



Redevelopment Authority of Allegheny County

Request for Proposals (RFP)
Architectural and Engineering Services

849 – 853 Braddock Avenue, Braddock PA
15104

September 28, 2020

OBJECTIVE

The Redevelopment Authority of Allegheny County (“RAAC” or “Owner”) is issuing a Request for Proposals (“RFP”) from consultants or professional organizations (“Professionals”) to provide architectural and engineering services (“Services”) related to undertaking a capital needs assessment of a commercial structure located at 849-853 (“Property” also known as the “BETC Building”) Braddock Ave. in Braddock, Pennsylvania. Such Services shall include:

- Task 1: Building Assessment/Capital Needs Assessment/Physical Conditions Assessment
 - The Capital Needs Assessment or Physical Conditions Assessment should use industry standards to identify deficiencies of the building (e.g., ASTM E2018; Certified Commercial Property Inspectors Association; or a Federal agency format applicable to a commercial structure; or other industry standard protocol)
 - Conduct an analysis to understand building deficiencies
 - Undertake analyses to estimate usable life in the major systems of the building and identify major concerns
 - Major systems to include:
 - Structural support
 - Roofing and cladding (including windows, doors, siding, gutters)
 - Plumbing
 - Electrical
 - HVAC
 - Fire alarm/suppression systems
 - Elevator system
- Task 2: Analysis of the existing concrete ADA ramp and ADA access in the building generally
- Task 3: Analysis of Tenant requested improvements including prioritization.
- Task 4: Develop a scope of work to address deficiencies uncovered in consultation with Owner
- Task 5: Assign a cost estimate to correct each of the deficiencies
- Task 6: Consult with building owner to develop a work plan to prioritize renovation/repair needs
- Task 7: Develop plans and specifications for the renovation/repair needs
- Task 8: Prepare a bid package for the renovation/repair needs, assist Owner in evaluating bid responses and selection of a contractor(s)
- Task 9: Prepare a construction contract for use between the Owner and selected contractor(s).
- Task 10: Perform construction administration tasks

RAAC invites Professionals to submit documentation of the qualifications and expertise they would utilize to perform the requested Services. This information, as well as other information

provided to RAAC in the Proposal submitted in response to the RFP (“Proposal”), will serve as the basis for selection and negotiations.

Final responsibility for the selection of a Professional rests with RAAC. The Professional will be engaged to undertake the agreed-to Services, and agreement will be reached on the project strategy, schedule, and other related matters.

PROJECT CONTEXT

The Property includes the following:

849-853 Braddock Avenue, Braddock, Pennsylvania, consisting of one structure and parking lot.

The Services provided will be paid for using Community Development Block Grant (CDBG) funds provided to the RAAC by the County of Allegheny. They are provided by the U. S. Department of Housing and Urban Development to the County of Allegheny, and thus require compliance with the rules of the CDBG program which note the Equal Employment Opportunity laws and regulations and encourage participation by minority -, women- and veteran-owned businesses.

WORK REQUESTED

Task 1: Assessments of the Property

The Professional and/or a qualified subcontractor of the Professional will walk through the Property and visually observe and assess the condition of the building. The conditions will be documented in a written report, with photographs, which shall be provided to RAAC. The Professional and subcontractor (if applicable) will participate in meetings with RAAC and any partners identified by RAAC to discuss the findings. As noted above, the following areas should be examined:

- Conduct an analysis to understand building deficiencies
- Undertake analyses to estimate usable life in the major systems of the building and identify major concerns
- Major systems to include:
 - Structural support
 - Roofing and cladding (including windows, doors, siding, gutters)
 - Plumbing
 - Electrical
 - HVAC

Task 2: Assessment of the existing ADA ramp and overall ADA access for the building

The selected professional shall inspect and make recommendations for providing compliance with the ADA requirements of a commercial structure and specifically if the existing ramp(s) need be renovated, removed, or another solution (or solutions) identified.

Task 3: Analysis of Tenant requested improvements including prioritization

- The selected professional shall inspect and make recommendations for tenant requested items based on need.
- Estimate cost of the improvements
- Design and propose solutions to RAAC-agreed upon improvements.
- Prepare bid-package(s) as needed for improvements.
- Oversee construction of improvements selected by RAAC

Task 4: Develop a scope of work to address deficiencies uncovered

The selected professional shall design a scope of work sufficient to develop reasonable cost estimates for the required renovations. This is to be developed in consultation with owner.

Task 5: Assign a cost estimate to correct each of the deficiencies

The selected professional shall develop reasonable cost estimates for each deficiency so that RAAC can fully understand the cost implications of each item

Task 6: Consult with building owner to develop a work plan to prioritize renovation/repair needs

The selected professional shall assist RAAC in understanding each item so that renovation/repair items may be prioritized in terms of health and safety, useful systems life, and budget constraints.

Task 7: Develop plans and specifications for the renovation/repair needs

Once the work plan noted in Task 5 is completed, and the professional firm has received from RAAC affirmation of same, the professional shall develop plans and specifications sufficient that the can be bid upon by contractors and accurately priced by contractors.

Task 8: Prepare a bid package for the renovation/repair needs, assist building owner in evaluating bid responses and selection of a contractor(s)

The selected professional shall, with assistance from RAAC, develop a bid package that can be advertised publicly. The package will need to contain information required by the federal funds provided, including provisions for items such as equal opportunity, prevailing wages, M/W/DBE

and VOSB participation.

Task 9: Write construction contract between Owner and contractor(s).

The selected professional shall provide AIA contract documents to codify the requirements that the contractor and Owner shall need to meet so that the renovation/repair tasks may be performed, and compensation provided.

Task 10: Perform construction administration tasks

The selected professional shall oversee the renovation/repair work that is being undertaken, verify its completion and submit to the RAAC signed and notarized AIA G702 for payment. Upon completion, professional shall issue a certificate of completion. Professional shall verify that the contractor(s) has secured any necessary municipal or county permits for the work undertaken.

PROPOSAL SUBMISSION

All interested Professionals must attend a **mandatory pre-bid meeting/site visit** in order to be eligible to submit proposals. The pre-bid meeting site visit will take place on **October 13, 2020**. Interested Professionals **must RSVP to brian.baker@alleghenycounty.us** by if they plan to attend, no later than **October 6, 2020 by 3 P.M.** It is anticipated that appointment times will be set if a larger number of persons will be touring to allow for limited groups and appropriate distancing, and a second date will be added if a large response. Masks are required. Professionals will have the opportunity to go on a tour of the property. Please note that you will be required to adhere to the COVID-19 protocols as included in Attachment C. In addition, note that the Contractor(s) selected for the work will be required to adhere to the construction protocols (also Attachment C).

The deadline for submitting a Proposal in response to this RFP is November 13, 2020 at 5:00 p.m. Proposals that are not received via e-mail submission prior to the time and date specified will be considered late. **LATE PROPOSALS WILL NOT BE CONSIDERED.**

Proposals shall be submitted via email to:

Brian Baker
Redevelopment Authority of Allegheny County
c/o Allegheny County Dept. of Economic Development
112 Washington Place, Ste. 900
One Chatham Center
Pittsburgh, PA 15219

brian.baker@alleghenycounty.us

To be considered, a Professional shall submit a complete Proposal. RAAC encourages creative and innovative Proposals that are compatible with local rules and regulations. Proposals shall be comprehensive, straightforward, and accurate, and shall contain a concise delineation of the Professional's capability to deliver the requested Services.

The Professional shall submit a complete proposal via email as a PDF (or multiple PDF files). Note that the County E-mail systems limits attachment size to less than 25 MB. Larger submissions will need to be submitted in 2 or 3 emails.

PLEASE INCLUDE: **BETC-RFP RESPONSE** in the subject line of the email. Email to: brian.baker@alleghenycounty.us.

It is the Professional's sole responsibility to read and interpret this RFP and the written instructions contained herein.

Questions about the RFP may be submitted, in written form only, to brian.baker@alleghenycounty.us. Questions and answers, if substantive and generally applicable, will be emailed to each party which attended the site visit and posted to the website: <https://www.alleghenycounty.us/economic-development/bids/bid-notices.aspx>. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the issuance of any questions and answers and to ascertain that all issued questions and answers have been received prior to submitting a Proposal.

Addenda to the RFP, if issued, will be posted to the Allegheny County webpage at <https://www.alleghenycounty.us/economic-development/bids/bid-notices.aspx>. It is the responsibility of all parties submitting responses to the RFP to make inquiry as to the Addenda issued and to ascertain that all Addenda have been received prior to submitting a Proposal. All such Addenda shall become part of the RFP documents, and all respondents shall be bound by such Addenda, whether or not received by the respondents.

PROPOSAL REQUIREMENTS

In order to facilitate review by RAAC, please submit the Proposal in keeping with the following format.

1. Letter of Transmittal

- Legal name, address, and status of the Professional, along with the names and addresses of the individual principals with authority to legally bind the Professional.
- Name, title, address, telephone, fax number, and e-mail address of the contact for the Professional.
- Acknowledgement of receipt of any and all amendments to this RFP.

2. Overview of the Professional

- A concise description of the Professional including organizational structure, subsidiary companies, identification of principals or parent companies, length of time in business, office locations, number of personnel, and relevant experience.
- A list of any subcontractors that would be engaged by the Professional to perform any or all the Services, their role, and their relevant experience and qualifications.
- A list of individuals who will make up the team providing the Services and their relevant experience and qualifications.

3. Relevant Experience

- A concise description of the Professional's experience performing the requested Services. This should include a discussion of relevant experience performing building assessments and preparing recommendations for buildings to allow them to remain viable. The Professional should provide concrete examples and describe how the Professional dealt with poor conditions that limited access to some or all parts of the building.
- A sample of building assessments and renovation/repair plans (if available).

4. Work Plan

- A description of the how the Professional intends to accomplish the objectives of this RFP.
- An estimated schedule for completion of each of the Services. RAAC desires all work to be completed within 6 months of the contract start date.

5. Cost Estimate

- The Professional must complete Attachment A, the Pricing Schedule. In addition to completing Attachment A, the Professional must submit with their Proposal a list of hourly rates for personnel and standard expenses (mileage, copying, etc.). In the event RAAC desires that the selected Professional perform additional related work entitled "Work Requested", RAAC will request that the Professional prepare a work order for RAAC's review and approval that provides the total flat rate for the requested service. Costs shall not exceed the hourly rates schedule in the Proposal. Costs may be negotiated during the review and evaluation process.

6. Completion of the attached Allegheny County Community Development Block Grant (CDBG) forms:

- PL5 – Award Verification for Suppliers and Professional Services (Attachment B)
- Agency / Prime Contractor / Subcontractor Verification (Attachment B)

7. Minority, Women, Disadvantaged Business Enterprise (M/W/DBE) and Veteran-Owned Small Business Participation

- RAAC has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.
- RAAC has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.

EVALUATION CRITERIA

The following criteria in each Proposal will be considered in evaluating Professionals for potential selection.

1. Relevant Experience

- Experience conducting similar services on buildings in poor condition, including the provision of architectural and engineering services such as structural assessments, environmental testing, and stabilization and demolition plans.

2. Qualifications

- Qualifications of the project team members;
- Qualifications of the subcontractors, if any; and
- Overall supervision of the project team members and any subcontractors.

3. Strength of Work Plan

- Clear understanding of Services requested and plan for accomplishing them.
- Timeline for completion.

4. Cost Estimate Breakdown

- Cost breakdown for each professional service needed to complete this activity; and
- Estimated total of all costs combined.
- Rate schedule for additional services that RAAC may request.

5. Minority, Women, Disadvantaged Business Enterprise (M/W/DBE) and Veteran-Owned Small Business Participation

- RAAC has established a goal of having thirteen percent (13%) MBE participation and two percent (2%) WBE participation for all projects funded by RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.
- RAAC has established a goal of having five percent (5%) participation by Veteran-Owned Small Businesses (VOSBs) in all contracts for goods and services which utilize funds provided by or through the RAAC. Proposals should indicate a commitment to meet or exceed RAAC's goals.

REVIEW AND SELECTION PROCESS

RAAC will review all Proposals to identify those that in its judgment are most qualified and advantageous for its purposes. The review may include a request for additional information, interviews, and negotiations with submitting Professionals. RAAC may also request more detailed project information, including but not limited to the Professional's financial information and a project pro forma. All such information obtained will be used to determine which Proposal is most appropriate for working toward an agreement that is suitable for all parties.

RAAC intends to decide based upon information in the Proposals submitted by the Professionals, investigation of projects completed by the Professionals, performance in previous undertakings, and other pertinent factors. The selected Professional will be chosen based on the evaluation criteria outlined in the previous section. RAAC will decide after reviewing Proposals as to whether it will request interviews of candidates.

RAAC expressly reserves the right, in its sole discretion, to: (1) select a Proposal(s) that best meets the evaluation criteria and is most responsive to RAAC's objectives; (2) accept or reject any and all Proposals, in whole or in part, for any reason or no reason whatsoever; (3) alter, change or modify in any way the selection process or this RFP, at any time and without notice; (4) postpone or cancel the selection process for its own convenience at any time and without notice; (5) waive any defects, irregularities or nonconformities contained in any submitted proposals or responses to this RFP; (6) disregard all non-conforming, non-responsive or conditional proposals or responses to this RFP; (7) waive any submission requirements contained within this RFP or otherwise; (8) terminate this RFP at any time, without notice; and/or (9) issue a new RFP with respect to the Properties at any time.

Neither this RFP nor any part or aspect of the selection process shall in any way be deemed to create, constitute an offer for, or constitute an acceptance of an offer for, a binding contract or agreement of any kind between the RAAC and any Professional. If RAAC selects a Professional to provide the services described in this RFP, and RAAC deems said Professional to be capable, experienced and prepared, RAAC may enter into an agreement or agreements with said Professional as deemed appropriate by RAAC in its sole discretion. Response to this RFP indicates the interest of Professionals to be considered for such an agreement(s); however, the RAAC shall be under no obligation to enter into any binding agreement or contract with any

Professional as a result of this RFP, or as a result of any subsequent negotiations or any other part or aspect of the selection process. RAAC reserves the right to terminate any and all discussions and negotiations with any Professional at any time prior to the execution of a formal, written agreement(s) between RAAC and said Professional. No legal or contractual rights or obligations between RAAC and the Professional will come into existence at any time; and no legal or contractual rights or obligations between RAAC and a Professional will come into existence unless and until a formal, written agreement(s) has been fully executed by both parties. The legal rights and obligations which will come into existence at such time shall be limited to those expressly set forth or incorporated by reference in said Agreement.

GENERAL CONDITIONS

All Proposals, including attachments, supplementary materials, addenda, etc. shall become the property of RAAC and will not be returned.

The Professional, by submitting a Proposal in response to the RFP, waives all rights to protest or seek any legal remedies whatsoever regarding any aspect of the RFP, RAAC's selection of a Professional with whom it enters into negotiations, RAAC's rejection of any or all Proposals, and any subsequent agreement that might be entered into as a result of the RFP.

The Professional, its employees, contractors, and primary subcontractors will not discriminate against or segregate any person or group of persons on any unlawful basis in the performance of the Services.

The Professional selected will be required to abide by all County, State, and Federal regulations as applicable, including but not limited to providing opportunities for M/W/DBE and VOSB entities, contracting, labor compliance, environmental reviews, and other applicable regulations.

NO REPRESENTATION OR WARRANTY

RAAC, its partners, consultants, contractors, employees, and officers are not responsible for any incomplete or inaccurate information that may be obtained from any source whatsoever regarding property data. All information contained herein is from sources deemed reliable, but no warranty or representation is made as to the accuracy thereof, and same is submitted subject to errors, omissions, or withdrawal without notice. Moreover, the information provided in this RFP, as well as in related reports, drawings, and addenda by RAAC's representatives and consultants, is provided for the convenience of the Professional only. The Professional is responsible for verifying any and all information to their own satisfaction and are encouraged to consult with the appropriate agencies within the Borough of Braddock, as well as all other relevant federal, state, and local agencies to obtain current planning and zoning information. The Professional should make its own conclusions regarding the site and its physical, environmental, and/or market conditions.

RAAC NON-LIABILITY AND RELATED MATTERS

1. Inspection of Property

RAAC will arrange for a staff person from the Allegheny County Dept. of Economic Development to accompany interested Professionals on an interior inspection of the property. **The inspections will be held on October 13, 2020 at 849 Braddock Avenue Braddock, PA 15104. Professionals interested in submitting a Proposal must participate in this pre-bid meeting. Please see also the COVID-19 related work guidance document in Attachment C.**

RAAC shall have not liability with respect to a Professional's participation in the inspection and the Professional participates and enters the Properties at the Professional's own risk.

2. RAAC Discretion, Non-Liability, Waivers and Hold Harmless

The Professional acknowledges, by submitting information and Proposals to RAAC, that RAAC does not undertake and shall have no liability, with respect to the Services, the RFP, and Proposals in response thereto, nor with respect to any matters related to any submission of a Proposal by a Professional. By submitting a Proposal in response to the RFP, the Professional releases RAAC from all liability with respect to the Services, the RFP, and all matters related thereto, covenants not to sue RAAC regarding such matter and agrees to hold RAAC harmless from any claims made by the Professional, or anyone claiming by, through, or under the Professional in connection therewith.

DIVERSITY

RAAC does not discriminate based on race, color, creed, religion, disability, or sexual orientation. Furthermore, minority, women, and disadvantaged business owners are encouraged to pursue business opportunities with RAAC.

For information on the M/W/DBE Program, M/W/DBE Certification, and How to Obtain Business within Allegheny County, contact the Allegheny County Department of Minority, Women and Disadvantaged Business Enterprise at (412) 350-4309, or review the information on the County of Allegheny web site at: <http://www.alleghenycounty.us/mwdbbe/index.aspx>.

Attachment A

Pricing Schedule and scope of work for each task along with a time line break down should be included in each bid proposal

Task 1: Building Assessment/Capital Needs Assessment/Physical Conditions Assessment

Task 2: Assessment of the existing ADA ramp and overall ADA access for the building.

Task 3: Analysis of Tenant requested improvements including prioritization.

Task 4: Develop a scope of work to address deficiencies uncovered in consultation with Owner

Task 5: Assign a cost estimate to correct each of the deficiencies

Task 6: Consult with building owner to develop a work plan to prioritize renovation/repair needs

Task 7: Develop plans and specifications for the renovation/repair needs

Task 8: Prepare a bid package for the renovation/repair needs, assist Owner in evaluating bid responses and selection of a contractor(s)

Task 9: Prepare a construction contract for use between the Owner and selected contractor(s).

Task 10: Perform construction administration tasks

Notes:

- In addition to completing Attachment A, the Professional must submit with their Proposal a list of hourly rates for personnel and standard expenses (mileage, copying, etc.). In the event RAAC desires that the selected Professional perform additional related work as described in the above section entitled "Work Requested RAAC will request that the Professional prepare a work order for RAAC's review and approval that provides the total flat rate for the requested service. Costs shall not exceed the hourly rates schedule in the Proposal.

Attachment B

Procurement forms for the CDBG funds

Procurement Compliance / Bid Package Documents
AWARD VERIFICATION FOR SUPPLIERS AND PROFESSIONAL SERVICES - PL5

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED FOR SUPPLIERS (\$1,000 or more) AND ALL PROFESSIONAL SERVICES USED ON THE JOB.

ALL INFORMATION MUST BE FILLED IN COMPLETELY OR FORM MUST BE RESUBMITTED.

PL5—Award Notice for Supplier / Professional Service

To be filled out by Supplier / Professional Service:

Company Name _____
Address _____ City _____ State _____ Zip Code _____
Telephone Number () _____ Email _____ IRS ID # _____
Is Company: MBE: Yes ___ No ___ WBE: Yes ___ No ___ DBE: Yes ___ No ___ VOSB: Yes ___ No ___
If your company is a MBE/ WBE/ DBE/ VOSB Company, are you currently certified with the County's Office of Minority & Women Business? Yes ___ No ___ Certification # _____ Expiration Date _____
Are you certified under the PAUCP? (PA Unified Certification Program) Yes ___ No ___
If yes, Certification # _____ Expiration Date _____

RACIAL / ETHNIC CODES: (CHECK ONE)

1. White American ___ 2. Black American ___ 3. Native American ___ 4. Hispanic American ___
5. Asian/Pacific American ___ 6. Hasidic Jews ___

Company Signature: _____ Date: _____
Print Name: _____ Title: _____

THIS PART IS TO BE FILLED OUT BY OPERATING AGENCY ONLY:

Project # _____ Project Award Amount \$ _____
Project Name: _____ Project Location: _____
Contract Award Date: _____

Supplier/ Professional Service CDBG Contract Amount \$ _____
Supplier/ Professional Service HOME Contract Amount \$ _____
Supplier/ Professional Service ESG Contract Amount \$ _____

Agency Signature _____ Date _____
Print Name _____ Title _____

Procurement Compliance / Bid Package Documents
AGENCY/PRIME CONTRACTOR/SUBCONTRACTOR > SUPPLIER/PROFESSIONAL
SERVICES VERIFICATION

THIS FORM MUST BE SUBMITTED FOR EVERY SUPPLIER (\$1,000 or more) AND ALL PROFESSIONAL SERVICES HIRED FOR THIS FEDERALLY-FUNDED PROJECT & SUBMITTED TO AGENCY.

(Agency/Prime/Subcontractor Legal Name) _____ has an agreement with

(Supplier / Professional Service Legal Name/Address) _____ to work on the

(Project Name) _____ located in the area of _____, PA.

If awarded the contract, the above Agency/Prime Contractor/Subcontractor intends to have a binding contract with the above Supplier / Professional Services to provide the following materials / Services :

(Provide Brief Description of the Supplies / Professional Services Agreed Upon)

The contract dollar amount agreed upon by both parties is \$ _____.

The CDBG project amount, verified by the Operating Agency, is \$ _____.

Agency's Authorized Signature: _____ Date: _____

Agency's Printed Name: _____ Title: _____

Prime Contractor's Authorized Signature: _____ Date: _____

Prime Contractor's Printed Name: _____ Title: _____

Subcontractor's Authorized Signature: _____ Date: _____

Subcontractor's Printed Name: _____ Title: _____

Supplier / Service's Authorized Signature: _____ Date: _____

Supplier / Service's Printed Name: _____ Title: _____

Attachment C

COVID-19 Work Related Documents

COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

**Allegheny County Economic Development
Social Distancing Guidelines Agreement**

Please return a signed copy of this agreement acknowledging that _____ (Agency) will adhere to the Governor of the State of Pennsylvania and Secretary of Health guidelines (<https://www.pa.gov/guides/responding-to-covid-19/>) while conducting all pre-construction meetings, site visits, public bid openings, construction meetings and contractor walk-throughs.

PROJECT NUMBER

AUTHORIZED SIGNATURE

DATE

PRINTED NAME & TITLE

Allegheny County Economic Development
Guidance for Construction Reopening
During COVID-19

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth of Pennsylvania including those in new construction, renovation and repair are permitted to maintain in-person operations pursuant to the Governor's and Secretary of Health's April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance as well as all applicable business and building safety orders issued by the Secretary of Health.

Attached is the Guidance for Businesses in the Construction Industry permitted to operate during the COVID-19 disaster emergency. Included in the attachment are websites you can access for information regarding the order of the secretary of Health providing for building safety measures and Department of Health and Center for Disease Control and Prevention guidance.

Additionally, it is your obligation to communicate with the municipality to learn of any restrictions they have in place, that may be more stringent than the Governor's guidance.

Please return a signed copy of this notice acknowledging that you will adhere to all municipal restrictions if there are any, and that you have received the attachment, and will adhere to all requirements of the 4/23/2020 guidance and follow all policies and provisions specified to best protect all employees and the community from the spread of COVID-19.

CONTRACTOR NAME:

SIGNATURE

DATE

PRINTED NAME & TITLE

GUIDANCE FOR BUSINESSES IN THE CONSTRUCTION INDUSTRY PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY

INTENT

The virus that causes Coronavirus 2019 Disease (“COVID-19”) is easily transmitted, especially in group settings, and it is essential that the spread of the virus be slowed to safeguard public health and safety. Previously, the Governor and Secretary of Health ordered most construction projects to cease unless they were supporting life-sustaining businesses or activities. Recognizing that the construction industry is vital to Pennsylvania’s economy, construction activities may resume in accordance with this guidance.

Businesses in the Commonwealth that have been permitted to maintain in-person operations during the disaster emergency, other than health care providers, must take several precautions to protect their employees, their employees’ families, and members of their communities. Businesses that are permitted to maintain in-person operations are those authorized under the [Governor’s and Secretary’s Non-Life Sustaining Business Closure Orders](#), an exemption from those orders, or subsequent applicable order from the Governor and Secretary. All businesses (especially those that were originally closed and later permitted to re-open a portion of their operations) must review these guidelines and commit to ensuring the health and safety of their employees and the public, including construction businesses currently conducting in-person operations and those now able to resume activities.

BUSINESSES SUBJECT TO THIS GUIDANCE

Beginning May 1, 2020, all businesses in the construction industry in the Commonwealth, including those in new construction, renovation, and repair, as well as land subdivision and design-related field activities, are [permitted to maintain in-person operations](#) pursuant to the Governor’s and Secretary of Health’s April 20, 2020 amendments to the Business Closure Orders so long as their activities strictly adhere to this guidance. Construction projects previously granted an exemption to continue in-person operations may continue operations but must adhere to this guidance.

Prior to May 1, all businesses in the construction industry should continue to follow existing Administration orders and guidance, and may continue to maintain in-person operations to the extent authorized by any existing exemptions.

POLICY

It is the policy of the Administration to ensure that all businesses in the construction industry subject to this guidance conduct operations in the manner best designed to prevent or mitigate the spread of COVID-19 and ensure the safety of the employers, employees and the public as a whole.

All construction businesses authorized to conduct in-person operations in the Commonwealth must adhere to requirements of this guidance, as well as all applicable business and building safety orders issued by the Secretary of Health.

Local political units may elect to impose more stringent requirements than those contained in this guidance. In such instances, businesses must adhere to the more stringent requirements.

ALL CONSTRUCTION ACTIVITIES

All businesses and employees in the construction industry must do the following:

- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for business safety measures, issued April 15, 2020, including but not limited to provisions requiring that every person present at a work site wear masks/face coverings, and provisions requiring the establishment of protocols for execution upon discovery that the business has been exposed to a person who is a probable or confirmed case of COVID-19.
- Follow all applicable provisions of the [Order](#) of the Secretary of Health providing for building safety measures, issued April 5, 2020.
- Follow other applicable [Department of Health](#) (DOH) and Centers for Disease Control and Prevention (CDC) [guidance](#).
- Require social distancing (6-foot minimum distance between workers) unless the safety of the public or workers require deviation (e.g. drywalling, team lifting).
- Provide hand wash stations at appropriate locations on the site such as building entrances, break areas, food truck areas, offices, trailers, and job site egress areas.
- Implement cleaning or sanitizing protocols at all construction sites and projects. Identify and regularly clean and disinfect areas that are at high risk for transmission (requirements to clean common areas and regularly trafficked spaces periodically).
- Ensure all gatherings are limited to no more than 10 people, maintaining 6-foot social distancing, when required to meet, even when conducted outside.
- Use virtual meetings, and disseminate information electronically to the extent feasible.
- Stagger shifts, breaks, work areas and/or stacking of trades where feasible to minimize workers on site.
- Limit tool sharing and sanitize tools if they must be shared.
- Employ jobsite screening based on CDC guidance to determine if employees should work. Prohibit from working any employees with any symptoms of COVID-19. Encourage sick employees to stay home.
- Prohibit unnecessary visitors to any project or work site, and limit supplier deliveries.
- Limit access to enclosed spaces to the extent feasible.
- Ensure workers are traveling to and from the job site separately. Wherever possible employees should not share a vehicle.
- Identify a “Pandemic Safety Officer” for each project or work site, or, if a large-scale construction project, then for each contractor at the site. The primary responsibility of the Pandemic Safety Officer will be to convey, implement, and enforce the social distancing and other requirements of this guidance for the protection of employees, suppliers, and other personnel at the site.

RESIDENTIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines residential buildings as “detached one-family and two-family dwellings and townhouses which are not more than three stories above grade plane in height with a separate means of egress and their accessory structures.”

- All residential construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, such projects may not permit more than four persons on the job site at any time inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity.

NON-RESIDENTIAL OR COMMERCIAL CONSTRUCTION

The Uniform Construction Code (34 Pa. Code § 401.1) defines “Commercial construction” as “a building, structure or facility that is not a residential building.” This definition includes multi-unit housing and student housing.

- All commercial construction projects including new construction, renovation, and repair are authorized to conduct in-person operations; however, enclosed projects or portions of enclosed projects, may not permit more than four persons on job sites of 2,000 square feet or less, and
- One additional person is allowed for each additional 500 square feet of enclosed area over 2,000 square feet. These numbers are inclusive of employees of both prime and sub contractors, but not inclusive of delivery persons, code inspectors, or similar persons who require temporary access to the site and are not directly engaged in the construction activity. Enclosed square footage shall include all areas under roof that are under active construction at the time.
- Commercial construction firms, including particularly those managing large-scale construction projects, should consider strongly establishing a written Safety Plan for each work location containing site specific details for the implementation of this guidance to be shared with all employees and implemented and enforced by the designated Pandemic Safety Officer.

PUBLIC CONSTRUCTION

Elected political subdivisions (or “local political units” as described in the Governor’s guidance), and other public entities should continue to use best judgment in exercising their authority to conduct critical construction projects. All construction decisions should appropriately balance public health and safety while ensuring the continued safety of critical infrastructure. When possible, local political units and public entities should postpone non-essential projects and only proceed with essential projects when they can implement appropriate social distancing and cleaning/disinfecting protocols, and should adhere to this guidance on all construction projects.

Local political units and public entities should officially communicate to contractors whether their specific project will be resumed. Notwithstanding any general authorization to resume construction activities, contractors should not resume work on public construction projects until directed to do so by the applicable governmental unit.

Certain commonwealth agencies and independent commissions have already issued guidance for critical or essential projects that are continuing. Those specific agency or commission directives should be followed unless there is a direct conflict with these guidelines, in which case these guidelines control. Contractors working on public construction projects must follow construction restart or resumption plans established by that agency or commission.

INSPECTIONS AND APPRAISALS

Beginning May 1, 2020, in-person inspection and appraisals related to construction financing loans, and UCC building code plan review and inspection services may be conducted as necessary for all construction projects authorized under this guidance.

QUESTIONS AND FURTHER GUIDANCE

Businesses that have questions about whether this guidance applies to them may email the Department of Labor and Industry at RA-LIBOIS-BUILDINGS@pa.gov.

Answers to frequently asked questions involving application of the Employee Safety Order is available [here](#).

Businesses in the construction industry may wish to refer to PennDOT's COVID-19 Guidance for Restarting Construction Projects which provided a process for restarting construction projects that were suspended in response to COVID-19 mitigation. The guidance is available [here](#).

Help is available for people who are struggling with their mental or emotional health or feeling anxious or overly stressed contact the Crisis Text Line by texting PA to 741-741.

ENFORCEMENT

Enforcement actions against violators of the Governor's and Secretary of Health's Orders Closing Businesses That Are Not Life Sustaining commenced on March 23, 2020, and is ongoing.

Law enforcement officers should refer to Enforcement Guidance available online [here](#).

ADDITIONAL INFORMATION

For the most up-to-date, reliable information, please continue to refer to the Commonwealth of Pennsylvania's website for Responding to COVID-19 in Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>.