
**Facilities Planning and Construction
Annual Report
2003-2004**

575 Alderman Road
P.O. Box 400726
Charlottesville, VA 22904-4726
TEL 434/982-4621 FAX 434/982-4628

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



2003-2004 Annual Report Table of Contents

Foreword	5
Overview	7
Academic Division	7
Health System Division	9
Engineering and Design Division.....	9
Real Estate and Space Management.....	12
Contract Administration	14
Administrative Division	14
<i>Support Staff</i>	15
<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 1994-2004	21



Foreword

This 2003-2004 Annual Report for the Facilities Planning and Construction Department highlights many accomplishments including:

- Completion and occupancy of several new major facilities. These are highlighted in the division sections of this report and total \$97,130,935.
- Awarding 111 construction contracts totaling \$120,546,945.
- Processing 138 professional service contracts and service orders totaling \$13,159,056.
- Received authorization and initiated project execution on capital projects valued at \$103,302,719.
- Design and construction continues on major new facilities. These are highlighted in the division sections of this report and total \$644,027,653.
- Published the second edition of the HECOM.
- Developed HECOM revisions to include 2003 delegated capital project and lease authorities.
- Submission of the 2004-2010 Six-Year Plan and the submission of the 2004-2006 Capital Budget Justifications.
- Planning and conducting Design Inforum 2004, open house for Architect and Engineer professionals to meet FP&C staff and learn about proposed projects.
- Successfully executed a detailed MOU with the Governor's Secretary of Administration formally capturing all capital project authority delegations available to the University.
- Continuation of the Outreach Program of key staff making personal office visits to improve relations with contractors, architects and engineers.
- The John Paul Jones Arena Project includes the following elements (1) ½ mile connector road, (2) 1,500 parking spaces in a garage and surface parking, (3) 15,000 seat arena with practice facilities, club lounge, training rooms, coaches' offices, premium seating, and Jeffersonian exterior. The \$129,800,000 project is on schedule to be completed in May 2006.

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 \$107.9 million. The projected work in place for fiscal 2005 is \$95.0 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:

Studies and Reports:

- Maywood Connector Study
 - Alderman Road Housing Study
 - Utilities Master Plan
 - Ruffner Hall Expansion Feasibility Study
 - Student Center Feasibility Study
 - Performing Arts Center Predesign Study
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- 10 capital projects in design for a total of \$191,093,000.
 - 12 capital projects in construction for a total of \$256,072,000.
 - 9 capital projects completed for a total of \$89,800,000.

Capital Projects in Design	Capital Projects in Construction	Capital Projects Completed
Additions and Renovations to Rouss Hall for the McIntire School of Commerce	Special Collections Library	New Emmet Street Parking Garage for 1200 cars

Capital Projects in Design	Capital Projects in Construction	Capital Projects Completed
Relocation and Renovation of Varsity Hall	New Basketball Arena	A new Student Center for the College at Wise
A new Studio Art Building	Observatory Hill Dining Facility	Long Term Environmental Research Station in Oyster – Pier and Dock
New Arts and Sciences Buildings at “South Lawn”	Material Science Engineering / Non-Technology Building	Addition to the Aquatic and Fitness Center
Additions to the School of Architecture	Aquatic & Fitness Center Chilled Water Plant	Utility and Storm Water Projects at Hospital Precinct
Renovations of Cocke Hall	Fayerweather Hall Renovations	Renovations of Clark Hall
NCRR Grant – Lab Renovations at Gilmer Hall	Chilled Water Line Extensions at Campbell Hall	Lab and Vivarium Renovations at Gilmer Hall
Renovation of Crockett Hall at the College at Wise	Emmet Street Pedestrian Bridge	Storm Water Management Improvements at the Dell (part of Arena project)
Renovation and Addition to Drama Building at the College at Wise	Human Perception and Performance Labs at Gilmer Hall	A Field House at Carl Smith Stadium at the College at Wise
A new Residence Hall for 120 at the College at Wise	Additions and Renovations to National Radio Astronomy Observatory Facilities at Stone Hall	
	A new Press Box at Carl Smith Stadium at the College at Wise	
	Long Term Environmental Research Station in Oyster – Lab and Housing	

John Paul Jones Arena Project:

The Dell storm water retention site for the Arena was completed in May of 2004 to help mitigate the storm water management issue at the Arena. This project included delighting an existing stream, installation of a bio-retention system, and correcting significant deficiencies in the sanitary sewer and domestic water line systems. At the Arena/Parking Garage site the foundations, retaining walls, and major cast in place and precast concrete structures were completed. The installation of the steel superstructural members commenced in August of 2004 and will be ongoing through the spring of 2004. The design of the North Grounds Connector to the Route 250/29 Bypass was completed and approved.

The procurement of the individual trade contractors has continued to be accomplished through various methods with 22 of the anticipated 40 total contractors for the project, now on site. All of the \$129,800,000 project goals remain on budget and on scheduled for a completion by May 2006. The major project elements are the (1) ½ mile North Ground Connector Road, (2) 1,500 parking spaces in a parking garage and surface parking, (3) Arena with 15,000 seats, coaches’ offices, training rooms, premium seatings, 2 ½ practice courts, with a Jeffersonian exterior.

Training and Development:

Several project managers and construction administrators attended a 3 day COAA Conferences in November and May. Most of the Division attended a 1 day COAA workshop in Charlottesville in the spring. The Division staff participated in a variety of University, Facilities Management, and FP&C training sessions.

Health System:

The Health System Division responded to 13 new requests for services, contributing to a total workload of 66 active projects, including projects that have reached Construction Completion in the last year. Using the HECOM threshold existing before May 1, 2003, these active projects included:

- 31 small non-capital projects with an average size of \$242,000 for a total of \$7,502,000.
- 13 large non-capital projects with an average size of \$818,000 for a total of \$10,634,000.
- 19 small capital projects with an average size of \$1,853,000 for a total of \$35,207,000.
- 3 large capital projects with an average size of \$26,325,000 for a total of \$78,975,000.
- 9 capital projects in design for a total of \$90,760,914.
- 6 capital projects in construction for a total of \$106,101,739.
- 5 capital projects completed for a total of \$7,330,935.

Capital Projects In Design	Capital Projects In Construction	Capital Projects Completed
Jordan Hall Vivarium Renovation	Gumbiner Laboratory Renovation	Breast Care Center Renovation
Medical Research Building No. 6	MR-4 HVAC Modifications	Infusion Center Renovations / 4 th Floor
Pharmacology Laboratory Renovation	Otolaryngology Dept. Renovation	Medical Records Renovations
Neurology Clinic Renovation	Research MRI Addition to University Hospital	Operating Room Modular Units (non-capital)
Neurosurgery Clinic Renovations Phase II	South Parking Garage Expansion	Vivarium Modular Unit
Neurosurgery Department Renovation	University Hospital Expansion	
Newborn Intensive Care Unit Renovation		
University Medical Associates Renovation		
West Cafeteria Renovation		

Training and Development:

Division members have participated in Department sponsored Project Management / Construction Administration Management training as well as, PIM process improvements. In addition, a number of the Project and Construction Administration Managers have attended COAA and participated in Research Facility conferences to stay current in their respective areas of expertise.

Engineering and Design:

Engineering and Design Division is composed of two work centers, WC 07 the Design Group and WC 78 the Project Management Group. The division received 100 new requests for project support during fiscal year end 2004.

The Design Group completed many in house projects throughout the University continually demonstrating its multi-discipline range of services and contributed to numerous other projects in various capacities during the year. Major accomplishments this year include:

Bice House Renovation

The Design Group provided full design and construction administration services for this fast track project. The ambitious construction schedule was completed in time for occupancy by students.

Newcomb Hall

The Design Group designed and completed several projects within the building, one being the high profile Kaleidoscope (Student Diversity Outreach Center). Kaleidoscope occupies the space of the former informal student lounge on the third floor. The space was stripped and reconfigured to accommodate contemporary case work and a high tech, interactive multi-media display wall. Renovations provided construction services and the project was completed in time for a formal opening during cultural awareness activities at the University.

Other projects in Newcomb included the renovation of offices to accommodate Student Legal Services and the renovations of several meeting rooms to upgrade finishes and furniture and incorporate multi-media capabilities. The meeting room projects are scheduled for completion later this year.

Modular Building Support

The Design Group assisted in the design and planning of several modular building units throughout the University for various functions.

Athletic Dining Facility

Full services for the planning and design of a 150 seat facility to serve the athletic department, located by The Cage. It will be used primarily by the football team for their meals and other athletic functions. The design incorporates a small service kitchen and is handicapped accessible.

Olsson Hall Offices

Full services in the planning, siting and design for a 1500 square foot double unit to contain graduate student offices for the Engineering School.

Cocke Hall Modular Offices

Assisted in the preparation of documents, to procure several modular units that are scattered across central grounds. These units will temporarily house the displaced occupants of Cocke Hall during its renovation.

Darden School Gate House

Investigated and designed a solution for water infiltration problems at the Gate House along the elevated terrace.

Carruthers Hall Office Installations

Designed new offices for Sponsored Programs which included the installation of new exterior windows.

Dawson's Row

The Design Group assisted the Office of Afro-American Affairs in reconfigurations, furniture design and cosmetic upgrades for the various buildings comprising the complex. The most extensive work took place in Dawson's Row 2 where several smaller spaces (from previous renovations) were removed and combined into larger areas, as a result, restoring the spaces back to their original sizes. New lighting, electrical power and data ports were added during the work.

Medical Center Physical Plant

Design Group provided professional services for several projects within the Medical Center for work to be done by in house forces.

MR5: Penthouse Offices & Pathology Offices.

These two projects are located in the MR5 Research Building. In the Penthouse of MR5, new offices and support spaces were installed for maintenance crews, included a break room and a bathroom. While the chairmen of Pathology, a new office suite was created by converting lobby space on the third floor and sensitively designing the offices to blend into the surrounding area.

Davis Wing

Part of the basement level was renovated to provide offices and conference areas for consolidation of Medical Center Physical Plant employees.

Police Station

Special services were provided for the UVA Police Department in designing an evidence storage room. The project required thorough process and understanding of creating a secure storage area to hold evidence in on going investigation being conducted by the UVA and Charlottesville Police Departments.

The Design Group continually assists many department throughout the year with interior design consultations and space programming. This year continued services were provided for the Baseball Stadium in the design and selection of furnishings for the observation suites. Also, services were provided for Lambeth Field Commons in planning office renovations and furniture layouts and at Thornton Hall for graduate student offices furnishings.

Members of the Design Group attended various educational and professional events such as Building Virginia, the annual AIA conference in Richmond and the ASID Expo for Interior Designers.

AutoCAD was upgraded recently to version 2005, and new workstations were installed to handle the higher processing capabilities of the new software, in a continual effort to deliver the best product and services to their clients throughout the University.

The Project Management Group provides complete project management services from project initiation through final completion for clients through out the University. Project Management services are also provided for the Classroom Improvements and Accessibility for the Disabled, which are two University sponsored programs.

Classroom improvement projects included Maury Fire Stair Improvements, Maury 209 Accessibility seating and Technology improvements. Also Technology infrasture upgrades in Chemistry 402 and Gilmer Hall 240.

ADA projects included Olson Hall corridor improvements, Carruthers Hall toilet access improvements and improvements to the HC toilet facilities in New Cabell. Modifications to the sidewalks serving Sprig Lane Dormitories were also accomplished.

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

Clark Hall Phase, I, II, and III	Fan Mountain Caretakers House
Slaughter Rec. Phase I, II and III	Chapel Bell Tower
President's Sun Porch Roof	Central Telephone Exchange

Project Management services for renovations were accomplished throughout the University community to include:

Maury Hall Fire Safety	JAG School Security Upgrades
Athletic Dining Trailer	JAG School Parking Lot
Materials Science Bldg. AHU # Replacement	JAG School Interior Renovations
Alderman Road Dorm Concrete Repairs	Scott Stadium Phase I Repairs & Waterproofing
Bice House Renovation	Swing Space Buildings
Carr's Hill Structural	Olson Hall Office Units
Emergency Generator, 400 Ray Hunt Drive	Physics Arched Roof Replacement
Structural Investigations and Reports	Chemistry Building Sprinkler
Artificial Turf Field Expansion	P&T Maintenance Facility Improvements

JAG School Room 160-161 Renovation
Fontana Bakery Sewer Line Replacement
University Avenue Lighting

Preventive Maintenance Updates
Thornton Hall Courtyard Improvements
Brown-Withers AHU Replacement

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 is actively participating in 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, R.S. Means Estimating Seminars, Semester AutoCAD classes at Piedmont Community College, Storm Water Management Workshops, and Society of Fire Protection Engineers Sprinkler Design Seminar.

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 2004 involved the management of approximately one hundred active contracts with an annual value of approximately \$6.5 million (This represents approximately 450,000 rentable square feet of space). Transactions of note include: 1) acquisition of Monroe Lane Properties, in support of the South Parking Garage for Health System and acquisition of the Clinical Office Building. RESM coordinated fifteen (15) easements and ten (10) facility demolitions.
- The pilot program for delegated authority (operating leases/income; property acquisitions; facility demolitions) was continued. Approximately one hundred thirty-two (132) leases; thirty-two (32) acquisitions and sixty-eight (68) demolitions have been finalized since implementation of the program. The Acts of Assembly of 2003, Chapter 1042, Section 4-5.08 continued the Pilot Program and expanded it to include income lease authority, Capital Lease Administrative Authority and allows the University to acquire easements on property not owned by the University.
- RESM is responsible for the development and maintenance of the Geographic Information System (GIS). This includes mapping of all University facilities and properties. RESM also assists the University Foundation in mapping their land holdings. RESM provided GIS and mapping during this fiscal year to many requestors both in the University community and otherwise. Some of the University Departments of note were, The Office of the University Architect, The School of Architecture, Geographic Medicine Department, Office of the Chief Executive Office, Parking and Transportation, ITC and The University Police Department. GIS and Mapping was also completed for The Virginia Department of Highway Research, North Carolina State University, Arizona State University and various contracting and surveying firms.
- The GIS/Mapping group provided over 129 projects for the University and surrounding community this reporting period. Specific projects of note and interest completed by the GIS group during this fiscal year were (a) Updates of the University Master Plan for the University Grounds as a whole as well as the Health Systems Master Plan, (b) GIS Mapping for Parking and Transportation of University indicating bus routes, (c) Proposed relocation of Varsity Hall mapping, (d) GIS Mapping for the Aquatics and Fitness Center, O'Hill Dining and NRAO Additions, (e) Mapping for the University telephone directory, (f) GIS Mapping of the 2, 10 and 100 Year Floodplain areas around Facilities Management, (g) Blandly Farm Mapping.

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- RESM worked closely with the Provost, Deans and various departments to develop proposals and plans, and provide management to successfully relocate a number of departments due to the construction and planning of several Capital Projects. The groups relocated were: Student Legal Council, Blue Ridge Mountain Rescue, LGBTRC, ADAPT, Pep Band, Art History, Air Force ROTC, Army ROTC, Information Technology Communications, Economics, German, Religious Studies, and Statistics.
 - REMS worked closely with the Provost, Deans and various departments to address space needs.
 - 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 to date 500 Building Permits, 54 Tent Permits, 103 Easements, and 73 Certificates of Use and Occupancy.
 - RESM chairs the Real Estate Working Group. This group meets monthly and 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 maintained support to JAG School with special security requirements and expanded parking facilities.
 - RESM participated in state-wide lease data update for State Agencies under pervue of Division of Engineering and Buildings Department of Real Property. The survey was completed June 2004.

Training and Development:

- The Real Estate and Space Manager, William H. Bohn, maintained membership in AUREO (Association University Real Estate Officials).
- The GIS/Mapping Administrator, William Bond completed a class at George Mason University on Raster & 3D Modeling in GIS.
- The GIS/Mapping Administrator, William Bond, completed a professional certification in GIS from George Mason University.
- 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 Tanner Bond completed additional semester hours of required coursework in pursuit of her Bachelor of Arts degree from Mary Baldwin College, maintaining excellent grades and on schedule for program completion.
- The Space Administrator, Joann Im continues membership as an associate in the American Institute of Architects.

Contract Administration:

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 111 construction contracts for a total of \$120,546,945, a new record in number and amount.
- Awarded 138 professional services contracts and service orders for a total of \$13,159,056.
- Trained FP&C staff on the use of Facilities Planning and Construction's web page to provide easy access to standard Division One Specifications and standard forms for use in preparing and helping our designers develop uniform specifications.
- Continued to expand the information available to the public on the Internet.
- Reported on the effectiveness of HECOM by continuing to provide the measurements of effectiveness.
- Participated in the "Professional Services Inforum 2004" for architectural and engineering design firms.
- Participated in a Vendor Fair and conducted interviews with some women-owned and minority suppliers, designers and contractors in Richmond for the Virginia Minority Supplier Development Council.
- Richard Dickman, the former Manager of this Division, acted as a consultant for the department for the year.
- Patricia Mathews, former Contract Administrator for Construction, was promoted to Manager of the Department.
- Hired a new Contract Administrator for Construction to initially fill Ms. Mathews' position and eventually focus on construction of Academic and Auxiliary projects. Julie Garmel, who holds a law degree, was hired for this position.
- Created a new additional Contract Administrator for Construction to function primarily as the administrator for the Health System. Martin Best, a buyer in Facilities Management Procurement Services, was hired to fill this new position.

Training and Development

Training of a practical nature was on-going for the full year. The consultant, Richard Dickman, instructed persons in new positions on procurement methods and general conditions. Ms. Mathews is training the new Contract Administrators. Formal training for certifications will follow position training for the new employees.

Administrative Division

- The Administrative Division is comprised of Resource Center, Support Staff and Finance & Budget personnel who, along with the Administrative Division Manager and the Information Technology (IT) Technician,

provide technical, budgetary and administrative support to all FP&C department personnel. The Administrative Manager also serves as department IT Manager, department Webmaster, Weekly Time Reporting program administrator and Facilities Management Local Support Partner (LSP) for ITC.

- During the year the Administrative Manager participated in a number of activities outside of Facilities Management which included: serving on a Procurement Services Department Request For Proposal (RFP) selection committee to select multiple vendors for a Computer Supplies and Peripherals contract; making two presentations at the Office Technology 2004 Conference; providing Palm consultations and training to the School of Architecture Dean's Office; and attending two LSP Conferences.
- During the year some of the internal activities of the Administrative Manager worth noting included: Making 12 presentations to FM personnel on "Creating Strong Passwords", which he supplemented with a PowerPoint Slide Show and a web page detailing the required strategy and procedures; Assisting various personnel with PowerPoint Slide Shows and equipment setups for PM/CAM Training sessions; Serving on the Web Project Information Management System (PIMS) Steering Committee; Providing 8 computer tutoring sessions to the Chief Facilities Officer (CFO); Preparing numerous special award certificates and plaques; Providing routine technical support to the CFO's Office; Participating as an early user of Microsoft Office 2003 and providing input on installation configurations and training issues; Assisting with the Human Resources (HR) scanning initiative which also included teaching a class on Windows Explorer; Creating and evaluating several FP&C SharePoint web sites; Coordinating the purchase and deployment of an ACES 6 (AutoCAD 2005) 25-license pack; Assisting with Design Inforum preparations which included on-line registration and reporting; Assisting with the FP&C Desktop initiative by creating numerous web pages and hyperlinks to document samples, examples and templates.
- The Administrative Manager supervised the development of a Contractors, Architects, and Engineers Access Database that includes addresses, phone numbers, contact names, email addresses and fax numbers. This database was then mounted on the FP&C web site and a database result set query page was built to facilitate easy lookup.
- During the year the Administrative Manager was assisted by the IT Technician in maintaining the FP&C Web Site, specifying and ordering 28 new computers and 31 new flat panel monitors, specifying and installing computer software programs and peripheral equipment and providing routine computer support and training to FP&C Department personnel and others on an as needed basis.

Training and Development:

- The Administrative Manager attended: a Microsoft Office 2003 Launch Event; a Microsoft Technology Product Roadmap presentation; an 'ABC's of Procurement' training session; and a 5-session Adobe Acrobat training class.

Support Staff:

- The Support Staff 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 2004" in March.
- The Support Staff has kept Web PIMS up-to-date with the scanning of all HECO forms, budget schedules, invoices and service orders.
- Developed a Contractors, Architects, and Engineers Access Database that include addresses, phone numbers, contact names, email addresses and fax numbers. Karoline Kemp took control of this project by mailing letters

to over 600 A/E's and Contractors and updating the database with information she received. To date we have received responses from over 50% of the companies that we requested up-dated information.

- Kim Morris, Support Staff Manager, worked closely with the Director to create Revision II of the Higher Education Capital Outlay Manual.
- Karoline Kemp was selected to fill a vacant Program Support Tech position.
- Gin Sanford was selected to fill a vacant 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. Maria Ragland, Jennifer Frinchaboy, Karoline Kemp have completed NETg Web-based courses offered by UHR Division of Training. Ed Edgar has attended several Office Technology Conferences throughout the reporting period. Kim Morris is continuing to pursue her Associates Degree at Piedmont Virginia Community College.

Resource Center:

The Resource Center continued its efforts to provide Facility information to consultants, staff, and others in a timely and accurate manner. The provision of information in a digital format remains the primary method of delivery .

The drawing collection at the HSPP Resource Center has been completely digitized, verified, and had additional entries made in the database. While many "hands" have been involved with this process, the push to completion was accomplished by Resource Center Library Assistants Amanda Kutch and Sarah Kutch.

The Resource Center continues to produce the *UPDATE* newsletter for the construction of the John Paul Jones Arena which has a distribution of approximately 250 people. It also produces the poster presentations needed to document construction progress and budgets to University of Virginia administration.

The Resource Center provided tours, drawings, photos, and consultation for the Historic Preservation Master Plan.

The Resource Center participated in the Design Inforum 2004 and exhibited a series of photos of demolished buildings or lost landscapes.

The Resource Center coordinated four blood drives with Virginia Blood Services per year.

Training and Development:Garth Anderson, the Resource Center Manager, continues to serve on Albemarle County's Historic Preservation Committee and conduct tours of the Academical Village for FM Orientation and special University visitors.

Ruta Vasiukevicius, the Resource Center Archivist, helped to coordinate Information Technology and Communication's (ITC) Office Technology Conference, and she produced the graphics for one of the poster presentations.

Ms. Vasiukevicius completed a two semester course, “Virginia’s Architecture” taught by Professor Ed Lay.

Amanda Kutch began her studies in the MBA program at James Madison University.

Sarah Kutch graduated from Piedmont Virginia Community College with an Associates in Applied Science and Business Management.

Finance and Budget:

Finance and Budget 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 2004 - 2005 E&G and Operating budgets, including FTE reconciliation, and the development of a 12-month operating budget.
- Continued involvement in the development and refinement of the Project Information Management System (PIMS) for major projects including:
 - Continuous improvement/upgrades to PIMS system
 - Continuous reconciliation of accounting information contained in PIMS and Oracle
 - Entry of capital construction and A/E payment information
 - Scanning initiative to have all pertinent documents scanned and made available in the PIMS system
 - Developed standard documents to be scanned as well as standard naming convention
 - Worked with project mgrs. and information systems to develop and implement new financial summary screen in PIMS
 - Worked with information systems to make PO’s in Oracle accessible to project mgrs.
 - Implemented modifications to executive summary page for PIMS projects
- Among major projects, followed project status of Clark Hall and started tracking activity related to the Arena project.
- Leadership and execution of capital project and work order closeouts
- Revised and updated capital project historical cost study
- On-going management of capital project conversion to University’s upgraded financial system (Oracle) and new report writing system
- Developed, produced, and submitted new construction report quarterly to Procurement
- Coordinated training and helped implement eVa usage within FP&C
- Continued to monitor A/E and construction PO status, causing POs no longer active to be closed

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- Created and implemented modified PIMS financial report (income statement) with new data and layout
 - Worked with Investment and Tax Group on modification of set-up and handling of maintenance reserve projects that are “capitalizable”
 - 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. This has proved to work well. We have received several compliments from Account Payable about how well the process is working.
 - Worked with various University groups to develop the process to work with “capitalizable” projects within the Oracle system framework
 - Worked with Investment and Tax Group to “componetize all completed capital projects
 - Worked with sub-committee comprised of Investment and Tax, Budget Office, and VP Finance to establish time line and process for Capital Project Planning
 - 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 Arena, Rouss Hall, Cocke Hall, Wise New Residence Hall, several Hospital renovation projects and several utility replacement projects.

Reviews were performed for approximately 21 Capital and 33 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 99% of the reviews were accomplished within the scheduled time.

We are scheduled to do constructability reviews for the City of Charlottesville on the Juvenile and Domestic Courts Building Renovation and Addition as well as the new Transit Center Building.

The University Review Unit performed 40 hour Value Engineering Studies on Rouss Hall and Campbell Hall.

The University Review Unit (ASBO) continues to review non-capital outlay projects for fire safety assisting the State Fire Marshall’s office.

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 Systems 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 year the State adopted the new International Building, Fire, Mechanical, Plumbing, and Electrical Codes, which will require a great deal of training for all our members. This is an entirely new code combining the three building codes that were used throughout the United States into one building code.



