

**ARCHITECTURAL/ENGINEERING BULLETIN****Date: May 26, 2016****Bulletin No. 2016-001****Bulletin Title: Initial DSA Submission of Construction Drawings****Bulletin Contact:**

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The Design Professional of Record will schedule a pre-application meeting between 100% Design Development and 50% Construction Document stage of the project by preparing and submitting the DSA-93 form only **after** the Regional Design Liaison (RDL) reviews and approves it.

Before submittal of the Project Construction Drawings, the construction documents with all applicable DSA forms must first be presented to the RDL for completeness. The Design Professional of Record will then schedule an Intake Meeting with DSA and the RDL to hand deliver the three (3) sets of project construction documents.

**Addenda/Revisions**

After drawings and specifications have been approved and stamped by DSA but before a contract for construction has been awarded, changes to the plans and specifications may only be made by addenda or by issuing revised drawings. Addenda and revised drawings must be signed by the A/E of Record and approved by DSA.

- Before submittal of the revision set to DSA, all drawings must first be reviewed by the RDL for completeness and coordination purposes. (Significant revisions to the drawings may result in a DSA request for the submittal of a new separate application.)
- DSA will conduct an intake review of the drawings and issue an invoice based upon the approximate quantity of review time DSA anticipates. The project will then be placed on hold until such time as the invoice is paid. Once payment is received, the three (3) sets of construction documents will be placed in line for review.