

PROJECT PERFORMANCE REPORT INSTRUCTIONS  
CAPITAL PLANNING, DESIGN AND CONSTRUCTION

In compliance with the requirements of Executive Order No. 672, of the delegation agreement, and SUAM section 9002, Campus shall submit a Project Performance Report for each and every major capital outlay project within 60 days of the filing of the Notice of Completion. The Project Performance Report is comprised of the Project Performance Report Questionnaire, the Project Data Entry Workbook, and Required Documentation, as itemized in item C below. The Project Performance Report (PPR) must contain:

- A. The completed PPR Questionnaire
- B. Project Data Entry Workbook (in Excel format)
- C. Required Documentation as follows:
  1. Copy of 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. Copy of final campus letter attesting that campus disabled users group have had the opportunity to review and comment, or (preferred) the final confirmation letter from this group relative to this project (SUAM section 9235.01.12, <http://www.calstate.edu/CPDC/SUAM/SUAM9230-9237.pdf>).
  3. Copy of the signed cover of the Project A/E Agreement
  4. Copy of Extra Service no. 1 for project (if no extra services issued, so note in this response)
  5. Copies of the following approvals (SUAM section 9232, <http://www.calstate.edu/CPDC/SUAM/SUAM9230-9237.pdf>)
    - Code Plan Check by Consultant or Deputy-Building Official. (If approved by the Deputy-Building Official directly, provide copy of that approval)
    - Access Compliance
    - Seismic Peer Review
    - State Fire Marshal
    - Mechanical Peer Review
    - Other reviews if required by nature of project (i.e. Health Department)
  6. Validation of code and policy compliance to authorize construction signed by Deputy-Building Official.
  7. Notice to Proceed (to start construction)
  8. Certificate of Occupancy
  9. Notice of Completion (with county recorder's recordation date stamped on it)
  10. Certification of Completion, Form 702.02C, Appendix D, SUAM
  11. Any significant global milestone change orders, final settlement change order and justification memo (if applicable).

Campus shall electronically transmit a complete copy of the PPR to CPDC at [cocm@calstate.edu](mailto:cocm@calstate.edu).  
*No hard copies are required.*

CPDC staff (University Planner, Architect, and Construction Manager) comprise the members of the Team that is required to review each PPR received. Based on the report and other considerations, each member of the Team will determine the necessity of a campus visit to perform an on-site project review, and collectively present their recommendations in an Administrative Review Report to the CPDC Assistant Vice Chancellor (AVC) for confirmation. Note that it is possible that only one or two members of the Team may recommend making a campus visit, and it is possible that no campus visit may 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 for comments and then 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 University Facility Officer and appropriate staff.

The CPDC Team will each prepare their respective portions of the On-site Review Report, 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.

Attachments:

- Project Performance Report Questionnaire
- Project Data Entry Workbook
- Project Performance Report Flow Chart