



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



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Building Information Tracking System (BITS)

BITS Overview

The Building Information Tracking System (**BITS**) is a DGS web-based application used for numerous DEB business functions. Agency users are familiar with BITS as a means to:

- process Capital Outlay (CO) forms
- process Building Official (BO) forms, i.e., applications for Building Permits and Certificates of Use and Occupancy
- view selected project documents saved within DEB's document management system
- submit plans and specifications to DEB for electronic document review (EDR)

In addition to the above external-facing functions, BITS also provides these additional features/functions for DEB management and staff:

- submittal logging/tracking
- personalized reviewer task lists
- time recordation
- activity/assignment status tracking
- individual and Division performance data
- project drawing log
- project cost data
- direct interface with DEB's document mgmt. system
- direct interface with DEB's EDR cloud-based drawing storage and review collaboration application
- monthly billing summary & detail source data
- various reports related to the above functions



BITS also provides a web service for supplying key form data to DPB and a database of project information for use in responding to special inquiries from the legislature and the executive branch.

Access to BITS

Each agency determines which individuals should be granted access to their project information in BITS as well as the specific permissions each individual should have. These requests are submitted to DEB using User Account Request (UAR) forms. The UAR forms are submitted to DEB by an individual who has been designated as an Agency Access Coordinator (AAC).

The AAC is responsible for identifying:

- new BITS users for their agency's projects *
- the forms processing permissions (i.e., view only, create/edit, or approve/submit) each user should be granted for each of the twenty (20) types of CO & BO forms processed via BITS
- if a user should be granted access to view documents in DEB's document management system that have been marked as agency-accessible by DEB's reviewers
- if a user should be granted rights to make electronic document submittals (i.e., pdf submittals of plans and specifications) for review by DEB staff
- If a user's BITS account should be disabled (i.e., user retired, left agency, was assigned to a new position where BITS access was no longer required, etc.) or if a user's permissions should otherwise be altered

* Usually an agency's BITS users come from within the "project owning" agency, but occasionally AACs may submit UARs for users from other agencies, e.g., a project manager on loan from another agency or a contract employee.

Once an individual is granted access they are notified of their BITS user name, information on training and support, links to other BITS and DEB resources, and a link to self-create their BITS password.

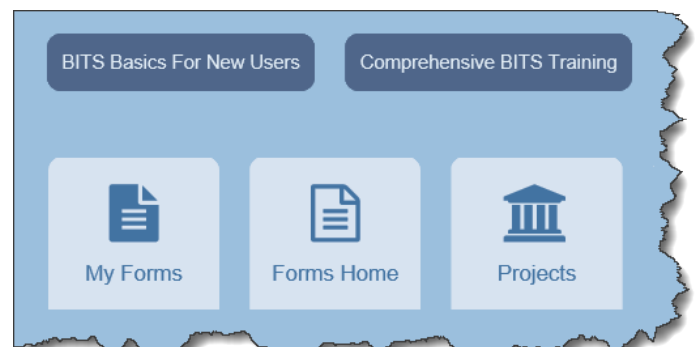
AAC & UAR Forms

[Agency Access Coordinator \(AAC\) forms](#) and [User Account Request \(UAR\) forms](#) are available on DEB's website. Note there are several types of UAR forms. Most agencies will use "UAR Form A". The other UAR form types (Form B, Form C, and Form D) are for SFMO, central agencies, and DPB users, respectively, which have specialized "multi-agency" access permissions in BITS.

If an individual needs BITS access, they should submit a UAR form to their Agency Access Coordinator to approve and submit it to DEB. A list of each agency's BITS Agency Access Coordinator(s) is provided on the [Agency Access Coordinator \(AAC\) forms](#) page.

BITS Training

Some limited BITS training and FAQ info is provided on the [public DEB website](#), however, access to "Basic BITS For New Users" and "Comprehensive BITS Training" is provided on the Home Page of the BITS application. Upon login, this training information is available to the user.



VCCO Update

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

- **Billy Cole** with the Department of Military Affairs
- **Jake Smith** with the State Corporation Commission



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.

All agencies are encouraged to have at least one VCCO on staff. If an agency is temporarily without a VCCO, another agency may be able to provide VCCO assistance. When needed, DEB can provide the names of VCCO-certified individuals who may be able to assist other agencies. DEB has developed an interagency Memorandum of Understanding form ([DGS-30-002](#)) that can be edited and used by agencies for the sharing of VCCO services.

Training Update

DEB's Fall 2018 training seminars closed out with the November 28-29 VCCO Seminar. The Spring 2019 seminars are tentatively scheduled for the following dates:

- **CPSM (Construction and Professional Services Manual) Seminars:**
 - May 15-16, 2019
 - May 29-30, 2019
- **VCCO (Virginia Construction Contracting Officer) Seminar:**
 - June 26-27, 2019

These sessions will be held in the Patrick Henry Building in downtown Richmond. Additional training sessions will also be held in Fall, 2019. (The specific dates for the Fall 2019 seminars have not been finalized.)

If you wish to attend an upcoming CPSM or VCCO Seminar, and have not already completed these online forms, please do so at your earliest convenience. These online forms create the mailing list to notify individuals when applications will be accepted and information on registration and payment.

- [CPSM Seminar Expression of Interest Form](#)
- [VCCO Seminar Expression of Interest Form](#)

More information regarding these seminars can be found on the [DEB Training Seminars webpage](#).



Building Committees

Building committees are established by agencies to assist with selection of architects and engineers, construction managers, design build contractors, and to prequalify contractors. Chapter 7 of the CPSM provides guidance for selecting Building Committee members and describes the duties to be performed by the Committee.

Building Committee requirements are designed to include representation from building end users, those who will maintain the building, those responsible for constructing or renovating the facility, and those responsible for procurement as well as representation from regulatory or advisory bodies.

A/E Selection

The Building Committee is an essential component in the procurement of professional services including planning and design of construction projects required by an Agency. The Virginia Public Procurement Act (VPPA) sets for the general parameters for procuring professional services, and Chapter 3 of the CPSM describes the policies and requirements for accomplishing these tasks. The Building Committee reviews and evaluates the A/E responses to the RFP (including the Architectural/Engineering Firm Data Forms (Forms AE-1 through AE-6). The Building Committee interviews the short-listed architects/engineers and recommends to the Agency head the best qualified A/E firm to provide the specific professional services required.

The Building Committee for A/E selection (including A/E Term Contract selection) shall include a minimum of 5 members, with representation from the following areas as applicable to the project:

1. **Required: Accredited Virginia Construction Contracting Officer (VCCO)**
2. Architect or engineer from agency's facilities planning department
3. Technical person responsible from Agency's facilities operation/maintenance department
4. The project management persons responsible for administering the agency's construction/renovation projects (Required for A/E Term Contract Selection)
5. The representative of the end-users' department for the proposed work (Required for A/E Term Contract Selection)
6. Other representative as deemed appropriate by the agency head
7. Optional: Office of the Attorney General of Virginia or agency legal counsel
8. Optional: Division of Engineering & Buildings' licensed architect or engineer

At least two members of the Building Committee must be knowledgeable of the functional and operational requirements of the proposed building project, the project technical requirements, and the administrative procedures for selecting design professionals (including developing project design scope, negotiating an A/E fee and preparing a memorandum of understanding.) For projects with a total contract amount less than \$10,000, the Committee may be one person who is an accredited VCCO.

Construction Manager at Risk Selection and Design Build Selection

The Building Committee's responsibilities for Construction Manager at Risk and Design Build selection include reviewing and evaluating the contractors' qualification submissions, reviewing and evaluating

the short-listed contractors' proposals, and participating in the interview process. After the interview, the Building Committee makes a recommendation to the Agency head for the Design Build Team or Construction Manager that offers the best value for the specific project.

The Building Committee for CM at Risk and Design Build shall include a minimum of 5 members, with representation from the following areas as applicable to the project:

1. Required: Accredited Virginia Construction Contracting Officer (VCCO)
2. Required: Division of Engineering & Buildings' licensed architect or engineer
3. Architect or engineer from agency's facilities planning department
4. Technical person responsible from Agency's facilities operation/maintenance department
5. The project management persons responsible for administering the agency's construction/renovation projects
6. The representative of the end-users' department for the proposed new/renovated facility
7. Other representative as deemed appropriate by the agency head
8. Office of the Attorney General of Virginia or agency legal counsel

Prequalification of Contractors

The Building Committee's responsibilities for prequalification of contractors include reviewing the CO-16 forms submitted by interested contractors and determining which, if any, of the contractors shall be prequalified.

The Building Committee for prequalification of contractors shall be composed of 5 members, including:

1. Required: Accredited Virginia Construction Contracting Officer (VCCO)
2. Required: Architect or engineer from agency's facilities planning department (permanent member)
3. Required: The project manager for the proposed project
4. State employee(s) familiar with the design and construction industry
5. Optional: Division of Engineering & Buildings' licensed architect or engineer
6. Note: The A/E for the project may serve as an advisor to the committee.

Refer to CPSM Section 7.4.2 and Code of Virginia §2.2-4317 for additional information about prequalification of contractors.

DEB Representation

To request that a licensed architect or engineer from DEB participate on a Building Committee, the agency shall contact the Director of DEB, Mike Coppa. Typically, the DEB Lead Reviewer assigned to the agency participates on the Building Committee. Remember, it is mandatory for a DEB representative to serve as a member of the Building Committee for selection of a Construction Manager at Risk or a Design Build Team.

CPSM

Refer to CPSM Section 7.0.2 for additional information about Building Committees.