



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

Serving Government. Serving Virginians.

DEB Notice 093017

(Effective: 09/30/17)

2017 Edition - Construction & Professional Services Manual - Revision 0

I. Purpose of this Notice:

The purpose of this notice is to announce the issuance of Revision 0 of the 2017 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2016 Edition was issued on 04-20-2016.

This and other recent editions of the CPSM are available on [BCOM's website](#) for viewing or download.

II. Summary of Changes

The changes incorporated into Revision 0 of the 2017 Edition of the CPSM are as follows:

A. Chapter 2 - Definitions

Revised upper dollar limit for Maintenance Reserve Projects to \$1,500,000.

Added "other projects approved by the Department of Planning and Budget" to Maintenance Reserve Projects.

Added "Note that fee negotiations are fixed; the rates negotiated for the original term will remain fixed for all subsequent term contract awards" to Procedures for Selection of an Architect or Engineer for a Term A/E Contract.

B. Chapter 3 – Architectural and Engineering Services

Deleted 3.2.4.1.1 - GCPay.

C. Chapter 4 – Code & Technical Requirements for all Buildings on State Property

Code Clarifications:

Deleted 4.1.2.4 – Maximum Occupant Load.

Added 4.1.2.12 – Fire Rated Wall Assemblies – Intersection of Fire-Resistance Rated Walls with Lesser Rated or Non-rated Walls

Added 4.1.2.13 – VA Rehabilitation Code – Prescriptive Method

Added 4.1.2.14 – VA Rehabilitation Code – Level 2 Alterations Compliance

D. Chapter 4 – Code & Technical Requirements for all Buildings on State Property

Clarifications to Accessibility Standards:

Revised 4.2.2.8 – Employee Work Areas

Revised 4.2.2.10 – Walk-in Coolers and Freezers

- E. Chapter 4 – Code & Technical Requirements for all Buildings on State Property**
Clarifications to Fire Safety Review of Shop Drawings:
Revised 4.6, 4.6.1 and 4.6.2 to make clear the responsibilities of the design professionals, technicians, contractors and BCOM.
- F. Chapter 4 – Code & Technical Requirements for all Buildings on State Property**
Clarifications to Inspector Qualifications:
Revised 4.14.2 to require a written request made by the agency to contract with non-agency personnel. Request includes submittal of qualifications.
- G. Chapter 4 – Code & Technical Requirements for all Buildings on State Property**
Clarification to Building Official Inspections:
Revised 4.14.6 regarding responsibility for scheduling and documenting inspections.
- H. Chapter 4 – Code & Technical Requirements for all Buildings on State Property**
Clarification to Building Maintenance Official:
Revised 4.19.2 regarding the responsibilities of the State Building Official and the Agency Building Maintenance Representative.
- I. Chapter 4 – Code & Technical Requirements for all Buildings on State Property**
New Section:
Added 4.19.5 – State Owned One and Two Family Dwelling Inspection.
- J. Chapter 4 – Code & Technical Requirements for all Buildings on State Property**
New Section:
Added 4.19.6 – Structures owned by the Commonwealth that are abandoned, unfit for human occupancy, unsafe, or vacant.
- K. Chapter 5 – General Requirements for Drawings**
Professional Seals:
Revised 5.2.1 – Professional Seals.
Added 5.2.1.1 – Use of electronic seal, signature and date.
- L. Chapter 5 – General Requirements for Drawings**
Building Area:
Added 5.2.9 – Determination of Building Area.
Added 5.2.9.1 – Building Area for Code Compliance
Added 5.2.9.2 – Building Area for CO Forms and Cost Estimates.
- M. Chapter 5 – General Requirements for Drawings**
Record Drawings:
Relocated from Section 5.2.9 to 5.2.15.
- N. Chapter 5 – General Requirements for Drawings**
CADD and BIM Drawings on Disk:
Relocated from Section 5.2.10 to 5.2.16.
- O. Chapter 5 – General Requirements for Drawings**
Schematic Drawings:
Revised Sections 5.6.2.4 and 5.6.2.4.1, primarily with regard to fire protection information.

P. Chapter 5 – General Requirements for Drawings

Preliminary Design:

Revised Sections 5.7.2 and sub-sections with regard to submittal requirements. The most heavily edited section is 5.7.2.9.7, Fire Protection Information Plan and Calculations – Preliminary.

Removed duplication of required building code data within a submittal; clarified expectations for occupant load, fire resistance rated assemblies and fire detection, alarm & suppression system designs; removed requirement for access control designs at this Phase.

Q. Chapter 5 – General Requirements for Drawings

Working Drawings:

Revised Sections 5.8.6 and sub-sections with regard to submittal requirements. The most heavily edited section is 5.8.6.9, Fire Protection and Fire Safety Systems – Working Drawings.

Removed duplication of required building code data within a submittal; clarified expectations for occupant load, fire resistance rated assemblies and fire detection, alarm & suppression system designs.

Revised the requirements for changes to fire safety systems and equipment: changes are not considered substitutions in accord with the General Conditions, BUT changes shall be submitted to the Building Official for review and approval. Revised Section 5.8.6.9.8 – Smoke Control Systems with regard to the Rational Analysis.

Project Submissions:

Revised Section 5.11.1 - Paper Project Submissions.

Added Section 5.11.2 – Electronic Documents Submission. Refer to Appendix S – Electronic Document Review (EDR) Process.

Value Engineering:

Revised Section 5.14 –with regard to Design/Build and Construction Management at Risk projects – summary shall be provided prior to approval of Preliminary Design Documents & prior to issuance of any building permits.

R. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines

Guidelines for Space Planning:

Section 6.1.1.1, added requirements for handicapped accessibility.

S. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines

Guidelines for Space Planning:

Added to Section 6.1.1.1, requirements for handicapped accessibility

High Performance Building Act:

Section 6.1.3, revised criteria for the size of a renovated building: greater than 5,000 gross square feet.

Section 6.1.3, removed requirement for LEED Silver.

Section 6.1.3.1: A revised matrix is located in the DGS Forms Center.

Structural Design Guidelines:

6.1.4.1, Deleted boxed note on Virginia map regarding actual design loads.

T. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines

Photovoltaic Installations:

Added Section 6.16.1.2.

Lightning Protection System Labeling and Certification:

Renumbered section to 6.16.1.3.

U. Chapter 7 – Construction Procurement and Administration

Small Business Set Asides:

Revised Section 7.0.6.1, regarding Executive Order 020 (07/22/14.).

V. Chapter 7 – Construction Procurement and Administration

Bonds:

Removed reference to the Commonwealth Self-Bonding Program in Section 7.0.7.

W. Chapter 7 – Construction Procurement and Administration

Addenda to Bid Documents:

Clarified Section 7.1.2.3, regarding the use of professional seals.

X. Chapter 7 – Construction Procurement and Administration

Protest of Award or Intent to Award:

Revised Section 7.1.2.11, to clarify “Intent to Award.”

Y. Chapter 7 – Construction Procurement and Administration

Construction Management at Risk:

Modified Section 7.2 with regard to procedures for CM at Risk. Prior to using Construction Management at Risk, the Agency shall submit to DGS for review and recommendation of the procurement method.

Removed requirement to submit a written request to waive VE study requirements in Section 7.2.2.

Design/Build Procurement:

Modified Section 7.3 with regard to procedures for Design/Build. Prior to using D/B, the Agency shall submit to DGS for review and recommendation of the procurement method.

Removed requirement to submit a written request to waive VE study requirements in Section 7.3.1.1.

Z. Chapter 7 – Construction Procurement and Administration

Construction Contract Administration:

Revised Section 7.5.2, to add required special inspections by the A/E during construction.

Revised Section 7.5.16.4 with regard to the cumulative amount for Change Orders.

Added Section 7.5.17.10, smoke control acceptance testing requirements.

AA. Chapter 7 – Construction Procurement and Administration

Protest of Award or Intent to Award:

Revised Section 7.1.2.11, to clarify “Intent to Award.”

Revised Section 7.5.21 to incorporate both CADD and BIM drawings.

BB. Chapter 8 – Capital Outlay Planning & Project Approval

Building Permits:

Revised Section 8.4.11, to clarify timing of CO-17 submittals in BITS. If a CO-17 is submitted prior to document review and approval, the CO-17 will be returned to the Agency. This applies to both capital and non-capital projects.

CC. Appendix A – DEB Roofing Policy & Technical Standards

Low Slope:

Revised A.0 General to define a low-slope roof.

DD. Appendix C Early Release Code & Budget Compliance Summary

Code Compliance Documents:

Revised Section C.1.1 with regard to changes in the requirements for document submittals.

Building Systems & Equipment Checklist:

Deleted the requirement.

EE. Appendix S – BCOM Electronic Document Review (EDR) Process Document Submittal Requirements

Added new Appendix.

FF. Appendix V – VA Energy Conservation & Environmental Standards (VEES)

Low-energy buildings:

Revised requirements in Section 101.5.1.

GG. Errata, as follows:

<u>Section</u>	<u>Erratum</u>
7.5.15.4	Use of GCPay is no longer mandatory for all pool-funded projects, with the exception of Chapter 806 projects. Agencies have the option to continue to use the service through state-wide contracts.

III. Changes to CPSM Forms:

In addition to the Manual revisions, proper, related capital outlay and building official forms are updated on a continual basis as modifications are needed. A complete listing of the current revision of each form is provided on [Form DGS-30-000](#). Forms are available for download from the [DGS Forms Center](#).