

## **Contract Administration:**

The number of contracts processed increased 6% as compared to the previous year. The Office of Contract Administration managed the procurement processes for and made awards on a total of 489 contracts in the 2012-2013 fiscal year (FY13) compared to 461 the previous year.

Professional services contracts (architectural, engineering, and consulting), and service orders on consulting term contracts, numbered 406 for a total of \$16,873,811 compared to 380 contracts the previous year totaling \$12,484,660. There were 38 change orders processed with a net additive value of \$4,189,830.

The construction side of the office handled 83 procurements for a total of \$83,444,216 in a favorable bid market, compared to 81 procurements the previous year totaling \$124,875,443. There were 289 associated construction change orders processed with a net value of \$19,065,309 compared to 383 change orders the previous year totaling \$30,347,969. The only change order included in this total over one million dollars was the planned change order for the Utility Tunnel Repairs – Central Grounds – Steam Line Upgrade valued at \$1,220,434.

During the year the office issued a total of 19 requests for proposals (RFPs) compared to 28 RFPs the previous year. The number of professional services RFPs executed this year was 7, and construction RFPs totaled 12.

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-owned, and minority-owned (SWaM) firms. In addition the following SWaM initiatives continued in FY13:

- 1) An emphasis on SWaM participation in Facilities Management's procurements continues with an overall aspirational goal of 43% for SWaM spending for the University's 207 and 209 agencies. Special efforts are made for women-owned and minority-owned firms to improve their representation in the overall total spending.
- 2) Our Office Manager 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 Showcase at Richmond International Raceway Torque Club in May 2013.
- 3) Members of the Office of Contract Administration attended SWaM Fest VIII in Short Pump in October 2012 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 suggestions for improvement. The electronic document is now fully linked with our web site content for ease of reference.

The Office Director is part of a small group developing an FP&C web site specifically for the public. This web site is scheduled to go live August 2013. The Office also continues to lead efforts to update the existing Contract Administration web site and the "Links and Forms" web page as a service to and as professional tools for the FP&C Staff, and University Consultants and Contractors. The continuous improvement effort contributes to FP&C consistency. 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. The University Hospital HVAC Upgrade Phase

It is the pilot BIM project now in progress. One of our Construction Contract Administrators is also working as part of a group reviewing FP&C's Project Information Management System (PIMS) and our processes, and looking at possible process and software changes.

The Office consistently promotes and encourages professional involvement, certification, and training. Members of the Office, with the support of the Director of FP&C, attend 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 supports the Virginia COAA workshops representing facility owners from around Virginia. Contract Administration staff also participated in FP&C training sessions that were held for staff and participated in numerous other training opportunities.