



U2024

PSA Online Application User Guide

General Contractors (GC)

V2 2024

LORETTA WALDEN

FPC Custom Application Specialist

FACILITIES PLANNING & CONSTRUCTION

4860 Ruffner Street, San Diego, CA 92111

Mobile: 619-884-4500 & email: lwalden@sandi.net



Contents

- User Guide Updates2
- 1. INVITATION TO CREATE ACCOUNT 3
- 2. INVITATION TO PROJECT4
- 3. LOGIN –Production web address: <https://psa.sandi.net/>5
- 4. LETTER OF ASSENT (LOA) DOCUSIGN ELETRONIC SIGNATURE (Sign LOA & View LOA) 7
- 5. CONTRACTOR DASHBOARD9
- 6. PRE-JOB CONFERENCE FORM STEPS..... 16
- 7. MAKE CHANGES TO FORM22
- 8. PRE-JOB CONFERENCE MEETING (PJCM)..... 23
- 9. REGISTER FOR TEAMS PRE-JOB MEETINGS 26
- 10. SUPPORT & REPORT ISSUES.....28

User Guide Updates

Date	Updated by	Explanation
12/01/2022	Loretta Walden	GC Dashboard, complete Pre-Job Form, Pre-Job Mtg. Review & Support
01/12/2023	Loretta Walden	Adding detail of Ongoing Projects & App used for New Projects
03/24/2023	Loretta Walden	Dashboard See all forms and Action Icons updated (Save, Edit & Delete)
08/16/2023	Loretta Walden	1.2 (2) Step Verification Steps
09/21/2023	Loretta Walden	1.3 Dashboard update with Letter of Assent (LOA) Electronic Signature for Subcontractor & Tier Subcontractor & Pre-Job Meeting List
10/4/2024	Loretta Walden	2.0 New Dashboard & Permissions for all users from same company have edit form capability

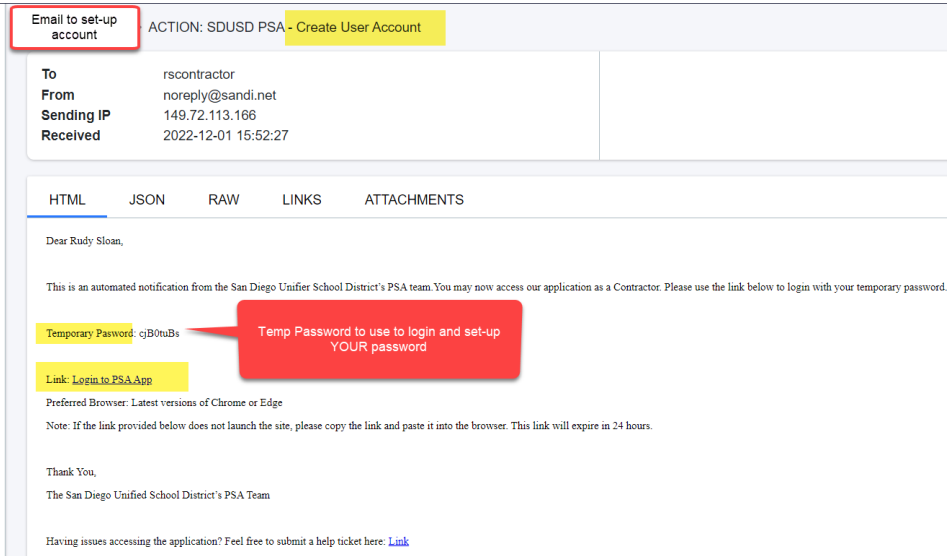
Release Summary Main Features:

1. **All users for a given contractor will be able to modify a Pre-Job Conference Form**
2. **Updated Dashboard with new options, including Tasks, a Calendar of upcoming activities, and access to all PSA project data via the Project Center**
3. **Calendar of Scheduled Activities for PSA projects**
4. **Project Center to Access more Project Data**

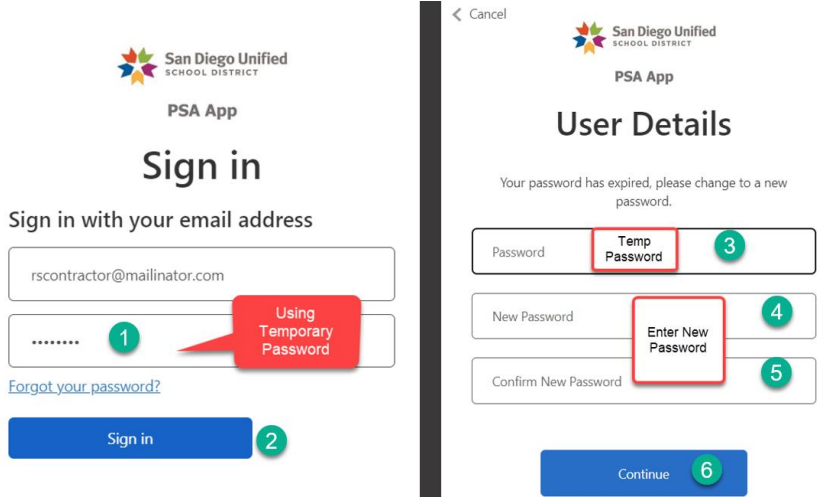
LINK TO PRODUCTION SITE: <https://psa.sandi.net>

1. INVITATION TO CREATE ACCOUNT

- Browser to use Application – **Chrome or Edge**
- One-time account set-up will be required by User and not required with each invitation to a new project
- Email invitation title will have “CREATE ACCOUNT”
- Use Temporary password to login & assign password



- Enter Temp password & User Password



- User will be sent to Contractor Dashboard



PSA Specialist	Bid Number	Bid Title	General Contractor	Dir No.	License No.	Contract No.	Contract Title	Boor Awa Date
Loretta Walden-Admin	CS092024-01-LW	Euclid ES WSM LW	BALFOUR BEATTY CONSTRUCTION, LLC	1000000529	979126	CS092024-01-LW	Euclid ES WSM LW	10/2

2. INVITATION TO PROJECT

- Email will be sent to User in system when assigned to a project
- Click on **Link to open to Pre-Job Conference and get started**

Project Invitation ACTION: SDUSD PSA - Submit CZ-22-CMGCTrain-01 - PSA App CMGC Train-01 Pre-Job Conference Form

To rscontractor
From noreply@sandi.net
Sending IP 149.72.113.166
Received 2022-12-01 18:50:39

HTML JSON RAW LINKS ATTACHMENTS

Dear Rudy Sloan,

This is an automated notification from the San Diego Unifier School District's PSA team. You may now access our application as a Contractor.

Bid Number: CZ-22-CMGCTrain-01
 Bid Title: PSA App CMGC Train-01
 Location: Euclid CDC
 Contract Number:
 Contract Title, if available:

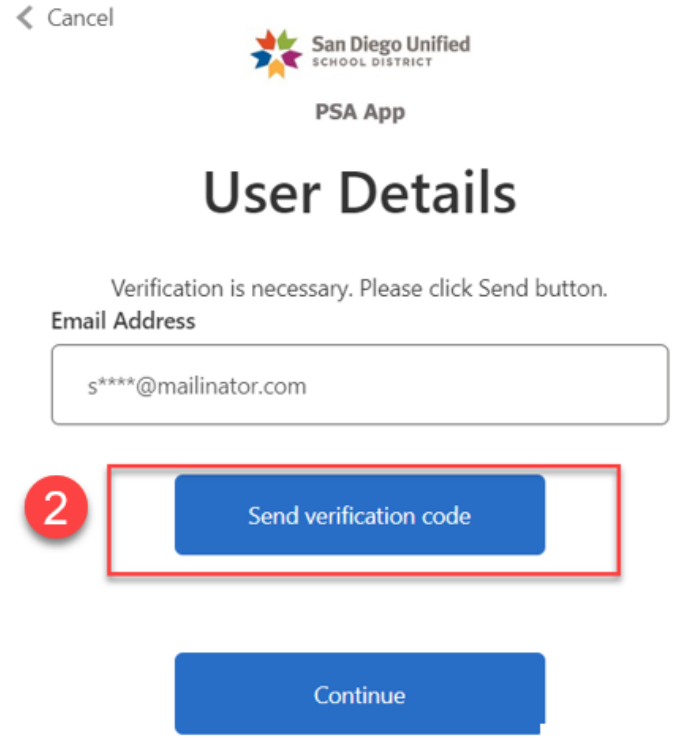
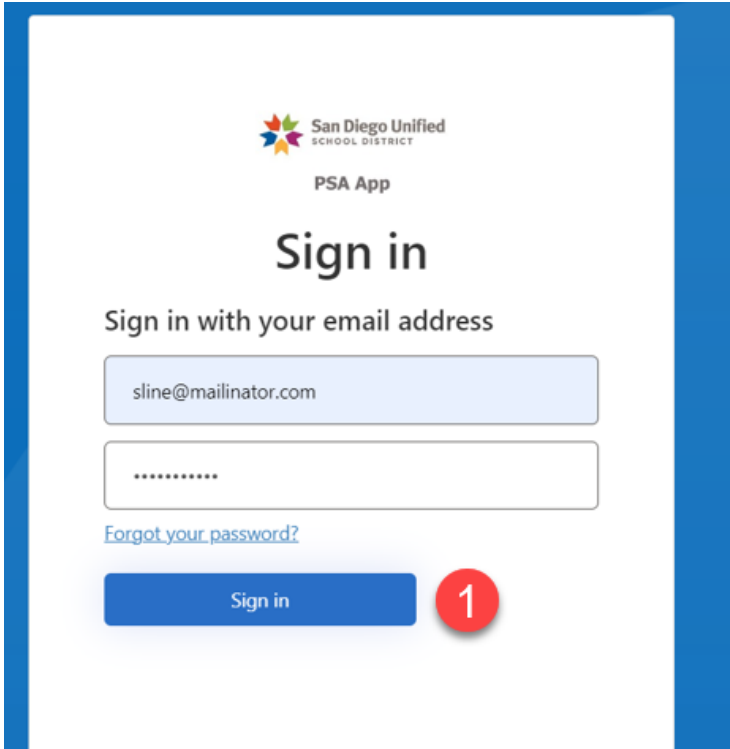
Click on the link below to access and complete the Pre-Job Conference Form for this project.

Link: ["RUDOLPH AND SLETTEN, INC." CZ-22-CMGCTrain-01 - PSA App CMGC Train-01 Pre-Job Conference Form](#)

Use link to open project and Dashboard

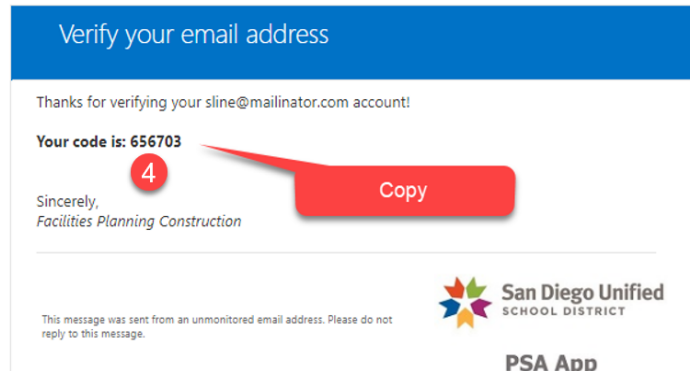
3. LOGIN –Production web address: <https://psa.sandi.net/>

Sign in Screen – Email & Password. 2-Step Verification



Go to Email to retrieve Verification Code

From	Subject	Received
Microsoft on behalf of Facilit...	Facilities Planning Construction account email verification code	1 min





PSA App

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

Verification code

 5

6

PSA App


User Details

E-mail address verified. You can now continue.

Email Address

7

If you **forgot password**, use link below to reset & resend Temp Password



PSA App

Sign in

Sign in with your email address

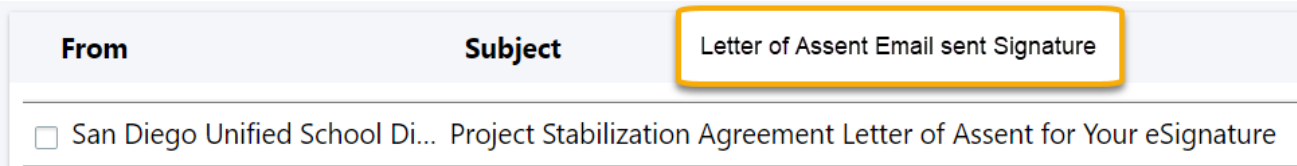
 1
 2

[Forgot your password?](#)

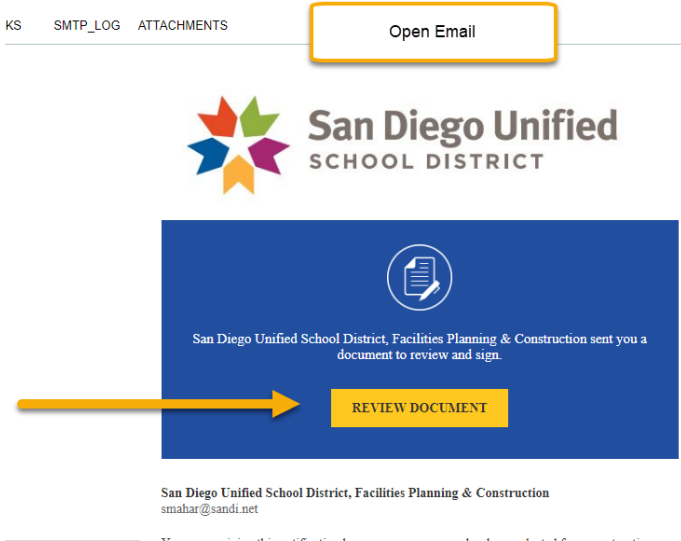
 3

4. LETTER OF ASSENT (LOA) DOCUSIGN ELETRONIC SIGNATURE (Sign LOA & View LOA)

a) LOA Email sent to LOA Signer from Application



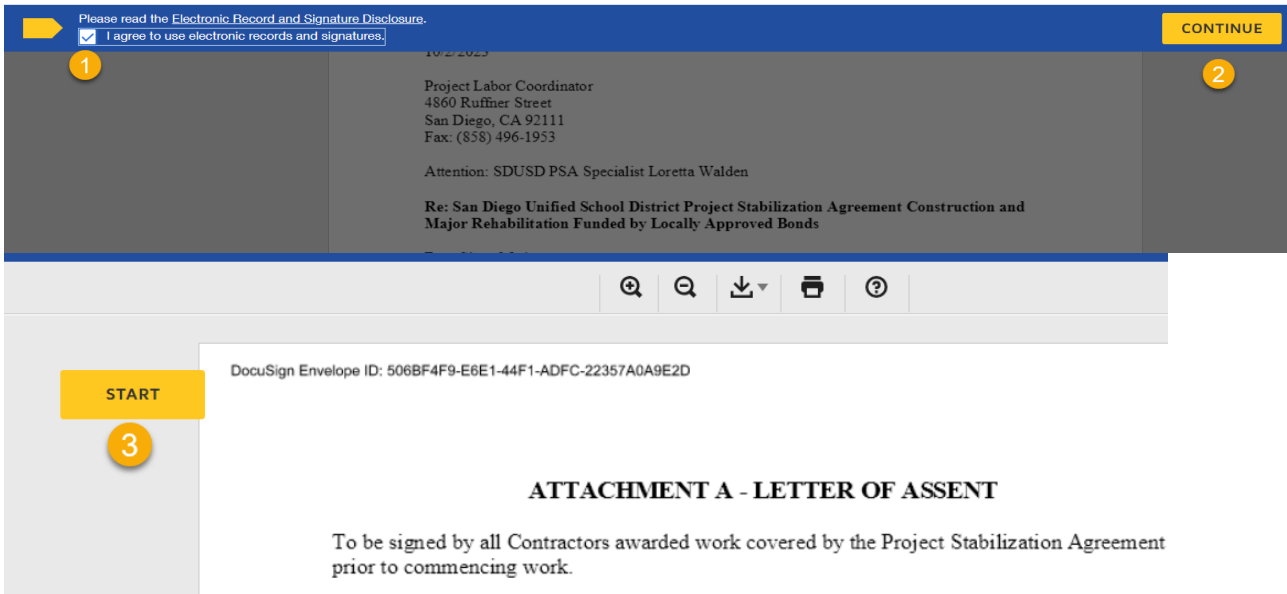
b) Open email & select "Review Document"



c) Start process of electronic signature

- Step 1 Check Mark, Step 2 Continue, Step 3 Start, Step 4 Sign, Step 5 Adopt & Sign, Step 6 Finish, Step 7 Download/Print & Step 8 No Thanks

Please Review & Act on These Documents



Sincerely,
CSM PLUMBING INC

SIGN

Sign
↓

4

By:

PREVIEW

DocuSigned by:
CSM LOA UserTest
974E7B197124483...

DS
CW

By selecting Adopt and Sign, I agree that the signature and initials will be used on documents, including legally binding contracts.

5

ADOPT AND SIGN **CANCEL**

FINISH

🔍 🔍 ⬇️ 🖨️ ❓

6

This is to confirm CSM PLUMBING INC agrees to be party to and bound by the San Diego Unified School District Project Stabilization Agreement effective July 28, 2009, as such Agreement, may from time to time be amended by the negotiating parties or interpreted pursuant Assent prior to their commencement of work.

Sincerely,
CSM **Required - Signature Applied**

DocuSigned by:
CSM LOA UserTest
974E7B197124483...

By:
Name: CSM LOA UserTest
CSMLOA Test User

[Copies of this Letter must be submitted to the Project Labor Coordinator and to the Council consistent with Article II, Section 2.4(b)]

FINISH

🔍 🔍 ⬇️ 🖨️ ❓

6

This is to confirm CSM PLUMBING INC agrees to be party to and bound by the San Diego Unified School District Project Stabilization Agreement effective July 28, 2009, as such Agreement, may from time to time be amended by the negotiating parties or interpreted pursuant Assent prior to their commencement of work.

Sincerely,
CSM **Required - Signature Applied**

DocuSigned by:
CSM LOA UserTest
974E7B197124483...

By:
Name: CSM LOA UserTest
CSMLOA Test User

[Copies of this Letter must be submitted to the Project Labor Coordinator and to the Council consistent with Article II, Section 2.4(b)]

Save a Copy of Your Document

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7

Sign up for a FREE DocuSign account today and sign all your documents electronically.

Email
csmloa@mailinator.com

Password

Confirm Password

Country/Region
-- select --

By clicking the **SUBMIT** button, you agree to the [Terms & Conditions](#) and [Privacy Policy](#).

SUBMIT **NO THANKS** 8

- Electronically sign any document.
- Get signatures from others.
- Sign on the go with DocuSign Mobile!

5. CONTRACTOR DASHBOARD

Dashboard Home – Tasks, Calendar Upcoming Scheduled Activities & Project Center

***IMPORTANT – Update to Permissions, all users from same company have access to update form**

CONTRACTOR DASHBOARD

Report Issues Help Cole Peterson-Balfour GC

PSA Projects for BALFOUR BEATTY CONSTRUCTION, LLC

- 1 Assigned Pre-Job Forms Waiting for Submission
- 0 Assigned LOAs Waiting for Submission
- 6 Pre-Job Forms for Tiered Subs Waiting for Submission

Upcoming Scheduled Activities

- Job Walks
- Board Awards
- Bid Openings
- Pre-Job Conference Meeting

Project Center

Search... Toggle Columns Export

PSA Specialist	Bid Number	Bid Title	General Contractor	Dir No.	License No.	Contract No.	Contract Title	BAA Date
Loretta Walden-Admin	CS092024-01-LW	Euclid ES WSM LW	BALFOUR BEATTY CONSTRUCTION, LLC	1000000529	979126	CS092024-01-LW	Euclid ES WSM LW	10/2
Todd Ethridge	LW2-TRAIN-02	Mira Mesa SH-Train-LW	BALFOUR BEATTY CONSTRUCTION, LLC	1000000529	979126	LW2-TRAIN-02	Mira Mesa SH-Train-LW	10/16

TASKS

(Assigned Pre-Job Forms Waiting for Submission, Assigned LOAs Waiting Submission not applicable for GCs submitted @ bid time & Pre-job forms for Subs & Tiered Subs Waiting for Submission)

PSA Projects for BALFOUR BEATTY CONSTRUCTION, LLC

- 1 Assigned Pre-Job Forms Waiting for Submission
- 0 Assigned LOAs Waiting for Submission
- 6 Pre-Job Forms for Tiered Subs Waiting for Submission

UPCOMING SCHEDULED ACTIVITIES (Job Walks, Board Awards, Bid Opening and Pre-Job Conference Meetings) To view all Pre-Job meetings, click on 'purple' Pre-job Conference Meeting). When selecting calendar activity, opens to Project Details

Upcoming Scheduled Activities

- Job Walks
- Board Awards
- Bid Openings
- Pre-Job Conference Meeting

Project Details

Project Status Assigned PSA Specialist Email

Pre-Award Activity and Project Site

Pre-Award Activity

Bid Number Bid Title

Bid Advertisement Date Prevailing Wage Determination

Bid Opening Date Board Award Date

Job Walks

Contractor Information

General Contractor DBA

Contract Information

Contract Number Contract Title

Contract Estimated Start Date Contract Estimated End Date

PROJECT CENTER (“My PSA Projects”-assigned to Contractor only or All Projects to view all in Application)

1. Open project, click on Bid Number
2. Project Details will be displayed and access to Pre-Job Mtgs., Project List of Contractors & List Assignments

The screenshot shows the Project Center interface. On the left, a table lists projects with columns for PSA Specialist, Bid Number, Bid Title, General Contractor, Dir No., License No., Contract No., Contract Title, and Board Award Date. A red box highlights the 'My PSA Projects' filter, and a red arrow points to the bid number 'CS092024-01-LW' with the text 'To open project'. On the right, the 'Project Details' page is shown for 'Project: CS092024-01-LW - Euclid ES WS'. A red box highlights the 'Project Details' link in the sidebar, and a red circle with the number '2' is next to the 'Project Details' link in the sidebar menu.


PROJECT CENTER – use to OPEN project, Bid Number & opens Project Details. By Default “My PSA Projects” are filtered to only project(s) Contractor are assigned. “All Projects” displays all in application

This is a close-up of the Project Center table. A red arrow points from a red box containing the text 'Select to open project' to the bid number 'CS092024-01-LW' in the table. The table has columns for PSA Specialist, Bid Number, Bid Title, General Contractor, Dir No., License No., Contract No., Contract Title, and Board Award Date. The 'My PSA Projects' filter is selected at the top right.

PSA Specialist	Bid Number	Bid Title	General Contractor	Dir No.	License No.	Contract No.	Contract Title	Board Award Date
Loretta Walden-Admin	CS092024-01-LW	Euclid ES WSM LW	BALFOUR BEATTY CONSTRUCTION, LLC	1000000529	979126	CS092024-01-LW	Euclid ES WSM LW	09/21

PROJECT DETAILS (Use left Navigation to move from Details, Pre-Job Meeting, List of Contractors and List of Assignments)

- **Pre-Award Activity, Job Walks and Contractor Information**



San Diego Unified
SCHOOL DISTRICT

- [Home](#)
- [Pre-Job Meetings](#)

Project: CS092024-01-LW - Euclid ES WS

- Project Details
- Project Pre-Job Meetings
- Project List of Contractors
- Project List Of Assignments

Project Details

Project Status
ACTIVE

Assigned PSA Specialist
Loretta Walden-Admin

Email
lwalden@gafcon.com

Phone Number
(619) 884-4500

Pre-Award Activity and Project Site

<p>Pre-Award Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Bid Number CS092024-01-LW</td> <td style="width: 50%;">Bid Title Euclid ES WSM LW</td> </tr> <tr> <td>Bid Advertisement Date 2024-10-15</td> <td>Prevailing Wage Determination 2024-04</td> </tr> <tr> <td>Bid Opening Date 2024-10-18</td> <td>Board Award Date 2024-10-21</td> </tr> </table>	Bid Number CS092024-01-LW	Bid Title Euclid ES WSM LW	Bid Advertisement Date 2024-10-15	Prevailing Wage Determination 2024-04	Bid Opening Date 2024-10-18	Board Award Date 2024-10-21	<p>Project Site Location</p> <p><input type="checkbox"/> Is the project multi-site ?</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Euclid Elementary 4166 Euclid Ave., San Diego, CA 92105</p> </div>
Bid Number CS092024-01-LW	Bid Title Euclid ES WSM LW						
Bid Advertisement Date 2024-10-15	Prevailing Wage Determination 2024-04						
Bid Opening Date 2024-10-18	Board Award Date 2024-10-21						

Job Walks

JOB WALK DATE	JOB WALK LOCATION	ACTIONS
09/15/2024 09:00 AM	4166 Euclid Ave., San Diego, CA 92105	

Contractor Information ⓘ

General Contractor BALFOUR BEATTY CONSTRUCTION, LLC	DBA	Project List of Contractors View Project List of Contractors ⓘ
CSLB License Number 979126	DIR Number 100000529	General Contractor BALFOUR BEATTY CONSTRUCTION, LLC
Company Address 13520 Evening Creek Drive North, Suite 270 SAN DIEGO, CA 92128	Phone Number	Subcontractors 5
	Fax Number	Tiered Subcontractors 1

- **Contract Information, Contract Amount & DIR Project Number**

Contract Information

Contract Number * <input type="text" value="CS092024-01-LW"/>	Contract Title * <input type="text" value="Euclid ES WSM LW"/>
Contract Estimated Start Date* <input type="text" value="09/02/2024"/>	Contract Estimated End Date <input type="text" value="10/31/2026"/>
Contract Amount <input type="text" value="\$5,000,000.00"/>	DIR Project Number <input type="text" value="4553443"/>

- **Project Attachments (Uploaded by Specialist & when meeting is Closed, Meeting Minutes will be available)**

Project Attachments

CONTRACTOR	FORM TYPE	TITLE	FILE NAME	UPLOADED DATE	UPLOADED BY	ACTIONS
		Bid Advertisement	Advertisement for Bids - SAMPLE.pdf	10/10/2024 04:55 PM	Loretta Walden-Admin	⬇
	PreJobConferenceMeeting	PreJobConferenceMeeting_10/10/2024_Euclid ES WSM LW	PreJobConferenceMeeting_79_closed.pdf	10/10/2024 05:31 PM	Loretta Walden-Admin	⬇

PROJECT PRE-JOB MEETINGS (Use left Navigation)

- **Access Meeting Link for General Registration for Pre-job Conf. Mtg.**

- **Agenda (Displays Subcontractors with published forms “Yes” to be reviewed in Pre-Job Conf. Meeting)**

Meeting Agenda

A Pre-Job Meeting Euclid ES Pre-Job Conference Session 03 For Contract Number: CS092024-01-LW, Contract Title: Euclid ES WSM LW will be held on 10/24/2024 10:00 AM The indicate they plan to attend. If you have any questions about the PSA, contract or meeting procedures, please contact **Loretta Walden-Admin** the PSA Specialist managing it on behalf of the San Diego Unified School District.

Meeting Notes: After registering, you will receive a confirmation email containing information about joining the webinar & reminder email with a join link will be sent 1 hr. prior to mtg. Support Specialist Loretta Walden CO-ORGANIZER George Harris III gharris@sandi.net Rey Pedregon rpedregon@sandi.net PRESENTERS - Speakers PSA Specialist Lead Rey Pedregon-

List of Contractors to be discussed:

Attending - Contractor Type - Contractor Name

- No- GC -BALFOUR BEATTY CONSTRUCTION, LLC
 - No- Sub -ACH MECHANICAL CONTRACTORS, INC.
 - No- Tiered -BAY CITY MECHANICAL, INC.
 - Yes- Sub -FAITH UTILITY INSTALLATION INC.
 - Yes- Sub -NEWMAN BACKHOE SERVICE, INC
 - Yes- Sub -PACIFIC SOUTHWEST STRUCTURES, INC.
 - No- Tiered -ASSOCIATE MECHANICAL CONTRACTORS, INC.
- No- Sub -WINEGARDNER MASONRY, INC.

- **After meeting is CLOSED– access Meeting Recording & Meeting Minutes**

PROJECT LIST OF CONTRACTORS-PLOC use left Navigation or use from Project Details

Contractor Information ⓘ

General Contractor
BALFOUR BEATTY CONSTRUCTION, LLC

CSLB License Number
979126

Company Address
13520 Evening Creek Drive
North, Suite 270
SAN DIEGO, CA 92128

Access from Project Details

Project List of Contractors

General Contractor
BALFOUR BEATTY CONSTRUCTION, LLC

Subcontractors
5

Tiered Subcontractors
1

[View Project List of Contractors](#) ⓘ

SCHOOL DISTRICT

- Home
- Pre-Job Meetings

Project: CS092024-01-LW - Euclid ES WS

- Project Details
- Project Pre-Job Meetings
- Project List of Contractors
- Project List Of Assignments

[Export to CSV](#)

CONTRACTOR NAME	CONTRACTOR TYPE	ACTIVE	LETTER OF ASSENT	PRE-JOB FORM
BALFOUR BEATTY CONSTRUCTION, LLC NSP	General Contractor	<input checked="" type="checkbox"/>		cpeterson@fpcapp.testinator.com Status: Published Version 1 Open
ACH MECHANICAL CONTRACTORS, INC. NSP	Subcontractor	<input checked="" type="checkbox"/>	abueno@fpcapp.testinator.com View	abueno@fpcapp.testinator.com Status: Draft Version 1
BAY CITY MECHANICAL, INC. SP	Tiered Subcontractor	<input checked="" type="checkbox"/>	chantelle@fpcapp.testinator.com	chantelle@fpcapp.testinator.com Status: Revise and Resubmit Version 2
FAITH UTILITY INSTALLATION INC. SP	Subcontractor	<input checked="" type="checkbox"/>	Not Assigned	andrea@fpcapp.testinator.com Status: Published Version 1 Open
NEWMAN BACKHOE SERVICE, INC SP	Subcontractor	<input checked="" type="checkbox"/>	Not Assigned	amanda@fpcapp.testinator.com Status: Published Version 1 Open
PACIFIC SOUTHWEST STRUCTURES, INC. SP	Subcontractor	<input checked="" type="checkbox"/>	avalencia@fpcapp.testinator.com	avalencia@fpcapp.testinator.com Status: Published Version 1 Open

PLOC – Contractor Name, Contractor Type (General, Subcontractor or Tiered), Active, Letter of Assent & Pre-Job Form status)

- LOA – “View” Executed and no Icon Pending Pre-Job Form shows Status & **“Complete” to start form**

Project List Of Contractors

General Contractor Information

General Contractor
BALFOUR BEATTY CONSTRUCTION, LLC

Pre-Award Activity Information

Bid Number
CS092024-01-LW

Bid Title
Euclid ES WSM LW

Contract Information

Contract Number
CS092024-01-LW

Contract Title
Euclid ES WSM LW

Project List of Contractors

CONTRACTOR NAME	CONTRACTOR TYPE	ACTIVE	LETTER OF ASSENT	PRE-JOB FORM
BALFOUR BEATTY CONSTRUCTION, LLC NSP	General Contractor	<input checked="" type="checkbox"/>		cpeterson@fpcapp.testinator.com Status: Not Started Version 1 Select to open
ACH MECHANICAL CONTRACTORS, INC. NSP	Subcontractor	<input checked="" type="checkbox"/>	abueno@fpcapp.testinator.com View	abueno@fpcapp.testinator.com Status: Draft Version 1 Complete
BAY CITY MECHANICAL, INC. NSP	Tiered Subcontractor	<input checked="" type="checkbox"/>	Not Assigned	chantelle@fpcapp.testinator.com Status: Not Started Version 1

Completed LOA

Select to open

Page | 13

Updated to Permissions all Users from the same company have access to edit form. If form is being edited by another user, form will display User Name.

Project List of Contractors

Export to CSV

CONTRACTOR NAME	CONTRACTOR TYPE	ACTIVE	LETTER OF ASSENT	PRE-JOB FORM
PACIFIC SOUTHWEST STRUCTURES, INC. NSP	Subcontractor	<input checked="" type="checkbox"/>	Not Assigned	avalencia@pcapp.testinator.com Status: Draft Version 1 BEING EDITED BY: FERNADO PACIFICSOUTHWESTSUB

Shows another user from company editing form

PROJECT LIST OF ASSIGNMENTS

- List of all Unions assigned from each Subcontractor or Tier Contractor assigned per Subcontractor

Project: CS092024-01-LW - Euclid ES WS

Project Details
Project Pre-Job Meetings
Project List of Contractors
Project List Of Assignments

Project List of Assignments

Filters: My Unions Pending Assignments Only Accepted Assignments Only

CONTRACTOR	MY UNION	PRE-JOB STATUS
General Contractor BALFOUR BEATTY CONSTRUCTION, LLC NSP	NO	Published
Subcontractor ACH MECHANICAL CONTRACTORS, INC. NSP	NO	Draft
Tiered Subcontractor ASSOCIATE MECHANICAL CONTRACTORS, INC. NSP	NO	Not Started
Tiered Subcontractor BAY CITY MECHANICAL, INC. SP	YES	Revise and Resubmit
Subcontractor FAITH UTILITY INSTALLATION INC. SP	NO	Published
Subcontractor NEWMAN BACKHOE SERVICE, INC SP	NO	Published
Subcontractor PACIFIC SOUTHWEST STRUCTURES, INC. SP	NO	Published
Subcontractor WINEGARDNER MASONRY, INC. NSP	NO	Not Started

Subcontractor
FAITH UTILITY INSTALLATION INC. SP

NO Published

Crew: Exterior Installation #1

Scope Of Work To Be Performed
Scope of Work Exterior Installation

Union Assignment Detail from Form

Equipment To Be Utilized
Equipment Install Lift, other tools

DIR CLASSIFICATION	UNION	ASSIGNMENT STATUS	ASSIGNMENT ACTIVITIES
Drywall Installer Lather	Operating Engineers Local 17	Pending	Exterior Installation

Dashboard PRE-JOB MEETINGS



- [Home](#)
- [Pre-Job Meetings](#)

Report Issues Help

Pre-Job Conference Meetings

List of Pre-Job Conference Meetings

Pre-Job Conference Meetings

PSA Specialist ↑↓	Title ↑↓	Meeting Date ↓↑	Meeting Closed ↑↓	Project ↑↓	Notes ↑↓
Loretta Walden-Admin	Euclid ES Pre-Job Conference Session 03	10/24/2024 10:00 AM	No	Euclid ES WSM LW	After registering, you will receive a motion about joining the webinar & reminder email to mtg. Support Specialist Loretta Vris III gharis@sandi.net Rey Pedregon rpedregon@psa-specialist.com GC Lead Rey Pedregon-in Karakas-pkarakas@conanconstruction.com GC Ithusted@conanconstruction.com O' eavilali@sandi.net Ivory Anderson-landerson1@sc tethridge1@sandi.net Rey Pedregon-mcruz5@sandi.net Carol Kim-carol@sdbuildingtr fpena@swcarpenters.org Pelin Karca.com Lily Husted- lthusted@conanconstruction.co
Meeting Link		Meeting Recording		Agenda Meeting Minutes	
Loretta Walden-Admin	Euclid ES Pre-Job Conference Session 01	10/22/2024 09:00 AM	Yes. Closed on 10/10/2024	Euclid ES WSM LW	Session 01 Pre-job mtg. CO-ORGANIZERS Rey Pedregon rpedregon@sandi.net PRESE Lead Rey Pedregon-rpedregon@sarakas@conanconstruction.com GC Assist. Lily Hus OTHER PANELISTS Edmundo Avila h-ianderson1@sandi.net Todd Ethridge tethridge1@ rpedregon@sandi.net Maria Cruz-n@sdbuildingtrades.com Francisco Pena-fpena@sw pkarakas@conanconstruction.com action.com
Meeting Link		Meeting Recording		Agenda Meeting Minutes	
Loretta Walden-Admin	Euclid ES Pre-Job Conference Session 02	10/20/2024 09:00 AM	No	Euclid ES WSM LW	CO-ORGANIZER George Harris III gtdregon@sandi.net PRESENTERS - Speakers PSA 5 rpedregon@sandi.net GC Lead Pelluction.com GC Assist. Lily Husted- lthusted@conar Edmundo Avila ll-eavilali@sandi.net Todd Ethridge tethridge1@sandi.net Rey Ped Cruz-mcruz5@sandi.net Carol Kim-isco Pena-fpena@swcarpenters.org Pelin Karakas Lily Husted- lthusted@conanconstr

To go back to Project Center, select "Home"



- [Home](#)
- [Pre-Job Meetings](#)

Use to return to Dashboard & Project Center

Report Issues Help

Pre-Job Conference Meetings

Pre-Job Conference Meetings

PSA Specialist ↑↓	Title ↑↓	Meeting Date ↓↑	Meeting Closed ↑↓
Sean Mahar	Meet in the middle	11/06/2024 10:00 AM	Yes. Closed on 10/08/2024

6. PRE-JOB CONFERENCE FORM STEPS

From Dashboard complete form

PSA Projects for BALFOUR BEATTY CONSTRUCTION, LLC

TASKS

- 1 Assigned Pre-Job Forms Waiting for Submission
- 0 Assigned LOAs Waiting for Submission
- 6 Pre-Job Forms for Tiered Subs Waiting for Submission

- a. **START WITH TASKS** (Assigned Pre-Job forms Waiting for Submission, Assigned LOAs Waiting for Submission and Pre-Job Forms for Tiered Subs Waiting for Submission)

Assigned Pre-Job Forms Waiting for Submission

Contractor - Bid Number - Bid Title ↑↓	Actions
BALFOUR BEATTY CONSTRUCTION, LLC LW2-TRAIN-02 - Mira Mesa SH-Train-LW	Complete Form

Cancel

Step 1 - Project Information is review only for GC, no action. If information is not correct, contact your assigned Specialist, if not **CLICK NEXT**

San Diego Unified SCHOOL DISTRICT

Report Issues Help Rudy Sloan

Assigned PSA Specialist: PSA Tester | Email: psatester@mailinator.com | Phone Number: 212-555-1212 | Need Help?

1 Project Info | 2 Contract Summary | 3 Jobsite Information | 4 Self-performing | 5 Jobsite Scheduling/Administration

11 Review the Project, Pre-Award, & Contract Information below. Click the "Next" button if the information below is accurate. If not accurate, contact the assigned PSA Specialist to report inaccuracy, and delay completing this Pre-Job Conference Form until notified that the reported issue has been resolved.

General Contractor's Information			Pre-Award & Contract Information		
Contractor Name "RUDOLPH AND SLETTEN, INC."	Contractor License Classification B - GENERAL BUILDING		Bid Number CZ-22-CMGCTrain-01	Bid Title PSA App CMGC Train-01	Prevailing Wage Determination 2022.02
Company Address "2 CIRCLE STAR WAY, 4TH FLOOR" SAN CARLOS, CA 94070	Phone Number	Fax Number	Contract Number	Contract Title	Contract Amount
CSLB License Number 198069	DIR Number 1000000658				

Previous Next

Select Next if all data is correct

Step 2 – Contract Summary

- Enter **Estimated Construction Start & End Date** – use calendar lookup or enter month/day/year or type date in MM/DD/YYYY format
- **Contract Summary** – enter scope of work & click NEXT. **NOTE:** add as much **DETAIL** to eliminate questions in mtg.

2.1 In the section below provide descriptive and accurate details about the Contract.

Contract Summary

Estimated Construction Start Date* 1
01/10/2023

Estimated Construction End Date* 2
01/10/2024

Contract Summary* 3
Modernization of CDC Center & Technology

Previous 4 Next

Step 3 – Jobsite Information

- **School Name and Address** – drop down will only display the project assigned by Specialist, select location
- **Phone & Fax Number**

3.1 Provide information about the jobsite location and site contact.

Jobsite Information

School Name and Address* 1
search or select a project site... Project site will be in drop down

Phone Number* 2
Type the Phone Number...

Fax Number* 3
Type the Fax Number...

Previous 12 Next

- **Jobsite Information** – Number of Facilities: First Aid, Sanitary and Drinking Water
 - Comments to add other locations or options for Facilities
- **Jobsite Parking** – description of parking location & restrictions
- **Hospital information & NEXT**

3.2 In the section below provide accurate Jobsite Facilities Information and contact information about the closest hospital.

Jobsite Facilities Information

Number of First Aid Facilities* 4
1

Number of Sanitary Facilities* 5
1

Number of Drinking Water Facilities* 6
1

Comments about First Aid Facilities, Sanitary Facilities, or Drinking Water Facilities* 7
Ex. "water bottles also available," "port-a-potties also available", "first aid kit in GC trailer", etc.

Description of Jobsite Parking 8
Gravel parking only

Name of Selected Hospital* 9
Scripps Hospital

Hospital Address* 10
1 Scripps Hospital Way, San Diego, CA 90999

Hospital Phone Number* 11
(858) 000-0001

Previous 12 Next

Step 4 – Self-Performing

- Selecting No will move you to next Step 5 Jobsite Scheduling/Administration
- Yes Performing– see below will require Crew & Union Assignments

The screenshot shows a progress bar at the top with five steps: 1. Project Info, 2. Contract Summary, 3. Jobsite Information, 4. Self-performing, and 5. Jobsite Scheduling/Administration. Step 4 is highlighted with a red circle. Below the progress bar, the question "Are you Self-Performing?" is centered. There are two options: "Yes" with a green checkmark icon and the text "Performing scope or work on-site.", and "No" with a red X icon and the text "Not performing any scope or work on-site.". At the bottom, there are "Previous" and "Next" buttons. A red circle with the number 2 is next to the "Next" button.

Step 5 – Yes Performing and Step 6 will be added Crews & Assignments

- **Jobsite Scheduling Information** – Number of shifts: Number & Description
- **Pay Day and Pay Period End Day** – use drop down to select days

The screenshot shows a progress bar with six steps: 1. Project Info, 2. Contract Summary, 3. Jobsite Information, 4. Self-performing, 5. Jobsite Scheduling/Administration, and 6. Crews and Assignments. Step 5 is highlighted with a red box. Below the progress bar, the section title "Jobsite Scheduling Information" is followed by a sub-section "5.1 Enter the Jobsite Scheduling". The form contains four fields: "Number of Shifts*" with a value of 1, "Shift Description*" with the value "Shift 1 6:30 am to 3:30 pm", "Pay Day*" with a dropdown menu set to "Friday", and "Pay Period End Day*" with a dropdown menu set to "Sunday". Red circles with numbers 1 through 4 are placed over each of these fields. Red boxes are around the dropdown arrows.

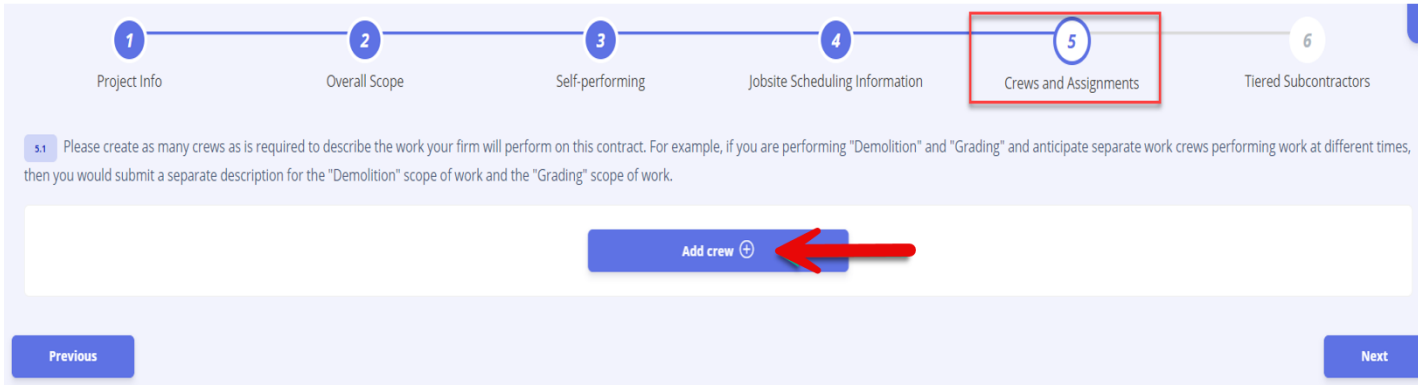
- **Jobsite Administration** – Project Manager is required & checked by default
 - First, Last, Email & Phone Number
- **“Add Other Jobsite Administration”** names as necessary & NEXT

The screenshot shows a progress bar with six steps: 1. Project Info, 2. Contract Summary, 3. Jobsite Information, 4. Self-performing, 5. Jobsite Scheduling/Administration, and 6. Crews and Assignments. Step 5 is highlighted with a red box. Below the progress bar, the section title "Jobsite Administration" is followed by a sub-section "5.2 Enter the Jobsite Administrators. If there are additional jobsite administrator roles, click the "Add 'Other' Jobsite Administrator(s)' button". Indicate the role that is the site contact by selecting the Jobsite Contact checkbox. At least one role must be selected as the Jobsite Contact." A button "Add 'Other' Jobsite Administrator(s) (+)" is visible. Below this is a table with columns: "JOBSITE CONTACT?", "ADMINISTRATIVE ROLE", "FIRST NAME", "LAST NAME", "EMAIL", and "PHONE". The "Project Manager" role is selected with a checked checkbox. A red box highlights the checkbox and the text "Project Mgr. is checked by default". Red circles with numbers 1 through 4 are placed over the input fields for First Name, Last Name, Email, and Phone for the Project Manager role. A red circle with the number 5 is at the bottom right. At the bottom, there are "Previous" and "Submit" buttons.

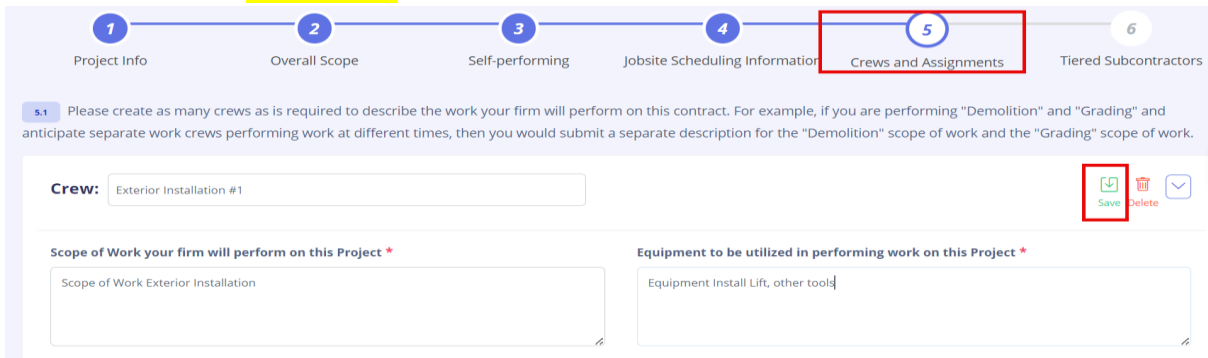
JOBSITE CONTACT?	ADMINISTRATIVE ROLE	FIRST NAME	LAST NAME	EMAIL	PHONE
<input checked="" type="checkbox"/>	Project Manager	Gina	Miles	gm@na.com	(800) 333-8333
<input type="checkbox"/>	Superintendent	Type the Name 2...	Type the Last Name 2...	Ex. user@organiza	Type the Phone Nu
<input type="checkbox"/>	Safety Rep	Type the Name 3...	Type the Last Name 3...	Ex. user@organiza	Type the Phone Nu
<input type="checkbox"/>	Document Control	Type the Name 4...	Type the Last Name 4...	Ex. user@organiza	Type the Phone Nu

Step 6 -Crews and Assignments (Crew, Scope of Work, Equipment)

- **Click Add Crew+**

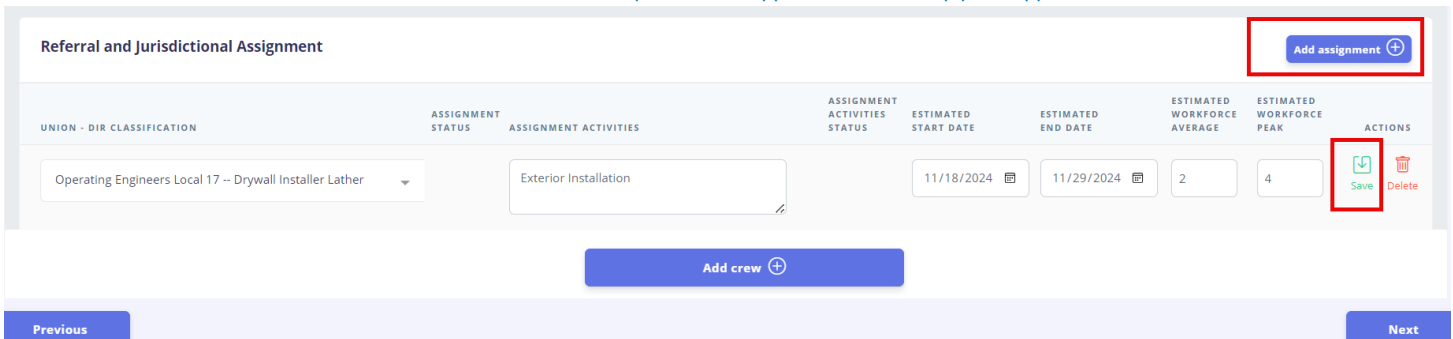


- **Crew name, Scope of work and Equipment utilized & MUST SAVE Crew prior to doing assignments.**
 - **NOTE: Scope of work /Activities – ADD DETAIL & STEPS.** Detail will eliminate in meetings lots of questions for clarification. **IMPORTANT!!** – Crew has to be saved 1st before Assignments can be added



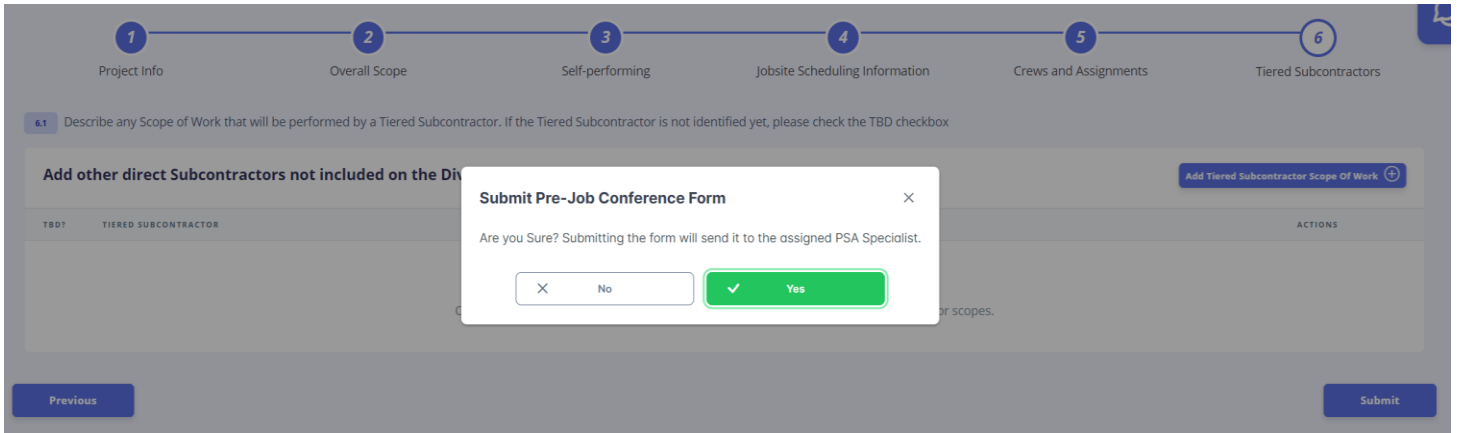
- **Add Assignments+**

- **Union – use drop down to select or type name for quick find. Some Unions have more than one work classification. Be sure to select the appropriate classification for this assignment**
- **Activities / Responsibilities**
- **Date – start & end**
- **Estimated Works Average & Peak & SAVE. Add another Crew or SUBMIT**
- **AS NEEDED- Add Assignment+ to additional to same crew OR “ADD CREW” if more crews to record & NEXT**
- **Sample DIR Classification(s) & Crew Member Activities/Responsibilities:**
 - Union DIR=Operating Engineers Local 12 | Activities=All equipment work, including rough grading and minor excavation
 - Union DIR= Laborers Local 89 | Activities=All equipment work, including rough grading and minor excavation
 - Union DIR= Painters Local 1399 | Activities= Application of anti-slip paint application to decks and stairs



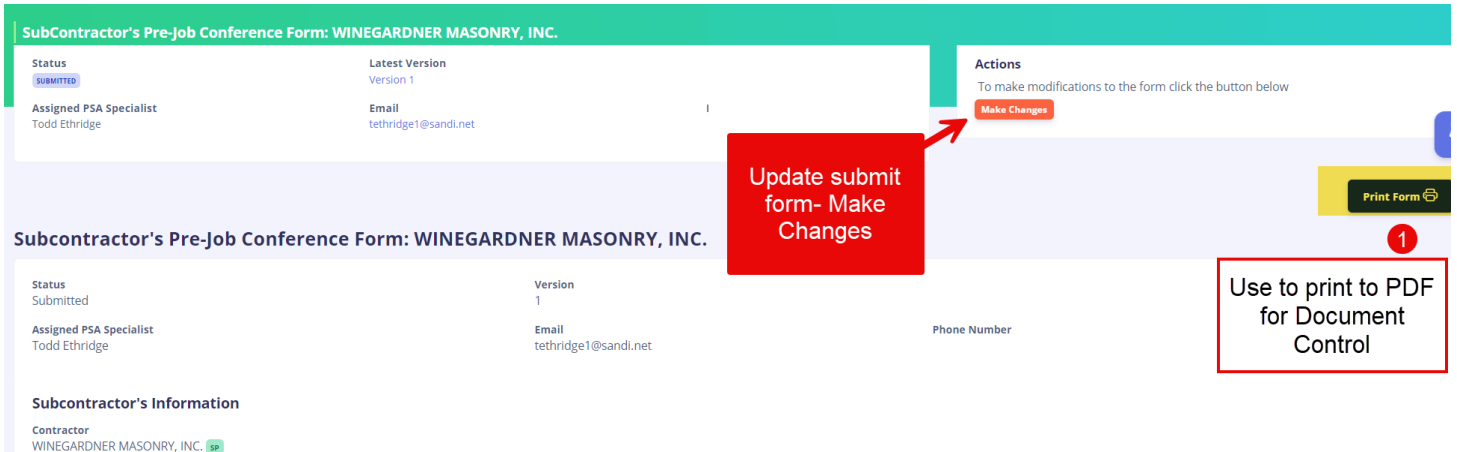
SUBMIT – Would like to submit form?

- No go to previous
- OK to submit for Specialist Review & Publish



VIEW OF SUBMITTED FORM & PRINT FORM

- Status in Upper Left Box – 1. Submitted for Specialist Review, 2. Published- Specialist Accepted & ready for Pre-Job Meeting & 3. Revise/Resubmit if Changes have to be made
- Print Form for “Subcontractor Company Record” & recommend sending to your GC (see next page)



Print Form for General Contractor Document Control



Print Form

General Contractor's Pre-Job Conference Form: STRAIGHT LINE GENERAL CONTRACTORS, INC.

Print form for
General Contractor
Document Control

Status Published	Version 1	
Assigned PSA Specialist Sean Mahar	Email smahar@gafcon.com	Phone Number

Print View

12/1/22, 8:46 PM
PSA Web Application

General Contractor's Pre-Job Conference Form: "RUDOLPH AND SLETTEN, INC."

Status Submitted	Version 1	
Assigned PSA Specialist PSA Tester	Email psatester@mailinator.com	Phone Number 212-555-1212

General Contractor Information

General Contractor "RUDOLPH AND SLETTEN, INC."		
Company Address "2 CIRCLE STAR WAY, 4TH FLOOR" SAN CARLOS, CA 94070	Phone Number	Fax Number
CSLB License Number 198069	DIR Number 1000000658	
Contractor License Classification B - GENERAL BUILDING		

Pre-Award & Contract Information

Bid Number CZ-22-CMGCTrain-01	Bid Title PSA App CMGC Train-01	Prevailing Wage Determination 2022.02
Contract Number	Contract Title	Contract Amount

Contract Summary

Estimated Construction Start Date 1/10/2023	Estimated Construction End Date 1/10/2024
-------------------------------------------------------	-----------------------------------------------------

https://psadev.azurewebsites.net/forms/PreJobConferenceForm/4 1/3

Print 3 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save

Cancel

7. MAKE CHANGES TO FORM

- **Select “Make Changes” from Actions section** *Note: the option to Make Changes will be available until the PSA Specialist has reviewed your form and promoted it to a Published status.*

The screenshot shows the top navigation bar with 'Report Issues', 'Help', and the user profile 'Aidan Valencia-Pacific Southwest Sub'. Below the header, the form title is 'SubContractor's Pre-Job Conference Form: PACIFIC SOUTHWEST STRUCTURES, INC.'. The main content area is divided into two columns. The left column contains metadata: Status (PUBLISHED), Latest Version (Version 1), Assigned PSA Specialist (Loretta Walden-Admin), Email (lwalden@gafcon.com), and Phone Number ((619) 884-4500). The right column contains an 'Actions' section with the text 'To request access to make modifications to the published form click the button below' and a red-bordered button labeled 'Request form changes'. A 'Print Form' button is located at the bottom right of this section.

- **Enter message to Specialist explain request for change to Pre-Job Form & select YES to send**

The screenshot shows a 'Modify the Form' dialog box. At the top, it displays 'Latest Version Version 1' and 'Actions To make modifications to the form click the...'. The main area is titled 'Modify the Form' and contains a text input field with the placeholder text 'Message to send to the PSA Specialist *'. The input field contains the text 'Need to document control assigned to project' and is marked with a red circle '1'. Below the input field is a smaller text area with the instruction 'Please write a descriptive message that will let the PSA Specialist know why you need to make modifications to the form.' At the bottom of the dialog are two buttons: a green 'Yes' button and a red 'Cancel' button, with the 'Yes' button marked with a red circle '2'. A red callout box with white text says 'Form will then be back in your court' and has an arrow pointing to the 'Yes' button.

8. PRE-JOB CONFERENCE MEETING (PJCM)

- **How meeting is conducted:** Meeting will start with the Specialist introducing the meeting & housekeeping. The GC will then take the lead and present each Subcontractor and Tiered Subcontractor(s) review scope of work, equipment used, and work assignments.
 - i. If Subcontractor not in attendance, GC will present Pre-Job Form in meeting.
- **Pre-Job Conference Meeting – a Teams invitation as Panelist & Speaker will be sent to you as GC – DO NOT FORWARD PANELIST INVITE TO YOUR SUBS**
 - i. Outlook GENERAL LINK invite will be forwarded by your Specialist for you to SEND TO YOUR SUBS
- **Pre-Job Conference Meeting Agenda – identifies Subs submitted & published to be reviewed with “Yes” next to Sub/Tier name**

Subject: Agenda for mandatory SDUSD Project Stabilization Agreement (PSA) Pre-Job Meeting for CC25-0212-52

A Pre-Job Meeting **Installation of relocatable buildings Pre-job meetin** For **Contract Number: CC25-0212-52, Contract Title: INSTALLATION OF RELOCATABLE BUILDINGS AND PLAYGROUND EQUIPMENT AT 2 SITES** will be held on **10/09/2024 08:00 AM**. The meeting will be conducted virtually, using Microsoft Teams. The General Contractor for this project is **CONAN CONSTRUCTION, INC**. Below is a summary of the contractors whose work assignments are expected to be covered in this meeting as well as some basic meeting procedures. A separate calendar invite with a link to register for this meeting will be distributed and invitees should use that link to indicate they plan to attend. If you have any questions about the PSA, contract or meeting procedures, please contact **Rey Pedregon** the PSA Specialist managing it on behalf of the San Diego Unified School District.

Meeting Notes: This is the First kick off meeting for Conan for this project

List of Contractors to be discussed:

Attending - Contractor Type - Contractor Name

- **Yes- GC -CONAN CONSTRUCTION, INC**
 - No- Sub -ART LOCATING
 - No- Sub -ASBURY STEEL, INC.
 - No- Sub -CATS GENERAL ENGINEERING
 - No- Sub -DRV MODULAR CONTRACTORS, INC.
 - No- Sub -FENCING
 - No- Sub -GOTHAM POURED RUBBER CORPORATION
 - No- Sub -JOHNSON CONTROLS FIRE PROTECTION LP
 - **Yes- Sub -RAP Engineering LLC**
 - No- Sub -ROBERTSON INDUSTRIES, INC.
 - No- Sub -ROBINSON ELECTRIC
 - No- Sub -RUSSELL KEVIN PENE
 - No- Sub -SB&O, INC
 - No- Sub -Silver Creek Industries LLC
 - No- Sub -SITE UTILITIES, PLUMBING, MECHANICAL
 - No- Sub -SOUTHLAND ELECTRIC, INC.
 - **Yes- Sub -STANDARD ELECTRONICS**
 - **Yes- Sub -WORLD BRIDGE TECHNOLOGIES, INC.**

Yes or No Subs to be reviewed in Pre-Job Conf. Mtg.

Basic Information for PSA Pre-Job Meetings:

- All Pre-job meetings will be conducted using Microsoft Teams. No call-in number will be available. You can access the meeting by using the Teams app on your mobile device or via the web browser on your device.
- After registering, you will receive a link you will use to join the meeting at its scheduled time. Please do not share this meeting link as it connected to the information you entered when registering.
- If someone on your team did not receive the registration invite and would like to attend, you can feel free to share that registration link.
- Each meeting will be recorded and a copy of the recording will be available after the meeting ends.

- **Form review during meeting & status applied:**
 1. Overall Scope
 2. Crew & scope of work performed
 3. Equipment Utilized
 4. Union
 5. Summary of Work

- i. **Status will be applied depending on discussion & acceptance of Unions**
 1. Assignment Status- Final, Final Challenged Rejected
 2. Summary of Work – Accepted or Rejected

Pre-Job Conference Meeting

Close Meeting
Print

<p>Meeting Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</td> <td style="width: 40%;">Closed No</td> </tr> <tr> <td>Location Web Conference</td> <td>Time 05/20/2022 09:00 AM</td> </tr> <tr> <td colspan="2">Notes 1st PreCon Mtg.</td> </tr> </table>	Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School	Closed No	Location Web Conference	Time 05/20/2022 09:00 AM	Notes 1st PreCon Mtg.		<p>Project Information</p> <p>Assigned PSA Specialist: PSA Tester</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>General Contractor Information</p> <p>General Contractor STRAIGHT LINE GENERAL CONTRACTORS, INC.</p> <p>CSLB License Number 760964</p> <p>DIR Number 1000002142</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Pre-Award Activity Information</p> <p>Bid Number CZ-17-0935-08</p> <p>Bid Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</p> <p>Prevailing Wage Determination</p> </td> <td style="width: 33%; vertical-align: top; padding: 5px;"> <p>Contract Information</p> <p>Contract Number CZ-17-0935-08.A1</p> <p>Contract Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</p> <p>Contract Estimated Start-End Date 03/01/2022 - 03/01/2024</p> </td> </tr> </table>	<p>General Contractor Information</p> <p>General Contractor STRAIGHT LINE GENERAL CONTRACTORS, INC.</p> <p>CSLB License Number 760964</p> <p>DIR Number 1000002142</p>	<p>Pre-Award Activity Information</p> <p>Bid Number CZ-17-0935-08</p> <p>Bid Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</p> <p>Prevailing Wage Determination</p>	<p>Contract Information</p> <p>Contract Number CZ-17-0935-08.A1</p> <p>Contract Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</p> <p>Contract Estimated Start-End Date 03/01/2022 - 03/01/2024</p>
Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School	Closed No									
Location Web Conference	Time 05/20/2022 09:00 AM									
Notes 1st PreCon Mtg.										
<p>General Contractor Information</p> <p>General Contractor STRAIGHT LINE GENERAL CONTRACTORS, INC.</p> <p>CSLB License Number 760964</p> <p>DIR Number 1000002142</p>	<p>Pre-Award Activity Information</p> <p>Bid Number CZ-17-0935-08</p> <p>Bid Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</p> <p>Prevailing Wage Determination</p>	<p>Contract Information</p> <p>Contract Number CZ-17-0935-08.A1</p> <p>Contract Title Renovate Softball Field & Furnish & Install New Tennis Courts Crawford High School</p> <p>Contract Estimated Start-End Date 03/01/2022 - 03/01/2024</p>								

Contract Summary Comments 1 v

Submit

lwalden@gafcon.com 02/28/2023 04:40 PM
Overall Comments for project

BEGIN REVIEWING PREJOB FORMS – GC & SUBCONTRACTORS

- Displays Published forms for review, details of form & assignment status will be assigned by Specialist after meeting

Contractor List

IS ATTENDING - CONTRACTOR	
General Contractor -BALFOUR BEATTY CONSTRUCTION, LLC NSP	Published
Subcontractor -ACH MECHANICAL CONTRACTORS, INC. NSP	Draft
Tiered Subcontractor ASSOCIATE MECHANICAL CONTRACTORS, INC. NSP	Not Started
Tiered Subcontractor -BAY CITY MECHANICAL, INC. SP	Revise and Resubmit
Subcontractor -FAITH UTILITY INSTALLATION INC. SP	Published NOT DISCUSSED
Subcontractor -NEWMAN BACKHOE SERVICE, INC. SP	Published NOT DISCUSSED
Subcontractor -PACIFIC SOUTHWEST STRUCTURES, INC. SP	Published NOT DISCUSSED
Subcontractor -WINEGARDNER MASONRY, INC. NSP	Not Started

Contractor Name FAITH UTILITY INSTALLATION INC. **CSLB License Number** 988105 **DIR Number** PW-LR-1000572046

Overall Scope
Scope of Work.....

Crew: Exterior Installation #1 Pre-Job Conference From Information

Scope Of Work To Be Performed
Scope of Work Exterior Installation **Equipment To Be Utilized**
Equipment Install Lift, other tools

DIR CLASSIFICATION	UNION	ASSIGNMENT STATUS	ASSIGNMENT ACTIVITIES	ASSIGNMENT ACTIVITIES STATUS
Drywall Installer Lather	Operating Engineers Local 17	<input type="radio"/> Final <input type="radio"/> Final Challenged <input type="radio"/> Rejected <input checked="" type="radio"/> Pending	Exterior Installation	<input type="radio"/> Accepted <input type="radio"/> Rejected <input checked="" type="radio"/> Pending

Comments 0

IS ATTENDING - CONTRACTOR

IS ATTENDING - CONTRACTOR	
General Contractor -STRAIGHT LINE GENERAL CONTRACTORS, INC. NSP	Final Published
Subcontractor -BAKER ELECTRIC & RENEWABLES LLC SP	Final Published

Contractor Name BAKER ELECTRIC & RENEWABLES LLC **CSLB License Number** 161756 **DIR Number** 1000000466

Overall Scope
Scope of Work*

Crew: Low Voltage

Scope Of Work To Be Performed
Scope of Work your firm will perform on this project* **Equipment To Be Utilized**
Equipment to be utilized i

DIR CLASSIFICATION	UNION	ASSIGNMENT STATUS	ASSIGNMENT ACTIVITIES	ASSIGNMENT ACTIVITIES STATUS
Powderman	Electrical Workers Local 569	<input checked="" type="radio"/> Final <input type="radio"/> Final Challenged <input type="radio"/> Rejected <input type="radio"/> Pending	ASSIGNMENT ACTIVITIES	<input checked="" type="radio"/> Accepted <input type="radio"/> Rejected <input type="radio"/> Pending

View of Tiered Subcontractor

Subcontractor -ACCO Engineered Systems SP	Published NOT DISCUSSED
Tiered Subcontractor -MATT CHLOR, INC. SP	Published NOT DISCUSSED
Tiered Subcontractor -SOLID STRUCTURES, INC. SP	Published NOT DISCUSSED

Tiered

9. REGISTER FOR TEAMS PRE-JOB MEETINGS

- **Outlook Invite or Email invitation to Register for Pre-Job Conference Teams Webinar. Click on the link to register.**

- **Note: Make sure to check SPAM for invite**

From: lwalden@sandi.net

Title: Outlook invite to attend Pre-Job Conf. Meeting Teams Webinar

Required

Optional

Start time: Tue 3/26/2024 1:00 PM All day Time zones

End time: Tue 3/26/2024 2:00 PM [Make Recurring](#)

Location: <https://events.teams.microsoft.com/event/8a21c921-b96e-4c9e-9e4d-962d352778a1@ab9f5dac-33ac-4f91-a9f4-8720b942f1a8>

⚠️ FIRST TIME ATTENDING A TEAMS WEBINAR. YOU NEED TO DOWNLOAD TEAMS APP. OR USE TEAMS WEB BROWSER. **NOTES: Teams Webinar DOES NOT HAVE A CALL IN NUMBER.**

GENERAL LINK to REGISTER in advance for this webinar (Subcontractors, Tiers & Unions):
 Webinar Date & Time: March 26, 2024 1pm
<https://events.teams.microsoft.com/event/8a21c921-b96e-4c9e-9e4d-962d352778a1@ab9f5dac-33ac-4f91-a9f4-8720b942f1a8>

After registering, you will receive a confirmation email containing information about joining the webinar & reminder email with a join link will be sent 1 hr. prior to mtg. Support Specialist Loretta Walden.

Organizer: Loretta Walden
 Presenter: George Harris

- **Click on Register Icon**



SAMPLE-Pre-Job Conference III for Correia MS WSM Modernization, Lease-Leaseback (LLB) with Soltek Pacific Construction; CC23-0018-52-A1-G1

Details

Thursday, April 24, 2024 10:30 a.m.

Co-Organizers:

George Harris III gharris@sandi.net
 Todd Ethridge tethridge1@sandi.net

Presenters:

Ivory Anderson ianderson1@sandi.net
 Edmundo Avila II eavilail@sandi.net
 Maria Cruz mcruz5@sandi.net
 Rey Pedregon rpedregon@sandi.net
 Valerie Doering vdoering@soltekpacific.com
 Eric Harmon eharmon@soltekpacific.com
 Andrew Clevenger aclevenger@soltekpacific.com
 Carol Kim carol@sdbuildingtrades.com
 Francisco Pena fpena@swcarpenters.org

Details

- Tue, Mar 05
- 3:00 PM - 3:30 PM PST
- Online event

[Register](#)

Speakers (2)

CM

Cruz Maria
 Specialist
 PSA-SDUSD

Maria Cruz is Specialist managing project and any questions on Pre-Job Forms or project, contact Maria @ mcruz5@sandi.net or mobile: 619-303-3030.

VD

Valerie Doering-Soltek
 Project Manager
 Soltek-General Contractor

Soltek is General Contractor managing project. Questions to emails to: 1. Valerie Doering vdoering@soltekpacific.com 2. Eric Harmon eharmon@soltekpacific.com 3. Andrew Clevenger aclevenger@soltekpacific.com

- **Fill out the form. *IMPORTANT – Add your Union # or Company with your last name to appear when logged for Teams Attendee display & identified to speak during Pre-Job Conf. Mtgs.***



PSA Subcontractor App Training & New Features/Updates

Thu, Oct 10, 4:00 PM - 4:30 PM PDT

Registration Information

First name * Last name *

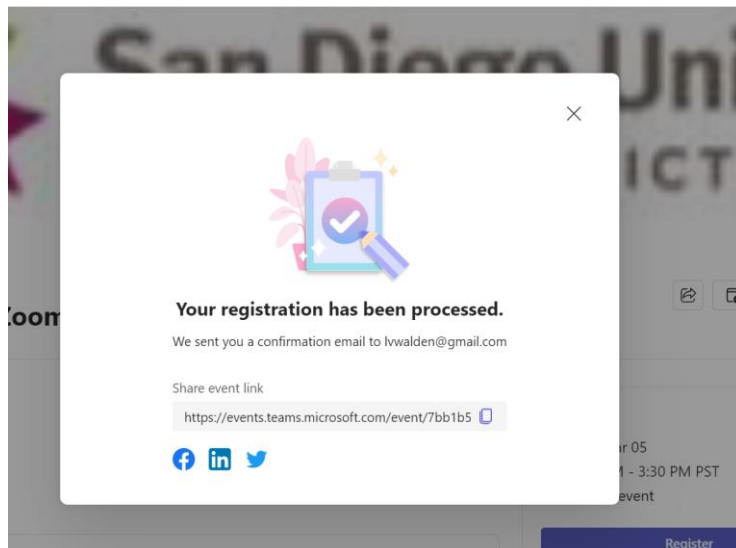
Email *

Organization *

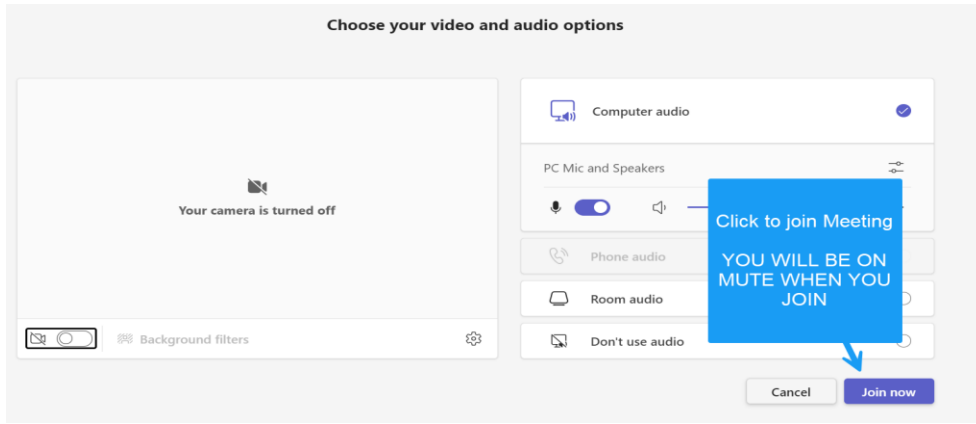
Contact Number *

I have read and agree to the [Microsoft Event Terms and Conditions](#) *

CONFIRMED REGISTRATION & can copy link to Share with other teammates or other stakeholders

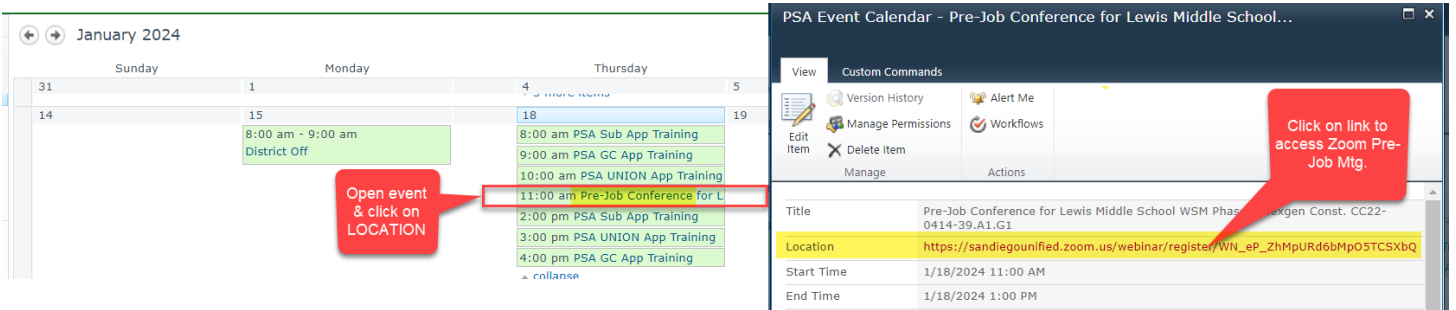


- Join Webinar with invitation or join from your Calendar. **CLICK ON JOIN NOW & OPEN INTO TEAMS MEETING**



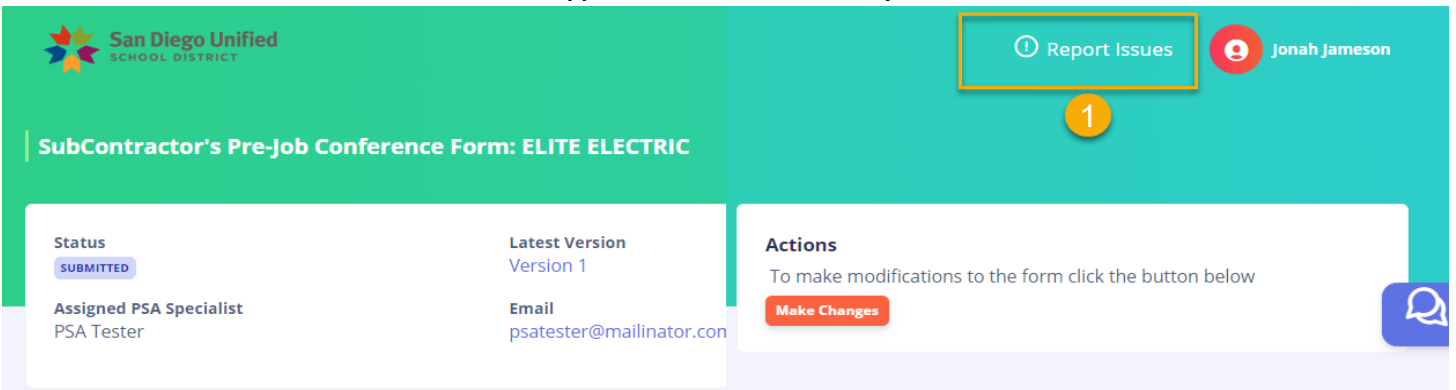
PSA EVENT CALENDAR TO ACCESS PRE-JOB MTG. GENERAL LINK -

<https://fpcprojects.sandi.net/sites/PSA/App%20Support/Lists/PSA%20Event%20Calendar/calendar.aspx>

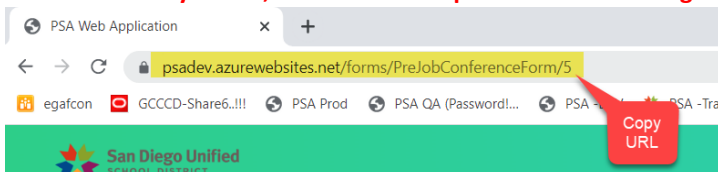


10.SUPPORT & REPORT ISSUES

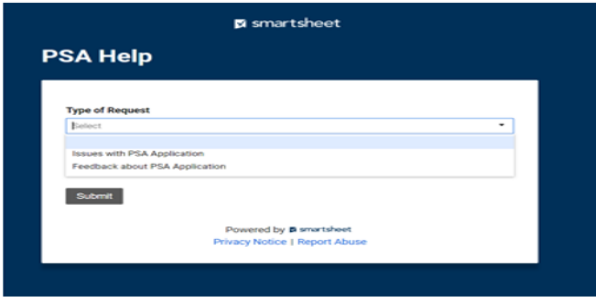
- Users can submit issues and submit support tickets from with the system



- Upper Right hand corner "Report Issues" & form will be displayed walking you through submission
- IMPORTANT: If you can, take a screen capture of error message and copy the URL**



Type of Request – Select from drop down: 1. Issues with PSA Application or 2. Feedback about PSA Application



Type of Request
 Issues with PSA Application

Date *
 Today's date.

Name *
 Your first and last name.

Email *
 Your email address. If you have an account with the PSA Application, please enter that email address.

Role *
 Please enter your role/position title and the company for which you work.

Company *
 Please list the full name of the company for which you are completing the Pre-Job Conference Form. If your company isn't listed, select "Other".

Project Information *
 Please enter the bid/contract number and bid/contract title.

URL *
 Please copy and paste the URL from the page you encountering the issue. Example: https://psa.sandi.net/forms/PreJobConferenceForm/#

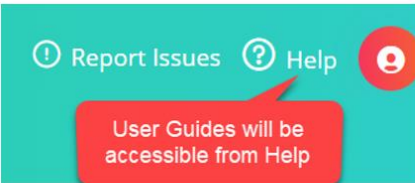
Screenshot
 If you are able, please attach a screenshot of your full browser window within the application, including the error you're encountering.

Drag and drop files here or [browse files](#)

Use for Support, Issues/Errors or Feedback

Use to attach screen captures

User Guides – located within Application or on the “Cloud” PSA and PWM Application Support



San Diego Unified SCHOOL DISTRICT

PSA Home

PSA Home | RFPs | LED IDIQ | PV Specs | PSA FAQs | Site Discretionary FAQs

PSA Content

- Rainbow Report
- PSA Required Documents
- RFPs
- PV Specs
- LED IDIQ
- Site Discretionary Request User Guide
- Vernal Pool Mitigation
- PSA and PWM Application Support

PSA Project Site

A Project Stabilization Agreement District (SDUSD), San Diego Building { Carpenters. It establishes a standard f standards for hiring, dispute resolutior other things. These basic standards co

User Guides

END OF USER GUIDE

REFERENCE INFORMATION



ACRONYM LIST

LIST

ABBR	TITLE
AGC	American General Contractors
CREW	Build Project Crew
CORE	Core Worker
WORKER	Core Worker
GC	General Contractor
LOA	Letter of Assent
PJCF	Pre-Job Conference Form
PJCM	Pre-Job Conference Meeting
PLOC	Project List of Contractors
PREJOB	Pre-Job Conference Form
PSA	Project Stabilization Agreement
PSAADMIN	PSA Administrator
SUB	Subcontractor
TIER	Tier-Subcontractor (works for sub)
UNION	Union Labor

What is the definition of PSA

Project Stabilization Agreement (PSA) It **establishes a standard for a contractor's relationship with his/her workers** by setting basic standards for hiring, dispute resolution, payment of fringe benefits, and utilization of apprentices, among other things. These basic standards come from the labor unions.