CSU **The California State University**
OFFICE OF THE CHANCELLOR

CPDC Bulletin
23-006

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Bulletin: **Evaluations of Pre-qualified Architects**
Effective Date: **November 21, 2023**
From: **Planning & Design**
Item No. **Information**

Capital Planning, Design and Construction (CPDC) has created an Evaluation for Architects in Smartsheet, for universities to quickly and easily submit their reviews after the completion of the 100% Construction Document, at or near the project Notice of Completion (NOC). The new Evaluation template is effective November 21, 2023. For the proper applicability of the Evaluation for Pre-Qualified Architects template, please see below:

a) For projects that are in the Design Phase and/or Pre-construction, interim evaluations are recommended before entering into the Construction Phase or for a period performance longer than 12 months.

b) For projects that are in the Construction Phase, interim evaluations are recommended for a period of performance longer than 12 months.

c) For projects that are at or near the project Notice of Completion, final evaluations are required.

Collecting architects' performance information assists CPDC with the prequalification process for architects and the Certification Review Board (CRB) by providing evaluations of the performance for architectural design services on California State University (CSU) building and construction projects. CPDC and the universities rely on clear and timely evaluations of design professionals' performance to make informed business decisions when awarding CSU design service agreements, design-build and collaborative design-build contracts with design services, and task orders. This information is critical to ensure that CSU only does business with architectural firms that provide top quality deliverables and services in support of the universities. In addition, the performance information gathered will allow CSU and CPDC to review and anticipate design quality trends.

Finally, the performance information provided will allow CPDC to create a library within our Pre-qualification for Architects (currently PlanetBids) portal of past project evaluations to supplement university selection process for future requests for qualifications.

Communication between the university and Architect of Record (AOR) during the performance (service) period is encouraged. The performance evaluation is a method of recording the AOR's performance and is a method for providing feedback of performance information to the AOR during the project. Evaluations can be used as an objective report of the performance for rendered design services throughout the duration of the project – not just at the end of the design phase at NOC.

When a university provides the NOC for any project, the university Project Manager prepares the Evaluation of Pre-qualified Architects using the information gathered and notated throughout the life of the project and sends it to the Executive Facilities Officer (EFO) for their review, before submitting to CPDC at the link below.

Information in the evaluation represents the AOR's performance appraisal; therefore, the information to support the evaluation should accurately depict and correspond to the architectural firm's performance. Usage of the automated performance collection capability is aimed at reducing reliance on paper, improving the business process, and increasing efficiency.

Annually, CPDC will archive performance evaluations in PlanetBids to determine if any completed projects have not had an architect's evaluation submitted as well as to provide a depository for metrics of AOR's past performance. Those metrics will be shared with the EFOs and University campus personnel in an effort to gather performance information for future projects and endeavors. Past evaluations will be archived in PlanetBids and can be accessed using the attached "Instructions to Access CSU Prequalified Architect's Archives on PlanetBids".

For additional assistance, contact Director of Architecture, Jack Andersen, at jandersen@calstate.edu.

Attachments: Instructions to Access CSU Prequalified Architect's Archives on PlanetBids

Weblinks: Evaluation_Pre-qualified_Architects

Applicability: Procurement, Planning & Design, Construction Services, Capital Outlay, Public Works. All new design and construction projects advertised after the publish date of this bulletin as well as all projects currently under executed agreements and contracts.

End of Bulletin