

PROJECT PERFORMANCE REPORT INSTRUCTIONS  
CAPITAL PLANNING, DESIGN AND CONSTRUCTION

In compliance with the requirements of: Executive Order No. 672, the delegation agreement, and SUAM section 9002, and when requested by CPDC, Campus shall submit a Project Performance Report (PPR) for projects and within 60 days of the filing of the Notice of Completion. Typically, CPDC will request a PPR for one or two major projects and a smaller project each year. These may include maintenance projects. The Project Performance Report is comprised of copies of the required documents as follows:

1. Campus letter to CPDC confirming scope and budget 'approval' at different phases (SUAM section 9235.01.10, <http://www.calstate.edu/CPDC/SUAM/SUAM9230-9237.pdf>).
2. The signed cover of the Project A/E Agreement (if Design-Bid-Build or CM at Risk)
3. Signed Contractor or Design-Builder Agreement (first 2 pages only, no bonds or certification)
4. Contractor Prequalification Letter from bid file
5. All Campus-issued Building Permits for all Project Phases, authorizing start of construction, accompanied by the associated documentation as required for any given project phase by the Major Project Checklist. Additionally provide letters or other approval forms for the following:
  - Fire-Life Safety, Access, and Code Plan Check by Consultant(s), or Deputy-Building Official. (If approved by the Deputy-Building Official provide copy of that approval)
  - DSA Access Compliance
  - CASp review of project
  - Seismic Review Board
  - Mechanical Review Board
  - State Fire Marshal
  - Other reviews if required by nature of project (i.e. Health Department, Local Fire, etc.)
6. Notice to Proceed (to start contract) — provide all NTPs for phased projects.
7. Campus contingency and allowance log(s) which should indicate at a minimum: all change orders, all field instructions authorizing changes, all associated RFIs, contractor PCO numbers, contingency and allowance balances
8. All change order cover sheets, backup documentation is not required, final settlement change order with justification memo (if applicable)
9. Completed Project Closeout Checklist
10. OSFM Certificate of Occupancy
11. Notice of Completion (with county recorder's recordation date stamped on it) — provide all NOCs for phased projects.
12. Certification of Completion, Form 702.02C
13. Major Project Checklist, or other documents shall be provided upon special request.

Campus shall electronically transmit all of the required PPR documentation, compiled in one or two pdf files to CPDC at [cocm@calstate.edu](mailto:cocm@calstate.edu). *No hard copies are required.*

As part of the PPR process, CPDC staff may visit Campus during the course of the project planning, design, and/or construction. The Major Project Checklist may be used during these visits as a tool to learn more about Campus process, project progress, and best practices that may be of benefit systemwide.

CPDC staff (University Planner, Architect, and Construction Manager) comprise the members of the Team that may review each PPR received. Based on the report and other considerations, the Team will determine the necessity of a campus visit to perform an on-site post completion project review, and collectively present their recommendations in an Administrative Review Report to the CPDC Assistant Vice Chancellor (AVC) for confirmation. It is probable that no campus visit will be required. In the latter case, the CPDC Team review of the PPR is complete, and a draft of the Administrative Review Report will be forwarded to the campus and to the Certification Review Board.

In the event that the CPDC AVC confirms the on-site project review, the CPDC Team will work with the campus to establish a time and place for that review. Campus will make all original project files (including Procurement files) available to the CPDC Team for review (do not make copies of documents for the CPDC Team's review). Once the CPDC Team completes its review of the project files, they may have questions of Campus staff, request copies of documents, or have other requests. At the end of the visit, they will meet with Campus staff to review findings and concerns in an exit conference with the Executive Facility Officer and appropriate staff.

The CPDC Team and staff in Construction Management will prepare a composite draft On-site Review Report. The draft On-site Review Report will be transmitted to the campus for comment along with the Administrative Review Report prepared for AVC. As a part of this process the campus may issue a rebuttal to either report. If submitted, the CPDC Team will review campus rebuttal and make modifications to either report, as appropriate.

Upon the CPDC Team's report, the campus PPR and rebuttal will be attached to both CPDC reports, and all will be transmitted to the Certification Review Board with a copy to the Campus. The Certification Review Board meets periodically to review Project Performance Reports and recommend appropriate modifications to the Campus Management Delegation Agreement (or other actions) to the Executive Vice Chancellor/Chief Financial Officer with follow-up by the Assistant Vice Chancellor in CPDC.