

Information Regarding City of Asheville Construction Projects and Procedures

To: Contractors, Consultants and Designers,

City of Asheville staff has been monitoring the impacts of the COVID-19 situation on City construction projects. It is increasingly clear that our commitment to health and safety requires us to take further steps to help reduce the possible transmission of COVID-19. Protecting our staff, as well as your employees, and the successful completion of our projects are our top priorities. City of Asheville staff greatly appreciates all the precautionary procedures your firms have implemented to date. To further enhance your procedures, along with following State Construction Office guidance, the below guidelines will be followed until the local or State-imposed State of Emergency is lifted:

1. Please be advised that capital projects have NOT been suspended. However, City of Asheville Project Managers will minimize their on-site presence to essential tasks.
2. All design, field, construction, and progress meetings will be performed virtually. If onsite meetings/inspections are required, then no more than five (5) people will be in a room at one time, while maintaining proper social distancing.
3. Pre-Bid meetings may be performed in two phases.
 - a. Phase I, City of Asheville staff and the designer will have electronic drawings disbursed to all interested parties prior to an open site inspection. A date may be set for an open site inspection, where the contractors will have access to inspect the site.
 - b. Phase II - the following day, City of Asheville staff and the designer will host a virtual meeting to review the drawings with all interested parties and address any questions that may arise. Details will be provided in the bid documents
4. Bid Opening procedures will be included as part of the Instructions to Bidders. If a bid has already been advertised, the bid opening procedures will be included via an addendum.
 - a. The addendum shall be sent out at least seven (7) days prior to bid opening.
 - b. Bid time will be officially closed at 3:00 PM and all hand-delivered bids shall be dropped off at City of Asheville's Water Payment Drop Box, [City County Plaza](#) - 70 Court Plaza -, Asheville, NC.
 - c. Bidders may also submit bids via USPS/UPS/FEDEX sent to the attention of the Project Manager. It is the bidder's responsibility to ensure that the bid arrives before the bid closing time of 3:00 PM. Addresses will be provided in the bid.
 - d. Bidders shall sign across the sealed flap on the envelope to ensure no tampering prior to the bid opening.
 - e. Bidders who are interested in observing the bid opening via YouTube can do so at this [link](#) . Bid Openings shall occur at Asheville City Hall 1st Floor Conference Room, at 3:00 PM.
 - g. In-person attendance at bid openings will be limited to one Design firm representative and three City of Asheville representatives (Project Manager, Purchasing Representative & CAPE Representative for LIVE YouTube Stream). The person opening bids will show each envelope so that all observers on YouTube can see that envelopes have not been tampered with.
 - h. The bid opening will be recorded and archived on the City's Bid Page.

Finally, the City requests notices of any updates/changes in your current daily operations by your respective firms during this emergency event. Also, notify us in regard to any and all project challenges each firm is facing, i.e., material delays/shortages, and loss of manpower. This information will help us work together to lessen the impact to personal safety and project construction timelines. To be successful we must continue to provide timely communications between our departments as the situation changes.

You can contact me with any questions or comments that you may have. Please keep safe.

Thanks,
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