



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

Serving Government. Serving Virginians.

DEB Notice 070319

(Effective: 07/03/19)

2019 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 2019 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2018 Edition was issued on 05-31-2018.

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

II. Summary of Changes

The changes incorporated into Revision 0 of the 2019 Edition of the CPSM are as follows:

A. Chapter 1 – Introduction

General:

Added list of applicable *Code of Virginia* sections referenced in the CPSM

B. Chapter 2 – Definitions

Revised definitions:

Building Official, Capital Project, Competitive Sealed Bidding, Construction Management, Design-Build, Improvements, Maintenance Reserve Project, New Construction, Small Business

Added definitions:

Demolition, HPBA Building Value, Preplanning, VEBC

Deleted definitions:

BCOM, VEES Building Value

C. Chapter 3 – Architectural and Engineering Services

Professional Services

Revised Section 3.1.2 to include landscape design services in Professional Services

Requests for Proposals

Revised Section 3.1.4 for contract fee amounts

Advertisements for Professional Services

Revised Sections 3.1.5.2 and 3.8.1.3 for methods of notice

Small Businesses and Small Businesses Owned by Women, Minorities, and Service Disabled Veterans

Revised Section 3.1.6 to replaced Executive Order 20 (2014) with Executive Order 35 (2019) and updated fee amount thresholds for small business participation set-aside requirements and professional services procurement procedures

Category B- Small Purchase Professional Services Procurement

Revised Section 3.1.8.2 for total fee amount and procurement procedures

A/E Term Contracts

Revised Section 3.1.8.4 for examples of Term A/E Contracts and to update fee amount thresholds for small business participation set-aside requirements

Interior Design

Revised Section 3.2.2.7 to add reference to Virginia Correctional Enterprises

Changes to the Scope of Services

Revised Section 3.2.5.1 to clarify when CPSM changes apply

D. Chapter 4 – Code and Technical Requirements for All Buildings on State Property

Building Code

Revised Section 4.1 for the 2015 VUSBC

Buildings at Colleges and Universities

Revised Section 4.1.2.1 for dormitory occupant load calculations and plumbing fixture calculations

Carbon Monoxide Alarms

Deleted Section 4.1.2.10

Intersection of Fire Resistance Rated Wall Assemblies with Lesser-Rated and Non-Rated Exterior Walls

Revised Section 4.1.2.12

Virginia Existing Building Code

Revised Sections 4.1.2.13 and 4.1.2.14 in accord with the 2015 VUSBC

Means of Egress Illumination

Added Section 4.1.2.15 to clarify means of egress illumination requirements

Single-User Toilet Facility and Bathing Room Fixtures

Added Section 4.1.2.16 to clarify required plumbing fixtures and room identification

Lavatory Distribution

Added Section 4.1.2.17 to clarify lavatory distribution

Assistive Listening Systems

Revised Section 4.2.2.16 to reference the Hearing Loop

Benches

Added Section 4.2.2.17 for accessible benches

Other Federal or State Regulations

Revised Section 4.4 to add VDOT “Road & Bridge Specifications”

Art and Architecture Review Board

Revised Section 4.4.1 for board members

Commonwealth Accounting Policies and Procedures Manual

Added Section 4.4.2

Fire Safety Review of Shop Drawings

Revised Section 4.6 for access control shop drawing preparation licensing requirements

Lead Materials Disclosure Statement

Added a Lead Materials Disclosure statement to Section 4.13.5 for buildings constructed after January 1, 1985 where the Owner has no knowledge of lead materials in the building.

Inspection Reports

Revised Section 4.14.3 to require the project code

Building Official Inspections

Revised Section 4.14.6 for inspection types, inspection request notice and assignment of inspection notes

State Building Official

Revised Section 4.19.1 to delete reference to the Bureau of Capital Outlay Management

Amusement Devices

Revised Section 4.19.3.3.5 to require the manufacturer's installation and operating instructions for amusement device permits

Codes & Standards Compliance Disputes

Revised Section 4.19.4 to direct appeal applications to the Director of the Department of General Services

E. Chapter 5 – Project Submittal Standards

Change in Use or Occupancy

Revised Section 5.1.4 for the 2015 VUSBC

Date of Construction Documents

Revised Section 5.2.8 to clarify that bid documents shall have no revision clouds

Building Area for Code Compliance

Revised Section 5.2.9.1 for the 2015 VUSBC

General Conditions of the Construction Contract.

Revised Section 5.3.4 to require a reference on the documents to the CO-7 when a Project Manual is not provided

Proprietary Specifications

Revised Section 5.3.9.2 to reference Section 6.0.3.1 to eliminate duplication of information

Sole Source Specifications

Revised Section 5.3.9.3 to reference Section 6.0.3.3 to eliminate duplication of information

Product Warranties

Added Section 5.3.16 for product warranties

Design Initiations / Pre-Design Conference

Revised Section 5.5 to add sample topics

Schematic Drawings

Added Section 5.6.2.4.1 to require a Title Sheet

Fire Protection Information Plan

Revised Section 5.6.2.4.3 to relocate information to the Title Sheet

Preliminary Submittal Requirements

Revised Section 5.7.2 to add HVAC Systems and Fuel Source life cycle costs and energy analyses

Preliminary Drawings

Revised Section 5.7.2.9.1 for Title Sheet requirements

Revised Section 5.7.2.9.4 for Architectural Drawing requirements

Electrical Calculations

Revised Section 5.8.4.6 for calculation requirements

Working Drawings

Revised Section 5.8.6.1 to require a unique sheet number

Revised Section 5.8.6.2 for Title Sheet requirements

Revised Section 5.8.6.5 for Architectural Drawing requirements

Revised Section 5.8.6.6 for Furnishing/ Equipment Plan requirements
Access Control Systems (Security)
Revised Section 5.8.6.9.9 (4) for the 2015 VUSBC
Electrical Drawings
Revised Section 5.8.6.12 for power and lighting plan requirements
Advertising
Revised Section 5.9.5 for advertising requirements
Project Submission Requirements
Revised Section 5.11 submission requirements to add Permit Revisions (PR)
Master Plans: Site and Utility Plans
Revised Section 5.17 for contact information

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

Proprietary Specifications:
Revised Section 6.0.3.1 for clarification
Sole Source or Franchised Vendors
Revised Section 6.0.3.3 for sole source clarification
Additional Clarifications
Revised Section 6.1.1.1 to obtain guidance from DEB for programmed Lactation Rooms
High Performance Buildings Act- Design
Revised Section 6.1.3 for determination of existing building value
High Performance Buildings Act- Compliance Statement
Added Section 6.1.3.2 with HPBA compliance statement options
Virginian Energy Conservation Code Compliance Statement
Added Section 6.1.5 with VECC Flow Chart and compliance statement options
Masonry Design Standards
Added Section 6.4.1 for Unit Strength Method clarification
Electrical Room Drawings
Relocated Section 6.16.3 to Section 5.8.6.12.
Elevator Machine Rooms
Relocated Section 6.16.4 to Section 5.8.6.12.
Electrical Details
Relocated Section 6.16.5 to Section 5.8.6.12.
Power Distribution Systems Design
Added Section 6.16.5.1 for voltage drop limits in conductors
Added Section 6.16.5.2 to clarify electrical equipment spare capacity
Optional Standby Systems (NEC 702)
Revised Section 6.16.8 to require itemized loads for standby generator
Electrical Calculations
Deleted Section 6.16.9
Lighting Design
Added Section 6.16.9 for lighting design and parking lot lighting
Use of MC Cable
Revised Sections 6.16.10 (2) to change terminology
Fire Rated Walls
Deleted Section 6.16.12
Door Hardware Requirements
Deleted Section 6.16.13
Clearance Markings
Deleted Section 6.16.14
Mechanical Equipment
Revised Section 6.16.15 for electrical requirements for mechanical equipment
4-Wire Delta Systems

Revised Section 6.16.16 for 4-Wire Delta requirements
Environmental Initiative Documentation
Deleted Section 6.16.19
Points of Contact
Deleted Section 6.16.20 and relocated requirements to Title Sheet
Dig Notice
Deleted Section 6.16.21 and relocated requirements to Title Sheet
Marinas, Boat Yards, Docs and Floating Buildings
Revised Section 6.16.22 for electrical requirements

G. Chapter 7 – Construction Procurement and Administration

Composition of Building Committees
Revised Section 7.0.2.2 to clarify that a DEB representative is required when selecting a Design-Build or Construction Management Contractor.
Virginia Construction Contracting Officer
Revised Section 7.0.3 for sharing of VCCO services
Small Businesses Procurement Plan
Revised Section 7.0.6 to reference Executive Order 35 and associated requirements
Additional Authority Classifications
Revised Section 7.0.10 to identify James Madison University as an agency that has been granted Tier III authority
Addenda to the Bid Documents
Revised Section 7.1.2.3 for number of copies of addenda
Construction Management @ Risk Procurement Procedures
Revised Section 7.2 for High Risk Contract submission requirements, CM self-performing limitations, to clarify that the CM contract is structured into two parts, and use of allowances
Design-Build Procurement
Revised Section 7.3 for High Risk Contract submission requirements
Department of Purchases and Supply Managed Construction Contracts
Revised Section 7.4.3.2 to describe construction contracts managed by DPS
Interim Building Official Inspections
Revised Sections 7.5.3 and 7.5.17.6 to clarify required participation in interim Building Official inspections.
GC Pay
Revised Section 7.5.15.4 for GC Pay information
Interim Building Official Inspections
Revised Section 7.5.17.6 to clarify required participation in interim Building Official inspections.
Substantial Completion Inspections
Revised Sections 7.5.17.7 and 7.5.17.8 for submission requirements when requesting beneficial occupancy

H. Chapter 8 – Capital Outlay Planning and Project Approval

Acquisitions of Real Property:
Revised Section 8.4.1 for submission of the CO-2 form.
Preplanning Studies
Added Section 8.4.6 to describe Preplanning studies
Bid Opening and Contract Award
Revised Section 8.4.11 for CO-8 and bid tabulation submittal requirements
CO Forms Capital Outlay Submission Summary
Revised names of referenced forms for consistency and deleted Form CO-8b (A/E Performance Evaluation) which is no longer available on the Forms Center

- I. Appendix A – DEB Roofing Policy**
Deleted Section A.6.1 for 2012 VRC 706.3.2 structural reroofing requirements which are included in 2015 VEBC
- J. Appendix C – Early Release Code and Budget Compliance Summary**
Revised summary paragraph, title sheet requirements, current building code, and asbestos disclosure and lead materials disclosure statements
- K. Appendix D – Basis of Design Narratives**
Revised schematic basis of design required information, high performance buildings act requirements, Virginia energy conservation code requirements, HVAC design conditions, and assistive listening system requirements
- L. Appendix F – Checklist for Opening Bids**
Revised Section F.3 to clarify when Work Papers are opened
- M. Appendix H – Guidelines for Non-capital Outlay Building Projects**
Revised Section H.5 for form and supporting document submission prior to occupancy
- N. Appendix J – Miscellaneous Policies and Memoranda Impacting Design and Construction**
Replaced Executive Order 20 (2014) with Executive Order 35 (July 3, 2019)
- O. Appendix M – Special Inspections**
Updated code edition references, including forms, to the 2015 VCC
- P. Appendix N – Project Inspection**
Added reference to the Daily/Weekly Summary Report format
- Q. Appendix O – Format for RFQ & RFP Newspaper Advertisements**
Revised Appendix O for agency contact information consistent with Chapter 3
- R. Appendix P – Building Permit Policy**
Revised for 2015 VUSBC and to clarify that a building permit issued by DEB is required for projects involving sitework and/or utility work
- S. Appendix Q – Quality Assurance Checklists**
Revised to include BIM, added forms referenced in Section 5.3.3, and updated form names, reference to the 2010 ASAD for accessory mounting heights, locations of accessible handwashing sinks in food service areas, lab equipment, and hoods
- T. Appendix S – DEB Electronic Document Review (EDR) Process Document Submittal Requirements**
Revised Appendix S in its entirety.

U. Errata, as follows:

<u>Section</u>	<u>Erratum</u>
General	Changed “BCOM” (Bureau of Capital Outlay Management) to “DEB” (Division of Engineering & Buildings)
General	Changed “Director of BCOM” to “Director of DEB”
General	Removed hyperlinks to capital outlay forms that are processed in BITS, and updated text to clarify those forms are submitted via BITS
General	Updated hyperlinks to websites and also hyperlinks within the CPSM
General	Changed “Department of Minority Business Enterprise” to “Department of Small Business and Supplier Diversity
General	Changed “Department of Real Estate Services” (DRES) to “Department of Real Estate and Facilities Management” (DREFM)
General	Changed building code references from 2012 VUSBC to 2015 VUSBC

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](#).