



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

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DEB Notice 040115

(Effective: 04/01/15)

2014 Edition - Construction & Professional Services Manual - Revision 1

I. Purpose of this Notice:

The purpose of this notice is to announce the issuance of Revision 1 of the 2014 edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 0 was issued on 10-15-2014. This notice also announces some new forms and revisions to many forms in the DGS Forms Center.

This and other recent editions of the CPSM are available on BCOM's website (<http://bcom.dgs.virginia.gov>) for viewing or download.

II. Summary of Changes

The changes incorporated into Revision 1 of the 2014 Edition of the CPSM are as follows:

A. Executive Order 20 (2014) – “Advancing Equity for Small, Women, and Minority Owned Businesses”

Refer to CPSM Sections 2.2, 3.1.4, 3.1.6, 3.1.6.1, 3.1.6.2, 3.1.6.3, 3.1.8.2, 3.1.8.3, 3.1.8.4, 7.0.6, 7.0.6.1, 7.1, 7.2, 7.3, others.

Includes new set asides for small A/E contracts and small construction contracts. Increased lower limits for small purchases. New requirements for small business procurement plans and reporting that apply to all procurements of A/E services and construction services.

B. Procurement of Professional Services

Refer to Chapter 3. Changes to procurement procedures within the various methods, incorporating EO-20.

C. Vertical and Lateral Fire Propagation

Refer to CPSM Section 4.1.2.11. Advises agencies to contact BCOM for guidance in application of a specific building code exception.

D. Asbestos Disclosure Statement

Refer to CPSM Section 4.12.2. Added an additional disclosure statement (3).

E. Permits and Inspections for Bleachers

Refer to CPSM Section 4.19.3.3.4. Revised bleacher requirements.

F. Electronic Documents Submissions

Refer to CPSM Section 5.11.2. Revised requirements for electronic submittals.

G. Structural and Special Inspections

Refer to CPSM Section 5.15.1.4. Revised number of copies required for submission from 2 to 1.

H. High Performance Buildings Act

Refer to CPSM Sections 6.1.3 and 6.1.3.1. Revised design guidelines for LEED and submittal procedures for VEES.

I. Procurement of Construction Services

Chapter 7 was re-organized to locate Construction Manager at Risk and Design-Build procedures immediately following Design-Bid-Build procedures. Changes to procedures for each procurement method incorporating EO-20.

J. Reciprocity

Refer to CPSM Section 7.0.1.1. Incorporates a provision of the Virginia Public Procurement Act pertaining to preferences in construction procurement.

K. Errata, as follows:

Section	Erratum
1.1.3	Corrected email address for submitting CPSM questions, clarifications, suggestions.
1.2, 2.2	Definition of A/E Manual revised due to re-organization of CPSM Chapter 7.
1.3.1	Revision to instruction on where to find forms CO-2, CO-4, CO-5, CO-6 and CO-8.
4.1.2.1	Revised obsolete "signaling system" terminology to "fire alarm system".

III. Changes to CPSM Forms:

In addition to the Manual revisions, proper, related capital outlay and building official forms are updated on a continual basis as modifications are needed. A complete listing of the current revision of each form is provided on Form DGS-30-000. Forms are available for download from the [DGS Forms Center](#).

Significant changes include:

Forms DGS-30-004, DGS-30-018, DGS-30-054, DGS-30-055, DGS-30-056, DGS-30-057, DGS-30-104, DGS-30-168, DGS-30-220, DGS-30-300, DGS-30-304, DGS-30-360, DGS-30-466, DGS-30-467, DGS-30-470, others:

Incorporates EO-20 (2014) requirements for small business set asides, small business procurement plans and reporting. New requirements pertaining to final payment on A/E contracts and construction contracts.

Form DGS-30-018:

Terms and Conditions of the A/E Contract revised to incorporate EO-20 directives and correct inaccurate terminology.

Forms DGS-30-054 (CO-7), DGS-30-056 (CO-7 DB), DGS-30-057 (CO-7 CM):

General Conditions of the Construction Contract revised to incorporate E-Verify. Revised obsolete DCR references to DEQ. Revised to reference Supplementary Agreement (new form DGS-30-370). Incorporates EO-20 directives for small

business procurement plans. New EO-20 requirements pertaining to final payments.

Form DGS-30-168:

Revised to incorporate EO-20 directives, and to simplify RFP requirements by not requiring re-submission of material already submitted in response to the RFQ.

Form DGS-30-172:

New form that replaces the previous form with this number. This new form is to crosswalk, or correlate, key personnel with representative projects. The qualification criteria in the previous form by this number (CO-16 Attachment One) was incorporated into DGS-30-466.

Form DGS-30-370:

New form. Replaces forms DGS-30-368 and DGS-30-372. Supplementary Agreement addressing payment for materials and equipment stored off site or out of state.

Form DGS-30-466:

This form was adapted to be used for all Requests for Qualification pertaining to procurement of construction services, and incorporates small business requirements of EO-20 into CM at Risk and Design-Build projects.

Form DGS-30-469:

New form to be used as an attachment to the revised DGS-30-467 (RFP for CM at Risk projects). Addresses EO-20 small business requirements.

Form DGS-30-470:

New form to be used as template for RFP on Design-Build procurements.

Form DGS-30-472:

New form to be used as an attachment to DGS-30-470 (RFP for Design-Build projects). Addresses EO-20 small business requirements.