San Diego Community College District
Operations, Enterprise Services, and Facilities

12 STEPS TO SITE IMPROVEMENTS

STEP 1

Campus Operations and Facilities Director (COFD) submits Site Improvement (SI) via MegaMation.

Note: Valid GL strings are required at the time of submission. New GL's must be setup in PeopleSoft prior to submission.

Campus Action

STEP 2

Assistant Director of Facilities (AD) asks Facilities Business Office staff to verify the GL string and validates the funding is available for the project.

Note: If funding is not available, the Site Improvement (SI) will be denied and terminates.

DSC Action

STEP 3

Assistant Director (AD) evaluates scope of work and issues it to a Planner Scheduler (PS).

DSC Action

STEP 4

Planner Scheduler (PS) obtains estimate(s) for job and changes status to RA.

Note: If project is related to AV/IT, and proposal has already been received, it must be attached to the site improvement at time of submittal.

DSC Action

STEP 5

Campus Operations and Facilities Director (COFD) reviews the estimate and approves or denies SI in MegaMation.

Campus Action

STEP 6

Planner Scheduler (PS) has staff enter requisition. Requisition number is attached to task request, (TR) is then routed for signatures to:

- Facilities Director
- District Architect

DSC Action

STEP 7

Project manager is identified and listed on the TR. If project is related to AV/IT (i.e. GST or ACI), the Planner Scheduler will identify Peter Maharaj, or designee, as the SDCCD Project Manager on the TR.

DSC Action

STEP 8

Contract Specialist (CS) receives Task Request (TR) and begins the Public Works contract process, which includes contract creation, and gathering of required business information/licensure.

OESF Action

STEP 9

Contract Specialist (CS) routes contract through Adobe Sign to get signatures from the Contractor and Executive Operations Officer. Once parties sign, the Contract Specialist (CS) obtains all other required documentation to proceed (i.e., COI).

OESF Action

STEP 10

Contract Specialist (CS) emails executed contract to Julian Hernandez (OESF) or Carie Diaz (DSC) to attach to the requisition and fully submit in PeopleSoft to obtain a PO number.

OESF Action

STEP 11

Contract Specialist (CS) obtains start date from Planner Scheduler (PS) and/or project manager(s), to create the NTP. The Contract Specialist (CS) will email the contractor with an NTP letter and executed contract attached (to cc: internal personnel required for aligning scheduling, and necessary for invoicing).

OESF Action

STEP 12

Contractor and campus coordinate project and contractor may begin work according to the start date on the NTP.

Campus Action