

### **Contract Administration:**

The number of contracts processed was fairly stable as compared to the previous year. The Office of Contract Administration managed the procurement processes for and made awards on a total of 416 contracts in the 2010-2011 fiscal year (FY11) compared to 439 the previous year.

Professional services contracts (architectural, engineering, and consulting), and service orders on consulting term contracts, numbered 333 for a total of \$14,571,144, compared to 345 contracts the previous year totaling \$18,680,971. There were 83 change orders processed with an additive value of \$2,359,798 and a deductive value of \$20,000 for a net additive value of \$2,339,798.

The construction side of the office handled 83 procurements for a total of \$100,998,080 in a very favorable bid market, compared to 94 procurements the previous year totaling \$169,838,188. There were 414 associated construction change orders processed with a net value of \$34,032,207 compared to 342 change orders the previous year totaling \$24,074,538. Major change orders included in this total were the Medium Temperature Hot Water Upgrade Phase II valued at \$1,095,597, the Newcomb Hall Renovations valued at \$1,234,794, and Old Jordan Hall HVAC Replacement valued at \$3,894,420.

During the year the office issued a total of 12 requests for proposals (RFPs). The number of professional services RFPs executed was 6, and construction RFPs totaled 6. This compared to 23 RFPs the previous year.

We continue to team with Supplier Diversity to strategize and plan for increased diversity in Prime and Trade Contractor spending through recruitment of small, women, and minority-owned (SWaM) firms. In addition the following SWaM initiatives continued in FY11:

- 1) Contract Administration participated in Professional Services Education Series put on by Supplier Diversity to meet and assist SWaM firms.
- 2) An emphasis on SWaM participation in Facilities Management's procurements over the last few years, under the guidance of the recently departed Director of Supplier Diversity, has led to the accomplishment of the overall aspirational goal of 40% for SWaM spending for the University's 207 and 209 agencies. 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 again this past year. He also participated in the Bluebook Network – GC Showcase in Roanoke in April 2011.
- 4) Members of the Office of Contract Administration staffed a booth at the excellently attended SWaM Fest VI in Short Pump in October 2010 and participated in various SWaM outreach meetings.

The University of Virginia Higher Education Capital Outlay Manual (HECOM) was updated to transfer Chapter 7 (Engineering & Technical Criteria) to the University Facility Design Guidelines. This and other updates and revisions of this 257 page manual involve 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 "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.

As part of our ongoing effort to improve the capital project execution process, a Building Information Modeling (BIM) Committee was 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 meet the UVA Procurement Rules requirements for competitive pricing. The BIM & IPD Committee have made recommendations for implementation at UVA. Preliminary draft 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 have been developed and additional documents are in development as the process is reviewed and refined. We plan to offer our A/E and CM firms the opportunity to review and comment on the documents later this year.

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 again this past year and UVA hosted the March 2011 Virginia COAA workshop with 110 people registered representing facility owners from around Virginia. The workshop included sessions on Modular and Lean Construction, and a tour of the new Cancer Center. In addition, one of our Contract Administrators for Academic Construction earned his Graduate Certificate of Achievement in Procurement and Contracts Management in December 2010. 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 \$219.6 million.

### Construction Work-in-Place 1994-2011

