

## **Contract Administration:**

For the first time in recent years, the number of contracts processed decreased in comparison to the previous year. The Office of Contract Administration managed the procurement processes and made awards for a total of 439 contracts in the 2009-2010 fiscal year (FY10) compared to 556 the previous year.

Professional services contracts (architectural, engineering, and consulting), and service orders on consulting term contracts numbered 345 for a total of \$18,680,971 compared to 388 contracts the previous year totaling \$40,713,498. There were 121 change orders processed with an additive value of \$4,448,518 and a deductive value of \$4,011,032 for a net additive value of \$437,486.

The construction side of the office handled 94 procurements for a total of \$169,838,188 in a very favorable bid market, compared to 166 procurements the previous year totaling \$200,454,204. There were 342 associated construction change orders processed, with a net value of \$24,074,538. Major planned change orders included in this total were the College at Wise Multi-Purpose Building Final Building Package valued at \$1,150,666, the CAS Physical and Life Science Research Building MEP Package valued at \$1,927,797, and the Rice Hall MEP Package valued at \$1,318,652.

Over the course of the year, the office issued a total of 23 requests for proposals (RFPs). The number of professional services RFPs executed was seven, and construction RFPs totaled 16 (nine of these were associated with the Lee Street Connective Elements project). This compared to 39 RFPs the previous year - half of which were for the Hospital Bed Expansion Project Trade Package procurements.

We continue to team with the Director of Supplier Diversity and his staff to strategize and plan for increased diversity in Prime and Trade Contractor spending through the recruitment of small, women-owned, and minority-owned (SWaM) firms. In addition the following new SWaM initiatives were put into place in FY10:

- 1) Office of Supplier Diversity staff, in addition to participating as advisors to the selection committees for capital project construction RFPs, are 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% 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-owned 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 again this past year. Members of the Office of Contract Administration also staffed a booth at the excellently attended SWaM Fest V in Roanoke and participated in SWaM outreach meetings for various projects.

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, and we've continued to make minor improvements since that time. The update and revision of this 306 page manual involves many hours of editing by our office to implement the steady flow of suggestions for improvement. The electronic document is now fully linked with our web site content for ease of reference.

The office continues to spearhead efforts to enhance, expand, and update the Contract Administration web site, the FP&C "Links and Forms" web page, and the FP&C "Desktop" online resource as a service for the FP&C Staff, as

well as University consultants and contractors. The continuous improvement effort is contributing to enhanced consultant and contractor participation and pricing, as well as 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.

As part of our ongoing posture to improve the capital project execution process, a Building Information Modeling (BIM) Committee has been established within FP&C that has reviewed literature, interviewed A/Es and CMs that use aspects of BIM on UVa projects, and discussed best practices with representatives of other universities. An Integrated Project Delivery (IPD) Trade/Subcontractor Committee was also established to explore contracting options to allow trade/subcontractor design-phase services that will satisfy the UVa procurement rules for competitive pricing. The BIM Committee has made recommendations for BIM implementation at UVa and the IPD Committee is expected to make recommendations soon. Committee members are starting to develop procedures and contract documents for use in procuring A/E and CM services to implement BIM as a design collaboration tool and for contracting with major trade/subcontractors early in the design process as part of a customized IPD methodology.

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 semi-annual meetings for the national organization. In addition the office director served as the COAA Virginia Chapter Treasurer again this past year, and UVa hosted the April 2010 Virginia COAA workshop with over 120 registered people representing facility owners from around Virginia. In addition one of our contract administrators for academic construction earned the status of Certified Professional Contracts Manager (CPCM). This designation is awarded by the National Contract Management Association. Contract Administration staff also participated in and helped lead FP&C training sessions that were held for all staff and participated in numerous other training opportunities.

Facilities construction completed during the year represented a contract construction work in place volume of \$208.4 million.

