



DEPARTMENT OF  
GENERAL SERVICES

**DIVISION OF ENGINEERING AND BUILDINGS**

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## **DEB Notice 121523**

(Effective: 12/15/2023)

# **2023 Edition - Construction & Professional Services Manual - Revision 0**

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## **I. Purpose of this Notice:**

The purpose of this notice is to announce the issuance of Revision 0 of the 2023 Edition of the Construction and Professional Services Manual (CPSM) and to summarize the changes which have been incorporated since Revision 1 of the 2022 Edition was issued on 02-14-23.

This and other recent editions of the CPSM are available on [DEB's website](#) for viewing or download.

## **II. Summary of Changes**

The changes incorporated into Revision 0 of the 2023 Edition of the CPSM are as follows:

### **A. Chapter 1 – Introduction**

#### General

Revised Section 1.0 to add Capitol Square Preservation Council to list of applicable *Code of Virginia* sections.

Revised Sections 1.0 & 1.2 for sections included in the A/E Manual.

Revised Section 1.0 to define the **Construction and Professional Services Manual – 2023, Revision 0 for State Public Bodies** (e.g. Authorities and Tier 3 Institutions of Higher Education that have a Memorandum of Agreement with DEB for Building Official services.)

### **B. Chapter 2 – Definitions**

#### Added the following definitions:

“Agency Representative – Annual Permit program”

“Agency Representative – Building Maintenance”.

“Six-Year Capital Outlay Plan Advisory Committee”

#### Modified the following definitions:

“A/E Manual”

“Building Official”

### **C. Chapter 3 – Architectural and Engineering Services**

Fees More Than \$10,000 Up To \$80,000

Revised Section 3.1.6.2 to add the word “Other” to beginning of second paragraph.

**D. Chapter 4 – Code and Technical Requirements for All Buildings on State Property**

Means of Egress Illumination

Revised Section 4.1.2.15 to require occupancy sensors for unswitched lights in means of egress.

Power Operated Vestibule Doors

Added Section 4.1.2.21 for automatic controls of vestibule doors.

Grab Bars at Rear Wall

Added Section 4.2.2.20 to delete Exception 1 to ASAD 604.5.2 for new construction.

Standpipe Hose Connections in Stairways

Added Section 4.2.2.21 and Figure 4.2.2.21 to clarify protrusion limits for standpipe hose connections in stairways.

Baby Changing Facilities in State-Owned or Leased Buildings

Revised Section 4.4.3 for requirement to provide baby changing facilities in existing and new buildings.

DEB Shop Drawing Final Approval

Revised Section 4.6.1 for electronic submission of approved shop drawings for State Building Official stamp and signature.

Annual Permit

Revised Section 4.19.3.2 for name of Agency Representatives – Annual Permit program.

Amusement Devices

Revised Section 4.19.3.3.5 in its entirety.

Industrialized Buildings

Added sentence to Section 4.19.3.4.6 clarifying that a separate building permit is required prior to making any changes to an industrialized building.

Added Section 4.19.3.4.9 to clarify that paper Permit Documents shall be submitted to DEB for State Building Official stamp and signature.

Towers

Revised Section 4.19.3.5 in its entirety.

When No Certificate of Use and Occupancy Exists or a Change of Use is Proposed

Added Section 4.19.3.8 in its entirety.

Responsibilities of the Agency Chief Administrative Official

Revised Section 4.19.6 to delete reference to the Agency Building Maintenance Representative.

Building Systems Commissioning

Added Section 4.21 in its entirety.

**E. Chapter 5 – Project Submittal Standards**

Design Initiations / Pre-Design Conference

Modified Section 5.5 to clarify that assigned DEB Lead Reviewer is point of contact unless otherwise indicated in list of DEB reviews.

Preliminary Documents- Architectural Drawings

Modified Section 5.7.2.9.4 for information required on Roof Plan and Exterior Elevations.

Preliminary Documents- Electrical Drawings

Modified Section 5.7.2.9.19 for information required on Lighting Plans.

Project Submission Requirements

Modified Section 5.11 & 5.12 for electronic permit document submission requirements.

Value Engineering (VE)

Modified Section 5.14.3 for qualifications of Certified Value Specialist.

Modified Section 5.14.4 to provide submission of electronic documents to the VE team as an option in lieu of paper documents.

**F. Chapter 6 – Design & Procurement Criteria, Policies & Guidelines**

High Performance Buildings Act- Compliance Statement

Modified Section 6.1.3.2, option 1 to clarify compliance path selected.

Structural Design Guidelines

Clarified Section 6.1.4.1 for minimum roof live load.

Raceway Color Codes

Added Section 6.16.3 for raceway color codes and associated index.

**G. Chapter 7 – Construction Procurement and Administration**

Prevailing Wage

Modified Section 7.0.1.3 to provide contact information for reporting violations of the prevailing wage payment requirements.

Virginia Construction Contracting Officer

Revised Section 7.0.3 to clarify that DEB will provide assistance in identifying a VCCO who is willing to provide appropriate guidance if an agency does not have a VCCO.

Work Performed by Other than Public Contract

Clarified in Section 7.0.5 that agency work force personnel are state employees.

**H. Chapter 8 – Capital Outlay Planning and Project Approval**

VEES Energy Report

Modified Section 8.8.7 for distribution of agency Energy Reports.

**I. Appendix E – Cost Estimate Requirements and Format**

Modified Sections E.1 & E.5 to require electronic submission of both Building Cost Summary form and associated supporting estimate backup.

Modified Section E.5 to clarify cost estimate submission requirements for capital projects and require electronic submission.

**J. Appendix G – Electric Vehicle Parking Space and Charging Station Policy**

Revised Section G.2.2 for minimum cord length.

Revised Section G.3.2 to clarify that electric vehicle charging equipment is required to be issued a permit and installed as construction.

**K. Appendix H – Guidelines for Non-Capital Outlay Building Projects**

Revised Section H.4 to require submission of electronic permit documents.

**L. Appendix S – DEB Electronic Documents Review (EDR) Process-Document Submittal Requirements**

Revised Appendix S in its entirety.

**M. Appendix V – Virginia Energy Conservation & Environmental Standards (VEES)**

Deleted Section 401.3.2.4.2 for DEB’s distribution of agency Energy Reports.

**Errata, as follows:**

<u>Section</u>	<u>Erratum</u>
General	Updated various hyperlinks
General	Substituted the word “disabled” or “accessible” as appropriate throughout the CPSM for the word “handicapped”.
4.2.2.9	Revised reference and hyperlink to updated edition of <a href="#">PROWAG</a> .
4.20.6	Revised reference in item #5 to Section 7.6.17.11.