

Contract Administration:

The number of contracts processed increased 11% as compared to the previous year. The Office of Contract Administration managed the procurement processes for and made awards on a total of 461 contracts in the 2011-2012 fiscal year (FY12) compared to 416 the previous year.

Professional services contracts (architectural, engineering, and consulting), and service orders on consulting term contracts, numbered 380 for a total of \$12,484,660 compared to 333 contracts the previous year totaling \$14,571,144. There were 84 change orders processed with a net additive value of \$5,525,513.

The construction side of the office handled 81 procurements for a total of \$124,875,443 in a favorable bid market, compared to 83 procurements the previous year totaling \$100,998,080. There were 383 associated construction change orders processed with a net value of \$30,347,969 compared to 414 change orders the previous year totaling \$34,032,207. The only change order included in this total over one million dollars was the planned change order for the Track and Field Facility Improvements (Lannigan Field) valued at \$1,524,041.

During the year the office issued a total of 28 requests for proposals (RFPs) compared to 12 RFPs the previous year. The number of professional services RFPs executed this year was 15, and construction RFPs totaled 13.

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 FY12:

- 1) New Director of Supplier Diversity was hired and meetings were held to bring him up to speed and to understand his initiatives.
- 2) Participated in Construction Services Education Session titled "UVA Construction Opportunities De-Mystified" put on by Supplier Diversity to meet and assist SWaM firms in May 2012.
- 3) An emphasis on SWaM participation in Facilities Management's procurements continues with an overall aspirational goal of 42% for SWaM spending for the University's 207 and 209 agencies. Special efforts are made for women and minority-owned firms to improve their representation in the overall total spending.
- 4) Our Manager of the Office of Contract Administration 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 Charlottesville at the JPJ Arena in April 2011.
- 5) Members of the Office of Contract Administration staffed a booth at the excellently attended SWaM Fest VII in Short Pump in September 2011 and participated in various SWaM outreach meetings.

The University of Virginia Higher Education Capital Outlay Manual (HECOM) is undergoing a general update. Updates and revisions of this 250+ 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 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 increased FP&C 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. Existing web pages and templates including the UVA HECO/CO/DGS Forms page continue to be updated.

As part of ongoing improvements to the capital project execution process, we are implementing Building Information Modeling (BIM) as a design collaboration tool and for contracting with major Trade/Subcontractors early in the design process as part of a design assist methodology. Procedures and contract documents have been drafted for use in procuring Architect/Engineer, Construction Manager, Commissioning Agent, and Trade/Subcontractor services.

A BIM presentation/discussion was held in December 2011 with UVA's design and construction partners where the draft procedures and documents were presented. Comments were received and are being considered for incorporation. Minor revisions to our BIM documents are anticipated.

We have identified the University Hospital HVAC Upgrade Phase II as the pilot BIM project. The pilot project Engineering firm and three new Commissioning Agent term contract firms have all been selected using a competitive process that considered BIM evaluation criteria. We have currently advertised for the pilot project CM firm using a similar process and criteria.

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 2012 Virginia COAA workshop with 120 people registered representing facility owners from around Virginia. The workshop included sessions on Sustainability, Contracting Methods, and a tour of the new ITE Building. Contract Administration staff also participated in and helped lead FP&C training sessions that were held for staff and participated in numerous other training opportunities.

Facilities construction completed during the year represented a contract construction work in place volume of \$151.7 million.

