



Virginia Department of Corrections

Infrastructure and Environmental Management

Operating Procedure 301.2

Infrastructure and Environmental Management Unit - Process Guide

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Content Owner: Cynthia Griffith
Senior Planner and Performance Analyst

Signature

Date

Reviewer: Timothy Newton
Director of Infrastructure and Environmental
Management

Signature

Date

Signatory: Joseph W. Walters
Deputy Director for Administration

Signature

Date

REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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DEFINITIONS

Construction - Per the *Construction and Professional Services Manual (CPSM)*, construction includes new construction, reconstruction, renovation, restoration, major repair, demolition and all similar work upon buildings and ancillary facilities owned or to be acquired by the Commonwealth, including any draining, dredging, excavation, grading or similar work upon real property.

Demolition - The removal of a state-owned building or facility regardless of size, type, or use, which must be approved by the Governor of Virginia. This authority has been designated to the Department of General Services and the process outlined in the *Construction and Professional Services Manual (CPSM)*.

Demolition Permit - Department of General Services form CO-17.1, (DGS-30-176), *Permit for Demolition of Building on State Property*, which documents the approval process and, once signed, allows the DOC to proceed with physical demolition of a building.

Emergency Project - In the DOC, a project is considered an emergency if the situation affects the life, health or safety of staff, inmates, or visitors; if the situation creates a serious disruption of operations or security procedures; or if there is an imminent danger of serious property damage.

EP - eVA terminology for a "purchase order." An EP is created when an eVA requisition (that did not have the SPCC box checked) has gone through the required approvals.

Fixed Asset Accounting and Control System (FAACS) - The system used by most state agencies in accounting for fixed assets.

Industrialized Building - Any combination of one or more sections or modules, subject to state regulations and including the necessary electrical, plumbing, heating, ventilating, and other service systems, manufactured off-site and transported to the point of use for installation or erection, with or without other specified components, to comprise a finished building.

Organizational Unit - A DOC unit, such as a correctional facility, regional office, probation and parole office, Virginia Correctional Enterprises (VCE), Academy for Staff Development, Corrections Construction Unit, Agribusiness Unit, and individual headquarters unit, e. g., Human Resources, Offender Management, Internal Audit, etc.

Organizational Unit Head - The person occupying the highest position in a DOC Organizational Unit.

Seal, Registration Seal, or Virginia Registration Seal - Means the seal required by 13VAC5-91-260, *Registration seal for industrialized buildings*

Trade Services Contract - Standing contract with specific independent trade contractors that are established for a specific period of time (12-month terms) that may be used on an "as needed" basis for construction/demolition work/job or construction/demolition related services.

Work Order - The official document that identifies, requests, and tracks the work needed to be performed under a trade services contract.

PURPOSE

This operating procedure provides information on the use of Trade Services Contracts, how to initiate the process to demolish state-owned property, and provides information on how to initiate special or emergency projects administered by the Infrastructure and Environmental Management Unit (IEMU) for the Department of Corrections (DOC).

PROCEDURE

- I. Trade Services Contracts - Work Orders
 - A. The Construction Support Service Section of the Infrastructure & Environmental Management Unit (IEMU) administers trade services contracts. IEMU is the contract owner and, therefore, must process work orders that use a trade services contract regardless of the location of the work performed. IEMU will track use and compliance with maximum authorized amounts.
 - B. Purchases for architectural or engineering services or construction that requires a building permit and/or plans, drawings, or specifications prepared by an architect or engineer will be procured in accordance with the Construction and Professional Services Manual (CPSM) and fall under the purview of the Infrastructure and Environmental Management Unit. The [Construction and Professional Services Manual](#) issued by Department of General Services' [Division of Engineering and Buildings](#) (DEB) governs all capital outlay project purchases including construction projects, renovation projects, and professional architectural and engineering services.
 - C. The *DPS Agency Procurement and Surplus Property Manual* ([APSPM](#)) issued by the Division of Purchases and Supply (DP&S), please refer to the APSPM, *Virginia Public Procurement Act* ([COV §2.2-4300 et seq.](#)), [Commonwealth of Virginia Vendor's Manual](#), [Commonwealth Accounting Policies and Procedures Manual](#) (CAPP), and applicable sections of other Commonwealth of Virginia manuals provide detailed instructions on the purchase of goods and services; see also Operating Procedure 260.1, *Procurement of Goods and Services*.
 - D. Individual work orders may not exceed \$100,000. The sum of all work orders performed by an individual contractor in a one-year contract term shall not exceed the maximum threshold amount of \$1,000,000.
 1. Work orders are to be used only for specific minor construction, repairs, system replacement or alterations, and major repairs.
 2. Work orders may not be used for general maintenance and upkeep.
 3. No new construction is allowed under a work order.
 4. Work orders must include materials and labor.
 5. Order splitting with the intent of keeping a work order under the maximum dollar amounts is prohibited.
 - E. The scope of services must be reviewed at the time the work order is written as **NO** additive change orders can be written once the work order is approved. However, a deductive change order can be written if all services were not required.
 - F. A contractor may not be used to complete work unless that contractor is listed under that approved category. The contractors' category list is available through the Construction Support Services section of IEMU.
 - G. Work order contractors are assigned to the following categories:
 1. Interior Partitions and Finishes
 2. Mechanical
 3. Electrical



4. Plumbing
5. Site work and concrete
6. Roads and parking
7. Security fencing and gates
8. Roofing
9. Elevators
10. Above ground fuel oil tanks and propane storage tanks
11. Masonry
12. Emergency generators and transfer system installation or repair
13. Metals, hollow metal, security glazing and security hardware
14. Site utilities
15. Automatic sprinkler systems
16. Water Well Installation or repair
17. Air conditioning, ventilation, or refrigeration systems
18. Insulating and fireproofing
19. Duct cleaning
20. Perimeter fence detection systems
21. Exterior caulking, coating, and waterproofing
22. Food service/kitchen equipment installation or repair
23. Low voltage wiring and devices: Security CCTV installation and repair
24. Low voltage wiring and devices: Security control system installation and repair
25. Low voltage wiring and devices: Building automation installation and repair
26. Low voltage wiring and devices: Water/wastewater process control system
27. Low voltage wiring and devices: Fire alarm system installation and repair
28. Painting and industrial coatings
29. Electrical system testing and maintenance
30. Modular buildings

H. Process for Submitting Trade Services Work Orders

1. If there is a question as to whether a permit is required, authorized personnel at any DOC facility or location, i.e., the requestor, should contact IEMU for guidance.
2. The requestor should check the current list of contractors managed by IEMU and choose the contractor by the category that meets the work scope requirements. The contractors' category list is available through the Construction Support Services section of IEMU.
3. The requestor should obtain a written proposal, negotiate the fee, and request a completed work order from the contractor.
4. The requestor should offer the contractor the opportunity to visit the site to assess the scope of the work. The requestor is responsible for addressing any security issues and access logistics between the contractor and the DOC facility.
5. The requestor should send IEMU a transmittal memo or email that includes:
 - a. The date of the request



- b. Funding authorization that includes cost codes
 - c. A completed work order form that contains the scope of work, including a description of the work to be included or excluded
 - d. Any special instructions or information needed for processing
6. Any incomplete or missing submissions to IEMU may delay or halt processing.
 7. Once IEMU receives the work order, it will be reviewed and forwarded it to the contractor for signature.
 8. If a permit is required, the work order will not be processed until the permit is either issued by the State Division of Engineering and Buildings or an IEMU annual permit is approved.
 9. Once any issues have been resolved and a complete submission has been received by IEMU, the Construction Support Services Section will assign the work order an EP number through eVA.
 10. The requestor, contractor, and regional business manager will receive a copy of the EP.
 11. If the work performed is not satisfactory and the requestor is unable to resolve the issue with the contractor, the requestor should contact the Construction Support Services Section of IEMU for assistance.

II. Process for Submitting a Demolition Request to IEMU

- A. When a facility or other DOC location has determined that a state-owned structure on DOC property needs to be removed, an authorized individual at that location should contact IEMU with the following information:
 1. Building or structure identification to include
 - a. Name of the building or structure
 - b. Fixed Asset Accounting and Control System (FAACS) number; see DOC Guide to Institutions, if necessary
 - c. Location on property, including if inside or outside of the secure perimeter
 - d. Former and current use of the building or structure
 2. Justification or reason for demolition
 3. Dates any utilities were disconnected, i.e. date of release by utilities
 4. Estimated cost of demolition and funding source approval (if applicable)
 5. Interior and exterior photographs of the current condition of the building or structure
 6. Approval from the appropriate Organizational Unit Head, Regional Administrator, or Regional Operating Chief
- B. If the building or structure was constructed prior to 1985, the facility should hire a contractor to perform lead paint and asbestos tests on the building or structure and submit the results to IEMU as soon as they are available. The facility may also submit past testing results under certain conditions.
- C. Any incomplete or missing information may delay or halt processing.
- D. Once IEMU has received all information, approvals will be sought with the Department of Historic Resources and the Art & Architectural Review Board.
- E. If IEMU is contracting for demolition or using the Remediation Unit or the Corrections Construction Unit (CCU) to complete demolition, IEMU staff will ensure that all work is completed and materials are disposed of properly.
- F. The requestor of the demolition is required to pay for any environmental permits, testing, or other related costs.



G. If the facility is contracting for or performing the demolition, the facility is responsible for ensuring that all recyclable materials are disposed of as determined by IEMU's Sustainability Manager. If any hazardous waste is present, an abatement contractor must provide documentation that it was disposed of properly.

H. Once the demolition is complete, the facility is responsible for:

1. Ensuring that the Commonwealth's Fixed Asset Accounting and Control System (FAACS) system has been updated to reflect the demolition; see Operating Procedure 230.1, *Accounting for Fixed Assets*.
2. Ensuring that IEMU is notified so that site records can be updated.

III. Emergency Projects

Process for Submitting an Emergency Project to IEMU

A. When an emergency occurs that requires the immediate construction, repair, or replacement of a critical system, the facility should:

1. Complete the [Emergency Procurement Determination](#) 260_F3, and obtain the signature of the Director or designee
2. Forward the completed form to the Director of the Infrastructure and Environmental Management Unit

B. An IEMU project manager will be assigned to manage the emergency project. The project manager will:

1. Determine the scope of the project
2. Obtain a cost estimate
3. Obtain approval for a specific funding source
4. Arrange for a contractor to complete the work under an emergency declaration, unless the facility has already contacted a contractor
5. Supervise the work done by the contractor

C. In the case of an emergency, a contract may be awarded without competitive sealed bidding. A written notice will be placed on eVA stating that the contract is being awarded on an emergency basis and identifying the contractor, what is being procured, and the date of the award

D. The *Emergency Procurement Declaration* form will serve as the required written determination required by the COV §2.2-4303(f), *Methods of procurement* and the *Construction and Professional Services Manual* (CPSM).

IV. Special Projects

A. Special projects are small construction, renovation, repair or replacement projects that require guidance from IEMU on the project scope, design, code-related issues, and permitting.

1. Special projects are typically funded by a facility, the Department, or another funding source. All costs associated with a special project including construction, special inspections, design documents, or any other related costs are paid by the approved funding source.
2. Special projects cannot use capital or maintenance reserve funding.
3. Special projects do not require authorization by the General Assembly or Governor.

B. Types of Special Projects

1. Renovations: A renovation is an alteration to an existing building, structure, or system that may include new features, layouts, occupancy levels, etc. (e.g., replacing old windows with a new type of window or removing walls to expand usable space).
 - a. Depending on the extent of the project, IEMU can issue a building permit for renovations.



- b. If a permit is not required, an approval memo will be issued.
 2. **Repairs:** Repair typically means correcting damage to return the existing building, structure, or system to good working order. As with renovations, IEMU can issue a building permit or approval memo, as necessary.
 3. **Building Additions:** Construction that requires documents prepared by licensed Architect/Engineer. The Department of Engineering and Building (DEB) must review construction documents. Once these documents have been approved, the state building official at DEB will issue a building permit prior to construction.
 4. **New Construction:** All new construction requires documents prepared by licensed Architect/ Engineer.
 - a. DEB must review construction documents.
 - b. Once these documents have been approved, the state building official at DEB will issue a building permit or, under DOC's delegated permit authority, IEMU will issue an annual permit prior to construction.
 5. **Demolitions:** See the section on Demolitions of this operating procedure for requirements. The Special Project approval process outlined below must still be followed.
 6. **Site Work:** Site work involves any work done outside of a building; such as installation of utilities, installation of sanitary lines or storm sewers, grading and irrigation, landscaping, lighting, parking, and property access and parking.
 - a. Design documents may be required depending on the extent of the site work.
 - b. Building permits are not usually required; however, depending on the extent, other agencies, such as DEB or the Department of Environmental Quality, may need to review for approval
 7. **Miscellaneous:** Miscellaneous projects include, but are not limited to, installation and permitting of trailers, tents, storage containers, or outbuildings.
 - a. The installation of tents require a DEB permit.
 - b. Metal Storage Containers (i.e. Connex type boxes) are viewed as equipment and do not require a permit. However, the installation of such a container must to be reviewed by IEMU for code compliance (i.e. setback, supports, access, etc.). Upon review, an approval or disapproval memo will be issued. Such containers are not to be used as habitable space.
 - c. New building structures that are less than 256 square feet (i.e., storage shed, gazebos, etc.) which are not set on a permanent foundation will not require a building permit.
 - d. Industrialized buildings, such as mobile classroom trailers, will require Virginia seals and registration numbers on the industrialized building in accordance with the [Virginia Industrialized Building Safety Regulations 2015](#). Contract documents required to construct the foundations, accessible routes, means of egress, Americans with Disabilities Act requirements, etc., have to be reviewed by DEB before a building permit can be issued.
- C. Process for Requesting a Special Project with IEMU
1. An email must be send to the Assistant Director for Infrastructure in IEMU. Any incomplete or missing information may delay or halt processing.
 2. The request must include an email or other documentation showing approval by:
 - a. The Organizational Unit Head or designee
 - b. The Regional Operations Chief or designee
 3. The following information is required in the request:
 - a. Description/Scope of Work
 - b. Justification of work
 - c. Method to be used (e.g. in-house, contractor, etc.)
 - d. Estimated start and completion of work

- e. Estimated Cost
 - f. Funding Source/Code
 - g. Drawings, Sketches, Specification, and/or photos (as attachments)
 - h. Site Location (attach to signed form)
4. Upon receipt of the request, the Assistant Director for Infrastructure will assign a project manager to the special project. The IEMU project manager will be responsible for:
- a. Reviewing the project for feasibility, costs, environmental impact and regulations, building code compliance, etc.
 - b. Contracting for or preparing any drawings, specifications, or surveys, if needed
 - c. Preparing any contracts and related documents
 - d. Submitting documents to appropriate state agencies (Division of Engineering & Buildings, Department of Historic Resources, Department of Environmental Quality, etc.)
 - e. Obtaining any permits and/or external approvals required
 - f. Supervising the work being performed
 - g. Ensuring that the project is properly closed out once all work is completed

REFERENCES

COV §2.2-4300 et seq., *Virginia Public Procurement Act*

COV §2.2-4303(f), *Methods of procurement*

13VAC5-91-260, *Registration seal for industrialized buildings*

Operating Procedure 230.1, *Accounting for Fixed Assets*

Operating Procedure 260.1, *Procurement of Goods and Services*

[Construction and Professional Services Manual](#) (CPSM)

[VDGS/DP&S - Agency Procurement and Surplus Property Manual](#) (APSPM)

[VDOA - Commonwealth Accounting Policies and Procedures Manual](#) (CAPP)

[Virginia Industrialized Building Safety Regulations 2015](#)

ATTACHMENTS

None

FORM CITATIONS

[Emergency Procurement Determination](#) 260_F3

[Permit for Demolition of Building on State Property](#) CO-17.1, (DGS-30-176)