



DEPARTMENT OF
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

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BCOM Newsletter

Issue # 5

May 2015

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BCOM Organizational Changes

Ronald Thompson, RA, RRC retired from the Bureau effective May 1, 2015. Ron, a graduate of Virginia Tech's College of Architecture, worked for many years in private architectural practices in Virginia Beach and Richmond before joining BCOM in 1988. His technical expertise on roof systems and building envelopes will be missed.

Please refer to the [Lead Reviewer Agency Assignments](#) listing to determine the appropriate lead reviewers for agencies previously handled by Ron.



CPSM Forms Update

As noted in the April BCOM Newsletter and subsequent April 15, 2015 communique to BCOM Newsletter subscribers, there were a significant number of new and revised forms issued during April, 2015.

Use this link to to access the latest version of the [Form DGS-30-000, Capital Outlay Management Forms Master List](#). The master list identifies the latest versions of all capital outlay forms which may be downloaded from the [DGS Forms Center](#).

Clarification: New form [DGS-30-466](#) was identified in the previous Forms Master List as “**CM at Risk – Request for Qualifications Template**”. It has since been relabeled in the latest Forms Master List as “**Request for Qualifications – Construction Services**” to indicate that – while it is to be used for **CM at Risk** projects – it is also designed for use as a template for **Design-Build, pre-qualified Design-Bid-Build**, and other construction delivery methods. (Note that the data, proper, within the DGS-30-466 form did not change from its initial issue; the only change was providing a more descriptive label for the form.)

Q: What edition of the CPSM is applicable to my project ?

A: For professional services contracts, the current CPSM edition and most recent revision are applicable to all projects for which a CO-6 has not been approved. Refer to Section 3.2.5.1 of the [CPSM](#) for further details.

Code Guidance: Area of Refuge and Two-Way Communications Devices

An Area of Refuge is a location in a building designed to hold occupants requiring assistance during a fire or other emergency.

The Virginia Construction Code requires Areas of Refuge in exit access stairways of buildings unless one of the exceptions can be satisfied. Where an exception applies, the code requires two-way communications devices at the elevator landing of each accessible floor that is one or more stories above or below the story of exit discharge. In other words, the code now requires two-way communications devices in multistory buildings which are not provided with areas of refuge, which is the case with most sprinklered buildings. The installation of these communications systems at the elevator landings is important to those individuals who are unable to negotiate egress stairways during an emergency.

As a result, both sprinklered and non-sprinklered multistory buildings will be provided with the means for two-way communications at all accessible floor levels other than the level of exit discharge.



Refer to VCC 1007.8 (VCC 2012) and ASAD 708 for further requirements.

Summary of Key Changes Mandated by Executive Order 20 (July 2014)

In mid-April [DEB Notice 041515](#) was issued. This Notice described the key changes mandated by Executive Order 20 (2015), specifically:

- a. Small business participation goal was increased:
 - Changed from: “goal of 40% small business participation”
 - Changed to: “exceed a target goal of 42% small business participation”
- b. Micro business designation was created.
- c. Set-aside programs for construction (up to \$100,000) and professional services (up to \$50,000) were created.
- d. A requirement to include a “procurement plan” with all bids/proposals was added.
- e. A significant emphasis on ensuring and documenting compliance was added.
- f. A requirement to review prior small business compliance before renewing or entering into new contracts was added.

A broadcast email message was sent to all BCOM Newsletter subscribers on April 15, 2015 to announce this DEB Notice. If you were not a BCOM Newsletter subscriber at that time, or otherwise missed the notification, click on the following link to view [DEB Notice 041515](#) in its entirety.

Submittal Guidance

To help prevent delays in the review process, following are some general guidelines to follow when making submittals to BCOM:

All submittals should:

- be complete – with all drawings, specifications, and related paperwork submitted at the same time. (Partial submittals may be rejected at the discretion of the Lead Reviewer.)
 - include a standard Transmittal Form (Form [DGS-30-380](#)) that identifies the correct:
 - ◆ 11-digit project code (e.g., 999-19999-001)
 - ◆ Project and Subproject titles
 - ◆ Submittal Type (i.e. Working Drawings, Alarm/Sprinkler, etc.)
- ⇒ Improperly labelled submittals may be incorrectly logged into the Bureau's tracking database and/or saved into the wrong project folder in our document management system, which may cause a delay in initiating a review.
- ⇒ If drawings are to be delivered to BCOM directly from a reprographics firm, it is highly recommended the AE provide the printer with a completed Transmittal Form to include with the delivery to BCOM.



Drawings should:

- be in proper order and bound
- not exceed approximately 30 lbs. per bound set
- be in 24" by 36" format (preferred) or, alternatively, 30" by 42" format
- be stamped and signed – if submitted in support of Building Permit application



Specifications/Project Manuals should:

- use current forms (check [DGS-30-000](#) for the latest version of each form)
- be arranged in correct order as defined in the CPSM
- be stamped and signed – if submitted in support of building permit application

BCOM's Specialized Email Mailboxes

BCOM uses four (4) special email mailboxes for pre-classifying different types of electronic submittals, questions, or issues. Below are the different mailboxes and examples of the types of items to submit to each:

- capout@dgs.virginia.gov - project number requests; submittal supporting documents (e.g., comment responses, CO-6a & 6b form, etc.); Inspection Reports; Waiver Requests; issues or questions regarding CPSM forms; general questions and correspondence
- boforms@dgs.virginia.gov - supporting documentation for Building Permits (CO-17's), Certificates of Occupancy or Building Permit Closeouts (CO-13's); other building official-related forms, questions and correspondence
- coforms@dgs.virginia.gov - supporting documentation for CO-6, CO-8, CO-14, and CO-11 forms; questions and correspondence regarding capital outlay forms
- bits@dgs.virginia.gov – BITS User Account Request (UAR) & Designation of Agency Access Coordinator (AAR) forms; BITS technical support issues; BCOM website



Using the New CR-3 Worksheet to Develop CBR Cost Proposals

With Capital Budget Request (CBR) season upon us, consider using the [CR-3](#) form (aka, DGS-30-199). BCOM developed this form as an estimating worksheet to enable agencies quickly and accurately develop CBR cost proposals during the early conceptual phase of a project. No drawings are required.

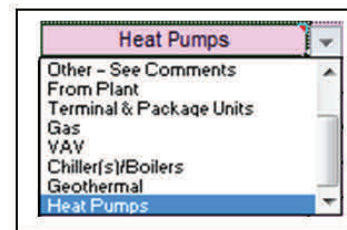
The [CR-3](#) form offers two ways for agencies develop cost proposals for their capital projects:

- **Comps** (Comparative Projects)
- **OME1 / OME2** (Order of Magnitude Estimate Level 1 / Order of Magnitude Estimate Level 2)

The **“Comps” method** allows the CBR cost proposal to be based on up to three (3) existing buildings. By utilizing the RSMeans Historical Cost Index (HCI), the costs of existing buildings can be easily adjusted for both time and location. For example, the construction cost of a building constructed in Boston, ten years ago can easily be recalculated for Richmond 2015 by applying the appropriate HCI factors.

The **OME method** allows construction costs to be calculated at an order-of-magnitude level using the Uniformat construction classification system. Uniformat is a straightforward classification system ideally suited for order-of-magnitude estimates. The **OME1 method** uses Uniformat Level 1 which has seven categories as follows:

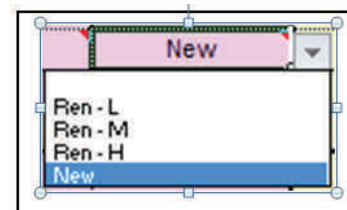
- A - Substructure
- B - Shell
- C - Interiors
- D - Services
- E - Equipment & Furnishings
- F - Special Construction & Demolition
- G - Sitework & Utilities



The **OME2 method** utilizes Uniformat Level 2 which provides twenty-two categories for more detail.

Both OME tabs in the [CR-3](#) worksheet have two sides. The left side, entitled “Description”, allows for the project to be described with easy pull-downs that differentiate “New” from “Renovation”. It also allows for the “Extent” of work needed for each building element to be delineated as follows:

- Ren-L (Less Than 1/4 of Item Replaced or Refurbished)
- Ren-M (Less Than 1/3 of Item Replaced or Refurbished)
- Ren-H (Less Than 1/2 of Item Replaced or Refurbished)
- New (New or Fully-Replaced Item)



The OME tabs can also be used to describe and estimate the renovation work within a project. Just follow the above procedures to easily document what categories need work and to what extent.

To allow for accurate documentation and tracking, the right side of the OME tab allows the cost of each work item to be noted as follows:

- Original Cost
- Cost Adjustments

When you are satisfied that the [CR-3](#) form adequately describes and estimates your Capital Budget Request, simply add it as an attachment in the Performance Budgeting (PB) System. Should you need assistance using the [CR-3](#) form, please don't hesitate to contact your agency's assigned [BCOM Cost Reviewer](#).

BCOM Billing Rate Changes

In accordance with the recently approved Appropriations Act (Chapter 665, Item 77.B.3), the hourly rate for BCOM services in FY2016 will be \$142. This increase, reviewed in detail by DPB and approved by the Governor and General Assembly, was necessary primarily as a result of the statewide employee salary adjustments for FY2016, and the significant increase in the VRS contribution rate in FY2015 and its subsequent carryover costs.

The cost of Temporary Structure Permits (CO-17-TMPs) will decrease, effective beginning with the June billing cycle. Typically these types of Permits averaged one hour of review and processing time by the BCOM professional staff. BCOM now has an ICC-certified Permit Technician, Heather West, to assist in the review and processing these types of Permits, in consultation with BCOM's professional staff. Permits for tents, stages, and amusement devices will now be billed at a lump sum fee of \$100/each. Bleachers, which require more engineering involvement, will continue to be billed at the hourly rate.

Useful Links

BCOM Website

[BCOM Newsletter \(subscribe/unsubscribe and archived copies\)](#)

[BCOM Organization](#)

[BITS Web Application \(requires username & password\)](#)

[CPSM \(2014 Edition - Revision 1\)](#)

[Cost Database](#)

[DEB Notices](#)

[Pool Funding](#)

[Seminars \(CPSM & VCCO\)](#)



DEB Website

[AARB](#)

[DEB Activities](#)

[DEB Contracts](#)

[DEB Contracts Email List](#)

DGS Website

[DGS Forms Center](#)

Reminder

Pre-design conferences are available and should be exercised. A pre-design conference is beneficial to all parties involved to clarify the procedures, needs and requirements for the particular project. Please refer to Sections 5.5 and 8.4.6 of the [CPSM](#) for more information regarding predesign conferences.