

# State Facilities Quarterly

**The National Association of  
State Facilities Administrators**

Spring 2009

*An organization of planning, development,  
operations, and maintenance officials*

## Message from the President



*Bill Laferriere,  
Vermont  
NASFA President*

The past year has certainly been a challenge for many of us as funding has gotten smaller, business plans have been revised and we are all wondering if we have seen the bottom of the recession we are in. In spite of the economy and its impact, I must say I am continually impressed by the commitment and professionalism that our members continue to demonstrate. That level of commitment clearly shows that we have a strong group of people, with diverse skills, that strive for excellence in everything they do.

We knew at the start of this fiscal year that it would be a challenge and that “business as usual” for the organization would need to adjust and adapt. This challenge was met and I believe we are in a good position, as an organization, to continue in the future. One of the goals I put forth last summer was to make sure we add value to our members and always try to give them back something. We have accomplished this in many ways and will hopefully continue on this track as we move into the future.

Our Industry Liaison Committee, under the guidance of Mike Kenig and Gary Grimes, are involved in several very active relationships that have been covering a wide variety of subjects. Through this effort, we want our members to have access to information, professional contacts and a look at some of the “best practices” in the industry.

The Education Committee has faced many challenges in that their primary challenge was to plan and execute the annual conference. Over the last few months we have covered the spectrum between cancelling or delivering a conference to our members. Working with NASCA, and our membership, the decision was made to hold the conference and this committee is working to deliver a program that is both varied and valuable to those that attend. Although smaller than other years, the conference is shaping up to deliver a good program for all.

Our Membership Committee, under the guidance of Jim Harper, has been able to maintain our numbers in both state and vendor participants. Jim has also made inroads with some new vendors and states that should help us in the future.

*Continued on page 9*

### Inside This Issue

	Page
National Conference & FREE Webinars.....	2-9
A Roadmap for Sustainable Government Buildings .....	10
Results of Spring Newsletter Survey.....	11-13
Corporate Spotlights.....	14 & 15
JOC 101 Webinar Highlights.....	15
State Profile - Florida.....	16
Coming Soon!.....	16

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*“NASFA is a good organization that, by size and diversity, opens up many avenues to its members and partners.”*  
President Bill Laferriere,  
Vermont

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For more information about the upcoming events, deadlines and up-to-the-minute information visit [www.nasfa.net](http://www.nasfa.net).

## National Conference & FREE Webinars

### Regional Vice Presidents



East Region  
Debra Baslow  
Vermont



Great Plains Region  
Gary Claspill  
Missouri



Southeast Region  
Bill Morrison  
Louisiana



West Region  
Jake Jacobson  
Utah

### *The Wonderful World of State Government*

The 2009 National Conference & Resource Expo will be held in Orlando, Florida from June 13-17, 2009. We hope everyone will be able to join us in Florida, but we recognize that's not always possible. For those individuals unable to travel, we are offering several of the presentations as Free live Webinars. For more information about the presentations; how to register for the Webinars and much more, keep reading.....

#### **Accommodations**

If you are able to attend, be sure to make your hotel reservations before June 11<sup>th</sup>. The conference room rate is \$99.00 plus 12.5% tax for single/double occupancy. To make a reservation call 800-327-0363 and ask for the NASFA rate. The group rate will be honored three days prior and after the conference.

#### **Exhibit and Sponsorship Opportunities**

Exhibit space and sponsorship opportunities are still available. For the most current information on booth space and sponsorships visit our Web site at [www.nasfa.net](http://www.nasfa.net).

#### **Registration**

For those planning to attend please register for the conference by June 5<sup>th</sup>. Registration is required for the Webinars. Please be aware separate registration is will be required each day—Monday, June 15<sup>th</sup> and Tuesday, June 16<sup>th</sup>. Registrations for the conference and Webinars are available online at our Web site at [www.nasfa.net](http://www.nasfa.net).

#### **Webinar Requirements**

The audio portion of the presentations will be delivered through your computer. Speakers (internal or external) or a headset is required to hear the presentations. Questions for presenters can be submitted online and will be answered following each presentation.

#### **Conference Agenda and Webinar Options**

The following pages provide you with the current conference agenda and the session that will be offered through a Webinar format are indicated. Remember the Webinar sessions are FREE, so please take advantage of them.

## Preliminary Meeting Agenda - Saturday & Sunday

### Saturday, June 13

#### **NASFA 2008-2009 Executive & Committee Chairs Meeting**

9:00 a.m. - 5:00 p.m.

#### **Registration**

3:00 p.m. - 6:30 p.m.

#### **Group Dinner (Optional)**

5:30 p.m.

First-time attendee? Traveling alone? Want to meet old and new friends? Meet at the conference registration desk and join a group for dinner. Camaraderie is free - dinner expenses are on your own.

### Sunday, June 14

#### **Golf Outing (Optional) - UPDATED**

Thanks to some golfing members, a group of individuals are organizing a golf outing for the attendees. If you are interested in playing golf with other attendees and want more details, please contact Kelvin King at [kking@cce-inc.com](mailto:kking@cce-inc.com) or at his work number 770.613.2999 or via his cell phone at 678.485.1475. [Click here](#) to see a list of golf courses located in the Orlando area.

#### **Registration**

10:00 a.m. - 5:30 p.m.

#### **Exhibitor Set-up**

11:00 a.m. - 2:30 p.m.

#### **NASCA 2008-2009 Executive Committee Meeting**

1:00 p.m. - 2:00 p.m.

#### **Opening Session, Parade of States and Parades of Sponsors & Exhibits**

3:00 p.m. - 5:00 p.m.

All attendees are welcome.

*Parade of States* - What are other States working on? What are their current projects and future projects?

*Parade of Sponsors* - This parade provides our conference sponsors with the opportunity to demonstrate their products and services in three minutes. Contributions from our sponsors enable the associations to provide the quality programming on state facilities issues that both the public and private sector need as well as the events that bring you together as colleagues. *Please attend this session and support our sponsors, who support us.*

*Parade of Exhibits* - Finding time to absorb and digest information on the latest technology, products, and services challenges all facilities professionals. This year's Parade of Exhibits will help you meet this need. This Parade will consist of exhibitors demonstrating their products and services in three minutes. Exhibitors will showcase their products and services in brief multimedia presentations. Those organizations that sponsor and exhibit have the opportunity to make a five-minute presentation.

The tight time frame for the Parades forces presenters to distill the very essence of their applications and to communicate accurately and quickly to conference attendees. As you can imagine, this will produce a very lively event. *You won't want to miss this event!*

#### **President's Reception**

5:00 p.m. - 6:00 p.m.

The President's Reception event kicks off the opening of the Resource Expo in the exhibit hall. Attendees and registered guests can visit the exhibits and enjoy hors d'oeuvres and beverages.

## Preliminary Meeting Agenda Continued - Monday

### Monday, June 15

#### Registration

7:30 a.m. - 5:00 p.m.

#### Breakfast in Expo (Exhibits Open)

7:30 a.m. - 8:15 a.m.

#### Welcome

8:30 a.m. - 9:00 a.m.

#### Keynote Address - Shifting Gears: New Realities for Leadership in Tough Times - Webinar

9:00 a.m. - 10:00 a.m.

- Valerie L. Pendergrass, MS, Founder/CEO/Greatness Guru, The Next Step Coaching & Consulting

In today's economic environment, leaders at all levels are being tasked as never before. As task lists get longer, resources grow tighter and stress elevates to an all-time high, it is imperative that leaders must redefine what they do and how they lead. Welcome to a new leadership reality - regardless of whether or not you have a title or direct reports, leadership rules still apply. Learn the secret formula for transformative leadership including leading authentically, leading outside of positional authority and inspiring your team and your organization to drive results in tough times.

#### Concurrent Sessions

10:15 a.m. - 11:30 a.m.

#### Integrated Facility Management at Lawrence Berkeley National Laboratory - Webinar

- Ken Fletcher, Operations Department Head, Lawrence Berkeley National Laboratory
- David Raffin, Vice President, VFA, Inc.

Lawrence Berkeley National Laboratory, a leading research center, bridged the gap between day-to-day facilities operations and long-term asset planning with an integrated system recognized by the Department of Energy as a best practice solution. Learn how the Lab is now identifying modernization requirements to meet the mission needs of its world-class scientific research facilities and incorporating sustainability requirements into short and long-term maintenance plans to meet the requirements of Executive Order 13423.

#### Architecture & Engineering Roundtable

This is an interactive forum to discuss topics of interest to the attendees. Questions and hot topic issues will be collected prior to the conference and then discussed in a facilitated roundtable format.

#### Real Estate Roundtable

This is an interactive forum to discuss topics of interest to the attendees. Questions and hot topic issues will be collected prior to the conference and then discussed in a facilitated roundtable format.

#### The Art of Excellent Customer Service

- Sherrie Southern, Assistant Commissioner of Operations, Georgia Department of Administrative Services
- State of Georgia Governor's Office of Customer Service The Governor's Customer Service Initiative is a unique effort to engage all state of Georgia employees in improving service to citizens through a three-pronged strategy to become faster (speeding up services); friendlier (developing a customer-focused culture); and easier (adopting an enterprise approach to managing call centers). This program encompasses a statewide communications strategy; uniform customer and employee job satisfaction surveying; customer service focused pre-employment screening, orientation, training and performance measurement; and creation of a central point of access for state services by telephone and the Internet. Overall Goals for Customer Service:
- Georgia will be recognized as the best managed state.
  - Georgia will have the best customer service of any state in the nation.
  - Georgia state government will be known as a great place to work.
- Primary Message: All government programs are focused on providing customer service that is faster, friendlier and easier. Citizens should experience service that is:
- Faster: Speed up processes.
  - Friendlier: Create a customer-focused culture. Provide helpful and courteous service.
  - Easier: Simplify access. Improve call handling

#### Luncheon in Expo (Exhibits Open)

11:30 a.m. - 12:45 p.m.

## Preliminary Meeting Agenda Monday Continued

### Concurrent Sessions

1:00 p.m. - 2:15 p.m.

#### Greening Your State Building Portfolio - Webinar

- [Melissa Gallagher-Rogers, Manager, Government Sector, US Green Building Council](#)
- [Hope Davis, Director Commonwealth of Massachusetts Division of Capital Asset Management](#)
- [David Hart, Executive Director, Capitol Preservation Board, Utah State Capitol Complex](#)

The U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is the nationally accepted benchmark for the design, construction, and operation of high performance green buildings. LEED gives building owners and operators the tools they need to have an immediate and measurable impact on their buildings' performance. LEED promotes a whole-building approach to sustainability by recognizing performance in five key areas of human and environmental health: sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality. In response to input from the market, USGBC has created in conjunction with NASFA a State Implementation Toolkit that draws on resources created by the state managers to successfully implement a LEED program. The use of LEED helps states save energy and money and green their environmental practices. The session will include presenters from the group of NASFA members that helped to create this resource from Washington, Massachusetts and Utah.

#### Capitol Restoration Roundtable

This is an interactive forum to discuss topics of interest to the attendees. Questions and hot topic issues will be collected prior to the conference and then discussed in a facilitated roundtable format.

#### Innovative Approach to Competitive Small Construction Procurement

- [Paul R. Schreyer, Northeast Regional Manager, The Gordian Group, Inc.](#)

Pennsylvania, like most states, has an enormous number of facilities that constantly require routine, straightforward renovation projects. Since most of these projects exceed the competitive bidding threshold, they must go through the same cumbersome, time consuming procurement process used for large construction projects. The Department of General Services implemented an innovative procurement process using regional, on-call contractors ready to perform routine projects quickly and at competitively bid prices. Result: fast response, better quality, decreased costs.

### Concurrent Sessions

2:30 p.m. - 3:45 p.m.

#### Portfolio Optimization Strategies - Webinar

- [Ann Duncan, President, Vertical Integration, Inc.](#)
- [Hallie Coombs, Senior Management Analyst II, Florida Department of Corrections](#)
- [Michael E. Griffin, Public Account Manager, Vertical Integration, Inc.](#)
- [Dean Izzo, Director, Florida Division of Real Estate Development & Management](#)

In these volatile times, managing a state's real estate portfolio presents many challenges. This presentation will outline specific strategies to help reduce occupancy costs including: • selling consolidation opportunities to agencies who "want their own space" • identifying opportunities to free up resources related to underutilized assets • creative lease structures Also included will be an update on best practices from Vertical Integration's five-year nationwide benchmarking study of state governments' use of real estate.

#### Energy Roundtable

This is an interactive forum to discuss topics of interest to the attendees. Questions and hot topic issues will be collected prior to the conference and then discussed in a facilitated roundtable format.

#### NASCA What's Your Problem? *(NASCA Members Only)*

New members and old alike can benefit from a rousing discussion of "how we handle that issue back home." Get advice, steal an idea or just commiserate with others who face the same challenges - you won't regret participating in this session.

## Preliminary Meeting Agenda Monday Continued & Tuesday

### Concurrent Sessions

4:00 p.m. - 5:00 p.m.

#### NASCA What's Your Problem? (NASCA Members Only)

New members and old alike can benefit from a rousing discussion of "how we handle that issue back home." Get advice, steal an idea or just commiserate with others who face the same challenges - you won't regret participating in this session.

#### NASFA Regional Meetings

This is the opportunity for the attendees to meet with others from their respective regions and discuss any business necessary. All attendees are welcome to participate in the meetings, including corporate affiliate members.

### Exhibitor Reception

5:00 p.m. - 6:00 p.m.

Attendees and their guests can visit the exhibits and enjoy snacks and beverages.



## Tuesday, June 16

### Registration

7:15 a.m. - 5:00 p.m.

### Breakfast in Expo (Exhibits Open)

7:15 a.m. - 8:00 a.m.

### General Session - Grading the States: A Look Inside the Management Report Card and Leading Innovations - Webinar

8:00 a.m. - 9:15 a.m.

- Amy Edwards, Manager, Government Performance Project, The Pew Center On The States

The Pew Center on the States' Grading the States report card has been evaluating statewide management for over ten years and during this session will share details on the 2008 grades, grading criteria, and the recommendations offered to each state. The session will also feature government leaders who are working with Pew's State Management Lab to reform government operations.

### Concurrent Sessions

9:30 a.m. - 10:45 a.m.

#### What Can BIM Do For Our State? - Webinar

- John Tobin, LEED AP, Principal, Einhorn Yaffee Prescott Architecture & Engineering (EYP)
- Hope Davis, Director Commonwealth of Massachusetts Division of Capital Asset Management

How can you ensure that future building projects in your existing facilities deliver more predictable outcomes and lasting value than ever before? Building Information Modeling (BIM), a technology platform, can significantly enhance teamwork, improve coordination, and reduce change orders and project risk. Presenters will review the nation's trends in using BIM, and explore how BIM technology provided measurable and visible results at the Massachusetts State House.

#### Out of Sight, Our of Mind? Roof Asset Management & the Building Envelope

- Ray Makiejus, RRO, Roof Consultant, George Butler Associates, Inc.

Your roof and the building envelope are assets with finite lives. The goals of roof asset management & control of the building envelope are obviously financial: reduce costs, manage capital expenditures and accurately forecast budgets. This is accomplished by extending the useful service life of the roof and related components with a proactive vs. reactive approach. We will focus on the various segments of a successful program to better arm facility personnel with the information needed to control cash toward maintenance & capital improvements.

#### DOT Roundtable

This is an interactive forum to discuss topics of interest to the attendees. Questions and hot topic issues will be collected prior to the conference and then discussed in a facilitated roundtable format.

## Preliminary Meeting Agenda Tuesday Continued

### Concurrent Sessions Continued

9:30 a.m. - 10:45 a.m.

#### Team Georgia MarketPlace

- Sherrie Southern, Assistant Commissioner of Operations, Georgia Department of Administrative Services

In 2005, a Task Force examined how Georgia's 123 state agencies handle procurement - selecting, bidding, and buying - of thousands of supplies, equipment purchases and services costing \$5.7 billion a year. The Task Force recommended that Georgia shift to a system of strategic sourcing and 21st Century technologies that enable the state to take advantage of buying clout, broader bidding on the Internet, and tracking expenditures statewide. A full procurement transformation in Georgia is underway and includes; redefining the business requirements around procurement, rebuilding the staff to implement the transformation and the implementation of PeopleSoft eProcurement solution. Team Georgia MarketPlace core functionality: Electronic requisitioning Strategic Sourcing Supplier Self Service Supplier Contract Management. The project was rolled out in January 2009 and was on schedule and under budget.

### Concurrent Sessions

11:00 a.m. - 12:00 p.m.

#### NASFA Business Meeting

All attendees are welcome and encouraged to participate.

#### NASCA Update on Utah's 4-10 Work Week

- Kim Hood, Executive Director, Utah's Department of Administrative Services

### Luncheon in Expo (*Exhibits Open*)

### Concurrent Sessions

1:15 p.m. - 2:30 p.m.

#### Managing Energy Use in Government - Webinar

- Debra Baslow, Environmental Engineer, Vermont Department of Buildings & General Services

Learn about Vermont's revolving fund to provide financing for energy driven projects. Examples of successful projects funded by the revolving fund as well as other means with the support of the energy efficiency utility, Efficiency Vermont.

#### Building Green with Metal Roofs and Walls

- Michael Carpenter with The Metal Initiative and President of Training & Development Consultants, Inc. (TDCi)

If you're looking for ways to make a building envelope more energy efficient, don't overlook the roof and exterior wall system. The "Building Green with Metal Roofs and Walls" presentation takes a look at energy usage in the U.S. and how the use of metal roofs and walls can help reduce a building's overall energy consumption. The session begins with an explanation of the "cool metal roofing" concept and how it can help lower air conditioning loads. The presentation continues with a look at the role of "cool metal walls" and insulated metal panels in reducing energy consumption, and concludes with a discussion of the environmental benefits of metal roofs and walls, including their contribution to LEED points.

#### NASCA Business Meeting

All attendees are welcome and encouraged to participate.



## Preliminary Meeting Agenda Tuesday Continued

### Concurrent Sessions

2:45 p.m. - 4:00 p.m.

#### Issues of Sustainability in the Comprehensive Planning Process - Webinar

- [Greg Havens, AIA, AICP, Principal Sasaki Associates, Inc.](#)
- [Gordon Nelson, Director of Property Management, University of Maine](#)

Over the past decade, the interest of the public in the concept of sustainability has gradually expanded the scope and breath of comprehensive master plans, especially in the higher education sector. Fueled by student groups, faculty, staff and administrators, sustainability is now an integral part of the design and planning process for many colleges and universities. The result is a growing list of institutions that have actively embraced sustainable design and planning principles to guide the decision making process for building renovation, new construction, landscape design, planning, purchasing and operations. Recent master plans in the institutional sector provide new approaches for managing natural resources and habitats, water resources (rainwater and potable water), energy and greenhouse emissions, materials, and transportation. This presentation will explore the relevance of the sustainable planning issues addressed in the higher education sector to master plans for state facilities and land resources.

#### Repair and Renovation Construction...A Better Way

- [Mike Coberley, Business Development Manager, KBR](#)
- [John Murray, Contract Unit Manager, Missouri](#)

Today's state facility managers face the daunting task of doing more with less. While staff and capital budgets are being cut and costs for new construction escalate, refurbishing existing facilities becomes an ever more attractive and necessary prospect. And now, receiving funds from the ongoing Economic Stimulus Plan requires quick execution on "shovel ready" projects. Unfortunately, the traditional procurement methods to solicit and contract these projects don't provide the facility planner with the quick response and budget control required. However, there is an alternative procurement vehicle that truly has the possibility of being better, more responsive and more cost effective... three things all managers dream of. Job Order Contracting (JOC). The purpose of this presentation is to educate the attendee on what Job Order Contracting (JOC) is, how it works, and what its potential benefits are.

#### Operations & Maintenance Roundtable

This is an interactive forum to discuss topics of interest to the attendees. Questions and hot topic issues will be collected prior to the conference and then discussed in a facilitated roundtable format.

#### NASCA Outstanding Awards Program Co-Winner

- [Steve Ekin, Director of the Surplus Property Division, Georgia Department of Administrative Services](#)

What happens with all the equipment and items purchased by the state that is no longer needed or well past its useful life? In Georgia, it used to go to a Department of Administrative Services (DOAS) Surplus warehouse where the first priority was to re-distribute any items to other state agencies or local municipalities who may need them. After a period of 30 days, items not re-distributed were sold to the general public. In the new business model, DOAS asks agencies to notify Surplus as soon as they are ready to dispose of an item. After offering the items to eligible participants, the disposal process follows a decision matrix based on the estimated Fair Market Value (FMV). The streamlined process now focuses on moving information, not material; a much more efficient and economical process.

### **Corporate Affiliate Members & Private Sector Representatives Meet with NASFA Executive Committee Members**

4:15 p.m. - 5:15 p.m.

Exhibitors, private sector representatives and Corporate Affiliate members are invited to meet members of the executive committees to discuss the resource expo, membership benefits and future meetings. This meeting supplies the associations and the private sector representatives with a valuable exchange of recommendations and information.

### **Awards Banquet**

7:00 p.m. - 10:00 p.m.

This event is the traditional climax of the conference, highlighted by the awards ceremony in which the Innovations Award and the Outstanding Program Award winners, both Executive Committees', and other distinguished individuals, are formally recognized for their contributions to the associations the past year.

## Preliminary Meeting Agenda Continued - Wednesday

### Wednesday, June 17

**Information Desk**

7:30 a.m. - 11:30 a.m.

**Continental Breakfast**

7:30 a.m. - 8:30 a.m.

**General Roundtable Session**

8:30 a.m. – 10:30 a.m.

This is the opportunity to discuss those topics that may not have been discussed earlier in the conference.

**Closing Session**

10:30 a.m. – 11:15 a.m.

Again, for more information about the conference and Webinars visit our Web site at [www.nasfa.net](http://www.nasfa.net).

## President's Letter Continued

The Communication and Recognition Committee, chaired by Melva Hicks and Kelvin King has continued to focus on publications, award selection and Webinars for the members. This past year we hosted a round table discussion with members on how they are dealing with financial challenges and held a training on Job Order Contracting (JOC) jointly with The Center for Job Order Contracting Excellence (CJE). Because both events were successful and feedback was positive, we are looking to continue and expand on bringing this type of information and education to our members in the future.

Rounding out the committees is the Reference & Resource Committee, under the watchful eye of past president Hope Davis. This group is working on the development of a report, for members and partners. This report will detail capital improvement plans, portfolio size and type of buildings owned and leased by our member states. The committee will continue this work and look at expanding the report to include policies and procedures from states, as well as, specifications and design guidelines, so that this information is organized and more readily available to members.

In addition to the committee work that is focused on specific tasks, NASFA is steered by an Executive Committee that never ceases to amaze me with its focus, energy and commitment to the success of the organization. This group has supported me and the organization over the past year through numerous telephone and conference calls, and they are always willing to take on challenges and work through organizational issues as they come up.

Lastly I need to mention Marcia Stone, whose commitment and organizational skills continually amaze all of us. Marcia manages to schedule phone calls, set up meetings and keep us all in sync throughout the year and always does it with a smile in a positive and encouraging manner.

NASFA is a good organization that, by size and diversity, opens up many avenues to its members and partners. Take advantage of these opportunities and get involved to the extent you are comfortable and capable. The people you interact with are well versed and always willing to help others in many ways.

As I end my year as President, I say thank you! This has been a learning experience for me, both personally and professionally, and I look forward to passing the gavel to a very capable Russ Katherman from Montana, as the incoming NASFA President. I am looking forward to meeting up with many of you in Orlando at the National Conference and, if not there, I will be involved and connected in the future.

Bill

## A Roadmap for Sustainable Government Buildings

*By Jeremy Cohen, LEED AP, Government Associate, US Green Building Council*

Going green for government buildings has never been more important – not only for government employees but also for the community and its taxpayers. Buildings in the United States account for 71% of electricity consumption, 40% of carbon dioxide emissions, 12% of potable water use and 65% of solid waste. They are also where most Americans spend 90% of their time, which means that buildings have a significant impact on our health and well-being.

Currently, 31 states have policies that aim to improve the built environment through the LEED green building certification system. LEED is a practical tool for green building design, construction, operations and maintenance that provides immediate and measurable results for building owners and occupants. LEED certified buildings are shown to conserve natural resources and save money, while meeting the performance needs of owners and occupants. Because a LEED certified building requires a different approach to the building, implementing LEED on a large-scale challenges governments to align their internal processes with green building strategies.

To address this barrier, NASFA and the U.S. Green Building Council (USGBC) formed a working group to collect tools, resources and success stories from states with established and emerging green building programs called the Roadmap to Sustainable Government Buildings. The Roadmap outlines the major components of a comprehensive government green building program and identifies common obstacles, shares successful strategies and provides resources developed by states to support staff who work on green building projects.

The Roadmap is designed for government staff with all levels of green building experience. Users can quickly find specific resources, learn more about a topic of interest, or browse strategies and ideas to improve their own green building program. The Roadmap has a considerable amount of resources for budgeting, administration, and program evaluation. Originally envisioned as a toolkit for state project managers, the Roadmap quickly grew into a guide for developing a robust program where high-performance green building is standard practice.

The Roadmap includes:

- An introduction to sustainability goals and an overview of LEED certification.
- LEED training opportunities for staff and project teams.
- Pre-project planning support for early stages of project planning, including budgeting, contracting, procurement and compliance.
- Resources for project management of new construction and existing buildings projects; program administration and green building program guidance for increasing the scope and scale of a green building program; and suggested resources for satisfying reporting requirements.
- Additional resources list of templates and guides created by governments to assist staff working on green building projects.

The Roadmap is a continuous forum for sharing and developing peer resources for building an effective and efficient government green building program. To evolve green building programs across the country, governments must be sharing and seeking best practices, learning from the strategies, successes, and challenges of others. NASFA and USGBC will continue this collaboration to advance the common goal of sustainable government facilities and progressing the green building movement.

To download a free copy of the Roadmap, visit [www.nasfa.net](http://www.nasfa.net).



## Results of the Spring Newsletter Survey

The following are the responses to questions from our Spring Newsletter Survey. The responses were collected in the April 2009.

### **QUESTION:**

**Has your State/Department developed an in-house program to track the real construction costs of projects?**

#### **Connecticut**

Yes we maintain a bid results tabulation including cost of every major subcontractor for expansion of our base estimating

#### **Louisiana, Div. of Administration**

We can report actual cost including planning and miscellaneous but we are not currently analyzing it. I am not sure if this is what you mean by "real" construction costs.

#### **Louisiana, Community & Technical College System**

No

#### **Massachusetts**

We use Prolog (by Meridian) as our Project Management and Accounting System

#### **Michigan**

Yes, we use a database called PIMS (Project Information Management System) that tracks contract values. This program was developed in-house but we are considering switching to Archibus since that program is used by a sister division.

#### **Nebraska**

In Nebraska this juvenile detention facility is operated by the Dept. of Health and Human Services but the buildings and grounds are actually owned and maintained by the State Building Division. This division has engineering and architectural staff that carry out the tasks mentioned in your request. Here on the local level about all we track is our day to day operational budget.

#### **Oklahoma**

No

#### **South Dakota**

Yes, South Dakota keeps a database named Project Register that tracks construction costs.

#### **Utah**

Yes, we track all hard and soft costs on a project by project basis utilizing Facility Focus, a database program, which allows us to extract specific project information in a customizable web-based report.

#### **Wisconsin**

The State of Wisconsin is currently tracks lump sum bid results. We are developing a program to track actual final construction costs by project type, and considering ways to track individual project element costs (ie. unit prices, clean rooms, BL3 rooms,) to aid in subsequent cost estimating.

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### **BIM/VDC and IPD Survey**

Please take a minute to fill out a survey on BIM/VDC and IPD. It should take 15 minutes to respond to all 32 specific questions on BIM/VDC and IPD. If you do not know the answer to a question, do not answer it; please do not make wild guesses.

[Click here](#) to complete the survey.

## Results of the Spring Newsletter Survey Continued

### QUESTION:

**What cost estimating technique or program do you use?**

#### Connecticut

In-House we use RSMeans, but on every major project we hire Construction Administrators to oversee both design issues and monitor construction for us, their primary duties during design is to look at constructability issues and develop estimates.

#### Louisiana, Div. of Administration

Project manager will look it up in RSMeans.

#### Louisiana, Community & Technical College System

Not applicable

#### Massachusetts

We use our own home-grown in-house estimate system and we work with cost estimating firms during the study and design process

#### Michigan

If we are doing budget-level estimating, we use a combination of Means estimating plus examination of similar recent projects. When a project is in design, the design professional is tasked with producing periodic cost estimates prior to bidding.

#### Oklahoma

Historical Data

#### South Dakota

We rely on hired architects/engineers/local contractors to estimate costs. They may use a variety of cost estimating tools.

#### Utah

We use several techniques to cost estimate, including nationally recognized cost estimating guides like R.S. Means, consultation with local professional cost consultants, and comparison with historic information from our own database of projects.

#### Wisconsin

The State of Wisconsin does not require a specific method or technique for cost estimating; we do not use a proprietary cost estimating software. We heavily depend on completed projects cost data and we update costs based on ENR Construction inflation index. Cost estimating methods vary depending on project value and project scope. A/E consultants are used for design on many larger projects (exceeding \$100,000). On some projects, published national databases (ie. Means) are used for sources of estimating data; on other projects, results of local bidding are used. For large projects (ie. >\$5M), a cost estimating consultant are either part of the design team or we may hire separately for confirming cost estimate.

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### Need Information or Have Questions?

Ever wonder how other States handle a specific issue or if someone else has already addressed a problem? If you have a question and want to hear from your peers, simply send your question or inquiry to the NASFA staff at [nasfalisterv@nasfa.net](mailto:nasfalisterv@nasfa.net) or to [mstone@csg.org](mailto:mstone@csg.org) and the staff will send your question out to the membership. If you receive an email with the word "Inquiry" in the subject line, please answer the question(s) and/or forward it on to the appropriate people within your State. The more we can share information among ourselves the better we can serve our constituents - facilities staff that operate and maintain our facilities, the public who visit or inhabit our facilities, and the taxpayers who pay for the services provided in our facilities.

Once the answers to the inquiries are compiled we will share them back with the membership by posting them in the document library available in the Members Only section.

Remember if you have a question and need assistance from your peers, send your email question to [nasfalisterv@nasfa.net](mailto:nasfalisterv@nasfa.net). And please help your peers by taking a moment to answer their questions.

## Results of the Spring Newsletter Survey Continued

### QUESTION:

**Are you seeing lower actual costs on construction projects due to a slowing economy and the contractors a little hungrier to stay busy?**

#### **Connecticut**

Over the past four months, our estimates have been 10-15% over the bids, and the bids are not stand-alone but are usually all within 10% of each other

#### **Louisiana, Div. of Administration**

Yes

#### **Louisiana, Community & Technical College System**

Yes

#### **Massachusetts**

It is a buyer's market. Prices are lower, and more firms are bidding on our work.

#### **Michigan**

Yes, we have been seeing lower bids and larger bidding pools. In one instance, a project that was re-bid in order to add a significant amount of additional scope came in at roughly the same amount as the original bid. We are also seeing two to three times the number of design professionals responding to requests for proposals. It's been a bit too soon to tell if the professional fee values are dropping due to this increased competition.

#### **Oklahoma**

No

#### **South Dakota**

Yes, we are seeing lower bids across the board. We are also seeing more bidders on each project.

#### **Utah**

Yes, we are seeing up to 20% reduction in construction pricing in comparison with last summer. There is extreme interest in our work with large numbers of contractors bidding every job, which is much different than a year ago.

#### **Wisconsin**

Yes, bids solicited from November 2008-present have been lower than construction cost estimates. We have also seen an increased number of bid document requests and increased number of bidders on our

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### State Portfolio Survey

NASFA's Resource and Reference Committee has developed the attached survey in an effort to quantify the scale and scope of the assets and property for which our members are responsible. This information will serve to demonstrate the broad and deep areas of involvement that we have in the building design, construction, operations, and maintenance areas, along with our property management and capital budgeting capacities. Please complete as much of the survey as you can. We recognize that not every recipient of the survey will be able to answer every question, but we will piece together what we can and follow up with you or your colleagues with questions, as necessary. We will compile the results of the survey and make it available to all via the Members-Only portion of the NASFA web-site. Please take a few moments to complete this relatively short, but important survey. The survey instrument is available at [www.nasfa.net](http://www.nasfa.net).

## 2008-2009 Corporate Spotlights

### Archibus

With over 25 years' experience, ARCHIBUS is the #1 Solution for Total Infrastructure and Facilities Management in the World. ARCHIBUS offers state governments the most comprehensive, integrated IWMS solution with *new* GIS capabilities--the Geospatial Extensions for ESRI--for managing, analyzing, visualizing, and reporting on their real estate, properties, and infrastructure. Also, to support the growing business need for environmental reporting, sustainability, and risk mitigation, ARCHIBUS offers the Web-based TEAMS product. ARCHIBUS vastly improves facilities asset management and accountability, increases productivity and efficiency, and drives triple bottom-line savings. You can learn more about them at [www.archibus.com](http://www.archibus.com).



### Heery International

Heery is a full-service architecture, interior design, engineering, construction management and program management firm with a history of stable leadership and financial strength. Heery's innovative professionals operate from more than 30 offices throughout the United States and overseas. Our commitment is to provide the very best design and construction expertise throughout the planning, design, construction and commissioning process. Visit their website at [www.heery.com](http://www.heery.com)



### L&S Energy Services, Inc.

L&S Energy Services, Inc. provides a broad spectrum of energy services to the government, commercial, industrial, institutional, and multifamily marketplace. Our services include building energy audits and retrofit analysis, building diagnostic instrumentation and analysis, design of energy efficient technologies, market analysis of emerging technologies, LEED® and sustainable/green building services, energy rate studies and energy conservation program management. For more information contact Dennis Landsberg at 518-383-9405.



### Milliken Contract

Milliken Carpet offers a wide range of product and service solutions tailored to the government sector. Product options include modular and broadloom formats and range from high performance budget basics to custom designs. Through our No Carpet Landfill Pledge, we evaluate the condition and contaminant levels of every used carpet sent back to us and choose the highest form of recovery possible-- donation for charitable reuse, recycling into new products, or lastly energy cogeneration of unusable waste components. For more information visit [www.milliken.com](http://www.milliken.com).



### Opus West Construction Corp.

The Opus Group, based in Minneapolis, is a full-service real estate development company with 56 years of experience. Opus is recognized as a national leader in office, industrial, retail, multifamily, government and institutional development and has offices across the United States and in Canada. Committed to creating great real estate, Opus implements best practices in sustainable design and construction to maximize building performance and reduce environmental impact. For more information visit [www.opuscorp.com](http://www.opuscorp.com).



### Pacificad, Inc.

PacificAD provides state-of-the-art 2D and 3D technologies that let customers visualize, simulate, and analyze the real-world performance of their ideas early in the design process. We serve the Industrial Manufacturing, Architectural, and Civil Engineering markets as well as services and solutions for Building Information Modeling (BIM), Facility Management, and very active in increasing awareness of Sustainability Design throughout the Northwest. Visit them at [www.pacificad.com](http://www.pacificad.com).



## 2008-2009 Corporate Spotlights Continued

### UGL Equis Corp.

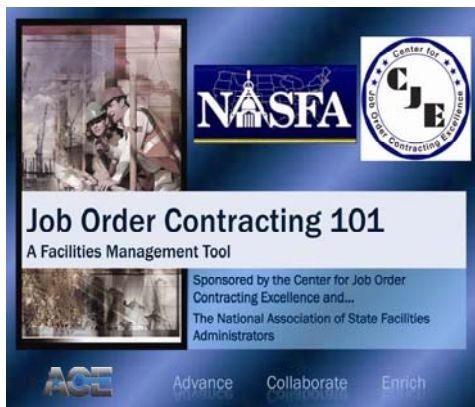
UGL Equis Corporation, through its affiliated companies, is a global corporate real estate firm that focuses exclusively on the business space user. With more than 40,000 affiliated employees in nearly 100 locations around the world through its parent company UGL, Chicago-based UGL Equis provides comprehensive real estate solutions through portfolio strategy and management, transaction advisory, corporate finance, project services, workplace integration, data management, facility management, development management and audit & recovery services for national and global companies with office, industrial and retail opportunities throughout the United States, Mexico, Asia Pacific, Europe and the Middle East. UGL Equis along with its sister company, UGL Unicco, are subsidiaries of United Group Limited, (ASX: UGL). For additional information, please visit [www.ugl-equis.com](http://www.ugl-equis.com).



### NASFA/CJE Liaison Kicks Off with Webinar Training

*By Lisa Cooley, Manager of Market Development, Centennial Contractors Enterprises, Inc.*

On March 4<sup>th</sup>, the Center for Job Order Contracting Excellence (CJE) hosted a **JOC 101** Webinar for NASFA members. **JOC 101** was designed to serve as an introduction to the alternative delivery method of Job Order Contracting, often called JOC. The hour-and-a-half-long Webinar detailed the history of JOC as a delivery method, the benefits of a JOC program, the JOC project process, and the performance-based nature of JOC. There were also Case Studies of JOC programs from the State's of New York and Washington.



The Webinar had 150 registrants from 26 states. It was taught by Gary Aller, Director of Alliance for Construction Excellence (ACE) at Arizona State University and longtime CJE member.

The Webinar technology provided by ACE allowed participants to ask questions of the instructor and a lively question and answer session ensued. In fact, since so many relevant questions were asked—not all could be answered in the Webinar format—the CJE/NASFA liaison has undertaken authorship of a JOC Questions and Answers White Paper, which will be complete for distribution at the NASFA conference in Orlando this June.

“The NASFA/CJE JOC Webinar was a very informative introduction to some of the key components of how JOC works,” stated Hope Davis, former NASFA President and Director of the Office of Facilities Maintenance in Massachusetts. “In Massachusetts we are working to establish JOC as an alternative approach to procuring and implementing smaller-scale repair and renovation projects. The information provided through the Webinar will help us make a stronger case for initiating this delivery method.”

Many good topics came from the Webinar and the drafting of the White Paper will provide the basis for future work within the liaison. The use of purchasing cooperatives to access JOC services, the use of Qualifications-Based Selection to procure JOC, and state statutes governing the use of JOC all appear to be hot topics.

## State Profile - Florida

The Florida Legislature ended session by passing the 2009-2010 budget of \$65 billion. Like other states, this was no easy task given the economy. Governor Charlie Crist and the state's legislative leaders left no stone unturned finding ways to trim the budget. These challenges create opportunities. The Department of Management Services Division of Real Estate Development and Management continues to focus on energy conservation measures to control operating costs. In an environment where every penny counts, programs include performance contracting, adoption of LEED standards for new construction, and the implementation of energy reduction measures in both state-owned and leased facilities. It also actively renegotiated private leases to reduce the state's obligations. Despite economic downturns, the forecast is hopeful and Florida currently has nearly \$350 million in new construction projects and anticipates an additional \$8 million in capital outlay projects beginning in July. The state-owned portfolio has more than \$100 million in deficiencies in the backlog but maintains a 96 percent occupancy rate. The state continues to investigate renewables such as solar, wind and geothermal technologies and awarded the first Solar pilot project in May 2009 with anticipated implementation in early 2010.



## Coming Soon!

### 2009-2010 Membership Dues

The state and corporate affiliate dues for the 2009-2010 fiscal year have been distributed. If haven't received your invoice or have any questions, please contact the ASFA staff at [mstone@csg.org](mailto:mstone@csg.org) or [nasfa@nasfa.net](mailto:nasfa@nasfa.net).

### Join a Committee

Strengthen your networking contacts; grow professionally and personally while contributing to the facilities industry. Get involved by joining one of the committees and increase your ownership and understanding of NASFA. Generally, each committee holds a conference call once a month for no longer than one hour. It takes a small amount of your time to contribute to your association and stay connected. Sign up online at [www.nasfa.net](http://www.nasfa.net).

### Regional Meetings & 2010 National Conference

Currently the regional meetings are in the planning process; see the dates below and watch for more information this summer. As with this year's National Conference the regions hope to be able to offer Webinars as part of their meeting. Also, mark your calendar for the 2010 National Conference & Resource Expo which will be held in Burlington, Vermont.

- East Regional - September 15-17 in Montpelier, Vermont (*Tentative*)
- Great Plains & Southeast Joint Regional - September 29 - October 2 in Jackson, Mississippi
- West Regional - October 13-16 in Santa Fe, New Mexico
- 2010 National Conference & Resource Expo - June 12-16 in Burlington, Vermont

NASFA's mission is to provide leadership in the development and implementation of state facility administration practices. Formed in 1987, NASFA brings together state officials involved in the planning, development, operations and maintenance of state facilities. Any state and our international neighboring states/provinces are eligible for membership. A prominent benefit of NASFA membership is that the membership is vested in the state, rather than an individual, and therefore all personnel involved in facilities administration and management may participate in the association. The membership dues can be split among several agencies, which lower the expense for each agency. NASFA also welcomes corporate, municipal, and other governmental unit memberships from organizations who work regularly with state administrators. Together, members share their knowledge and expertise to improve practices in governmental facilities administration.