



DEPARTMENT OF  
GENERAL SERVICES

BUREAU OF CAPITAL OUTLAY MANAGEMENT

Serving Government. Serving Virginians.

# BCOM Newsletter

Issue # 36

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Bureau of Capital Outlay Management  
Division of Engineering and Buildings  
Department of General Services

## Season's Greetings

Season's greetings from the Bureau of Capital Outlay Management to our agency customers and to the designers, contractors, consultants, and vendors who bring the Commonwealth's projects to fruition. May you and your families enjoy a safe (and "code compliant") holiday season!

## New BCOM Reviewers

The Bureau welcomes two new professionals, Pavis Narcisse and Rachel Shelton, to our Review Group:



Pavis holds a Bachelor of Science degree from the University of Alabama. He is an Electrical Review Engineer for BCOM. Pavis had two different career paths in electrical engineering before joining BCOM. He worked in the electric utility industry for Alabama Power and Virginia Power (now known as Dominion Energy) for 15 years and for various engineering consulting firms for 10 years. In addition to his Professional Engineering license, Pavis is a LEED Green Associate and an ICC certified Commercial Electrical Inspector and Electrical Plans Reviewer.



Rachel is the newest member of the Architectural Review Team. She worked as a licensed architect at Glavé & Holmes Architecture in Richmond for the past four years. Rachel was previously with SFCS in Roanoke. Rachel graduated from Virginia Tech with her Bachelor of Architecture, studying at both the main Blacksburg campus and the Washington-Alexandria Architecture Center. She is the NCARB Licensing Advisor for Virginia and will be the 2018 President of AIA Richmond. Rachel's assigned agencies include:

- State Corporation Commission (171)
- Virginia State University (212)
- Christopher Newport University (242)
- Department of Game and Inland Fisheries (403)

## COVA TRAX / M-R FIX

The deadline for Building and Infrastructure reporting in COVA TRAX / M-R FIX has been extended to March 1, 2018. If you need assistance accessing the COVA TRAX web portal, contact

[DRES-Info@dgs.virginia.gov](mailto:DRES-Info@dgs.virginia.gov). If your agency currently uses FICAS and would like a conversion chart, or have questions about the process, contact Ron Semel at [ronald.semel@dgs.virginia.gov](mailto:ronald.semel@dgs.virginia.gov).

JANUARY							FEBRUARY							MARCH						
SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT	SUN	MON	TUE	WED	THUR	FRI	SAT
	1	2	3	4	5	6				1	2	3				1	2	3		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

## CPSM Forms Revisions

The following forms were recently revised and can be downloaded from the [DGS Forms Center](#):



- ❖ [DGS-30-000](#), Capital Outlay Management Master Forms List
- ❖ [DGS-30-004](#), A/E Firm Data Forms ( AE-1 through AE-6 )
- ❖ [DGS-30-072](#), Notice to Proceed ( CO-9.2 )
- ❖ [DGS-30-108](#), Affidavit of Payment of Claims ( CO-13 )
- ❖ [DGS-30-124](#), Final Report of Structural & Special Inspections for a Communication Tower ( CO-13.1b-Twr )
- ❖ [DGS-30-236](#), Contractor Reference Letter

Note: The content of the latter four forms is unchanged from the prior versions. These forms were just upgraded to a newer version of Word. ( Some agency users were unable to edit these forms due to security restrictions imposed by the computer oversight authority on older versions of Word forms. )

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The following forms were recently removed from the DGS Forms Center and are no longer available for download:

- ❖ DGS-30-244, Invitation for Bids "Buy Virginia" Graphic
- ❖ DGS-30-308, RFP for Project Inspection Services
- ❖ DGS-30-312, RFP for Project Inspection Services ( Data Form )
- ❖ DGS-30-316, RFP for Project Inspection Services ( Pricing Sched.)
- ❖ DGS-30-320, RFP for Testing Services
- ❖ DGS-30-324, RFP for Value Engineering Services



The "Buy Virginia" graphic was removed as it is obsolete. The other five forms were example formats for certain commonly used design & construction-related services. These non-professional services fall under the purview of DPS rather than DEB/BCOM. Statewide contracts are available for these services, however, for direct procurement of these services, refer to the APSPM and other guidance provided by DPS.



## About the BCOM Newsletter

The BCOM Newsletter began three years ago as a "self-subscribe" publication. The intent was to provide an easy, timely, and consistent means for interested parties (i.e., agency staff, design consultants, contractors, and others) to be made aware of new CPSM editions, CPSM forms updates, and other DEB Notices. An additional purpose was to provide informal articles on building code, project procurement, project budget & project funding issues, training opportunities, and other items of interest to our readership. The number of active Newsletter subscribers now exceeds 700 and continues to grow each month.

We welcome feedback from our subscribers on both past articles and suggestions for future topics. Please email any Newsletter comments and suggestions to [capout@dgs.virginia.gov](mailto:capout@dgs.virginia.gov).

All 36 BCOM Newsletters issued to date are accessible via the [BCOM Newsletter](#) webpage. This page also contains an [Excel index to past Newsletter articles](#). The index can be searched and sorted by several fields including category and article name. If you locate a past article of interest, the index provides a link to quickly access the Newsletter issue in which the article was published.

> Click on a column header to sort index.

> Click on the "Download" link to access Newsletter Issue containing the article.

Category	ArticleName	Issue	Issue Date	Link
Accessibility	Accessible Transfer Shower Compartments	27	Mar 2017	<a href="#">Download</a>
Bidding and Award	Additive Bid Items	29	May 2017	<a href="#">Download</a>
Bidding and Award	What is an Addendum?	29	May 2017	<a href="#">Download</a>
BITS	AAC Responsibilities	32	Aug 2017	<a href="#">Download</a>
BITS	BITS "Favorites"	20	Aug 2016	<a href="#">Download</a>
BITS	BITS Guidance: Creating CPSM Forms	34	Oct 2017	<a href="#">Download</a>
BITS	BITS Q & A: Why are Two Forms needed to adjust Funds for Subprojects?	6	Jun 2015	<a href="#">Download</a>
BITS	BITS Security	3	Mar 2015	<a href="#">Download</a>
BITS	BITS Security Reminder	16	Apr 2016	<a href="#">Download</a>
BITS	BITS Version 1.5.7 and Document Access	15	Mar 2016	<a href="#">Download</a>
BITS	Forgot BITS Password?	12	Dec 2015	<a href="#">Download</a>
BITS	Guidance for Creating BITS Forms	2	Feb 2015	<a href="#">Download</a>
BITS	How to Self-Reset Your BITS Password	22	Oct 2016	<a href="#">Download</a>

Please note that while the intent of the Newsletter is to notify and inform, the data sources, i.e., the laws, codes, standards, policies, and procedures can, and often do, change. Please always refer to the applicable official source (e.g., CPSM, VUSBC, Code of Virginia, etc.) for the current guidance, directions, or requirements.

If you are aware of others in your organization who might benefit from the BCOM Newsletter, please freely distribute this document to them to allow quick access to the [BCOM Newsletter Subscription](#) webpage.

Again, happy and safe holidays to all, and to all a good night!

