

## **Contract Administration:**

For the third straight year, the number of contracts processed increased significantly compared to the previous year. The Office of Contract Administration managed the procurement processes for and made awards on a total of 556 contracts in the 2008-2009 fiscal year (FY09) compared to 498 the previous year.

Professional Services (Architectural, Engineering, & Consulting) contracts, and Service Orders on Consulting Term Contracts, numbered 388 for a total of \$40,713,498 compared to 349 contracts the previous year totaling \$27,458,089. There were 91 associated Professional Service Change Orders processed with an additive value of \$5,743,709 and a deductive value of \$200,946 for a net additive value of \$5,542,763.

The Construction side of the Office handled 166 procurements for a total of \$200,454,204 in a very favorable bid market, compared to 149 procurements the previous year totaling \$192,116,373. There were 288 associated Construction Change Orders processed with a net value of \$13,519,785. Major planned Change Orders included in this total are CM Construction Phase Services and site utilities of \$1,569,424 for the Information Technology Engineering Building and \$1,734,222 for the CAS Physical and Life Science Research Building, and \$1,000,000 for Hospital Bed Expansion site services.

During the year the Office issued a total of 39 Requests for Proposals (RFP's). The number of Professional Services RFP's executed was 11 and Construction RFP's totaled 28 - half of which were for the Hospital Bed Expansion Project Trade Package procurements. This compared to 48 RFP's the previous year - mostly for the South Lawn and the Emily Couric Cancer Center Projects.

We continue to team with the Director of Supplier Diversity and his staff to strategize and plan for increased diversity in Trade Contractor spending through recruitment of small, women, and minority-owned (SWaM) firms. In addition the following new SWaM initiatives were put in place in FY09:

- 1) Director of Supplier Diversity in addition to participating as an Advisor to the Selection Committees for Construction RFP's for projects over \$10 million is now exclusively responsible for providing the SWaM portion of the Technical Proposals score on competitive negotiations of all sizes.
- 2) An increased emphasis on SWaM participation in Facilities Management's procurements over the last few years, under the guidance of the Director of Supplier Diversity, has lead to the accomplishment of the overall aspirational goal of 40% for SWaM spending for the University's 207 and 209 agencies. We continue to have increases in SWaM spending, with indications that the numbers are still on the rise. Special efforts are continuing to work with the women and minority firm component of SWaM to improve their representation in the overall total of spending.
- 3) Our Senior Contract Administrator for Health System Construction continues to take the lead in promoting SWaM participation in our procurements and he participated in the National Minority Supplier Development Council (NMSDC) seminar this past year. Several members of the Office of Contract Administration also staffed a booth at SWaM Fest IV at ODU in Norfolk and participated in the SWaM outreach meetings for the Information Technology Engineering Building and the CAS Physical and Life Science Research Building.

The 2<sup>nd</sup> Edition, Revision VI, of the University of Virginia Higher Education Capital Outlay Manual (HECOM) was posted to our web site on April 29, 2009. This was a significant update and revision of this 300 page manual involving countless hours of editing by our Office to implement the many suggestions for improvements. The electronic document is now fully linked with our web site content for ease of reference.

The Office continues to spearhead considerable efforts to enhance and expand the Contract Administration web site, the "Links and Forms" web page, and the "Desktop" computer resource as a service to and as professional tools for the FP&C Staff, and University Consultants and Contractors. The continuous improvement effort is contributing to enhanced Consultant and Contractor participation and pricing and increased FP&C efficiency and consistency. Significant updates, modifications, and additions have been made and we are continuing to incorporate process and document improvements as we work in conjunction with the Associate General Counsel and Special Assistant Attorney General for the University. Work is in progress to further define and refine the more commonly used and more complex construction procurement options. Specific web sections have been created for Professional Services, Construction Administration, and Contracting Options, and existing web pages and templates including the UVA HECO/CO/DGS Forms page continue to be updated. New forms and templates are created and posted as needs are identified.

The Office consistently promotes and encourages professional involvement, certification, and training. Members of the Office, with the support of the Director of FP&C, attended the Virginia COAA semi-annual workshops and the annual meeting for the national organization. In addition the Office Director served as the COAA Virginia Chapter Treasurer this past year. Several members of the Office attended State BCOM sponsored CPSM training, VCCO training, passed the test, and received their VCCO certification this past year. In addition our new Contract Administrator for Academic Construction earned the status of Certified Professional in Supply Management. Contract Administration staff also participated in and helped lead FP&C training sessions that were held for all new staff, a separate "refresher" on Construction Contracting Options, and numerous other training opportunities.

## Construction Work-in-Place 1994-2009

