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Commonwealth of Virginia  
Department of General Services  
**Division of Engineering & Buildings**

## Mandatory Training for Contractors and Architects/Engineers

Sexual harassment is a form of illegal discrimination. It is prohibited by law, State Policy, and the Governor's Executive Order on Equal Employment. Effective July 1, 2020, Code of Virginia [§ 2.2-4201](#) requires contractors (including construction contractors and architects/engineers) who have state contracts exceeding \$10,000 and who employ more than five (5) employees to complete annual training to prevent sexual harassment.

The Commonwealth of Virginia Department of Human Resource Management has developed training that focuses on understanding and preventing sexual harassment in the workplace. This DHRM training shall be completed by state agencies' contractors who work in close proximity to state employees. The following [checklist](#) (available on the DHRM website) may be used by agencies to determine whether employees of the contractor are required to complete the DHRM training:

Are the contractor's employees on-site at the state agency on a regular basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the contractor's employees on-site periodically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to travel with the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to attend meetings with the contractor's employees on or off-site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to go to the contractor's facilities for meetings, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there regular telephone, Skype, Facetime, or other similar media contact between state employees and the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there regular contact between state employees and the contractor's employees by the use of e-mail?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are other forms of electronic media such as texts, IMs, etc., used on a regular basis for communication between the state employees and the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If a contractor's employee answers "yes" to any of the questions in the checklist above, then the contractor's employees who are providing services to the Commonwealth must receive annual training provided by DHRM. Those contractor's employees providing services to the Commonwealth who answer "no" to all questions in the checklist are required to complete annual training on the contractor's sexual harassment policy but are not required to complete the training provided by DHRM.



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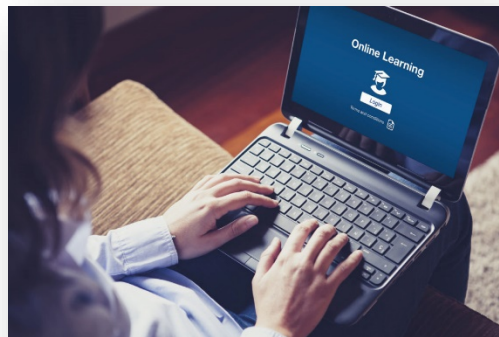
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The DHRM training, [\*“Preventing Sexual Harassment: Understanding and Preventing Sexual Harassment in the Workplace,”\*](#) is available for no charge online at the [DHRM website](#). The DHRM training takes about 25 minutes to complete and discusses what is and what is not acceptable in the workplace for contractors performing work under state government contracts. Specifically, the DHRM training focuses on the following topics:

- Understanding the law and protections
- Defining sexual harassment, participants, and unwelcome conduct
- Understanding reporting and retaliation
- Identifying how to prevent sexual harassment



This new Code of Virginia requirement for providing annual training to prevent sexual harassment applies to both contractors and architects/engineers. Because it is applicable to the Work of the Contract during the performance of the contract, the requirements have been added to the latest versions of both the “General Conditions of the Construction Contract” (Form CO-7) and the “Terms and Conditions of the A/E Contract” (Form CO-3a). These forms are available from the [DEB Forms Center](#).

- [Form CO-7](#): Refer to Section 4 (Nondiscrimination) Item c.3
- [Form CO-3a](#): Refer to Section 31 (Nondiscrimination) Item c.3



Non-compliance may be considered a breach of contract.

Provisions for the requirement of training to prevent sexual harassment shall be included by the contractor (including architects/engineers) in every subcontract or purchase order exceeding \$10,000 so that the provisions are binding upon each subcontractor or vendor.

The Code of Virginia [§ 2.2-4201](#) also requires contractors (including architects/engineers) with more than five (5) employees to post their sexual harassment policy in the contractor’s employee handbook and also in a conspicuous public place in each building owned or leased by the contractor for business purposes.

Contact your state agency contract office with any questions.

## Using the Virginia Flood Risk Information System – A Quick Tutorial

In November 2019, Governor Ralph Northam's Executive Order 45 (EO45) Floodplain Management Requirements and Planning Standards for State Agencies, Institutions, and Property was issued to increase the resiliency of state facilities with respect to sea level rise and flooding. Thus EO45 prohibits development of State-owned properties in flood prone areas. New construction and reconstruction of State-owned properties are prohibited in high and moderate flood risk areas unless a variance is granted. Variances may only be granted for specific types of buildings; such as buildings dependent on proximity to water or buildings necessary to protect public health, safety, and welfare. Thus an agency needs to know during the early planning stages if a project is feasible at a specific location. Additional information on EO45 can be found in the [December 2019 DEB newsletter](#). The Governor’s Executive Order 45 may be found at:

<https://www.governor.virginia.gov/media/governorvirginiagov/executive-actions/EO-45-Floodplain-Management-Requirements-and-Planning-Standards-for-State-Agencies-Institutions-and-Property.pdf>



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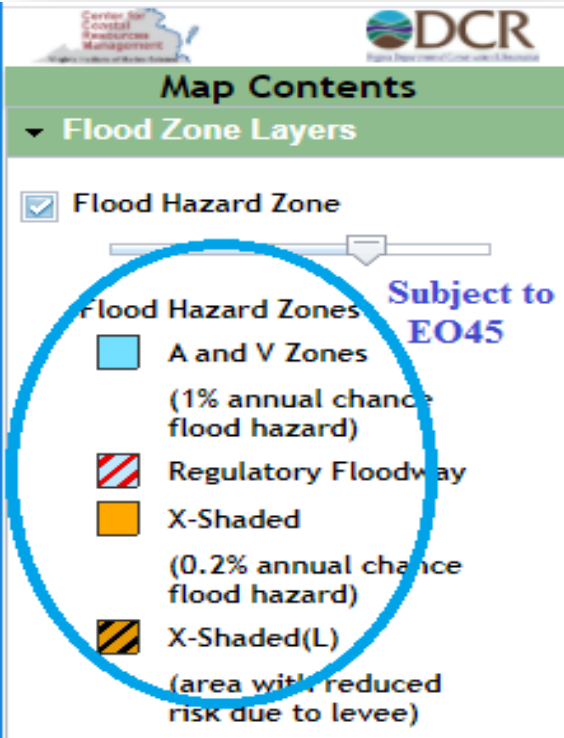


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The Department of Conservation and Recreation (DCR) and the Virginia Institute of Marine Science (VIMS) have developed VFRIS – the Virginia Flood Risk Information System. Using VFRIS is a quick method for agencies to assess the risk of flooding at any given location in Virginia. VFRIS is also a useful resource to respond to the EO45 floodplain survey questions in the COVA TRAX Land Use Plan Questionnaire.



To access VFRIS, follow this link:

<https://www.dcr.virginia.gov/dam-safety-and-floodplains/fpvfris>

This page gives the definition of various Flood Risk Areas. High Risk areas are A- and V-Zones, Moderate Risk areas are X (Shaded) zones. If the desired Project location is determined to be in a high or moderate flood risk area, then the Agency must be aware that buildings cannot be constructed or reconstructed without a variance. The VFRIS mapping tool can be accessed at the bottom of this webpage. When using the mapping tool, High Flood Risk Areas are shaded blue and Moderate Flood Risk Areas are shaded orange. Again, if a project location is found to be in one of these shaded areas then it will be subject to EO45.

The actual VFRIS tool can also be found directly at this link:

<https://consappsrvrpt.dcr.virginia.gov/vafloodrisk/vfris2.html>

After clicking on the “Agree” button, the user will see a map of Virginia with the localities outlined. At the top of the page is “Help/Information”. This can be minimized by clicking on the green bar at the top of the Help/Information box or by deselecting the “i” symbol at the bottom of the page.

At the bottom of the page are ten symbols that allow the user to receive customized data.



The third symbol, a magnifying glass, allows the user to input a known address and quickly go to the site location.

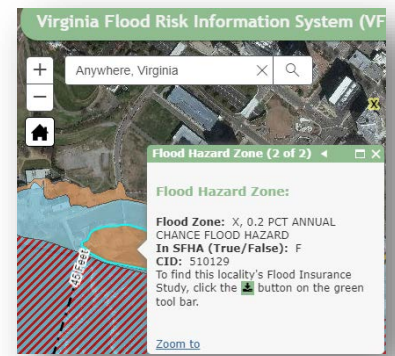
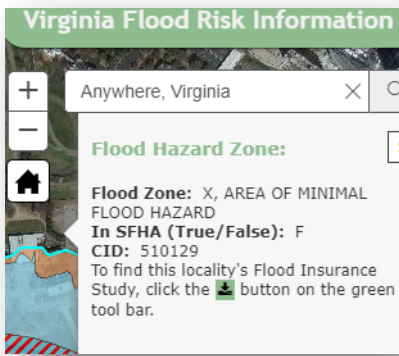
The second symbol, with four squares, allows the user to select the type of Basemap. To find a specific location that does not have an address, the Imagery Hybrid selection is particularly helpful because it combines satellite imagery with street names. The user can use their mouse and mouse wheel to pan and zoom to any area of the state. Street names and jurisdictional boundaries are very helpful in finding most sites. The satellite imagery is very useful for more precisely determining the extent of flood risk areas at specific project sites.

At the left side of the page, the user is able to select for various “Map Contents.” The user must zoom into a smaller area of the state to modify the Map Contents. To avoid cluttering the screen with too much detail, it is recommended that the user select “Flood Hazard Zone,” “Base Flood Elevation” and “Jurisdictional Boundaries” and deselect other items. Note that there is a slide bar directly below the check box for the Flood Hazard Zone. By reducing the intensity of the colored flood zone overlay, site features become more visible. The user is encouraged to modify the intensity to suit their needs. If the Map Contents is not visible, then click on the first symbol of ten located at the bottom.

Often, it will be immediately clear whether a Project Location is beyond an area affected by EO45. A left mouse click brings up specific site information.

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A site in Flood Zone X (unshaded), Area of minimal flood hazard is not subject to EO45.

AE Zone, a Special Flood Hazard Area, also known as the 100-year floodplain which has a one percent Annual Chance Flood Hazard, is subject to EO45. Flood Zone X (shaded), 0.2 percent Annual Chance Flood Hazard, also known as the 500-year floodplain, is subject to EO45.

If the Agency determines that a site is within a High or Moderate Flood Risk Area then an assessment of the Project viability at that location must be made. If the planned building construction cannot be relocated and if the building use qualifies, then the Agency must make a written request for a variance to the Director of the Department of General Services. Include a site plan or graphical information that precisely locates the proposed building and development. DGS remains committed to helping State Agencies deliver safe, code-compliant buildings.

Note that VFRIS does not work well in Internet Explorer. It does work well in Google Chrome. Other web browsers may or may not work well.

## In Memoriam - Michael A. Chapman, PE

Michael A. Chapman, PE, a Mechanical State Review Engineer at the Division of Engineering and Buildings for 27 years, passed away on September 3, 2020.

Michael was an integral member of DEB's mechanical review team and had extensive institutional knowledge of many state agencies. His thorough project reviews of HVAC, plumbing, and energy conservation systems will be missed by all.



Michael brought to DEB a wealth of experience. He worked as a mechanical engineer at consulting firms in Virginia prior to his work at DEB. He received his education from the University of Virginia and Old Dominion University with a degree in mechanical engineering.

Michael was a life member of the American Society of Air Conditioning and Refrigeration Engineers (ASHRAE) as well as holding multiple certifications from the International Code Council.

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## DEB Forms Update

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

Form Name	DGS Form #	Version	Alternate ID #
DEB Forms Master List	<a href="#">DGS-30-000</a>	09-20	(DEB Forms List)
Cost Review Questionnaire	<a href="#">DGS-30-198</a>	09-20	CR-2
Project Planner	<a href="#">DGS-30-199</a>	09-20	CR-1
Project Planner – Example	<a href="#">DGS-30-199 – Example</a>	09-20	CR-1 Example

### State Review Mechanical Engineer (EE011)

The Division of Engineering and Buildings seeks a qualified licensed engineer to perform tasks related to mechanical engineering review of building plans and specifications and performing construction inspections. The successful applicant holds:

- 1) A bachelor's degree in engineering with emphasis in mechanical engineering,
- 2) A professional engineering license in Virginia, and
- 3) A valid driver's license.

In addition, the applicant has knowledge and experience in the application of the Virginia Construction Code, Virginia Mechanical Code, Virginia Plumbing Code, Virginia Fuel Gas Code, Virginia Energy Conservation Code, Americans with Disabilities Act, and state regulations. Access [this job posting](#) on jobs.virginia.gov.



### CPSM Training Course Moves Online

DEB successfully completed its first CPSM Webinar in September. To express an interest in attending a future CPSM Webinar, please complete an [expression of interest form](#).



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