- Confirm that the Grant does not require any document to be recorded on title to the LAUSD school(s) and that it does not limit the District's ability to control the land.
- **WHAT LAUSD WILL PROVIDE (ESO PM, AES -architecture and civil units, OEHS -CEQA):**
  - Review of the grant guidelines and a determination as to whether LAUSD approves of acceptance of the grant requirements (ESO with Grants & Funding)
  - Information on whether any other projects are planned for the site that may impact the proposed project, including other greening projects and whether the projects could be mutually beneficial (ESO PM in coordination with FSD).
  - Review and approval of the proposed school sites and the proposed greening needs or recommendations for alternative school sites if warranted (ESO).
  - Site plans showing ADA Path of Travel (POT) and fire lane(s), as available, in CAD if available (ESO PM and AES – Architecture Unit).
    - A preliminary review of the previous accessibility or barrier removal projects at the school site will be provided upon request. The Partner's design professional will need to provide site verification to confirm whether any accessibility upgrades will be needed to comply with current ADA requirements. If LAUSD is hired as the Architect of Record (AOR), then LAUSD will provide the site verification (ESO PM and AES – Architecture Unit).
    - If a fire lane is not previously provided on an approved site plan, LAUSD will assess the requirements and provide recommendations (ESO PM and AES – Architecture Unit).
  - Existing topographic surveys for the proposed project area as available (ESO PM in coordination with AES - Civil Unit).
  - Site plans showing existing utilities, including electrical, irrigation, and water, as available and if relevant to the project (ESO PM in coordination with AES - Civil Unit)
  - A project specific estimate of LAUSD's costs based on the scope and estimated construction cost of the project (ESO PM).
  - An introduction to the school's Complex Project Manager (CPM) and/or Principal as appropriate (ESO PM).
  - Assistance with coordinating with LAUSD staff and scheduling school site visits as necessary (ESO PM).

- A Development Agreement template or Beautification License Agreement template as applicable (ESO in coordination with Real Estate & Business Development).
- As part of LAUSD's review of the grant terms, LAUSD will determine if the District is able to take on the maintenance requirements specified in the grant guidelines. The District typically commits to take on maintenance of the projects using existing maintenance resources. The District, per the language in the Development Agreements, shall at its sole cost and expense "keep and maintain" the projects using comparable efforts as it uses to maintain other campuses and in accordance with LAUSD's annual M&O budget (ESO PM with M&O).
- A Draft California Environmental Quality Act (CEQA) Notice of Exemption (NOE) or Activity Not Requiring CEQA Email if needed for the grant application (ESO PM with OEHS- CEQA). If not needed for the grant application, the CEQA NOE or Activity Not Requiring CEQA Email will not be prepared until after the grant has been awarded (ESO PM with OEHS).
- If requested, a list of donated trees available at the time (the available trees will likely change as the trees are given on a first-come, first-served basis). The Partner will have to arrange delivery of any donated trees from the nursery where they are located (ESO PM).
- A Letter of Commitment will be provided if requested by the Partner and once LAUSD has reviewed and approved the finalized school list and rough scope of work for each school. LAUSD requires the request for a Letter of Commitment with all relevant information pertaining to the grant a minimum of 3 weeks before it is due (ESO PM with Chief Eco-Sustainability Officer).

## 2. POST-GRANT AWARD AGREEMENT APPROVAL

After the grant is awarded, the ESO PM will continue management and coordination with the greening Partner. The following components and steps are required to initiate the project implementation.

- Notification of Award: Partner to notify LAUSD's ESO when the Grantor announces that a project has been selected to be awarded a grant so LAUSD can begin to prepare for the project.
- Grant Agreement: Partner to provide the executed grant agreement to LAUSD's ESO. This triggers the process for Board of Education approval and for drafting or finalizing the Development Agreement.
- Board of Education Approval: LAUSD's ESO and FSD will bring the project to the Board (ESO PM in coordination with Real Estate & Business Development). The action proposed to the Board will be to authorize LAUSD to negotiate and enter into development and maintenance agreements with the Partner for the construction of the project. The Board approval process is estimated to take between 3-4 months as documents are due to the Board for review well before the Board meeting dates.
- AGREEMENTS WITH LAUSD:
  - **DEVELOPMENT AGREEMENT** (Real Estate & Business Development): Once a Partner's project(s) has been awarded funding and received Board approval, LAUSD will work with the Partner on a Development Agreement. This is required to do any alterations and construction on LAUSD property. The maintenance commitments of the grant guidelines shall also align with the Development Agreement, as necessary.
    - There are no costs associated with the preparation of the Development Agreement.
    - It is estimated to take between 2-4 months for the District to provide a Development Agreement for signature after Board of Education Approval.
  - **BEAUTIFICATION LICENSE AGREEMENT** (Real Estate & Business Development)): If the project is specifically for planting trees in existing tree wells or existing landscape areas and no new irrigation is required, a Beautification License Agreement may be appropriate instead of a Development Agreement. LAUSD will work with Partners to develop A Beautification License Agreement for tree planting in existing tree wells and/or existing landscape areas.

- **LAUSD COSTS:**

LAUSD supports the grant application process with no project costs charged prior to grant award. After grant award, LAUSD requires funding to cover specific costs for project management and support for the duration of project design and construction. Please see Section 7 for estimated LAUSD costs by project size.

After grant award, LAUSD will provide the Partners with project-specific cost invoices for all required LAUSD costs to be covered by the Partner. These invoices will be provided by the ESO PM per the timing indicated in the table in Section 7. Funding must be provided before LAUSD can provide any post-award services (e.g., asphalt testing, design review, construction related tasks etc.).

Checks are preferred and shall be mailed to the address indicated in the invoice with a memo on the check providing the project information and LAUSD project contact as indicated in the cost invoice. The check shall be mailed or delivered with the invoice from LAUSD as an attachment so that LAUSD knows where to deposit the funds. Please note that it can take longer than typical mail time for mail to reach the Beaudry Building. Hand delivering the checks is an option that will allow checks to be deposited more quickly. The Partner shall coordinate with the ESO PM if hand delivering a check. Please note that once a check is received by LAUSD it takes approximately one week for the funds to be available in LAUSD's system.

### 3. DESIGN

Once the grant has been awarded and the agreement has been executed the design phase begins.

#### **Design Team Qualifications**

The Partner's design professional shall be familiar with and perform its service in accordance with the latest version of the LAUSD School Design Guide, Guide Specifications, Standard Technical Drawings, applicable building codes, and reference documents listed in the development agreement at the time of project execution. See the Attached Reference Document List for more information. For all projects, LAUSD recommends using a firm that is on LAUSD's Task Order bench or firms that have completed recent LAUSD projects of similar scope. If a project requires DSA review, the DSA submittal is required to be stamped by an architect and LAUSD recommends using an architect that has completed the DSA process for a minimum of two (2) greening projects of similar scope.

#### **Project Coordination with LAUSD**

The Partner is expected to coordinate with and provide updates to the LAUSD team on a regular basis. Partners are required to provide electronic copies of their project schedules, outreach plans, site analysis documents, handouts, and presentations for LAUSD's records. Project Partners shall provide a detailed project budget at the start of the project for LAUSD's records. The Partner shall also provide cost and schedule updates for each of the design milestones of the project for LAUSD's records. The Partner shall inform the ESO PM of the planned schedule for surveys and site visits. The ESO PM will facilitate a process to communicate with the school/CPM and ensure access to the school site.

Once the project design phase has begun, Partners are asked to schedule bi-weekly check-in meetings with LAUSD to address outstanding issues; discuss any changes to scope, schedule, and/or budget; and coordinate efforts to ensure project success. The Partner shall distribute meeting minutes for all meetings held with LAUSD and distribute these to all parties within 5 business days of meetings. The meeting minutes shall include a list of actions required for all parties including LAUSD with clear timelines for deliverables.

During the pre-design phase the assigned ESO PM will schedule a meeting with the Partner's team to review LAUSD submission requirements, the Bluebeam project folder organization and submission process, and share available resources.

#### **Cost Estimates**

The Partner shall provide an updated construction cost estimate at each stage of design.

#### **Community Outreach and School Engagement**

The design team is expected to engage the school community and include the ESO PM throughout the engagement process. At a minimum this shall include key site administrators, with the option of including students and teachers,

to gather input at the start of design, gather feedback on proposed design concepts, provide periodic updates at each major milestone, and receive written acknowledgement that the school principal has reviewed and provided input on the concept design. Should the scope or configuration change substantially over the course of design, the changes shall be shared with the principal, who will be given the opportunity to provide input. The Partner shall submit the proposed schedule for the planned outreach activities to the ESO PM for review and approval prior to the start of any school or community engagement.

### ***Project Kickoff Meeting***

A project kickoff meeting shall be conducted early in the design/planning phase to gather input from project stakeholders. The kickoff meeting shall include the Partner, the design team, ESO PM, principal/school administration representatives, school CPM, and the AOR if applicable. The Stakeholder Questionnaire shall be utilized to gather the necessary information from the stakeholders but can be tailored to the requirements/guidelines of the applicable grant. The kickoff meeting can be combined with the site walk described below or held separately.

### ***Project Site Walk***

A site walk shall be conducted early in the design/planning phase to verify on-site conditions and identify the irrigation point(s) of connection. Please note that proper irrigation is generally required for all greening projects. If a new irrigation controller is proposed that requires electricity, an electrical point of connection shall also be identified. The site walk shall include Partner, the design team, ESO PM, principal/school administration representatives, school CPM, the AOR, and District plumbing staff to assist with identifying the point(s) of connection. In addition, the District plumbing staff shall verify the water pressure during a separate site visit per District requirements.

The Partner managing the project is required to distribute a site visit report including a list of actions required for all parties including LAUSD with clear timelines for deliverables.

### ***Design***

Please refer to the LAUSD Design Recommendations for Greening Partner Projects when starting the project design. It includes LAUSD requirements and recommendations specifically concerning the design of greening projects for LAUSD schools. In addition, all designs shall comply with the [LAUSD Design Standards & Technical Specifications](#), including the [LAUSD School Design Guide](#).

Once the design team is on board, the Partner shall provide LAUSD with the Project Team Contact List (available in the Project Partner Bluebeam Reference Folder) for utilization throughout the design phase.

### ***Design Milestones***

For Third Party Greening Projects, there are three major design milestones:

- Concept/Preliminary Schematic Design
- 50% CDs & Specifications
- 100% CDs & Specifications

More guidance on these design milestones is provided below in the submission requirements.

### ***Submissions***

A Bluebeam folder will be created for the project as soon as it has been entered into COLIN, the LAUSD facilities database, which occurs after Board approval. The Bluebeam project folder is the resource library for the school's reference documents which include site plans, fire lane and POT references, and any other relevant reference documents. All Design and Construction Documents are submitted to the Project's Bluebeam Folder. The Partner is responsible for notifying their ESO PM two weeks prior to when an LAUSD design review is needed. This will help prepare LAUSD review team members for a submittal review. The Partner is also responsible for notifying the ESO PM the day the submission is inside of the folder and ready to be processed for review.

Before submitting Design Documents for review, the Partner shall confirm that the documents are properly formatted, following the LAUSD review submission requirements. If they are submitted without the proper

formatting, they will be returned and cannot be processed for review until the requested edits are made. Refer to the Electronic Review Process Guide reference for step-by-step directions on the proper formatting of Construction Documents for LAUSD review. This reference is provided inside of the Bluebeam Partner Reference Folder. If you do not have access to the Project Partner Bluebeam Reference Folder, please request access from your ESO PM.

### ***Greening Metrics Calculations***

The LAUSD Greening Metrics were developed in response to the 2022 Green Schools for All Board Resolution, which adopted a recommended minimum District standard of 30 percent of each schoolyard as safe and sustainable green space at all schools by 2035, to the extent feasible. To achieve this goal, LAUSD has established metrics to track progress towards greening goals, including square footage of soft surfaces and planting on greened schoolyards, heat reduction/shade, drought-tolerant planting, and stormwater capture.

Each design submission is required to include greening metrics, illustrating both current conditions and proposed greening in addition to including program elements, materials, area size, types of use, total greening, and percentage greening. Greening Metrics references, templates and examples are available inside of the Project Partner Bluebeam Folder's LAUSD ESO Greening Calc Refs folder.

### ***Play Station Analysis***

A play station analysis shall be completed and approved by LAUSD as part of the concept design approval and subsequently submitted with each design submission with any changes from the approved concept design that impact play stations highlighted by the design team. Education Code Section 51223 requires elementary students to receive at least 200 minutes of physical education instruction every ten school days. The number of students planned for the site must be considered in the design to ensure that sufficient teaching stations are available and that sufficient clearances are provided. LAUSD will provide the number of play stations required for each campus. Kindergarten students are typically provided physical education in a self-contained area and shall not be included in this calculation. Any specialized spaces or equipment for students with a need for adaptive physical education must be considered.

The submitted play station analysis will first be reviewed by the ESO PM, who will then submit it for review by LAUSD's Health and Physical Education Coordinator to ensure that the project meets the Educational Code Requirements. The Play Station Analysis Template and other references and examples can be found inside of the Project Partner Bluebeam Reference Folder's Guides & Submittal Checklists folder.

### **Submission Requirements**

#### ***A. Concept/Preliminary Schematic Design***

The Concept/Preliminary Schematic Design is the initial submission for any project. This is required to identify any major design issues early in the design process. Please note that even if a preliminary concept plan was submitted to LAUSD for a review prior to submitting the grant application, a concept/preliminary schematic design shall be submitted following grant approval for a formal review. Any review completed in support of a grant application is only done for the purposes of supporting the grant application and may not follow LAUSD's standard review process or involve LAUSD's full review team. Preliminary greening calculations and a play station analysis shall be submitted with the concept/preliminary schematic design. The Concept/Preliminary Schematic Design submission, greening calculations, and play station analysis will be processed upon notification and receipt. Please see details on the Design Review process below. During this stage, a fire lane and POT review will be requested from LAUSD's Architecture Unit to confirm that there are no conflicts with the design. If a conflict is identified, design edits or a path realignment will need to be considered. This design phase will be reviewed by the ESO PM, AES –Civil, and Landscape Architecture Units, and, if needed, the Division of Instruction - Physical Education.

Upon the completion of the LAUSD review, a design review meeting will be scheduled with the project Partner, design team, and LAUSD Landscape Architecture and Civil teams to walk through the comments, discuss any concerns and answer questions before the design team moves towards their next submission package. If substantial changes are needed to the concept plan, a second submission of the Concept/Preliminary Schematic Design submission may be required before moving onto preparation of the 50% CDs.

### ***B. 50% CDs & Specifications***

The requirements for the 50% Design submission are described in the document titled 50% Construction Document (CD) & Specifications Submission Reference (Bluebeam Partner Reference Folder).

In addition to the 50% CD and Specifications submission, the Partner shall submit updated greening calculations and a play station analysis for the project. The 50% package provides the main framework for the 100% CD package, without including all the final detailed information. For example, schedules do not need quantities, individual plants may not yet be specified, dimensions do not need to be included, call outs may not accurately reference the details, irrigation plans may not be complete, etc. We encourage including as much information as possible to limit backcheck reviews and edits at 100% CD. This design phase will be reviewed by ESO PM, AES – Architecture, Civil, and Landscape Architecture Units, Technical Quality Support Team (TQST), Owner's Authorized Representative (OAR)), and, if needed, Division of Instruction - Physical Education.

Once the ESO PM has confirmed that the LAUSD team has completed their review, the Partner will be notified and invited into the REVU Session to respond to the comments with clear response to each LAUSD comment, pick up the comments, and set the comment status.

If another design review meeting is needed to review the comments with the LAUSD team, please notify the ESO PM so that it can be scheduled.

### ***C. 100% CDs & Specifications***

The requirements for the 100% Design submission are described in the document titled 100% Construction Document (CD) & Specifications Submission Reference (Bluebeam Partner Reference Folder). Include updated greening calculations and play station analysis with the 100% CD (including CAD files) and Specifications. The intake and review process begins again and is no different from the previous review process. This design phase will be reviewed by ESO PM, AES – Architecture, Civil, and Landscape Architecture Units, TQST, OAR, and, if needed, Division of Instruction - Physical Education.

The 100% Specifications shall include modified versions of LAUSD's General Conditions (District Specification Section 00 7000) and General Requirements (Division 01) for either Design Bid Build or Design Build as appropriate, after modifying the Specifications to be relevant to the project. The modified General Conditions and General Requirements shall be included in the bid package discussed in the bid and award section below. The 100% CD set shall specify the applicable contractor requirements and certifications listed in Section 5. The Partner has the option of submitting the General Conditions and construction requirements and certifications at the 50% CD review.

### ***Design Review Process***

The ESO PM will help coordinate the design reviews to ensure timely review. The Design Review Process includes the following steps:

- Prior to document submittal:
  - Notify the ESO PM two weeks prior to the anticipated document submittal date. This will put the project on the design review team's schedule.
- Document submittal:
  - The Design team uploads the Design/Construction Documents to Bluebeam and notifies the ESO PM by email.
- Two-day intake period:
  - The documents are processed by the ESO PM. Refer to Electronic Review Process Guide for step-by-step directions on the proper formatting of Construction Documents for LAUSD review. Please make sure that the documents are formatted properly before submitting, or they will be rejected and will need to be resubmitted.
  - If the submission(s) is not complete, the Design team is notified and asked to resubmit.
- Two-week review period
  - If no formatting changes are needed, the submission(s) will be placed into a Bluebeam REVU Session



by the ESO PM and the Technical Review Team is notified to begin their review. The review window is generally 10 working days but can be longer depending upon the team's capacity and project specific needs.

- Once the review window has closed, the ESO PM confirms that the LAUSD design review team has completed their review.
- Comment reconciliation
  - After the LAUSD review is completed, the ESO PM will notify the design team/project Partner, and they are then invited into the REVU Session to pick up, reply to and set the status of the comments. A Design Review Meeting will be scheduled to review all the comments and answer questions. If significant revisions are required, the Partner may choose to complete a second round of review to arrive at an approved design.
  - All comments shall be resolved and closed out prior to proceeding to the next phase. For concept/schematic design and 50% construction documents, comments can be closed out by noting they will be addressed and resolved during the next phase, where appropriate.
- Backcheck submissions:
  - Please note that 100% CD and Specifications submissions usually require Backcheck submissions. The Backcheck submission is required if revisions to the CDs are needed to address design review comments to the 100% CDs. The Backcheck review process is typically completed in one week.

### ***Playground Equipment***

If any playground equipment is being proposed as part of a project, the equipment shall be submitted to LAUSD's Office of Environmental Health & Safety (OEHS) Playground Committee for review. For evaluation, OEHS requires a 3D rendering of the structure and a list of all the components (example submittals are included Project Partner Bluebeam References). ESO will submit the proposed equipment to OEHS for review upon request from the project Partner. All play equipment shall be installed on unitary or loose-fill protective surfacing materials. Section 11 6811 Composite Play Structures has a list of District approved play structure manufacturers along with other playground equipment submittal requirements. Wooden tables and benches are not considered playground equipment, so OEHS does not have to evaluate them. The OEHS review of the playground equipment can be done concurrently with the LAUSD's design review. Currently OEHS has a policy to not approve outdoor equipment made of wood; however, specific wood equipment may be submitted for OEHS review. Additional review time shall be anticipated and approval is not guaranteed.

### ***DSA***

- All communication, inquiries, and submittals from the Partner's team to DSA shall be approved by the ESO PM prior to contact with DSA.
- DSA review may be required depending on project components. DSA provides specifics on which projects are exempt from DSA review per Interpretation of Regulations (IR) A-22. LAUSD can review and provide input on whether LAUSD anticipates that a proposed design requires DSA review; however, the final determination is made by DSA. If DSA review is not required, LAUSD will prepare a non-DSA form for District records. The DSA exemption concurrence determination process is described in DSA Procedure (PR) 14-02. Please note that some grants require a DSA pre-application meeting and/or review.
- If DSA Review is required:
  - The Partner is expected to provide all necessary construction documents (CDs) required for DSA approval and to submit the package to DSA for their review and approval after LAUSD design review has been completed. The DSA submittal is required to be stamped by a registered architect, the Architect of Record (AOR) on the project. The AOR is responsible for preparing the necessary drawings, coordinating all drawing sets, and submitting to DSA. If the design was prepared by a landscape architect, the AOR shall prepare the DSA submittal. LAUSD A&E Services may be able serve as the AOR and submit the package to DSA for a cost depending on LAUSD's capacity to do

so. If the Partner is interested in having LAUSD serve as the AOR on a project, the Partner shall notify the ESO PM by email at the start of the design process. LAUSD will inform the Partner if the District has the capacity to serve as the AOR and, if so, will provide a cost estimate.

- Guidance on submitting plans to DSA and the timeline for DSA review is available here: <https://www.dgs.ca.gov/DSA/Services/Page-Content/Division-of-the-State-Architect-Services-List/Start-Construction-Project-by-Submitting-Plans-for-Review>. Additional information on the LAUSD process for DSA submittal is available in the Electronic Review Process Guide (Project Partner Bluebeam References)
- Applicants shall register for a project at least six weeks and a maximum of eight weeks before the intended submittal date. Applicants may choose to have a DSA pre-application meeting with LAUSD present which helps confirm with DSA the code reviews required by DSA, the scope of the work and DSA's requirements vis-à-vis the scope, and the approximate date of submission to DSA.
- The submittal to DSA shall show if the school meets existing accessibility requirements for the project, including: an accessible entrance; an accessible route to the altered area; at least one accessible restroom for each sex or one accessible unisex (single-user or family) restroom; accessible drinking fountains; and, when possible, additional accessible elements such as parking, signs, storage, and alarms.
- DSA requires that accessible path of travel (POT) upgrades be included as part of a project if the school does not meet existing accessibility requirements. Per DSA Bulletin 24-03, when conditions are met, POT requirements are limited to 20 percent of the construction costs for green schoolyard projects. LAUSD recommends that the design and construction costs for these accessibility components be included in the grant application, since LAUSD does not have funding set aside to cover the costs. Accessible upgrades may include modifications to restrooms and drinking fountains to bring them up to current ADA requirements. As previously mentioned, upon request LAUSD can provide a preliminary review of the status of accessible restrooms and drinking fountains serving the project site, though the Partner's AOR will need to provide site verification to confirm which upgrades are needed to the existing POT, restrooms and/or drinking fountain to comply with current ADA requirements.
- The DSA package shall include landscape drawings (planting, irrigation, etc.), civil drawings (grading, drainage, etc.) and architectural drawings (accessible path of travel, fire life safety, etc.). Other drawings may be required depending on the project's scope.

### **Surveys**

- If a recent topographic survey has not been completed for the project area, the Partner shall need to contract for a topographical/site survey to be done. Guidance on the requirements for the survey will be provided by ESO/AES Civil's unit at the concept phase. If a topographic survey is required, the Topographic Survey Checklist included in the Project Partner Bluebeam References shall be used to indicate which items will be included in the survey.
- Ground Penetrating Radar (GPR) is an underground utility survey. This is required by LAUSD whenever asphalt is removed or excavation exceeds 1 foot in depth. The GPR shall be done in conjunction with the topographical survey if that is being done. If no topographic survey is being done, then the GPR can be included with the Site Assessment scope. However, it is important that all areas where digging/trenching is taking place be included in the GPR and that the results of the GPR be mapped with the different types of utilities identified and the depths of the utilities estimated.
- Geotechnical investigation/percolation testing is required if any stormwater capture elements (e.g., bioswales) are being proposed, if asphalt is being disturbed, and/or slope changes are incorporated into the design.
- Upon request, LAUSD's ESO will provide a list of geotechnical, survey, and GPR firms that are LAUSD bench contractors. The below processes will likely occur after concept design and before 100% CD phase. Include

adequate time in the project schedule to allow for these processes. These processes generally take between 2-5 months to complete.

### ***Environmental Testing and CEQA Review***

- The Facilities Environmental Technical Unit (FETU) sampling request is best completed once the potential asphalt removal area has been established, which is typically after the design team has responded to LAUSD review comments on the concept design, the DSA pre-application meeting has been completed, and the concept design construction cost estimate and schedule has been reviewed. Asphalt testing for asbestos is required for any amount of asphalt removal. Testing for asbestos is also required if the project includes impacts to buildings, including impacts resulting from accessibility upgrades. Funding for testing must be received before FETU can proceed with testing (see Section 7 for guidance on FETU costs). In addition, the Partner shall provide an overall site plan on one sheet showing all potential asphalt removal locations, including potential trenching locations, and, if applicable, the locations where the project will impact buildings to initiate FETU testing. ESO will then request testing by FETU by submitting a Request for Assistance form. FETU conducts sampling and provides a Request to Advise (RTA) and a Phase 1 Report within 40 calendar days. A Phase 2 Report will be provided if the asphalt or buildings contain asbestos. If the project is revised to avoid the asbestos containing asphalt, FETU shall be notified and the Phase 2 will no longer be required. The FETU RTA will also indicate if any painted asphalt and/or painted building material (if applicable) were identified in the project area and whether compliance with LAUSD's specification Section 02 8333, "Lead Abatement and Lead Related Work" applies.
- LAUSD assumes all painted asphalt contains lead, therefore there will be no testing of paint.
- Site Assessment: Soil testing is best completed right after FETU testing unless the project does not contain any asphalt removal. The Partner shall provide LAUSD with a Preliminary Project Referral Form (PPRF) (Project Partner Bluebeam References) so that an OEHS Site Assessment Project Manager can be assigned to the project. The PPRF summarizes the project's scope and estimated amount of soil disturbance. Soil testing in accordance with South Coast Air Quality Management District (SCAQMD) Rule 1466 – Control of Particulate Emissions from Soils with Toxic Air Contaminants (Rule 1466) is typically required if more than 50 cubic yards of soil will be disturbed by the project. A copy of this rule can be downloaded from SCAQMD's website, <https://www.aqmd.gov/home/rules-compliance/compliance/rule-1466>. OEHS Site Assessment will review the PPRF and determine if soil testing for Rule 1466 is required. Rule 1466 soil testing only tests for contaminants in the soil. Soil testing for Rule 1466 does not test for percolation or provide a geotechnical report. The Partner is responsible for hiring the soil testing consultant directly, using a pre-qualified environmental soil assessment consultant from LAUSD's bench. Please request the current list of LAUSD bench Site Assessment consultants when ready for this step. If any of the soil testing is conducted in asphalt locations, soil testing shall be done after the FETU testing is complete. This is because if the asphalt does contain asbestos, any impact to that asphalt for soil testing shall be done by an abatement contractor and follow appropriate abatement protocol. See Section 7 for an estimate of the soil testing cost. Prior to conducting any testing, the Partner's site assessment consultant shall provide LAUSD with a draft Soil Sampling Plan (SSP) for review by the OEHS Site Assessment Project Manager assigned to the project. Approval of the SSP by the Site Assessment Project Manager is required prior to soil sampling taking place.
- Typically, if more than 10 cubic yards of soil will be exported, soil must be tested for characterization for disposal (disposal testing), i.e., to determine if the soil can go to a regular landfill or if it is hazardous and will have to go to a landfill that accepts hazardous waste. LAUSD's Site Assessment will review the PPRF and determine if soil testing disposal characterization is required. The disposal soil testing can be done with the Rule 1466 sampling, which is done in situ, but the chances of the soil being characterized as hazardous may be higher. Alternatively, the disposal testing can be done after the soil is excavated and stockpiled.
- Any imported soil that is not bagged and commercially available shall be sampled in compliance with District Specification Section 01 4524 (Project Partner Bluebeam References). LAUSD will provide the vendor(s) who provide bulk materials that meet the District's testing requirements upon request.

- The export of all excess materials must be pre-approved by LAUSD prior to export. This allows LAUSD to verify all materials are sent to an appropriate facility. Materials such as asphalt, concrete and metals shall be sent for recycling when possible. Excess soil/debris must be sent to a facility listed as active on CalRecycle's Solid Waste Information System Database: <https://www2.calrecycle.ca.gov/SolidWaste/Site/Search>
- The Partner shall provide LAUSD with a PPRF, a concept plan, and a budget for each project. Please check with the grantor on whether they require that an NOE be filed and, if so, please inform ESO. If an NOE is required, it shall be prepared and filed with the County Clerk by LAUSD's CEQA Unit. If the Grantor does not require an NOE, OEHS' CEQA Unit will determine the appropriate environmental document for the project, typically, an Activity Not Requiring CEQA email or an NOE. An NOE can be bundled if multiple schools are awarded.

### ***Deviation Requests***

If a proposed design deviates from LAUSD's Standards, a Deviation/Substitution Request may be submitted. The process for Deviation Request is to submit the form (available on LAUSD's Standards Webpage) explaining the reason for the Deviation Request along with the relevant drawings and product cut sheets if applicable. LAUSD will review and approve at the District's discretion. The ESO PM will notify the Project Partner if the deviation request is approved.

### ***Testing and Special Inspections***

Greening projects often require testing and special inspections. Any required testing and special inspections required shall be documented in:

- DSA Projects: DSA Form 103 List of Required Structural Tests and Special Inspections for DSA projects
- Non-DSA Projects: List of Required Structural Tests & Special Inspections (T&I) form

While most greening projects do not have structural elements, many do require compaction testing. Compaction testing may be required for the following:

- Concrete headers per specifications 31 2316 Excavation and Fill (Pavement) and 31 3226 Base Course
- Pressurized irrigation pipe per specification 31 2316 Excavation and Fill (Utilities)
- Decomposed granite areas per specification 32 1828 Decomposed Granite Surfacing for Outdoor Learning Environments
- Engineered wood fiber for the subgrade and base per specification provided by the engineer/architect or per EWF manufacturer specs (no District specification)
- Sand-based turf per specification 32 9113 Lawns and Grasses

Concrete material testing can be waived for non-structural concrete such as concrete headers with a waiver letter from the project's civil engineer. A Laboratory of Record (LOR) shall be hired to implement all required testing and special inspections once the project design has been finalized and approved.

### ***Concluding the Design Phase of the Project***

The ESO PM confirms that the design phase is complete. This includes:

- Resolution of LAUSD design review comments in Bluebeam
- Principal/CPM sign-off on final design
- DSA approval of design documents for DSA projects.

With an LAUSD design phase completion notice from the ESO PM, the Partner can begin packaging the design documents for bid and award and transitioning to the construction phase of the project.

## **4. TRANSITIONING TO CONSTRUCTION**

Prior to starting the bid and award process, the Partner shall request that the OAR schedule a meeting with the school principal and CPM to present the construction timeframe, daily hours, phasing, laydown, and other construction site



related matters and identify any factors such as school testing or events that shall be taken into account in the bid documents. The ESO PM shall be included in this meeting.

The following requirements shall be incorporated into the bid documents:

- For projects that will impact a significant portion of a schoolyard, the project will be constructed in separate phases, as required to accommodate the needs of the school site and minimize impacts to their operations.
- The work will be coordinated to not disturb District students when students at the school site are taking State-required tests
- School may be in session during performance of the Work. The Contractor shall utilize all available means to prevent generation of unnecessary noise and maintain noise levels to a minimum. When required by District, the Contractor shall immediately discontinue noise-generating activities and/or provide alternative methods to minimize noise generation. The Contractor shall install and maintain air compressors, tractors, cranes, hoists, vehicles, and other internal combustion engine equipment with mufflers, including unloading cycle of compressors.

### ***Bid and Award***

Partners shall utilize Contractors that are LAUSD Pre-Qualified. ESO to provide current list of LAUSD prequalified contractors upon request. For DSA projects, it is recommended that Partners make prior DSA experience a qualification to ensure that the contractors selected are familiar with DSA procedures. LAUSD recommends that the Partner obtain bids from a minimum of 3 LAUSD prequalified contractors.

The construction oversight will be performed by the OAR (Owner's Authorized Representative) or the ESO PM depending on the complexity of the project. The OAR will be assigned to the project at 50% construction documents and participate in the design review to ensure continuous engagement and so that they are familiar with the project and can comment on any constructability concerns.

During bidding, the Partner shall keep the ESO PM and OAR updated on questions received from the contractor that may pertain to the LAUSD site and operations. The ESO PM and OAR can support the bid analysis process if requested by the Partner. The following documents shall be provided to the ESO PM during the bid and award process:

#### **Prior to bidding:**

- Obtain confirmation from ESO PM that the bid process can begin (applies to all projects, DSA and non-DSA)
- Submit complete bid package to the ESO PM

#### **During bidding:**

- Bid advertisement in newspaper or via email
- Bid Request for Information (RFI) that may result in changes to scope, schedule, or budget
- Bid responses to Request for Information (RFI) that may result in changes to scope, schedule, or budget
- Bid addenda

#### **Once contractor is selected:**

- Final updated drawings, specifications, and addenda package if applicable at the conclusion of the bid process
- Name and Contractor License number
- Notice of intent to award (NOITA) or executed contract
- Contractor schedule approved as part of the bidding process
- Schedule of values approved as part of the bidding process

### ***Inspection Onboarding***

LAUSD will provide an Inspector of Record for both DSA and non-DSA projects. Assigning the IOR is a two-step process.

Step 1 involves submitting the following documents to the LAUSD Inspection Department:

- DSA approved Plans and Specifications

- Approved DSA 103 form, T&I Form, or waiver as applicable (see **Testing and Special Inspections** in Section 3)
- FETU RTA
- COLIN Project # and Scope ID(s)

Step 2 is initiated once the contract has been awarded and involves submitting the following documents to the LAUSD Inspection Department:

- Contractor License number
- Notice of intent to award (NOITA) or executed construction contract

### **Labor Compliance Program**

As indicated in the Development Agreements, unless a Partner obtains a letter or other written confirmation from the California Department of Industrial Relations providing exemption from the requirements of California Labor Code Section 1770 et seq. ("Prevailing Wage Laws"), the Partner shall participate in LAUSD's Labor Compliance Program. If participating in the LAUSD Labor Compliance Program, the Partner is required to include the following in all bid invitations (specifics will be provided in the Development Agreement):

- Notice of Labor Compliance Program Approval in accordance with the requirements of Title 8 CCR section 16429
- General Conditions for LAUSD Labor Compliance Enforcement

Prior to the start of construction, for the project to participate in the Labor Compliance Program, the Labor Compliance Department requires the following information/documents:

- Bid invitation/advertisement, if any – email to bidders will suffice
- Contract Document – Fully Executed contract between the awarding body and contractor
- Copy of Request for Proposals/Request for Qualifications
- Contact information of Prime Contractor and Subcontractor
- Copy of the PWC 100 form submitted to the California Department of Industrial Relations
- Notice to Proceed
- Contact person for the awarding body

Once the Labor Compliance Department has received the required documents, an in-person or virtual meeting will be required so that the Labor Compliance representative assigned to the project can go over the labor compliance requirements with the Partner and their contractor. This could occur at the project's job start meeting or it could be a separate meeting. Following the meeting, the Labor Compliance Department will open the District's Online Certified Payroll Reporting system to the Contractor. The Contractor shall submit weekly electronic certified payroll records for the duration of the project.

### **Fingerprinting/DOJ Clearance**

As provided under LAUSD Bulletin BUL-3872.0, every contracted worker and consultant who may come into contact with students shall be fingerprinted and background checked in a manner authorized by the Department of Justice ("DOJ"). The contracting entity ("Contractor") shall certify in the Fingerprint and Criminal Background Check Certification form that any employee who may come into contact with students has not been convicted of a serious or violent felony. The certification shall be submitted to the Insurance and Risk Finance Branch with the ESO PM copied before any Contractor is allowed onto a school site. More information, including the Fingerprinting Certification Form is available here: <https://www.lausd.org/Page/2793>.

Please note that if a contractor does not already have DOJ Clearance, the process to get DOJ clearance can take several weeks or even months, so please plan accordingly.

### **Storm Water Pollution Prevention Plan**

There are different levels of stormwater pollution requirements for projects depending on their size:

- Projects disturbing less than one acre of land shall follow the requirements of specification Section 01 7418 Water

Pollution Control.

- Projects disturbing one acre or more of land shall follow the requirements of specification Section 01 7416 Storm Water Pollution Prevention Plan (SWPPP), and will require a SWPPP, a Qualified SWPPP Developer (QSD), a Qualified SWPPP Practitioner, along with the other required components of the specification.

#### ***COLIN Access for Construction Management***

Greening projects will use COLIN for document control and management. ESO PM will provide guidance on whether the Contractor will input documents directly into the LAUSD document management system.

## **5. CONSTRUCTION**

It is expected that the Partner will provide construction management, and LAUSD will provide construction oversight, unless otherwise stated. Construction management shall ensure that the Partner delivers the project on time, at or under budget, and to the expected standard of quality and scope. LAUSD oversight is conducted through the Owner's Authorized Representative (OAR) or the ESO PM and the OAR and ESO PM shall be kept in the loop and notified of any updates, and changes in the scope, cost, and schedule throughout the construction phase as with the design process. The OAR is the District's liaison to the construction of the project and ensures that the District's standards for quality, inspection, and safety are upheld. The OAR also helps with coordination between the Contractor and the school to minimize disruption to the school, while also facilitating construction of the project. The Partner's contractor shall be familiar with and perform its service in accordance with the latest version of the LAUSD School Design Guide, Guide Specifications, Standard Technical Drawings, applicable building codes, and reference documents listed in the List of References. Depending on capacity, LAUSD may be able to provide limited construction services funded by the third-party. Inquire well in advance of the start of construction if pursuing this as an option.

#### ***Job Start Meeting***

A job start meeting is required to kick off construction. This meeting shall include the principal/school administration representatives, school CPM, Labor Compliance, AOR, IOR, LOR, ESO PM and OAR, FETU, OEHS, Contractor and key sub representatives if applicable, Contractor safety representative, and any other responsible parties during construction. At the job start meeting or shortly after, the Partner will provide a mobilization date to the OAR and ESO PM. Work typically shall not start until two weeks following the job start meeting.

The following items shall be provided or accounted for prior to starting construction:

- DSA and LAUSD approved plans or LAUSD approved plans if non-DSA
- Funding in place for all construction phase LAUSD costs, including FETU Phase 3 if applicable, OAR/M&O Support, Inspection, and A&E services construction administration to respond to RFCs or project changes
- Approved DSA 103 form or T&I Form and Laboratory of Record on-board if applicable
- Inspector is on-board
- Labor Compliance documents specified in Section 4 Transitioning to Construction
- Fingerprinting/DOJ clearance for all of Contractors staff
- Proof of Insurance consistent with the requirements of the Development Agreement
- Proof of bonds consistent with the requirements of the Development Agreement
- Project Material Submittal Schedule
- Provide 4-week schedule, previous two weeks and 2-week look ahead (provided template/example)
- Overall Project construction schedule - Project schedule updates need to be provided to the ESO PM as needed
- Schedule of Values
- Superintendent resume
- Safety representative resume if different from superintendent

- Injury Illness Prevention Plan (IIPP)
- Job Hazard Analysis (JHA)
- Compliance with the applicable components of the LAUSD Facilities School Maintenance and Operations Repair & Construction Safety Standards (Bluebeam Partner Reference Folder)
- Asphalt testing RTA and Phase 1. If applicable, FETU Phase 2.
- Lead Abatement Work Plan if applicable
- Completed soil testing and determination memo prepared by LAUSD's Site Assessment staff
- Completed CEQA document (likely a filed Notice of Exemption or an Activity Not Requiring CEQA Email)
- Storm Water Pollution Prevention Plan for projects with one acre or more of land disturbance or Water Pollution Control Drawing for projects with less than one acre of land disturbance
- Agronomy soil testing in accordance with Specification 32 9000 – Planting

***Requirements for Contractor During Construction to be identified in the CD set***

- Provide daily reports to OAR.
- Weekly or biweekly progress meetings, with the LAUSD team as determined by the Partner, OAR, and ESO PM
- Contractors and subcontractors of every tier shall submit Certified Payroll Reports (CPRs) to the District's Online Certified Payroll Reporting system on a weekly basis
- Schedule inspections as needed with the inspector and copy the OAR
- Project material submittal log to be reviewed with LAUSD at the progress meetings. The project material submittals shall be first be reviewed and approved by the project's designer and will then be reviewed and approved by LAUSD at LAUSD's discretion.
- Submit Requests for Clarification (RFC) and Construction Change Directive (CCD) as needed to the OAR and ESO project manager
- Review the following at each progress meeting: 1) RFC) log, COR (change order request) log, CO Log (change order log), Construction cost log-schedule of values, CCD log, construction schedule, safety record, old business, new business.
- Provide a construction Waste Management Plan to LAUSD OAR for review.
- If the project requires indoor work, provide a construction Indoor Air Quality Plan to OAR for review.
- Use a wet method when saw cutting asphalt and prevent water from entering storm drains.

**Please note the following:**

- Typically, contractors on LAUSD projects are required to provide their own water if needed for construction. However, this requirement has been waived for contractors on third-party greening projects. Therefore, contractors are permitted to use the District's water when needed for construction. Contractors shall notify the OAR prior to using District water for construction.
- The superintendent is required to be physically on-site whenever work is being performed; however, on third-party greening projects LAUSD is allowing for a competent "second-in-command" or working foreman to be on site instead. The "second-in-command" or working foreman must be able to reach the superintendent as needed.

***Contractor Certifications to be identified in the CD set***

- LAUSD Safety Pre-Qualified
- Asbestos training: The Contractor is typically required to have completed the 16-hour O&M asbestos training to help ensure that impacts to asbestos containing materials are avoided. Various entities provide the training, including NATEC International: <https://natecintl.com/courses/asbestos-om-initial-7/>
- The Contractor's safety representative must meet one of the following criteria:



- Credentialed with a Safety Trained Supervisor (STS) certification
- Completed the OSHA Construction Outreach 30 Hour Programs within the past 3 years and have a minimum of two (2) years of construction safety experience.
- Disturbance or removal of asbestos-containing asphalt or other materials must be done by an LAUSD approved abatement contractor (Bluebeam Partner Reference Folder)
- If the project contains asphalt that does not contain asbestos, but has any type of paint (game striping, murals, etc.), impacts to the paint/painted surfaces shall be performed by an EPA RRP-certified firm with EPA RRP-certified renovators. Impacts to painted asphalt shall be done in compliance with LAUSD specification Section 02 8333, "Lead Abatement and Lead Related Work."

### ***Job Site Safety***

Safety is of the utmost importance to LAUSD, including the safety of contractors, vendors, staff, employees, students, and the public. The Contractor is accountable and responsible for safety at the jobsite and shall implement safety practices consistent with the Facilities School Maintenance and Operations Repair & Construction Safety Standards document. Specific safety requirements include, but are not limited to the following:

- The Contractor shall sign the Job Start Safety Requirements document prior to starting construction, which acknowledges that they understand that it is their responsibility to read and comply with the policies in the document.
- All Contractors and sub-contractors shall have a designated site safety representative. The Contractor's superintendent or foreman can serve as the safety representative. The requirements of the safety representative are discussed above in Contractor Certifications.
- The Contractor shall submit a site specific Injury Illness Prevention Plan (IIPP) and Job Hazard Analysis (JHA) prior to starting construction on a project and are required to keep the IIPP and JHA onsite during construction along with the other documents specified in the Job Start Safety Requirements document.
- The safety representative shall hold weekly safety tailgate meetings to discuss pertinent safety topics for the duration of construction.
- When accidents/incidents or near miss near-miss accidents/incidents occur the following reports shall be immediately reported to LAUSD using the following reports:
  - LAUSD Near-Miss Injury Report
  - LAUSD Incident Statement Report

Following the reporting of the incident, the Contractor shall provide LAUSD with an investigation report and an action plan using the Safety Incident Investigation Report provided by LAUSD.

### ***Request for Clarification (RFC)***

If the Contractor requires further clarification during the construction phase of the project about some aspect of the design, the Contractor shall submit an RFC to the design team for review. The design team will review and provide a response and will then provide the RFC to LAUSD for review and approval.

If the RFC involves a potential change to cost or schedule, then a change order request (COR) is required. The same review process above applies to change orders.

If the RFC requires a change to the construction documents, then the design professional or AOR shall provide updated drawings for LAUSD to review and approve the documents prior to distribution back to the Contractor.

### ***Construction Change Directive (CCD)***

If changes to a DSA project are required during the construction phase of the project, the AOR or design professional shall prepare a CCD. The AOR is responsible for submitting the CCDs for LAUSD's review and approval. CCD-A submittals are required if the change is a purview item that has Access, Fire & Life Safety, or Structural Safety scope. CCD-As must be submitted to DSA for approval. CCD-Bs are prepared for non-purview items that do not Access, Fire & Life Safety, or Structural Safety scope and are filed with the Inspector of Record. CCD-Bs are not required to be submitted to DSA for review. CCD-Bs shall be submitted to the OAR for LAUSD's records.

### ***Inspection Process***

As noted previously, LAUSD will be providing inspection of all construction projects. At the beginning of construction, the project's design team shall provide a detailed list of all inspections required for the project. LAUSD will assign IORs per the inspector onboarding process discussed previously and special inspectors as needed for the project scope. The Contractor shall provide a minimum of 48 hours advance notice to the IOR by submitting a completed Inspection Request form identifying Work that is ready to be inspected, tested, observed and/or verified as compliant with the approved construction documents for the IOR to observe such test or to perform or arrange performance thereof. The IOR will coordinate with the LOR as needed to ensure the appropriate testing is done. The OAR and the LAUSD Landscape Architecture Unit shall be copied on the inspection requests. If LAUSD or the IOR indicates that any aspect of Construction is in deviation from the Construction Plans or any applicable law, rule or regulation (without prior written approval of such deviation from LAUSD), the Partner shall cause the Contractor to promptly make corrections.

The Contractor is required to keep a set of the contract documents including full-size project drawings with RFIs, RFCs, CCDs, and as built conditions recorded for a site copy. This site copy needs to be turned into LAUSD at the end of construction.

### ***Substantial Completion***

Substantial Completion is defined as the stage in the progress of the Work when all the requirements of the Contract are completed, except minor items that can be covered in the Punch List, final warranties and guaranties, and record documents submittals. The Partner initiates this stage by submitting the Request for Certificate of Substantial Completion to the OAR. Copies of all permits and/or notices of final approval shall be provided to the OAR prior to Substantial Completion. These shall include (as applicable to the Project) all items as indicated in the Construction Closeout Guide.

If the OAR considers the status of construction ready, the OAR, in collaboration with the Partner, will schedule a preliminary Punch List Site Walk to review a comprehensive Punch List of any remaining items to be completed. The site walk shall include the OAR, the ESO PM, the project Partner, the Partner's design team, the Contractor, and the LAUSD Landscape Architect, to inspect the Work. If any playground equipment was installed as part of the project, OEHS will also inspect the site to determine if it is safe for occupancy. If necessary, the OAR will request corrections and an additional inspection until all items of the Punch List are complete. At this time, a final Punch List Site Walk is scheduled to confirm that all items are resolved. Once all punchlist items have been completed and accepted, the OAR will issue the Certificate of Substantial Completion with the Punch List attached. A sample Punch List of items to be completed, corrected and/or submitted is included in the attached reference document list. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Upon issuance of the Certificate of Substantial Completion, the Contractor shall submit the final As-Built documents and CAD files to the OAR.

### ***Project Closeout***

The Project Closeout starts upon the issuance of a Certificate of Substantial Completion and continues until all contract requirements are completed. These include the following: Final Cleaning, Project Record Document Submittal, and Warranties and Guarantees.

The Contractor has 60 days to complete punchlist items to ensure exclusion from the Release of Retention withhold. For smaller Design Bid Build projects, the Contractor has 30 days to correct the punchlist items.

### ***Final Cleaning***

At Substantial Completion, the Contractor shall perform a thorough cleaning of all the site areas and buildings (if applicable) and installed materials and equipment. Equipment or materials specifications may include specific cleaning directions and requirements which shall be followed.

The Contractor shall present and confirm with the OAR the final cleaning plan and schedule at least two weeks prior to Substantial Completion or use of the Project (or portions thereof).

### **Project Record Document Submittal**

The Contractor shall submit all required documents as listed in Specs 00 7000 (General Conditions), 01 7700 Contract Closeout and Spec Divisions 2-33. A CAD file is expected to be submitted along with pdf files of the Record Drawings and Specifications.

The required documents include the following:

- Maintenance Manuals: As required by the Contract, the Contractor is to provide electronic copies of the O&M manuals to the OAR.
- Electronic Record Drawings and Specifications shall be submitted to the OAR immediately following issuance of the Certificate of Substantial Completion. The Record Documents shall include:
  - “Mark ups” on the drawings and specifications reflecting any variance from the Construction Documents
  - Referenced dimensions of all changes
  - All changes to the Specifications shall be indicated and, where “alternative” products approved for use, Record Product Data sheets and Materials Data sheets shall be included
  - All markups updating the Record Drawings and Specifications shall have been previously reviewed and approved as accurate and complete prior to processing each of the Contractor’s monthly Pay Applications

### **Warranties and Guarantees**

The Contractor is required to provide Warranties and Guarantees which certify to the District that all Work (including materials and equipment) has been provided in accordance with the Contract Documents and will not be defective for the term required by the applicable specification – or that any defective Work will be repaired or replaced. LAUSD will upload the Warranties and Guarantees to COLIN.

The term of all Warranties and/or Guarantees starts on the date of Substantial Completion; hence, the Contractor cannot sign and date the documents until after receipt of the Certificate of Substantial Completion. The “Correction Period for the Work”, requires the Contractor to correct or replace defective work for a period of one year after the date of Substantial Completion or such longer periods of time prescribed by any special guarantees or warranties established under the Contract Document.

### **Contract Completion**

Prior to the end of Project Closeout, the greening Partner sends the Notice of Contract Completion & Acceptance letter signed by the Contractor, with attachments, to LAUSD for record keeping. Once LAUSD receives the letter, LAUSD will prepare a Project Finalization Form and upload it to COLIN.

## **6. PROCESS FOR LIMITED SCOPE GREENING PROJECTS**

Smaller projects that are limited in scope, such as tree planting in existing tree wells, planting in existing landscaping areas, or the installation of raised beds will follow a streamlined process as described below:

- Pre-Project Initiation - To initiate a project the Partner shall submit a proposal to ESO with the project scope, site selection, and selection criteria. LAUSD will review and provide input. LAUSD approval is needed prior to proceeding to the next step.
- Agreement – A Beatification License Agreement is typically required for smaller projects rather than a Development Agreement.
  - If the project involves a day-of-service event, either:

- a Request for Facilities Use will need to be submitted and a Beautification License agreement will need to be obtained. The Online Application to submit a Request for Facilities Use is available here: <https://www.lausd.org/Page/18957>. The organization sponsoring the event will have to submit its Certificate of Insurance (COI) when applying and Risk Management will review it as part of the approval process to obtain the Beautification License Agreement.
  - or for a school sponsored event, a [Request for Onsite District-Sponsored Event](#) will need to be submitted along with any supporting documents (e.g., COI, flyer) and approval from Risk Management will be needed.
- Requests for approval of events shall be submitted at least 60 business days prior to the start date to ensure adequate time for LAUSD review.
- Design –
  - The District’s A&E Services landscape architecture unit will evaluate the project scope, concept plan, and existing site conditions to determine the required design review process. Typically the review time and the size of the review team will be reduced compared to the full design review process described in Section 3.
  - An LAUSD Bulletin 5761 Project Approval Sheet shall be filled out and signed by the relevant parties, including:
    - School Site Administrator
    - Facilities Environmental Technical Unit
    - A&E Services – Landscape architect
    - OEHS Management
    - Risk Management
  - A Preliminary Project Referral Form shall be submitted to determine the need for soil testing or CEQA review. If the amount of soil disturbance and export is low, soil testing may not be required. If soil sampling is required, the Partner would be responsible for soil testing costs. See the estimated costs in Section 7. An NOE may need to be filed, although for smaller projects CEQA will typically not be triggered.
- Transitioning to Construction – Once the Project Approval Sheet is complete and either a Beautification License Agreement or approval for an Onsite District-Sponsored Event has been received from Risk Management, the project may proceed to construction. Coordination with the school site administrator is needed to determine the project schedule.
- Construction –
  - Construction of the project will be coordinated with the school site administration and Complex Project Manager (CPM) and is not anticipated to require an OAR. An Inspector may be required depending on the scope of the project (e.g., if the project requires the installation of irrigation, the work will require inspection by LAUSD). Costs will be determined on a case-by-case basis.



## 7. ESTIMATED LAUSD PROJECT-RELATED COSTS GUIDELINES

*Please note the following are the current estimates as of the date of the guide and actual costs may be higher or lower. Depending on funding availability LAUSD may cover some portion of these costs.*

### Standard Planning Costs

Service	Cost	Notes	Cost Timing
Electrical Drawings	\$3,000 to \$6,000 (Consult with ESO PM)	Required if LAUSD is asked to prepare electrical drawings for a project's irrigation plan.	If applicable, required during the design phase.
CEQA NOE	\$1,575	Preparation and filing of the NOE.	if needed, provided during the design phase.

### Standard Implementation Costs

Service	Cost	Notes	Cost Timing
LAUSD OAR and M&O Support	\$30,000  For smaller projects, LAUSD will evaluate and determine the cost.	For construction oversight by the OAR and as needed M&O support during the construction of the project.	\$5,000 is needed during the initial design/planning phase of the project, the remaining \$25,000 is needed prior to construction.  This amount may be exceeded if there is construction delay or significant changes in construction requiring more oversight than anticipated by the OAR.
LAUSD AE Services Construction Administration Support (this does not include AOR services, which if provided would be an additional cost)	\$10,000 to \$27,000	For LAUSD's architecture, landscape architecture, and civil units to review RFCs and CCDs during construction. Other disciplines may also be needed depending on DSA scope. Structural and fire and life safety may be triggered. The Party submitting to DSA will be responsible for submitting any CCDs to DSA . If the assumed CCDs are exceeded then an add service will be required.	Needed prior to construction. Funds remaining from the design phase, if any, will be used to offset construction administration costs if needed.
DSA Review	Use the DSA Calculator	Link to DSA Plan Submittal Requirements and Fee Calculator: <a href="https://www.dgs.ca.gov/DSA/Services/Page-Content/Division-of-the-State-Architect-Services-List/Start-Construction-Project-by-Submitting-Plans-for-Review">https://www.dgs.ca.gov/DSA/Services/Page-Content/Division-of-the-State-Architect-Services-List/Start-Construction-Project-by-Submitting-Plans-for-Review</a>	Provided to DSA when the project is submitted to DSA for review.

Service	Cost	Notes	Cost Timing
LAUSD/DSA IOR:	4 % of construction costs	For Inspection by LAUSD's Inspection Department during project construction.	Prior to construction.
FETU Phase 3 Environmental Monitoring	\$1,200 per day for monitoring activities that impact asbestos and/or lead.	LAUSD assumes all paint contains lead, so if your project is removing any asphalt with paint (e.g., game striping, mural, solar reflective coating), the project will require a Phase 3 Environmental Monitoring. In addition, the removal of asbestos-containing asphalt and/or building material by an approved LAUSD abatement contractor.	Needed prior to construction.  Set aside a minimum of \$30,000 for abatement. After concept design LAUSD will provide a project specific cost.
SWPPP Support for projects disturbing more than 1 acre of land	\$8,000 for elementary and middle and schools.  \$10,000 for high schools	LAUSD's Civil team to review SWPPP documents, manage the Stormwater Multiple Application and Report Tracking System (SMARTS), and conduct SWPPP inspections during construction.	Prior to construction.
Laboratory or Record	Varies depending on testing requirements. Minimum \$3,000 if needed.	A laboratory of record is required for certain elements of greening projects, including compaction testing for installation of decomposed granite or concrete headers. If soil testing is required assume a minimum of \$3,000 or 1% of construction costs, whichever is greater. If material testing is required, assume a minimum of \$5,000 or 1.5% of construction costs, whichever is greater.	Prior to construction
Payment and Performance Bond:	TBD	The bonds are a requirement of the Development Agreement.	Needed prior to construction.

#### Planning Costs Based on Project Square Footage

Project Size	Non-DSA	DSA
<b>Tree Wells (w/ asphalt removal only)</b>	1. FETU Asphalt Testing (funding requested once the proposed asphalt removal area is established): \$4,500 - \$10,000 2. LAUSD Site Assessment: \$1,200 3. Consultant Site Assessment + GPR: \$10,000* 4. Design Review estimated costs: a. Concept Review: \$1,200 b. 50% CDs: \$1,200 c. 100% CDs: \$3,600 Total: \$6,000 5. TQST Review: \$5,000	

Project Size	Non-DSA	DSA
<5,000 SF	1. FETU Asphalt Testing: \$4,500 - \$15,000 2. LAUSD Site Assessment: \$1,200 3. Consultant Site Assessment + GPR: \$10,000* 4. Design Review: a. Concept Review: \$1,800 b. 50% CDs: \$1,800 c. 100% CDs: \$5,400 Total: \$9,000 5. TQST Review: \$5,000	1. FETU Asphalt Testing: \$4,500 - \$15,000 2. LAUSD Site Assessment: \$1,200 3. Consultant Site Assessment + GPR: \$10,000* 4. Design Review: a. Concept Review: \$2,400 b. 50% CDs: \$2,400 c. 100% CDs: \$7,200 Total: \$12,000 5. TQST Review: \$5,000
5,000 - 9,999 SF	1. FETU Asphalt Testing: \$6,000 - \$20,000 2. LAUSD Site Assessment: \$1,200 3. Consultant Site Assessment + GPR: \$14,000* 4. Design Review: a. Concept Review: \$2,200 b. 50% CDs: \$2,200 c. 100% CDs: \$6,600 Total: \$11,000 5. TQST Review: \$5,000	1. FETU Asphalt Testing: \$6,000 - \$20,000 2. LAUSD Site Assessment: \$1,200 3. Consultant Site Assessment + GPR: \$14,000* 4. Design Review: a. Concept Review: \$3,000 b. 50% CDs: \$3,000 c. 100% CDs: \$9,000 Total: \$15,000 5. TQST Review: \$5,000
10,000 - 14,999 SF	1. FETU Asphalt Testing: \$8,000 - \$25,000 2. LAUSD Site Assessment: \$2,500 3. Consultant Site Assessment + GPR: \$18,000* 4. Design Review: a. Concept Review: \$2,600 b. 50% CDs: \$2,600 c. 100% CDs: \$7,800 Total: \$13,000 5. TQST Review: \$5,000	1. FETU Asphalt Testing: \$8,000 - \$25,000 2. LAUSD Site Assessment: \$2,500 3. Consultant Site Assessment + GPR: \$18,000* 4. Design Review: a. Concept Review: \$4,000 b. 50% CDs: \$4,000 c. 100% CDs: \$12,000 Total: \$20,000 5. TQST Review: \$5,000
>15,000+ SF	1. FETU Asphalt Testing: \$10,000 - \$30,000 2. LAUSD Site Assessment: \$2,500 3. Consultant Site Assessment + GPR: \$22,000* 4. Design Review: a. Concept Review: \$3,000 b. 50% CDs: \$3,000 c. 100% CDs: \$9,000 Total: \$15,000 5. TQST Review: \$5,000	1. FETU Asphalt Testing: \$10,000 - \$30,000 2. LAUSD Site Assessment: \$2,500 3. Consultant Site Assessment + GPR: \$22,000* 4. Design Review: a. Concept Review: \$5,000 b. 50% CDs: \$5,000 c. 100% CDs: \$15,000 Total: \$25,000 5. TQST Review: \$5,000

\* Consultant Site Assessment + GPR Costs are paid directly to the consultant.

#### Cost Timing:

- FETU asphalt testing costs are needed once the proposed asphalt removal area is established
- LAUSD Site Assessment costs are needed prior to submittal of the proposed soil sampling plan
- Design review costs are needed prior to each design review phase
- Technical Quality Support Team (TQST) – review costs are needed prior to concept review

#### Design Review Costs include:

- Design reviews for concept plan, 50% CD submittal, and 100% CD/pre-DSA CD submittal, and backcheck.
- Civil Unit – grading and drainage plan review
- Architecture Unit – ADA compliance and fire lane plan review
- Landscape Unit – landscape plan review
- Technical Quality Support Team (TQST) – review by trades such as irrigation, carpentry, plumbing, electrical
- For projects that require DSA review, if LAUSD is assembling and submitting the DSA Submittal Package or providing design services, additional costs will be required.

## 8. LIST OF ACRONYMS AND ABBREVIATIONS

ADA	Americans with Disabilities Act
AES	Architecture and Engineering Services
AOR	Architect of Record
CAD	Computer-Aided Design
CAL Fire	California Department of Forestry and Fire Protection
CCD	Construction Change Directive
CD	Construction Document
CEQA	California Environmental Quality Act
COI	Certificate of Insurance
CPM	Complex Project Manager
CPR	Certified Payroll Reports
DOJ	Department of Justice
DSA	Division of the State Architect
EPA	Environmental Protection Agency
ESO	Eco-Sustainability Office
FETU	Facilities Environmental Technical Unit
GPR	Ground Penetrating Radar
IOR	Inspector of Record
IIPP	Injury Illness Prevention Plan
JHA	Job Hazard Analysis
LAUSD	Los Angeles Unified School District
MOU	Memorandum of Understanding
NOE	Notice of Exemption
OAR	Owner's Authorized Representative
OEHS	Office of Environmental Health & Safety
OSHA	Occupational Safety and Health Administration
PM	Program Manager
POT	Path of Travel



PRF	Project Referral Form
PWC 100	Public Works Contract 100 Form
QSD	Qualified SWPPP Developer (QSD)
QSP	Qualified SWPPP Practitioner
RTA	Request to Advertise
RFC	Request for Clarification
REVU	Bluebeam REVU (software for collaboration and document review)
SCAQMD	South Coast Air Quality Management District
SSP	Soil Sampling Plan
SWPPP	Storm Water Pollution Prevention Plan
TOC	Table of Contents
TQST	Technical Quality Support Team

## 9. ATTACHMENTS

- A. Workflow for Partner Greening Projects: Planning through Closeout
- B. Greening Partners Reference Document List

END OF DOCUMENT