



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

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DEB Notice 120919

(Effective: 12/09/19)

2019 Edition - Construction & Professional Services Manual - Revision 1

I. Purpose of this Notice:

The purpose of this notice is to announce the issuance of Revision 1 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 2019 Edition was issued on 07-03-2019.

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 1 of the 2019 Edition of the CPSM are as follows:

A. Chapter 1 – Introduction

Maintenance of Manual

Revised Section 1.1.3 to remove requests for printed copies.

Capital Outlay Projects:

Revised Section 1.3.1 to clarify form submittal and funding report requirements, and added Figure 1.3.1, General Guide to Key Form Submittals. ([Click here](#) to access a larger copy which is suitable for printing.)

B. Chapter 2 – Definitions

Revised definitions:

Competitive Negotiations, Competitive Sealed Bidding, HPBA Building Value, Landscape Architect, Project Manual.

Added definition:

Contract Term.

C. Chapter 3 – Architectural and Engineering Services

Advertisements for Professional Services:

Revised Sections 3.1.5.2, 3.1.8.3, and 3.1.8.4 for advertising requirements.

A/E Term Contracts

Revised Section 3.1.8.4 to clarify Contract Term.

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

Maneuvering Clearance

Added Section 4.2.2.18 to clarify required maneuvering clearances at alcoves.

State Building Construction in Floodplain

Revised Section 4.7 to replace Executive Memorandum 2-97 with Executive Order 45 (2019).

Erosion and Sediment Control Plans and Specifications

Revised Section 4.17 for submittal requirements.

Building Permit Policy for Construction – State Owned Buildings & Structures

Revised Section 4.19.3.1 for consistency with VEBC Chapter 7.

E. Chapter 5 – Project Submittal Standards

Sole Source and Proprietary Items/Specification Requests

Revised Sections 5.3.9.3 and 6.0.3 to clarify that the Agency Head makes the sole source request.

Use of Standard or Guide Specifications

Revised Section 5.3.11 for current resources.

Design Initiations / Pre-design Conference

Added “Location of Projects in flood-prone areas” to list of topics.

CR-2 Form

Revised Sections 5.6.2.2, 5.7.2, and 5.7.2.3 to clarify that CR-2 Form submission is required for pool projects.

Title Sheets

Revised Sections 5.6.2.4.1, 5.7.2.9.1, 5.8.6.2, and Appendix C to delete “Appropriation Act Item Number” from Project Identification.

Preliminary Calculations

Revised Section 5.7.2.8 to list required life cycle cost and energy analyses.

Submittal Requirements

Revised Section 5.8.5 to clarify Project Manual requirements.

Requirements for Working Drawings

Revised Section 5.8.6.2 to add the Dig Notice and Points of Contact.

Bid Forms and Procedures

Revised Section 5.9.5 for advertising requirements.

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

High Performance Buildings Act- Design:

Revised Section 6.1.3 to replace Form DGS-30-383 with a revised version.

Erosion and Sediment Control Requirements

Revised Section 6.2.6 to remove redundant information included in Section 4.17.

Masonry Design Standards

Deleted Section 6.4.1 “ACI 530.1 Application of Unit Strength Method” as 2012 VUSBC has been superseded by 2015 VUSBC.

G. Chapter 7 – Construction Procurement and Administration

The Building Committee

Revised Section 7.0.2.2 in regard to confidentiality agreements.

Small Businesses Procurement Plan

Revised Section 7.0.6 to clarify reporting requirements.

Additional Authority Classifications

Revised Section 7.0.10 for Tier III Agencies, Tier II Capital Agencies and Tier II Agencies who have been granted additional authority.

Small Project Procurement Procedures

Revised Sections 7.1.1.1 and 7.1.1.2 for receipt of bids for minor construction.

Construction Costing More Than \$100,000: Standard Competitive Sealed Bids

Revised Section 7.1.2.1 for advertising requirements.

Authority to Award a Capital Outlay Project Contract

Revised Sections 7.1.2.7 and 7.1.2.8 for timeframe requirements to submit CO-8 and associated bid documents to DEB.

Prequalification Procedures

Revised Sections 7.4.2.1 and 7.4.2.8 for advertising requirements.

Job Order Contracting (JOC)

Revised Section 7.4.3.2.3 for construction inspection of JOC projects.

Record Drawings and Specifications

Revised Section 7.5.20 to remove requirement for providing Record Documents to DEB at Final Completion.

H. Chapter 8 – Capital Outlay Planning and Project Approval

Capital Outlay Project Implementation Process

Revised Section 8.2 to clarify VE requirements.

Temporary Facilities

Revised Section 8.4.3 to reference Form CO-13.3 IND.

Project Initiation

Revised Section 8.4.5 to clarify when capital outlay forms are required.

Preliminary Submittal and Working Drawing Submittal

Revised Sections 8.4.9 and 8.4.10 for approval of HECO Forms.

Bid Opening and Contract Award

Revised Section 8.4.11 for timeframe requirements to submit CO-8 to DEB.

CO Forms Capital Outlay Submission Summary

Revised Section 8.6 for forms submission format requirements and forms submission timeframe requirements.

Building Occupancy

Revised Section 8.7.8 to remove signature requirements from submitted applications for certificates of use and occupancy.

I. **Appendix J**

Miscellaneous Policies and Memoranda Impacting Design and Construction
Revised Section J.1 to replace Executive Memorandum 2-97 with Executive Order 45.

Revised Section J.2 to add Virginia Flood Risk Information System hyperlink.
Renumbered subsequent sections.

Errata, as follows:

| <u>Section</u> | <u>Erratum</u> |
|----------------|--|
| General | Deleted “fax” and “fax transmission” as a communication option in several sections. |
| General | Revised VUSBC reference to VCC in several sections. |
| General | Capitalized the defined term Agency Head in several sections. |
| General | Changed “flood plain” to “floodplain” in several sections. |
| 4.2.2.12.1 | Corrected referenced edition of VCC to 2015. |
| 4.3 | Updated name of accreditation organization for health care facilities to “The Joint Commission.” |
| 4.14.5 & A.11 | Corrected referenced link to statewide contracts and specific contract on eVA for construction related services. |
| 5.6.2.4.1 | Deleted redundant information listed for inclusion on the Title Sheet. |
| 6.2.6.1 | Deleted Section 6.2.6.1 to remove redundancy with Section 4.17. |
| 6.15 | Deleted specific VPC reference. |
| 6.16.22 | Added the word “study” in Item 6. |
| 7.1.1.2 | Updated webpage reference to Statewide Contracts. |
| 8.1 | Provided acronym definition of 6 PAC. |
| 8.7.6 | Removed redundant words in the description of the Special Use Permit (CO-17 SPC) purpose. |
| Appendix A | Updated Sections A.10 and A.20.3 for Final Completion Date consistent with Form CO-7 definition. |
| | Updated Sections A.1, A.13, A.19.4, A.20.4, and A.21 for current name of NRCA Roofing Manual. |
| | Updated webpage reference to Statewide Contracts. |
| | Updated Sections A.19.8 and A.20.7 to remove reference to DEB roofing forms. |

Updated Section A.19.2 for current terminology and references.

Removed extra word from A.22(9)

Appendix S Electronic Submittals versus Paper Submittal
Added specific CPSM section to reference for number of copies of paper documents.

Other Requirements

Updated CPSM reference to professional seal requirement

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](#).