



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

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DEB Notice 070120

(Effective: 07/01/20)

2020 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 2020 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 1 of the 2019 Edition was issued on 12-09-19.

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 2020 Edition of the CPSM are as follows:

A. Chapter 2 – Definitions

Revised definitions:

Various definitions have been revised for consistency with Forms CO-3a & CO-7.

Added definitions:

“Design-not-to-exceed” Budget, Final Completion, SWAM/SDV Business

Deleted definitions:

“Design-not-to-exceed” Cost, DBE, SWAM

B. Chapter 3 – Architectural and Engineering Services

General Policy on Procuring A/E Services

Revised Section 3.1.1.4 to add High-risk Contract Review requirements.

A/E Term Contracts

Revised Section 3.1.8.4 for renewals of A/E Term Contracts.

Changes to A/E Contract

Revised Section 3.2.6 for posting approved Change Orders on eVA.

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

Clarifications for State-Owned Building and Building on State-Owned Property

Added Section 4.2.2.19 for providing vertical grab bars.

Other Federal or State Regulations

Revised Section 4.4.1 for number of citizen members serving on the AARB.

Other Federal or State Regulations

Added Section 4.4.3 for providing baby changing facilities in state-owned or leased buildings.

Fire Safety Review of Shop Drawings

Revised Section 4.6.1 for submittal of Shop Drawings to DEB.

D. Chapter 5 – Project Submittal Standards

Specification Standards

Revised Section 5.3.2 Use of Current Forms, for Job Order Contracting

Schematic Drawings

Revised Section 5.6.2.4.1 to remove duplicate information requirements

Project Submission Requirements

Revised Section 5.11 to require submission of electronic documents to DEB for review.

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

Approvals, Equals, and Substitutes:

Added Section 6.0.6.6 for Recycled Materials & Equipment

Mechanical and Plumbing Design Standards

Revised Section 6.15.1 to reference the current edition of the Virginia Plumbing Code.

F. Chapter 7 – Construction Procurement and Administration

Method of Construction Procurement

Added Section 7.0.1.2 to add High-risk Contract Review requirements.

Competitive Sealed Bidding (Design-Bid-Build)

Revised references to forms CO-9a and CO-10.1.

Construction Management @ Risk (CM) Procurement Procedures

Revised Section 7.2 in accord with Secretary of Administration Procedures, effective 1/1/20, and with the revised DGS/DEB forms.

Design-Build (DB) Procurement

Revised Section 7.3 in accord with Secretary of Administration Procedures, effective 1/1/20, and with the revised DGS/DEB forms.

Job Order Contracting (JOC)

Inserted Section 7.4 in its entirety for JOC, and deleted Section 7.4.3.2.

Renumbered all subsequent Chapter 7 sections and subsections accordingly.

Prequalification Procedures

Revised Section 7.5.2.1 (formerly Section 7.4.2.1) for minimum number of Offerors prequalified for CM @ Risk and Design-Build.

Submittal Requirement for Partial Building Permits

Revised Section 7.5.4 for the submittal process for partial building permit documents

Construction Contract Administration

Revised Section 7.6.16 (formerly Section 7.5.16) to require posting of approved Change Orders on eVA.

G. Chapter 8 – Capital Outlay Planning and Project Approval

Building Permits and Demolition Permits:

Revised Section 8.4.12 to require a site plan or aerial image with submission of the CO-17.1 Demolition Permit.

Project Close Out:

Revised Section 8.4.16 for agency notification requirements.

Change Orders:

Revised Section 8.7.7 to require posting of approved Change Orders on eVA.

H. Appendix C – Early Release Code and Budget Compliance Summary

Revised Section C.1 *Code Compliance Documents* in its entirety.

I. Appendix D – Basis of Design Narratives

Revised Section D.0 *Overview* to remove reference to Section D.3.

J. Appendix H – Guidelines for Non-capital Outlay Building Projects

Revised Section H.4 *Procedures Prior to Beginning Construction* to require submission of electronic documents to DEB for review.

K. Appendix K – Construction Change Order Procedure Guidelines

Revised Section K.2 *Procedure* to require posting of approved Change Orders on eVA.

L. Appendix N – Project Inspection

Added permit revision documents signed by the State Building Official to the list of documents to be maintained on site by the Project Inspector / Clerk of the Works.

M. Appendix S – DEB Electronic Document Review (EDR) Process Document Submittal Requirements

Revised Appendix S in its entirety.

N. Errata, as follows:

<u>Section</u>	<u>Erratum</u>
General	Updated hyperlinks to various websites and also hyperlinks within the CPSM

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. New forms for Job Order Contracting have been developed and added to the DGS Forms Center. 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](#).