

Standard Owner Requirements For State Preservation Board Facilities Projects

Please note: The term "Contractor" in this document refers to all general and sub-contractors, contractor employees and all temporary employees of SPB.

The following applies to ALL State Preservation Board Facilities Projects:

- **Schedule and Work Plan:** Prior to commencing work, Contractor must obtain approval from SPB of a schedule and work plan which demonstrates how the work will be accomplished in the allotted time and meet all requirements of the SPB.
- **Modifications to this document:** Changes to the requirements of this document may be approved by SPB after review and discussion of the Schedule and Work Plan, depending on the hardships in accomplishing the work presented by the Contractor. SPB may make additional expectations of the Contractor in response to changes in the scope of work occurring after the execution of this document.
- **Forced Delays:** SPB may stop the work temporarily at any time for any reason. Forced delays occur rarely when the Contractor's work is impacting government operations in a negative way (i.e. disrupting a meeting in a nearby building.)
- **Safety:** At all times while working on state property, Contractors must satisfy all safety requirements of OSHA and all other federal, state and local safety regulations. Contractors must provide a safe working environment within the designated work area. Contractors must utilize signage and caution tape to inhibit visitors and unauthorized personnel from entering the work area or crossing the pathway of vehicles entering or exiting the work area. Contractor must secure the work area to the extent possible at the end of each workday to prevent unauthorized access. Contractor must provide SPB 24-hour access to the site, including a key or combination to the lock on the work area gate. Contractors are advised that visitors are often present during the work and must be aware of visitors during any work performance.
- **Contractor Approval:** All Contractors must be approved by SPB to work on state property. In the event that a change in contractors is required during a project, new contractors must be approved by SPB.
- **Security Assessments:** All Contractors and employees who plan to work on state property are subject to full background checks and approval. The level of scrutiny will vary depending on the nature of the project and the specific location of the work. Contractors should be prepared to provide SPB with a list of all employees who they propose to work on the project. There is no implied guarantee that work access will be

granted.

All employees are subject to screening upon entrance to the Texas Capitol.

Vehicular access to the Capitol Drive is controlled by DPS and only accessible with proper credentials. Contractors must request vehicular access in writing to SPB at least 24 hours in advance of the requested access time. There is no implied guarantee that drive access will be granted.

• **Signage:** Contractor must provide all signs needed and maintain them throughout the project. Typically, signs must address the following issues:

- Define the boundaries of the Construction Area.
- Define required safety measures within Construction Area (i.e. hardhats, etc.)
- Prohibit unauthorized personnel inside the Construction Area.
- Delineate alternative accessible routes when existing routes are being blocked. (SPB will provide directives.)

In some cases, SPB may permit Contractors to also attach to the construction fence up to 2 copies of a Project Sign. Typically, Project Signs include a project title, graphic image of the completed project, name of the general contractor, etc. The design for all signs that include the name of any entity or person must be submitted to SPB for approval prior to fabrication or posting of the sign.

• **Parking:** The SPB is not responsible for providing Contractor parking. However, a limited amount of parking may be made available for contractor's use; the number and location of parking spaces to be determined based on the requirements of the work. Contractors may be charged a nominal fee for certain parking privileges. In some cases, SPB may issue a limited number of swipe cards to contractor employees for complimentary parking at the Capitol Visitors Parking Garage, 1201 San Jacinto. Contractor must pay \$5.00 for each swipe card not returned to SPB.

• **Smoking:** All state office buildings in the Capitol Complex are designated as smoke-free facilities. Smoking is also prohibited in the loading dock, garages, and all areas within 15 feet of any entrance or exit. Smoking is never allowed within the confines of the work area, even when the work area is considered exterior.

• **Food and Beverages:** Foods or beverages shall be consumed in areas designated by the Contractor.

• **Personal Behavior:** The use of headphones, speakers and audio equipment on the job site is prohibited. Contract employees must not use profanity nor wear clothing that contains inappropriate language or images while working on state property.

Contractors must be courteous to building occupants and visitors whenever there is interaction.

All coordination with building occupants, including DPS, must be through the State Preservation Board to maintain tracking of communications and continuity of coordination.

- **Lay Down and Storage:** Contractors must only use the confines of the limits of construction and designated lay down areas for storage, lay down, staging, supplies, materials, equipment, assemblies, and work. Contractors must provide a plan prior to construction commencement indicating planned areas for materials, vehicles, and tools storage. **Metered parking along Colorado street is the best location that may be reserved for staging, storage, laydown, or unloading of equipment. Such access must be requested and approved in advance and is subject to availability.**

- **Wheeled Equipment:** All dollies, job boxes, hand trucks, carts, buggies, pallet jacks and other wheeled equipment must have soft rubber wheels or inflatable rubber wheels. No steel or other metal wheels are permitted on the premises without prior approval by SPB. Contractors are financially responsible, on a per-occurrence basis, for repair of any damage to surfaces caused by Contractor's vehicles or equipment. SPB will determine if a particular repair may be addressed by the Contractor or if the Contractor must pay SPB to address the repair.

No large equipment can be transported through the Capitol Corridors; any special access for equipment must be requested and approved in advance.

- **Deliveries/Extension Loading Dock:** The underground extension loading dock is the primary means of delivering large and heavy items into the Extension. It is often the best way to deliver large and heavy items into the Capitol, with access via interior stairs between the Extension and Capitol. Delivery directly into the Capitol via exterior doors requires special Grounds access, which cannot be assured, and should be requested in advance. The height clearance at the Extension Loading Dock is 14'-4", which could be impacted by the wheel base of the delivery vehicle relative to the slope of the entrance ramp. Maneuvering of larger vehicles within the dock is limited by the configuration of the space. There is no forklift to offload materials. The raised docks are a fixed height at 42" high. Coordinate with the SPB if there are any concerns about your ability to use the loading dock for the purposes of your contract.

- **Trash and Debris Disposal:** Contractors are prohibited from using on-site dumpsters. All trash, debris, and discarded packing materials must be removed from State property daily.

No trash or flammable material storage of any type whatsoever shall be permitted inside the building or adjacent to the building inside the oval walk.

- **Hot Work Permits:** Hot Work Permits issued by the Capitol Fire Marshal are required for all interior work involving open flames or producing heat and/or sparks. Hot Work Permits are required for exterior work involving open flames or producing heat and/or sparks occurring within 50 feet of any structure. Contractors must provide requests for Hot Work Permits a minimum of 24 hours prior to the commencement of the work, and obtain the permit prior to performing the work.

- **Sound Limitations:** All work involving heavy equipment and/or producing high-volume sounds or vibrations must be scheduled in advance with the SPB and will be limited to the hours before 7:00am and after 6:00pm on weekdays or limited to weekend hours, depending on the Capitol event schedule. This includes, but is not limited to, drilling piers and pouring or demolishing concrete. Contractor's use of certain generators may be limited to off hours.

To assure audibility of fire alarms at all times and reduce noise, prohibit interior use of music players and individually controlled audio systems by construction personnel.

- **Clean-up:** All clean-up of tools and equipment, if required, must be done off site and not on the grounds or in the building. Contractors must not dispose of any hazardous chemicals or any type of solids using the state's sanitary or storm sewer system. Contractors must remove all construction debris and trash from the construction area daily using covered carts, in accordance with state and federal laws.

The following applies to State Preservation Board Facilities Projects that include EXTERIOR work areas:

- **Visitor Safety:** Contractor must enclose the entire work area with temporary fencing and provide clearly-designated safe alternate pedestrian and vehicular routes when existing routes are obstructed. To inhibit unauthorized access, Contractors must secure the work area at the end of each workday and whenever Contractor's employees are not present.

- **Heavy Equipment:** Large trucks and other heavy equipment are not permitted on the Capitol Grounds without prior approval of SPB. At least 48 hours before the work begins, contractors must provide SPB information on how they intend to protect the grounds from damage by equipment as it moves on and off the work site. Construction mats must be utilized to protect the grounds when heavy equipment is used for excavation, concrete work, stone placement and similar work. Contractors may be required to utilize Tire Socks, Fork Socks, Track Socks and Drip Diapers when working in certain areas. (Also see Sound Limitations and Protection of Exterior Building Finishes and Landscapes.)

Contractors should be aware of local regulations regarding the operation of heavy equipment on City of Austin streets.

Maximum loading over the extension is AASHTO HS-20, limiting loads to 32,000 lbs per axle or 16,000 lbs per wheel footprint. Note that the Extension passes under the north Capitol drive in line with the face of the north façade; any equipment destined for the north plaza and/or Oval Walk must pass over the Extension.

Maximum loading on the Oval Walk is 48,000 lbs, but lower concentrated loads--including deliveries by forklift--can damage the decorative paneled topping slab. Weight distribution mats must be used.

• **Protection of Exterior Building Finishes and Landscapes:** During the entire construction period, while moving supplies, equipment, materials, tools, debris, and personnel in and out of the Capitol Grounds, it is the contractor's responsibility to protect all exterior building finishes and landscape elements along the delivery and removal route being used. Protections may include heavy-duty construction mats, plywood sheets or other methods approved by SPB. Landscape elements include, but are not limited to: streets, sidewalks, fencing, gates, monuments, statuary, drinking fountains, trash cans, benches, concrete surfaces, turf, planting beds, trees, and underground utilities (manholes, vaults, irrigation systems, electrical systems, water supply, and storm and sanitary sewers.) Contractors must also protect all surfaces and drive lanes from oil, gasoline, or any other petroleum products, chemicals, or construction debris. Contractors must provide special protection to the limestone curbing of the Capitol Drive by utilizing plywood ramps or other methods approved by SPB. Contractors must ensure that all vehicles and equipment are moved over the protective mats and ramps. Contractors are responsible for any damage to, or destruction of, any landscape, hardscape, or utilities caused by the actions or inactions of the Contractor's employees. SPB will determine if a particular repair may be addressed by the Contractor or if the Contractor must compensate SPB to address the repair.

• **Excavation Observation:** For any excavation expected to be 12" or deeper, Contractor must notify SPB at least 24 hours in advance and arrange for an SPB employee to observe the work. If any potentially historical artifacts are uncovered, the work may be stopped until a full evaluation can be conducted.

• **Underground Utilities (State of Texas):** Contractors are financially responsible for any damage done to underground utilities by their workforce. Temporary fencing and other accessories must be supported and anchored without the use of stakes or other sub-grade apparatuses whenever possible. Sand bags and water barrels are acceptable anchors.

• **Underground Utilities (City of Austin):** Contractors disturbing soil more than 16" deep in areas where city utilities may be present must coordinate with the City of Austin.

State law requires contractors to call, no later than 2 business days before excavating, the Texas Excavation Safety System (also known as One Call) at 8-1-1. For city water emergencies, call (512) 972-1000 for 24-hours service.

- **Tree Protection:** The ability of the SPB to cure construction injuries on trees is very limited, so the Contractor's focus must be on the prevention of damage. Contractor must take all necessary precautions to protect trees and their roots from damage. To the extent possible, root zones must be kept free of equipment and materials. Any necessary trimming must be performed only with prior approval from SPB.

Contractor must employ the following additional protective measures for certain trees to be designated by SPB which are located within or near the work area:

Crown Protection Zones: T-post and orange fence must be set at a minimum of 10 feet from the surface of the trunk, or along the tree's drip line, whichever provides a greater distance from the trunk. No encroachment within 10 feet of a trunk will be permitted without the specific approval of SPB.

Root Buffer: For areas under tree canopies that are inside the construction fence AND will be accessed by any heavy equipment & load (total weight over 5,000 lbs.,) a temporary buffer is required and must cover the root zone and remain in place at the specified thickness until the final grading stage. The protective buffer must consist of shredded wood chips spread over the roots at a minimum of 6 inches in depth, plus a 3/4-inch thick layer of quarry gravel and topped by 3/4-inch thick plywood sheets. Steel plates can be used in lieu of plywood.

Mulch Ring: After final grading of the site, provide mulch (Texas Native Mulch - color Black, or approved equal) to a depth of 4 inches, in a circle around the base of the trees. Diameter of mulch ring to be specified by SPB based on tree size.

- **Water:** Through coordination with SPB, a non-potable water source may be made available to contractors at no cost, depending on work locations and hose-bib availability. A quick-connect hose fitting is required for water access and may be loaned to contractors by SPB. Contractors must provide hoses as required and return hose fittings to SPB when no longer needed. If hoses cross existing pedestrian routes, Contractor may be required to provide temporary ramps or other protections to avoid a tripping hazard. Contractors are responsible for providing water as needed when no existing nearby source is identified. SPB is not responsible for providing potable (drinking) water to Contractors.

- **Accessible Routes:** Contractors must maintain the public use of existing accessible routes whenever possible. When Contractors must compromise an accessible route, they must also provide alternative accommodations for mobility impaired visitors to access the Capitol, or conduct work outside Capitol opening hours.

- **Electrical Power:** Electrical service is typically not available to Contractors on the Capitol Grounds. Contractors must provide portable generators as required. (Also see Sound Limitations and Protection of Exterior Building Finishes and Landscapes.)

- **Plants & Irrigation:** Contractors must not perform any plant-related work without approval of the SPB. In most cases, contractors will be responsible for maintaining turf and other plants within the work area for the duration of the project. Contractors must make every effort to protect existing turf, plants and irrigation systems, and are financially responsible for any damage.