

THE CAPITAL CONTRACTING OFFICE

THE CAPITAL CONTRACTING OFFICE'S RESPONSE TO COVID-19 - INTRODUCING ERESPONSE

During this time of national health crisis, we are working hard to continue providing exceptional, timely procurement and contracting services for capital project delivery. Our team is successfully using technology to work safely from home for most of the services we provide. You'll find that our staff is able to be fully responsive to your contracting needs. We're conducting our meetings, bid openings via Microsoft Teams and Livestream, and continuing to focus on improving our processes to maximize efficiency and quality. An example of this is the partnership between our office and the Purchasing Office to offer vendors the opportunity to respond to solicitations online!

Invitation for Bids, Requests for Qualifications, and Request for Proposal solicitations. eResponse will operate on the current Austin Finance Online platform. Prime Contractors and Prime Consultants are required to be registered vendors with the City of Austin and have an Austin Finance Online account.

An instructional video and instructions on utilizing eResponse are available at Austin Finance Online under the Open Solicitations tab at: austintexas.gov/financeonline/account_services/solicitation/solicitations.cfm.

The new eResponse process will allow contractors and consultants to respond to solicitations electronically, including

SOCIAL DISTANCING REQUIREMENTS FOR IN-PERSON SUBMITTALS

While CCO's intent is to provide most of its services online, bids and professional services consultant submittals continue to be received in-person at our office located at One Texas Center, 505 Barton Springs Road, Suite 1045-B. Due to social distancing requirements as defined by the Stay Home-Work Safe Order, please allow additional time for your in-person submittals. Only a limited number of individuals will be allowed in CCO's suite at any one time.

If you have any questions about these requirements, you may contact your Authorized Contact for your solicitation for more information. The Authorized contact can be found in the solicitation information at Austin Finance Online at the following link: austintexas.gov/financeonline/account_services/solicitation/solicitations.cfm





The CIP Partners Academy has gone virtual! Due to the City's Stay Home-Work Safe Order, the April 15th CIP Partners Academy Class was held via Microsoft Teams! The class topic was CCO's Construction Training Program (CTP), presented by Rick Wilson, Program Consultant. If you were unable to attend the class, don't worry! The class video and presentation are posted on CCO's website at: austintexas.gov/department/cip-partners-academy.

We hope to see you June 17th for our next CIP Partners Academy class which will provide you with an overview of the Consultant/Contractor Performance Evaluation Program. Registration for this class can be found online at: austintexas.gov/department/cip-partners-academy

For questions about the CIP Partners Academy, please reach out to Gilbert Arroyo at gilberto.arroyo@austintexas.gov.



IMPORTANT COVID19 INFORMATION

Important Information Regarding City of Austin Construction Sites

Governor Greg Abbott's Executive Order (No. GA-14) issued on March 31, 2020 clarified that construction work of all kinds is permitted in the State of Texas. There are currently no prohibitions on commercial or residential construction projects. The following information is supplemental guidance based on the Governor's Executive Order.

Employer Requirements for all construction work

In addition to the distancing guidelines and healthy work practice requirements, for all construction sites within the City with more than 10 active workers at any time, the person in charge of the overall site ("Site Manager") shall:

- Post at the site, in languages understood by all persons working there, a notice showing the sizes and types of shift crews working there, and directions on how the Site Manager is limiting crew sizes and rotating shifts;
- Conduct a job site pre-screening of the general health of each worker, understood by the worker, every day before the commencement of work;
- Ensure that the site has at least one handwashing station with soap or hand sanitizer for each 15 workers at the site;
- Prohibit the use of community water coolers;
- Ensure that shared tools are disinfected between users, and that common areas (lunch and break areas, toolbox talk areas, large equipment, etc.) and collective touch points (doorknobs, counters, keyboards, etc.) are cleaned and disinfected at least twice a day; and
- Post signs in English and Spanish providing the social distancing requirements in Section 6.j. of the Stay Home Order, the recommendations for employees in Exhibit B of the Stay Home Order, and the provisions in Section 3 of this guidance document, and information for workers to submit complaints of any violations. These posters are available for download at the Capital Contracting Office website at: austintexas.gov/department/covid-19-construction-information
- If a worker at a construction site is confirmed to have contracted the coronavirus virus, the Site Manager shall immediately send the worker home, notify Austin Public Health, and follow all directions from Austin Public Health concerning that worker.
- The Site Manager shall ensure that every worker who enters a job site has signed in and shall keep a list of and contact information for every worker that enters the job site every day for the purpose of identifying and notifying

workers if they have shared a job site with someone who has been confirmed to have the coronavirus virus.

If a worker at a construction site is confirmed to have contracted the coronavirus virus, the Site Manager shall immediately send the worker home, notify Austin Public Health, and follow all directions from Austin Public Health concerning that worker.

The Site Manager shall ensure that every worker who enters a job site has signed in and shall keep a list of and contact information for every worker that enters the job site every day for the purpose of identifying and notifying workers if they have shared a job site with someone who has been confirmed to have the coronavirus virus.

All Construction Industry employers are encouraged to observe the following employment practices for the benefit of the overall economy of the City:

- Take no adverse action against a worker who declines to work at a construction site if the worker believes in good faith that the site presents an imminent health risk to the health of the worker or others due to coronavirus.
- Take no adverse action against a worker who has been quarantined, or advised to self-quarantine, due to possible exposure to coronavirus.
- Do not contest a claim for unemployment benefits filed by a worker temporarily furloughed as the result of the closure of a construction site due to coronavirus.

FOR THE MOST UP-TO-DATE INFORMATION ON COVID-19 FOR AUSTIN AND SURROUNDING COMMUNITIES, ALONG WITH THE STAY HOME-WORK SAFE ORDER, PLEASE VISIT THE CITY'S COVID-19 WEBSITE AT:

AUSTINTEXAS.GOV/COVID19

Additionally, the Austin Public Health Authority issued a requirement for everyone to wear face coverings when in public, and for essential business employees to wear face coverings while working, beginning Tuesday April 14th all employees are required to wear face coverings when working at an essential business. The requirements are as follows:

- All employees are required to wear face coverings when working at an essential business;
- All customers are required to wear face coverings when entering an essential business;
- All workers are required to wear face coverings when working in critical infrastructure jobs; and
- All essential businesses are required to post mandatory face covering signage at their establishments. These posters can be downloaded from our website at austintexas.gov/department/covid-19-construction-information

Required face coverings include items such as bandanas, cloths, homemade masks, or other items that cover the entirety of the nose and mouth. Face coverings should perform the following:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Be made of multiple layers of fabric;
- Allow for breathing without restriction; and
- Able to be laundered and machine dried without damage or change to shape.

We appreciate that the Austin-Travis County business community continues to operate with ingenuity in these extraordinary times and ask for your support in complying with the measures put in place for the safety of the community and the construction workforce. Together we can flatten the curve and return to normal operations as soon as possible. Thank you for your support and cooperation.

For all of the information you need regarding requirements for construction workers, visit austintexas.gov/department/covid-19-construction-information



**REQUIRED SIGNAGE
CORRECTLY
POSTED ON SITE**

UPCOMING PROJECTS

To view our upcoming projects list online visit our website at:
www.austintexas.gov/cco

LET'S STAY CONNECTED!

LIKE US



FOLLOW US



JOIN US

