



DEB Notice 031725

(Effective: 03/17/2025)

2025 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 2025 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 1 of the 2024 Edition was issued on 10-10-2025.

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.

II. Summary of Changes

The changes incorporated into Revision 0 of the 2025 Edition of the CPSM are as follows:

A. Chapter 1 – Introduction

General

Revised Section 1.0 for 2024 CPSM, Rev. 1.

Capital Outlay Projects

Revised Section 1.3.1 to remove exclusion of CO-6 forms from Construction Management at Risk projects.

Revised Figure 1.3.1 *General Guide to Key Form Submittals* to add submission of CO-6 forms for CM projects, to revise Note N regarding maximum job order amounts, and to add Norfolk State University to list of Tier 2 agencies.

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

Design Rain Loads

Modified Section 4.1.2.18 to clarify ASCE7-22 shall be used for structural calculations.

Fire walls

Deleted clarification pertaining to fire walls in Section 4.1.2.19.

Enhanced Classroom Acoustics

Added Section 4.1.2.19 for clarification of scoping for enhanced classroom acoustics.

Plumbing Vent Unprotected Roof Extension

Modified Section 4.1.2.28 to change the word “greater” to “greatest”.

Labeling of water distribution pipes in bundles

Added Section 4.1.2.32 for clarification regarding pipe identification.

Domestic Water Circulation Systems

Added Section 4.1.2.33 for clarification to circulation loop temperature setpoint for deactivation of the pump.

Guards on Roofs

Added Section 4.1.2.34 for clarification regarding attachment of guards on roofs to building structure.

Safety Standard for Refrigeration Systems

Added Section 4.1.2.35 for applicable edition of ASHRAE 15 referenced by the Virginia Mechanical Code.

Intermodal Shipping Containers

Added Section 4.1.2.36 for clarification that CPSM Appendix A applies to intermodal shipping containers.

Accessibility Standards for State-owned Facilities

Added clarification that ICC A117.1-2017 Section 1001.2.1 further clarifies scope of recreational facilities required to be accessible.

Added clarification that 2010 ASAD remains accessibility standard for projects with permits issued under 2018 VCC or 2018 VEBC.

Modifications

Added paragraph to Section 4.2.1 to clarify when renovations of existing buildings shall meet accessibility requirements for new buildings and facilities.

Dwelling Units and Sleeping Units

Deleted Section 4.2.2.20.

Private Offices

Added Section 4.2.3.4 for clarification that exceptions to accessibility requirements for rooms associated with private offices do not apply.

Federal Investment tax Credits for Green Energy Properties

Modified Section 4.23 for qualified energy properties and submission requirements.

C. Chapter 5 – Project Submittal Standards

Preliminary Submittal Requirements

Modified Sections 5.7.2 and 5.7.2.2 to add submittal of a copy of the approved permit issued by DCR for projects located in a floodplain.

Working Drawings Submittal Requirements

Deleted item 5 from Section 5.8.5 pertaining to application documents for Federal Investment Tax Credits.

Architectural Drawings

Added item 9 to Section 5.8.6.5 requiring the working drawings to provide specific information for accurately marking walls that require protected openings or penetrations.

Control Systems

Modified item 1 in Section 5.8.6.13 for identification of sequences to be performed using equipment manufacturer's packaged controls.

Advertising

Modified Section 5.9.5 to remove requirement to coordinate bid receipt dates through DEB.

Value Engineering

Modified Section 5.14 to provide options for electronic submittals and communication.

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

High Performance Buildings Act- Compliance Statement

Modified item 1 in Section 6.1.3.2 for VEES Section 401.2 compliance paths.

Alternate Potable Water Supply

Modified Section 6.15.1 to remove clarification for Rainwater Harvesting and add clarification for Alternate Potable Water Supply.

E. Chapter 7 – Construction Procurement and Administration

Additional Authority Classifications

Modified Section 7.0.10 to add Norfolk State University (212) to the list of Tier II Agencies.

Construction Management at Risk (CM) Procurement Procedures

Modified Section 7.2 for reference and hyperlink to new "CM Procedures as Adopted by the Secretary of Administration (Effective December 17, 2024)".

Design-Build (DB) Procurement Procedures

Modified Section 7.3 for reference and hyperlink to new "DB Procedures as Adopted by the Secretary of Administration (Effective December 17, 2024)".

F. Chapter 8 – Capital Outlay Planning and Project Approval

CO-4: Application for Approval of Schematics

Modified Section 8.4.8 to clarify that Form CO-4 is required for projects utilizing the CM at Risk procurement method.

CO-5: Application for Approval of Preliminary Drawings and Specifications

Modified Section 8.4.9 to clarify that Form CO-5 is required for projects utilizing CM at Risk procurement method.

CO-6: Application for Approval of Working Drawings and Specifications

Modified Section 8.4.10 to clarify that Form CO-6 is required for projects utilizing CM at Risk procurement method.

CO Forms Capital Outlay Submission Summary

Modified Section 8.6 to clarify that Forms CO-4, CO-5, and CO-6 are required for projects utilizing CM at Risk procurement method.

Construction Management and Design-Build Procurement Review Report

Modified Section 8.8 for the reporting requirement and due date for report submission.

G. Appendix A – DEB Roofing Policy and Technical Standards

A.6 Reroofing Requirements and Clarifications

Modified Items 1 and 2 in Section A.6 for scuppers, ponding water and structural calculations required.

A.19.3 Insulation

Modified Item 2 in Section A.19.3 for insulation layers.

H. Appendix D – Basis of Design Narratives

Schematic Basis of Design Information, Section D.1

Modified Item 3 to add information pertaining to projects located in a floodplain.

Added Item 27 for building systems to be commissioned

Added Item 28 for domestic water heating systems to be analyzed for life cycle cost and energy.

Preliminary Basis of Design Information, Architectural Section D.2

Modified Item f to add information pertaining to projects located in a floodplain.

Added Item q regarding commissioning of building envelope energy performance.

Added Item r regarding compliance with envelope air leakage requirements.

Preliminary Basis of Design Information, Plumbing Section D.2

Added Item j regarding domestic water heating systems life cycle cost analysis.

Added Item k regarding commissioning of plumbing systems.

Preliminary Basis of Design Information, HVAC Section D.2

Added Item j regarding commissioning of HVAC systems.

Preliminary Basis of Design Information, Electrical Section D.2

Added Item d regarding commissioning of electrical systems.

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

Wayfinding

Added Section G.6.3 for wayfinding Electric Vehicle Signage.

J. Appendix I – Life Cycle Costs and Energy Analysis

Additional Instructions for Calculating Life Cycle Costs for Energy Analyses

Modified Section I.1.2 a for energy-related life cycle cost study periods and added domestic heating water systems.

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

Chapter 4 Application

Modified Section 401.2 Compliance in its entirety.

Modified Section 401.3.2.2 Energy Monitoring to add off-site chilled water and off-site steam

Modified Section 401.3.2.4 Energy Reporting in its entirety.

Modified Section 401.3.3 On-Site Renewable Energy Systems to remove specific reference to photovoltaic systems.

Chapter 5 Site Sustainability

Added clarification to IgCC Section 501.3.5.1.

Chapter 7 Energy Efficiency

Added clarification to delete IgCC Section 701.4.1.

L. Errata, as follows:

<u>Section</u>	<u>Erratum</u>
General	Updated various hyperlinks

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. 02/25) and can be downloaded from the [DGS Forms Center](#):

DGS-30-000		DEB Forms Master List
DGS-30-104	CO-12	Schedule of Values and Certificate for Payment