



2022 CPSM Issued August 1, 2022

The 2022 edition of the [Construction and Professional Services Manual](#) (Rev. 0) was issued on August 1, 2022. A PDF of the current **CPSM Edition** along with [DEB Notice 080122](#) summarizing the significant changes from the prior Manual version are both available on the DEB website.

CPSM changes were made to reflect recent legislative changes, updated legal interpretations and administration initiatives, and to improve communication and business operations. Because some changes are a result of changes to the Code of Virginia, these changes require immediate compliance. Therefore, a CPSM revision is effective on the date issued for all projects that do not have an approved CO-6 or working drawings approved by DEB. See CPSM Section 3.2.5.1 for how these changes impact A/E services and contracts.

Some of the more notable changes to the CPSM are summarized in this article. Electrical Coordination Analyses Requirements and In-Building Emergency Communications Coverage will be discussed in more detail in separate newsletter articles.

Definitions

As a result of legislative changes, definitions relating to the Department of Small Business and Supplier Diversity (DSBSD) were revised or added in the Code of Virginia. 2022 CPSM Chapter 2 definitions relating to small business have been revised or added for consistency with the Code of Virginia.

A/E Term Contracts

As a result of legislative change, the maximum cumulative sum of all A/E projects performed in a contract term has been increased to \$10 million and the maximum single project order fee has been increased to \$2.5 million. These changes apply to contracts for which the solicitation is issued on or after July 1, 2022. Maximum number of contract term renewals has been reduced to three (3). Forms pertaining to A/E Term Contracts and 2022 CPSM Section 3.1.8.4 have been updated. Despite the significant increase for a single project order, DEB encourages agencies to use CPSM Category C, Standard Professional Services Procurement procedures when selecting A/Es for capital projects.

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Reserved Space for State Building Official Approval Stamp

As DEB transitions towards issuing electronic Permit Sets, adequate space on each drawing for the State Building Official's approval stamp is required to be provided in a consistent location. When preparing sheet layouts, the A/E shall reserve a 2"x4" space with a borderline (oriented horizontally) on each drawing near the top right corner of the sheet. Additionally, a similar space shall be reserved on the Project Manual cover. Further details are provided in 2022 CPSM Appendix S.

Capital Outlay and Non-Capital Outlay Form Submittal

For efficiency and reduction in the use of paper, 2022 CPSM Sections 8.6 and 8.7 have been revised to remove the option of submitting forms to DEB as paper copies. All forms (except for the Transmittals accompanying paper copy Permit Sets) shall be submitted to DEB electronically or through BITS.

Prototype Buildings and Structures

To ensure that an Agency's proposed use of prototype designs is acceptable to the State Building Official, 2022 CPSM Section 3.1.1.3.2 has been added to require DEB Director approval. For consistency with Form CO-3a Terms and Conditions of the A/E Contract, and to clarify the A/E's design responsibilities for prototype design and for site adaptation design, 2022 CPSM Sections 3.1.1.2.2 and 4.19.3.7 have been added.

Structural Observations

To clearly identify the scope and procedures for Structural Observations required for a project in accord with the 2018 Virginia Construction Code, Section 5.15.4 has been added to the 2022 CPSM. In addition, form CO-6b was modified to add Structural Observations and Form DGS-121 (Final Report of Structural Observations) was added to the DEB Forms Center.

Electrical Coordination Analyses

To clearly describe the SC, PD and WD design submittal requirements for an Electrical Coordination Analysis, including the Short Circuit and Protective Device Selective Coordination studies and the Arc-flash analysis, revisions were made to 2022 CPSM Chapter 5 and Appendix D.

In-Building Emergency Communications Coverage

To clearly describe the SC, PD and WD design submittal requirements for In-Building Emergency Communications Coverage systems required by the 2018 Virginia Construction Code, revisions were made to 2022 CPSM Chapter 5 and Appendix D.

Shielded Outdoor Light Fixtures

In accord with the Code of Virginia, requirements for shielded outdoor light fixtures have been added to 2022 CPSM Section 6.16.9.1.



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The DEB Newsletter is a Quarterly 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.

Bid Bonds

As a result of legislative changes, the requirement to prequalify prospective contractors for each individual construction contract in excess of \$100,000 but less than \$500,000 where the bid bond requirements are waived has been removed. The Instructions to Bidders (Form CO-7a) and 2022 CPSM Section 7.0.7 have been updated accordingly.

Temporary Permits for Amusement Devices

To distinguish between the Virginia Amusement Device Regulations (VADR) equipment inspection and certification requirements and the DEB review and permitting process for the site specific permit, CPSM Section 4.19.3.3.5 has been revised.



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Mary Hom's Retirement

Mary Hom, RA, VCCO recently retired from the Division of Engineering and Buildings after working for the Commonwealth of Virginia for over 28 years.

Mary graduated from Virginia Tech, earning a Bachelor of Architecture degree, and began her architectural career in private practice. Her work experience on Commonwealth of Virginia building projects began in 1990 in the private sector, providing professional design services for the J. Sargeant Reynolds Community College, Downtown Campus Building Addition. She accepted a position with Virginia Department of Transportation as a project manager in 1994 and learned about the DEB / BCOM submittal and review process from the agency perspective. In 2003, Mary joined DEB / BCOM as a Lead Review architect.

As a Lead Reviewer for DEB, Mary has supported many Commonwealth of Virginia agencies including Virginia Commonwealth University, Virginia Community College System, College of William & Mary, Department of Conservation and Recreation, Norfolk State University, Christopher Newport University, and Virginia Museum of Fine Arts. Her extensive knowledge of the building code, accessibility standards, Virginia Public Procurement Act, and CPSM gave her the tools to write well-crafted comments and provide relevant guidance to agency personnel, architects, engineers, and contractors.

During retirement, Mary looks forward to gardening, spending time with her husband Mark, and caring for her four very special dogs. DEB is greatly appreciative of Mary's years of hard work, service and dedication to the Commonwealth of Virginia, and wishes her the best in her retirement!

The Pool Process and the Focus of the Phases



Now in its fifteenth year, most agencies are familiar with the Capital Outlay Pool Funding Process. Over six billion dollars of capital projects have been funded, and the process has allowed agencies greater flexibility than individually funded projects to design buildings that meet program needs and to ensure that project budgets are right-sized to meet those program needs. This has largely been accomplished through effective Detailed Planning. It is important to understand the goal of each of the planning phases as well as the responsibility of the Division of Engineering and Buildings (DEB) in administering the Pool Process in order to be successful and timely.

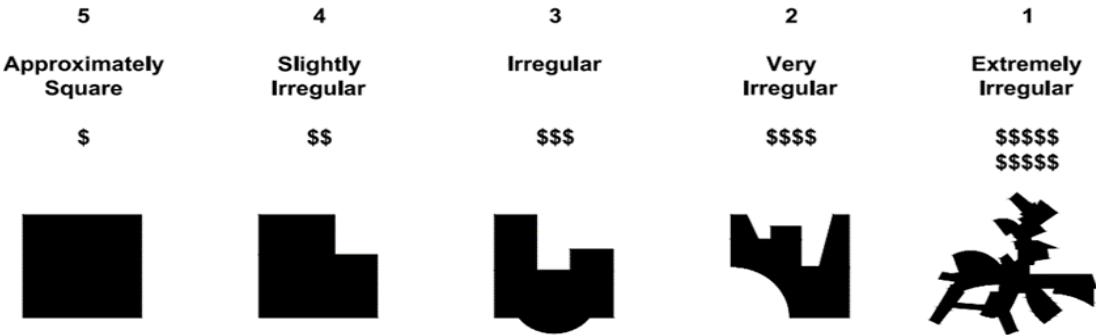
The Capital Budget Request Phase

The process begins by an agency identifying their need for a capital project. This is done by entering a Capital Budget Request (CBR) in the Department of Planning and Budget's Performance Budgeting (PB) system. Each spring, the Department of Planning and Budget releases the [Capital Budget Request Instructions](#). The main goal of the CBR Phase is to identify the agency programmatic needs of the project. A CBR outlines all aspects of the proposed capital project including scope (sq. ft.) and description (dry lab, wet lab, classroom building, etc.). To assist agencies in making a more comprehensive CBR, DEB developed the [CR-1](#) form. The CR-1 allows an agency to "build" their project virtually inside the form. This is done through the use of comparable projects (comps). Comps allow an agency to benchmark the construction and soft costs of their project without the need to hire an Architect/Engineer (A/E). Additionally, the CR-1 will project the costs based on the schedule outlined by the agency. If a project is included in either a Detailed Planning Pool or a Construction Pool, DEB will send the agency a CBR Verification Report. This report will provide guidance to the agency in filling out a CO-2 to receive funding for Detailed Planning. It will also provide design-to and overall budget targets for the project. Each year, DEB reviews many CBRs with a goal of ensuring that each project will have adequate funding. To accomplish this, DEB uses several resources, including the Virginia Building Construction Cost Database (VBCCD) as well as project costs archived in BITS. A summary of the VBCCD is available on the [DEB website](#) and agencies can request a report from DEB of similar past projects in BITS.

The Schematic Cost Review Phase

Detailed Planning begins with the Schematic Cost Review. After the program is identified in the Capital Budget Request, the goal of the schematic design is to translate that program into the basic shape, layout, and design of the project. These broad strokes of the A/E can have a tremendous impact on cost. If the design is inefficient and extravagant, the project cost will be high.

6.1.2.5 Design Efficiency Rating:
Design Efficiency Rating is a rating of the design efficiency as it relates to construction cost for the proposed design. The A/E shall design the project to achieve the highest Design Efficiency Rating as practical for the intended purpose.



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The Pool Process and the Focus of the Phases: Continued

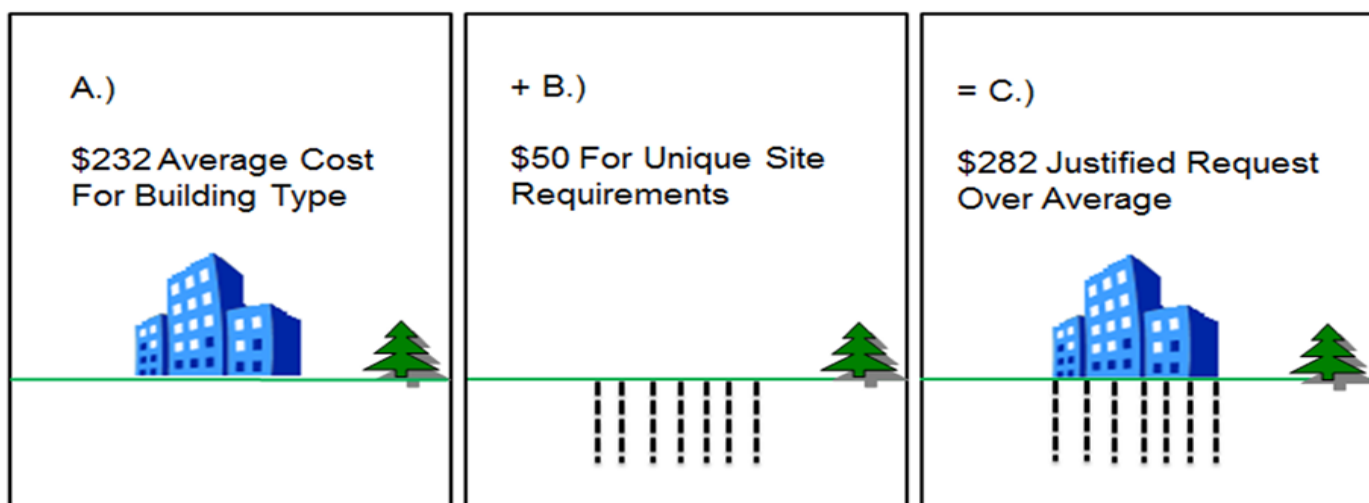
On the other hand, if the design is pragmatic and efficient, the project cost will be appropriate. While the characteristics of what makes a design efficient or inefficient are sometimes subjective, the resulting cost of the design is not. The cost target that DEB establishes is determined by comparing the cost of the project with comparable projects. During the Schematic Cost Review, DEB compares the costs of a project to similar projects. The cost of the comps are escalated and adjusted to the labor costs of the project's location by utilizing RS Means' Historical Cost Index (HCI). The cost of the comps are further aligned with the unique program and site requirements of the project through the use of modifiers. If, for example, the project's site has unsuitable soils that require special pile foundations that cost \$50 per square foot, that cost is added to the square foot cost of the comps that did not have pile foundations.



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At the end of the Schematic Cost Review, a Schematic Cost Report is issued to the agency by DEB. The report will show how the costs of the design compares to other projects. Additionally, it will highlight the cost of building systems that were substantially different than those found in the comps or other resources. The Schematic Report will also provide suggestions on how to bring the costs in line with these industry standards. And finally, the Schematic Report will indicate if the proposed design is approved as submitted, approved contingent upon the Preliminary Phase meeting the recommended cost targets, or not approved. DEB's primary responsibility in the Schematic Phase is to ensure that the program, scope, and description are consistent with the legislative intent of the General Assembly. This is done by comparing the project, as defined by the CBR, with the project that is coming forward in the Schematic Phase. For additional information about legislative intent, refer to [DEB Newsletter 62](#).

The Preliminary Phase

By the time the project has reached the Preliminary Phase, the basic shape, layout, and design of the project have been established and the costs have been aligned with comparable projects. In the Preliminary Phase, the focus turns to a more granular look at costs. Where the Schematic Cost Submittal required only one cost estimate, the Preliminary Phase requires the addition of a second cost estimate as well as a Value Engineering Study (ref. [VE-1](#) form) or a Value Analysis if the procurement method is CM at Risk. At the end of the Preliminary Phase, DEB prepares a Funding Memo for the Six Year Capital Outlay Planning Advisory Committee (6-PAC) to authorize Construction Phase Funding.

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The Pool Process and the Focus of the Phases: Continued

Once that authorization happens, DEB will issue a Funding Report that functions similar to the CBR Verification Report that provides guidance to the agency for updating the CO-2 to receive funding for working drawings and construction.



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The Bid Phase

DEB reviews projects at the CO-8 (award) stage to determine if any excess funds can be reverted back to the Pool. With the introduction of Prevailing Wage in 2021, this review would include reconciliation of the Prevailing Wage Allowance or to address any increased costs due to prevailing wage. In the event of additional funds being required, DEB will provide guidance to the agency through the Appeal Process.



VCCO Update

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

- **Alfred Paul Caley** - Department of Military Affairs
- **Duane Frederick** - Virginia Department of Transportation
- **Wallica Gaines** - Department for the Blind and Vision Impaired
- **Sy Gezachew** - Arlington County
- **Jeffrey Godfrey** - Virginia Department of Transportation
- **Danielle Henley** - Christopher Newport University
- **Nick Polier** - Virginia Energy
- **JoAnn Shellhammer-Fox** - New College Institute
- **Adam Smith** - Virginia Polytechnic Institute & State University
- **Kimberly Widrig** - Virginia Polytechnic Institute & State University
- **Tiffany Walker** - Department of General Services

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 .

Job Opportunities

DEB is currently looking for qualified applicants for the following positions:

- State Review Civil/Structural Engineer
- State Review Mechanical Engineer
- Capital Outlay Program Reviewer
- State Review Architect
- State Capital Outlay Reviewer
- Business Operations Specialist
- Program Support Technician



For more information check the [DGS Job opportunities](#) on Jobs.Virginia.gov

DEB Notices

The following DEB Notices were issued between March and August 2022:

080122	2022 Edition - Construction & Professional Services Manual - Revision 0
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DEB Notices can be found in the [DEB Notices section](#) of the [DEB Website](#).

DEB Forms Updates

The forms listings below identify the forms that were added or revised and describes the forms.

Form Name	DGS Form #	Version
DEB-Forms Master Lists	DGS-30-000	08/22
DEB-Forms Master Lists	DGS-30-000	07/22

