



DEPARTMENT OF
GENERAL SERVICES

DIVISION OF ENGINEERING AND BUILDINGS

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DEB Notice 032012

(Effective: 03/20/2012)

Web-Based Construction Cost Accounting – GCPay (Update)

This DEB Notice supersedes DEB Notice 122811. (**Changes are shown as bold underlined.**)

Code of Virginia § 2.2-1516 establishes the Six-Year Capital Outlay Plan Advisory Committee. 2011 Virginia Acts of the Assembly, Chapter 890, Part 2: Capital Project Expenses, §2.0 General Conditions, Item S (Page 452) requires:

All agencies of the Commonwealth and Institutions of Higher Education shall provide information and/or use systems and processes in the method and format as directed by the Director, Department of General Services, on behalf of the Six-Year Capital Outlay Plan Advisory Committee to provide necessary information for state-wide reporting. This requirement shall apply to all projects, including those funded from general and nongeneral fund sources.

Use of the web-based service, GCPay, for all pool-funded projects that include funds provided by the Six-Year Capital Outlay Plan Advisory Committee (i.e., Chapter 1 and other Pool funded Projects, either whole or in-part) is mandatory. At this time, the use of GCPay is optional for other state projects.

The use of GCPay will be considered in developing Six-Year Capital Outlay Plan Advisory Committee pool funding recommendations; therefore, agencies shall fully populate and be using GCPay for all currently approved pool projects by May 20, 2012. A list of pool projects is available at www.dgs.virginia.gov/DEB.

Agencies shall update the GCPay General Ledger for all pool projects by the 15th of every month for expenses occurred during the previous month. Entries for the categories: Equipment and Furnishings, Work by Owner, Data and Voice Communications, and Utility Relocations shall be categorized in accordance with the ASTM Uniformat II Classification Standard (see attached PDF).

Change Orders and Work by Owner for projects entered into GCPay shall be entered and coded consistent with the ASTM Uniformat II Classification Standard.

The monthly fee for using this system is paid by the project General Contractor once a construction contract has been awarded.

Payment requests for General Contractors and A/Es, and all project costs (equipment, testing, moving, move coordination, etc.), shall be accounted for in this system.

Training on the use of the system is available from the vendor. Contact information can be obtained at www.dgs.virginia.gov/DEB.

Access to and instructions for the use of the GCPay statewide contract are available at the Department of General Services website (www.dgs.virginia.gov/DEBContracts).

Agencies shall include the following form and format changes for projects documents on which GCPay is used:

**Supplemental General Conditions for the Construction Contract (CO-7)
Substitute Revised Section 36(a), PAYMENTS TO CONTRACTOR**

(a) Unless otherwise provided in the Contract, the Owner will make partial payments to the Contractor on the basis of a duly certified and approved Schedule of Values and Certificate for Payment, Form CO-12, showing the estimate of the Work performed during the preceding calendar month or work period, as recommended by the Architect/Engineer. When evaluating the Contractor's Form CO-12, the Architect/Engineer will consider the value of the Work in place, the value of approved and properly stored materials, the status of the Work on the critical path with regard to the Time for Completion, and the estimated value of the Work necessary to achieve Final Completion. The Architect/Engineer will schedule a monthly pay meeting to occur no earlier than the 25th day of the month represented by the payment request or not later than the 5th day of the following month. The Contractor shall submit his monthly estimate of Work completed on Form CO-12 through GCPay for projects that are required by the Contract Between the Owner and Contractor (CO-9) to use GCPay contractor payment system so that it is received by the Architect/Engineer and the Owner's Project Manager at least one work day prior to the date scheduled by the Architect/Engineer for the monthly pay meeting. The Owner will review the estimate with the Architect/Engineer and the Contractor at the monthly pay meeting, which shall be considered the receipt date, and may approve any or all of the estimate of Work for payment. In preparing estimates, the material delivered to the Site and preparatory Work done shall be taken into consideration, if properly documented as required by Section 20 of these General Conditions, or as may be required by the Architect/Engineer so that quantities may be verified. In addition to material delivered to the Site, material such as large pieces of equipment and items purchased specifically for the Project, but stored off the Site within the Commonwealth of Virginia, may be considered for payment, provided all of the following are accomplished prior to the submission of the monthly payment request in which payment for such materials is requested.

**Contract between the Owner and Contractor (CO-9)
Substitute Revised Section 5, PAYMENTS**

5. PAYMENTS: The procedures for establishing a Schedule of Values for the Work, for requesting monthly progress payments for Work in place, and for requesting payments for properly stored materials are stated in the General Conditions. Unless otherwise provided under the Contract Documents, interest on payments due the Contractor shall accrue at the rate of one percent per month. §2.2-4354 of the Code of Virginia.

eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**

GCPay: Contract payments shall be made through GCPay. Go to www.dgs.virginia.gov/deb to see the fee schedule and the instructions on how to process pay applications.

Contract between Owner and Architect/Engineer for Professional Services (CO-3)
Add to Section 4, PAYMENT SCHEDULE

4. Payment Schedule

eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

GCPay: Contract payments shall be made through GCPay. Go to www.gcpay.com to see the instructions on how to process pay applications. The fee for this service is included in the Construction Contract and paid by the General Contractor.

Invitation for Bids

Include as a part of the **Invitation for Bids** after “eVA registration required:”

GCPay: Contract payments shall be made through GCPay. Go to www.dgs.virginia.gov/deb to see the fee schedule and [go www.gcpay.com to see](http://www.gcpay.com) the instructions on how to process pay applications.

Instructions to Bidders

Include as a part of the Instructions to Bidders after “eVA registration required:”

GCPay: Contract payments shall be made through GCPay. Go to www.dgs.virginia.gov/deb to see the fee schedule and [go to www.gcpay.com to see](http://www.gcpay.com) the instructions on how to process pay applications.

ASTM Uniformat II Classification Standard:

Extracted, with permission, from ASTM E1557-09 Standard Classification for Building Elements and Related Sitework-UNIFORMAT II, copyright ASTM International, 100 Barr Harbor Drive, West Conshohocken, PA 19428. A copy of the complete standard may be obtained from ASTM International, www.astm.org.

([Click here to visit astm.org](http://www.astm.org))

Level I	Level II	Level III
A Substructure	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2010 Basement Excavation A2020 Basement Walls
B Shell	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Enclosure	B2010 Exterior Walls B2020 Exterior Windows B2030 Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings
C Interiors	C10 Interior Construction	C1010 Partitions C1020 Interior Doors C1030 Fittings
	C20 Stairs	C2010 Stair Construction C2020 Stair Finishes
	C30 Interior Finishes	C3010 Wall Finishes C3020 Floor Finishes C3030 Ceiling Finishes
D Services	D10 Conveying	D1010 Elevators & Lifts D1020 Escalators & Moving Walks D1090 Other Conveying Systems
	D20 Plumbing	D2010 Plumbing Fixtures D2020 Domestic Water Distribution D2030 Sanitary Waste D2040 Rain Water Drainage D2090 Other Plumbing Systems
	D30 HVAC	D3010 Energy Supply D3020 Heat Generating Systems D3030 Cooling Generating Systems D3040 Distribution Systems D3050 Terminal & Package Units D3060 Controls & Instrumentation D3070 System Testing & Balancing D3090 Other HVAC Systems & Equipment
	D40 Fire Protection	D4010 Sprinklers D4020 Standpipes D4030 Fire Protection Specialties D4090 Other Fire Protection Systems
	D50 Electrical	D5010 Electrical Service & Distribution D5020 Lighting and Branch Wiring D5030 Communications & Security D5090 Other Electrical Systems
E Equipment & Furnishings	E10 Equipment	E1010 Commercial Equipment E1020 Institutional Equipment E1030 Vehicular Equipment E1090 Other Equipment
	E20 Furnishings	E2010 Fixed Furnishings E2020 Movable Furnishings
F Special Construction & Demolition	F10 Special Construction	F1010 Special Structures F1020 Integrated Construction F1030 Special Construction Systems F1040 Special Facilities F1050 Special Controls and Instrumentation
	F20 Selective Building Demolition	F2010 Building Elements Demolition F2020 Hazardous Components Abatement
G Sitework & Utilities	G10 Site Preparation	G1010 Site Clearing G1020 Site Demolition and Relocations G1030 Site Earthwork G1040 Hazardous Waste Removal
	G20 Site Improvements	G2010 Roadways G2020 Parking Lots G2030 Pedestrian Paving G2040 Site Development G2050 Landscaping
	G30 Site Mechanical Utilities	G3010 Water Supply G3020 Sanitary Sewer G3030 Storm Sewer G3040 Heating Distribution G3050 Cooling Distribution G3060 Fuel Distribution G3090 Other Site Mechanical Utilities
	G40 Site Electrical Utilities	G4010 Electrical Distribution G4020 Site Lighting G4030 Site Communications & Security G4090 Other Site Electrical Utilities
	G90 Other Site Construction	G9010 Services and Pedestrian Tunnels G9090 Other Site Systems & Equipment
Z Gen'l. Cond. / OH&P	Z Gen'l. Cond. / OH&P	Z0000 General Conditions / Gen'l Requirements, OH & P

The last entry above is not part of the referenced ASTM Uniformat II classification standard.