



Commonwealth of Virginia
Department of General Services



Web-Based Construction Cost Accounting

January 2012



Web-Based Construction Cost Accounting

- DGS has contracted with a vendor, GCPay, to provide a service to process pay applications and track expenses for construction projects
- System is used for :
 - submitting and approving construction contractor's CO-12 (Schedule of Values / Applications for Payment)
 - submitting and approving A/E invoices
 - inputting ledger entries for all other costs associated with a construction project



System will provide:

- Real time data on commitments, expenditures, and balances for projects
- SWaM reports that comply with DMBE reporting requirements



GCPay is an internet-based service that provides the construction industry with a tool to manage Construction Documentation in a manner consistent with current industry standards. Simple and easy to use, GCPay eliminates the tedious process of reviewing submitted items.

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General Ledger	
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Category	
Acquisition Cost	
Land Acquisition	
Design & Related Services	
Speciality Consultants	
CM Design phase services	
Subsurface Investigations	
Land Survey	
Archeological survey	
Hazmat survey and design	
Value Engineering Services	
Cost Estimating Services	
Inspection & Testing Services	
Project inspection services	
Project testing services	
Furnishings & Movable Equipment	
Equipment and Furnishings	
Project Management & Other Costs	
Project Management	
Work by Owner	
BCOM Services	
Advertisements	
Printing and Reproduction	
Moving and relocation expenses	
Data and Voice Communications	
Signage	
Demolition	
Hazardous Material Abatement	
Utility Connection fees	
Utility relocations	
Commissioning	
Misc other costs	

The system will track expenses in these categories



Implementation

- DEB issued a notice on 12/28/2011
- Requiring use of GCPay for all pool-funded projects
- Agencies currently working to upload existing project information



DEPARTMENT OF
GENERAL SERVICES
DIVISION OF ENGINEERING AND BUILDINGS
Serving Government. Serving Virginians.

DEB Notice 122811
(Effective: 01/01/2012)

Web Based Processing of Construction Project Payments - GCPay

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 Pooled Projects) is mandatory. At this time, the use of GCPay is optional for other state projects.

The monthly fee for using this system is paid by the project General Contractor.

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 GCPay at www.gcpay.com.

Access to and instructions for the use of the GCPay statewide contract are available at the Department of General Services website.

<http://www.dgs.virginia.gov/DivisionofEngineeringandBuildings/DirectorsOffice/DEBContracts/GCPay/tabid/1205/Default.aspx>

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 such period, as recommended by the Architect/Engineer. When evaluating the