

**BOARD OF TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY
POLICY ON THE APPOINTMENT OF ARCHITECTURAL FIRMS FOR STATE &
NONSTATE FUNDED MAJOR CAPITAL OUTLAY PROJECTS**

I. PURPOSE

The purpose of this policy is to establish a well-defined and fair procedure to be used by the chancellor's office and the campuses in the selection of architectural firms to design major capital outlay projects.

II. POLICY

It is the policy of the Board of Trustees of the California State University (CSU) to identify and effectively utilize the professional skills of the architectural firms most highly qualified for a CSU project, and to base the CSU architect selection process on the professional qualifications and past performance of the applicant firms. It is further the policy of the trustees to endeavor to hire architects who can create efficient, functional and aesthetically pleasing buildings and facilities that further the educational mission of the CSU.

III. PROCEDURE

A. Notice/Announcement

Once each year, the Chancellor's Office shall announce and publish a notice that the CSU desires submittals of a questionnaire and brochure from all architectural firms interested in performing architectural services for the CSU during the following fiscal year.

B. Submittals and Staff Review

Once each year interested architectural firms shall submit the completed questionnaire and brochure by an announced date to the Chancellor's Office, Attention: Office of Capital Planning, Design and Construction (CPDC). The Chancellor's Office will evaluate the eligibility of each firm by reviewing the questionnaires and brochures of each firm. They will then place the firms in appropriate categories based on project types and construction value.

CPDC shall prepare a list of prequalified architects upon completion of the evaluation. The approved firms will immediately be notified of their approval for consideration during the following fiscal year.

C. Short List/Interviews/Appointments of Architectural Firms

Once a capital outlay project has been approved, the campus will use appropriate project specific criteria to select from CPDC's list of prequalified architects, a group of architectural firms. The campus will develop a short list of not less than three firms and prepare invitations to the short listed firms to be interviewed. The campus will form a panel for the purpose of interviewing the short list of architects. The panel may contact previous clients and users of projects designed by the short listed firms and, upon completion of the interviews, prioritize the list of firms and establish a first, second, and third order of preference. Upon completion of the interview process, the campus may select the firm rated first and notify the architect of the intended appointment.

In the event that it is not possible to conclude an agreement for architectural services for any reason with the first choice appointed architect, the campus shall terminate negotiations with the architect and enter into a contract with the architect rated next in preference. In the event that an architect is unable to complete architectural services once under agreement, the campus shall terminate the agreement and enter into an agreement with a firm approved by the panel that is qualified to complete the project.

Each campus shall advise CPDC of its selections as soon as they are made and the information will be reviewed for compliance with the Board of Trustees' policy and added to the campus file maintained in the system office.