



UNIVERSITY of VIRGINIA
Office of the Architect for the University

MEMORANDUM

August 9, 2019

TO: Vice Presidents, Deans, and Director of Athletics

FROM: Mary V. Hughes
University Landscape Architect

SUBJECT: Call for Grounds Improvement Fund Proposals for FY 19-20

I am sending a general invitation to submit project proposals for the 2019-20 Grounds Improvement Fund (GIF). The purpose of the GIF program, which was approved by the Board of Visitors in 2007, is to fund minor projects that enhance the University Grounds. Examples of eligible projects include pedestrian and bicycle improvements, site furnishings, plantings and public art as well as design studies necessary to execute the above. The Fund is mandated to supplement, not replace, the appropriate landscape budgets associated with capital projects, and also excludes items of normal, deferred or planned maintenance. For your information, I am enclosing a listing of all the projects that were funded through this program last year.

This memorandum and its attachments provide supplemental information on the implementation procedures for the Fund, which has as its goal the enrichment of the public landscape of the University for the general benefit of students, faculty, staff, alumni and visitors. To achieve this end, we encourage the submission of project proposals from all academic and auxiliary units. Proposals will be evaluated according to previously established criteria by staff from the Office of the Senior Vice President for Operations, Facilities Management, the Office of the Architect and the General Safety and Security Committee. The committee will then recommend a list of projects for approval by Senior Vice President Colette Sheehy. The average project award has traditionally been in the \$50,000 range. You might want to keep this average in mind as you consider project ideas to submit for funding. If you have a more expensive project in mind, you may want to think in advance about sources of matching funds.

We would like to draw your attention to a few changes to the annual call for projects that was begun last year. First is the change in timing for the proposals. Similar to last year, this year we are issuing the memorandum over the summer with proposals due by October 31 (instead of March 1). We are making this change in the hope that staff will have more time to spend thinking about project ideas over the summer rather than during spring semester when the annual budget documents are due. We are also asking that proposers meet with OAU and FM staff to discuss their project ideas in advance of filling out the proposal form. Together we hope to better understand the project scope and help steer the proposal to a successful conclusion. To schedule a pre-proposal meeting, please contact Helen Wilson at haw2x@virginia.edu.

Since planning for use of these funds must begin well in advance of project implementation, we are asking for project proposals to be submitted to our office, through normal reporting channels of the respective Deans and Vice Presidents, by **October 31, 2019**. Please find a brief proposal form attached to this memorandum. Background information on the GIF program and a digital version of the form for download are available at the Office of the Architect's website. If you submitted proposals in the past that were not able to be funded and the project is still desired,

you may resubmit for consideration again this year. If you have any questions about this process please do not hesitate to contact me at mvh2t@virginia.edu.

cc: Executive Vice President and Chief Operating Officer, P. Hogan
Executive Vice President and Provost, T. Katsouleas
Executive Vice President for Health Affairs, R. Shannon
Chair, Arboretum & Landscape Committee, W. Martin
Chair, Public Art Committee, R.G. Wilson
Chair, Safety & Security Committee, M. Sidebottom
Chief Environment of Care Officer, Medical Center, T. Harkins
Chair, Barrier Free Access Committee, W. Stuart
Co-Chairs, Sustainability Committee, D. Sundgren and A. Trimble