



Office of the President

# Memorandum

**Date:** July 14, 2015

cc: Cabinet  
Dr. Walter M. Marquez  
Jonna J. Lewis  
(all w/ attachments)

**To:** Dr. Steven N. Garcia  
Vice President for Administrative Affairs  
and Chief Financial Officer

**From:**   
\_\_\_\_\_  
Soraya M. Coley, Ph.D.  
President

**Subject:** Delegation of Authority – EXECUTIVE ORDER NO. 666  
Delegation of Professional Appointments Related to Capital Outlay Projects and  
Campus Physical Development

Pursuant to Executive Order No. 666, I am delegating to the Vice President for Administrative Affairs and Chief Financial Officer, the authority to implement and exercise the provision of said Executive Order, subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

(w/attachments)

The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275

(562) 985-2800

**Date:** March 7, 1997

**To:** Presidents

**From:** Barry Munitz *B. Munitz*  
Chancellor

**Subject:** Delegation of Professional Appointments Related to Capital Outlay Projects and Campus Physical Development – Executive Order No. 666

Attached is a copy of Executive Order No. 666 which delegates authority to you to make all professional appointments relative to capital outlay projects and campus physical development.

At its January 1997 meeting, the Board of Trustees approved two resolutions regarding the policy and procedures on professional appointments. Implementation procedures will be issued under separate cover.

It is your responsibility as President to implement Executive Order No. 666 where applicable and to maintain the campus repository and index for all Executive Orders.

BM:rp

Attachments

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**Distribution:** Vice Presidents, Administration and Finance  
Executive Deans  
Vice Chancellors  
PPD Staff

The California State University  
Office of the Chancellor  
400 Golden Shore  
Long Beach, California 90802-4275  
(562) 985-2800

**Executive Order No.:** 666  
**Title:** Delegation of Professional Appointments Related to Capital Outlay Projects and Campus Physical Development  
**Effective Date:** March 7, 1997  
**Supersedes:** No Prior Executive Order

This Executive Order is issued pursuant to authority of Section 7(e) of Chapter III of the Standing Orders of the Board of Trustees of The California State University, and delegates the following authority to campus Presidents or designees.

**I. Authority**

Effective immediately, each campus President or designee is delegated authority to make **all** professional appointments relative to capital outlay projects and campus physical development.

**II. Responsibility**

The campus President or designee is responsible for ensuring that:

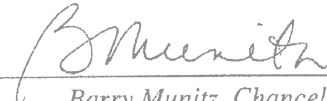
- A. The authority delegated by this Executive Order is exercised in compliance with all applicable statutes and regulations and policies of the Board of Trustees.
- B. The process for all architectural appointments relative to capital outlay projects is carried out in accordance with the attached Board of Trustees' "Policy on the Appointment of Architectural Firms for State and Nonstate Capital Outlay Projects" (RCPBG 01-97-01), which this by reference is incorporated into this Executive Order.
- C. The process for all other professional appointments is consistent with guidelines of the State University Administrative Manual (SUAM).
- D. Appropriate internal controls are in place to ensure that systemwide standardized architectural, engineering, and other professional appointment contract forms are utilized when contracting with the selected professional.

**III. Accountability**

- A. The campus shall provide to the senior director, physical planning and development, a summary of each architectural and engineering selection that includes a list of the firms that were considered and the interview results.

**Executive Order No. 666**

- B. The campus shall provide to the senior director, physical planning and development, an annual report regarding the appointment of the Consulting Architect, Consulting Landscape Architect or Consulting Engineer. The report shall include a list of the firms that were considered and the methods used for selection.
  
- C. Authority delegated by this Executive Order may be revoked in whole or in part if in the judgment of the chancellor, the campus President or designee has not complied substantially with provisions of this Executive Order. Annual post-audits may be employed to determine compliance with provisions of this Executive Order.

  
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*Barry Munitz, Chancellor*

Dated: March 7, 1997

## BOARD OF TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY

### Policy on the Appointment of Architectural Firms for State and 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, which 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 Physical Planning and Development (PPD). 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.

Upon completion of the evaluation, a list of prequalified architects shall be prepared by PPD. 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 included in the trustees' budget, the PPD staff architect will prepare written criteria, relevant to the project to be designed, to select from a list of prequalified architects a group of architectural firms. The criteria for prequalification shall include the quality of performance of firms currently under contract. Using the list of firms provided by PPD, 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 forms 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

**Attachment A**  
**Executive Order No. 666**

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 that is most qualified to complete the project in the best interest of the CSU, as approved by the panel.

Each campus shall advise PPD of their selections when they are made. PPD will then provide the Board of Trustees with an information item regarding the selection at the next board meeting.