



University of Virginia • Facilities Management

Facilities Planning and Construction

Annual Report

2000-2001

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Foreword

This 2000-2001 Annual Report for the Facilities Planning and Construction Department highlights many accomplishments including:

- Completion and occupancy of several facilities. These are highlighted in the division sections of this report.
- Developing and publishing a report documenting the positive money and time saving impact of HECOM during its implementation through June 30, 2000.
- Awarding 77 construction contracts totaling \$71,774,624.
- Processing 163 professional service contracts totaling \$13,942,843.57.
- Planning and conducting two Inforum 2001's, separate open houses for contractors and design professionals to meet FP&C staff and learn about proposed projects.
- Continuation of an aggressive program for increasing the participation of minority and women owned business enterprise firms in procurements made by Facilities Planning and Construction.
- Submission of the 2002-2008 Six-Year Plan and the submission of the 2002-2004 Capital Budget Justifications.
- Installing equipment to enhance the capability of the Resource Center to assist and support project managers, students and faculty while reducing costs.
- Continuation of the Outreach Program of key staff making personal office visits to improve relations with contractors, architects and engineers.

Kenneth G. Smith, P.E.
Director, Facilities Planning and Construction



Facilities Planning and Construction

Overview

Mission Statement: Facilities Planning and Construction will provide architectural, engineering, landscape architectural, planning, construction administration, and real estate and space administration support to the University community. This support will include the management of programming, planning and construction of all University facilities. Facilities Planning and Construction will accomplish this mission in close coordination and cooperation with the Office of the Architect for the University. Appendix A illustrates the organization of Facilities Planning and Construction.

Specific responsibilities of the departments include, but are not limited to, the following:

- Manage projects to provide on-time, in the budget delivery while assuring appropriate design and construction standards and criteria established by the University, the state, or other appropriate agencies are followed.
- Provide assistance and guidance to the University community in the development of projects for planning and construction.
- Manage the professional consultant selection process to assure conformance to the requirements of the state's professional procurement procedure. Conduct all fee negotiations.
- Identify and implement opportunities for reduction of costs through value engineering and other cost reduction initiatives.
- Maintain current project information on-line to include budget and project progress status.

Facilities construction completed during the year represented a contract construction work in place volume of \$71.3 million. The projected work in place for fiscal 2001 is \$80.0 million. Appendix B presents a summary of contract construction work in place by year since 1992-93. (These construction cost figures do not include funds expended for the Darden School).

Capital Programs Management:

Projects in Design

- A new O'Hill Dining Facility
- Additions and Renovations to the McIntire School of Commerce
- The renovations of Garrett Hall
- An addition to the Aquatic & Fitness Center
- A new Studio Art Building
- A new Material Science Engineering/Nano Technology building
- A new 1000 car Parking Structure
- The Emmet Street Bridge

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- Long Term Environmental Research Station in Oyster
 - A series of Feasibility studies including the Arts & Sciences Building
 - Three projects, Special Collections, NRAO, and Fayerweather Hall, were completed and await resolution of funding in order to be bid

Projects in Construction

- A new Student Residence at Monroe Lane
- The second phase of the Lambeth Housing Stair Replacement
- An addition and renovation for the Miller Center
- An addition to and the renovation of Clark Hall
- A Student Faculty Center addition and renovations to the School of Law
- A new Student Activities Center for the College at Wise
- An addition to the Science Building for the College at Wise
- A new stormwater lake and improvements for the College at Wise
- Ongoing research labs renovations at Gilmer Hall

Projects Completed

- A new 140 bed First-Year resident hall (Woody House)
- The renovation of Peabody Hall
- A 120 bed dormitory for the College at Wise

Training and Development:

Five new staff members have joined the division in the past year bringing additional experience and expertise. The Division Manager, Elizabeth Lawson, FAIA, attended the State AIA Annual meeting. Several project managers and construction administrators attended technical training conferences. The Division staff participated in a variety of University, Facilities Management, and FP&C training sessions.

Health Sciences Center:

- The Health Sciences Center Division responded to 44 new requests for services, contributing to a total workload of 102 active projects. Using the HECOM threshold, these active projects included:
 - 13 projects in startup investigations; size to be determined.
 - 22 small non-capital projects with an average size of \$58,000 for a total of \$1,276,000.
 - 28 large non-capital projects with an average size of \$255,000 for a total of \$7,140,000.
 - 39 major capital projects with an average size of \$4,000,000 for a total of \$156,000,000.

The following Capital Project milestones were achieved over the past year:

- Construction was completed on the Health Sciences Library Renovations, Digestive Health Center and Emergency Department Renovations on the first level of University Hospital, the East Precinct Chiller Plant, Biochemistry Laboratory Renovations on the sixth floor of Jordan Hall, Old Medical School Vivarium and Suhling Wing HVAC Renovations, and the Pituitary and Nephrology Laboratory Renovations on the fifth floor

of the Old Medical School. Construction continues on the Biomedical Engineering and Medical Sciences Building, with completions scheduled for January 2002.

- Design was completed and the construction initiated for the Adult Bone Marrow Inpatient Unit on the third level of University Hospital, the Pharmacology Laboratory Renovations on the 5th floor of Jordan Hall, and the Department of Family Medicine in the Primary Care Center.
- Design studies and/or design work is in progress for the University Hospital Expansion, the Health Sciences Research and Education Building (MR-6), the Intensive Care Units on the third, fourth, and fifth levels of University Hospital, a Strategic Building Plan for the remaining Ambulatory Care Clinics, a Master Plan Update for the East Precinct of the Health Sciences Center, a Master Plan for the development of the Kluge Children's Rehabilitation Center, Office and Clinical renovations for the Departments of Surgery, and Neurosurgery in the Private Clinics Building, and Barringer Wing, respectively, the Otolaryngology Clinic in Suhling Wing, and the West Cafeteria, Pharmacy, and the Breast Care Center and the Infusion Center in the Multistory.

Training and Development:

The entire Division was recognized at an Organizational Development and Training Award Ceremony for its continuing effort to develop and refine individual learning action plans structured to meet individual performance goals and ongoing department needs. In keeping with these plans, the Division has continued computer based training focused on the enhanced use of the Project Information Management System, the implementation of conference room technology for electronic studio presentations and web based document sharing, and the distribution of palm pilots for project specific information retrieval and documentation in the field. The Division participated in Department wide training in contract procedures, helped facilitate the development of a standard Division I format, and encourage the use of alternative means of construction procurement for Medical Center projects. The Division has also sponsored Team based training workshops to provide a more cohesive and supportive work environment, and has facilitated numerous presentations on health care and research related topics by architectural and engineering firms who are leaders in their respective fields.

Engineering and Design:

The division received 101 new requests for project support during fiscal year 2001.

The Design Group completed several in-house projects throughout the University, and contributed to numerous other projects in various capacities during the year. Many departments were also assisted throughout the year with interior Design consultations and space programming.

Major accomplishments included:

- Alderman Library Cyber Café and new Circulation Desk.
- Bridge Center for Financial Markets, continuing work, providing designs for commemorative signage and plaques.
- New Atmospheric and Hydrology Labs for Environmental Sciences at Kerchof Hall.
- Renovations to Madison Hall's lower level.
- Entry improvements for the Engineering School at Thorton Hall.

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- Clemons Library, new Circulation Desk and upgrade of finishes in adjacent areas.
 - Darden School, new Help Desk counter.
 - Initiation of a multi phase project to upgrade and improve Carruthers Hall.
 - Pavilion VIII, Furniture selection for multi media classroom.

Refurbishment of Physics classrooms 205, 210 & 218 and Wilson rooms 140 & 301 were brought to modern technological standards under the Classroom Improvements program. Construction documents and a Building Permit were completed for a renovation to the south wing main level of Cocks Hall. Construction will be accomplished in summer of 2002. Planning was initiated for the refurbishment of four classroom-auditoriums for summer 2002.

- Re-roofing design and construction management services were provided for:

Clark Hall	Wilson Hall
Randall Hall	Bice House
Astronomy Building	Old Physics Addition
Peabody Hall	Rotunda Deck Renovation
- Project Management services for renovations were accomplished throughout the University community to include:

West Scott Stadium Parking Structure Repairs	Madison Bowl Athletic Field Improvements
McCormick Road Site Improvements	Maury Hall Electrical Distribution Upgrade
Electrical Distribution Upgrade Monroe Hall	Carruthers Hall Alterations
Drama Building Intercom System Replacement	French House Additional Interior Stairway
Alderman Road Dorm Concrete Repairs	Kent House Conference Services Offices
Campbell Hall Masonry Study	Olsson Hall Sun Microsystems Room
McCue Center Renovations	Halsey Hall Drainage
ITC-Emergency Power Systems Various Locations	Old Cabell Hall Language Laboratory
Elevator Renovations at Olsson, Gilmer and Physics	Rotunda Esplanade Roof
Chemical Engineering Fume Hoods	Mtn. Lake Bio. Station WWTP Upgrade
Structural Investigations and Reports for Numerous Buildings	
Elevator Improvements at Wilson Hall, Drama Education and Mechanical Engineering	
- Members of the division provided construction contract administration services using the competitive Make/Buy process, normal open bid process, and the request for proposal process.

Training and Development:

Personnel participated in varied development activities that included participation in the APPA Institute, Auto Cad Semester classes at PVCC; personnel attended AIA Conference and the annual Building Virginia Program in Richmond.

Real Estate and Space Management:

Real Estate and Space Management (RESM) provides guidance and support to best meet the real property and space needs of the University. RESM maintains, analyzes and submits data as mandated by the Commonwealth and as necessary to the operation of the University of Virginia.

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- Real Estate activities in fiscal year 2001 involved the management of approximately one hundred active contracts with an annual value of approximately \$6 million. Transactions of note include: 1) acquisition of a child care center, 2) acquisition of Jefferson Park Center (Genesis Building), 3) acquisition of two residential properties, 206 and 208 15th Street, 4) acquisition of City of Charlottesville property on Emmet Street, 5) and the sale of University property on Wertland Street. RESM coordinated several utility and construction easements and four facility demolitions, including the successful formal approval to demolish Miller Hall.
 - The pilot program for delegated authority (operating leases/income; property acquisitions; facility demolitions) was continued. Approximately seventy-eight (78) leases; nineteen (19) acquisitions and thirty-six (36) demolitions have been finalized since implementation of the program.
 - RESM continues to be responsible for the development and maintenance of the Geographic Information System (GIS) which includes mapping of all University facilities and properties. RESM assisted the University Foundation in mapping their land holdings.
 - RESM recorded and filed 163 Building Permits, 26 Tent Permits and 46 Certificates of Use and Occupancy.
 - RESM chairs the Real Estate Working Group. This group includes representatives from Facilities Management, Health System Center, Budget & Planning, Risk Management, General Counsel, Financial Administration, Architect for the University, Environmental Health and Safety, University Foundation and Executive VP and COO, that meet once a month to coordinate Real Estate actions and share information to the benefit of all.
 - RESM has assisted project managers in the acquisition and approval process of temporary trailers for Business Operations, Dining Services, Miller Center, North Grounds, Facilities Management and Health System.
 - RESM provided valuable training and learning experiences for students by coordinating Milton Airfield, Blue Ridge Hospital and Birdwood for Army ROTC Training and Milton Airfield facilities for Engineering Students.
 - RESM maintained good neighborhood relations with the Community in the reconciliation of a boundary dispute. Also a satisfactory settlement was negotiated with a tenant leasing University land in Clark County.
 - RESM utilized student wage employees to assist with Real Estate and Space Management projects. This both aided our office and provided training and experience for these talented individuals.
 - The GIS/Mapping Administrator provided over 266 projects for the University community this reporting period. Projects of note were (a) Special Groundswalk map prepared for the University Development and The Rector and Board of Visitors, (b) all mapping for the University telephone directory, (c) BOV and preparation of maps for the AARB.
 - The Space Administrator position was filled after the previous Space Administrator accepted a position as Associate Professor of Architectural History at the University of Cincinnati.

Training and Development:

- RESM staff attended both Access and Intermediate Access courses from ITC.

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- The GIS/Mapping Administrator, Bill Bond attended The National Collegiate CADD Conference at Michigan State University, East Lansing, MI, in July 2000; the 11th Annual Virginia GIS Conference in Richmond, Virginia, in October 2000, and the VA Tech/GIS and Remote Sensing Research Symposium in Roanoke, Virginia, in March, 2001.
 - The GIS/Mapping Administrator was accepted as a member of International Who's Who of Information Technology.
 - The Real Estate Contract Administrator completed various college level courses in pursuit of her baccalaureate degree.
 - The Real Estate Contract Administrator attended "Commercial Leasing in Virginia" seminar in October, 2000, in Richmond, VA.
 - RESM staff attended various departmental brown-bag training sessions as well as Palm Connected Organizers with Kenn McDermott training.
 - The Real Estate and Space Manager attended the AUREO (Association University Real Estate Officials) Meeting in July 2000, concerning Real Estate issues.
 - The Real Estate and Space Manager and The Real Estate Contract Administrator attended a Business Writing Seminar in March 2001.

Contract Administration:

Starting with procurement planning, the Contract Administration Offices services project managers and requestors by developing bidding documents and strategies for construction projects and issuing Requests for Proposals for Professional Services for larger projects, or issuing purchase orders or project orders for existing term contracts. The office is responsible for preparation and administration of all contracts for both construction and professional services including change orders and claims resolution administration.

Significant events during the year were:

- Awarded 77 construction contracts for a total of \$71,774,624.
- Awarded 163 professional services contracts for a total of \$13,942,843.57.
- Trained FP&C staff on the procurement of Professional Services and Construction according to the Virginia Public Procurement Act, and the policy and procedures of the Construction and Professional Services Manual, and the Higher Education Capital Outlay Manual (HECOM).
- Expanded the information available to the public on the Internet, and upgraded the information on Professional Services making it current on a daily basis.
- Added service contracts for Cost Consultant Services and Construction Administration Manager Term contracts
- Reported on the effectiveness of HECOM by submitting an interim one-year report on the measurements of effectiveness.
- Participated in "CONSTRUCTION INFORUM 2001" to exchange information with the contracting and subcontracting community and in the "DESIGN INFORUM 2001" for design professionals.
- A new shared position, Administrative & Program Specialist III Nancy Rush, was recruited.

Training and Development

Patricia Mathews, a Virginia Contract Officer, became a Certified Purchasing Manager (CPM). Richard Dickman, VCO attended a seminar on **Owners & Their Partners, Challenges They Face and How They Overcame Them** and another seminar on **The Strategic Approach to Delivering a Project**. The staff earned numerous continuing education points including those for certified procurement management. The two Virginia Contracting Officers took training for the Virginia Construction Contracting Officer Program which is effective September 1, 2001.

Office of Administration:

- The Office of Administration provides administrative support to Capital Programs Division, Engineering and Design Division, the Review Unit and other professionals (architects/engineers and project managers) within the department.
- Activities during the fiscal year were: Planned, organized and conducted the “Construction Inforum 2001” in March and the “Design Inforum 2001” in June.
- Assisted in the submission of the 2002-2008 Six-Year Plan and the submission of the 2002-2004 Capital Budget Justifications.
- Tara Holsapple was selected to fill the vacated Program Support Tech position. Jennifer Frinchaboy was selected as the Office Services Specialist in our Support Office at the Health Sciences Division.

Training and Development:

The support staff attended a number of training courses and seminars through National Seminars. Tara Holsapple completed the Supervisory Development training offered by the University Department of Organizational Development and Training. Tara Holsapple completed the Computer Survival Skills Program, and successfully completed all requirements for certification by the University of Virginia Information Technology & Communication to become a Local Support Associate (LSA); Ed Edgar completed the Web Basics Certification and Web Designer Certification training offered by the University Department of Organizational Development and Training. Tara Holsapple and Ed Edgar attended the Exceptional Assistance Network Program offered by Organizational Development and Training.

Information Systems:

- The IS Manager, Kenn McDermott, provided FP&C personnel numerous lecture/demo, and one-on-one training sessions on a variety of computer programs and equipment. Various other Facilities Management personnel, the Office of the Architect for the University, the Director, Scott Stadium Expansion at the Carl Smith Center project, and the Interim Director of Medical Center Physical Plant were also provided training and support.
- The IS Manager provided administrative support to Facilities Management personnel on the University’s Corporate Time program and served on ITC’s Cross Divisional Project (CDP) committee as the Facilities

Management Local Support Partner (LSP) to test and deploy two new versions of Corporate Time; one for the desktop (from version 4.2 to version 5.1) and the introduction of a web client.

- The IS Manager administered the Facilities management Weekly Time Reporting Module, which also includes Facilities Management users outside of FP&C.
- The IS Manager provided presentation design, technical support and equipment setup for a number of events such as the Facilities Management booth at the University's New Employee Orientation Fair, Facilities Management Personnel and Training's New Employee Orientation, Biomedical Engineering Project Partnering sessions, departmental brown-bag training sessions, FP&C Inforum events, and COAA and APPA presentations by the Chief Facilities Officer.
- The IS Manager ordered, installed and configured Palm Connected Organizers (a Personal Digital Assistant (PDA) type handheld computer) and trained users on their operation which included both local and remote modem "hot-synch" techniques, e-mail synchronization (both local and remote), e-mail address book conversion/migration, University Corporate Time synchronization and web page synchronization. This year the IS Manager developed a unique Palm training method which utilizes the Palm Operating System Emulator (POSE) to project a fully functional Palm onto a screen so users can follow along on their own Palms with the instructor. Two classes were held using this technique and nineteen people attended. Over sixty Facilities Management staff personnel now utilize this technology tool to enhance their personal productivity.
- The IS Manager specified, ordered and oversaw the configuration and installation of twelve new computers for FP&C and the Office of the Architect for the University, thereby ensuring full compliance with the Facilities Management four-year computer life cycle replacement goal.
- The IS Manager actively represented Facilities Management as a Local Support Partner (LSP) and made presentations on his "E-Holster" (which is used to carry electronic devices) and the Motorola T-900 wireless two-way pager/messaging unit at a monthly meeting of the LSP Admin group and again at the LSP Spring Conference. Additionally he served on the Conference Planning Committee for the Office Technology Conference 2001 and presented twice at this conference on the subject "Desktop Digital Imaging Made Easy", attending 43 people.
- The IS Manager served as the FP&C Department's content, production and executive Webmaster, posting updated information on existing pages, as well as developing new pages on an 'as needed' basis. The Inforum event web pages now routinely feature the on-line registration capability with automated data retrieval and reporting which the IS Manager developed last year.
- The IS Manager served as the production and executive Webmaster for the Architect for the University's web site and supervised the FP&C IS Intern in modifying the design of this site. Numerous pages were added or changed and the Signage Manual was converted to Adobe Acrobat Portable Document Format (PDF) and posted.
- The IS Manager ordered, installed, and configured another twenty desktop scanners and provided training on these units. He provided similar services for laser printers, color printers, label printers, digital cameras, photo editing software, photo transfer devices, ZIP Drives, projectors, uninterruptible power units, and document/image management software.

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- The IS Manager assisted in the design, procurement and testing of a multi-media conference room for the HSC Division which includes a ceiling mounted projector, a 'SmartBoard', a dedicated PC, a VCR, audio amplifier, speakers, conference phone, Webcam and wiring/equipment rack which allows the room to be used for audio/video conferencing and application sharing across the Internet. Additionally, the IS Manager applied for and received two grants which partially funded two major components of this system.

Training and Development:

- The IS Manager attended a number of conferences, seminars and workshops to stay current with the latest technology, including programs sponsored by ITC for the LSP and LTP communities.
- The IS Manager attended a four-day 2000 national conference for "Special Interest Group on University and College Computing Services" (SIGUCCS) in Richmond, Virginia
- The IS Manager was the guest speaker at a dinner meeting of the Charlottesville Chapter of the International Association of Administrative Professionals (IAAP). He demonstrated the use of Palm Connected Organizers and the Motorola T-900 Talkabout wireless pager/messaging device and discussed web tips and tricks.
- The IS Manager completed eight training classes offered by ITC, receiving "Web Basics Program" and "Web Designer Program" certification.

Resource Center:

- The Resource Center continued in its primary mission to support Facilities Management staff, consultant architectural and engineering professionals, faculty and students of the Schools of Architecture and Engineering, and other members of the University community.
- A dedicated HVAC system was installed in the Resource Center. This has allowed the Resource Center to operate at a constant 72°F with 35% humidity. Besides a more comfortable workspace, the drawings will be better preserved at a constant temperature and humidity.
- The Fontana storage cage was re-organized and cleaned, this has allowed the placement of lighting and workspace for better box inspections. The added space also allowed for the consolidation of other construction documents from the Medical Center and Richmond facilities.
- The University drawings held by BCOM were retrieved from Richmond and consolidated with the Resource Center collection. Many drawings were of higher quality than currently held and many were new to the local collection.
- The Resource Center took on the management of review drawings for the trade division. A system was devised to allow for the digitization and archiving of the preliminary and bid sets.
- Approximately one-third of the drawing collection was digitized, verified, and had additional entries made in the database.

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- A facility photo database was started and 1600 digital photos taken to record current conditions. Older photos will be added and indexed during the coming year.
 - A layer was added to the University Property Map to detail the footprint of demolished buildings. This will help identify unexpected findings during future construction.
 - With the success of our delivery of drawing images via the FM Webserver after one year, an FTP site was instituted to allow consultants to pass files to the Resource Center without having to use e-mail.
 - The Resource Center participated in the Construction Inforum 2001 and exhibited photos of University construction beginning ca.1889. It also participated in the Design Inforum 2001 and exhibited a series of architectural and planning drawings and sketches called “The Unrealized University”; the collection highlighted work that never left the drawing board.
 - The Resource Center Manager continued his support of the CAD efforts in FM by upgrading the installed base of AutoCAD LT licenses, specifying a replacement CAD workstation for MCPP, and a replacement scanner/plotter system for MCPP, and a new color plotter for Engineering & Design.

Training and Development:

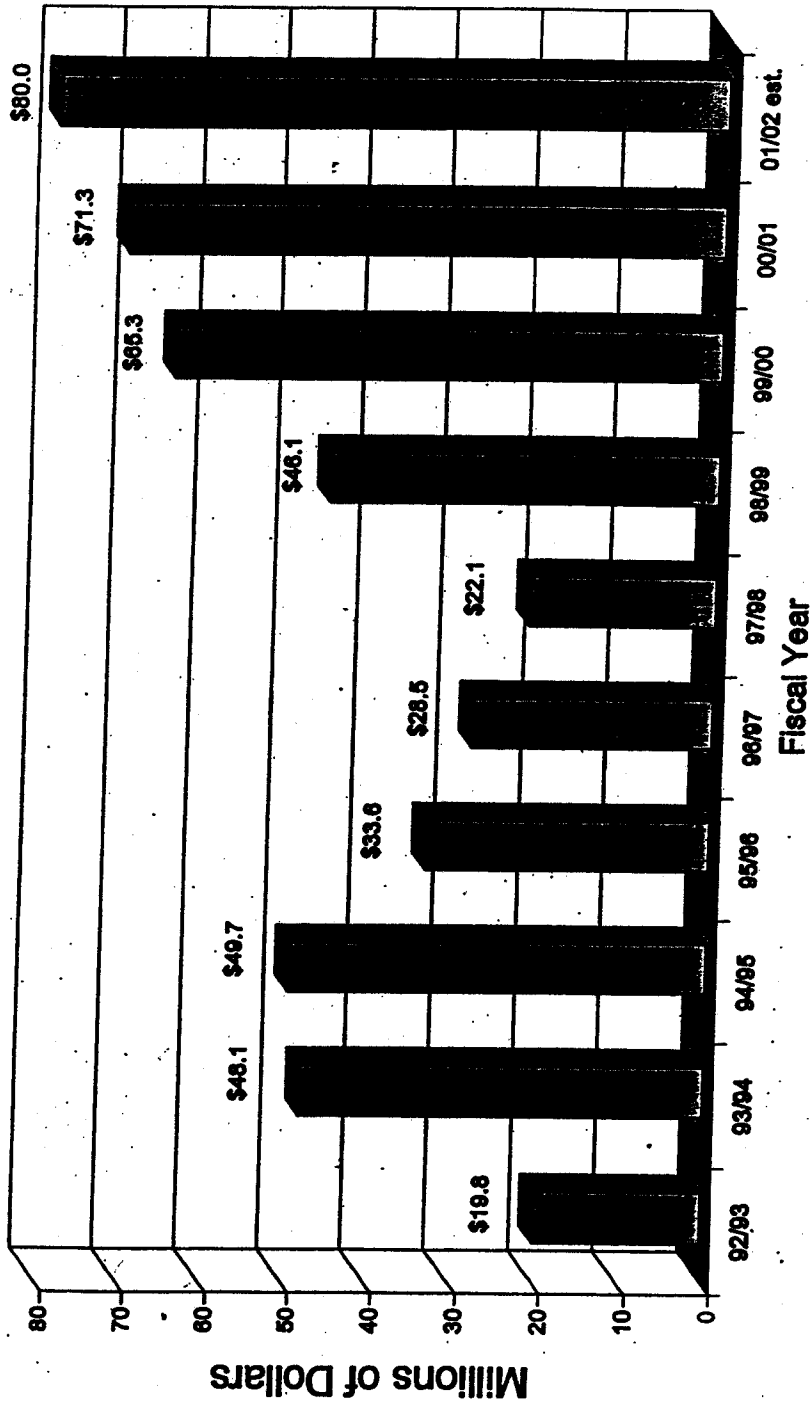
- The Resource Center Manager is a member of the instructional staff of the Facilities Management Computer Training Facility and taught 45 hours of classes including a new course offering, “Maintaining your PC”.
- He also is a member of the University’s Ergonomic Task Force and spoke at the University Ergonomics Conference.
- The Resource Center Manager attended the three-day IMR conference to be updated on coming changes to Alchemy document management software.
- The Resource Center Manager and Archivist attended a two-day conference on colonial revival architecture.
- The Resource Center Archivist coordinated Blood Drives with the American Red Cross and Virginia Blood Services.

Office of the University Review Unit (ASBO):

- Major Capital Outlay project reviews included the Special Collections Library, Clark Hall Renovation and Addition, College at Wise Student Center, College at Wise Science Building, Darden School of Business Expansion, Miller Center Addition and Renovation, Addition to the Aquatics and Fitness Center, MR-6 and the Monroe Lane Student Residence.
- The University Review Unit (ASBO) continues to review non-capital outlay projects for fire safety assisting the State Fire Marshal’s office.
- Reviews were performed for approximately 130 projects including Capital, Non-Capital and Fire Safety. Over 95% of the reviews were accomplished within the scheduled time.
- The University Review Unit provided staff for Value Engineering Studies on MR-6, Special Collections Library, and the Aquatics Center Addition.

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- The Senior Review Architect reviews all Building Permits submitted for Non-Capital projects being constructed by various University construction forces.
 - The Senior Review Architect spends each Thursday at the Health Sciences Davison to better coordinate the reviews and questions of the Project Managers for Health Sciences projects.

Construction Work-in-Place 1992-2002



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