



DEPARTMENT OF  
GENERAL SERVICES

**DIVISION OF ENGINEERING AND BUILDINGS**

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## **DEB Notice 022924**

(Effective: 02/29/2024)

# **2024 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 2023 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2023 Edition was issued on 12-15-23.

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

Recently revised capital outlay forms, available on the DEB Forms Center, are listed.

Also, the current applicable building code and compliance path for accessibility with applicable accessibility standards for state-owned buildings and structures are stated.

## **II. Summary of Changes**

The changes incorporated into Revision 0 of the 2024 Edition of the CPSM are as follows:

### **A. Chapter 1 – Introduction**

#### General

Revised Section 1.0 for 2024 CPSM, Rev. 0.

### **B. Chapter 2 – Definitions**

#### Added the following definitions:

“ADA90-Title II”

“ASAD”

“Contractor Controlled Insurance Program (CCIP)”

“ICC A117.1-2017”

“Subcontractor Default Insurance”

“VPMC”

“VSFPC”

#### Modified the following definitions:

“Agency Contracting Officer”

“Agency Head”

“Agency Representative- Annual Permit program”

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

### Buildings at Colleges and Universities

Modified Section 4.1.2.1 to clarify when occupant load calculations are needed.

### Changes to the Work

Modified Section 4.1.2.4 to reference ADA90-Title II.

### Minimum Design Loads

Added Section 4.1.2.10 to clarify that ASCE/SEI 7-22 is the applicable standard for designs based on the 2021 VCC and 2021 VEBC.

### Intersection of Interior Fire Resistance Rated Wall Assemblies with Lesser-Rated and Non-Rated Exterior Framed Wall Assemblies.

Modified Section 4.1.2.12 in accord with the 2021 VCC.

### Single-User Toilet Facility and Bathing Room Fixtures

Modified Section 4.1.2.16 for 2021 VCC.

### Not Used

Deleted Section 4.1.2.17.

### Accessibility Standards for State-Owned Facilities

Modified Section 4.2 in its entirety.

### Building Maintenance and Unsafe Buildings

Modified Section 4.19.2 in its entirety and in accord with 2021 VCC.

### Buildings and Structures owned by the Commonwealth that are Unsafe or have become a threat to the public during construction

Modified Section 4.19.6 in its entirety and in accord with 2021 VCC.

### Building Systems Commissioning

Modified Section 4.21 to clarify that the most stringent requirement applies.

## **D. Chapter 5 – Project Submittal Standards**

### Other Document Submissions

Modified Section 5.11.1 to clarify that paper copies are no longer required to be sent to the State Fire Marshal's Office.

### Structural and Special Inspections & Structural Observations

Modified Section 5.15.1.1 to clarify when the A/E shall include Form CO-6c *Contractor's Statement of Responsibility* in the Project Manual.

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

### Standards for Space Planning

Modified Section 6.1.1 Space Planning Standards to match the DGS Division of Real Estate Services ([DRES](#)) Space Planning Standards for Offices.

### Building Efficiency Ratios

Modified Section 6.1.2.1 to clarify that the definitions included in this section are for Capital Budget Requests and calculating compliance with DEB efficiency ratios.

Virginia Energy Conservation Code Compliance Statement

Modified Section 6.1.5 (including Figure 6.1.5.1) in accord with the 2021 VECC.

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

Construction Management at Risk (CM) Procurement Procedures

Modified Section 7.2 for RFP requirements and Contractor Controlled Insurance Program.

Beneficial Occupancy

Modified Section 7.6.17.8 & Section 7.6.17.9 to add the Roof Survey Report (as described in Appendix A) to the list of material required for consideration of a request for Beneficial Occupancy.

**G. Chapter 8 – Capital Outlay Planning and Project Approval**

Project Initiation

Modified Section 8.4.5 to clarify how to complete the Funds section form CO-2 when an agency needs to fund a project from more than one project code and transfer of funds from one project code to another is not permitted.

Demolition of Buildings

Modified Section 8.7.3 to remove requirement to obtain approved demolition permits for existing buildings before preparing Preliminary Design documents.

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

Applicable Codes:

Modified to reference 2021 VUSBC and ADA90-Title II.

**I. Appendix V – Virginia Energy Conservation & Environmental Standards (VEES)**

General:

Modified Appendix V to reference 2021 International Green Construction Code.

**J. Errata, as follows:**

<u>Section</u>	<u>Erratum</u>
General	Updated various hyperlinks
General	Updated <u>Virginia Maintenance Code</u> (VMC) to <u>Virginia Property Maintenance Code</u> (VPMC)
General	Identified <b>ADA90-Title II</b> as applicable accessibility standards
General	Updated edition of code references from 2018 to 2021
Chapter 2	Reorganized definitions to be in alphabetical order
Section 4.19.3.8	Added headings to this section.
Section 8.4.3	Revised reference and hyperlink to Section 4.19.3.4.
Section 8.7.5	Revised example of non-capital project code for 2024
Appendix N	Revised reference and hyperlink to Section 4.20.2.

### III. Changes to DEB 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 forms have been revised (Rev. 02/24) and can be downloaded from the [DGS Forms Center](#):

<a href="#">DGS-30-000</a>		DEB Forms Master List
<a href="#">DGS-30-048</a>	CO-6a & CO-6b	Structural and Special Inspections & Structural Observations
<a href="#">DGS-30-053</a>	CO-6c	Contractor's Statement of Responsibility
<a href="#">DGS-30-092</a>	CO-11	Change Order Construction Contract
<a href="#">DGS-30-100</a>	CO-11ae	A/E Contract Change Order
<a href="#">DGS-30-101</a>	CO-11.1ae	A/E Project Order Change Order
<a href="#">DGS-30-176</a>	CO-17.1	Permit for Demolition
<a href="#">DGS-30-460</a>		CM @ Risk- Preconstruction Scope Of Services
<a href="#">DGS-30-467</a>		CM @ Risk- RFP Template
<a href="#">DGS-30-540</a>	CO-11.1 & CO-11.1a	Job Order Change Order

### IV. 2021 Virginia Uniform Statewide Building Code (VUSBC)

Effective January 18, 2024, the current applicable building code is the [Virginia Uniform Statewide Building Code, 2021 Edition \(2021 VUSBC\)](#). Refer to [DEB Notice 011824 Applicable Building Code for State-Owned Buildings and Structures](#) for information as to when the 2021 VUSBC shall be applied and when the 2018 VUSBC may be applied.

### V. ADA90-Title II

With the adoption of the 2021 VUSBC, the compliance path for accessibility for state-owned building and structures is ADA90-Title II. Applicable standards for ADA90-Title II compliance are as follows:

- The prescribed accessibility standards for the **scope of work** are *Chapter 2: Scoping Requirements* of the Department of Justice's [2010 ADA Standards for Accessible Design](#), dated September 15, 2010. (Access Board, Suite 1000, 1331 F Street, NW, Washington, D.C. 20004-1111).
- The prescribed accessibility standards for the **technical design** are Chapters 1 and 3 thru 11 of *Standards for Accessible and Usable Buildings and Facilities (ICC A117.1-2017)* approved March 28, 2017.

[2010 ASAD](#) shall remain the accessibility standard for designs based on 2018 VCC and 2018 VEBC that do not have approved working drawings.