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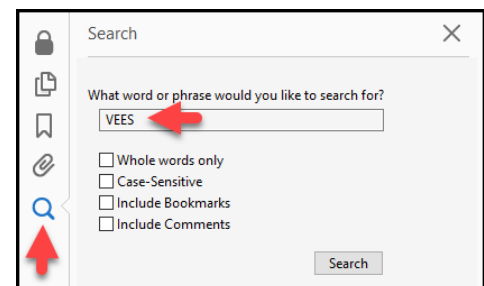
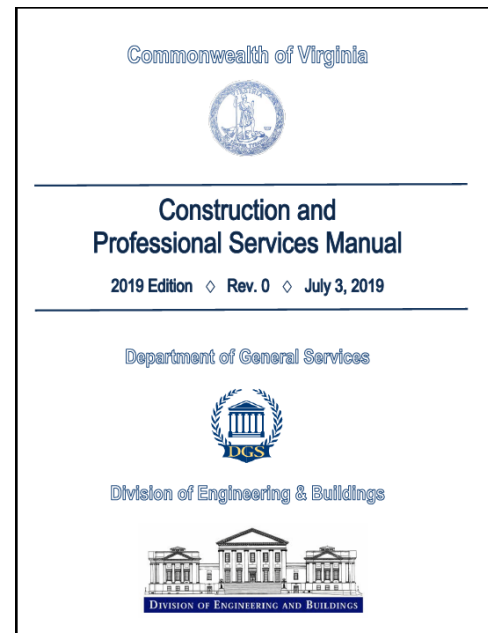
## 2019 Edition CPSM – Revision 0

Revision 0 of the 2019 Edition of the Construction and Professional Services Manual was issued this month. This and earlier editions of the CPSM are available on the [DEB website](#) for viewing and download. The associated DEB Notice 070319 provides a summary, by chapter and section, of the significant changes incorporated in this edition.

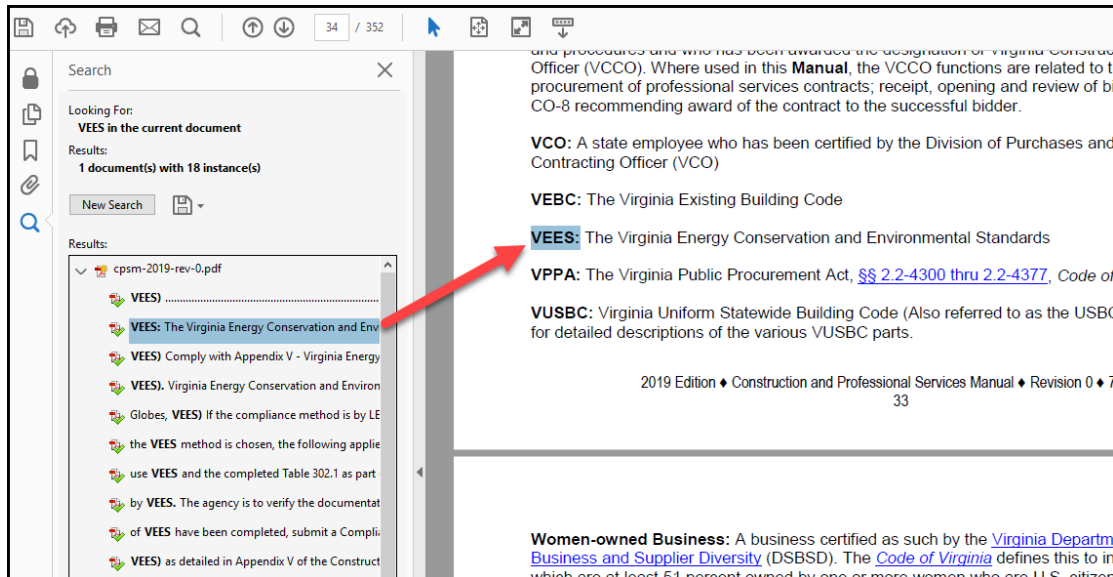
In addition to reviewing the DEB Notice, users are encouraged to take advantage of the bookmarks and table of contents hyperlinks incorporated within the Manual. Either will allow a user to quickly access a specific section of the Manual.

Many other hyperlinks have also been incorporated within the Manual text to allow users to quickly access DEB forms on the DGS Forms Center and to access other relevant data available via the web.

Lastly, the search features incorporated within the pdf viewers are a great tool for accessing specific Manual requirements based on a keyword search. See the example to the right which is continued on Page 2.



The DEB Newsletter is a monthly publication of the Department of General Services' Division of Engineering & Buildings. Prior Newsletter issues are available on the [DEB Newsletter webpage](#). To subscribe, visit the self-service [DEB Newsletter Subscription webpage](#).



### CPSM Search Example (continued)

The above example was created by searching the Manual on the DEB webpage using an Internet Explorer browser. Clicking the magnifying glass icon (or alternatively pressing the Shift + Ctrl + F keys simultaneously) brought up the search box shown on Page 1.

In this example, the term "VEES" was entered in the Search box and the search resulted in 18 hits (instances). An abstract of each hit/instance is provided in the "Results" box by pdf viewer. Clicking on any of abstracts takes the user to the specific location in the Manual where the term is used. See the [Current CPSM Edition](#) webpage for more information on using the bookmarks and search features.

## Accessible Benches

According to the *Merriam-Webster Dictionary*, a bench is defined as "a long seat for two or more persons." This article is about providing accessible benches or seating in buildings and sites located on property owned by the Commonwealth of Virginia.

### Accessibility Standards

The *Code of Virginia* provides that DEB shall prescribe standards for the design, construction and alteration of buildings located on state property to ensure that persons with physical disabilities have ready access to, and use of, such buildings.

- In accord with CPSM 4.2.1, the Department of Justice's [2010 ADA Standards for Accessible Design](#), dated September 15, 2010 (ASAD) are the prescribed accessibility standards.
- In accord with CPSM 4.2.2.9, site elements provided on state-owned property that are not regulated by the ASAD shall comply with [Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of Way \(PROWAG\)](#) dated July 26, 2011. Refer to the [March 2019 DEB Newsletter](#) for more information about PROWAG.

## Interior Benches

Loose benches (i.e., not attached to the building or built-in) located inside of a building are under the responsibility of the Owner/State Agency for selection and placement except for benches located in Dressing, Fitting and Locker Rooms. Scoping in ASAD Section 222 *Dressing, Fitting and Locker Rooms* requires at least 5%, but no fewer than one, of each type of use in each cluster to be accessible and comply with ASAD 803 *Dressing, Fitting and Locker Rooms*, which requires an accessible bench.

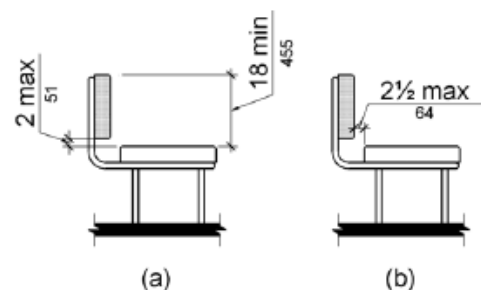
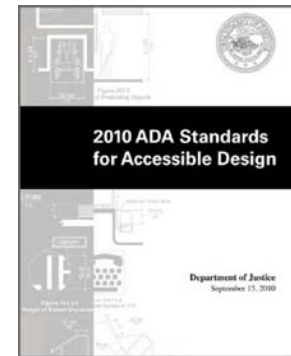
ASAD Section 903 *Benches* prescribes the design for handicap accessible benches, listing specific design elements and minimum/maximum dimensions. Accessible clear floor space, compliant with ASAD Section 305 *Clear Floor or Ground Space* positioned at the end of the bench seat is required.

Other than requiring accessible benches to be provided in Dressing, Fitting and Locker Rooms, scope guidance for accessible benches is not provided in ASAD.

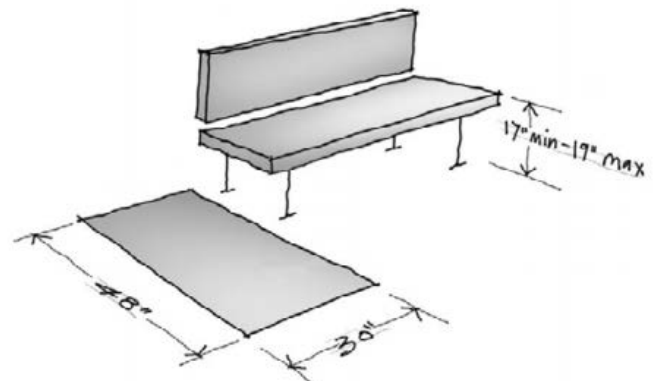
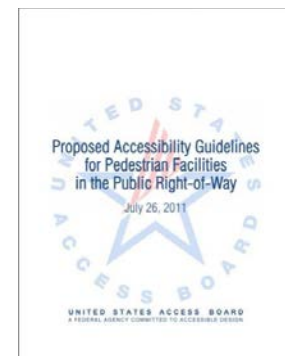
## Exterior Benches

Benches located exterior to a building are considered street furniture, and shall comply with PROWAG requirements. PROWAG R212.6 *Benches* states that at least 50%, but no less than one bench at each location, shall provide accessible clear space adjacent to the bench. The clear space requirements are further defined in PROWAG R404 *Clear Spaces*, including maximum slope and cross slope requirements plus adequate width and maneuvering space to optimize usability. An accessible route shall be provided to the clear space adjacent to the accessible bench.

ASAD Section 221.5 *Lawn Seating* requires that lawn seating areas and exterior overflow seating areas without fixed seats are to be located on an accessible route. Where fixed seats are provided in exterior areas, compliance with ASAD 221 *Assembly Areas* is required.



**Figure 903.4 Bench Back Support**



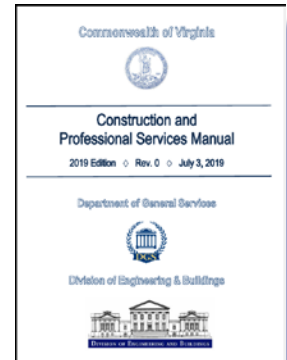
Credit: Robert G. Chipman, ASLA

## 2019 CPSM Clarification for Benches

The following clarification was added to the 2019 CPSM edition to ensure equal access is provided for bench seating at State-owned facilities:

### Section 4.2.2.17 Benches

*2010 ADA Standards for Accessible Design, Section 903 Benches:*  
Clarification: Where interior or exterior benches are provided, 5% minimum or at least one in each area shall comply with ASAD Section 903. Grab bars and armrests are not required.



## ASAD, Section 903, Benches

Requirements for accessible bench design included in ASAD Section 903, *Benches* are:

- Clear floor space (provide at the end of the bench, parallel to the bench's short axis)
- Seat Size (42" long minimum x 20"-24" deep)
- Back support (affix bench to a wall or provide back support)
- Height (17"-19" AFF to top of seat surface)
- Structural strength (materials and mounting shall accommodate 250 pound vertical or horizontal force)
- Wet locations (seat surface shall be slip resistant and not accumulate water)

## Summary

When either interior or exterior fixed benches are provided as part of a building project, be sure that an appropriate number of the benches in each area are accessible benches. Provide an accessible route to the accessible benches. Provide a clear space adjacent to the end of the bench seat for maneuverability onto the bench. Design the accessible benches to comply with specific ASAD requirements regarding bench length and depth, back support, height, structural strength, and wet locations.

## VCCO Update

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

- **Jeffrey Barra** with the Virginia State Police
- **Charity Hooper** with Stafford County
- **Krista Nealis** with James Madison University

**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.

## DEB Training Seminars

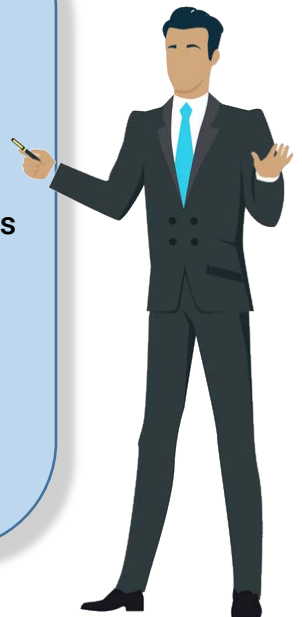
Every spring and fall, DEB hosts several training seminars for the benefit of individuals involved in the delivery of Commonwealth of Virginia (COV) building projects. Attendees include individuals from state agencies and institutions, architect/engineers, general contractors, and local government, as well as other interested parties. During Fiscal Year 2019, DEB trained over 300 individuals and certified 25 government employees as new Virginia Construction Contracting Officers.

DEB currently offers two training seminars: the Construction & Professional Services Manual (CPSM) Seminar and Virginia Construction Contracting Officer (VCCO) Seminar.

### CPSM Seminar

The two-day CPSM Seminar is designed to educate individuals in better understanding and applying the key requirements of the CPSM to successfully deliver COV projects. The most recent CPSM seminar covered the following topics:

- The Pool Process
- The A/E Procurement Process
- A/E Contract Terms and Conditions
- A/E Design Responsibilities
- A/E Fees, Contracts and Payments
- Technical Requirements
- Design Standards and Guidelines
- General Conditions & Supplemental General Conditions
- Construction Contracts and Bonds
- Construction Administration & Inspection
- Prequalification of Contractors
- Small Business Participation
- Debarment and Enjoinment
- Construction Procurement Methods
- Building Permits and Certificates of Use & Occupancy



### VCCO Seminar

The VCCO Seminar is an advanced two-day seminar for government employees who have attended a recent CPSM seminar. The VCCO Seminar provides a more in-depth focus on the procurement and administration of design and construction contracts. Upon completion of the CPSM and VCCO Seminars, attendees may sit for an examination to obtain certification as a VCCO.

### Recent Improvements

Every year, the seminars are updated to address new regulations and policies. After each seminar DEB solicits feedback from seminar attendees. One recent change involved bringing in more of the DEB staff to cover topics in their areas of expertise. This provides an opportunity for attendees to meet and query DEB architects and engineers on topics in their areas of expertise.

DEB also spearheaded equipping the Patrick Henry Building's assembly rooms with more modern audio/visual equipment for the benefit of both the attendees and the presenters.

## Seminar Notification and Enrollment

If it has been a while since you last attended, or if you have never attended, a CPSM or VCCO seminar, considering attending one of the fall seminars. The first step, if you have not already done so, is to complete the [CPSM Expression of Interest](#) form and/or the [VCCO Expression of Interest](#) form on the DEB website to be added to the respective seminar's email list. DEB will notify the individuals on the email list when the seminar registration opens. Once notified, DEB recommends enrolling as soon as possible as these seminars are in high demand and fill quickly.

The next CPSM seminars are scheduled for September 25-26 and October 22-23; the VCCO seminar follows on November 6-7, 2019.

Visit [DEB's Training webpage](#) for more information or contact DEB at [seminars@dgs.virginia.gov](mailto:seminars@dgs.virginia.gov).

## DEB Rate Adjustment

Effective July 1, 2019 the rate charged by DEB for hourly rate-based services changes to \$150/hour. This rate change, approved by a Governor's Decision Brief, is the first rate increase since 2017. The primary reasons for the rate adjustment were the two recent salary actions for state employees approved by the General Assembly during the past legislative session.

## DEB Forms Update

The following new or revised DEB forms are now available on the [DGS Forms Center](#).

It is recommended to download the [DGS-30-000 form](#), as it contains hyperlinks to all other forms for quick access. The [DGS-30-000](#) also provides a brief description of the changes to the recently revised forms.

Form #	Form Name	aka	Rev. Date (mm/yy)
<a href="#">DGS-30-000</a>	DEB Forms Master List		07/19
<a href="#">DGS-30-212</a>	Summary of Value Engineering Recommendations	VE-1	07/19
<a href="#">DGS-30-300</a>	RFP for A/E Services (standard format)		07/19
<a href="#">DGS-30-304</a>	RFP for A/E Services (format for term services)		07/19
<a href="#">DGS-30-380</a>	Transmittal for DEB Review Services		07/19
<a href="#">DGS-30-383</a>	HPBA Building Valuation Worksheet		07/19