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☑ Parking Requirements for State Facilities

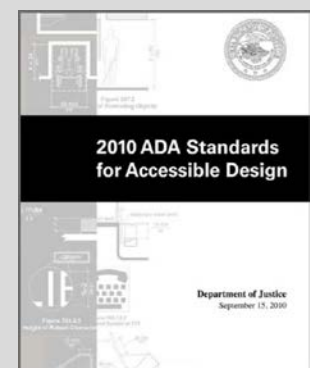
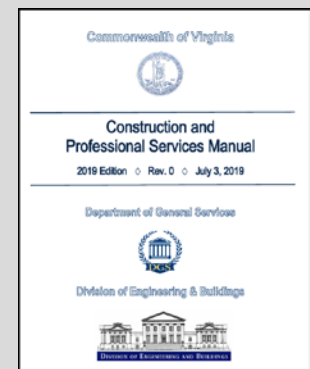
Local zoning requirements, including parking requirements, do not apply to state-owned property. Instead, the current edition of the *Construction and Professional Services Manual* (CPSM) provides guidance for determining how many parking spaces are required for each building and each use. The CPSM parking space planning policy applies to all new buildings, additions and changes in use or occupancy. Renovated buildings shall comply to the greatest extent possible.

TOTAL PARKING REQUIRED

Section 6.2.7.3 of the 2019 CPSM gives the requirements for calculating the minimum total number of parking spaces needed to serve a building. The number of required parking spaces is determined based on the building's *Virginia Construction Code* (VCC) Group, square footage, and number of occupants.

ADA ACCESSIBLE PARKING COUNT

After the total number of parking spaces required for a building has been calculated, Table 208.2 in the *2010 ADA Standards for Accessible Design* (2010 ASAD) is used to determine the number of required accessible parking spaces. Section 208.2.4 requires one Van accessible space to be provided for every six, or fraction of six, required accessible spaces.



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LOCATION ON SITE

While there is no restriction on travel distance for general parking, accessible parking spaces must be located closest to the accessible building entrance, with a travel distance no more than 250 feet along an accessible route from the accessible parking spaces to the accessible entrance. Preferably, the accessible route will have slopes no greater than 5%. However, ramps with slopes no greater than 1:12 are allowed as long as the ramp meets the requirements in Section 405 of the 2010 ASAD.

CAMPUS PARKING PLAN

Instead of providing a parking lot to serve only one building on a campus, Note 5 in CPSM 6.2.7.3 allows Parking Plans to be developed for an entire campus, facility or complex. The agency is responsible for maintaining the campus parking plan, and revising the plan as required when new buildings are constructed on the campus. Accessible parking spaces shall be indicated on the campus parking plan, and the travel distance to the specific buildings they serve shall be no greater than 250 feet along an accessible route.

EXAMPLE PARKING SPACE CALCULATION

Assume a 25,000 gross square foot museum with an occupant load of 850 people is being constructed, and the required parking must be calculated. For the simplicity of this example, no accessory spaces are considered.

Per VCC 303, the Building is assigned to Assembly Group A-3. In accord with the table in CPSM 6.2.7.3, we calculate the number of required parking spaces as follows:

25,000 GSF divided by 100 = 250 parking spaces
or
 850 people divided by 4 = 212.5 parking spaces

➤ **thus 213 parking spaces, minimum, are required using CPSM 6.2.7.3**

Next, the required number of accessible parking spaces is determined using Table 208.2 from the 2010 ASAD. Of the 213 total parking spaces required, the table indicates 7 of these spaces must be accessible. Note that of the 7 accessible spaces, a minimum of 2 must be van accessible (1 van accessible space for every 6 accessible spaces).

General Parking 206

Std. Accessible Spaces 5

Van Accessible Spaces 2

Total Parking Provided 213



Table 208.2 Parking Spaces

Total Number of Parking Spaces Provided in Parking Facility	Minimum Number of Required Accessible Parking Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9

SIGNAGE

Signs identifying accessible parking spaces are governed by the 2010 *ADA Standards for Accessible Design*, Section 502.6 and by the 2015 VCC, Section 1106.8. Also, refer to CPSM 4.2.2.12.1 for further clarification of signage requirements for accessible parking spaces.

Graphic standards can be found in the Virginia Supplement to the 2009 *Manual on Uniform Traffic Control Devices* (MUTCD). See signs R7-8 and R7-8P on page 2-37. This document is available on the [VirginiaDOT website](#). The signs shall be located no more than 84 inches and no less than 60 inches, above the parking surface, measured to the bottom of the signs.

Additionally, provide a sign including the following language: PENALTY, \$100-500 Fine, TOW-AWAY-ZONE. The Penalty sign may be incorporated into the Reserved Parking sign. If the Penalty sign is separate, the bottom edge shall be no lower than 4 feet above the parking surface.



☒ Please use the *Transmittal for DEB Review Services*

Please download and use the latest version (currently the 07/19 version) of the [Transmittal for DEB Review Services](#) (aka Form [DGS-30-380](#)) when making submittals for DEB review services.

DEB's program support staff process approximately 4,000 submittals each year. Upon receipt of each submittal's documents, DEB technicians log them into the Division's submittal tracking and reviewer assignment database, save them into DEB's document management system, and, in the case of electronic (EDR) submittals, perform several "pre-processing" steps prior to uploading them into the proper EDR storage location. DEB's technicians must often spend time discerning the specific submittal type, the project and/or subproject code, and other basic identifying information needed prior to these various system uploads. This document research time is minimized or eliminated if the current version of the ***Transmittal for DEB Review Services*** (Form DGS-30-380) is used for all project submittals, including both paper and electronic submittals. When agencies and their design consultants use DEB's standard transmittal form, the DEB program support staff can more accurately identify the submittals and more quickly direct them to the appropriate DEB review team.

The DGS-30-380 form was recently improved to:

- accommodate both paper/hard copy and electronic/EDR submittals
- better clarify/summarize the types of documents required for each type of submittal
- Illustrate the typical number of document copies required for each type of submittal

Please review the "DEB Forms Update" section of this and future DEB Newsletters to assure the latest forms and other documents available on the DGS Forms Center are used. Form [DGS-30-000](#) on the [DGS Forms Center](#) always lists the current version of each DEB form.

☑ Compliance with the 2015 *Virginia Energy Conservation Code*

Commercial buildings constructed by Commonwealth of Virginia agencies vary in size from a few hundred square feet to hundreds of thousands of square feet. They also range from single story buildings to high rises, and vary in complexity by project type (e.g., offices, hospitals, convocation centers, warehouses, research labs, etc.). With such a diverse array of buildings, developing a one-size-fits-all energy conservation code is nearly impossible, so the *2015 Virginia Energy Conservation Code* (VECC) has many different options to achieve compliance. There is the prescriptive compliance path or the performance compliance path and when the prescriptive path doesn't fit, there is even an option to use ASHRAE 90.1-2013 instead of the VECC.

Like other design decisions, choosing the appropriate VECC compliance path affects the whole building and should be done carefully as the code does not allow cherry-picking between the different compliance paths. As the intended compliance path will affect every part of the building's design, it is important to determine the compliance path early and make sure that everyone involved in the design is aware of the selection, especially the code official.

Deciding the compliance path should be easy, right? Well, not exactly. There is VECC vs. ASHRAE, there is prescriptive vs. performance, and even the simpler prescriptive paths have options. All in all there are up to twelve different ways a project can comply with the energy code. To help facilitate the decision process, a flowchart (see Page 6) was added to section 6.1.5 of the 2019 *Construction and Professional Services Manual*, Revision 0, issued July 3, 2019. Following the flow chart will lead the design team to the appropriate model statement that must be included in the code compliance information section of the construction documentation. This statement will inform the code reviewer of the design team's chosen path to VECC compliance.

There can be many reasons to choose one path over another. Some of the factors to consider are:

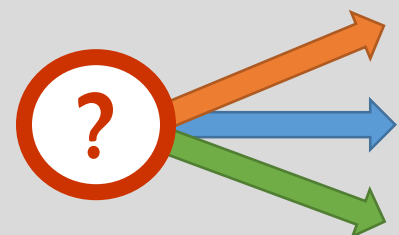
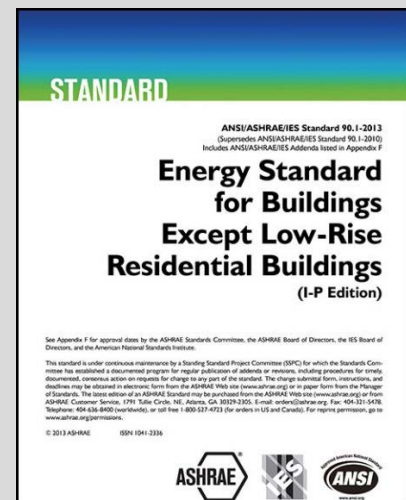
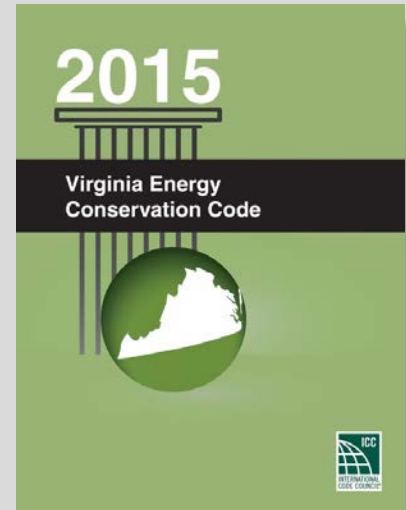
- What's the percentage of fenestration area-to-gross wall area? If it exceeds 40% the project may have to comply with a performance path instead of a prescriptive one.
- The envelope requirements of ASHRAE 90.1-2013 and the VECC are similar but not the same.
- ASHRAE 90.1-2013 limits how much fenestration can face east and west, while the VECC does not.
- While both the VECC and ASHRAE 90.1-2013 exempt individual fan cooling units with capacity less than 54 MBH from economizers, the VECC limits the total capacity of exempted units to not more than 300 MBH while ASHRAE 90.1-2013 does not.
- The VECC limits the length of domestic hot water piping from the source while ASHRAE 90.1-2013 does not have an additional limit over the plumbing code.
- ASHRAE 90.1-2013 requires electrical energy monitoring while the VECC does not.
- ASHRAE 90.1-2013 requires automatic receptacle control while the VECC does not.
- The VECC prescriptive path requires compliance with an additional efficiency package while the ASHRAE 90.1-2013 prescriptive path does not.

One path may be more advantageous or easier to achieve than another for a particular building system, but bear in mind whichever path is chosen, it must be applied to the entire project. As such, the project must be evaluated as a whole to determine the best energy code compliance path.

It should also be noted that many of the buildings constructed or renovated within the Commonwealth of Virginia will also need to comply with the High Performance Buildings Act (HPBA). Like the VECC, the HPBA also has options for compliance (CPSM 6.1.3.2): LEED, Green Globes, or the Virginia Energy Conservation and Environmental Standards (VEES). Compliance with the HPBA should not be confused to be compliance with the VECC; they are not the same and compliance with one does not constitute compliance with the other. The construction documents shall clearly note the appropriate compliance path for both the VECC and the HPBA.

There has been significant confusion in the past when LEED is chosen as the HPBA compliance path. LEED requires an energy performance model in accordance with ASHRAE 90.1 to justify some of the points the project will earn. This leads many designers to assume that the best VECC compliance path is the ASHRAE 90.1 performance path; however, that's not necessarily true. The model required by current LEED version (V4) uses an older edition of ASHRAE 90.1 (the 2010 edition) as well as a different modeling method (Appendix G) than the VECC which references the 2013 edition and uses Section 11 of the standard. They are not the same and often require an extensive effort to show compliance to meet both LEED and ASHRAE 90.1-2013 performance requirements. When using LEED to comply with the HPBA, consider using the prescriptive ASHRAE 90.1-2013 compliance path to the VECC as the U.S. Department of Energy has estimated that a 2013 edition building may outperform a 2010 edition building by as much as 10% or more, setting the project well on the path to LEED certification.

In conclusion, while the VECC allows the design team to choose a compliance path that best fits the needs of the project, that path should be chosen carefully and early in the project design as it impacts nearly every element of the project.



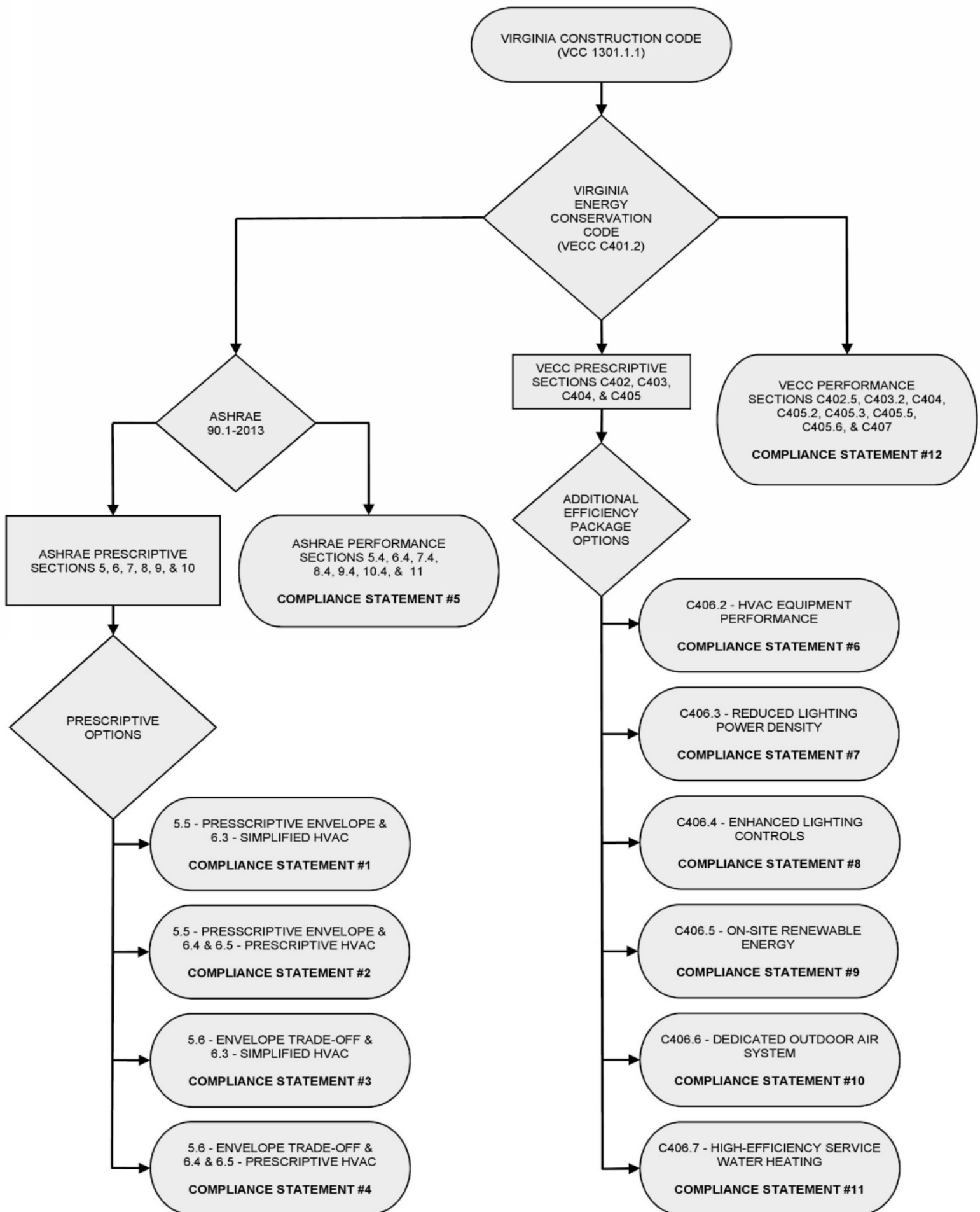


Figure 6.1.5.1
2015 VIRGINIA ENERGY CONSERVATION CODE COMPLIANCE FLOW CHART

☑ Electronic Document Review – Final Rollout

After extensive pilot testing and production use with a number of key agencies, DEB is now contacting all remaining agencies' BITS Agency Access Coordinators (AACs) to provide DEB with a list of their BITS users who should be granted the necessary system permissions to submit plans and specifications in electronic format to DEB. Electronic document review (EDR) submittals may be made by agency staff using a document upload menu in BITS. Agency staff who wish to make EDR submittals, but who cannot access the BITS "Agency Document Submittal" menu, should contact their BITS AAC to request permissions. A list of [BITS AACs](#) is available on the DEB website.

☑ 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 and identifies the latest version of all (approximately 120) DEB forms.

Form #	Form Name	aka	Rev. Date (mm/yy)
DGS-30-000	DEB Forms Master List		08/19
DGS-30-197	Sole Source Procurement Disclosure Statement	CO-18a	08/19
DGS-30-198	Cost Review Questionnaire	CR-2	08/19
DGS-30-199	Project Planner	CR-1	08/19
DGS-30-199 - Example	Project Planner Example	CR-1 Example	08/19
DGS-30-224	Building Cost Summary	BCS	08/19

☑ VCCO Update

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

- **Katherine Baird** with Stafford County
- **Shawn Cumella** with the Virginia Department of Transportation
- **Cornelius Hunt** with Virginia Commonwealth University
- **John Kirk** with the Department of Game and Inland Fisheries
- **Reed Nagel** with Virginia Tech
- **Carrie Robinson** with the Department of Motor Vehicles



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 Position Opening: State Electrical Review Engineer (EE025)

The Division of Engineering & Buildings is seeking a qualified licensed engineer to perform tasks related to Electrical Engineering review of building plans and specifications. The successful applicant holds:

- ✓ a bachelor's degree in engineering with emphasis in electrical engineering
- ✓ a professional engineering license in Virginia
- ✓ a valid driver's license.

In addition, the applicant shall have knowledge and experience in the application of the Virginia Construction Code, the National Electric Code, the Virginia Energy Conservation Code, and other applicable state regulations.

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

☑ Useful DEB Links and Email Addresses**Webpages:**

- [DEB Main Webpage](#) - Provides access to all DEB webpages and to other DGS webpages
- [DGS Forms Center](#) - Provides access to DEB and other DGS forms
- [Current CPSM](#) - Provides access to the current CPSM (currently the 2019 CPSM, Rev 0)
- [DEB Notices](#) - Provides access to DEB Notices
- [EDR](#) - Provides information regarding electronic document review (EDR) submittals
- [DEB Training](#) - Provides information on CPSM & VCCO seminars, including signup for seminar email lists.
- [BITS](#) - Provides information about, and access to, the BITS web application. BITS is used by agencies for BO and CO forms processing and for EDR submittals.

Email Addresses:

- BITS@dgs.Virginia.gov - Use for submitting BITS UAR & AAC forms and for BITS technical support
- BOforms@dgs.Virginia.gov - Use for submitting supporting documents for BO forms and for BO forms assistance
- COforms@dgs.Virginia.gov - Use for submitting supporting documents for CO forms and for CO forms assistance
- Seminars@dgs.Virginia.gov - Use for communications related to DEB's CPSM & VCCO seminars
- CapOut@dgs.Virginia.gov - Use for all other submittals not listed above and for general communications to DEB.