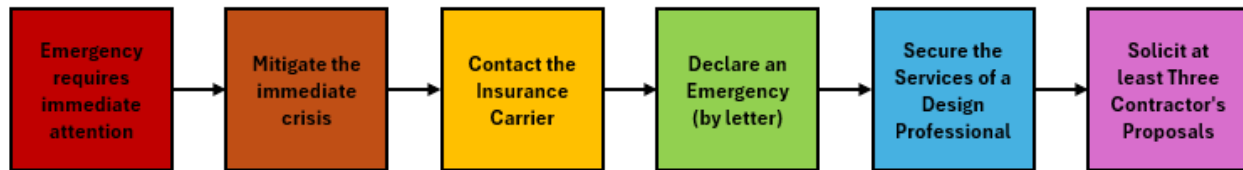


# Emergency Projects

## ACCS Procedure



1. **Mitigate the Immediate Crisis** – Work required to limit or stop damage to assets and secure the area for the health and safety of the public
  - a. May contact a licensed and insured contractor to address the immediate crisis
  - b. Contractor to provide a written quote/proposal
    - i. Make sure the contract does not contain waiver of subrogation language
  - c. No need for advertisement for bids
2. **Contact the Insurance Carrier** – Report the property claim as soon as possible
  - a. Call Alabama Division of Risk Management (DORM) at 334-223-6146
  - b. Include DORM claim # on O/A Agreements
3. **Declare an Emergency** – Declare an emergency so the project can be administered correctly
  - a. Declaration of Emergency letter
    - i. Addressed to Chancellor Jimmy Baker
    - ii. Briefly describe the type of emergency
      1. Threat to public health
      2. Threat to public safety
      3. Threat to public security
      4. Threat to the economic welfare of the State
    - iii. Briefly describe the crisis and how that is affecting the applicable emergency
    - iv. State the intent to secure the services of a Design Professional, note the name if one has already been selected
    - v. State the intent to solicit construction proposals for repair and/or replacement work to address the emergency but not beyond that scope
    - vi. Signed by College President
  - b. Email copy of Declaration of Emergency letter to ACCS Chief Facilities Officer
4. **Secure the Services of a Design Professional**
  - a. Complete an Agreement Between Owner and Architect (O/A Agreement)
  - b. Design Professional will assess the site, recommend any actions to prevent further damage, issue plans and specifications to repair damaged areas and replace equipment
  - c. Agreement must be limited to addressing the immediate crisis to meet the emergency and not go beyond the scope of such work
  - d. Design Professional to be in constant contact and cooperative with the adjuster and Loss Consultant
5. **Solicit at Least Three Contractor's Proposals** – The emergency declaration allows for the solicitation of proposals without advertisement for bid
  - a. Document that a minimum of three proposals were sought for the work, even if a lesser number respond
  - b. Issue of Tabulation of Bids
  - c. Complete a Construction Contract
  - d. Scope of work must be limited to repair and/or replacement to meet the emergency and cannot go beyond the scope of such work