



DEPARTMENT OF  
GENERAL SERVICES

**DIVISION OF ENGINEERING AND BUILDINGS**

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## **DEB Notice 101024**

(Effective: 10/10/2024)

### **2024 Edition - Construction & Professional Services Manual - Revision 1**

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

The purpose of this notice is to announce the issuance of Revision 1 of the 2024 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 of the 2024 Edition was issued on 02-29-2024.

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 1 of the 2024 Edition of the CPSM are as follows:

##### **A. Chapter 1 – Introduction**

###### General

Revised Section 1.0 for 2024 CPSM, Rev. 1.

##### **B. Chapter 2 – Definitions**

###### Added the following definitions:

“Covered Institution”

“Design-Bid-Build (DBB)”

“Emergency - Procurement”

“Emergency – Building Code”

“Emergency - Funding”

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

###### Code Clarifications

Reorganized and modified Section 4.1.2 to add code clarifications pertaining to 2021 VUSBC. Added code clarifications included for Group I-2 special locking,

emergency supplemental hardware, reroofing, structural design loads, bathtub overflows, plumbing vents, and water closet compartment occupancy indicators.

#### Accessibility Standards for State-Owned Facilities

Modified Section 4.2 to clarify that compliance with scope and technical standards indicated in the CPSM is deemed compliance with *Code of Virginia* §51.5-44, *Rights of persons with disabilities in public places and places of public accommodation*.

#### Clarifications of the 2010 ADA Standards for Accessible Design

Reorganized and modified Section 4.2.2 to add VCC Chapter 11 references for accessibility clarifications. Added accessibility clarifications included for automatic doors, accessible parking spaces, multi-user gender-neutral toilet facility fixtures, water closet compartments, lavatories, ticket windows, audible public announcements, judicial facilities and dwelling units/sleeping units.

#### State Building Construction in Floodplain

Modified Section 4.7 to remove references to Executive Order 45 (2019) and add references to *Code of Virginia* §10.1-603 Flood Damage Reduction Act.

#### Erosion and Sediment Control Plans and Specifications

Modified Section 4.17 to reference Department of Environmental Quality in lieu of Division of Soil and Water Conservation, and to update the *Code of Virginia* reference.

#### Building Maintenance and Unsafe Buildings

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

#### Closure of DEB-Issued Building Permits

Modified Section 4.19.3 if partial occupancy or re-occupancy is requested to require a Key Plan for Beneficial Occupancy to identify spaces excluded from occupancy.

#### 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 to clarify the responsibilities of the Agency Head.

#### Construction Inspections

Modified Section 4.20 to clarify required incremental inspections and required ongoing inspections for buildings under construction, and to reference Appendix N *Project Inspection*.

#### Building Systems Commissioning

Added Sections 4.21.2 and 4.21.3 for qualifications required for commissioning provider and for submission of Commissioning Completion Form.

#### Thermal Envelope Certificate

Added Section 4.22 for submission of thermal envelope certificate to DEB.

#### Federal Investment Tax Credits for Green Energy Properties

Added Section 4.23 for submittal requirements associated with federal investment tax credits for green energy properties.

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

### Size of Drawings

Modified Section 5.2.3 to clarify PDF requirements pertaining to size of drawings.

### Section and Detail Designation

Modified Section 5.2.6 to clarify that a two-part bubble may be used where a section or detail is cut on Plan.

### Project Manual / Specifications Arrangement

Modified Section 5.3.3 to add Forms CO-13.3b, CO-13.3f, Co-13.3s and Commissioning Completion Form to the list of required forms referenced or included in the Project Manual.

### Design Initiations / Pre-Design Conference

Modified Section 5.5 to add Federal Investment Tax Credits for Green Energy Properties to list of sample topics for Pre-Design conference.

### Preliminary Drawings and Working Drawings

Modified Sections 5.7.2.9 and 5.8.6 to clarify that occupant loads are required for new construction, change in occupancy, or modifications to an existing building that are based on occupant load.

### Submittal Requirements

Modified Section 5.8.5 to add application documents for Federal Investment Tax Credits for Green Energy Properties to list of working drawing submittal requirements.

### Architectural Drawings

Modified Section 5.8.6.5 to add projection factor for fenestration to information shown on exterior elevations.

### Advertising

Modified Section 5.9.5 to increase dollar value of work requiring a minimum period of 30 days for advertising.

### Other Document Submissions

Modified Figure 5.11.2 for Department of Environmental Quality.

### Commissioning of Building Systems

Modified Section 5.16 for commissioning of building systems.

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

### Work that is “Not in Contract” for Bidding

Modified Section 6.0.5 in its entirety.

### Standards for Space Planning

Modified Section 6.1.1 table of space categories and area guidelines for offices, including those identified as special office spaces.

### High Performance Buildings Act – Compliance Statement

Modified Section 6.1.3.2 to add compliance statement #5.

Virginia Energy Conservation Code – Compliance Statement

Modified Section 6.1.5 to clarify that non-applicable sections shall be identified beneath the applicable compliance statement.

Electric Vehicle Parking Spaces / Charging Stations

Modified Section 6.2.7.4.2 to clarify that electric vehicle parking spaces are required to be provided when parking spaces in existing parking surface lots and/or parking structures are modified or new parking spaces are provided.

Electrical Design Standards

Modified Section 6.16.1 for lightning protection systems.

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

Competitive Sealed Bidding (Design-Bid-Build)

Modified Section 7.1 for small project procurement procedures and to increase dollar value of Work requiring use of standard competitive sealed bids and conducting a mandatory prebid conference.

Addenda to the Bid Documents

Modified Section 7.1.2.3 to clarify that addenda are to be submitted electronically to DEB for review and approval. Paper copies are no longer accepted without special permission.

Construction Management at Risk (CM) Procurement Procedures

Modified Section 7.2 regarding submission of “Working Documents” to DEB for approval of utilizing CM @ Risk procurement.

Design-Build (DB) Procurement Procedures

Modified Section 7.3 regarding submission of “Working Documents” to DEB for approval of utilizing DB procurement.

Job Order Contracting

Modified Section 7.4.5 for number of additional terms JOC Contracts may be renewed for.

Level of Authority

Added Section 7.5.3.3.3 for CM and DB procurement procedures developed by covered institutions with capital authority.

Substantial Completion Inspections

Modified Section 7.6.17.7 for Form CO-13.3s *Checklist for Substantial Completion Inspection* and to clarify that the State Fire Marshal shall inspect the work (if required by the building permit) prior to the DEB Substantial Completion inspection.

Beneficial Occupancy

Modified Sections 7.6.17.8 and 7.6.17.9 to describe documents and forms required for beneficial occupancy.

Final Completion Inspection

Modified Section 7.6.17.10 for Form CO-13.3f *Document Checklist for Final Completion*.

Project Close-Out

Modified Section 7.6.18 to clarify which forms are to be submitted into BITS for project close-out.

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

Capital Outlay Project Implementation Process

Modified Section 8.2 to clarify a VE Study is required if project construction cost exceeds \$5,000,000 and to clarify which forms are to be submitted into BITS for project close-out.

Preliminary Submittal

Modified Section 8.4.9 to clarify a VE Study is required if project construction cost exceeds \$5,000,000.

Building Permits and Demolition Permits

Modified Section 8.4.12 to add requirement for demolition of existing buildings to comply with the Mandatory provisions of Chapter 9 of the International Green Construction Code (IgCC).

CO Forms Capital Outlay Submission Summary

Modified Section 8.6 to clarify that the Owner is responsible for records retention of the forms listed, identify approved forms distributed via DocuSign, clarify when specific forms are to be submitted to DEB, and add Forms CO-13.3f and CO-13.3s.

Non-Capital Construction CO Forms Summary

Modified Section 8.7.9 to clarify that the Owner is responsible for records retention of the forms listed, identify approved forms distributed via DocuSign, clarify when specific forms are to be submitted to DEB, and add Forms CO-13.3f and CO-13.3s.

Reports

Modified Section 8.8 to clarify that Agencies submit annual VEES Energy Report to the Governor and copy DEB.

Completed Capital Projects Report

Modified Section 8.8.4.1 to add factors that contributed to project complexity to reporting requirement for projects procured using CM or DB.

**H. Appendix A – DEB Roofing Policy and Technical Standards**

A.6 Reroofing Requirements and Clarifications:

Modified Section A.6 to clarify when structural calculations are required for reroofing and to add prohibition of roof coatings over existing roofing systems without prior approval.

A.19.4 Rooftop Equipment:

Modified Section A.19.4 to add requirements for rooftop equipment supports.

**I. Appendix C – Early Release Code and Budget Compliance Summary**

C.2 Project Budget Maintenance Plan:

Modified Section C.2 to clarify requirements of project budget maintenance plan.

**J. Appendix D – Basis of Design Narratives**

D.1 Schematic Basis of Design Information:

Added requirements for submitting information pertaining to Federal Tax Credits for Green Energy Properties and inclusion in the life cycle cost analysis as part of the Schematic document submittal.

D.2 Preliminary Basis of Design Information:

Added requirements for submitting information pertaining to Federal Tax Credits for Green Energy Properties as part of the Preliminary document submittal.

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

G.5.1 Requirements for Equipment in Flood-Prone Areas:

Modified Section G.5.1 to require compliance with the local floodplain management regulations or the Virginia Floodplain Management Standards.

G.5.4 Accessibility:

Modified Section G.5.4 to clarify minimum size and minimum quantity of accessible parking spaces with electric vehicle charging stations.

**L. Appendix J – Miscellaneous Policies and Memoranda Impacting Design and Construction**

Hyperlinks:

Removed link to Executive Order 45 and added new links to requirements for flood-prone areas.

Added link to DEQ [Virginia Stormwater Management Handbook](#) Version 1.1

**M. Appendix Q – Quality Assurance Checklists**

Quality Assurance:

Revised and reorganized Section Q.2 for updated specification section numbers and to add new forms.

Added Small Business Participation to Bid Form quality assurance review.

Added 500 year floodplain to required hydrological data in several sections.

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

Procedure:

Modified Submittal Process to clarify that a complete set of Plans, Specifications, and Addenda (if applicable) shall be submitted as Permit Documents for State Building Official stamp and signature.

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

Chapter 4 Application

Revised Section 401.2 for mandatory provisions and compliance.

Chapter 4 Application

Added Section 401.3.3 for mandatory on-site renewable energy systems.

Chapter 10 Construction and Plans for Operation

Revised Chapter 10 for erosion and sedimentation control.

Chapter 10 Construction and Plans for Operation

Revised Chapter 10 to clarify that plan for operation shall be submitted to DEB.

**P. Errata, as follows:**

<u>Section</u>	<u>Erratum</u>
General	Updated various hyperlinks
General	Clarified roles previously referenced by pronouns
General	Revised subsequent section numbers as needed when new sections were added above.
4.2.2.6	Revised section title
Appendix V	Deleted IgCC chapter headings that do not have DEB clarifications

**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. 10/24) 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-30-112</a>	CO-13.1	Certificate of Completion by A/E OR PM
<a href="#">DGS-30-116</a>	CO-13.1a	A/E's Certificate of Substantial Completion
<a href="#">DGS-30-128</a>	CO-13.1c	Certificate of Partial or Substantial Completion by Agency Project Manager
<a href="#">DGS-30-132</a>	CO-13.1-twr	Certificate of Completion of Communication Tower / Antenna by A/E or PM
<a href="#">DGS-30-152</a>	CO-13.3b	Document Checklist for Beneficial Occupancy
<a href="#">DGS-30-176</a>	CO-17.1	Permit for Demolition
<a href="#">DGS-30-382</a>		VEES Checklist
<a href="#">DGS-30-600</a>		Existing Building / Structure Market Value Worksheet

The following forms have been added (10/24) and can be downloaded from the [DGS Forms Center](#):

<a href="#">DGS-30-151</a>	CO-13.3s	Checklist for Substantial Completion Inspection
<a href="#">DGS-30-153</a>	CO-13.3f	Document Checklist for Final Completion
<a href="#">DGS-30-229</a>		Commissioning Completion Form