

BJAC



AIA Diversity Recognition Program Submittal BJAC, pa Introduction Letter

BJAC, pa, is one of the largest woman-owned architectural design firms in the Southeast. The firm specializes in healthcare, K-20 education, research, museum and municipal projects. BJAC provides a broad range of in-depth services to its clients, including architectural design, pre-design, programming, design, master planning, interior design, construction management, contract administration and design build. With offices in Raleigh and Charlotte, the firm has completed more than 500 projects to date, ranging in size from less than 5,000 to more than 400,000 sq. ft. More information can be found on the firm's Web site at www.bjac.com.

Mary "Lou" Jurkowski, the individual submitting the proposal, established BJAC, pa in 1994 and is the CEO and managing principal of the firm. Jurkowski is the first woman to be appointed to the North Carolina State Building Commission and currently serves as Chair of the North Carolina Retainage Commission. She is a member of the advisory board for the Women's Center of Wake County and a member of Leadership North Carolina, as well as The American Institute of Architects, the North Carolina Hospital Association, the North Carolina Hospital Engineers Association, Vistage, the Society of College and University Planners, and The National Trust for Historic Preservation.

Mary "Lou" Jurkowski - BJAC, pa
Phone number: 919-833-8818
Fax number: 919-833-6898
Email: lou@bjac.com
www.bjac.com

Proposal Topic Description

The promotion of flex-time or part-time work schedules for employees with families

BJAC, pa fosters a workplace that serves clients and creates great projects in a productive, flexible, enjoyable and safe environment. Compressed work schedules save energy by reducing energy consumed in the office and the number of days employees' commute. In addition, employees can save money through reduced commuting costs. Most importantly, BJAC understands the need for and is committed to providing and promoting flexible hours, part-time work and work from home options for employees with families or special needs. This is illustrated through BJAC's normal workday hours, make-up time options and summer hours.

The normal workday at BJAC is a standard eight hours Monday through Friday. However, the firm offers flexible start and end times to assist employees with other obligations. Employees can start the workday at any time between 7:30 and 9 a.m. and can end the workday any time between 4:30 and 6 p.m.

BJAC also allows make-up time during the workweek. If an employee has a personal emergency they are allowed up to four hours of time off during that week. The employee has the option of making up the time later in the workweek or working extra hours earlier in the workweek to make up for time that will be taken off later. With the make-up time option, BJAC employees are able to balance personal emergencies with work in a way that most suits their needs.

The BJAC summer hour's policy was designed to allow employees to take advantage of holiday weekends and time with the family. Summer hours began the week of May 19, so that employees could make the most of Memorial Day weekend, and ended the week of Aug. 25. Core office hours during the summer were shortened and compressed, particularly on Friday when core office hours were from 9 a.m. to 12 p.m. During the weeks affected by the summer policy, employees were given several options to choose from that most suited their summer needs. The options varied on the number of days in the office and the number of hours per day, including five eight-hour days, four nine-hour days plus four hours on Friday and four ten-hour days. During weeks in which there was a holiday, the days per week and hours per day options for all BJAC employees were reduced. Options included four eight-hour days, three 9.33-hour days plus one four-hour day and three 10.66-hour days.

Support Materials

Testimonials from employees based on their experience with flex time

1. Mary Cole Wiktorek

Working a 4 day work week has enabled my family to save on gas cost and allowed me to spend a full-day with my children and get essential housework done so that on Saturday we can spend our whole day together with their dad. It has also elevated stress in our home from working a full work week.

On weeks I did not work the 4-day work week but took half days I didn't save any gas money drove into work for half a day which some would say is a waste of gas money. It did however allow me again the time with my children in the afternoon and to get things taken care of to free up my Saturday.

I think allowing flex-time with a 4-day work week would not only boost employee morale but allow employees more time with their family which we know equals more happier employees who are more productive.

2. Elizabeth Hale

Let me first say what first drew me to BJAC was that it is a firm owned and largely managed by women. I was hoping it would fit the stereotype of a woman run business in the fact that we are, for whatever reason, far more in tuned with what is required of us outside of work.

I live about 35 miles north of Charlotte. When I was looking to change jobs this year there were very few opportunities for me close to home. And due to the current state of the economy everyone is on a hiring freeze until after the election. I felt lucky to find a firm who was hiring on the north end of town. This alone saved me about 30 minutes in the car daily from where I was moving.

I have 2 children – a 2 ½ year old daughter and a 6 year old son. While my son was in kindergarten last year it was a huge effort for me to attend certain school functions. My husband and I were usually able to make the big things (Christmas play, etc.) but couldn't do much more. During my interview process here it was discussed that I would like to be in a professional environment and in a position that afforded me the luxury of being more available for him – have lunch with him once a month, perhaps attend a field trip or be a 'guest reader' for his class once in a while. Unfortunately for us he attends a school where most of his classmates come from single-income families so one of the parents is there all the time. The guilt of hearing him tell me that he wishes we could be there also is incredible. My husband runs a restaurant in one of the bank

towers downtown and therefore is unavailable during the bulk of the day unless there is an emergency or it's his turn for the 'sick child' call.

As we all know, in this industry a 40 hour work week is not necessarily the norm. So when we moved out of Charlotte about 8 years ago we set up an office for me at home. I've become accustomed to working from home to tie up loose ends or be productive when home with a sick child or during times of bad weather. I feel as though I have 'paid my dues' in a sense, to be trusted enough to get the job done, whether it be at home or in the office. I have yet to have someone tell me otherwise so I feel pretty confident in that statement.

I look forward to the upcoming school year because I feel like this year I will be able to be a bigger part of his school experience.

As for the 2 year old...well anyone with kids can tell you that they are particular little creatures who demand the strangest things sometimes. We were running late this morning because she couldn't find the right pair of pink shoes to wear. This put me getting into the office about 15 minutes later than usual. But I never felt like it was going to be an issue with Mark or the rest of the team. I will simply make sure that the time is accounted for and all will be well.

3. Bailey Gatens

I don't have a family, but flex time has helped me personally this summer. It's nice knowing I have the option of a 3 day weekend or half day every week. It helps me get through my work more efficiently and helps with scheduling client meetings. Most of our clients are gone by noon on Fridays year round. So working full days on Friday to me seems like a waste of time. I have long weeks sometimes and knowing I get a short day at the end of the week, give me time to relax at home and just rest. My weekends are normally insane, so having just a couple hours in the afternoon that are mine, is just so wonderful!

I also use Fridays as days to get my errands done. It is hard during the week to go shopping a night after work and on weekends it is always so busy. So I appreciate the time off. I also take trips to VA twice or more times a month and knowing I have the option to not drive in the dark is a huge plus for me. I am able to visit friends and family more then I would if I knew I had to take my vacation time every month to leave a couple hours early. Lastly I think the moral around the office is better when we have flex time. People seem more relaxed and happy to be working. I know I get faster responses from the architects now than I did before flextime.

4. Benjamin Ward

I do enjoy the flexible schedule. I am accustomed to working 8-6 and would probably still do that even without flex-time or summer hours. And I do lots of travelling on the weekends, so being able to leave early on Friday's helps a lot with that.

5. Gaylen A. Herman

I've been able to run errands that I can't fit into my lunch hour. Things like getting an eye exam I would normally have to take paid time off for I can now do on a Friday afternoon. I was also able to spend an extra day with my nephews when they came to visit instead using vacation time for that as well. It's just nice to be able to choose your schedule around your needs.

6. Daniel Ludwig

Having recently moved to Raleigh from Michigan, I found I needed extra time during the week to find a house, settle my family and get acclimated to the area. The flexible schedule options offered by BJAC allow me to address the needs of my busy family, while still utilizing my time wisely at the office. BJAC truly appreciates the demands of families today, and offers a host of scheduling solutions to make those demands easier to manage.

7. Rebecca W. Edmunds

My mother is 81 and has recently had to go through 2 emergency surgeries that have limited her mobility and independence. BJAC's flexible option of 4 ten-hour work days has provided me with the ability to care for her needs while managing a fulltime job. In addition, BJAC allows me to work at home on some projects. It's great to work in an organization that so pro-actively addresses the needs of its staff. I believe the firm's leadership understands the changing needs of the contemporary work environment and how today's mobile technology can be utilized to increase productivity and flexibility. BJAC's programs have been extremely beneficial for my family and have helped me to maintain balance between my career and family.

Mary Louise Jurkowski, AIA, Architect, Owner and Managing Principal

As CEO of BJAC pa, one of the largest woman owned architectural firms in the southeast, Lou Jurkowski, AIA, is responsible for implementing the firm's strategic direction, establishing and facilitating company goals and managing business development. Her 26 years of industry experience lend a specialized and service oriented management style to every BJAC project. As CEO, she remains involved in all levels of the business, with a focus on building types that serve to better mankind in the education, healthcare, research and municipal markets. She received a B.A. in Architecture and a Master of Architecture from Clemson University in Clemson, SC, and completed her graduate studies at Daniels Centre for Building Research and Urban Studies in Genoa, Italy.

Lou is active in all levels of the profession and has helped to steer implement regulatory changes in the public construction industry. Lou is the first woman to be appointed to the North Carolina State Building Commission. In addition, she dedicates herself to bringing more girls and women successfully into the field of architectural design and construction.

Education

Master of Architecture & Bachelor of Arts

Clemson University, Clemson, South Carolina

Graduate Studies - Daniels Centre for Building Research and Urban Studies (Genoa, Italy)

Professional Registration

N.C. #4885

South Carolina #6999

National Council of Architectural Registration Boards - NCARB Certificate #35678

Firm Registration

North Carolina, South Carolina & Virginia

BJAC pa

Established in 1994, BJAC provides a broad range of in-depth services, including feasibility studies, pre-design planning, programming, architectural design, interior design, construction management, contract administration, furniture and fixtures, way finding and post occupancy consulting.

- University
- Hospital & Healthcare
- Laboratories
- Law Enforcement & Security
- Municipal
- Museums
- K-12 School Systems
- Community Colleges
- County & Municipal



Services

Throughout her career, Lou has expanded the breath of services the architectural profession offers to add value to the operational and financial vision of clients. Architectural design requires an in-depth understanding of each client's goals, and BJAC has developed the expertise required to meet the needs of the most complex and technologically advanced projects.

Design Services

Master Planning
Feasibility Studies
Interior Design
Design Build
LEED Certification
Universal Design
Wayfinding, Signage and Art Programs
Furniture Specifications

Pre-Design and Design

Fixed Assets and Property Inventory
Capacity Analysis
Needs Assessment
Life Cycle Cost Analysis
Project Budget Analysis

Management Consulting

Development of RFIs and RFPs
Project Marketing/Public Relations
Healthcare Operational Analysis
Healthcare Financial and Reimbursement Consulting
Healthcare Strategic Planning

Construction Management Agent*

Owner's Representative
Scheduling and Progress Reporting
Critical Path Scheduling
Project Management
Enhanced Construction Services
Construction Inspection and Coordination
Expert Witnessing Services
Independent Design Assessments
Technical Design Reviews

* BJAC HAS AN UNLIMITED GENERAL CONTRACTOR'S LICENSE UNDER A WHOLLY OWNED CONSTRUCTION COMPANY (VERTEX BUILDING SOLUTIONS)

Awards

Top 24 Impact Entrepreneurs, 2008, Business Leader Magazine
Top 24 Women Entrepreneurs, 2008, Business Leader Magazine
Business Champion Award, 2007, 2008 WTCC & Business Leader Magazine
Women in Business Award, 2007, Triangle Business Journal
Women Extraordinaire Award, 2007, Business Leader Magazine
Golden Leaf Merit Award, 2007, Durham Community Appearance Commission
American School & University Interiors Showcase Bronze Citation
The Edge Award - Rural Architecture
The Anthemion Award
The Governor's Advocacy Council - Excellence in Universal Design Award
Town of Garner - Image Award
Raleigh Appearance Commission Community Award
Better Homes and Gardens - Home Renovation Award



Presentations and Papers

Design Build Workshops with Bill Quatman, Dorwin Thomas
AIA NC Education Committee, January 23 and 24, 2008, 8 HSW CED

Lecturer, Professions Class
School of Design, North Carolina State University, December 6, 2007

Emerging Professionals Panel Discussion/Seminar
Practicing with the level of integrity and determination that defines a distinguishing career in architecture
NC State University College of Design, September 27, 2007

AIA North Carolina Design Conference
Design Build Strategies for Architects, 1.5 HSW CED
New Bern, North Carolina, September 15, 2007

American Council of Engineering Companies of North Carolina
University Capital Project Delivery "Past/Present/Future"
ACEC Symposium, March 21, 2007

North Carolina State Construction Conference
Findings of the Retainage Commission
February, 2006

American Institute of Architects National Convention
Architecture and Public Policy: An Innovative Strategic Partnership
June 6, 2006

Professional Engineer's of North Carolina
December 12, 2006

An Architect's Perspective of Engineers
A New Science and Mathematics Building can transform a Women's College
PENC Seminar, Society of College and University Planners, November, 2002



Affiliations

Member, North Carolina State Building Commission
 Member, Board of Directors: Leadership North Carolina
 Chair: The Retainage Commission for the DOA
 American Institutes of Architecture
 Triangle Chapter of the American Institute of Architects
 Member, AIA NC/CAGC Joint Cooperative Committee
 Member, AIA NC Legislative Committee
 Chair, AIA NC Design/Build Committee
 Past member, AIA Publication and Award Committee
 Society of College and University Planners
 North Carolina Hospital Association
 North Carolina Hospital Engineers Association
 Vistage, an association of CEO's
 The National Trust for Historic Preservation
 Preservation North Carolina
 North Carolina Citizens for Business and Industry
 WBE – Network, New England
 Editorial Advisory Board, The Women's Edge
 Advisory Board, The Women's Center of Wake County
 Founding Member, Women in the Built Environment
 The Women's Forum

Achievements

Prior to the SB 914 passing in 2000, under Lou's direction BJAC helped bring new initiatives to the North Carolina public construction arena such as:

1996 First single prime public construction project to be allowed in North Carolina since the 1930's

1999 Led the successful Pre-Qualification of Contractors on public work, resulting in a widely accepted activity of pre-qualifying for all contractors in the public sector to provide parity for contractors bidding public work and assurances that public owners receive qualified contractors in a public hard bid environment. BJAC created the initial formats and processes for Pre-Qualification of Contractors for Public Work and built consensus around the public stakeholders.

1999 Test project for the first public Construction Management at Risk construction model in anticipation of the Senate Bill 914. This construction methodology was unknown in the state of North Carolina, and BJAC was asked to show a general contractor how to perform this work.

2007-8 Member, AIA Design-Build Subcommittee on Laws and regulations.



2007-2008 Working with the State Construction Office to reduce the Close-Out portion of the designer's fees on public projects from 5% to 2.5%. This adds 2.5% to the standard CA fee amount, and allows the designer to be paid for work in a timelier manner.

2006-7 Chair, AIA North Carolina, Design-Build Knowledge Committee

2006 Initiated an annual meeting of the elected Women in the North Carolina Legislature with Women in Business

2006 Committee to revamp public work Designer and Contractor Evaluations in response to the NC General Assembly's request. The model created will be used to evaluate all designer's work throughout North Carolina on all public projects.

2006 Founded *Women in the Built Environment*, a multidisciplinary organization in which women owners in the design and construction industry can come together to communicate common interests and promote women's roles within building professions and industries.

2006 As part of the AIA NC/CAGC Committee (American Institute of Architects and Association of General Contractors), Lou helps architects and contractors review and structure the changing work environment to better serve the future of both industries.

2005 As the first woman to be placed on the State Building Commission, Lou broke a barrier that has existed for twenty years in NC. This Commission helps guide public construction laws and regulations. Lou chaired the Retainage Commission to review current regulations surrounding retainage in the construction industry.

2005 Chair of the North Carolina Retainage Commission, a multi-disciplinary group developing recommendations to the Secretary of Administration. These recommendations will be presented to the North Carolina General Assembly.

2001 Pre-Design Process: as the North Carolina 3 billion dollar bond came into reality, BJAC recognized that many of the under-served university campuses had little experience with the scope of decision required for large scale projects. With BJAC's staff, Lou created a process to achieve consistent and accurate strategic planning that included space analysis, programming, utilization standards, classroom scheduling, move planning and funding analysis. From this holistic view of the entire campus, individual buildings could be designed for optimal efficiency to benefit an entire campus.

Personal Stats

A native of Lancaster, South Carolina, Jurkowski resides in Raleigh with her husband, Alan. Their daughter, Anne, is a science writer for National Academy of Sciences.

