



## **DEB Notice 071521**

(Effective: 07/15/2021)

### **2021 Edition - Construction & Professional Services Manual - Revision 0**

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#### **I. Purpose of this Notice:**

The purpose of this notice is to announce the issuance of Revision 0 of the 2021 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2020 Edition was issued on 07-01-20.

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 2021 Edition of the CPSM are as follows:

##### **A. General**

###### Applicable building code

Revised building code references to 2018 VUSBC (including 2018 VCC and 2018 VEBC) throughout the CPSM.

##### **B. Chapter 1 – Introduction**

###### General

Revised Section 1.0 website links to add applicable *Code of Virginia* sections referenced in the CPSM.

###### Capital Outlay Projects

Revised Figure 1.3.1 “General Guide to Form Submittals” to include JOC, revise PPEA and ESCO form requirements for Capital and Non-Capital projects, clarify Change Order submittal requirements, and update list of Tier 3 agencies with Tier 3 Higher Education Capital Outlay Authority.

##### **C. Chapter 2 – Definitions**

###### Added the following definitions:

A/E Contract Documents, EV, EVCS, EVPS

###### Revised the following definitions:

A/E Change Order

**D. Chapter 3 – Architectural and Engineering Services**

Procedures for Selection of the A/E

Revised Sections 3.1.8.1, 3.1.8.2, and 3.1.8.3 to reflect updated eVA posting requirements.

A/E Term Contracts

Revised Sections 3.1.8.4 and 3.1.9 for multiple term contract awards.

Revised Section 3.1.8.4 to reflect updated eVA posting requirements.

Revised Section 3.1.8.4 to remove the statements that fee negotiations are fixed and rates negotiated remain fixed for renewals of A/E Term Contracts.

eVA Business-to-Government Vendor Registration

Revised Section 3.1.9 to reference Form DGS-30-385 “Vendor eVA Registration Requirements” for A/E term contracts.

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

Reroofing – Secondary (Emergency) Roof Drains in Re-Roofing Projects

Incorporated Section 4.1.2.7 into Appendix A.

Baby Changing Facilities in State-Owned or Leased Buildings

Clarified Section 4.4.3 requirements for baby changing facilities.

Virginia High Performance Buildings Act

Relocated Section 4.8.1 to Section 4.4.4.

Electric Vehicle Charging Stations for Fleet Vehicles

Added Section 4.4.5.

Market Value for a Building (Executive Order 45)

Revised Section 4.7.1.2 for determining market value of a building.

Construction Inspection

Relocated existing Section 4.14 to Section 4.20.

Special Procedures for Urethane Flooring Containing Mercury

Added new Section 4.14.

**F. Chapter 5 – Project Submittal Standards**

Professional Seals

Revised Section 5.2.1 for Work not regulated by DPOR and for identification of drawings included in submittals for reference only.

Use of Current Forms

Revised Section 5.3.2 for JOC.

Project Manual / Specifications Arrangement

Revised Section 5.3.3 to clarify requirement for professional seals on all volumes of Project Manual.

Revised Section 5.3.3. to add Prevailing Wage Determination from DOLI to list of requirements for Project Manuals.

Revised Section 5.3.3 to include a paper copy of the Prebid Question Form completed with the name and contact information for submission of questions

Revised Section 5.3.3 to add VEES Compliance form DGS-30-381 and VEES Checklist DGS-30-382.

Design Initiations / Pre-Design Conference

Reorganized Section 5.5 for suggested topics of discussion.

eVA Vendor Registration

Revised Section 5.9.6 to reference Form DGS-30-385 “Vendor eVA Registration Requirements” for A/E term contracts and JOC contracts.

Project Submission Requirements

Revised Section 5.11 for electronic documents submission and other document submissions.

Relocated description of A/E coordination services to basic services in Form CO-3a, “Terms and Conditions of the A/E Contract”.

Review and Approvals

Revised Section 5.12.6 for electronic submissions, and revised Section 5.12.8 for Agencies to access eVA in lieu of contacting DEB to establish a bid receipt date.

**G. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines**

High Performance Buildings Act- Design:

Revised Section 6.1.3 for compliance with the HPBA and revised HPBA compliance statements.

Virginia Energy Conservation Code Compliance Statement

Revised Section 6.1.5 for VECC compliance statements and to reference 2018 VECC.

Revised Figure 6.1.5.1 “2018 Virginia Energy Conservation Code Compliance Flow Chart” for 2018 VECC.

Parking Space Planning and Minimum Number of Spaces

Revised Section 6.2.7.3 table “Minimum Total Number of Parking Spaces. Required” and associated Note 1.

Electric Vehicle Parking Spaces / Charging Stations

Added Section 6.2.7.4 for EVPS / EVCS.

**H. Chapter 7 – Construction Procurement and Administration**

Construction Procurement

Added Section 7.0.1.3 to add requirements for Prevailing Wage rates.

The Building Committee

Revised Section 7.0.2 for authority and purpose, composition of building committees, and building committees for A/E procurement.

Authorization to Advertise for Bids

Revised Section 7.0.4 for Agencies to access eVA in lieu of contacting DEB to establish a bid receipt date

Work Performed by Other than Public Contract

Revised Section 7.0.5 for information required for construction using agency work force personnel.

#### Small Business Set Asides for Construction

Revised Section 7.0.6.1 to update small business set aside requirements.  
Revised Sections 7.0.6.1.2. and 7.0.6.1.2.2 to reflect updated eVA posting requirements.

#### Additional Authority Classifications

Revised Section 7.0.10 for authority classifications and procurement compliance.

#### Competitive Sealed Bidding (Design-Bid-Build)

Revised Section 7.1 to move list of standard forms to Section 5.3.3.  
Revised Sections 7.1.1.2, 7.1.2.5, 7.1.2.12, and DGS Contracts to reflect updated eVA posting requirements.

#### Construction Management at Risk (CM) Procurement Procedures

Revised Section 7.2.2 to reflect updated eVA posting requirements.

#### Design-Build (DB) Procurement

Revised Section 7.3 to reflect updated eVA posting requirements.

#### General Procedure for Developing Job Orders

Revised Section 7.4.5 to reflect updated eVA posting requirements.

#### Emergency Construction Procurement

Revised Section 7.5.1 to reflect updated eVA posting requirements.

#### Level of Authority

Added Section 7.5.3.3 for Level of Authority and form requirements for Alternate Method of Construction Procurement.

#### Ownership of Documents

Revised Section 7.6.25 to clarify that copyrights shall not be included on design documents.

#### Final Completion Inspection

Added VEES Verification and VEES Checklist to list of supporting documents.

### **I. Chapter 8 – Capital Outlay Planning and Project Approval**

#### Capital Outlay Project Implementation Process:

Revised Section 8.2 for Agencies to access eVA in lieu of contacting DEB to establish a bid receipt date.

Revised Section 8.2 to reflect updated eVA posting requirements.

#### Pre-Design Conference

Revised Section 8.4.7 to move list of Pre-Design Conference topics to Section 5.5.

### **J. Appendix A – DEB Roofing Policy & Technical Standards for State-Owned Buildings**

Revised Appendix A in its entirety for consistency with Form DGS-30-326 “Special Requirements for Low Slope Roofing Membranes”.

### **K. Appendix D – DEB Roofing Policy & Technical Standards for State-Owned Buildings**

Updated submission requirements for HPBA in Schematic and Preliminary Basis of Design Information requirements.

**L. Appendix G – Electric Vehicle Parking Space and Charging Station Policy**

Added Appendix G.

**M. Appendix M – Special Inspections**

Revised Sections M.1 *General* and M.2 *Structural & Special Inspection Forms* for 2018 VUSBC.

**N. Appendix P – Building Permit Policy for Construction State Owned Buildings & Structures**

Revised for 2018 VUSBC, and added description of VUSBC's three (3) parts.

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

Clarified that the responsible design professional shall electronically seal, sign and date each volume of the Project Manual.

Stated that document security must allow DEB to electronically mark-up drawings and Project Manual.

Clarified that each sheet (including all volumes) must have a unique sheet number that includes the design discipline.

**P. Appendix V – Virginia Energy Conservation and Environmental Standards (VEES)**

Revised Appendix V in its entirety, to include updated reference to 2018 International Green Construction Code (IgCC) and addition of mandatory provisions for all compliance paths.

**Q. Errata, as follows:**

<b>Section</b>	<b>Erratum</b>
4.1	Clarified title of VEBC.
4.2	Updated phone numbers for Access Board Office of Technical and Information Services.
4.4	Updated CPSM Sections for accessibility references.
4.12.2	Revised reference to "As- Built Drawings" in lieu of "Record Drawings" in asbestos disclosure statements.
5.1.1	Revised capital outlay form reference to CO-8.
5.8.6.9.1.7	Revised reference to 2018 VCC Table 1004.5.
5.15	Updated name of 2018 VCC Chapter 17.
6.10.1	Updated name of Virginia Department of Wildlife Resources.
7.0.3.	Revised reference to Section 8.4.11.

- 7.5.3.2 Revised title to “Division of Purchase and Supply Managed Construction Contracts.”
- 8.4.2 Revised reference to Section 8.4.12.
- 8.7.5 Revised for Non-Capital Construction project codes.
- 8.8.1.4 Revised “Biennium” to update years referenced.

### **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. The following form was added to the DGS Forms Center:

[DGS-30-381](#) Statement of VEES Compliance

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](#).