

# ~~BCOM~~ DEB NEWSLETTER\*

Commonwealth of Virginia  
Department of General Services  
Division of Engineering & Buildings

Issue # 44

August 2018

## *In this issue:*

-  **DGS/DEB Reorganization**
-  **BCOM-to-DEB Transition**
-  **Informational Sessions on Recent Code of Virginia Changes to the Construction Management and Design Build Procurement Methods**
-  **Signage Requirements**
-  **DEB Notice 090418 – Applicable Building Code**
-  **DEB Position Openings for Mechanical and Electrical Engineers**
-  **CPSM Forms Update**
-  **VCCO Update**

## DGS/DEB Reorganization

The **Department of General Services (DGS)** recently reorganized several business units to facilitate the delivery of key services to our customer agencies. The Divisions primarily affected were the **Division of Engineering & Buildings (DEB)** and the **Division of Real Estate Services (DRES)**.

**DEB** was previously comprised of two key business units – the **Bureau of Capital Outlay Management (BCOM)** and the **Bureau of Facilities Management (BFM)**.

**BFM's facilities management, parking services and building access** functions were moved to DRES to provide a more logical grouping of core services to DGS's Seat of Government tenant agencies. With this change DRES was renamed the **Division of Real Estate and Facilities Management (DREFM)**.

**BFM's planning, design, construction and construction management** functions were subdivided into two distinct offices now reporting directly to the DGS Director. These are the **Office of Planning, Design, and Construction** and the **Office of Construction Management for Special Projects**. This provides for more direct oversight by the DGS Director in the management of high value and schedule-sensitive projects.

**BCOM** was elevated to the Division level, inheriting the **Division of Engineering & Buildings (DEB)** label. While capital outlay is a significant function, the new DEB label more accurately depicts this unit's architectural and engineering staff's role in building code compliance and in developing the statewide policies and procedures for professional services and construction procurement. The direct reporting of the former BCOM (now DEB) business unit to the DGS Director facilitates the delivery of services to our customers.

**Figure 1** on the next page provides a simplified diagram depicting the reorganization.

-----  
\* BCOM Newsletters 1 – 43 will be retained on the DEB Newsletter webpage, once the DEB website transformation is complete. See the BCOM-to-DEB Transition article for more information.

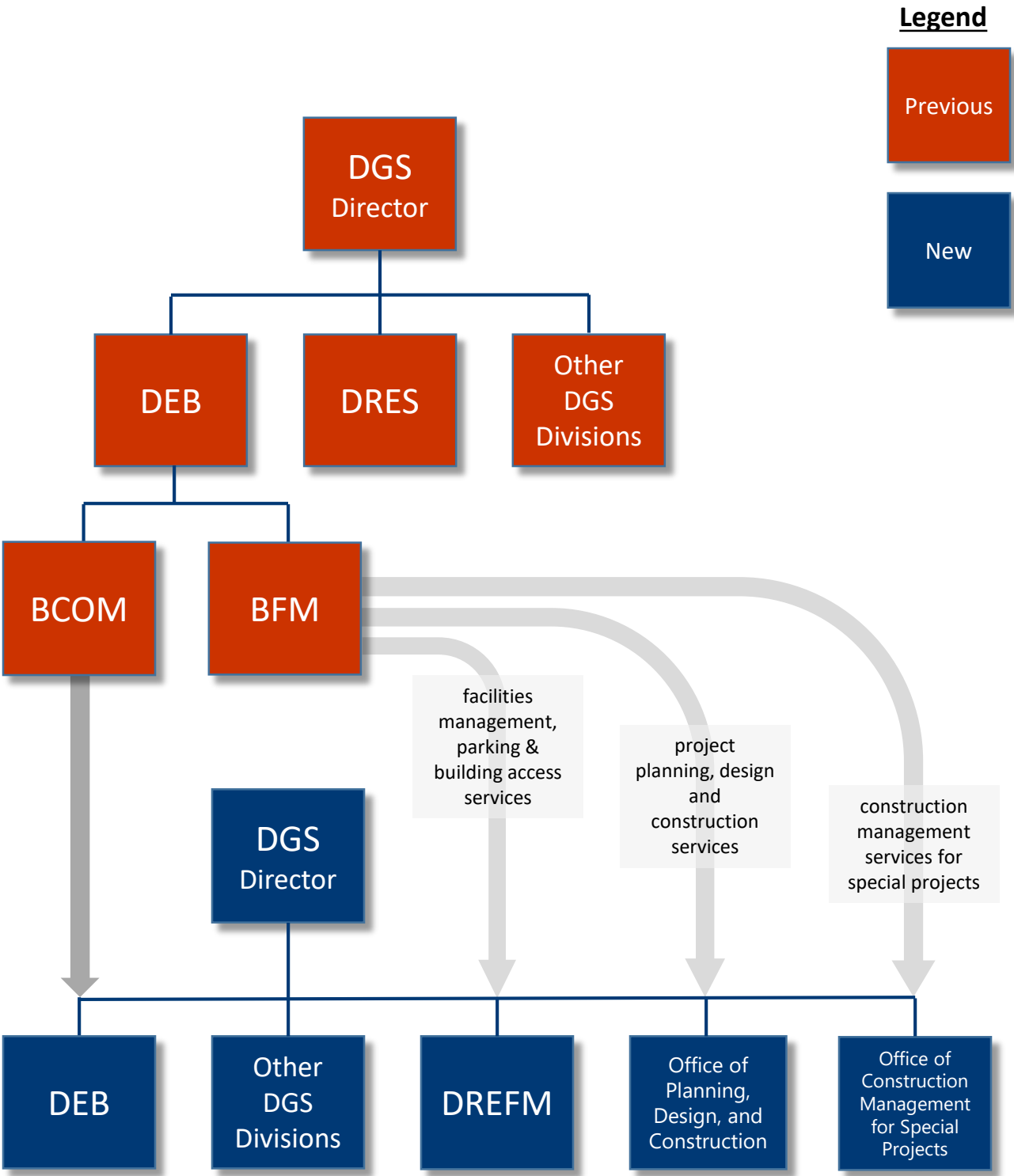


Figure 1  
DGS/DEB Reorganization

## BCOM-to-DEB Transition

With reorganization comes the many associated logistics. It's easy to change a business unit's name on a business card, email signature, and organization chart. In fact, these changes have already been made. It's more difficult to incorporate the name changes quickly within manuals, forms, webpages, and other documents. Bear with us as we complete this transition. The name change will be incorporated as quickly as possible, but it won't be overnight. In the interim, any current reference to BCOM can be construed as a DEB (new DEB) reference.

## Informational Sessions on Recent Code of Virginia Changes to the Construction Management and Design Build Procurement Methods

Join Joe Damico, Director of the Department of General Services, and Mike Coppa, Director of the Division of Engineering & Buildings, for an informational session on recent Code of Virginia changes to the Construction Management and Design Build procurement methods.

Two sessions will be held on **Wednesday, October 24** at the **Virginia Beach Convention Center** in conjunction with the annual Procurement Forum. The first session (10:30 a.m. to 11:30 a.m.) is **open to government employees only**; the second session (11:45 a.m. to 12:45 p.m.) is **open to private sector attendees**.

These sessions will detail significant changes made during the 2017 General Assembly session and describe required reporting from Local, State and Higher Education Institutions. The sessions will also include a panel discussion.

You do not need to attend the Procurement Forum, proper, to attend one of these sessions, but registration is required. To register, please complete the online registration form. (Please note: If you have already registered for the Procurement Forum, proper, then you do not need to complete the [online registration form](#) for these special sessions.)



## Signage Requirements

Exit signs and signage for restrooms are examples of code-required signage typically indicated on Working Drawings. However, there are many other signage requirements that are sometimes overlooked. When preparing construction documents, it is important for the A/E to clearly indicate locations and details for all signage required by the *Virginia Uniform Statewide Building Code* and other applicable references.

Indicate on the documents whether the signage is to be procured as part of the construction contract or as a separate (FF&E) type procurement by the agency. If the signage is procured as a separate package, clarify who is responsible for installing it. Refer to 2018 CPSM Section 6.0.5 for options for coordinating work that is "Not In Contract" (NIC) for bidding, but is to be included in the construction. Regardless of the procurement method, code required signs shall be installed prior to substantial completion.

Here is a list of specific code sections with signage requirements:

### Signage Requirements in the Virginia Construction Code (2012 VCC)

- **VCC 110.5 and 501.2:** Building Address – Readable from the public way (also see 2018 CPSM 4.11 and VSFPC 505.1)
- **VCC 703.7:** Fire-resistance assembly markings at concealed floor, floor-ceiling, or attic spaces
- **VCC 717.4:** Access points to fire dampers, smoke dampers, and fire/smoke dampers
- **VCC 905.7.1:** Cabinet signage for equipment containing fire-fighting elements such as standpipes, fire hoses, extinguishers, valves
- **VCC 914.2:** Fire Protection Equipment and Equipment Rooms (also see VSFPC 509.1)
- **VCC 1004.3:** Occupancy posting for 50 or more occupants in an assembly occupancy (mounted in a conspicuous place, near the main exit of the space or room)
- **VCC 1007.8.2:** Directions on how to use the two-way communication system at the elevator landing
- **VCC 1007.9:** Labeling of Area of Refuge and Exterior Area for Assisted Rescue
- **VCC 1007.10:** Direction signage for accessible means of egress
- **VCC 1007.11:** Instructions on the use of the area of refuge and exterior areas for assisted rescue under emergency conditions
- **VCC 1008.1.9.3 (2.2):** Signage required for use of key-operated locking device on main exterior doors from the egress side in Occupancy Groups B,F,M and S under certain conditions
- **VCC 1008.1.9.7 (5):** Delayed Egress Doors "PUSH UNTIL ALARM SOUNDS. DOOR CAN BE OPENED IN 15 SECONDS."
- **VCC 1008.1.9.8 (3):** Manual unlocking device "PUSH TO EXIT."
- **VCC 1011:** Exit Signs (Ensure **TIXE** is not visible from the opposite side of single-sided **EXIT** signs.)
- **VCC 1011.1:** Floor-level exit signs in Group R-1 occupancy in all areas serving guest rooms.



- **VCC 1011.4:** Braille Exit Signs – Required adjacent to an area of refuge, exit stairway, exit ramp, and exit discharge



- **VCC 1110:** Signage for/to accessible elements – parking spaces, accessible bathrooms, entrances, family or assisted-use toilets, locker rooms (Referenced by CPSM 4.2.2.12)
- **VCC 2902.4:** Signage for Restrooms – legible sign for each sex, located near the entrance to each bathroom, directional signage indicating the route to the public facilities located in a corridor or aisle at the entrance to the facilities for visitors

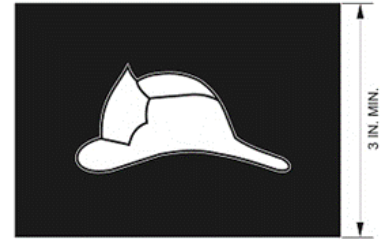




- **VCC 3002.3:** Pictorial sign with text "IN CASE OF FIRE, ELEVATORS ARE OUT OF SERVICE. USE EXIT STAIRS."



- **VCC 3007.7.5:** Fire service access elevator symbol.
- **VCC 3008.7.5:** For occupant evacuation elevators, sign indicating elevators are suitable for occupant self-evacuation posted on all floors adjacent to each elevator call station serving that elevator.
- **VCC 3008.7.7:** Instructions for the use of the two-way communication system with the location of the station



### **Signage Requirements in 2010 ADA Standards for Accessible Design (ASAD)**

- **ASAD 407.2.3:** Elevator hoistway signs
- **ASAD 502.6:** Identification of Accessible Parking Spaces, including Van Accessible Parking Spaces (also see 2018 CPSM 4.2.2.12.1)
- **ASAD 703:** Signs (installation and height, symbols, characters, Braille)
- **ASAD 802.4:** Identification for designated aisle seats
- **ASAD 810.4 and 810.6:** Bus signs and Rail Station signs



Figure 703.7.2.1  
International Symbol of Accessibility



Figure 703.7.2.4  
International Symbol of Access for Hearing Loss

### **Signage Requirements in the Virginia Statewide Fire Prevention Code (2012 VSFPC)**

- **VSFPC 403.9.2.3:** Evacuation Diagrams for Dormitories
- **VSFPC 509.1.1:** Utility Identification, including gas shut off valves, electric meters, service switches and other utility equipment
- **VSFPC 605.3.1:** Identify Electrical Control Panel Rooms and label disconnects

### **Signage Requirements in the Virginia Plumbing Code (2012 VPC)**

- **VPC 1301.4:** Identify nonpotable water outlets, such as hose connections, open ended pipes, and faucets



All locations of required signage should be clearly indicated and described on the documents. This provides the contractor with a clear understanding of the scope of work for signage. The agency's project inspector and A/E should verify that code-required signs are installed as indicated in the contract documents prior to the substantial completion inspection as this an item that is inspected for by DEB.

## **DEB Notice 090418 Applicable Building Code for State-Owned Buildings and Structures**

DEB Notice 090418, effective September 4, 2018, describes the application of the newly-adopted Virginia Uniform Statewide Building Code, 2015 edition to all state-owned buildings and structures, and to all buildings and structures built on state-owned property. This DEB Notice also describes situations where the prior 2012 Code may continue to be applied.

DEB Notice 090418 is now available on the [DEB Notices webpage](#).

## **Position Openings for Mechanical and Electrical Engineers**

### **State Review Mechanical Engineer (EE049)**

The Division of Engineering and Buildings seeks a qualified licensed engineer to perform tasks related to mechanical engineering review of building plans and specifications and performing construction inspections. The successful applicant holds: 1) a bachelor's degree in engineering with emphasis in mechanical engineering, 2) a professional engineering license in Virginia, and 3) a valid driver's license. In addition, the applicant has knowledge and experience in the application of the Virginia Uniform State Building Code, Virginia Mechanical Code, Virginia Plumbing Code, Virginia Fuel Gas Code, Virginia Energy Conservation Code, Americans with Disabilities Act, and state regulations.



### **State Review Electrical Engineer (EE025)**

The Division of Engineering and Buildings seeks a qualified licensed engineer to perform tasks related to electrical engineering review of building plans and specifications and performing construction inspections. The successful applicant holds: 1) a bachelor's degree in engineering with emphasis in electrical engineering, 2) a professional engineering license in Virginia, and 3) a valid driver's license. In addition, the applicant has knowledge and experience in the application of the Virginia Uniform State Building Code, the National Electric Code, Virginia Energy Conservation Code, and state regulations.



Submit applications through <http://jobs.virginia.gov>

## CPSM Forms Update

The following CPSM forms were recently updated and are now available for viewing on, or downloading from, the [DGS Forms Center](#):

| <u>Form Name</u>   | <u>DGS Form #</u>                    | <u>Alternate ID #</u> |
|--|--------------------------------------|-----------------------|
| Capital Outlay Management Forms Master List                      | <a href="#">DGS-30-000</a>           | (CO Forms List)       |
| List of VUSBC Special Inspections (is included with the CO-6a) * | <a href="#">DGS-30-048 &amp; 052</a> | CO-6b                 |
| Statement of VUSBC Special Inspections *                         | <a href="#">DGS-30-048 &amp; 052</a> | CO-6a                 |
| Statement of Contractor's Responsibility *                       | <a href="#">DGS-30-053</a>           | CO-6c                 |
| Project Planner  | <a href="#">DGS-30-199</a>           | CR-1                  |
| Project Planner - Example  | <a href="#">DGS-30-199 - Example</a> | CR-1                  |
| Transmittal for DEB Review Services                              | <a href="#">DGS-30-380</a>           | —                     |

\* - Added the 2015 Code version of the forms. 2012 Code versions are still available by selecting "Show Previous Versions"

**REMINDER:** Hyperlinks have also been added within the [CPSM Forms Master List \(DGS-30-000\)](#). These hyperlinks provide even quicker access to view and/or download CPSM forms from the DGS Forms Center.

## VCCO Update

V  
C  
C  
O

The following individuals recently passed the Virginia Construction Contracting Officer (VCCO) certification examination:

- **Megan Bridgewater** with the Auditor of Public Accounts
- **Mark Forrest** with the Department of Military Affairs
- **Nebila Kurtu** with George Mason University
- **John Palco** with the Auditor of Public Accounts

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.