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## **Contract Administration:**

The number of contracts processed increased dramatically compared to last year. The Office of Contract Administration managed the procurement processes for and made an award of a total of 400 contracts in the 2006-2007 fiscal year (FY07) compared to 305 last year. Professional Services (Architectural, Engineering, and Consulting) contracts, and Service Orders on Consulting Term Contracts, numbered 302 for a total of \$15,255,009 compared to 229 contracts last year. There were 70 associated Professional Service Change Orders processed with a value of \$3,916,902. The Construction side of the Office handled 98 procurements for a total of \$108,640,694 compared to 76 procurements last year for \$98,744,892. There were 270 associated Construction Change Orders processed with a value of \$7,495,522.

During the year the Office issued a total of 40 Requests for Proposals (RFP's). The number of Professional Services RFP's executed reached 14, two less than last year's record pace. The Construction side of the operation executed a record shattering 26 RFP's compared to 12 last year. The increase was due to a shift to Competitive Negotiation type procurements and to the initial South Lawn Project significant Trade Packages issued as RFP's during this fiscal year.

We continue to team with the Director of Diversity and his staff to strategize and plan for increased diversity in Trade Contractor spending through recruitment of small, women, and minority-owned firms. In addition the following new SWaM initiatives were put in place in FY07:

- 1) Director of Diversity is now invited to participate as an Advisor to the Selection Committees for Construction Services for projects over \$10 million;
- 2) Dedicated SWaM Contract Administrator was hired as an additional position working full time on Facilities Management's efforts to increase diversity spending; and
- 3) Contract Administrator for Health System Construction was tasked with supervisory responsibility for the new SWaM position since he had handled most of the previous SWaM outreach and reporting and could provide experienced guidance. Along with his new supervisory responsibilities, he was promoted to a Senior Contract Administrator level and functions as an Assistant Manager to the Office.

The new SWaM Contract Administrator's work includes sourcing and outreach to Professional Services Consultants, Construction Contractors and CM's, as well as the Vendors for the Facilities Management Materials Division. She is now preparing all SWaM reports and the statistics are looking more impressive as a result of the team's hard work. For reference, the total University SWaM spending in FY07 was in excess of \$100 million, and over \$40 million of that was related to Professional Services and Construction. At the University in FY07 SBE spending was up 82%, MBE spending was up 31%, and WBE spending was up 45%. Facilities Management's efforts to increase reporting of 2<sup>nd</sup> tier Trade Contractor spending were very successful during the 3<sup>rd</sup> and 4<sup>th</sup> quarters. During the 4<sup>th</sup> quarter alone the new SWaM Administrator contacted more than 60 firms for potential business opportunities. Recent presentations by majority firms competing for capital projects also demonstrate that these firms have clearly heard the SWaM message as the project plans submitted reflect a great deal of effort and desire to support the University's SWaM initiative.

From October 2006 through March 2007 the Construction Services Manager was assigned as Director of the Main Heat Plant Expansion project. In this role he worked to create a team environment between the FP&C Project Team, the Plant Operations Staff, the Director of Utilities, the CM Advisor, and the Design/Build Contractor. After the successful implementation of several process and staffing modifications, the project management responsibility was transitioned to one of the new Health System Team Leaders.

Considerable efforts are being expended to enhance and expand the Contract Administration website, the "Links and Forms" webpage, and the "Desktop" computer resource as a service and professional tool for our staff, consultants, and contractors. This should result in improved consultant and contractor participation and pricing, and

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improved staff efficiency and consistency. Significant updates, modifications, and additions have been made and we are continuing to incorporate the University's new contracting authority and process improvements. Work is in progress to further define and refine thirteen of our more commonly used construction procurement options. Specific webpages have been created for Professional Services, Construction Administration, SWaM, UVA HECO/CO Forms, and Contracting Options. Existing pages for Advertisements, Procurement Results, etc. have been updated. New/revised UVA HECO/CO forms and correspondence templates have been created and posted.

As a result of unprecedented University construction activity, the Construction Services Manager was assigned responsibility for a new FP&C initiative to gather and provide construction traffic impact data to the Community Relations Office for distribution. A scope of work was created, a traffic consultant (Kimley-Horn) was hired, meetings are being held, data has been gathered from approximately 10 major projects, and weekly update data is being provided to the Community Relations Office as requested.

FY07 produced additional State mandated e-procurement and i-procurement requirements for the Construction and Professional Services procurement process. An example is the eVA fees that increased beginning August 15, 2006, for all firms except those certified by DMBE as SWaM firms. Our Senior Contract Administrator was responsible for interfacing with the Purchasing Department to incorporate any necessary changes to our process. He also trained our staff on new programs to ensure compliance by our Office.

This year brought the celebration of the 35<sup>th</sup> year of University employment for our Contract Administration Manager, and sadly the retirement of our long-term Professional Services Contract Administrator. Our Professional Services Contract Administrator' replacement, was previously positioned as the Manager of the Facilities Management Materials Division. In response to and in anticipation of our increased level of activity and responsibilities, and the need for ever increasing acceleration of our schedules, we requested and received approval for three new positions. We anticipate advertising for these positions starting in September 2007. Also in response to the growth of FP&C and our Office we have received approval to move to a larger leased space. Our lease has been finalized and we anticipate our move to take place in October of 2007.

The Office continues to promote and encourage professional certifications and training. The Construction Services Manager successfully completed the DGS courses for CPSM training and VCCO certification. He also participated in Certified Building Official Training and Virginia Erosion & Sediment Control Basic and Inspectors courses. In FY07, our Senior Contract Administrator completed requirements for the UVA Facilities Management Supervisory Development Series.

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# Appendix B

