



DEPARTMENT OF  
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

Serving Government. Serving Virginians.

# BCOM Newsletter

Issue # 30  
June 2017

## ***In this Issue:***

- **Construction Procurement Requirements per Code of Virginia 2.2-4378 – 4383**

- **Understanding Elevator Capture, Recall and Shunt Trip**
- **New VCCOs**
- **CPSM Form Updates**

## **CONSTRUCTION PROCUREMENT REQUIREMENTS PER CODE OF VIRGINIA 2.2-4378 – 4383**

During the 2017 session, the General Assembly passed Code of Virginia [2.2-4378 - 4383](#) that addressed Construction Management at Risk (CM@Risk) and Design-Build (D/B) Construction Procurements for all public bodies in Virginia. These laws become effective on July 1, 2017 and classify public bodies in three ways:

- 1. State Public Bodies** – Any authority, board, department, instrumentality, agency, or other unit of state government.
- 2. Covered Institutions** – A public institution of higher education operating (i) subject to a management agreement per the Restructured Higher Education Financial and Administrative Operations Act, (ii) under a memorandum of understanding per the Restructured Higher Education Financial and Administrative Operations Act (iii) under the pilot program authorized in the appropriations act.
- 3. Local Public Bodies** – Any county, city, or town; or any local or regional governmental authority.

### **Covered Institutions – Procedure Development and Approval**

Covered Institutions are responsible to develop and approve their own CM@Risk and D/B Procedures after review and recommendation by DGS. Under the provisions of 2.2-4378 - 4383, the Covered Institutions must submit their procedures to DGS for review and recommendations. To facilitate this process, DGS has created a Covered Institution Procurement Procedures Summary form for both CM@Risk and D/B which summarizes the major components of the law and provides a space for the institution to indicate the section/page number of the procedures where these provisions of the law have been addressed. In addition, DGS provided a template policy/procedure as an aid to the institution. This template has been coordinated with new and existing laws and the Secretary of Administration's Procedures can be used as a basis for the institution's procedures. Once approved by the Board of Visitors, the institution must send a copy of the approved procedures to DGS for reference in the required review of procurement method selections. After July 1, RFQs for DB and

CM@Risk projects may not be issued until the procedures have been adopted by the institution's Board of Visitors.

### **State Public Bodies and Covered Institutions – Procurement Method Submittal Requirements**

Prior to initiating Construction Management at Risk or Design-Build procurements, both State Public Bodies and Covered Institutions must submit the project information to DGS for evaluation and recommendation as to the appropriateness of the proposed procurement method. To facilitate this process, DGS has replaced form DGS-30-456 with the Construction Management at Risk Procurement Review Submittal Form and created form DGS-30-471, Design-Build Procurement Review Submittal Form. State Public Bodies and Covered Institutions shall complete the applicable form when submitting projects for evaluation and recommendations for the procurement method proposed. These forms are posted on the [DGS Forms Center](#). After the actual procurement, the State Public Body or Institution must notify DGS of the procurement method actually utilized for the project. This notification is necessary for later reporting by DGS to the Governor and General Assembly.

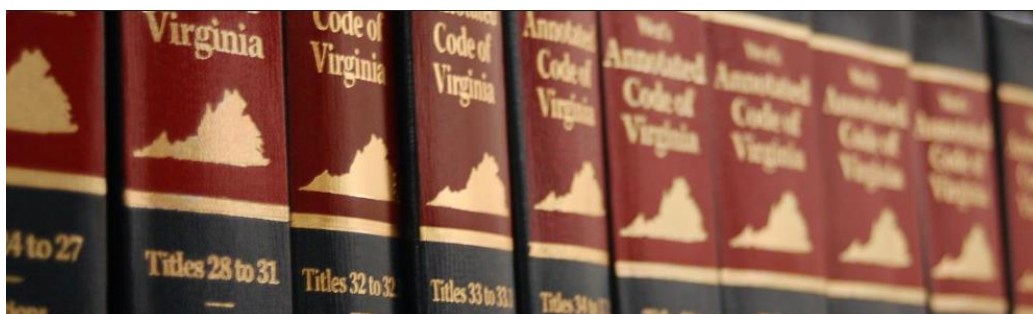
### **All Public Bodies – Annual Reporting Requirements**

Under the provisions of the legislation, all Public Bodies must report to DGS, annually, the following information for ALL completed projects greater than \$2M in total project cost:

1. Procurement Method Utilized
2. Construction Budget
3. Actual Construction Cost
4. Expected Timeline
5. Actual Completion Time
6. Any Post Construction Issues

This information is to be reported to DGS by November 1<sup>st</sup> of each year covering the most recently completed fiscal year (July 1 – June 30). Forms are currently being developed in eVA to facilitate this reporting. When the new forms are available, DGS will provide additional information related to these reporting requirements via the DPS - Account Executives.

Contact [capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov) with any questions. □



## UNDERSTANDING ELEVATOR CAPTURE, RECALL AND SHUNT TRIP

In order to avoid unsafe elevator operation the *Virginia Construction Code (VCC) 3006.5 Shunt Trip* requires the the main line power to the elevator be disconnected prior to the application of water. Disconnecting the power to elevator is typically referred to as shunt trip, shunting the power or elevator shutdown. There are two methods for achieving elevator capture, recall and shunt trip that are acceptable to BCOM.

The first method is to use DEB Notice 031909 *Elevator Recall*. The complete notice is available on the BCOM website. A summary of this notice states that smoke detectors located in the elevator lobby, elevator machine room and hoistway shall be used for elevator capture and recall. Elevator hoistways or machine rooms containing control equipment that have sprinkler protection shall have a flow switch without a delay feature for the purpose of shunting the power. Heat detectors are not used for shunting the power, but are installed as a redundant means of elevator capture, recall, along with fire alarm activation. These heat detectors are installed within 24 inches of the sprinkler heads which shall be standard response heads with an intermediate temperature rating. Shunting of the elevator is not required by ASME 17.1 *Safety Code for Elevators and Escalators* when a sprinkler head is within 2 feet of the bottom of the elevator pit.

The second acceptable method achieving elevator capture, recall and shunt trip are means that are described in NFPA 72 the *National Fire Alarm and Signaling Code*. Smoke detectors located in the elevator lobby, elevator machine room and hoistway are used for elevator capture and recall. If suitable ambient conditions for smoke detection are not present, then a heat detector may be used for elevator recall. Elevators that are recalled will be sent directly to a designated floor and the doors will open. The primary level of elevator recall is the level of exit discharge or grade level. If the smoke detector in the elevator lobby at the primary level is activated, the elevator will be sent to the alternate level which will normally be the second floor. Smoke detectors may not be used for elevator shunt trip as they would respond more quickly than a heat detector used for shunt trip and thus create the possibility of disconnecting the main line power and potentially trapping occupants before the elevator could be recalled to the proper floor.

As described in NFPA 72 elevator hoistways or machine rooms containing control equipment that have sprinkler protection shall have an approved means of shunting the power. Heat detectors are typically used for this purpose, but a flow switch without a delay feature may be used in lieu of the detector. When heat detectors are used they shall have both a lower temperature rating and a higher sensitivity (response time index) than the associated sprinkler head. The heat detector shall be located within 24 inches of the sprinkler head. When the heat detector is set at a 135 degree temperature rating and has a higher sensitivity than the standard-response sprinkler head with an intermediate temperature rating (212 degrees) the heat detector will activate before the sprinkler head. This will create an adequate time delay for the main line power to be disconnected prior to the application of water by the less sensitive and higher temperature rated sprinkler head. When elevator recall is accomplished prior to main line power being disconnected the occupants will be able to successfully egress the elevator and avoid being trapped inside.

The codes regulating the installation of elevators are continuously evolving. When adopted the 2015 building code and the 2013 fire sprinkler code will bring many changes with the purpose of improving occupant safety.



When the building elevators are also required to serve as an Accessible Means of Egress (VCC 1007.2.1), are required for Fire Service Access (VCC 3007), or Occupant Evacuation (VCC 3008); the requirements for elevator capture, elevator recall and elevator shunt trip become more complicated. Please contact your agency's fire safety reviewer for additional information. □

### VCCO CERTIFICATIONS

Congratulations to the following individuals who recently passed the VCCO Certification Exam:

- **Les Gould**, Department of General Services
- **Michael Wagner**, Department of Agriculture & Consumer Services
- **Mohammad Nabeel Waseem**, George Mason University
- **Sandra Whitehead**, Department of General Services



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.

For more information on CPSM and VCCO seminars, visit the [Seminars](#) page on the Bureau of Capital Outlay Management's website. □

### CPSM FORM UPDATES

The following CPSM forms were recently revised and are available for download:

- **CR-2, [Cost Review Questionnaire](#)** (DGS-30-198)
- **CR-3, [Project Planner](#)** (DGS-30-199)
- **CO-7DB, [General Conditions of the Design-Build Contract](#)** (DGS-30-056)
- **CO-9ESCO, [Contract Between Owner And Energy Performance Contractor](#)** (DGS-30-066)
- **CO-11, [Construction Change Order](#)** (DGS-30-092)
- **CO-11a, [Construction Change Order Justification](#)** (DGS-30-096)
  - *NOTE: The CO-11a form is included within the CO-11 file.*
- **[Supplemental General Conditions for Energy Service Company \(ESCO\) Contracts Under the CO-9ESCO](#)** (DGS-30-378)



Please download the [Capital Outlay Forms Master List](#) (DGS-30-000) for a complete listing of the latest version of each CPSM form. All current forms may be downloaded from the [DGS Forms Center](#).

If a prior version of a form is required, please contact [capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov). □