



DEPARTMENT OF  
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

Serving Government. Serving Virginians.

# BCOM Newsletter

Issue # 1

January 2015

## BCOM Newsletter

This purpose of the BCOM Newsletter is to inform Commonwealth of Virginia agencies, design consultants and contractors on topics relevant to the capital outlay process and the State Building Official function.

The Newsletter notifies subscribers of newly-issued DEB Notices, new & revised CPSM forms, and upcoming CPSM/VCCO Seminars.

The Newsletter also provides guidance and clarification on CPSM, project cost, project procurement, building code issues, and other related topics.

To subscribe to receive Newsletter notifications, complete the online subscription form on the [BCOM Newsletter](#) webpage. This is a self-subscription service and subscribers may unsubscribe (or re-subscribe) at any time.

Copies of the current and other recent Newsletters are available for viewing and download from the "Newsletter Archive" section of the [BCOM Newsletter](#) webpage.

## BCOM Organizational Update

Leslie R. Gould, PE recently joined BCOM as a Mechanical/Plumbing Review Engineer, filling the position previously held by V. Charles Sanders, PE.

With the recent retirement of long-time BCOM Engineering Group Manager, Carl R. Smith, PE, BCOM made the following organizational changes:

J. Christopher Raha, PE, is now the Manager for the BCOM Civil/Structural and Fire Safety Engineering Review Section.

Steven M. Matsko, PE, is now the Manager for the BCOM Mechanical/Plumbing and Electrical Engineering Review Section.

Les C. Harcum, AIA, remains as Manager of the BCOM Architectural Review Section.

The full BCOM Organization Chart, Telephone & Email Directory, and Lead Reviewer Agency Assignments List are available on the [BCOM Organization](#) webpage of the [BCOM Website](#).

## CPSM Forms

The latest CPSM form revisions were issued in October, 2014:

- DGS-30-048, CO-6a & CO-6b, Statement of VUSBC Special Inspections (revised)
- DGS-30-219, Area Calculation Worksheet (revised)
- DGS-30-326, Special Requirements for Low Slope Roofing Membranes (new)

These and other forms are available for download from the [DGS Forms Center](#). For more information on the changes to the above forms, and for a complete listing of the most current version of each form, download the DGS-30-000, Capital Outlay Management Forms Master List.

## Pool Process for Funding Projects

The Pool Process of funding Capital Projects is now in its seventh year. The process continues to evolve and we are always refining the tools available for agencies to utilize.

### **Did You Know?**

1. The goal of the Pool Process is to “right-size” project budgets to ensure that agencies have enough funds to execute the project and debt is not created that will not be used.
2. There are three types of pools:
  - Preplanning Pool
  - Detailed Planning Pool
  - Construction Pool.
3. It is most efficient when projects are placed in a planning pool before a construction pool so the scope and budget can be developed. Once a project is in a construction pool, scope and budget targets have already been established.
4. BCOM has outlined the [life of a typical capital project through the Pool Process](#)
5. Each capital project typically has three Cost Review submission [milestones](#).
6. The [CR-2](#) form needs to be resubmitted at each stage (i.e., Schematic & Preliminary Design) and for each phase of multi-phase projects. This is to update the form so that it reflects the latest information such as revised estimates or Cost Review recommendations from the previous stage or phase.
7. BCOM has recently developed a [CR-3](#) form to help agencies with the initial project planning even without drawings.
8. BCOM maintains the Virginia Building Construction Cost Database (VBCCD) and publishes a summary of its categories on the [BCOM website](#).
9. When an agency’s construction funding request differs from the amounts in the [VBCCD](#), the most efficient way to justify the costs is to breakout costs that are unique to the project.
10. After a project funding is authorized by the *Six-Year Capital Outlay Plan Advisory Committee (6-PAC)*, if the bids come in over budget, an appeal may be submitted if certain criteria are met.

For more information about the Pool Process, checkout the [Pool Funding](#) section of BCOM’s website.

## Virginia Energy Conservation Code and High Performance Building Act

New Construction on state property is regulated by the Virginia Construction Code (VCC). The VCC adopts the Virginia Energy Conservation Code (VECC). All buildings must comply except those that use less than 1 watt square foot energy. There are two ways to comply with the VECC. Meet the specific requirements of the VECC or comply with ASHRAE 90.1. There are prescriptive as well as performance options for compliance.

The High Performance Building Act (COV§ 2.2-1182 and 2.2 1183) applies to state executive branch agencies and institutions. It requires buildings greater than 5,000 gross square feet and renovations in excess 50% of the building’s value to comply with the High Performance Building Act (HPBA). There are three ways to comply with the HPBA:

- LEED (Leadership in Energy & Environmental Design) is a USGBC certification program that uses a point method to determine levels of awards. (certified, silver, gold, platinum);
- Green Globes: GBI: (Green Building Initiative) point system (1,000 points);
- Virginia Energy Conservation and Environmental Standards (VEES) based on the ICC International Green Construction Code, Public Version 1.0. (Copy available online).

The [VEES Compliance Matrix](#) available on the DGS Forms Center.

## BCOM Seminars

The next CPSM and VCCO Seminars will be held in the April/May/June 2015 timeframe.

To express an interest in attending one of these seminars, please complete the online form for the CPSM or VCCO Seminar. Completing the online form will add you to the mailing list to be notified of the next seminar.

Click on the appropriate link below to access the online form for the desired seminar:

[CPSM Seminars](#)

[VCCO Seminars](#)

### Upcoming CPSM Changes

**Chapter 7** will be re-organized. Design-Bid-Build will continue as the default project delivery method, but Construction Management at Risk and Design-Build will be mainstreamed rather than flagged as special methods.

**Executive Order 20 (2014)** will cause significant revisions to procurement of both professional services and construction. Among other things, it creates “set-asides” for small businesses. It also creates a “micro-business” small business category with its own set asides. There will be numerous revisions to standard DGS forms.

### Building Official Forms

Beginning in January 2015 BCOM will implement a process for notifying agency facility managers of projects that have Building Permits or Temporary Certificates of Use and Occupancy which are about to expire. These notifications will be emailed twice a month.

In addition to these bi-monthly notices, on January 20<sup>th</sup> BCOM notified agency facility managers of projects that had expired Building Permits and Temporary Certificates of Use and Occupancy that needed to be resolved.

For questions regarding this process please contact the Lead Reviewer assigned to your agency.

## **Significant Changes to: APPENDIX A - DEB ROOFING POLICY & TECHNICAL STANDARDS FOR STATE-OWNED BUILDINGS- Rev 2014**

### **Summary:**

Revisions to the roofing policy make it easier to incorporate state requirements into the A/E specifications, define the party responsible for determining detrimental amounts of moisture in the roofing system, and define methods of conducting and reporting non-destructive roof surveys. A new form has been added that defines state requirements for roofing specifications. The A/E no longer has to include state requirements in the roofing section of the specifications. The roofing consultant conducting the roof survey determines if the roof system is wet. National standards are referenced to be used to conduct and report non-destructive roof surveys. Leak testing methods are defined that may be used in certain incidences in place of a roof survey.

Appendix A provides mandatory provisions and sound advice on improving the survival rate of low-slope roofs.

### **Change to A.0 GENERAL (last paragraph):**

A/E shall include DGS Form DGS-30-326 “Special Requirements for Low Slope Roofing Membranes” in the front end of the specifications and reference it in the low slope roofing membrane specifications. The A/E is responsible for selection and specification of the roofing membrane. This new form takes the place of the A/E specifying most CPSM requirements in the roofing specifications. The A/E is still responsible for selection and specification of the roofing system including the insulation and roofing materials in the specifications. Any modifications to the DGS-30-326 form must be approved by the Director of BCOM. The form shall be referenced in the A/E’s roofing specifications Part 1 and Part 3. Waivers issued by BCOM (e.g., roof slope) shall be noted in the A/E roofing specifications. In the Project Manual, the DGS-30-326 form shall be placed as the last of the state forms (i.e., after DGS-30-364, Submittal Register) and prior to Division 01 General Requirements Specifications.

### **Change to A.19.7 PRE-FINAL INSPECTION SURVEY:**

Insulation or roofing materials determined in the roof survey to have detrimental amounts of moisture by the Consultant shall be replaced at no cost to the owner.

### **Changes to A.23 NON-DESTRUCTIVE (NDE) ROOFING SURVEYS:**

3. Surveys shall be conducted in accordance with the noted standards:

- a. Infrared Survey: ASTM C1153, “Standard Practice for Location of Wet Insulation in Roofing Systems Using Infrared Imaging,”
- b. Nuclear Survey: ANSI/SPRI/RCI NT-1, “Detection and Location of Latent Moisture in Building Systems by Nuclear Radioisotopic Thermalization.”
- c. Impedance Moisture Survey: ASTM D7954, “Practice for Moisture Surveying of Roofing and Waterproofing Systems using Non-destructive, Electrical Impedance Scan”
- d. Special Surveys using electrical conductance measurement methods to locate leaks in roofing systems by Electronic Leak Detection or Electronic Field Vector Mapping (EFVM): ASTM D7877 “Standard Guide for Electronic Leak Detection methods for Detecting and Locating Leaks in Waterproof Membranes”: This is not a full roof survey but may be used on roof areas where full time roof inspector has noted that there is no detrimental moisture observed in the roof system during the daily observations.

**CPSM, October 15, 2014, Rev 0 – Recap of Significant Changes****3.1.8.5.6 and 3.1.8.5.10:**

For term contracts, this revision removed the requirement for issuing the first project order in conjunction with the award of the contract. It also removed the requirement for awarding a term contract within 120 days from the closing date of the RFP solicitation.

**4.1.2.10:**

Since the 2012 edition of the VUSBC addresses CO detection and alarm systems, there is no longer any need for the CPSM to refer to the 2012 code as a means of complying with the CPSM.

**4.2.2.8:**

This section references the updated *Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of Way (PROWAG) dated July 26, 2011* as a replacement for the earlier obsolete version of PROWAG.

**4.4, 4.16, 4.17, 5.11.1, 5.11.2, 6.2.6, Appendix Q Section 02270:**

References to DCR for Erosion and Sediment Control and Stormwater Management were revised to DEQ.

**6.1.3:**

This revised conditions where the High Performance Buildings Act is applicable.

**6.2.3, 6.2.5, 6.0.7.1:**

Revisions clarify the procedures and fixed invalid links for establishing unit prices for indefinite quantity items such as rock excavation.

**6.8.1:**

This revised the section that previously required operable sashes for windows. It now recommends operable windows be provided in building areas that could help create cross ventilation in the event of an HVAC breakdown.

**6.16.1.1:**

This corrected the conditions for designs where lightning protection is required.

**6.15.2.1:**

Requirements for rainwater harvesting were removed as they are now addressed in the 2012 edition of the VUSBC.

**7.1.1.1:**

This section was added to set forth the Code of Virginia requirements for emergency procurement of construction services.

**7.19.1, 8.7.7.1:**

This provided clarifications of the point at which the Governor's approval of change orders is required rather than agency approval only.

**7.34.3.5:**

Requirements for written notification were revised to reflect the Code of Virginia requirements verbatim.

**8.6, 8.7.6, 8.7.9, Appendix H:**

Revisions were made that clarify at what time the application for Building Permit should be submitted.

**Appendix A:**

The State Roofing Policy was updated. Refer to separate article for details.

**Appendix P:**

Updated to reflect current edition of the VUSBC.

**Related Form Changes:**

**DGS-30-018:** Form CO-3a, Section 42, revised the requirements for submission of record documents.

**DGS-30-219:** Revisions were made to this form for calculation of areas for high bay spaces.

**DGS-30-376:** This form (Format for Supplemental General Conditions for Liquidated Damages) had inadvertently been deleted, but was restored.

**CO-14a and CO-14b** were referenced in Section 8.6. Removed references as these forms are no longer used.