



DIVISION OF ENGINEERING & BUILDINGS

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☒ **Building Access Changes for Visitors**

DEB is located on the 6th Floor of the Washington Building at [1100 Bank Street](#).

Beginning **October 1**, new protocols go into effect for access to the Washington Building and other state offices in and around Capitol Square. While these new protocols affect both building tenants and visitors, this article focuses on visitor access.

Washington Building visitor hours are **8:00 a.m. to 5:00 p.m.**, Monday through Friday, excluding State holidays. Only the **Bank Street entrance** may be used by visitors to enter and depart the building (with the exception of emergency evacuations).

There are two categories of visitors, with different protocols:

1. **State employees from other buildings** – must sign in with building security
2. **Other visitors** – must sign in with building security and must be escorted

After presenting State ID badge and signing in, **State employees from other buildings** may proceed unescorted to the intended location. They must sign out with building security upon departure.

Other visitors must present their driver's license or other acceptable identification to the security officer and identify their DEB point of contact. For meetings with DEB, please identify the DEB Lead Reviewer or other DEB meeting organizer to the security officer. The security officer will contact the identified DEB staff member who will greet the visitor at the security vestibule and escort the visitor to the meeting location. Both the visitor and the DEB staff member must sign the log. To make the new process as efficient as possible, we would ask all meeting attendees to arrive approximately 5 minutes prior to the scheduled meeting time so the DEB staff member can escort all meeting attendees in one trip. The Bank Street entrance vestibule is small so it is possible the security officer may ask some visitors to wait outside. If the forecast calls for inclement weather, please come prepared. After the meeting is concluded, a DEB staff member must accompany the visitor(s) back to the security vestibule. The visitor(s) and the DEB staff member must both sign the visitor(s) out on the security log.

Thank you for your cooperation in implementing these new security procedures.



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](#).

✓ Executive Order 35 and Category B – Small Purchase Professional Services Procurements

In an effort to maximize participation of small businesses, including those owned by women, minorities, and service disabled veterans in state contractual work, Governor Ralph Northam signed into effect [Executive Order 35](#) on July 3, 2019. Executive Order 35, "Advancing Equity for Small-, Women-, Minority-, and Service Disabled Veteran-owned Businesses in State Contracting" rescinds and replaces Executive Order 20 (2014- signed into effect by Governor Terence R. McAuliffe), and remains in effect unless amended or rescinded by further executive order.

EO 35 applies to Executive Branch Agencies and institutions of higher education in the Commonwealth of Virginia. Though EO 35 includes a number of initiatives, collaborative agency efforts, and reporting requirements, this article focuses on EO 35 and the procurement of Category B professional services provided by architects and engineers for construction and renovation of buildings on state-owned property in the Commonwealth of Virginia.

The [Virginia Department of Small Business and Supplier Diversity \(DSBSD\)](#) is responsible for certifying small businesses. DSBSD defines a **small business** as a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

Micro-businesses are certified small businesses that have no more than 25 employees and no more than \$3 million in average annual revenue over the three-year period prior to certification.

Category B procurements are for professional services contracts that are anticipated to be **\$80,000 or less**, and are set asides for DSBSD certified small businesses, including micro-businesses.

- Professional services where the contract fee for the A/E's services is anticipated to be more than **\$10,000 and up to \$80,000** are set asides for award to DSBSD certified small businesses (including micro-businesses.) **This is a change from EO 20, when the threshold for small business set-asides was \$50,000.**
- Professional services, where the contract fee for the A/E's services is anticipated to be **\$10,000 or less**, are set asides for award to DSBSD certified micro-businesses.



SMALL

- 51% + ownership
 - ≤ 250 employees
- or
- ≤ \$10,000,000

MICRO

- Small, but:
 - ≤ 25 employeesand
 - ≤ \$3,000,000

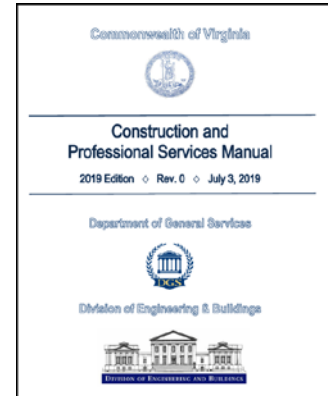
➡ Set aside for Small (including Micro)

➡ Set aside for Micro

For specific procedures on how to implement the set aside program when procuring Category B professional services, see [CPSM](#) Sections 3.1.6 and 3.1.8.

To create a suitable pool of architects and engineers who are interested in providing Category B professional services, agencies shall advertise annually requesting qualifications from A/E firms. The responding A/E's should complete the standard [AE-1 through AE-6 forms](#), and include evidence of their DSBSD certification as a micro-business or small business. Responses should be sorted by qualifications, disciplines, and DSBSD certification so that the best suited A/E can easily be selected to provide professional services for a particular project.

A list of architects and engineers who are interested in providing professional A/E services for small projects with design fees up to \$80,000 can be found on the DGS website under "[Statewide Building & Professional Services Contracts](#)." Refer to "Professional Services- Category B." These A/E's have submitted their qualifications in response to an RFQ, and the associated spreadsheet identifies their location, areas of expertise and DSBSD certification as a small business.



☑ VCCO Update

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



- **Divan DePriest** with the Virginia Department of Transportation
- **Cindy Hornsby** with the Virginia Institute of Marine Science
- **Ben Lewis** with Virginia Department of General Services
- **Kaylin Schreiber** with the City of Alexandria

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>

☑ DEB Forms Update

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

Form #	Form Name	Rev. Date (mm/yy)
DGS-30-000	DEB Forms Master List	09/19
DGS-30-383	HPBA Building Valuation Worksheet	09/19

It is recommended to download the [DGS-30-000](#) form regularly as it:

- lists the current version of each DEB form posted on the DGS Forms Center
- contains hyperlinks to all other forms for quick access
- provides a brief description of the changes to the recently revised forms

DGS-30-000
(Rev. 09/19)

3. Current Forms on DGS Forms Center

Following is a listing of all DEB (formerly BCOM) forms currently available for download from the DGS Forms Center. Recently added or revised forms are highlighted in **bold red font**. Check the "Rev Date" (revision date) column, which is in month/year format, to verify the latest form version.

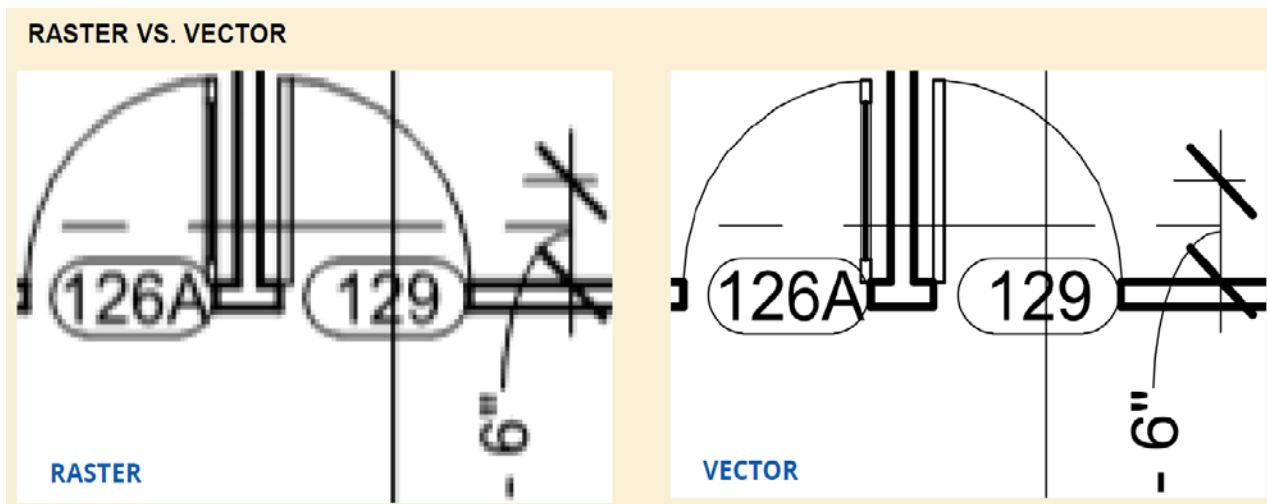
Form Name	DGS Form #	Alternate ID #	Format	Rev Date mm-yy	Remarks
DEB Forms Master List	DGS-30-000	(CO Forms List)	Excel	09-19	Revised
MOU for VCCO Services	DGS-30-002	VCCO-1	Word	10-18	
A/E Firm Data Forms	DGS-30-004	AE-1 – AE-6	Excel	03-19	
Notification of Initiation of Environmental Impact Report Process	DGS-30-010	CO-2a	Word	07-11	
A/E Fee Proposal Worksheet	DGS-30-012	CO-2.3	Excel	10-18	
A/E Contract for Professional Services	DGS-30-016	CO-3	Word	07-15	
Terms and Conditions of the A/E Contract	DGS-30-018	CO-3a	PDF	05-15	
A/E Term Contract	DGS-30-020	CO-3.1	Word	04-15	

☑ Electronic Document Review (EDR) Requirements

With the electronic document review option now available to all agencies, it is important to understand EDR submittal requirements. These requirements can be found in **Appendix S** of the [Construction and Professional Services Manual \(CPSM\)](#). The electronic versions of drawings and specifications must be submitted in PDF format, but not all PDFs are acceptable. This article addresses important considerations when creating the source document for the PDF file, considerations such as vector (vs. raster) graphics, recognizable (searchable/editable) text, consistent sheet naming and numbering, and electronic vs digital signatures.

Raster vs Vector Graphics

Raster graphics are images created from a series of dots (pixels), while vector graphics have their geometry defined by line segments. All drawings and specifications submitted electronically are required to use vector graphics. In order to quickly tell the difference, just zoom in on one of the pdf sheets. Raster graphics will appear blurry while vector graphics stay sharp and clear.



Recognizable (Searchable and Editable) Text

Drawings and specifications are required to have searchable and editable text. This can be accomplished several ways, in order of preference (and ease and reliability):

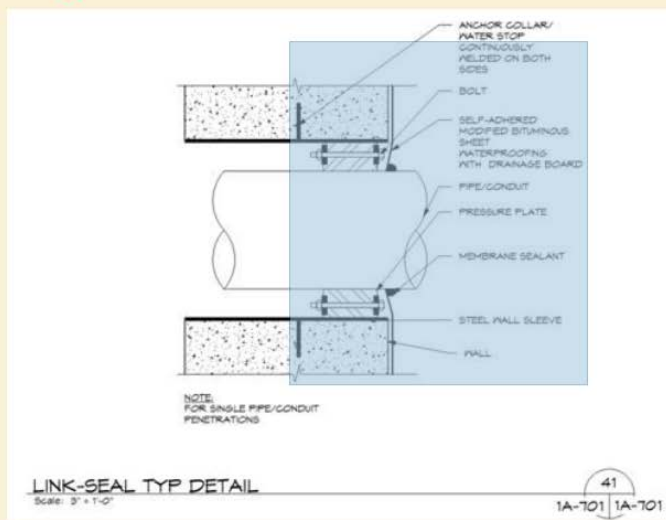
1. Use truetype fonts. Choose a truetype font such as Arial, Times Roman, Courier, and Helvetica when creating the source documents. Truetype fonts enable text searching and can be used to create hyperlinks within the document. Shape fonts are a font style in AutoCAD referred to as SHX fonts. These shape fonts appear as raster graphics and are not searchable, editable, or able to be hyperlinked. Using a truetype font is the most reliable method of ensuring text is searchable and editable.
2. Some programs have print drivers that can be used to convert SHX fonts or text that appears as a graphic into searchable text when printing the source file to a PDF.
3. Most PDF creation software programs have a feature called Optical Character Recognition (OCR) that can convert text appearing as an image into searchable and editable text. This can be time consuming and not always reliable.

Documents that are scans, faxes, photos, and images -- even if created with truetype fonts -- may still not contain searchable and editable text.

There is a simple test to check if a document contains recognizable text. Just open the PDF and choose a text select tool. When trying to select the text, if the individual text elements can be highlighted, then it is recognizable text. Otherwise, if a large shaded box appears, the text is non-recognizable.

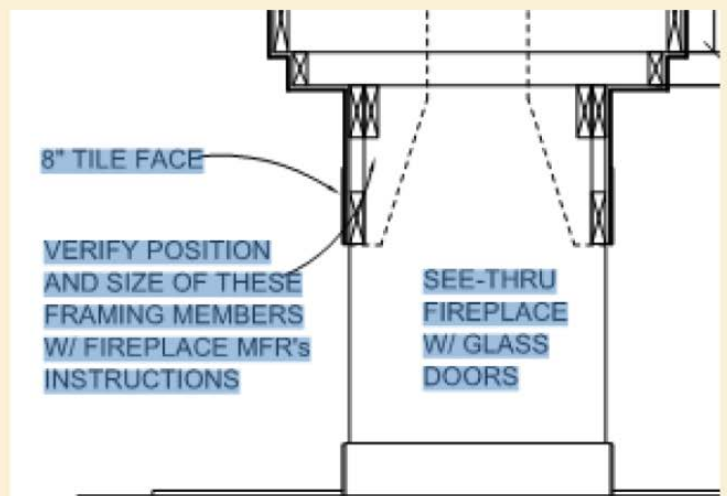
Non-Recognizable Text

SHX and other non-recognizable fonts will appear as images and are unable to be selected.



Recognizable Text

Truetype fonts are able to be selected or highlighted when using a text select tool.



Electronic vs Digital Signatures

An **electronic signature** is simply an electronic representation of somebody's autograph and is used by a person with an intent to sign. A **digital signature** contains a unique digital ID to verify its authenticity.

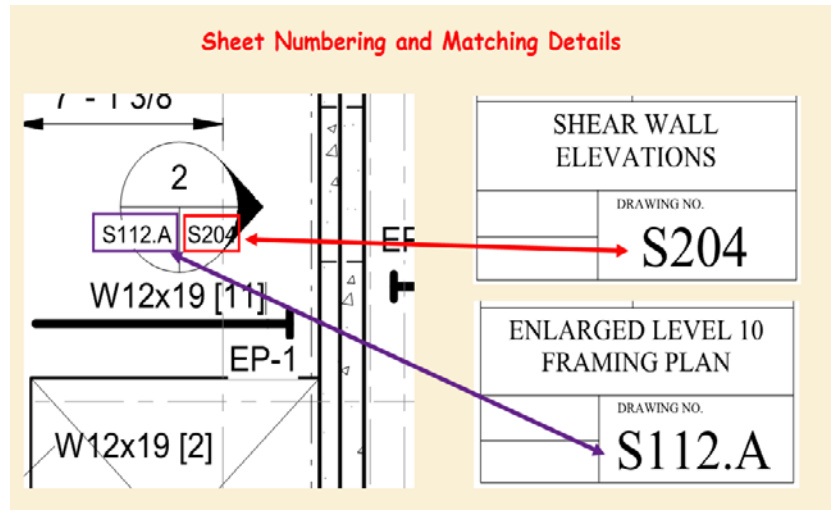
In most cases, an **electronic signature** will allow the documents to be edited (e.g. removing or adding pages, creating hyperlinks, overlaying pages, etc.), while a **digital signature** may allow markups to be made and additional digital signatures to be added, but prevents any of the content of the documents to be edited. In essence, digitally-signed documents are not currently acceptable for EDR submittal as they restrict the ability of DEB to "preprocess" the electronic documents. (Preprocessing allows automated creation of hyperlinks to sheets and details and provides other functionality to facilitate the electronic review process by DEB's reviewers.)

CPSM Section 5.2.1 *Professional Seals* require **Working Drawings** to display professional seals of the individual design disciplines. An **electronic signature** and seal meet this requirement.

Currently, final documents (i.e., **Bid Sets** or **Permit Sets**) are required to be submitted as **paper** rather than electronic documents. At some future point DEB may accept electronic, digitally-signed final documents, but not at this time.

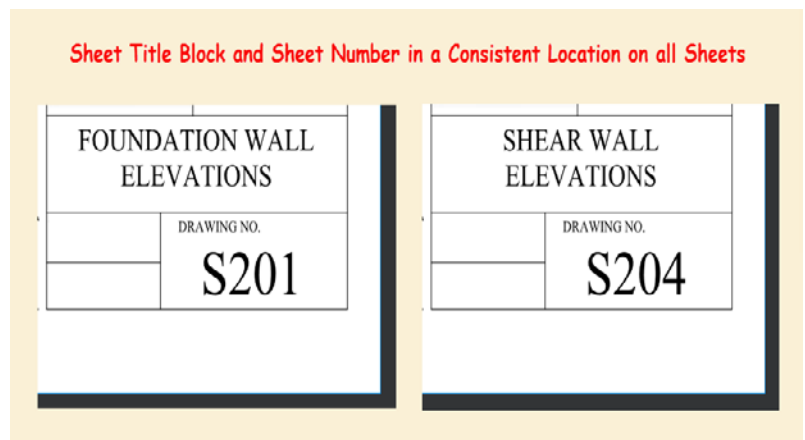
Sheet Numbers

Each sheet across all disciplines and volumes, including title sheets, shall have a unique sheet number and each detail shall match the sheet number exactly. As noted earlier, part of the pre-processing performed by DEB before the review begins includes creating hyperlinks between references to a sheet number and the actual sheet. These hyperlinks allow the reviewers to more easily and quickly navigate the drawings.



Other Notable Requirements

- The sheet title block and sheet number shall be in a consistent location on all sheets and across all disciplines.
- All pages should be combined and submitted as one document or in volumes.
- No zip files will be accepted.
- The document security of the PDF file must allow DEB to edit the documents.



Additional Resources

- The Construction Progress Coalition has developed [Guidelines for Construction PDF Documents](#). "The purpose of the Guidelines for Construction PDF Documents is to provide Architects, Engineers, Constructors and Owners (AECO) with a common framework in which to create and maintain Construction PDF Documents."
- [EDR Page on the DEB website](#).
- DEB contacts: capout@dgs.virginia.gov or Amanda Wagner (Amanda.lee@dgs.virginia.gov) at 804-786-0402.