



Spring 2003

An organization of planning, development, operations, & maintenance officials

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Contractor Pre-Qualification Provides Extra Peace-of-Mind

Construction is filled with risks—risks that they will be late, over budget, or if they will meet the owner's standards. Short of draconian contract provisions and the stress of remaining at constant odds with the contractor, what is an owner to do?

Pre-qualifying contractors allows the state agency/owner to check into each contractor's ability to complete the job in a timely fashion, with high quality, and with fewer claims. It can bring to light any serious problems and eliminate the flawed or unresponsive contractors.

The first step is to develop a targeted list of contractors whose size and capabilities are compatible with the project's needs. An agency/owner may contact local chapters of contractor groups such as the Associated General Contractors or AGC, (www.agc.org), Associated Builders and

Contractors or ABC (www.abc.org) or F.W. Dodge (<http://fwdodge.construction.com>).

Have an attorney check legal records for lawsuits and liens that will help determine if any patterns emerge, such as a steady stream of lawsuits against the past owners. Likewise, large liens may suggest impending financial problems. Remember that construction is a litigious hotbed, so very few contractors will be immune from lawsuits and liens.

Next, ask each of the remaining contractors on the list to complete a prequalification form that should request the following information in a sealed and notarized format: type of firm (corporation, partnership, etc); closed or open shop; years in business under current name; number of employees, types of work completed by own forces; key personnel and years with

firm and years experience; officers, partners or owners; five largest projects in last five years; average annual billings for last five years and last year's billing; list of major projects and dollar amounts under contract; bank references; insurance company; bonding company; and certified financial statement. Determine if the firm or subcontractor failed to complete a contract, if any judgments, claims or suits are pending, or if a party to any lawsuits in the last five years?

The answers provide insight into the general contractor's operations and highlight the areas that require more attention. The project should be within 30% of annual billings. If higher, there is a risk that the project is too large for the contractor. If the ratio is extremely low, i.e. 12% or 7%,

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NASFA Member Retires in May

The Georgia State Financing and Investment Commission (GSFIC) announces Lamar Holland's intention to retire from public service.

Immediate past president of NASFA, Lamar was a founding member of the Georgia Association of State Facilities Administrators and served as its president.

Lamar is currently the Assistant Director for Contracts Management with the Construction Division of the GSFIC. He has recently developed a Statewide

Construction Manual to provide guidance to the public and private sectors regarding state government construction. For his efforts, the Construction Specifications Institute (CSI) gave Lamar its national CSI Citation Award for Technical Writing.



Lamar began his career in state government with the Georgia Education Authority, the predecessor to GSFIC, where he

served as Chief Accountant. He has been certified by CSI as a Certified Documents Technologist and a Certified Construction Contract Administrator.

Lamar retires after having made a great difference while making a great many friends—not an easy combination. GSFIC will hold a retirement celebration for Lamar on May 29, 2003, his last work day.

After retirement, Lamar and his wife, Gail, will be most often found at their home in Lilburn, Georgia.

From the President's Desk



NASFA 2002-03 President
Thomas Sandretto, Vermont

How quickly a year passes! And how much can be accomplished by a group of dedicated professionals who donate their time and energy toward the betterment of all in our industry. Your colleagues at NASFA are wrapping up another year of excellent service. You will notice immediately that the format of this newsletter has changed. Similarly, the NASFA Web site has a new look and features—check it out. The public a-

tions on *Building Commissioning Recommended Guidelines* and *CM/GC Guidelines for Public Owners* have been released. The Conference at Overland Park, Kansas is ready to amaze you. The Membership Committee actually increased state membership in this recession year and retained a high level of corporate affiliates. Corporate sponsorship has increased. The Definitions Committee continues to put in long hours of very difficult work.

We began the year concerned that the recession would endanger the very existence of the organization. We have found that the challenge presented by the current economic conditions only stiffened the resolve of NASFA members.

While travel bans may affect attendance at conferences, we have noticed an increased reliance on the listserv and its networking power. The ability to easily access counterparts from across the country certainly accentuates the most rewarding aspect of NASFA membership, the exchange of information and the pursuit of knowledge.

I am honored to have served as your president for the past year and truthfully will find it difficult to step down. And why not? With the *creme de la creme* supporting NASFA, my serving as president has been pure pleasure. I am looking forward to seeing you at Overland Park. Please enjoy this issue of *State Facilities Quarterly*.

Plan to Attend:



16th Annual Conference & Trade Show



June 21-25, 2003
Overland Park,
Kansas

www.nasfa.net/meetings

Contractor Pre-Qualification

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the contractor may not make enough effort to complete the project timely and within the budget. Checking the job's bid highlights how close the contractor is to reaching its capacity for assured accomplishment.

Most importantly are the owner's representative and financial references. Ask them whether the contractor completed their job on time, within budget, and met quality expectations. Inquire about the project's change order history. Ask about any lawsuits or outstanding bills.

Financial statements can provide insight on how "responsible" the contractor is. There are several ratios to check

and compare the industry average or that of your other contractors: debt ratio should be low. Current ratio should be greater than two. Acid ratio measures liquidity and should be greater than one.

The visit/interview process helps both the owner/agency and the contractors. If possible, send the contractor a set of contract documents for review prior to the conversation. This gives the contractor a chance to ask for clarifications. In addition, the interview is a great opportunity to explain construction procedures and any manuals.

Visit some of the contractor's projects to get an idea of how the contractor

organized a construction site and approached an assignment. The goal of this process is for the state agency/owner to become familiar with the contractor and for the contractor to have a better idea of how to bid the pending project.

After the research, review of submittals and interviews, the owner can prepare a final list of contractors to assure the bidders they have a better understanding of the project and a better chance of securing it, as opposed to an "open call" bid. The contractors will pay more attention to the bid they assemble for the project because they are on a pre-qualified short-list and know that their chances of winning are improved.

One of the intangible benefits is that upon project award, owners have been able to establish a basis for a good working relationship with a competent contractor. While these pre-qualification techniques may not bulletproof the project from the award to a bad contractor, they should serve to improve the odds of landing a good one.

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Solving Materials Shortage Problems of Water

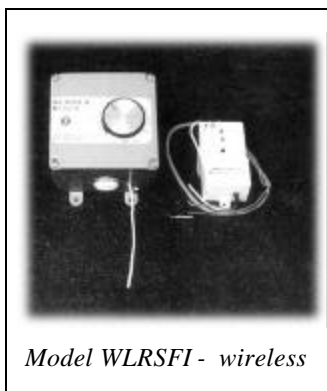
Many facilities administrators have lawns to water, and as state government is expected to show leadership in conservation of critical resources like water, that poses a problem. NASFA's President-Elect Selby Lucero, Deputy Director of New Mexico's Property Control in the General Services Division, has found a relatively simple, yet effective solution.

Selby Lucero claimed, "The WeatherMiser is a simple item to install with the benefit of saving water. In New Mexico, our drought conditions have created a critical situation, which requires that we be more cautious than ever with our water use!"

Selby uses a simple device to track humidity, dew point, air temperature

and evaporation levels. This can anticipate rain and dew formation, eliminating the over watering caused by automatic sprinklers without the device. He was one of the first users of the WeatherMiser and reports that his turf appears healthier with almost half the water usage.

Similar to the way a thermostat controls the comfort level of an office, the WeatherMiser is a comparably functioning "humidistat" which controls the comfort level of lawns. The device uses an off-the-shelf humidity



Model WLRSFI - wireless

sensor to detect the increase in relative humidity which typically precedes a rainfall. Attached to the irrigation system timer, the WeatherMiser keeps the timer from turning on the sprinklers until the humidity drops back below the trigger level.

The product also employs a temperature sensor which works with the humidity sensor to disengage the sprinklers when the dew point or near freezing temperatures are reached. This feature takes advantage of the natural condensation on the lawn and prevents freezing irrigation as well.

As over-watered grass becomes accustomed to having plenty of water just below the surface, it does not develop deep root systems. It is, therefore, less tolerant of drought conditions. With WeatherMiser, the just-as-needed delivery trains the grass to get used to less water and, in the process, creates more resilient turf.

Most applications re-

quire a simple two-wire connection between the irrigation timer and the WeatherMiser. An electro-mechanical switch merely interrupts the circuit once the threshold humidity and temperature are crossed and closes again when the humidity level drops. The unit itself requires no electrical power. The basic model which employs the humidity sensor sells for \$86.00.

For more information, look on-line at www.weathermiser.com or call toll free 877.948.3772.



Shown Above: RSFI: Rain, Snow, Evaporation, Temperature, Dew Point Interrupt Sensor

3D/I Achieves Gold LEED™ Rating in California

In January, the 3D/I project managers' new state headquarters for the California Department of Education was awarded the Leadership in Energy and Environmental Design (LEED™) Gold Rating.

The LEED Green Building Rating System™ is a voluntary, consensus-based national standard

for developing high-performance, sustainable buildings. Members of the U.S. Green Building Council representing all segments of the building industry developed LEED™ and continue to promote integrated, whole-building design practices. The six-story state office building offers on-site childcare, food service, retail space and parking with accommodations for 1,300 state workers and is adjacent to the State Capitol Building and Park. It is the largest LEED™ 2.0 Gold Rated building in the world,

among other awards. This building exceeds the 1998 California Energy Codes (Title 24) by more than 35 percent, saving over \$120,000 a year in energy costs alone—welcome news to a state struggling with energy and budget challenges. Even more



impressive is the collaborative effort and expertise exhibited by numerous private sector professionals and

multiple state government agencies to make this building a state-of-the-art facility that will withstand the test of time architecturally, functionally, and environmentally.

Jim Ogden, LEED™ Accredited Professional may be reached at 916.447.7600 or at ogden@3di.com.

Focus Section: Coping successfully with resource shortages or rapidly accelerating costs

Building Operator Certification Lauded

If you are looking for an endorsement of the Building Operator Certification (BOC) program, look no further than Duncan Crump. He's zealous about the program and believes facility professionals need to take a serious look at completing the seven-month program curriculum.

"The program is the best thing that has happened to public facilities maintenance in years," said Crump, a Senior Facilities Planner for Washington State's General Administration. "Whether you are an experienced journeyman or have limited trades skills, the BOC has tremendous value. On the surface, you would think that having one or two-day classes in a technical area such as electricity might not be very useful to those with no background in the area. For the experts in that area, you might think the instruction is going to be too simplified, and too much of an overview. Well, you will be wrong on both counts!"

Crump says the expert tradesperson gets the chance to ask very specific questions on unique issues not covered in the trades' manuals. They get to learn about the latest code changes and how labor and industries or the respective state or provincial regulators are interpreting the rules. Students of the course also get contacts and

Web sites that are tremendous assets for the future.

Building Operator Certification (BOC) is a professional development program for operations and maintenance staff working in institutional and commercial buildings. It certifies individuals in energy and resource efficient operation of building systems at two levels: Level I - Building System Maintenance and Level II - Equipment Troubleshooting and Maintenance. Operators earn certification by attending training sessions and completing tests and project assignments in their facilities. The certification provides a credential for their professional development while also offering employers a way to identify skilled operators.

BOC was developed in the Northwest with funding from a consortium of states and electric utilities called the Northwest Energy Efficiency Alliance. In 2002, the program received a national award from the American Council for an Energy Efficient Economy as an "exemplary program."

In New England, John Petersen, Facility Manager with Sears Regional Credit Card Operations saved money for his company by reducing energy costs. "As a result of the Energy Conservation class and homework, and the measures implemented through the course, we reduced annual energy consumption in our 125,000 square foot facility by roughly 15%. The PM (preventive maintenance) program developed as course homework is still used today."

The cost for Level I and Level II ranges from \$950 to

\$1,400 for each full course series, depending on the state in which it is offered. The fee includes 56 hours of training, a full set of handbooks, and certification recognition materials. There is no charge for make up classes if students have already registered for a full course series. Most employers pay the fees for their employees - others share fees with their employees.

"For everyone, we get an appreciation of the other trades' problems and how those other areas interface with our own," Crump said. "We meet great teachers and establish great contacts among the other students. Best of all, when you finish the BOC you know that there are lots of other folks out there struggling with many of the same facility issues that are stumping you. You are not alone! If you are stumped, so are a lot of other people. And, there are people you can call for help and that can call you for help."

For registration information in your state, contact the BOC office at 206.292.4793 ext. 2, or e-mail bocemail@aol.com.

To review course descriptions and view a list of certified operators, visit the BOC web site at <http://www.neec.net/boc.htm> Look for the web page titled "BOC Around the Country."

Prepared by Bob MacKenzie, Washington Division of Engineering and Architecture and Cynthia Putnam, Building Operations Certification (BOC).

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Universities' Construction Management Degree Program

Who cares about quality in building construction? What can you do to help ensure it for your state?

Quality construction, life cycle costs of buildings, building a professional base of construction industry practitioners are all critically important to NASFA members. Among the many avenues to achieving improvements is proactively enrolling in the degree program offered in colleges and universities in 33 states.

The primary goal of the American Council for Construction Education (ACCE) is to promote and improve construction education in colleges and universities. By working together through ACCE, NASFA members, representatives of the local construction community, construction educators and lenders can establish and maintain standards and criteria for accreditation, provide guidance to new degree programs, and carry out the accreditation process, which

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Focus Section: Coping successfully with resource shortages or rapidly accelerating costs

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helps students identify institutions and programs offering quality education in the field. It also serves the interests of the construction industry by enabling employers to identify persons who, by reason of their education and training, have the potential for making lasting contributions to the industry and to their profession.

Leo Munford, Construction Administrator for the Arkansas Construction Section, has become very involved through serving on the Advisory Board at the University of Arkansas at Little Rock (UALR) and in giving periodic lectures and roundtables. He advises, "You should contact the Department of Higher Education in your state and call on the college or university with a program near you. Check out the ACCE-accredited Construction Management Program in your area and get involved!"

For more information, visit ACCE's Web site at www.acce-hq.org.

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Solving Materials Shortage Problems of Paper

The core component of facilities management is information – collecting it, analyzing it, and disseminating it – in order to make decisions vital for accurate budget forecasting, prioritizing projects and planning capital resources. As a result, facility managers are laden with up-to-date, precise and easily accessible building portfolio information. There is no substitute for current and accurate information about an organization's buildings and facilities.

Historically, facility managers have relied on binders of papers and multiple file folders to gather and maintain information on the conditions of their facilities portfolios. Paper wastes precious resources. Offices use nearly 1.5 pounds per person per day, according to a study done by the City of Los Angeles. At the website "Cutting Paper," (<http://eetd.lbl.gov/paper/ideas/html/issues.htm>) are environmental, economic, and quality of life issues concerning the need for paper reduction.

An increasing number of state organizations are embracing electronic procedures, such as Web-based software, to maintain information. For today's facility managers, Web technology eliminates outdated paper-based methods and provides easy

access to needed facilities information. It enables users throughout an organization, even those geographically dispersed, to gather and maintain a repository of detailed building information across an entire property portfolio. Facilities information is easily updated, managed, controlled and shared.

The task of going from a paper-based system to software may appear daunting. The first and most difficult step is to initiate a condition assessment that will provide consistent baseline information. For example, the Massachusetts legislature mandated the condition of all state owned capital assets, the Division of Capital Asset Management (DCAM). The job required carefully evaluating and cataloging major equipment and systems and noting deficiencies, capital needs and ordinary maintenance schedules for assets such as mechanical and electrical rooms. The data collected represented more than 5,000 buildings with 73,700,000 square feet. Imagine the stacks of paper that would have been needed to capture that information!

Instead, DCAM chose one of several facilities management software companies willing and able to help make sense of this morass of information. VFA, Inc.; FAMIS Software, Inc.; and ISES Corporation are three NASFA corporate affiliates who offer such services.

Once the condition assessment was completed and the facility management system was in place, DCAM faced the next Herculean problem. "Right now we have identified around 600 people for training to use the system," says Hope Davis, Program Manager for DCAM, "And we will eventually get to about 800 users."

This is the twenty-first century; make it a paperless one, and save the environment, your pocketbook, and your sanity! Invest in Web-based facility management software, either home-grown or purchased.

For more information about FAMIS Software, Inc, contact Doug Hart, Sales Director for Government Solutions, via email at dhart@famis.com, via phone at 800.774.7622 or visit www.famis.com. Information on ISES Corporation should be directed to Dan Harrison, Vice President, via email at danh@isescorp.com, via phone at 770.879.7376 or visit www.isescorp.com. To reach VFA, contact David Raffin, Director of Business, via email at draffin@vfa.com, via phone at 617.451.5100 or visit www.vfa.com.

Article prepared by Melanie Ziegler, VFA, Inc., Michael LaFleur, FAMIS Software, Inc., and Laurel LaFramboise, Vermont Department of Transportation

Corporate Affiliate Spotlights

The ACR Group, Inc.

The ACR Group is the creator (and only practitioner) of AccuCheck Constructibility Review, the most comprehensive and detailed review of construction drawings and specifications available.

AccuCheck was developed to eliminate the many gaps left by the typical interdisciplinary coordination review, as practiced by most other independent review firms.

The Group's principals and senior associates have hands-on experience in both design and construction. The ACR Group's clients include universities and state governments all over the country.



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Einhorn Yaffee Prescott, Architecture & Engineering, P.C.

Einhorn Yaffee Prescott, Architecture and Engineering, P.C. (EYP) is an integrated architectural and engineering firm that specializes in government, preservation, university, and technology facilities.

The firm has won nearly 130 design awards and has a reputation for client responsiveness and design excellence.

With approximately 420 personnel in four offices, EYP's services include archi-

ture and planning; mechanical, electrical, plumbing, and structural engineering; energy management; sustainable design; and building and site security. Visit them at www.eypae.com.



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National Government Properties, LLC

National Government Properties, LLC (NGP) is a privately held real estate investment company specializing in acquiring and funding the development of real estate leased to government agencies. NGP deals with existing

or to-be-built office, warehouse and other government leased properties, with acquisitions and/or developments over \$8 million.

They fund all costs of construction including all hard and soft costs, developer's

overhead and profit in the form of a "draw" forward purchase, structured to address developer tax issues. Visit them at www.nationalgovernmentproperties.com.



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NASFA's Newest Publication for Facilities Commissioning

NASFA's *Building Commissioning Recommended Guidelines* will assist agencies during their development or implementation of the commissioning process to improve building quality. While the cost of commissioning constitutes a very small part of the initial construction cost and a smaller fraction of the life cycle cost of a facility, it is a significant contributor to reducing the facility's life cycle costs.



By taking the best information and procedures from NASFA members and working with commissioning providers, designers, contractors, and state facilities professionals, this guideline represents commissioning best practices for state facilities. It documents and highlights procedures that have been tried and proven in state government environments and are consistent with state consulting and procurement requirements. These guidelines include not only tips on making this quality assurance process work for you, but help in budgeting and planning for commissioning, as well as laying the foundation for improved building quality.

Two versions are available. The electronic version is e-mailed in a pdf format - the recipient will need Adobe Acrobat Reader. The NASFA member rate is \$40 and non-member rate is \$100. A printed version is also available at the NASFA member rate of \$60 and non-member rate of \$120. An additional charge of \$3/book will apply for shipping and handling. To purchase, go to the Publications page at www.nasfa.net.

Corporate Affiliate Spotlights

ISES Corporation

ISES Corporation is a facilities focused engineering and management company that provides a full range of services primarily to institutional clients, both private and public.

The primary service pro-

vided to clients involves the preparation of a comprehensive Facility Condition Analysis (FCA).

ISES has involved the physical inspection of more than 8,720 major facilities encompassing approximately

342 million GSF and associated infrastructure. ISES has been called upon to perform specialized operations and maintenance studies for more than a third of their major clients. Visit them at www.isescorp.com.



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MAXIMUS, Asset Solutions Division

For more than a quarter of a century, MAXIMUS has served thousands of local, state, and federal government clients with unwavering integrity and an unmatched commitment to quality.

Their team of dedicated,

talented, and conscientious professionals in support of government improve the lives of people in this country.

Millions of individuals have benefited from their actions, and MAXIMUS continues as the leader in providing

program management, consulting, and information technology services to government.

MAXIMUS has continued to deliver on the promise of its mission. Visit them at www.maximus.com.



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REDICHECK

Developed in 1981, REDICHECK is a construction document review service specifically designed to locate design coordination errors and omissions and save you money.

REDICHECK is both a systematic method of construction document quality

control and a professional group of architects and engineers who are authorized to perform REDICHECK services directly for clients.

The REDICHECK reviewers use a simple, but comprehensive, checklist and an overlay checking process to discover common errors and

omissions.

Independent studies of the REDICHECK process have documented cost benefits. Through cooperative agreements, each project is reviewed quickly and efficiently. Visit them at www.redicheck-review.com/index.html.



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Winter Construction Company

The Winter Construction Company is a construction management and general contracting firm specializing in retail, multifamily, hospitality, academic, telecommunications, corporate facilities and

offices, historic restoration/renovation, and government/institutional projects.

Winter's employees are committed to excellence in their work and their "field first" philosophy guarantees

that all needs from the field, for every project large or small, are met before any other company needs. The company is owned and operated by its senior management team. Visit them at www.wintercompanies.com



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To view the 2002-03 Corporate Affiliates, visit the Membership link on the NASFA Web site at www.nasfa.net.

2002-03 NASFA Executive Committee

President	Thomas Sandretto (VT)
President Elect	Selby Lucero (NM)
Secretary/Treasurer	Vacant
Past President	Lamar Holland (GA)
Vice President - East	Laurel LaFramboise (VT)
Vice President - West	Robert Bippert (WA)
Vice President - Great Plains	Ken Fougeron (NE)
Vice President - Southeast	Cliff Steger (TN)
Vice President At-Large	Virginia Carey (OR)
Vice President At-Large	Don Manes (AR)

2002-03 NASFA Committee Chairs

Communications	Don Manes (AR), Chair
Education	Joe Fritton (KS), Co-Chair Selby Lucero (NM), Co-Chair
Finance	Thomas Sandretto, Acting
Membership	Mike Kenig (Holder Const.), Co-Chair Cliff Steger (TN), Co-Chair
Recognition	Barbara Schilling (KS), Chair
Site Selection (2004)	Vacant
Special Projects	Gary Grimes (KS), Chair


2002-03 NASFA Communications Committee

Don Manes (AR), Chair

Russ Katherman (MT)
Laurel LaFramboise (VT)

Marcia Stone, NASFA Association Manager
Alecia Lohaus, Editor

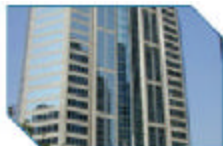
Your ideas and topic suggestions for *State Facilities Quarterly* are welcome at all times and will be invaluable to other state facilities managers. Please send information about studies, new projects, legislation, etc. to the NASFA staff at nasfa@nasfa.net.



Check out our Web site!
www.nasfa.net

Formed in 1987, the National Association of State Facilities Administrators brings together state officials involved in the planning, development, operations and maintenance of state facilities. Any state is eligible for membership in NASFA. 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.

National Association of State Facilities Administrators



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"To provide & protect public assets"