

## Contract Administration

The Office of Contract Administration managed the procurement processes for and made awards on a total of 419 contracts in the 2014-2015 fiscal year (FY15) compared to 438 the previous year. The dollar value of both the construction and professional services contracts increased significantly as the economy improved.

Professional services contracts (architectural, engineering, and consulting), and service orders on consulting term contracts, numbered 343 for a total of \$23,274,195 compared to 363 contracts the previous year totaling \$15,322,747. There were 35 change orders processed with a net additive value of \$6,508,628.

The construction side of the office handled 76 procurements for a total of \$101,580,548 in a favorable bid market, compared to 75 procurements the previous year totaling \$62,595,937. There were 105 associated construction change orders processed with a net value of \$5,495,943 compared to 189 change orders the previous year totaling \$7,475,780. The largest change order included in this year's total was for the Gilmer/Chemistry Renovation Project and was valued at \$377,284.

During the year the office issued a total of 14 requests for proposals (RFPs) compared to 12 RFPs the previous year. The number of professional services RFPs executed this year was 7, and construction RFPs totaled 7.

We continue to team with Procurement & Supplier Diversity Services to strategize and plan for increased diversity in Prime and Subcontractor spending through recruitment of small, women-owned, and minority-owned (SWaM) firms. On August 17, 2015, members of our office participated in a new Near Term Projects Outreach Event primarily for SWaM firms. In addition the following SWaM initiatives continued in FY15:

- An emphasis on SWaM participation in Facilities Management's procurements continues with an overall aspirational goal of 45% 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.
- Our Office Manager continues to take the lead in promoting SWaM participation in our procurements and had numerous meetings with SWaM firms. He also attended the National Minority Supplier Diversity Conference in November 2014.
- Members of the Office of Contract Administration attended SWaMFest X at Hotel Roanoke in October 2014. Members also participated in various SWaM outreach meetings.

Facilities Management's Web Based Project Information Management System (PIMS) has been replaced with new e-Builder Enterprise web-based construction management software. This project is a significant ongoing effort involving staff throughout Facilities Management. One of our Construction Contract Administrators was reassigned to work with Dave Blair and other staff to help with e-Builder implementation. Meetings with e-Builder are continuing to customize the software for Facilities Management's specific needs and process.

The Office continues to update both the new public and existing Contract Administration web site as a service to and as a professional tool for the FP&C Staff, and University Consultants and Contractors. Existing web pages and templates including the UVA HECO/CO/DGS Forms page continue to be updated.

A large ongoing effort of the office is to support the new University Hospital Expansion Project team. This is a \$377M project comprised of approximately 87,000 gsf of renovation and approximately 444,000 gsf of new construction. Significant time has been spent in helping to assemble the trade contractor team and get all firms under contract.