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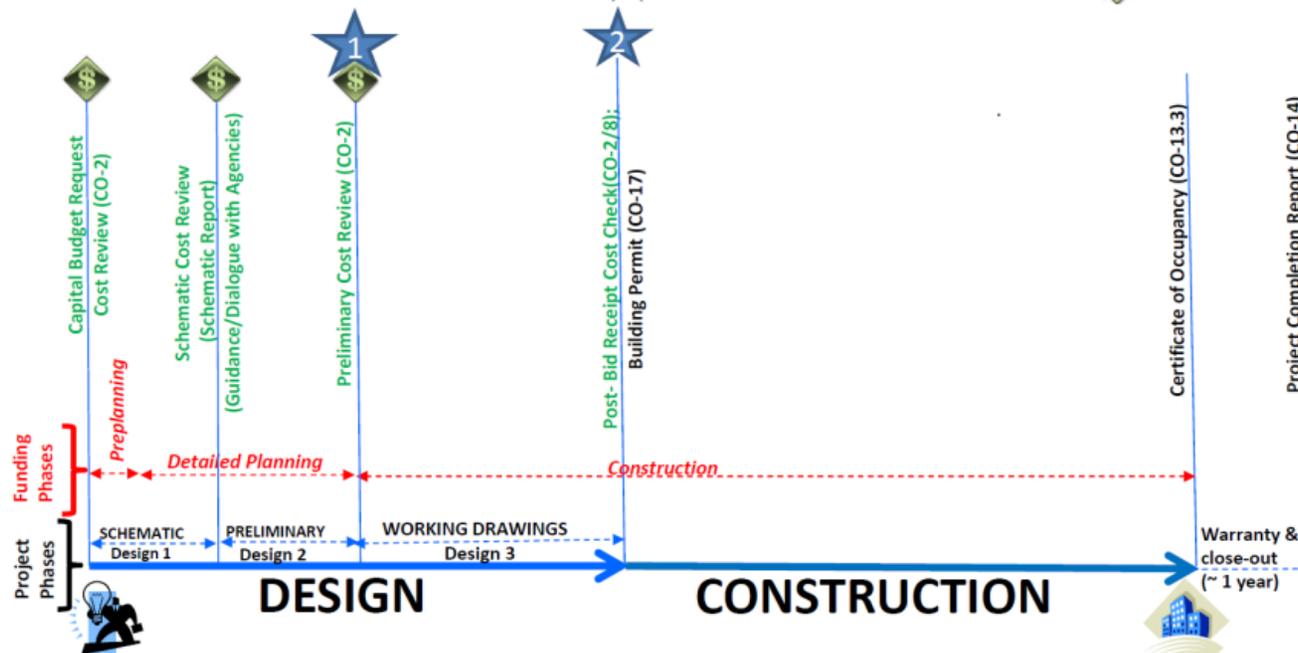
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If you've been to a CPSM or VCCO Seminar, or have ever visited DEB's Budget Development webpage, you've seen this graphical overview of the "pool process". Go to Sheet 2 to learn more about the project funding process and the need to uphold the "legislative intent" of capital project after its approval by the General Assembly.

The Pool Process

Phases, Critical Milestones (★) and Detailed Cost Reviews (⦿)



★ This detailed cost review ensures the project is "right-sized" and the funding is appropriate to complete the design and construct the facility. This establishes the basis for the application of the "105% rule." **This is the most critical "GO" for an agency in the pool process as it typically allows them to "proceed with execution."**

★ Cost check ensures bids are within authorized funding; based upon bid prices, either maintain current project funding (typically the case), reduce project funding if exceptionally low bids received, or increase project funding via an agency appeal up to 105% of that amount determined at milestone 1. If bids result in project(pool \$) > 105% as defined at milestone 1, then agency must either reduce scope, provide more agency funding, or request additional \$ from GA.

Project Funding and Legislative Intent

This article provides guidance to request funding for a capital project and illustrates the importance of maintaining consistency with the original legislative intent of the project.

GENERAL PROCESS

Most projects approved for funding from **general fund-related sources** will be placed in a funding pool. Other projects, primarily those funded from nongeneral funds, institutional debt/9(d) bonds, or nongeneral fund-related state debt/9(c) bonds, are set out as stand-alone projects in the budget bill and resulting Appropriation Act.

POOL PROJECTS / POOL PROCESS

Sections 2.2-1519 and 2.2-1520 of the *Code of Virginia*, establish capital project pools and procedures for implementing the pool process. The Appropriation Act or separate bond legislation establish the total appropriation available for all projects in a given pool. The Act or separate bond legislation also list the projects to be funded from the appropriation in a given pool, but will not list amounts associated with individual projects. State statutes set out a series of project stages, listed below. Funding for authorized projects is often phased in alignment with these stages. Refer to the graphic on Sheet 1 for a visual timeline of these phases:

1. Preplanning
2. Detailed planning
3. Construction
4. Equipment

The initial stage for which a project is approved can differ for individual projects. Some projects may be approved “up front” to provide full funding for the entire project, whereas other projects may initially be approved to proceed only to one of the planning stages (preplanning or detailed planning), with consideration of approval to proceed to the construction stage to come later. Regardless of the initial level of approval, the general process of releasing funding is the same for all pool projects.

Preplanning/Detailed Planning Funding Phases

Depending on the situation, funding for planning can come from several sources:

- bond proceeds authorized for construction pools
- a central capital outlay planning pool
- the general fund
- the agency’s nongeneral fund resources

If an agency uses its nongeneral funds for preplanning or detailed planning, it will be reimbursed from general fund-related sources when the project is authorized to proceed to the construction phase.

The term “**general fund-related sources**,” as used in DPB’s capital budgeting instructions, includes:

- Tax supported debt, such as proceeds from bonds issued by the Virginia Public Building Authority or the Virginia College Building Authority
- Capital leases paid for in whole or in part by the general fund or the Transportation Trust Fund.



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Construction Funding Phase

After an agency has completed the detailed planning/preliminary design stage for a project, the DGS Division of Engineering and Buildings reviews the detailed planning documents and calculates a funding amount for the project that is authorized by the directors of DGS and DPB.

Bidding Phase

If the lowest bid or best proposal received for the project does not exceed 100 percent of the amount authorized, or it is between 100 and 105 percent and the agency receives authorization for additional funds through DGS' Appeal Process, it will be authorized to enter into a construction contract.

If the contract cost exceeds 105 percent of the initial authorization, current law establishes these options

POOLS

The pool funding process combines, or "pools," capital projects together for funding (as opposed to funding them individually). The broad intent of the pool process is to provide for a more flexible funding process while also ensuring that adequate cost controls are in place. There are two types of project pools: planning and construction.

- **Detailed planning pools** provide funds for agencies to develop the design through the end of the preliminary design phase (i.e., the completion of ~40 percent design).
- **Construction pools** provide funds for execution of the entire project including design and construction/renovation.

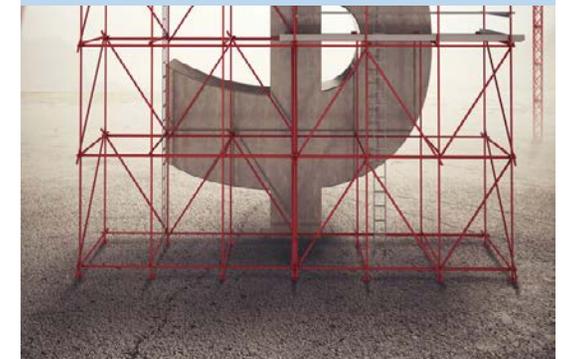
Funding for FF&E (furniture, fixtures, and equipment) is typically reviewed during detailed planning and funding is provided separately after a project is authorized for construction.

As a general rule, as depicted in the figure on Sheet 1, DEB provides at least three cost reviews before funding is authorized for construction. First, there is an initial review during the capital budget request stage when the agency initially enters the project into the PB system administered by the Department of Planning and Budget (DPB) and the project is initially considered by DPB for possible inclusion in the Governor's recommended budget bill. The second cost review occurs at the schematic stage of design (i.e., the completion of approximately 20 percent design); this review provides the agency with a cost target for the project's construction and soft costs. DEB encourages discussion and dialogue at this schematic cost review stage. This provides a key opportunity to attempt to reconcile any differences between agencies' estimates and DEB estimates. The project is reviewed again at the completion of the detailed planning stage (i.e., the completion of preliminary design, or approximately 40 percent design). After the preliminary cost review stage, the project/construction funding may be recommended or authorized. All reviews include discovery about the project details and scope in order to ensure that agencies have adequate funds to execute the project.



Agency may:

1. Implement cost saving measures relative to the project design
2. Supplement the project with other funds available to the agency
3. Reduce the project's scope while ensuring that the project is substantially similar in quality and functionality to the original project
4. Request supplemental funding from the Governor and General Assembly



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CAPITAL BUDGET REQUEST (CBR)

DGS Project Planner Form CR-1 (DGS-30-199) Project Planner,

The CR-1, Project Planner, is a spreadsheet template designed to assist agencies in developing the program, scope, and projected cost for a capital project. Agencies submitting requests for general fund-related funding especially need to complete the form and attach it to the submission. Doing so will provide DEB with project information needed to estimate a project's cost within the limited timeframe for budget review.

CBR Narratives Request Section

The Narratives Request Section is the most important part of the budget request. The information in this section may be the primary source of information the DPB analyst will use in considering whether to recommend to the Governor that the project be included in his proposed budget bill. It is incumbent upon the agency to clearly, accurately, and thoroughly describe what is being requested and why.

Description Narrative: The description should tell, in some detail, what is being requested and clearly define the size and scope of the proposed project, including the following:

- An estimate of what portions of the project are acquisition, renovation, and new construction and the life expectancy of the facility/major components
- Measures of size and scope including square footage and applicable measures encompassing the capacity of a facility (e.g. number of classrooms, number of beds, gallons, etc.), and methods or sources used to determine the proposed scope
- The overall function and intended use of the project, including an estimate of the general programmatic allocation of space (e.g. 40 percent classroom, 40 percent laboratory, and 20 percent office)
- Information regarding any expected impact on operating and maintenance costs (or savings) or required increases to nongeneral fund revenue sources (such as increases to student fees related to projects at institutions of higher education).

Not only is the narrative the basis by which a project is considered by DPB for possible inclusion in the Governor's recommended budget bill, but it also establishes the legislative intent of the project as well. The legislative intent must remain consistent from a project's inception in PB through completion for funding to be authorized. **Moreover, if bids come in over budget, it is consistency with the original legislative intent of the project that must be verified in order to be considered for additional funding.**

As noted earlier, the CR-1 is designed to assist agencies in developing the program, scope, and projected cost for a capital project. It accomplishes this not only by capturing the narrative (based on program and scope), but by benchmarking comparable projects (comps) as well. Comps selected by the agency strengthen the agency's intent, and subsequent legislative intent, of the project.

*Consistency with the
"legislative intent" is key*



CBR



Schematic



Preliminary



Bid

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Vertical Grab Bars

DEB Notice 010720, effective on 1/7/2020 adds vertical grab bars to the requirements for construction projects that include toilets, bathtubs and transfer showers in State-Owned buildings. This requirement will be included in Section 4.2.2. of the next edition of the CPSM. The requirement for vertical grab bars applies to all projects that did not have DEB-approved Working Drawing documents prior to 1/7/2020.

Per CPSM Section 4.2 *Accessibility Standards for State Owned Facilities*, the prescribed standards are the Department of Justice's *2010 ADA Standards for Accessible Design*, dated September 15, 2010, (ASAD or ADA). Vertical grab bars are a requirement of ICC A117.1 – 2009 as referenced by the current 2015 *Virginia Construction Code*. DEB recognizes that exceeding the 2010 ADA requirements by adding vertical grab bars in State-Owned buildings provides benefit to disabled people. Vertical grab bars may be omitted from buildings with anti-ligature requirements. Below are highlights from ICC A117.1 – 2009, Chapter 6; please review the applicable portions in their entirety.

Vertical Grab Bars at Accessible Toilets

Vertical grab bars are required for accessible toilet rooms, wheelchair accessible toilet compartments, and ambulatory accessible toilet compartments:

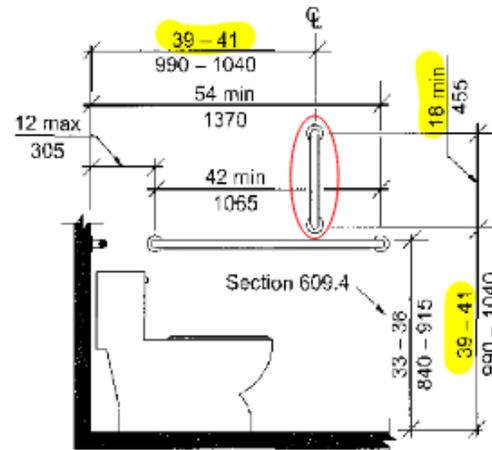
- ICC A117.1 Section 604.5.1, including Figure 604.5.1.
- Refer to ICC A117.1 Section 609.4.2 for the position of grab bars for accessible toilets for children's use.

Vertical Grab Bars at Ambulatory Accessible Toilet Compartments

ICC A117.1 Section 604.10.4 requires side wall grab bars to be provided on both sides of the ambulatory accessible toilet compartment, as shown in Figure 604.10.

Vertical Grab Bars

ICC A117.1 Section 609 describes the size and spacing of all grab bars. Vertical grab bars are required to be 18" long, minimum.



Note: For children's dimensions see Fig. 609.4.2

FIG. 604.5.1
SIDE WALL GRAB BAR FOR WATER CLOSET



Fig. 604.5.1 from ICC A117.1 – 2009
ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES

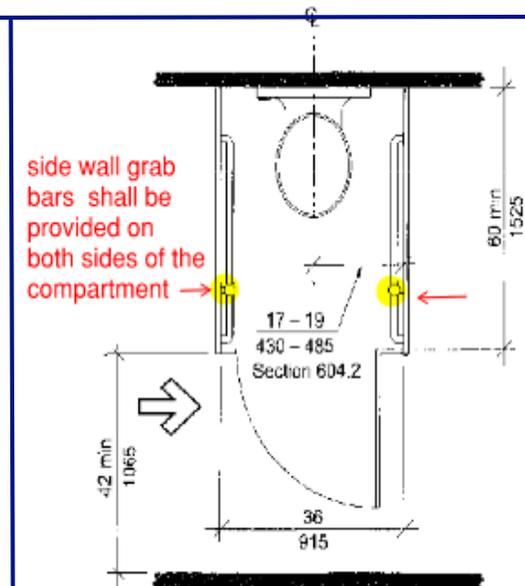


FIG. 604.10
AMBULATORY ACCESSIBLE COMPARTMENT

Figure 604.10 from ICC A117.1 – 2009
Accessible and Usable Buildings and Facilities

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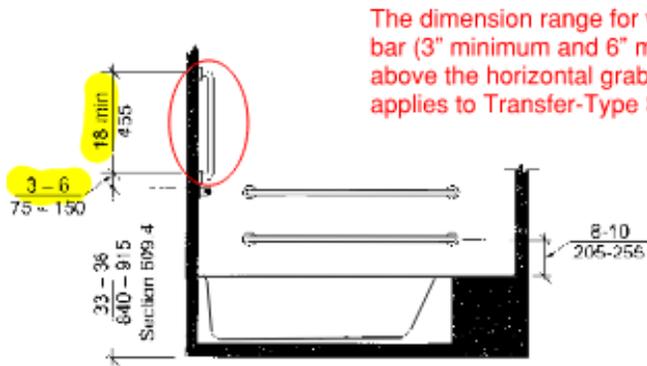


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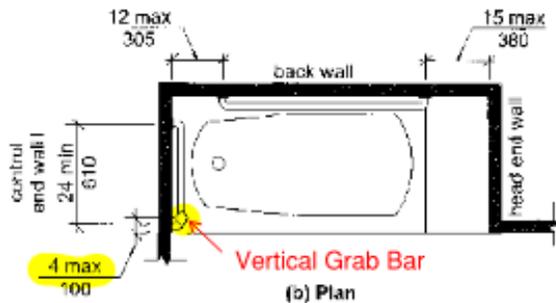
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The dimension range for vertical grab bar (3" minimum and 6" maximum) above the horizontal grab bar also applies to Transfer-Type Showers.

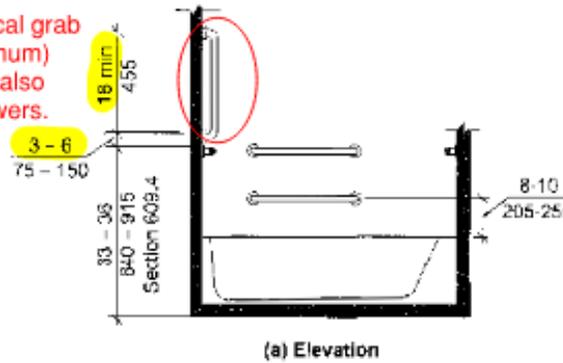


(a) Elevation

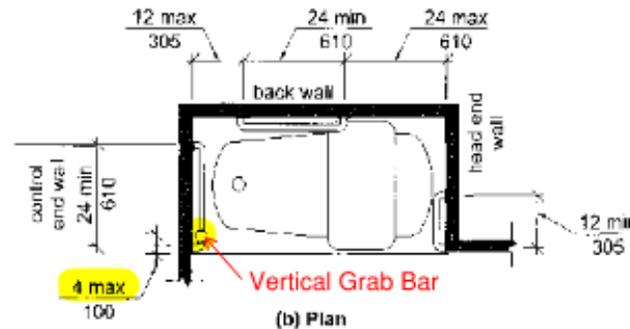


(b) Plan

FIG. 607.4.1
GRAB BARS FOR BATHTUBS WITH PERMANENT SEATS



(a) Elevation



(b) Plan

FIG. 607.4.2
GRAB BARS FOR BATHTUBS WITHOUT PERMANENT SEATS

Vertical Grab Bars at Accessible Bathtubs

A vertical grab bar is required at the control wall of accessible bathtubs per ICC A117.1 Sections:

- 607.4.1.2.2 – in Bathtubs with Permanent Seats.
- 607.4.2.2 – in Bathtubs without Permanent Seats.

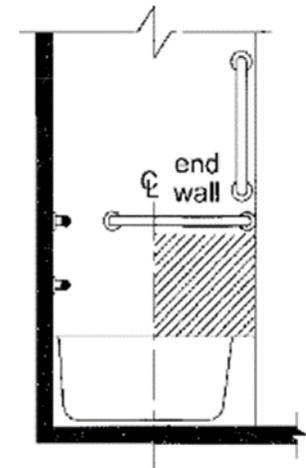


FIG. 607.5
LOCATION OF BATHTUB CONTROLS



This photo shows the correct installation of the vertical grab bar for transfer-type showers.

This photo also shows the correct installation of the accessible transfer-type shower with the approach clearance adjacent and flush with the opening of the shower.

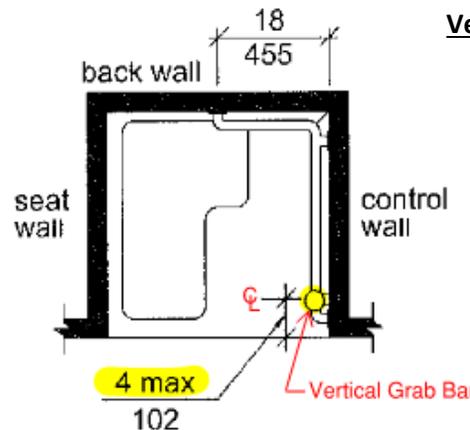


FIG. 608.3.1
GRAB BARS IN TRANSFER-TYPE SHOWERS

Fig. 608.3.1 from ICC A117.1 – 2009
Accessible and Usable Buildings and Facilities

Vertical Grab Bars in Transfer-Type Shower

ICC A117.1 Section 608.3.1.2 – describes the requirements for vertical grab bars in transfer-type showers, per Figure 608.3.1.

- Locate the vertical grab bar 3" minimum and 6" maximum above the horizontal grab bar.

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DEB Forms Update

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

<u>Form Name</u>	<u>DGS Form #</u>	<u>Alternate ID #</u>
DEB Forms Master List	DGS-30-000	(DEB Forms List)
Notice of Invitation for Bids (notice for specs or posting)	DGS-30-256	---
Covered Institution Procurement Procedure Summary for CM@Risk	DGS-30-900	---
Covered Institution Procurement Procedure Summary for Design-Build	DGS-30-901	---

Updated versions of these DEB forms which are related to A/E services **will be made available** on the [DGS Forms Center](#) in early March:

DGS-30-016
DGS-30-018
DGS-30-020
DGS-30-024
DGS-30-028
DGS-30-100
DGS-30-101
DGS-30-258
DGS-30-260
DGS-30-300
DGS-30-304



DEB Training Update

DEB's two Spring 2020 CPSM Seminars (April 15-16, 2020 and May 6-7, 2020) are now fully booked.

The formal announcement and application instructions for the Spring 2020 VCCO Seminar (June 10-11, 2020) will be emailed immediately following the second CPSM Seminar. Those who have expressed an interest in attending a VCCO Seminar by using the VCCO Seminar Interest Form (see below) will be notified.

The Fall 2020 CPSM Seminars are now tentatively scheduled for October 6-7, 2020 and November 3-4, 2020; the Fall 2020 VCCO Seminar is tentatively scheduled for December 1-2, 2020.

If you would like to be added to the email lists for CPSM and/or VCCO Seminar announcements, please complete the applicable *Expression of Interest* form(s) on the following DEB Training webpages:

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

Please note the VCCO Seminar is only open to government personnel who have recently attended a CPSM Seminar.



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