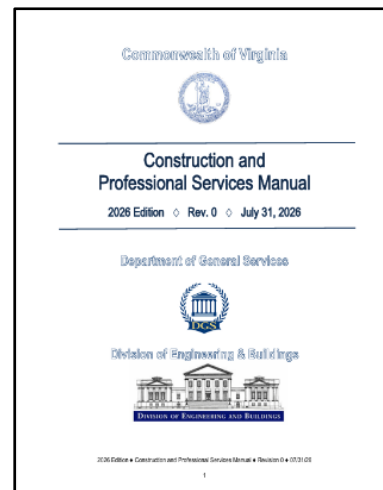


2026 CPSM Issued July 31, 2026

The 2026 edition of the [Construction and Professional Services Manual](#) (Rev. 0) was issued on July 31, 2026. A PDF of the current [CPSM](#) edition along with [DEB Notice 073126](#) summarizing the significant changes from the prior Manual version are both available on the [DEB website](#).

CPSM changes were made to reflect recent legislative changes, updated legal interpretations and administration initiatives, and to improve communication and business operations. Because some changes are a result of changes to the Code of Virginia, these changes require immediate compliance. Therefore, a revision to the CPSM is effective on the date issued for all projects that do not have an approved CO-6 or working drawings approved by DEB, as stated in new CPSM Section 1.1.2. Refer to Section 3.2.5.1 for how these changes impact A/E services and contracts.



Some of the more notable changes to the CPSM are summarized in this article.

Construction Project Fund Types and Management

Because of DEB's role in statewide capital outlay management, Sections 1.3.4 and 1.7 were added to clarify the applicability of the CPSM as it relates to capital projects vs. non-capital projects. As it relates to capital projects, the updates also identify the differences in the primary drivers and processes between pool projects and stand-alone projects.

Code Modification Requests and CPSM Waiver Requests

To provide consistency in both the format and the required signatories of Code Modification Requests and CPSM Waiver Requests submitted to DEB for consideration by the State Building Official, Section 4.19.4 has been modified. Occasionally the Project Fiscal Agency differs from the Building Owning Agency, and therefore Appendix W, *Code Modification Requests and CPSM Waiver Requests for Projects with a Project Fiscal Agency that Differs from the Building Owning Agency* was added to clarify signature authority for example request types. Additionally, the definitions of Building Owning Agency, Project Fiscal Agency, Code Modification Request, and CPSM Waiver Request were added to Chapter 2.

(Continued on Page 2)

Also in this issue:

- Job Order Contracting (p.3)
- DEB Welcomes New Energy Engineer (p. 4)
- BITS Webinar Recording Now Available (p. 5)

Announcements:

- Employment Opportunities (p. 5)
- VCCO Updates (p. 6)
- Form Updates (p. 6)



High-risk Review

Code of Virginia (COV) § [2.2-4303.01](#) requires review by the Department of General Services (DGS) and the Office of Attorney General (OAG) if the contract value meets the COV definition of a High-risk contract. The High-risk review procedure in the CPSM was updated in Sections 3.1.1.4 and 7.0.1.2 for submittal to the Division of Engineering & Buildings (DEB) for High-risk reviews by DGS.

For A/E professional services, both the solicitation and the contract shall be submitted and reviewed by DEB and the OAG prior to issuing the solicitation or award of the contract. For construction management at risk (CM) and Design-build (DB) construction procurement, submission and review by DEB and the OAG of the Request for Proposal (RFP) is required, and submission and review of the construction contract for CM, DB, and Design-Bid-Build projects is also required prior to contract award.

Agencies submit High-risk reviews to DEB by emailing to capout@dgs.virginia.gov completed form DGS-30-245 with supporting documents.

Design Assist

Because Design Assist violates Participation in Bid Preparation ([§2.2-4373](#)) and is also contrary to the requirement for competition in the Virginia Public Procurement Act ([Code of Virginia §§ 2.2-4300 thru 2.2-4377](#)) and the CPSM requirement for the designer of record to be solely responsible for and to provide a complete design, Section 3.1.2.3 and the General Notes for CM (Section 7.2.3) and DB (7.3.1.1) were updated to clarify that Design Assist is not permitted. The following definition of Design Assist was added to Chapter 2:

Design Assist: A design practice where a party (e.g., subcontractor or supplier) other than the designer of record contributes to the project design in exchange for limiting competition. Input provided during the preconstruction services of a CM contract where the Work is competitively bid at the completion of design is not considered Design Assist.

Risk Category of Buildings Occupied by Students at IHE

To provide equivalent protection in terms of structural design for all buildings at institutions of higher education (IHE), Section 4.1.2.39 was added for determination of Risk Category. Specifically, this clarification eliminates ambiguity by requiring all buildings with an occupant load exceeding 500 at IHE that are occupied by students to be designed as Risk Category III in accord with 2021 Virginia Construction Code (VCC) Table 1604.5 *Risk Category of Buildings and Other Structures*.

(Continued on Page 3)



DEPARTMENT OF
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DEB Newsletter

#89 Summer 2026

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The DEB Newsletter is a quarterly publication of the Department of General Services' Division of Engineering & Buildings. Prior Newsletter issues are available on the [DEB Newsletter webpage](#).

To subscribe, visit the self-service [DEB Newsletter Subscription webpage](#).

VECC Compliance Statement for Residential Buildings

Because different VECC compliance paths exist for commercial and residential buildings in the Virginia Energy Conservation Code (VECC), Section 6.1.5.2 was added to provide compliance path statements applicable to residential buildings. Add the VECC compliance path selected to the Title sheet of the drawings and also to the executive summary of the Basis of Design Narrative. Please refer to the definition of Residential Building in the VECC for applicability.



DEB Newsletter
#89 Summer 2026



Building Envelope Commissioning

Because the Commonwealth strives to construct energy efficient and durable buildings, commissioning of building envelopes was added to Section 4.21. The specifications for building envelope commissioning shall include a requirement to perform whole building air leakage testing and an air barrier inspection and verification program. The commissioning process verifies that the building envelope was constructed in accordance with the construction documents and meets the requirements of the Virginia Energy Conservation Code (VECC).

Job Order Contracting

Job Order Contracting (JOC) is term contracting for construction utilizing a catalog of unit costs and is a valuable tool for agencies for completing small maintenance reserve or renovation projects. However, to be effective in utilizing JOC and to avoid errors that could put your agency at risk of violating the requirements of the Virginia Public Procurement Act (VPPA), an understanding of JOC and the documents that govern the use of JOC is important. There are two primary components related to JOC.

The first primary component of JOC is the JOC Term Contract. The JOC Term Contract establishes the broad contracting requirements and the way that the Job Orders will be developed including the basis of Job Order pricing which is the Task Catalog. The Department of General Services (DGS), Division of Purchases and Supply (DPS) has statewide JOC Term Contracts for Job Order Contracting available for public bodies across the Commonwealth. Contact [Anna Croak](#) at DPS for more information.

Agencies with larger volumes of work or agencies that have special requirements for the work can also create their own JOC Term Contracts for use only by their agency. Guidelines for establishing JOC Term Contracts are provided in CPSM Section 7.4. Whether the JOC Term Contract is established as a statewide contract by DPS or by the agency, the JOC Term Contract establishes the broad contracting requirements and the way that the Job Orders will be developed.

The second primary component of JOC is the Job Order which contains the specific project scope, schedule requirements, and establishes a fixed price for the Work. Section 53 of the Supplemental General Conditions for Job Order Contracting (DGS-30-520) establishes step by step procedures for Job Order development which are summarized below.

1. Joint Scope Meeting – Conduct a meeting on site with the selected JOC Contractor, the Owner, and Architect/Engineer (A/E). Typically, a preliminary version of the scope of work/documents is available to review the work. The meeting provides an opportunity for the contractor, Owner, and A/E to discuss the planned work, any project constraints or specific work rules, potential adjustments to the project details, how to address long lead items, and to address other items that would affect the cost and constructability of the work.

2. Detailed Scope of Work - The Owner and A/E take the information from that meeting and incorporate the feedback from that meeting, as appropriate, into the Detailed Scope of Work which would include any Plans & Specifications for the Work. Where the Work will require a permit, the Owner completes the Statement of Job Order Contract Use (DGS-30-480) and provides it to the A/E for inclusion in the Project Manual.

3. Job Order Proposal Request - Once the Detailed Scope of Work is completed, the Owner sends the JOC Contractor a Job Order Proposal request based upon the Detailed Scope of Work. The Contractor then estimates the cost of the Work based on the quantities, unit costs from the Construction Task Catalog, and the multiplier established in their JOC Term Contract. This estimate is provided to the Owner along with the Job Order Proposal.

4. Job Order Proposal Review - The Job Order Proposal and the associated estimate are reviewed by the Owner for completeness and accuracy with respect to the items included, quantities, unit rates utilized, and multiplier applied. There are provisions for limited “non-prepriced tasks” for items not included in the Construction Task Catalog. However, the non-prepriced items may account for no more than fifteen percent (15%) of the total Job Order Price without a waiver granted by the Director of DEB per CPSM 7.4.4. The proposal should not include additional contractor qualifications or clarifications as these items should have been addressed in the Detailed Scope of Work which was produced after the Joint Scope Meeting. If corrections to the Job Order Proposal are required, the proposal is returned to the contractor for revisions and re-reviewed until a complete, accurate proposal is received.

5. Job Order Issuance - The Owner then issues a Job Order (Form CO-9bJOC, in the JOC infrastructure provider’s software) referencing the Detailed Scope of work and supported by the Job Order Proposal and estimate. Agencies should confirm that the time for completion, contract documents, and proper builder’s risk insurance and bonding requirements are included in the Job Order based upon the project’s characteristics. Insurance certificates and bonds (CO-10 and CO-10.1) will need to be received by the Owner before construction begins. Care should be taken when preparing the Job Order. This document is the project’s legal contract. The same clarity is required for a Job Order as would be for a typical construction contract (CO-9). Avoid including any documents or provisions either by attachment or by reference that would make the requirements unclear.

It is important that the above procedure be followed to ensure that the provisions of the Job Order Contracting Term Contract are enforced. Failure to do so could both cost the agency money and potentially create Virginia Public Procurement Act compliance issues. More detailed information can be found in CPSM Section 7.4 and in the Supplemental General Conditions for Job Order Contracting (DGS-30-520).



DEB Newsletter
#89 Summer 2026

DEB Welcomes New Energy Engineer



Anthony M. Garcia is a Professional Engineer (PE), Certified Building Envelope Commissioning Process Providers (BECxP), and Accredited Commissioning Authority in Building Enclosure (CxA+BE) who recently joined the DEB team as a State Review Energy Engineer. Anthony earned his Bachelor of Science in Architectural Engineering and Master of Science in Engineering (Civil) from the University of Texas at Austin. Anthony has over 12 years of experience in design, peer review, forensic investigation, construction administration, and project management with a focus on building envelope systems in new and existing buildings.

Employment Opportunities



State Review Electrical Engineer – EE025

The Division of Engineering & Buildings is seeking a qualified, licensed Engineer to serve as a State Review Electrical Engineer. Under the general supervision of the Director of Engineering & Code Compliance, this Review Engineer will leverage extensive knowledge of building and building system designs, and construction practices for a variety of facility types and sizes in order to inspect construction and evaluate building construction plans and specifications. The Review Engineer ensures building code compliance, best practices for design development, construction detailing, and the proper use of public funds are addressed through reviews, comments, and collaboration in meetings.

State Review Fire Protection Architect/Engineer – EE026

The Division of Engineering & Buildings is seeking a qualified, Professional Engineer or Registered Architect to serve as a State Review Fire Protection Architect/Engineer. Under the general supervision of the Director of Engineering & Code Compliance, this position will leverage extensive knowledge of building and building system designs, and construction practices for a variety of facility types and sizes in order to inspect construction and evaluate building construction plans and specifications. They ensure building code compliance, best practices for design development, construction detailing, and the proper use of public funds are addressed through reviews, comments, and collaboration in meetings.

Capital Outlay Program Manager – PW042

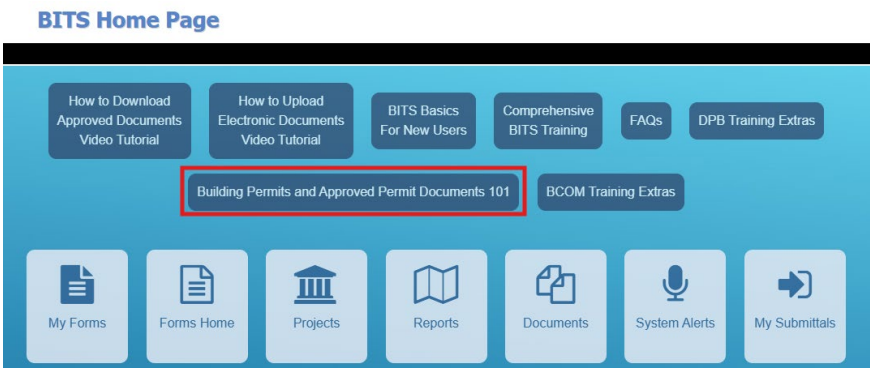
The Division of Engineering & Buildings is seeking a qualified Capital Outlay Program Manager to provide coordination of operations in support of the Commonwealth's Capital Outlay Program. Under the general supervision of the Director of Capital Outlay & Training Services, this position will leverage extensive knowledge of construction project management, procurement and contracts, and project controls to provide guidance to agencies across the state.

BITS Webinar Recording Now Available

DEB recently conducted a one-hour webinar to demonstrate several key functionalities in BITS:

- ✓ Exploring the information presented on a COV Building Permit
- ✓ Reviewing the typical Building Official Action wording, including the language stating when DEB construction inspections are required
- ✓ Finding the links to download Permit Documents approved by the State Building Official
- ✓ Creating a new CO-17 Building Permit for Construction
- ✓ Extending a Building Permit

BITS users interested in viewing the recording of this webinar are now able to do so by clicking a link on the BITS home page:



VCCO Certifications

The following individuals recently passed the Virginia Construction Contracting Officer (VCCO) certification examination:

- **Wayne Hebb**, Radford University
- **Lindsay Fare**, University of Mary Washington
- **Maurice Wilkins**, Virginia Community College System
- **Allan Davidson**, Auditor of Public Accounts
- **Marshall Hartless**, Department of Military Affairs



DEPARTMENT OF
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DEB Newsletter
#89 Summer 2026

Virginia Construction Contracting Officers are state and local government employees who have completed the necessary training and successfully passed a multi-part examination focused on state procurement law, policy and procedures. VCCOs perform several key functions in delivering projects including the procurement of professional services; the receipt, opening and review of bids; and in some cases the approval of CO-8 forms for recommending the award of construction contracts.

DEB Forms Updates

The form listings below identify the forms that have been added or revised and describes the forms.

Form Name	DGS Form #	Version
DEB Forms Master List	DGS-30-000	06/26, 07/26, 09/26
CR-2 Cost Review Questionnaire	DGS-30-198	05/26
CR-1 Project Planner	DGS-30-199	06/26
High-Risk Review Submittal Form	DGS-30-245	06/26
Supplemental General Conditions (Project Labor Agreements)	DGS-30-379	07/26
Supplemental General Conditions (NDA/Confidentiality Agreements)	DGS-30-377	07/26
Supplemental General Conditions (Liquidated Damages)	DGS-30-376	07/26
Invitations for Bids, Notice of (notice for specs or posting)	DGS-30-256	07/26
Instructions to Bidders	DGS-30-055	07/26
Commissioning Completion Form	DGS-30-229	07/26
Bid Form (Standard Format)	DGS-30-220	07/26
Design Build Procurement Review Submittal	DGS-30-471	09/26
CM at Risk Procurement Review Submittal	DGS-30-456	09/26

