



Division of Engineering & Buildings

DEB Newsletter

#82

Spring
2024

2024 CPSM Issued February 29, 2024

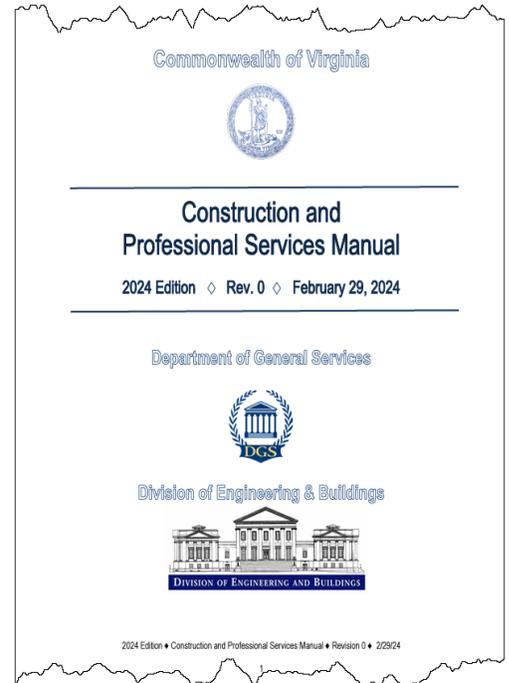
The 2024 edition of the [Construction and Professional Services Manual](#) (Rev. 0) was issued on February 29, 2024. A PDF of the current [CPSM](#) edition along with [DEB Notice 022924](#) summarizing the significant changes from the prior Manual version are both available on the [DEB website](#).

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.

2021 Virginia Uniform Statewide Building Code (VUSBC)

The VUSBC consists of three stand-alone parts: Part I Virginia Construction Code (VCC), Part II Virginia Existing Building Code (VEBC), and Part III Virginia Property Maintenance Code (VPMC).



Also in this issue:

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- ◆ M-R FIX (p. 5)
- ◆ DEB Employee News (p. 8)
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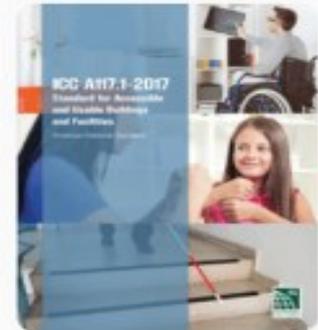
Effective January 18, 2024, the Department of Housing and Community Development (DHCD) adopted the 2021 VUSBC. In accord with the *Code of Virginia*, §36-98.1, and the Virginia Uniform Statewide Building Code, 2021 edition, Section 103.7 State buildings and structures, the USBC shall be applicable to state-owned buildings and structures, and to buildings and structures built on state-owned property. Refer to [DEB Notice 011824](#) for when the 2021 VUSBC shall be applicable, and when the 2018 VUSBC may be applied. Contact your agency's assigned DEB Lead Reviewer with any questions concerning applicable code for a specific project.

Accessibility

ADA90-Title II



Chapter 2
Scoping



Chapters 1 & 3 thru 11
Technical Requirements

To provide accessibility to persons with physical disabilities in accordance with the Code of Virginia §§2.2-1159 thru 2.2-1161 and in coordination with the adoption of the 2021 VUSBC, the compliance path for accessibility for state-owned building and structures is entitled ADA90-Title II (not Title III) and is as follows:

- The prescribed accessibility standards for the scope of work are Chapter 2: Scoping Requirements of the Department of Justice's 2010 ADA Standards for Accessible Design, dated September 15, 2010. (Access Board, Suite 1000, 1331 F Street, NW, Washington, D.C. 20004-1111).
- The prescribed accessibility standards for the technical design are Chapters 1 and 3 thru 11 of Standards for Accessible and Usable Buildings and Facilities (ICC A117.1-2017) approved March 28, 2017.

2010 ASAD shall remain the accessibility standard for designs based on 2018 VCC and 2018 VEBC. Updates to address House Bill 1165 will be made in the next revision to the CPSM.



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Contact Us

1100 Bank Street, 6th Floor
Richmond, VA 23219
Phone: 804-786-3581
Fax: 804-225-4709
Email: CapOut@dgs.virginia.gov

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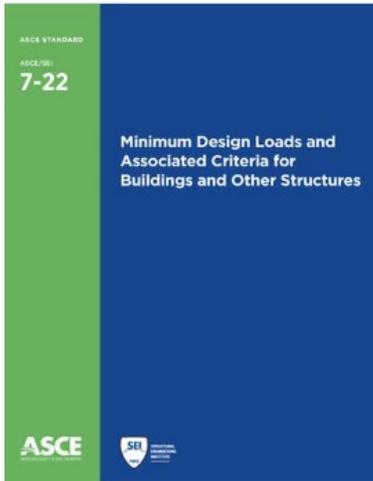
[Electronic Document Review \(EDR\)](#)

[Permits & Certificates](#)

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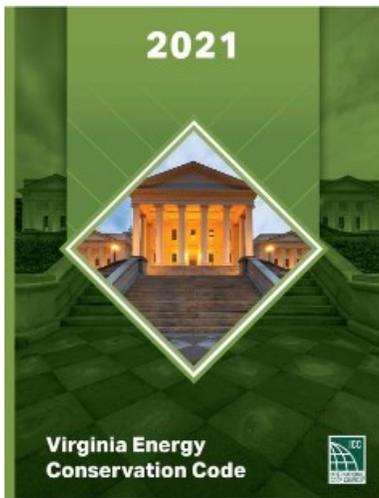
ASCE/SEI 7-22



Older editions of the 2021 VCC reference both ASCE/SEI 7-16 and ASCE/SEI 7-22 *Minimum Design Loads and Associated Criteria For Buildings and Other Structures*. This discrepancy has been updated in the current edition of the 2021 VUSBC to clarify that ASCE/SEI 7-22 is the applicable 2021 VCC reference standard.



Virginia Energy Conservation Code



The 2021 Virginia Energy Conservation Code (VECC) includes significant changes to Section C406, *Additional Efficiency Requirements* and to Section C407, *Total Building Performance*. The changes include a clarification that the Additional Efficiency Requirements provision is applicable to new buildings with an increased number of options, a points-based system, and a climate zone-specific point value for each option. In Section C407, a new, comprehensive table of mandatory provisions has been added and compliance now requires the proposed design to have an annual energy cost less than or equal to 80 percent of the standard reference design (2018 VECC required an annual energy cost less than or equal to 85 percent of the standard reference design). CPSM Section 6.1.5 "Virginia Energy Conservation Code Compliance Flow Chart" and associated VECC compliance statements have been updated in accordance with 2021 VECC.

Virginia Energy Conservation and Environmental Standards (VEES)



Despite the 2021 International Green Construction Code not being adopted by DHCD as a Virginia regulation, VEES was updated to reference updated chapters 2-11.

Funding a Project from More than One Project Code

To assist Agency Project Managers in completing Form CO-2 Authority to Initiate Capital Outlay Project when an agency needs to fund a project from more than one project code (and transferring funds from one project code to another is not permitted) the Manual was updated with specific instructions.

Standards for Space Planning

For consistency in office space utilization standards used for planning both state-owned and leased offices spaces and justifying Capital Budget Requests, and in conjunction with the Building Efficiency Ratios, the area guidelines for office spaces provided by Division of Real Estate Services have been incorporated into the Manual. Office spaces which exceed the standards shall be approved by the Director of the DGS Division of Real Estate Services.

Construction Management at Risk Procurement Procedures and Contractor Controlled Insurance Program (CCIP)

As an alternative to standard insurance, a Construction Manager may provide an insurance program to cover the Contractor and all Subcontractors in a construction project. The decision to accept or reject this alternative coverage is at the sole discretion of the Owner and should be based on a cost benefit analysis performed prior to signing a construction contract. Standard RFP requires that conventional insurance be quoted as the basis for award. State service contracts to evaluate whether this is cost beneficial are available. The requirements for Contractor and Subcontractor insurance are outlined in [Form CO-7CM](#), *General Conditions of the Construction Manager "At Risk" Construction Contract*.

Building Maintenance and Unsafe Buildings

Because of revisions to the 2021 Virginia Property Maintenance Code (VPMC) and to clarify responsibility of the Agency Head of each state agency to be responsible and accountable to the State Building Office to assure compliance with the VPMC and VCC, the Manual was updated. The Agency Head shall identify unsafe existing buildings or structures and identify buildings or structures that become a threat to public safety during construction. To facilitate the administration and operations of the Agency's compliance, the Agency Head shall assign an Agency Building Maintenance Representative and an Agency Annual Permit Representative to be the on-site representative of the State Building Official. Refer to [2024 CPSM](#) Sections 4.19.2 and 4.19.6 for more information.

Capital Outlay and Building Official Forms

Various capital outlay and building official forms, available to download from the [DEB Forms Center](#), were revised for consistency with changes to the Manual. Refer to [DEB Notice 022924](#) for list of forms revised 02/2024.



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M-R FIX

M-R FIX is a state program that collects data on all state-owned buildings and campuses to determine the amount of maintenance reserve funding that is required to replace or restore these expired systems. From this effort, the Relative Age of a building or campus is determined as well.

Buildings and campuses are made up of multiple systems, such as HVAC, fire protection, and sewer systems. Each system has a specific lifespan and cost. Additionally, the lifespans and cost of these systems varies depending upon the construction type and use. Once a system has exceeded its useful lifespan, it needs to be replaced or restored. Once that is done, the clock for that system is turned back to zero for these previously expired systems.

Identifying the age of a building that has been partially renovated is complex. It involves compiling the age and value of systems that have been restored and those that have not. This calculated age is referred to as the Relative Age of the building or campus. Relative Age compares when a system was replaced to the life expectancy in addition to the value of that system and calculates age that reflects the collective age of all these systems. For example, if a forty-year-old building had half* its systems replaced recently (*by value), the Relative Age of that building would be twenty years old. Identifying the age of a building that has not been renovated is straightforward. The age is based on the date of construction.

Each year, agencies are required to update the records in COVA-TRAX and M-R FIX. This includes providing the magnitude of a system and the date in which the system was last restored. If an agency has previously reported, and no improvements have been made since, there is essentially nothing to be updated in the system that year. If maintenance improvements have been completed in the past year, agencies are required to enter the magnitude and date the improvement were made and to which building or campus.

Once data has been collected for all systems, M-R FIX compiles the value of each expired system from the Virginia Construction Cost Database. The value to replace or restore all expired systems for all buildings and campuses reflects an agency's maintenance reserve funding need. This is done for all agencies in the Commonwealth and summarized in a report to the Department of Planning and Budget (DPB). DPB works with the General Assembly to allocate a maintenance reserve fund. This fund is then divvied up such that each agency receives a share of that total proportional to each agency's maintenance reserve needs as calculated.

The following is a list of data and systems that agencies enter in M-R FIX. Recognizing that buildings and campus infrastructure have systems designed in a wide variety of ways, the clarifications of the categories below are not meant to imply a greater level of accuracy or be absolute. They are intended to provide a general clarification of the categories.

1. Infrastructure

- a. Nearest Major Location (From the pick list, select the city closest to your campus)
- b. Site Condition (From the pick list, select the setting that best describes your campus)
- c. Domestic Water Production (Water is acquired and purified on site from wells or other sources and not from public water supply)



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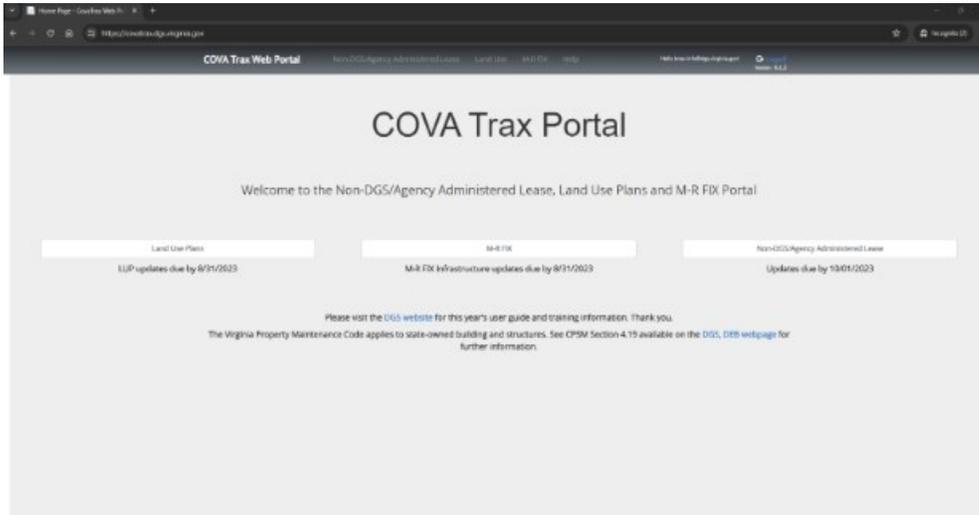
- d. Water Distribution (Campus underground piping that distributes water to the various building on campus. This does not include piping from public water main to a building)
- e. Stormwater Quality (BMPs; Structural, vegetative or managerial practices used to treat, prevent or reduce water pollution)
- f. Sewer Treatment (A system to purify wastewater)
- g. Sewer Collection (Campus underground piping that collects wastewater from the various building on campus. This does not include piping from a building to a city sewer system)
- h. HW / Steam Production (Hot water or steam produced on site to heat buildings)
- i. Chilled Water Production (Chilled water produced on site to cool buildings)
- j. Chilled Water Distribution (Campus underground piping that distributes chilled water to the various building on campus)
- k. Roads – Primary (roads built to county standards)
- l. Roads - Secondary and Service (paved drives without curbs)
- m. Parking (paved surface parking)
- n. Institutional Security – Electronic (An electronic barrier that detects, documents, and prohibits anyone from entering or exiting a secure facility without permission)
- o. Institutional Security – Barrier (A wall that prevents anyone from entering or exiting a secure facility without permission)



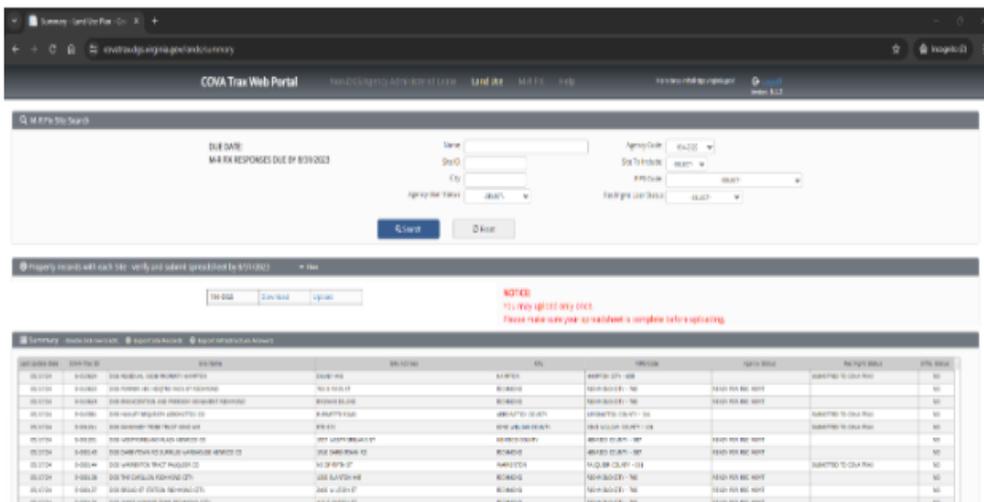
2. Building

- a. Superstructure (Foundation, floors, beams, columns)
- b. Skin (Exterior doors, windows, exterior walls)
- c. Roofing (Roofing material and associated insulation)
- d. Interiors (Finishes (Floor covering, wall finishes, ceiling tile)
- e. Interiors (Other (Partitions, trim, interior doors)
- f. Elevators (Elevator cab, elevator controls, hoist cables, elevator motor)
- g. Plumbing (Plumbing fixtures and associated piping)
- h. HVAC - Central Equipment (Equipment that changes the temperature of air or water)
- i. HVAC – Other (Ductwork or piping and associated registers and controls that distribute air or water)
- j. Sprinklers (fire suppression system inside buildings)
- k. Fire Alarm / Fire Detection (Devices that detect and alert people to the presence of smoke, carbon monoxide, or other fire-related emergencies)
- l. Electrical - Life Safety (Emergency lighting, emergency generators, audio and visual signals and related safety systems)

Site data is entered directly on the COVA Trax Portal web pages. Property Records (building data) are entered on a spreadsheet distributed each year by The Department of General Services, Division of Real Estate Services and uploaded to The Portal. Your agency will receive an invitation to go into The Portal and update information on any site maintenance improvement work that has been completed in the past year. Additionally, your agency will receive a spreadsheet that contains data previously reported by your agency on building systems. You are required to update information on any building maintenance improvement work that has been completed in the past year on that spreadsheet.



COVA Trax Portal Landing Page



Property Records are uploaded to the COVA Trax Web Portal

The email will include a date by which the data must be provided. Once the data has been collected from all agencies, a report is generated on the maintenance requirement for education and general (E&G) portions of all state campuses and buildings. This report is provided to the Department of Planning and Budget for use in distributing the maintenance reserve funding allocated by the General Assembly.

New Employees of DEB



Sharon Plymire recently joined the DEB team as a Capital Outlay Program Manager. She earned her Bachelor of Science in Building Construction from Auburn University. She is currently working toward a Master's degree in Civil Engineering with UVA. Sharon has previously worked with VDOT's estimating programs, construction and professional services contracts for the past eighteen years. She has also worked as a project manager for capital outlay and maintenance reserve projects for several of Virginia's state agencies.



Thomas Niedbala is a registered Architect who recently joined the DEB team as a State Review Architect. He earned his Bachelor of Architecture degree from Carnegie-Mellon University. Tom has 43 years' experience in design, construction documentation, and construction administration of projects for new and renovated commercial and government buildings, and specialized technical facilities. Most recently, Thomas worked for HDR for 26 years. Please refer to the DEB website for the list of agencies that Thomas is now supporting as DEB Lead Reviewer.



Brian Gemmell, PE has joined DEB as a State Review Mechanical Engineer bringing over 17 years of experience in mechanical engineering design. A graduate of Virginia Commonwealth University and Richmond native he is excited to be working in DEB. Most recently Brian worked with Thompson Consulting Engineers designing projects for Chesterfield County, Newport News, and school systems across Virginia.

VCCO Updates

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

- **Jamarr Daniels** - Virginia Museum of Fine Arts
- **David Wilmoth** - Department of Conservation and Recreation

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.



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DEB Forms Updates

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

Form Name	DGS Form #	Version
DEB-Forms Master Lists	DGS-30-000	04/24
Statement of VUSBC Special Inspections	DGS-30-048	02/24
Statement of Contractor's Responsibility	DGS-30-053	02/24
Change Order (Construction Contract)	DGS-30-092	02/24
A/E Contract Change Order	DGS-30-100	02/24
A/E Project Order Change Order	DGS-30-101	02/24
Schedule of Values and Certificate for Payment	DGS-30-104	02/24
Permit for Demolition of Building on State Property	DGS-30-176	02/24
Cost Review Questionnaire	DGS-30-198	04/24
Project Planner	DGS-30-199	04/24
VEES Checklist	DGS-30-382	04/24
CM @ Risk – Preconstruction Phase Scope of Services (Attach. B)	DGS-30-460	02/24
CM @ Risk – Request for Proposal Template	DGS-30-467	02/24
Job Order Change Order	DGS-30-540	02/24

