



DEPARTMENT OF
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

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BCOM Newsletter

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In this Issue ...

- Generators
- CPSM Forms Update
- Changes in Scope and "Extent" for Pool-Funded Projects
- Guidance for Creating BITS Forms

Generators

Many agencies have been installing, replacing or upgrading standby generators at their facilities. Agencies, where applicable, are encouraged to consider integrating their generator(s) into their energy/cost conservation programs as a time-proven electrical power demand reduction strategy, or peak shaving. For agencies on typical Commonwealth of VA demand electricity rate schedules (Dominion GS-2 and GS-3), savings of \$90 (GS-2) or \$135-\$180 (GS-3) per year can be realized for each KW peak demand shaved and maintained for a 12 month period. The potential savings do have limits based on minimum charges listed in the utility service agreements.

Combining a peak shaving strategy with identifying electrical loads that can be considered as optional standby as defined by NEC Article 702, and serving these loads through dedicated panel(s) fed through automatic transfer switch(es) can result in substantial electrical cost savings to the agency. The entire process can be programmed into, and automatically controlled by, most building automation systems (B.A.S). By example, a typical 225 ampere rated 277/480 volt three phase electrical panel loaded to 80% capacity can divert about 150KW from the utility meter and requires about 200KVA of generator capacity. The annual savings would be about \$13,500 (GS-2) or \$20,000-27,000 (GS-3).

As a bonus, the generator peak shaving run-time can serve in-lieu of the weekly or monthly run-testing of the generator, help with the "turnover" of a stored fuel source and thereby contribute to proper maintenance of the machine, associated components and systems. Supplemental funding may be available for implementing this measure.

CPSM Forms Update

The following CPSM form revisions were issued in February, 2015:

- DGS-30-198 (CR-2) - Cost Review Questionnaire
- DGS-30-212 (VE-1) - Summary of Value Engineering Recommendations

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.

Scope and “Extent” Changes for Pool-Funded Projects

BCOM is tasked with monitoring changes in scope and “extent” as projects move through budget development and project design. The goal of the scope and extent tracking process is to assure that projects remain consistent with original legislative intent. The initial baseline for this process is most often a project’s gross area, requirements and features that were defined in the original Capital Budget Request (CBR).

In standard design and construction industry terminology, “scope” has a broad meaning that encompasses not only a project’s gross area (or square footage), but the sum total of all of a project’s requirements and features, including the quality, quantity, and capacity of project components.

For Commonwealth of Virginia pool-funded projects, “scope” is more narrowly defined as a project’s gross square footage. The term “extent” is used to refer to all of other project requirements and features that constitute the broader definition of scope.

It is usually straight forward to determine if a project’s scope (gross area) has changed; it can be more challenging to determine if a project’s extent has changed. A change in extent could be something as obvious as adding a parking lot, when that requirement was not noted in the CBR, or something as subtle as an increase in floor plan density. Although they have no impact to building gross area, these changes in project extent can significantly impact a project’s budget.

Once a project is included in a Construction Pool, it is expected that the project’s scope and extent will remain very close to the original version in the CBR; Planning Pools, on the other hand, can allow for some minor changes in scope and extent, as these projects are in the earlier development stages.

Why is scope and extent tracking so important?

Because it ensures Pools are right-sized and that the funds will be there for the last project in the Pool.

What should an agency do if a change in scope or extent becomes necessary?

- (1) First, identify and categorize the type of change. For example, does the change result in:
 - a) an increase in scope and increase in cost? (e.g., build more of same space)
 - b) an increase in extent and increase in cost ? (e.g., change to a more expensive space)
 - c) an increase in scope and no increase in cost? (e.g., change to a less expensive space)
 - d) an increase in extent and no increase in cost? (e.g., add unique site requirement but save cost elsewhere on the project)
 - e) an increase in scope and increase in cost covered by additional non-general funds? (e.g., agency decides to build more but cover the additional cost with non-general funds)
 - f) an increase in extent and increase in cost covered by additional non-general funds? (e.g., agency decides to build more and change to a more expensive building type but covers the additional cost with non-general funds)
 - g) a decrease in scope and no increase in cost? (e.g., build smaller, more expensive space)
- (2) Obtain DGS’s newly created Appeal Criteria Worksheet from the BCOM Cost Reviewer assigned to your agency’s projects.
- (3) Work with the BCOM Cost Reviewer to complete the information required by the Appeals Worksheet.
- (4) Submit the Worksheet along with a letter to the Director of DGS. The DGS Director will act on the appeal or refer it to the Six Year Capital Outlay Plan Advisory Committee (6-PAC), if appropriate. Significant project changes may require additional legislative action by the General Assembly.

Guidance for creating BITS Forms

Considerable data entry time can be saved by using an existing BITS form as a template for creating a new form, rather than starting each new BITS form from scratch. Refer to the table below for selecting an appropriate source form.

To create this type of form in BITS ...	Use:
<ul style="list-style-type: none"> Initial CO-2 for the primary project (i.e., 5-digit project code and "000" subproject code) 	<ul style="list-style-type: none"> New (blank) "CO-2" form.

To create this type of form in BITS ...	Use this type of form as the "Copy Form To" source form:
<ul style="list-style-type: none"> Revised CO-2 for the primary project 	<ul style="list-style-type: none"> Latest approved CO-2 for the primary project.
<ul style="list-style-type: none"> Initial CO-2 for a subproject (i.e., 5-digit project code and not the "000" subproject code) 	<ul style="list-style-type: none"> Latest approved CO-2 for the primary project.
<ul style="list-style-type: none"> Revised CO-2 for a subproject 	<ul style="list-style-type: none"> Latest approved CO-2 for the same subproject.
<ul style="list-style-type: none"> Initial CO-4 	<ul style="list-style-type: none"> Latest approved CO-2 for specific project/subproject.
<ul style="list-style-type: none"> Revised CO-4 	<ul style="list-style-type: none"> Latest approved CO-4 revision for specific project/subproject.
<ul style="list-style-type: none"> Initial CO-5 	<ul style="list-style-type: none"> Latest approved CO-4 revision for specific project/subproject. (If a CO-4 does not exist, then use the latest approved CO-2 for the specific project/subproject.)
<ul style="list-style-type: none"> Revised CO-5 	<ul style="list-style-type: none"> Latest approved CO-5 revision for specific project/subproject.
<ul style="list-style-type: none"> Initial CO-6 	<ul style="list-style-type: none"> Latest approved CO-5 for specific project/subproject. (If a C-5 does not exist, then use the latest approved CO-2 for the specific project/subproject.)
<ul style="list-style-type: none"> Revised CO-6 	<ul style="list-style-type: none"> Latest approved CO-6 revision for specific project/subproject.
<ul style="list-style-type: none"> Initial CO-8 	<ul style="list-style-type: none"> Latest approved CO-2 for specific project/subproject
<ul style="list-style-type: none"> Revised CO-8 	<ul style="list-style-type: none"> Latest approved CO-8 revision for specific project/subproject.
<ul style="list-style-type: none"> Initial CO-14 	<ul style="list-style-type: none"> Latest approved CO-2 for specific project/subproject
<ul style="list-style-type: none"> Revised CO-14 	<ul style="list-style-type: none"> Latest approved CO-14 revision for specific project/subproject.
<ul style="list-style-type: none"> Initial CO-17 	<ul style="list-style-type: none"> Use a blank "CO-17" form.
<ul style="list-style-type: none"> Revised CO-17 	<ul style="list-style-type: none"> Latest approved CO-17 revision for specific project/subproject.
<ul style="list-style-type: none"> Initial CO-13.3, 13.4 or 13.5 	<ul style="list-style-type: none"> Related CO-17 form.
<ul style="list-style-type: none"> Revised CO-13.3, 13.4 or 13.5 	<ul style="list-style-type: none"> Latest approved CO-13.3, 13.4 or 13.5 revision for specific project/subproject

Please do not use a "BO form" (e.g., CO-17, CO-13.3, 13.4 or 13.5) as the source document from which to create a "CO form" (e.g., CO-2, 4, 5, 6, 8, or 14).