

# SDUSD PSA

4860 Ruffner ST \* San Diego California 92111 \* (858) 637-6262 \* Fax: (858) 496-1953

January 16, 2018

Palm Engineering  
Attention: Richard Egan, Project Manager  
7330 Opportunity, Suite J,  
San Diego Ca., 92111  
Dear Richard Egan,

Congratulations on the contract award of the Horton Elementary School Joint Use Field Project CZ-18-0539-23. To give you some background on these meetings, the general contractor is required by PSA Articles 8 and 16 to conduct a PSA Pre-job Conference with the local construction unions. We will assist you with the process and prepare for the Pre-job Conference by conducting a PSA Orientation with you. Both meetings must occur at least two weeks prior to the start of construction and we require you to have all subcontractors present at the Pre-job Conference. It is not necessary for subcontractors to attend the PSA Orientation. All contractors working on this project are also encouraged to attend one of the District's PSA 101 Training Seminars. The purposes of the Pre-job Conference are as follows:

- The general contractor will disclose union work assignments for each scope of work to be performed. This will help all parties confront and resolve any union jurisdictional disputes prior to work commencing.
- The general contractor will distribute detailed project information and a subcontractor listing to all present, establishing open communication between labor and management prior to work commencing.
- The District will review its employment and contracting programs and goals, including the employment of District residents at PSA-covered projects.

The Pre-job Conference form, all signed Letters of Assent, and the Subcontractors Pre Job Conference form (work assignment), are due from all known subcontractors, regardless of tier, no later than, Friday 1/19/2018

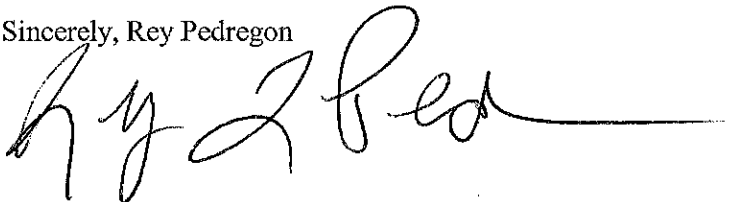
Please be prepared to distribute **25** completed copies of the Pre-job Conference form to all present at the Pre-job Conference. I will request a completed copy of the Pre-job Conference form a few days prior to the Pre-job Conference so we may review it.

We will be present for the Pre-job Conference, but a **Palm Engineering CO.** project manager or other assigned employee will be asked to review the Pre-job Conference form in detail. Also, please ensure that you and all of your subcontractors sign and submit a PSA Letter of Assent prior to the commencement of work.

The Pre Job Conference meeting for the Horton Elementary School Joint Use Field will be held on 1/26/2018 at 10:00 am – 11:00am

The Location being: San Diego Unified School District Facilities Planning Offices, 4860 Ruffner Street, San Diego Ca. 92111, Training Room A .

Sincerely, Rey Pedregon



cc: George Harris III/SDUSD (gharris@sandi.net)