

ARCHITECTURAL / ENGINEERING BULLETIN**Date:** December 6, 2018**Bulletin No.** 2018-002**Bulletin Title:** DSA Over-the-Shoulder Review / DSA Contact**Bulletin Contact:** Cathy NeVille, (323) 980-2611, Catherine.AnnNeVille@build-laccd.org

This bulletin only pertains to the initial electronic submission and review of the drawings and specifications to DSA for review and approval. **This policy does NOT apply to post approval construction documentation such as Addenda, Revisions, or CCD's.**

With the new electronic submission, it is now possible for the Design Teams to view in real time all of the comments being made by DSA's (and outside consultant's) plan checkers. DSA has informed us that this has created many challenges for their reviewers. Many Design Teams/Design Builders are contacting DSA to discuss each of the "redline" comments as they are being made – and thus slowing up the review process. In an effort to stop this from occurring, Doug Humphrey, DSA Regional Manager has asked us to inform our teams of the following:

If the Design Team contacts the plan checker while review is ongoing:

1. First time: DSA will contact the Design Team and be told **Not** to do it again
2. Second Time: DSA will contact the District and inform them that if it happens again, the review will be suspended
3. Third Time: DSA will suspend review.

While we understand our Design Team's best intentions to try and convey their design intent, please be aware of the above. We advise the team to wait until the drawings and specifications have been released back to the Designer before making contact with DSA to avoid the above from occurring. Please note that if DSA does contact you directly, please feel free to respond as needed.

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