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2018 Summary

Reorganization

2018 saw a reorganization of several key business units within DGS to better respond to customer needs. As a part of this restructuring, the **Bureau of Capital Outlay Management (BCOM)** was renamed the **Division of Engineering & Buildings (DEB)**. A more complete description of the reorganization is available in [DEB Newsletter # 44 \(August 2018\)](#).

Training

In 2018, DEB held **4 CPSM** and **2 VCCO** seminars, providing training to over **300** attendees.

Reviews

Over the past 12 months, the Division completed reviews on over **3,370** submittals.

Inspections

DEB's architects and engineers completed over **330** project inspections during the past 12 months.



Permits & Certificates

Over the past 12 months, the Division issued **414 Building Permits** and **279 Certificates**. In addition DEB issued **404 Temporary Structure and Special Use Permits** and **5 Tower Permits**.

Electronic Document Review (EDR) - Phase 1

EDR moved from the pilot testing to phased "production" implementation in 2018. Under the phased rollout of EDR, authorized users from **7 agencies** may now submit plans to DEB in electronic (pdf) format rather than via expensive, multi-copy, large-format drawing sets.

VCCO Sharing

DEB developed a new interagency **Memorandum of Understanding** form ([DGS-30-002](#)) that can be edited and used by agencies for the sharing of VCCO services. When needed, DEB can provide the names of VCCO-certified individuals who may be able to assist other agencies.

2019 Look Ahead

CPSM & CPSM Forms

A new **2019 Edition** of the *Construction and Professional Services Manual* will be issued in the first quarter of 2019.

Several key contract forms are currently being revised based upon comments received from the Office of the Attorney General. As these form updates are completed, the forms will be uploaded to the [DGS Forms Center](#) for use by agencies. As with other forms revisions, DEB will also provide notification of the availability of these forms in upcoming *DEB Newsletters*.



Training

DEB plans to provide **4 CPSM** and **2 VCCO** seminars in 2019. DEB appreciates the response from recent attendees to the online survey. Improvements are being made to both seminars from the feedback that was provided.

The **2 spring CPSM seminars** will be held on **May 15-16** and **May 29-30**. Applications for these seminars will be emailed in the March/April timeframe to individuals who have completed the online [CPSM Seminar Expression of Interest Form](#).

The **spring VCCO seminar** will be held on **June 26-27**. Applications will be emailed in the April/May timeframe to individuals who have completed the online [VCCO Seminar Expression of Interest Form](#).

Dates have not yet been set for the fall 2019 seminars. They will be announced in a future *DEB Newsletter*.

Electronic Document Review (EDR) - Phase 2

The EDR option will be made available to all agencies in early 2019.



DEB Job Opportunities

As employment opportunities arise with the Division of Engineering & Buildings, they will be posted on the [Jobs.Virginia.gov](#) website and will also be noted in future *DEB Newsletters*. In early 2019, DEB expects to advertise for Architectural, Electrical and Civil/Structural reviewers.

EDR Submittal Requirements

Appendix S of the CPSM outlines the requirements for Electronic Document Submittals (EDR submittals) and will be updated in the next revision of the CPSM. These requirements are intended to guide the Agencies and their A/E's on how to prepare the documents so that they can be quickly processed to facilitate reviews.

To aid the reviewers and to ensure complete and timely reviews, DEB performs an initial processing of electronic submittals. The submitted documents must have certain attributes to facilitate this processing and the subsequent review. While all of the requirements of Appendix S apply, submittals that fail to meet certain requirements will not be accepted. These mandatory requirements for acceptance are:

Drawings

1. Submitted in searchable, PDF format with drawings combined into a single document or volumes. (No .zip files !)
2. Text shall be recognizable as text in all documents.
3. Each drawing shall have a unique sheet number.
4. The title block and sheet number shall be in a consistent location on all sheets.
5. Document security must allow DEB to electronically mark-up the pdf drawings.



Project Manual / Narrative

1. Submitted in searchable, PDF format. (No .zip files !)
2. Text shall be recognizable as text in all documents.
3. Document security must allow DEB to electronically mark-up the pdf documents.

These items are relatively simple to incorporate when creating the PDF documents and are critical to the DEB intake processing. If there are any questions regarding how to ensure proper formatting, contact your lead reviewer and they can either help you or put you in contact with the appropriate person for more information.

M-R FIX Reminder






M-R FIX is the application to determine the relative age of buildings and infrastructure and calculate the amount of maintenance reserve funds needed to restore these capital assets.

If you haven't completed the M-R FIX survey questions for your agency, now is the time to do so. Please log into the COVA Trax Web Portal at <https://covatrax.dgs.virginia.gov/Account/Login>. If you do not have a user account to sign into the portal, please email bres-info@dgs.virginia.gov for assistance.



VCCO Update

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

-  **Lynn Carmack** with the Virginia Military Institute
-  **Arden Clark** with the Jamestown-Yorktown Foundation
-  **Rachel Shelton** with the Department of General Services
-  **Dustin Wakefield** with the Department of General Services
-  **Uwe Weindel** with the Department of Game and Inland Fisheries



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.

Newsletter Feedback Requested

We hope you enjoyed the meager attempt at humor (and received a bit of useful information as well) in this holiday edition of the *DEB Newsletter*.

The *DEB Newsletter* (previously the *BCOM Newsletter*) began 4 years ago this month, as a means to announce recent CPSM editions, CPSM form revisions, and DEB Notices, as well as a vehicle for disseminating other pertinent information on a regular monthly basis to our agency customers, design consultants, contractors and other interested parties. In addition, we've asked our staff to each contribute articles from their areas of expertise to provide useful information on building code, design, procurement, construction, budgeting, systems and other topics related to DEB's mission.

We set the *Newsletter* up as a self-subscribe (and self-unsubscribe) service to allow individuals to opt-in or opt-out on their own choosing. The *DEB Newsletter* readership has now grown to over 850 subscribers so we assume our readers are somewhat satisfied with the content we provide. That said, we welcome any feedback from our subscribers on any topics you would like to see addressed or other improvements you'd like to see incorporated in this communication tool. Please send any suggestions you'd like to offer to Brian.Hudnall@dgs.virginia.gov.



***Happy Holidays
and best wishes for the New Year
from the Division of Engineering & Buildings !***

