

---

Facilities Planning and Construction  
Annual Report  
2001-2002

575 Alderman Road  
Charlottesville, VA 22903  
TEL 434/982-4621 FAX 434/982-4628

C.A. "Sack" Johannesmeyer, P.E.  
Director

---





---

## 2001-2002 Annual Report Table of Contents

Foreword .....	5
Overview .....	7
Academic Division.....	7
Health System Division .....	8
Engineering and Design Division.....	10
Real Estate and Space Management .....	11
Contract Administration.....	13
Office of Administration.....	14
<i>Information Systems</i> .....	14
<i>Resource Center</i> .....	16
<i>Finance and Budget</i> .....	17
Office of the Assistant State Building Official.....	18
Appendices:	
A    Facilities Planning and Construction Organization Chart .....	19
B    Contract Construction by Fiscal Year from 1994-2003.....	21



---

## *Foreword*

This 2001-2002 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, 2001.
- Awarding 60 construction contracts totaling \$46,303,178.
- Processing 176 professional service contracts totaling \$30,405,935.
- Planning and conducting Design Inforum 2002, open house for 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.
- Continuation of the Outreach Program of key staff making personal office visits to improve relations with contractors, architects and engineers.
- Developing the second edition of the HECOM and receiving Division of Engineering and Buildings / Bureau of Capital Outlay Management approval to publish.
- Establish new Design Services Manager position to provide oversight to capital project planning and budgeting and to provide assistance in capital project design development.
- Kenneth G. Smith, P.E., Director of Facilities Planning & Construction announced his retirement after 18 years of service to the University.
- C.A. "Sack" Johannesmeyer, P.E. was selected as the new Director of Facilities Planning & Construction. Sack was the former Construction Services Manager.
- Louis G. Martsolf, AIA, Chief Facilities Management Architect, retired on June 24, 2002 after 21 years of service to the University.

C.A. "Sack" Johannesmeyer, 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 \$68 million. The projected work in place for fiscal 2002 is \$75.0 million. Appendix B presents a summary of contract construction work in place by year since fiscal 1984. (These construction cost figures do not include funds expended for the Darden School).

### **Academic Division:**

#### **Projects in Design**

- A new Observatory Hill Dining Facility
- Additions and Renovations to the McIntire School of Commerce
- The renovations of Garrett Hall
- Aquatic & Fitness Center Chilled Water Plant
- A new Studio Art Building
- A new Material Science Engineering/Nano Technology building
- New Emmet Street Parking Garage for 1200 cars awaiting construction start
- The Emmet Street Bridge

- 
- Long Term Environmental Research Station in Oyster
  - An addition to the Aquatic & Fitness Center was completed and ready for bid
  - New Arts and Sciences Facility
  - New Basketball Arena
  - Addition to NRAO and Fayerweather Hall Renovations await resolution of funding in order to be bid

### **Projects in Construction**

- A new Student Residence at Monroe Lane
- Lambeth Housing Brick Repairs
- Renovation of the Miller Center
- Renovation of Clark Hall
- A new Student Activities Center for the College at Wise
- An addition to the Science Building for the College at Wise
- Special Collections Library

### **Projects Completed**

- New Baseball Stadium
- Carl Smith Center/Scott Stadium Expansion
- Student Faculty Center addition and renovations to the School of Law
- Infrastructure Stormwater Lake at Wise
- Cell Biology Support Labs and Bloom Wet Lab at Gilmer Hall
- New Addition to Miller Center
- New Addition to Clark Hall
- The second phase of the Lambeth Housing Stair Replacement

### **Training and Development:**

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. The Division participated in Department wide training in CPSM procedures and review of the HECOM Manual and is ongoing in its encouragement of the use of alternative means of construction procurement for projects.

### **Health System:**

- The Health System Division responded to 39 new requests for services, contributing to a total workload of 122 active projects, including projects that have reached Construction Completion in the last year. Using the HECOM threshold, these active projects included:
  - 1 projects in startup investigations; size to be determined.
  - 30 small non-capital projects with an average size of \$37,000 for a total of \$1,097,000.
  - 45 large non-capital with an average size of \$247,000 for a total of \$11,906,000.
  - 21 small capital projects with an average size of \$804,000 for a total of \$16,889,000.
  - 25 large capital projects with an average size of \$4,666,000 for a total of \$116,640,000.

### **25 Large Capital Projects**

---

- 
- Pharmacy Renovation
  - West Café Temporary Kitchen & Servery Renovation (Phase 2)
  - MRI Building for Research MRI Machine
  - Farm Vivarium/Design & Construction
  - FACS02 146/West Cancer Center/Infusion Center Design Phase
  - PCC/Relocate Dentistry
  - Barringer/Neurosurgery Departmental Renovation
  - Breast Care Center FACS 01001 Multi/Design Svcs
  - Multistory Entry Garden
  - Suhling Wing Air Handler and Exhaust Replacement
  - Neurosurgery Clinic Renovation/3<sup>rd</sup> Floor
  - Dr. Gumbiner Lab Renovations, Jordan Hall 3<sup>rd</sup> Floor
  - PCC / Relocate Medical Records
  - Family Medicine Clinic and Department Renovation / 1<sup>st</sup> Floor
  - Otolaryngology Clinic Renovation / Ent \$2.7M Med Ctr
  - Medical Research Building 6
  - Critical Care (ICU) Bed Expansion
  - Emergency Department Renovation / Level 1 East
  - Digestive Health Center Renovation / Level 1 West
  - UH / Hospital Expansion
  - Adult Surgery Department and Clinic Renovations / 4<sup>th</sup> Floor
  - Health Sciences Center Library Basement Development
  - Stormwater Management and Parking Garage for 600 vehicles
  - Biomedical Engineering & Medical Science Building
  - Children's Medical Center Addition and Renovation

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

- Construction was completed on Cavalier Computers renovations, Hematology / Oncology renovations, East Precinct Chiller Plant and Access Road, Adult Bone Marrow and Family Medicine. Construction was also completed on the Biomedical Engineering and Medical Sciences Building (MR-5).
- Design was completed and the construction initiated for 1222 JPA Electrical Infrastructure Improvements, Surgical Support, Multistory Entry Garden and associated area Utilities, West Café Pharmacy, Neurosurgery Clinic renovations, Otolaryngology Clinic renovations, Intensive Care Unit Bed Expansion and Adult Surgery Departmental and Clinic renovations.
- Design studies and/or design work is in progress for the University Hospital Expansion, the Health Sciences Research and Education Building (MR-6), Cancer Center Offices, Old Jordan Hall Sprinkler System Installation, MR-4 HVAC modifications, Computational Genomics, Cobb Hall Labs, West Café Kitchen and Servery renovations, MRI Building Addition, Farm Vivarium Design, Cancer Center and Infusion Center, Neurosurgery Departmental renovations, Breast Care Center, Gumbiner Labs (Jordan Hall 3<sup>rd</sup> Floor) renovations, and Relocation of Medical and Dental Records.

**Training and Development:**

---

Division members were recognized at Organizational Development and Training Award Ceremonies for their continuing effort to develop and refine individual learning action plans which are 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. The Division participated in Department wide training in CPSM procedures and review of the HECOM Manual and is ongoing in its encouragement of the use of alternative means of construction procurement for Medical Center projects. The Division has also sponsored training workshops for the different Division teams and for the Division's Construction Administration Managers (CAM). Clinical training for the Teams included: Clinical Engineering, Media Services, Rolm, Medical Center Computer and Space Administration. Extensive CAM training has included: Systems Controls, Avoiding Design Conflicts, Electrical Issues, Construction Procurement Strategies and Revised Facilities Guidelines. For the Project Managers, the Division also sponsored computer training given by an outside consultant 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 59 new requests for project support during fiscal year 2002.

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:

Carruthers Hall: Multi-phase renovation for 35,000 square ft designed and completed.

Engineering School Thornton Hall A-Wing:

Entrance/main hallway improvements designed & completed, New trim work, display cabinet, architectural detailing, new lighting, new paint/color scheme.

Engineering School Thornton Hall (room C-125): Laboratory and computer lab designed & completed

Existing computer lab split into two rooms to make laboratory for engineering equipment and a smaller computer lab/classroom

Design for Renovations of Garrett Annex for The Center for Democracy and Religion & The Institute for Advanced Studies in Culture and Summer Session

Relocation for the Institute and Summer Session: Reconfiguration of entrance and enhanced reception/waiting area. New office suite configuration for Summer Session.

Leake Annex: Developed layouts and specified furniture for Leake Annex offices.

Classrooms Improvements included major alterations to auditoriums in Chemistry 304, Physics 203, and Campbell 160 to update technology standards and lighting under the Classroom Improvement program; Campbell 105 was a major conversion from a standard classroom to a hands on computer graphics classroom with new digital technology and lighting; Lighting control installation for Chemistry 402; and, Electrical and lighting alterations for Gilmer 190.

ADA projects included design of a permanent access ramp to Private clinics on Hospital Drive, minor alterations to multiple classrooms in Thornton and Clark hall to accommodate new students attending in fall of 2002, and assistance to deaf staff employees in Psychology Department with fire alarms and listening impaired assistance devices.

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

---

Clark Hall  
Garrett Hall  
Sponsors Hall

Memorial Gym  
Phase III Rotunda Deck Renovation

- Project Management services for renovations were accomplished throughout the University community to include:
  - Maury Hall Fire Safety
  - McCormick Road Site Improvements Phase II
  - Carruthers Hall Alterations
  - Drama Building Intercom System Replacement
  - Alderman Road Dorm Concrete Repairs
  - Halsey Hall Drainage
  - Bice House Renovation
  - Newcomb Hall Plaza HVAC
  - Gilmer Hall Renovation of 3 Areas
  - Newcomb Hall Theater Foundation Stabilization
  - Structural Investigations and Reports for Numerous Buildings
  - Mt. Lake Biology Station WWTP Upgrade
  - Chemical Engineering Fume Hoods
  - Ruffner/Physics Parking Lot
  - Jag School Fifth Floor Renovation
  - Kent House Conference Services Offices
  - Scott Stadium Playing Field Wall
  - Rotunda Esplanade Roof
  - Private Clinics ADA Ramp
- 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. The Division participated in Department wide training in CPSM procedures and review of the HECOM Manual and is ongoing in its encouragement of the use of alternative means of construction procurement for projects.

#### **Training and Development:**

Personnel participated in varied personal development activities that included participation in UVA Computer Training through ITC; personnel attended AIA Conferences 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.

- Real Estate activities in fiscal year 2002 involved the management of approximately one hundred active contracts with an annual value of approximately \$6 million. Transactions of note include: 1) acquisition of Valentine-Massie property, Emmet St., in preparation of proposed Emmet Street Parking Garage. RESM coordinated several utility and construction easements and six facility demolitions, including the successful approval to demolish the Max-Trax building.
- The pilot program for delegated authority (operating leases/income; property acquisitions; facility demolitions) was continued. Approximately ninety-seven (97) leases; twenty (20) acquisitions and forty-six (46) 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). This includes mapping of all University facilities and properties. RESM continues to assist in the mapping of University land holdings. In fiscal year 2001 RESM coordinated mapping efforts with the City of Charlottesville and the County of Albemarle to inform Neighborhood Associations of upcoming UVA Capital projects. RESM provided mapping to the US Department of Army, University and Albemarle County Police Departments and the Environmental Health and Safety Department to assist in their protection and security responsibilities.
  - The GIS/Mapping team provided over 229 projects for the University community this reporting period. GIS and mapping projects of note were (a) New University Master Plan prepared for the University Architect and The Rector and Board of Visitors, (b) University of Virginia map indicating all accessible routes for the Americans with Disabilities Act (ADA), (c) Special mapping presented to the President's Cabinet Meeting to illustrate acquisition and development areas of Morven Farms, (d) Mapping for presentation of proposed new projects to the University Board, (e) Replacement of the previous UVA Visitor's Map with an accurate computer enhanced map of the University Grounds, (f) All mapping for the University telephone directory, (g) Emmet Street Proposed Parking Garage, (h) Mapping for the 2003 upcoming VAPPA Conference, (i) Map indicating road information on the University Grounds, coordinated in conjunction with VDOT and the City of Charlottesville.
  - The GIS/Mapping Administrator coordinated with Parking & Transportation and The Office of the Architect on a number of GIS Geocoding projects. These efforts assisted each respective department in the development and planning of future University projects.
  - RESM recorded and filed 79 Building Permits, 5 Tent Permits, 5 Easements, and 18 Certificates of Use and Occupancy for this reporting period.
  - RESM chairs the Real Estate Working Group. This group includes representatives from Facilities Management, Health System, 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 provided space data reports, interviews, coordinated facilities work space, communications and computer assistance for the consultant team involved in the Indirect Cost Recovery Program in preparation for a major audit.
  - RESM successfully transferred the Blue Ridge Hospital from The Rector and Visitors of the University of Virginia to The University Real Estate Foundation.
  - RESM assisted the Department of Archeology in storing specially constructed antique wooden cabinets for Brooks Hall. The cabinets were stored in Miller Hall and rescued from the Miller Hall demolition project.
  - RESM was an active member of the Data Integration Group (DIG) whose mission is to link tabular and graphic data to present color floor plans to user in a web environment.
  - The Real Estate and Space Manager acting as Project Manager, obtained the acquisition with appropriate approvals for location of temporary trailers for Facilities Management Annex building. This work also included all coordination for equipment, communications and furniture.

- 
- The Real Estate and Space Manager acting in the absence of the ADA point of contact conducted an ADA survey for KCRC.
  - RESM maintained support to JAG School with special security requirements in the aftermath of September 11, 2001, terrorist attack.
  - 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.

#### **Training and Development:**

- The Real Estate and Space Manager, William H. Bohn, attended the AUREO (Association University Real Estate Officials) Meeting in August 2001, held at Cornell University, Ithaca, New York, concerning Real Estate issues.
- RESM staff attended Oracle training courses from Integrated Systems Project.
- The GIS/Mapping Administrator, William Bond completed six (6) Continuing and Professional GIS Programs hosted by George Mason University from September 2001-May 2002 to obtain a Professional Certification in GIS. He also satisfactorily completed ESRI certified course entitled “Migrating from ArcView GIS 3.x to ArcView8”.
- The GIS/Mapping Administrator, William Bond, continues membership in The International Who’s Who of Information Technology. He is also a member of Virginia Association for Mapping and Land Information Systems (VAMLIS).
- The Real Estate Contract Administrator, Tracy McDaniel completed twenty-one (21) Semester Hours of required coursework in pursuit of her Bachelor of Arts degree.
- The Space Administrator, Jo Ann Im continues membership as an associate in the American Institute of Architects.

#### **Contract Administration:**

The office was relocated to Facilities Management Building Annex 0268. All contract numbers and the address remain the same. This space also provides a large conference room to conduct business.

Starting with procurement planning, the Contract Administration Office 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 60 construction contracts for a total of \$46,303,178.

- 
- Awarded 176 professional services contracts for a total of \$30,405,935.
  - 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).
  - Continued to expand the information available to the public on the Internet.
  - Reported on the effectiveness of HECOM by submitting a report on the measurements of effectiveness.
  - Participated in the "DESIGN INFORUM 2001" for design professionals.

### **Training and Development**

The staff received continuing education points for attending two-day training on the Construction and Professional Services Manual. Richard Dickman, VCO attended a seminar **The Basics to State of the Art (Contracting)** and another seminar on **Quality Projects, Getting there as a Construction Owner**. The staff earned numerous continuing education points including those for certified procurement management. The two Virginia Contracting Officers passed the exam for Virginia Construction Contracting Officer. Richard Dickman was recertified as a VCO for the second time.

### **Office of Administration:**

- The Office of Administration provides administrative support to the Academic Division, Health System Division, Engineering and Design Division, Contract Administration, the Review Unit and other professionals (architects/engineers and project managers) within the department.
- Planned, organized and conducted the "Design Inforum 2002" in June.
- Assisted in the submission of the 2002-2008 Six-Year Plan and the submission of the 2002-2004 Capital Budget Justifications.
- Elenora Irving continues to support the Finance and Budget Division in the Oracle entries of Purchase Requisitions.
- The Office of Administration has kept Web PIMS up-to-date with the scanning of all HECO forms, budget schedules, invoices and service orders.
- Jane Berberich was selected to fill the vacated Program Support Tech position.

### **Training and Development:**

The Office of Administration staff attended a number of training courses and seminars offered by the University Department of Organizational Development and Training and University of Virginia Information Technology & Communication.

---

### **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. The Office of the Chief Facilities Officer, the Office of the Director, Health System Physical Plant, other Facilities Management personnel, the Office of the Architect for the University and the Director, Arena Project, were also provided training and support.
- The IS Manager provided administrative support to Facilities Management personnel on the University's Corporate Time program and completed his term on ITC's Corporate Time Cross Divisional Project (CDP) committee as the Facilities Management Local Support Partner (LSP) to test and deploy a new version of Corporate Time.
- The IS Manager served on ITC's Personal Digital Assistant (PDA) Cross Divisional Project (CDP) committee as the Facilities Management Local Support Partner (LSP) to determine how best to support PDA's at the University.
- 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, FP&C Inforum events, and COAA and APPA presentations by the Chief Facilities Officer.
- The IS Manager ordered, installed and configured numerous 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. Several classes were conducted using the unique Palm training method the IS Manager developed 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. The IS Manager is often called upon as a Palm consultant both within Facilities Management and around the Grounds. Additionally, he trained and supervised the IS Intern to do this work.
- The IS Manager specified and initiated orders for 34 new computers for FP&C personnel (28), the Office of the Director, Arena Project (3), the Office of the Director, HSPP (2), and the Office of the Architect for the University (1) in pursuit of compliance with the Facilities Management four-year computer life cycle replacement goal.
- The IS Manager actively represented Facilities Management as an ITC Local Support Partner (LSP) and served on the LSP Spring 2002 Conference Planning Committee. Additionally, he made two presentations at the Office Technology Conference 2002 with one subject being "Desktop Digital Imaging Made Easy" (38 attended) and the other "Scanning for the Paperless Office" (26 attended).
- 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. He also trained and supervised the FP&C IS Intern in the maintenance of this site.

- The IS Manager served as the production and executive Webmaster for the Architect for the University's web site and also trained and supervised the FP&C IS Intern in the maintenance of this site.
- The IS Manager ordered, installed, and configured a number of 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. Additionally, he trained and supervised the IS Intern to do this work.
- The IS Manager coordinated the purchase and installation of four flat-bed scanners with Automatic Document Feeders (ADF) and helped develop procedures for using them in conjunction with the Web PIMS scanning initiative. A variety of documents are now digitized, associated with projects and made available on-line to Facilities Management personnel.
- The IS Manager created a number of recognition certificates for Facilities Management personnel and construction partners using several different design template styles he developed.
- The IS Manager tested and evaluated a variety of software programs (e-mail filters, e-mail archiving, graphics editing, award designs, utilities, etc.) and hardware such as the Compaq iPAQ Wireless Pocket PC, for possible use within FP&C.

**Training and Development:**

- The IS Manager attended a number of conferences, seminars and workshops centered on Information Technology to stay current with the latest equipment, methods and techniques, including programs sponsored by ITC for the LSP community.

**Resource Center:**

- Approximately one-half of the drawing collection was digitized, verified, and had additional entries made in the database, bringing the total to approximately 85%.
- A layer was completed to the University Property Map to detail the footprint of demolished buildings. This will help identify unexpected findings during future construction.
- The Resource Center participated in the Design Inforum 2002 and exhibited a series of photos of demolished buildings or lost landscapes to illustrate the map layer noted above.
- The Resource Center Manager continued his support of the CAD efforts in Facilities Management.
- Ruta Basiukevicius joined the staff as the Resource Center Archivist in December.
- The Resource Center coordinates four blood drives with Virginia Blood Services per year.

---

**Training and Development:**

- The Resource Center Manager is a member of the instructional staff of the Facilities Management Computer Training Facility and taught 40 hours of class.
- He also is a member of the University's Ergonomic Task Force.
- The Resource Center Archivist coordinated Blood Drives with Virginia Blood Services.
- The Resource Center Manager was selected to serve on Albemarle County's Historic Preservation Committee.

**Finance and Budget**

The Finance and Budget Division continued to provide budget formulation, analysis, reporting, and service rate development for Facilities Management, as well as providing project budgeting, accounting, and consultant/contractor invoice processing services for projects managed by the Facilities Planning and Construction Department. Major projects included:

- Coordination and development of FY 2002 - 2003 E&G and Operating budgets, including Fte reconciliation, and the development of a 12 month operating budget schedule.
- Continued involvement in the development and refinement of the Project Information Management System (PIMS) for major projects including:
  - Continuous reconciliation of accounting information that PIMS contains
  - Entry of capital construction and A/E payment information
  - Scanning initiative to have all pertinent documents scanned and made available in the PIMS system
- Among major projects, completed and closed out Scott Stadium project and started tracking activity related to the Arena project.
- Processing of fixed fees for FP&C services and analysis of fixed fee performance
- Leadership and execution of capital project and work order closeouts
- Assistance with capital project cost study
- Managed capital project conversion to University's new financial system (Oracle)
- Managed the conversion of over 900 PO's to the new oracle system including:
  - Reviewing all PO's for appropriateness of conversion
  - Converting old PO's to new Oracle PO's and notifying vendors of new PO number

- 
- Documenting conversion to new PO's so payments from old CAPPs system were accounted for during the conversion
  - Maintaining invoice payments on-time with minimal disruption or late payments
  - Instituted and maintained change order file. Placed change order information on PO attachment in Oracle for quick reference and validation of current PO \$ amount
  - Assisted Contract Administration in resolving final disposition of S P Cahill contract.
  - Worked with University A/P office to bring invoice payment for FP&C contracts in-house in order to maintain better control of payment dates and improve efficiency
  - Worked with various University groups to develop the process to work with "capitalizable" projects within the Oracle system framework
  - Continuously work with Business Mgmt Services' systems group to provide and/or update tools available for working with, adjusting, and reconciling WO's and projects

#### **Office of the University Review Unit (ASBO):**

Major Capital Outlay project reviews included the UVA Baseball Stadium, O'Hill Dining, Emmet Street Parking Garage, Arena, Materials Science Engineering and Nano Technology, Addition to the Aquatics and Fitness Center, MRI Addition to the hospital and Long Term Ecological Research Facility at Oster Bay, Virginia.

Reviews were performed for approximately 34 Capital and 38 Non-Capital and Fire Safety projects. Reviews included Schematic, Preliminary, Contract Documents and Yellow-Out submissions on Capital projects and Preliminary, Contract Documents and Yellow-Out submissions on Non-Capital projects. Over 98% of the reviews were accomplished within the scheduled time.

The University Review unit performed one day Value Engineering Studies on O'Hill Dining, Hospital Expansion and the Arena. The full 40 hour studies were performed on O'Hill Dining, MR-6 and MSENT.

The University Review Unit (ASBO) continues to assist the State Fire Marshal's office by reviewing non-capital outlay projects for fire safety.

The Senior Review Architect reviews all Building Permits submitted for Capital and Non-Capital projects being constructed by various University construction forces.

The Senior Review Architect spends each Thursday at the Health System Division to better coordinate the reviews and questions of the Project Managers for Health System projects.

#### **Training and Development:**

The main goal of the Review Unit's training is to keep abreast of the newest code developments.

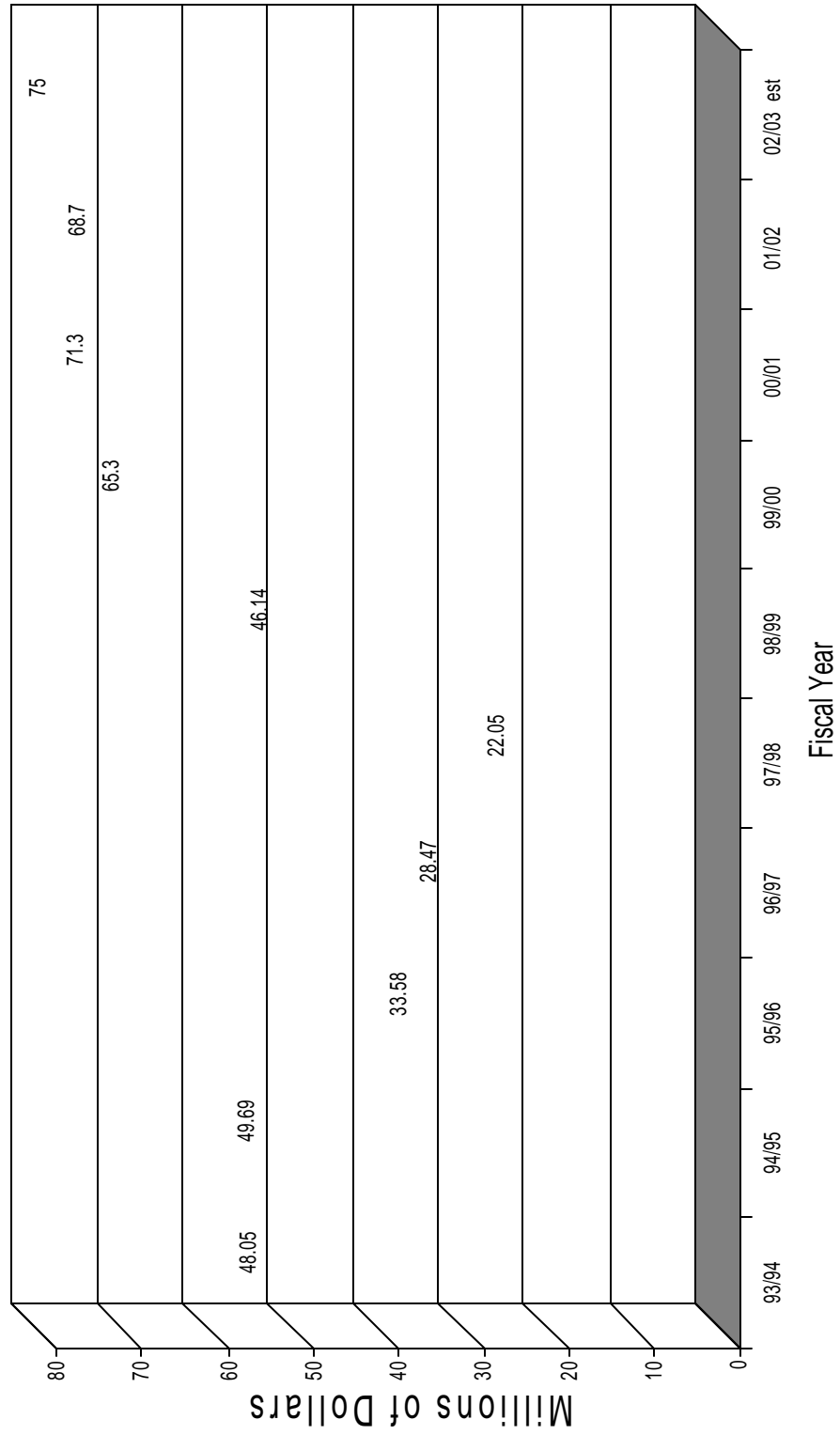
---

This coming year the State will be adopting the new International Building Code, which will require a great deal of training for all. This is an entirely new code combining the three model building codes now used throughout the United States into one building code.





# Construction Work-in-Place 1993-2003



**B**