I. Executive Summary

The University Architect and departments under the supervision of the University Architect, construction services, planning services and space management, are responsible for the capital master planning, architectural services, engineering services and construction for all capital projects for the University. In addition, the office is responsible for resolution of issues concerning space management and works through the “Space Allocation Committee” to communicate the decisions of the committee to colleges and departments of the University. The office is also responsible for managing University leases and purchases of land and real estate and maintains files, appraisals, and purchase/lease contracts for real estate. The office coordinates closely with the University’s Development Foundation on real estate matters. This office is a newly created unit of the University as a result of the division of the Office of Facilities Management into two distinct units, Facility Services and the Office of the University Architect.

II. Annual Report

Since this office was recently created as a separate unit, there are no specific goals and objectives from 1999/2000 on which to report the progress accomplished. Therefore, the goals described below are from the previous strategic plans of the Office of Facilities Management that are applicable to the responsibilities of the University Architect’s office.

Goal and Objectives for 1999-2000

1. Develop an expanded work management unit which will have responsibility for work reception, facilities audit and inspection, service call and work order planning and estimating, work initiation, establishment of priorities, maintenance and repair program planning and budgeting, analysis or work performance and reporting.
2. Progress on the creation of a work management unit was being made when the decision to separate the functions of the Office of Facilities Management was announced.

3. Site visits to peer institutions to study their work management units were conducted and ideas for the creation of a similar unit for the University of South Carolina were being formulated.

4. Work on this initiative was suspended until the reorganization of Facilities Management was finalized.

5. The Office of the University Architect will join with Facility Services to complete this objective in the upcoming year.

6. Complete the planning required to renovate the Facilities Management Center at 743 Greene Street to better serve the needs of Facilities Management. Various shops need to be created and all services need to be consolidated in one location. Relocate the facilities staff remaining in the Thornwell Annex to 743 Greene Street. Determine a funding source for the project.

7. Progress on planning this renovation project was being made when the decision to separate the functions of the Office of Facilities Management was announced.

8. A thorough study of the existing configuration of the 743 Greene Street facility was conducted and the needs of the various departments outlined.

9. An architectural firm was commissioned to assist with the development of a comprehensive plan for the facility.

10. A portion of the funds needed for the project were identified in existing Facilities Management budgets.

11. Work on this initiative was suspended until the reorganization of Facilities Management was finalized.

12. With the announcement and approval for the construction of a new basketball arena adjacent to the 743 Greene Street facility, the practicality of this facility remaining in service must be seriously considered and confirmed before proceeding with the planning of this project.
13. Identify funding sources and continue the implementation of the campus energy master plan. Complete as many projects as available funding will allow.

14. This objective has been successfully implemented, but is on-going.

15. Internal funding sources for the first year project have been identified and the projects have begun.

16. $6.5 million has been requested from the South Carolina legislature for the year two projects.

17. Buildings and Grounds Committee of the Board of Trustees approval has been obtained for the projects in the first two years.

18. The Office of the University Architect will join with Facility Services to continue this objective in the upcoming years.

19. As required, select the best consultants available to design capital improvement projects; work with the consultants and University clients to develop programs and construction documents that will meet the needs of the University. Monitor construction to ascertain that the construction documents are adhered to and work is completed on schedule and within established budgets. Develop reporting procedures that will assure the Director of Facilities Management is fully informed and current on the progress of all projects.
20. This objective has been successfully implemented, but is on-going.

21. Construction has been completed at the McMaster School of Art. Work continues on the resolution of problems that occurred with the contractor during the course of the project.

22. Construction of the Graduate Science Research Center has been completed. Occupancy is expected to begin in February 2000. Work will continue on the project to resolve conflicts that occurred with the contractor and consultants during the course of the project.

23. Planning work for the renovation of Sloan College has been completed. Construction of the project is underway.

24. Construction continues on the South Campus Housing - East Quadrangle project.

25. Planning continues on the renovation of Callcott College and Petigru College.

26. Coordination of the planning for the basketball arena continues.

27. Planning for the Strom Thurman Fitness/Wellness Center has been completed. Construction bids are to be received in February, 2000.

28. Coordination of the Greek Village continues.

29. Architects for the proposed Law School, Library Quadrangle and Sumter Street campus improvement project will be selected in March, 2000.

30. Construction projects at the Lancaster, Aiken, Spartanburg, and Beaufort Campus are being coordinated and monitored.

31. Improve the performance of the Planning Services unit. This will be accomplished by including the unit within the work management unit mentioned in item number 1. Planning work will be improved through closer supervision of employees and more direct involvement by the supervisor in all projects to monitor progress and quality of work.
32. This objective has been implemented, but will be on-going.

33. The unit was not included in the work management unit for reasons mentioned in item number one.

34. The supervisor for this unit has been relocated to within the physical location of the planning services office.

35. An experienced architect has been employed within the unit to improve the performance of the unit and to increase the number of projects produced.
III. Strategic Plan

Unit Statement of Purpose

The Office of the University Architect and departments under the supervision of the University Architect, construction services, planning services and space management are responsible for the capital projects master planning, architectural services, engineering services and construction for all capital projects for the University. In addition, the office is responsible for resolution of issues concerning space management and works through the “Space Allocation Committee” to communicate the decisions of the committee to colleges and departments of the University. The office is also responsible for managing University leases and purchases of land and real estate and maintains files, appraisals, and purchase/lease contracts for real estate. The office coordinates closely with the University’s Development Foundation on real estate matters.

Expected Impact: The University will continue to receive updated master planning documents that adjust according to the shifts in academic or administrative requirements and priorities.
   Measure #1: Acceptance of the master planning decisions by the administration and the Board of Trustees.
   Assessment Procedure: Involvement of the administration, academic units and the Board of Trustees in the planning process and decisions.
   Criterion Level: 95% satisfaction with the master plan. Because this document guides the University into the future it must be widely accepted by the majority of the University community.

Expected Impact: Facility design and construction that meets the programmatic needs and quality of space needs of the client.
   Measure #1: Client satisfaction with the final outcome of a capital project.
   Assessment Procedure: Survey client satisfaction through a series of meetings with the client and project professionals throughout the design process.
   Criterion Level: 95% satisfaction with the project design.

   Measure #2: Client satisfaction with the quality of construction.
   Assessment Procedure: Involve the client throughout the construction process to fully understand their expectations of quality. Accompany the clients on periodic inspections during the construction process.
   Criterion Level: 95% satisfaction with the construction quality.

Expected Impact: Space management data that meets the needs of the University and allows accurate and prompt reporting to outside agencies.
   Measure #1: Ability to obtain space management data promptly for reporting and determining space allocations and deficiencies.
   Assessment Procedure: Continuously monitor the inputting of data and review the accuracy of the information.
Criterion Level: 85% initially, but try to achieve 100% accuracy as soon as practical

Measure #2: Ability to produce CADD generated square footage drawings that accurately depict the actual configuration of facility layouts.
Assessment Procedure: Survey facilities to determine actual layouts and assignment of space for comparison with the CADD drawings on file.
Criterion Level: 75% initially, but ultimately 100% accuracy as soon as practical.

Expected Impact: The elimination of leased property to meet the University’s space requirements.
Measure #1: Reduction of properties leased to zero.
Assessment Procedure: Continue to survey existing space to determine if allocations are appropriate and if space is being utilized most efficiently.
Criterion Level: Zero dependance on leased facilities.

IV. Resource Requirement

One additional construction manager will be required to oversee the construction on the numerous and specialized projects of the Energy Master Plan.

Anticipated Salary Requirement: .............................................. $50,000.

Two additional employees are required in the space management office to conduct continuous space surveys, compare accuracy of drawings and assist with building audits.

Anticipated Salary Requirement: .............................................. $60,000.

An additional CADD operator is needed to update the square footage database and to continuously coordinate with the existing actual physical condition of space.

Anticipated Salary Requirement: .............................................. $30,000.

Annual resources will be required for CADD system and space management systems updates and equipment renewal.

Approximate Annual Amount: .............................................. $40,000.

Capital project resources are needed for the creation of space in another location for the consolidation of the Office of the University Architect in one location, if possible, in close proximity to the Facility Services unit.

Estimated Project Costs: .............................................. $150,000.