

# CITY OF CHARLOTTESVILLE

DEPARTMENT OF PUBLIC WORKS  
FACILITIES DEVELOPMENT  
305 4<sup>th</sup> St. NW, Charlottesville, VA 22903  
Phone (434) 970-3302

## ADDENDUM NO. 2

RFQ# PW ADMIN TRAINING ROOM  
Addendum Date: 07/20/2020

### TO ALL BIDDERS:

**Project: Public Works Admin. Building Training Room**  
**RFQ#: PW ADMIN TRAINING ROOM**  
**RFQ Date: 07/02/2020**

The following constitutes an addendum to the Contract Documents issued for bidding on 06/29/2020. This addendum shall be attached to the Contract Documents and shall be part thereof to the same extent as if it were originally included. The contractor shall be responsible for coordinating these changes as they affect other work in the Contract Documents. Bidders shall acknowledge receipt of this addendum on their bid form. The Contents of this Addendum alter and amend the original drawings and specifications and take precedence over the related items therein. **THERE IS NOT A CHANGE TO THE TO THE BID OPENING DATE OR TIME BY THIS ADDENDUM.**

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### **I. PRE BID MEETING IS CANCELLED:**

IF YOU WOULD LIKE TO MAKE A PRE BID SITE VISIT, CONTACT SUSAN DYER DIRECTLY TO SCHEDULE A SITE VISIT.

SITE VISITS MUST BE SCHEDULED BY JULY 23 prior to 4:00 PM and ALL SITE VISITS MUST OCCUR ON SITE ON OR BEFORE MONDAY JULY 27.

SITE VISIT CONTACT INFORMATION: [dyers@charlottesville.gov](mailto:dyers@charlottesville.gov) OR CELL: (434) 906-3963

### **II. BID DUE DATE HAS NOT CHANGED**

#### Work Schedule:

A. All work shall be performed per the following schedule:

- i. Bids are due from all Bidder's by 2:00 pm on July 31 (Email submittals Only)*
- ii. Proposed Construction schedule is due from Selected Bidder on or before August 5, 2020*
- iii. Monday, August 10, 2020: Mobilization and work may begin on this date.*
- iv. Friday, October 23, 2020: 55-Day Substantial Completion (all work complete and turned over to the Owner, Furniture delivery begins on site – furniture provided and installed by others).*
- v. Friday, October 30, 2020: Final Completion (all punch-list and close out requirements complete and furniture installation will begin – furniture provided and installed by others).*

### **III: GENERAL CLARIFICATION FOR BIDDERS:**

THE POLICY REGARDING COVID-19 REQUIREMENTS IS POSTED AS AN ATTACHMENT TO THIS ADDENDUM.

END OF ADDENDUM

ATTACHMENT: COVID-19 POLICY



## **City of Charlottesville COVID-19 Response Document: Contractor work in Owned and Maintained Facilities Procedures**

### **Purpose:**

The purpose of this procedure is to outline the process to be taken by City of Charlottesville (“City”) staff and outside contractors during the COVID-19 healthcare pandemic. Some City owned or maintained facilities will be temporarily and/or conditionally opened and available for site investigations and/or construction work as required to meet existing contractual obligations during this pandemic. Based on recommendations set forth by the Centers for Disease Control (CDC), the Virginia Department of Health and the Thomas Jefferson Health District, all City staff, contractors and vendors must adhere to strict social distancing recommendations, enhanced sanitizing procedures, and apply relevant workplace guidance from state and federal authorities including:

- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- OSHA: <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>
- Virginia Department of Labor and Industry: <https://www.doli.virginia.gov/vosh-programs/coronavirus-covid-19-resources/>

### **Authority & Definition**

The basis of this policy is rooted in the guidance from the Centers for Disease Control (CDC) and the Virginia Department of Health (VDH) regarding transmission of COVID-19.

“*Community facilities*” (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.

### **Procedure:**

#### **I. Responsibilities of all persons who enter City owned or maintained facilities:**

##### **a. Practice and enforce social distancing:**

- i. Increase distance between shared work spaces. When physically greeting others, avoid physical contact. (i.e. do not fist bump, shake hands, hugs, etc.)
- ii. Limit work groups to 10 individuals or less and keep at least 6 feet apart.
- iii. When possible, avoid more than 1 person in the elevator at a time.



## **City of Charlottesville COVID-19 Response Document: Contractor work in Owned and Maintained Facilities Procedures**

- iv. Practice and enforce social distancing with colleagues and visitors by keeping space between yourself and others. Actively monitor and ask colleagues to stay 6 feet apart if feasible.
- v. Convert most in-person meetings to virtual meetings. Ensure in-person groups are no larger than 10 people and appropriate physical space of at least 6 feet is maintained between each individual.
- vi. Increase physical workspace between employees. This includes modifying existing seating arrangements in workspaces, break areas and conference rooms as necessary.

### **b. Practice preventive measures:**

- i. Individuals who are sick should remain at home or not enter the building. Ask individuals who enter the building if they are sick and send them home if they are.
- ii. Hand-shaking and physical contact are prohibited. Practice cough etiquette. Cough or sneeze into your elbow or tissues. If you cough into tissues throw them in the trash **and** wash your hands immediately.
- iii. Request visitors who enter the building to wash their hands or use alcohol-based hand rubs containing at least 60% alcohol upon arrival and during their visit.
- iv. Wash hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer which should be rubbed on hands until dry, about 20 seconds.
- v. Cover your mouth and nose with a cloth face cover when around others.
- vi. Refrain from talking over documents, equipment, or food items that will be distributed to others.
- vii. Clean all frequently touched surfaces routinely (i.e. daily).
- viii. Maintain an open line of communication with the workforce and keep them informed with the latest news and/or changes which may directly affect them.

### **c. Specific Responsibilities of the Outside Contractor(s) when entering City owned or maintained facilities:**

**In addition to the above practices, it is the responsibility of the Outside Contractor to also:**

- i. Comply with existing OSHA standards (<https://www.osha.gov/SLTC/covid-19/standards.html>) as these



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- standards apply to protecting workers from the novel coronavirus, COVID-19. The contractor is responsible to remain compliant with all applicable OSHA requirements.
- ii. Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
  - iii. Provide reminders to their staff of the importance of regular handwashing and take all precautionary measures to ensure that workers have hand washing facilities, or an alternative to prevent further spread of the virus.
  - iv. Insure hand sanitizer is fully stocked in all portable restrooms.
  - v. Provide to workers, customers, and worksite visitors cloth face covers which cover the mouth and nose.
  - vi. Maintain enhanced housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - vii. Ensure that all safety related information (including signage) is relayed to the workers in their native language as to ensure that they will understand the message.
  - viii. Upon completion of work, the entire work area shall be thoroughly cleaned and disinfected with a disinfectant approved by the Environmental Protection Agency.

Thank you in advance for demonstrating community care by implementing the above prevention measures.

### **II. Resources:**

- a. [CDC Guidance on Cleaning and Disinfecting for Community Facilities](#)
- b. [United States Environmental Protection Agency site on approved cleaners](#)