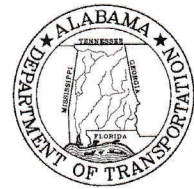




KAY IVEY
GOVERNOR

ALABAMA
DEPARTMENT OF TRANSPORTATION
CONSTRUCTION BUREAU
1409 COLISEUM BOULEVARD, G-101
MONTGOMERY, ALABAMA 36110
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JOHN R. COOPER
TRANSPORTATION DIRECTOR

April 5, 2020

Construction Information Memorandum (CIM) No. 2 - 2020

TO: Region Engineers

ATTN: Area Operations, Construction, & Local Transportation Engineers

FROM: Winston J. Powe, P.E. *WJP*
State Construction Engineer

RE: Coronavirus (COVID-19) Policies for ALDOT Construction Projects

Based on the requirements in Governor Kay Ivey and State Health Officer Dr. Scott Harris' Stay at Home Order effective on April 4, 2020 due to the Coronavirus (COVID-19) and in order to continue to perform our essential operations for construction, maintenance, and operations of roads and bridges as outlined in such order, this CIM modifies ALDOT specifications, policies, procedures, and business practices effective immediately and until further notice:

Credentials

Section 3. on page 6 of the Order outlines "Operators of 'essential businesses and operations' as defined in paragraph 2 may, but need not, issue credentials to their employees verifying their status as an employee of an essential business or operation." ALDOT personnel shall utilize their ID badges as their credentials. Consultant CE&I personnel, contractors, subcontractors, suppliers, and material vendors, etc. providing services on or for Department construction projects can provide the attached April 5, 2020 letter signed by George Conner, Deputy Director for Operations, to their personnel along with any company credentials that they deem as necessary during this Stay at Home Order.

Personal Protective Equipment (PPE; required by GFO 1-5)

There is **no sharing** of PPE. Each inspector shall have his/her own hard hats, vests, whistles, gloves, etc. and not share with anyone else.

Social Distancing

As outlined in Section 4. on page 7 of the Order, "Essential businesses and operations" shall take all reasonable steps for employees and customers to (a) avoid gatherings or 10 persons or more and (b) maintain a consistent six-foot (6') distance between persons. It is understood that some construction crews exceed 10 people on a project site. However, with the job responsibilities of each inspector, technician, superintendent, foreman, operator, and laborer, **we must maintain 6' of distance on the worksite**. There have been numerous complaints about crews closely congregating since the March 27, 2020 Order from the State Health Officer requiring the closing of "non-essential" businesses and directing people to take reasonable steps to maintain six feet of separation. Please understand that it is absolutely necessary that our inspection personnel, contractors, and material suppliers and vendors conform to this requirement so as to protect each and every one on the project site. In cases where personnel have to travel in the same vehicle, they are strongly encouraged to wear masks.

Offices

All project offices, whether staffed by ALDOT or a consultant CE&I firm, **shall** be closed to the public. Please post a sign on the door stating the office is temporarily closed to the public and leave appropriate contact numbers so that the public can call and discuss project issues.

**CIM 2-2020
Coronavirus (COVID-19) Instructions for ALDOT Construction Projects
April 5, 2020**

Meetings

All Construction Pre-bid, Preconstruction, and Progress Meetings **shall** be conducted by teleconference or webinar. ALDOT has a set of teleconference numbers available for use. If one is not available at the preferred time and the Contractor has the capability, you may utilize his system to hold the meeting. Minutes shall still be electronically recorded as outlined in Article 1:2:G of the Construction Manual. If you need webinar capabilities due to presentations or handouts, we recently held a Pre-bid Meeting using WebEx. Hunter Golson, our e-Construction Engineer, can assist you with setting up a WebEx meeting. You can contact him at golsonwi@dot.state.al.us.

Any meeting scheduled with the public for your construction project should be cancelled and handled by phone call or with a press release.

Electronic submittals

Based on the Governor's directions that state employees telework if possible, contractors are strongly encouraged to scan and email regular correspondence such as but not limited to schedules, required documents for the Preconstruction meeting, Storm Water Management Plan, Requests for Permission to Sublet Work, working drawings, material submittals, request for information (RFI), request for approval (RFA), proposals for modifying/changing the work, monthly estimate documentation (prompt payment and DBE-10s), change order pricing/justification, time charges' disputes, time extension requests, project shutdown requests per below, and notice of intent to file a claim. This will allow ALDOT to review and respond in the most efficient manner.

Contract documents, weekly payrolls, supplemental agreements, force account documentation, claims submittals, and final estimate documentation **shall** still be submitted on paper due to signature and notary requirements or file sizes.

Final Estimates

The requirement in Subarticle 109.12(d) for the Engineer to submit the final estimate voucher by certified mail with return receipt is hereby waived, and the Engineer may send by email with a read receipt required. That read receipt shall be printed and filed in the same manner as the return receipt.

Paper Tickets

Effective with the close of business on Monday, April 6, 2020, ***ALDOT will discontinue the practice of accepting paper tickets at the time of delivery on the project site.*** This applies to asphalt, concrete, and even aggregate as well as any other materials such as liquid asphalt/emulsion, precast products, reinforcing steel list, and other products that require documentation. The protocol for submitting ticket information is outlined on Attachment 2 and Form C-8 Contactless Weight Ticket Log in Attachment 3.

Lane Closure Modification Requests

As indicated in my emails to the Regions/Areas on March 21, 2020 and March 31, 2020, traffic has been significantly reduced along most of our routes, at times up to 35%. Several requests from contractors to either swap from nighttime to daytime lane closures or to extend daytime closures through peak hour restrictions have already been approved. However, some requests are still pending while traffic counts are being analyzed to determine if the level has decreased to the level to approve the request. It is anticipated that the Stay at Home Order should decrease traffic volumes even more. Thus, Regions/Areas should be prepared for such requests and have the Region TMC and/or Traffic Engineers review updated traffic data to determine if the request can be approved or not. As we all know, we would rather our project work be performed in the daytime, if possible.

Some modifications will result in a cost savings with approval by the Construction Bureau per GFO 4-3. In addition, FHWA and AASHTO have been requesting data on project lane closure modifications due to the impacts of the Coronavirus. In an effort to verify that a cost savings is applicable and to track the impacts as requested by FHWA and AASHTO, the Region/Area **shall copy** this office with any approval or denial for these requests.

Protocol for Notifying Individuals at Project Sites and Plants of Possible Exposure

Attachment 4 outlines the protocol for the Department to notify contractors, consultants, material producers/suppliers, etc. if an ALDOT employee who is an inspector has tested positive for COVID-19. The protocol also includes the requirements for the same contractors, consultants, materials producers/suppliers, etc. to notify ALDOT of an employee who is suspected as having COVID-19 or having been in direct contact with a COVID-19 individual.

Project Shutdown Requests

If a Contractor has to quarantine a crew due to a confirmed Coronavirus case or due to possible exposure and the work of that crew affects the *Controlling Item* as defined by Subarticle 101.01(b) of the Standard Specifications, he ***shall*** notify the Project Manager in writing with a copy to the Area Construction Engineer and the State Construction Engineer. The request shall outline that his crew or the subcontractors, or part of it, has to be quarantined due to a confirmed case or possible exposure and that no contract time should be charged. For working day contracts, the Project Manager will not charge contract time using the No Charge Reason "***Coronavirus Pandemic Shutdown***". The Project Manager shall document the *Controlling Item* in the project diary as required and include a remark concerning the request for the Contractor or his subcontractor's shutdown. The shutdown will continue until the quarantine period has ended (14 days for testing positive per Section 9. of the order on page 8) or until the affected person(s) tests negative and can return to work. Under no case is the Project Manager to use the No Charge Reason "***Suspension of Contract Time***".

For calendar date contracts, time shall be charged, and the PM ***shall*** list the *Controlling Item* in the Diary's *Controlling Item* field with the following remark "*No work performed on Controlling Item due to the Contractor's requested Coronavirus Pandemic Shutdown*". Once the quarantine period has ended and work can resume, the Region/Area will process a Form C-19A Time Extension Request for the affected days.

This work stoppage might occur without having to follow the notification protocol above and in Attachment 4 for the affected project.

All directives outlined above supersede any requirement in the Standard Specifications or Special Provisions, Construction Manual, previously-issued CIMs, Guidelines for Operation, or any other ALDOT manual or policy requirement. Please ensure that your staff and all personnel managing your construction projects are familiar with this matter. Most importantly, continue to emphasize the need to follow all the recent policies, protocols, and guidelines as we all work to provide essential services while staying safe and maintain our and the contracting industry's health.

These requirements apply to ALDOT-managed projects, but the Alabama County Engineers Association (ACEA) has been previously notified that this CIM was forthcoming. ACEA will be reviewing and determining if they will implement any or all of these requirements on projects managed or let to contract by the County.

As always, if you have any questions or need additional information, please let me know.

WJP

Attachments

pc: Mr. George Conner, PE	Ms. Maxine Wheeler	Mr. Don Arkle, PE
Mr. William Adams, PE	Mr. Ed Austin, PE	Ms. Ellen Leonard
Mr. Bill Patty	Mr. Clay McBrien, PE	Mr. Scott George, PE
Mr. Ed Phillips, PE	Mr. Stacey Glass, PE	Ms. Tracy Fletcher
Mr. Steve Walker, PE	Mr. Tim Colquett, PE	Mr. Tony Harris
Mr. Michael Stokes	Mr. Mark Bartlett, FHWA	ARBA
AAPA	ALBCA	ACIA
ACPA	ACEA	File



ALABAMA DEPARTMENT OF TRANSPORTATION

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Telephone: 334/242-6311 • Fax No.: 334/262-8041



Kay Ivey
Governor

John R. Cooper
Transportation Director

April 5, 2020

To Whom It May Concern:

The bearer of this letter, when presenting proper photographic identification, and with documentation that they are an employee of a consultant, contractor, sub-contractor, vendor, or supplier that is acting as an agent of the Alabama Department of Transportation (ALDOT) for the administration of contracted services, including construction projects, is fully authorized to travel the State under their current contract or agreement with ALDOT to fulfill these duties.

In accordance with the *Order of the State Health Officer Suspending Certain Public Gatherings Due to Risk of Infection by COVID-19, (Applicable Statewide), Amended April 3, 2020*, referred to hereafter as the *Order*, contracted services on behalf of ALDOT have been deemed to meet the definition of "essential businesses and operations" found in Section 2 of the *Order*. In addition, these contracted services are also deemed to meet the definition of *Essential Activities* in the guidance from the Cybersecurity and Infrastructure Security Agency (CISA) of the US Department of Homeland Security which is included in the *Order* by reference. Under this guidance, various types of workers are identified as essential to the COVID-19 response, including employees supporting or enabling transportation functions and the construction or maintenance of essential public works and infrastructure. This employee is therefore exempt from state and local travel restrictions and stay-at-home orders during the time they are at work or travelling to and from work.

This letter is valid until the expiration of the *Order* referenced above or until specifically superseded in writing.

Questions concerning this letter may be directed to the ALDOT State Construction Engineer's Office by calling (334) 242-6252.

Sincerely,


George H. Conner, PE
Deputy Director – Operations

GHC/

Cc: John Cooper, ALDOT
Region Engineers

Skip Powe, ALDOT
Stacey Glass, ALDOT

CIM 2-2020
Attachment 2
Procedure for Accepting Paperless Tickets

e-Ticketing Option:

- Any contractor utilizing one of the e-Ticketing systems (example: Fleetwatcher, Command Alkon, SOP, Haul Hub, etc.) can immediately suspend bringing paper tickets to the project site once the system is approved and inspectors are trained. Inspectors will utilize the e-ticket through the day as materials are delivered and compare to the daily summary report.
- Utilizing an e-Ticketing system requires meeting the requirements of Section 415 Heavy Materials Electronic Ticket System and prior approval of the State Construction Engineer.
- Project inspectors must be trained prior to utilizing the system and accepting the e-ticket above.
- To start the next day, the Contractor shall deliver a stack of the tickets in a sealed bag to the Project Manager (PM).

Contactless Option 1 (preferred):

- The Certified Weighmaster or Operations Administrator at the plant or quarry shall print the ticket, take a picture, and text a designated project inspector whose cell number is provided by the PM.
- If the plant or quarry has the capability of generating a pdf of the ticket and emailing a designated project inspector, that is acceptable. If the capability exists, the PM will provide the inspector's email address.
- If the inspector changes, the PM will update the contact.
- The inspector shall utilize Form C-8 Contactless Weight Ticket Log (Attachment 3) to record the ticket information. For asphalt, the inspector will record the temperature. For aggregates, this column is not required.
- To start the next day, the Contractor shall deliver a stack of the delivered tickets in a sealed bag to the PM. For aggregates, most quarries can include a summary report listing each load so that the project staff can cross-check Form C-8 Contactless Weight Ticket Log with the summary report provided.
- For concrete plants, when the Contractor calls and orders the concrete, he shall notify the salesman of a designated project inspector's email address. As the load is batched, the required Concrete Batch Ticket (BMT-122) and delivery ticket shall be emailed to the designated inspector.
 - The inspector shall take notes on a notepad or preferably on an iPad as the concrete is delivered and the required sampling and testing is being performed. After the pour is completed, the BMT-122 and delivery ticket shall be printed and included in the project file as the required Concrete Placement and Testing Report (BMT-174) is completed in CAMMS.
- For other products such as liquid asphalt/emulsion, precast concrete products such as pipe and girders, reinforcing steel, etc., the Contractor shall coordinate with the vendor and have the required paperwork emailed to the PM or designed project inspector.

Contactless Option 2:

- This option is to be used if a plant, quarry, or project site has limited or no cellular service to be able to use Option 1 above.
- The inspector shall utilize the Form C-8 Contactless Weight Ticket Log (Attachment 3) to record the ticket information as noted in Option 1.
- For asphalt, the Contractor needs to derive a means to verbally notify the inspector (may mean yelling out the window) of the material and weight in order for the inspector to be able to monitor the placement rate.
- For aggregates, the inspector should complete the form without the weight and utilize the summary report and provided tickets the following day to compare to the Form C-8 Contactless Weight Ticket Log. Once the results compare, the inspector completes the Daily Work Report and quantity information.
- Just like Option 1, to start the next day, the Contractor shall deliver a stack of the delivered tickets in a sealed bag to the PM. For aggregates, most quarries can include a summary report listing each load.
- For concrete plants, if a project site does not have cell signal, then the Concrete Batch Ticket (BMT-122) and delivery ticket information should be sent with the truck driver. The driver can either utilize a "trash picker" pole to pass the ticket or a refrigerator magnet with a clip that he could clip the BMT-122 and delivery ticket to the door from inside the vehicle or to the fender. The inspector can collect the papers once proper social distancing allows. It is anticipated that these situations will be rare.

CIM 2-2020
Attachment 4
Protocol for Notifying Individuals at Project Sites and Plants of Possible Exposure

ALDOT Employees – COVID-19 Confirmed

Once notified that an ALDOT employee who is an inspector has tested positive:

1. Region/Area shall review the Daily Work Reports or other documentation to determine the last day the employee worked and what construction project, plant, quarry, or material facility he/she went to in the last seven days of work. Focus of the review is the actual duties performed on each day. For example: on April 2, 2020, inspected the milling operation on Project STPAA-xxxx().
2. Region/Area representative shall contact either the Contractor's Project Manager, Owner, or Human Resources person and provide them the dates and duties the ALDOT employee (no name) was performing at the construction site, plant, quarry, or material facility.
3. Region/Area representative shall document who was notified, their position, and their contact number.

Non-ALDOT Employees – COVID-19 Suspected or Confirmed

1. Contractors and consultants who perform work for ALDOT on ALDOT premises or ALDOT project sites are required to notify the ALDOT Project Manager or Area Construction Engineer when their employees who have been on ALDOT premises or project sites are suspected as having COVID-19 or having been in direct contact with a COVID-19 individual.
2. Operators of plants, quarries, and material producer's facilities where ALDOT employees are present are required to notify the Area Materials Engineer or Deputy State Materials & Test Engineer (Steven Ingram) when their employees who have been working with those ALDOT employees are suspected as having COVID-19 or having been in direct contact with a COVID-19 individual.
3. Once notified, ALDOT personnel shall follow the guidance provided in "COVID-19 ALDOT Personnel Guidance for Regions and Bureaus", latest edition.