



DEPARTMENT OF  
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

Serving Government. Serving Virginians.

# BCOM Newsletter

Issue # 3

March 2015

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## Debarment and Enjoinment Procedures

These procedures were recently updated. They can be viewed and/or downloaded from the Debarment webpage on the DEB website.

[Click here](#) to access the Debarment page ➡

**Division of Engineering and Buildings (DEB)**  
BCOM | Director's Office | BFM

**Debarment and Enjoinment for Construction**

Code of Virginia § 2.2-4321 allows for contractors to be debarred from construction contracts with the Commonwealth. A contractor may be debarred or enjoined only under the circumstances and by the procedures outlined in the DGS Debarment and Enjoinment: Procedures for Construction. Action taken by DGS applies to all Commonwealth agencies. Please review the procedures to learn more about this process.

[DGS Debarment and Enjoinment Procedures for Construction](#) (Updated: February, 2015)

Division of Purchases & Supply Debarment List & Prohibited List - lists all companies that have been debarred by the Commonwealth under the CPSM and the APSM.

[Overview Presentation of the Procedures](#)

**DEB Director's Office**

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## CPSM Forms Update

The following CPSM form revisions were issued in March:

- **DGS-30-092 (CO-11) - Contract Change Order**
- **DGS-30-100 (CO-11ae) - A/E Contract Change Order**
- **DGS-30-200 (GC-1) - General Contractor Estimate for Change Order**
- **DGS-30-204 (SC-1) - Subcontractor Estimate for Change Order**
- **DGS-30-208 (SS-1) - Sub-Subcontractor Estimate for Change Order**

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

**DGS Forms Center**  
<http://forms.dgs.virginia.gov>

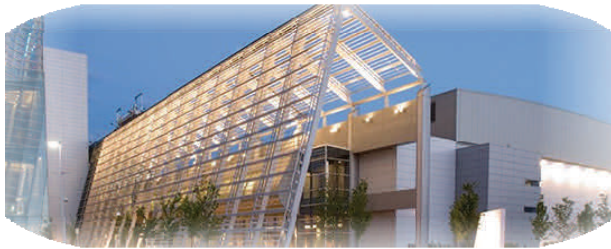
**DEB's Annual Forum**  
for  
**State Capital Outlay and Facility Managers**

DEB will host its annual meeting of state capital outlay and facilities management officials on **Wednesday, May 6, 2015**, from **10:00am - 3:00pm**, at the **Patrick Henry Office Building in Richmond, Virginia**. Registration is free and is open to state employees serving in a facility manager and/or capital outlay manager capacity. Email [DEBinfo@dgs.virginia.gov](mailto:DEBinfo@dgs.virginia.gov) by April 24, 2015 to register. Lunch will be provided; parking information will be provided upon registration. Topics at this year's Forum will include:

- DEB updates on:
  - Virginia Public Procurement Act (VPPA) reform
  - Job Order Contracting (JOC)
  - Changes required by Executive Order 20, and many more
- BCOM update
- Department of Planning and Budget (DPB) update



**Forum 2015**



Save the date!

DGS' annual Procurement Forum, sponsored by the Division of Purchases and Supply, will be held **November 16-18** at the **Virginia Beach Convention Center**. For more information or to register, visit the following website:

<https://forum.dgs.virginia.gov>

**BITS Security Reminder**

Agency Access Coordinators (AACs), and not BCOM, are responsible for:

- approving their agency users' access to the BITS system
- approving their users' permissions for processing the various types of CO forms

AACs must notify BCOM BITS Administrators when a user's access should be disabled (for example, if user is terminated, retires, or changes job duties to no longer require BITS access).

To notify BCOM to disable a user's BITS account, the Agency Access Coordinator must submit an updated User Account Request (UAR) form to [bits@dgs.virginia.gov](mailto:bits@dgs.virginia.gov)

Copies of UAR forms are available for download from the [BITS page](#) on the BCOM website.

### Lessons Learned:

#### **Fire Rated Laboratory Chemical Fume Hood (Hazardous) Exhaust Systems**

Virginia Mechanical Code (2012 VMC) Section 510.6 prohibits Fire Dampers and Smoke Dampers within Hazardous Exhaust Systems. Chemical Fume Hood (Laboratory) Exhaust Systems are typically determined to be Hazardous Exhaust Systems requiring compliance with VMC 510:

- VMC 510.6.1 requires Hazardous Exhaust Systems that penetrate a floor/ceiling assembly to be enclosed within a Fire Resistance Rated Shaft.
- VMC 510.6.3 requires Hazardous Exhaust Systems that penetrate Fire Resistance Rated Wall Assemblies to be enclosed within Fire Resistance Rated Construction (compliant with the Virginia Construction Code – VCC) from the point of penetration to the outlet.

There are two methods commonly used to achieve compliance:

- Enclose the Exhaust Duct in Shaft Construction of the appropriate Fire Resistance Rating.
- Use a Listed Fire Rated Chemical Duct Assembly from the Fire Rated Control Area Separation to the outlet or exterior of the building. The Listed Assembly is equivalent to a Hazardous Exhaust Duct within a Shaft.

When the Listed Fire Rated Chemical Duct Assembly is used, the specific requirements of this Listed Assembly must be followed. The Listed Assembly defines the Fire Rated Insulation requirements, duct material, duct construction, duct joints, hanger spacing, Fire Rated Through Penetrations, etc. The substitution of any of the defined materials or method of construction of this Listed Assembly results in an Assembly that has not been Fire Tested for this application and does not achieve compliance.

There are recent Laboratory projects where the intent was to use Listed Fire Rated Chemical Duct Assemblies. When inspected, the insulation applied to the ductwork met the Manufacturer's Installation Instructions for use with standard duct construction, but the requirements of the Listed Assembly did not. The duct construction met the construction requirements of the VMC and SMACNA (Sheet Metal & Air Conditioning Contractor's Association), but did not meet the requirements of the Listed Assembly. The Hazardous Exhaust Systems from each of the Control Area Separations to the Roof had to be replaced to achieve compliance with the VCC and VMC.

The Listed Fire Rated Assembly must be installed consistent with the requirements of the Listed Assembly and the Manufacturer's Installation Instructions to achieve compliance with the VCC and the VMC. The specific requirements of the Listed Fire Rated Assembly take precedence.

### Why Schematic Cost Reviews are Important

BCOM is often asked to waive schematic cost reviews for pool-funded projects. An agency may believe this early cost review is unnecessary and will delay the project, but there are several reasons why this review is critical to project success:

**Common Understanding:** Each project approved by the General Assembly is based upon a particular scope and program. All parties need to clearly understand the legislative intent. The cost reviewer needs to understand project program, site conditions, funding sources and other specific project requirements not evident from the plans and narratives. This reviewer must support the project funding with historical data and the rationale by which it is utilized. If the agency has a clear understanding of the rationale employed, they can work to the budget supported by same.

**Constructive Communications:** The schematic cost review provides a basis for a dialogue between the cost reviewer and the agency. Some aspects of the project may not be understood by the cost reviewer. If this misunderstanding is not resolved until the Funding Report is issued, it is too late. BCOM and agency discussions of the cost review and rationale help to resolve misunderstandings before the final funding is set.

**Cost/Schedule Impact Avoidance:** When drawings are at the schematic level, the agency has the greatest ability to make changes with minimal impact to project cost and schedule. If the project team were to wait until the preliminary submittal to make these changes, it could set the project design schedule back significantly and trigger major modifications to the drawings.

The Schematic Cost Submittal may initially be considered a waste of time, but it is actually a major tool in preventing delays, cost overruns, and the associated stress. The goal of the Schematic Cost Review is to prepare the agency for a smooth and predictable preliminary cost review.

