

Chapter 20 – Maintenance and Protection of Traffic (M&PT) Changes and Public Relations

1-2000 General

This Chapter describes the procedures for revising contract provisions for maintenance and protection of traffic (“M&PT”) and press releases. It must be emphasized that these are separate procedures and both are required to be followed.

Some larger projects designated as “significant projects” have a Traffic Management Plan (TMP) as part of the contract documents. This plan has been devised to accommodate the traffic of the entire region and is to be followed as closely as possible. The FHWA’s Work Zone Safety and Mobility Rule is discussed in Section 1-2002 and includes a definition of significant projects.

1-2001 Procedures for Revising Contract Provisions for M&PT

Sections 1-2001A through 1-2001C describe the procedures to follow for revising Contract provisions for the Traffic Management Plan (if applicable), Maintenance and Protection of Traffic, Limitation of Operations and Prosecution and Progress, and emergency situations.

1-2001A Case 1 – Revision to the Traffic Management Plan (TMP) or M&PT Plan

Revisions to the traffic control plan or project staging requires concurrence from both the Office of Construction and Office of Engineering. Revised construction staging sequences or limits, detour and ramp closures are considered to be a revision to the traffic control plan. Before the proposal is forwarded to the Offices of Construction and Engineering, the District must evaluate the proposal to ascertain if it will benefit the State, in terms of time or money. Revisions proposed by the Contractor should be evaluated in accordance with *Section 1.04.03*. After evaluation by the District the proposal is transmitted by a memorandum from the Assistant District Engineer or District Engineer to the Construction Administrator, with copies to the Engineering Administrator and Maintenance Administrator. The memorandum must include:

- Details of the proposed revision in the form of sketches or narrative.
- The reason for the proposed revision.
- The exact location with Stations and the anticipated duration the revision will be in effect.
- The impacts of the revisions on 1) condition of the roadway (examples are: reduced shoulder or lane width, traffic shifted temporarily on shoulders, barrier on both sides with no shoulders, revised cross-slope), 2) neighborhoods affected by the proposed change or the community at large (examples are: ramp or road closure that may affect residential or business access), and 3) contract provisions (calendar day allowance, liquidated damage clauses, completion schedules, prosecution and progress).
- The mitigating measures proposed (examples: paving the shoulders, additional drainage, additional signing and delineation, temporary pavement to improve the cross-slopes, etc.).

- Proposed detour and the signing/marketing plan that shows the M&PT traffic devices and proposed locations of trafficpersons to assist in traffic control.
- Written concurrence from City/Town for detours utilizing roads other than State Highways or impacting the traffic flow in the local community.
- Approximate cost of the revision and the potential benefits to the State. If contractor initiated the request, generally shall be at no cost to the State including any costs for physical work, traffic control items and trafficpersons.
- The deadline for implementing the revisions beyond which the stated benefits may not materialize.
- The District's recommendation on the proposed revision.

The Office of Construction will coordinate with the Offices of Engineering and Maintenance to discuss the merits of the proposed revision, the feasibility of implementing the revision within the proposed time frame and the impacts of the proposal on maintenance operations of the roadway and will make the final determination as to whether to go forward with the proposed revisions. If it is determined to go forward with the proposed revision, the Designer will prepare a change order to the Contract and issue the revised construction sequencing and staging plans and special provisions by a memorandum to the District. The District may direct the Contractor to proceed with the revision with the concurrence of the Offices of Construction and Engineering before the final change order is issued. Appropriate press releases must be issued if not already in place, see Section 1-2003.

Exceptions to Traffic Staging to be processed as Case 2:

- Transition stage and traffic shifts involved in proceeding directly from one planned contract stage to the other.
- Revisions to the traffic staging that do not involve reduction in lane or shoulder widths, lane configuration or alignments, and elimination of barrier runs.
- Permitting work shown in one stage to be performed in another stage as long as proposed stage revision does not adversely impact traffic during current and future stages.

1-2001B Case 2 – Revision to Limitation of Operations

Case 2 scenarios are the result of revisions to the Limitation of Operations and Prosecution and Progress Provisions of the Contract. Any revision proposed by the Contractor must be evaluated by the District to ascertain if it has merit and should be evaluated in accordance with *Section 1.04.03*. A memorandum from the Assistant District Engineer or District Engineer is sent to Construction Division Chief informing of the District's approval. This memorandum is to have attached to it a completed form, shown in Figure 1-20.1. The memorandum must also be submitted in a timely manner and when appropriate a revised press release issued. For information on press releases see Section 1-2003.

If significant impacts to traffic operations are anticipated due to the revised limit of operations, the District shall advise Office of Construction at least seven days before the proposed change is implemented.

1-2001C Case 3 – Emergency Operations

When Contract operations of emergency nature are required to be performed, such as hazardous potholes patching, cleaning up the damaged sand barrels, repairing damaged bridge joints, etc., the Chief Inspector/Project Engineer will request authorization to perform the necessary repairs from the Assistant

1-2002 Work Zone Safety and Mobility

The Work Zone Safety and Mobility (WZS&M) policy systematically considers and manages work zone impacts of significant projects. This provides a high level of safety for both workers and the public. It also minimizes congestion and community impacts as well as provides both field forces and contractors adequate access to the highway to efficiently conduct their work.

In order to meet these objectives, appropriate planning, design, construction, maintenance and public awareness strategies shall be employed on all significant projects. For the purposes of this policy, a significant project is defined as:

“A stationary highway construction or maintenance activity which causes sustained mobility impact on I-84, I-91, I-95, I-691, I-291, or I-384 for more than 3 days with either intermittent or continuous lane closures. In addition, any highway construction or maintenance activity that alone or in combination with other concurrent activities nearby, which is expected based on engineering judgment, to cause sustained mobility impacts that are considered greater than what is considered tolerable relative to typical traffic operations experienced in the area of the work zone, may be declared a significant project”.

It is recognized that the Department’s emergency operations may not always allow a systematic consideration of work zone impacts. In such situations, the objectives of this policy will be honored as much as practicable.

Construction project staff will monitor their work zones and make appropriate adjustments based on their observations of accidents and traffic operations. Multiple reviews will be limited in scope until the planned improvements to the data system become available. All data collected will be retained by the Office of Construction with a copy to the Traffic Division and the Bureau of Policy and Planning’s Office of Inventory and Forecasting.

On active projects, construction project staff and the contractor will each designate a trained person to properly implement the Transportation Management Plan (TMP). In addition to the Inspection of Temporary Traffic Control (TTC) and the Transportation Operation (TO) components of the TMP, construction project staff will take the lead in the coordination and implementation of Public Awareness (PI) strategies. Construction staff will monitor and collect data on work zone incidents for the purpose of identifying problematic trends and implementing appropriate adjustments.

1-2003 Press Release Procedures

The Department provides press release information for current and planned maintenance and construction activities.

To efficiently process press releases, the following routing procedure has been developed to:

- Promote linear routing of press releases from the Project to the Communication Office.
- Permit electronic transmittal wherever possible.
- Distinguish press release submittals from limits of operations change authority.
- Task the managers and administrators with review and approval only as necessary.
- Differentiate between “Routine” (Contract Compliant) and “Special” (Contract Change) events.

The Office of Construction District Liaisons are the primary Headquarter (HQ) recipients for District and brokerage generated press releases.

For routine contract compliant events, the Final Copy Press Release from the Project Staff or consultant/broker is transmitted through the Project Engineer to the District Liaison who will forward it to

the Office of Communications. District Managers and Office of Construction Administrators are to receive a copy for information only.

For significant contract changes and special events there is a higher level of notification required. The procedure requires the change authority to precede the press release by a separate established process for Case 1, Case 2 or Case 3 scenario, which ever applies. See Section 1-2001.

The District Liaisons are the primary Headquarter recipients for District and Consultant/broker generated press releases. It is required that a press release be in a complete and finished form when it is sent to the District Liaison. Incomplete press releases or outdated (late) ones will be returned for revision. E-mail and fax are the preferred method of transmittal. The Construction Division Chief and Office of Construction Principal Engineer are to be included in the distribution list for all press release transmittals to ensure efficient processing by the Office of Construction to the Office of Communications.

A graphic representation of the Construction Press Release procedure is shown in Figure 1-20.2

1-2004 Public Relations on the Job Site

If for any reason, a member of the press contacts the field staff or comes to the job site, the project personnel are to direct them to the Department's Public Relations (Communications) Office, (860) 594-3062. The Project Engineer should be notified as soon as possible if members of the media contact the field office.

If the project personnel are contacted by First elected officials or anyone who holds statewide office, they should be directed to speak to a District Manager and/or the Department's Legislative Program Manager. Lesser ranking officials may be addressed directly by project staff. All contacts, concerns or discussions should be documented on the DWR and the Project Engineer should be notified.

Project personnel should deal directly with property owners, business owners, public works officials, town employees and utility companies to the extent of their project involvement and within the limits of their authority. Any questions or discussions should be brought to the Project Engineer's attention.

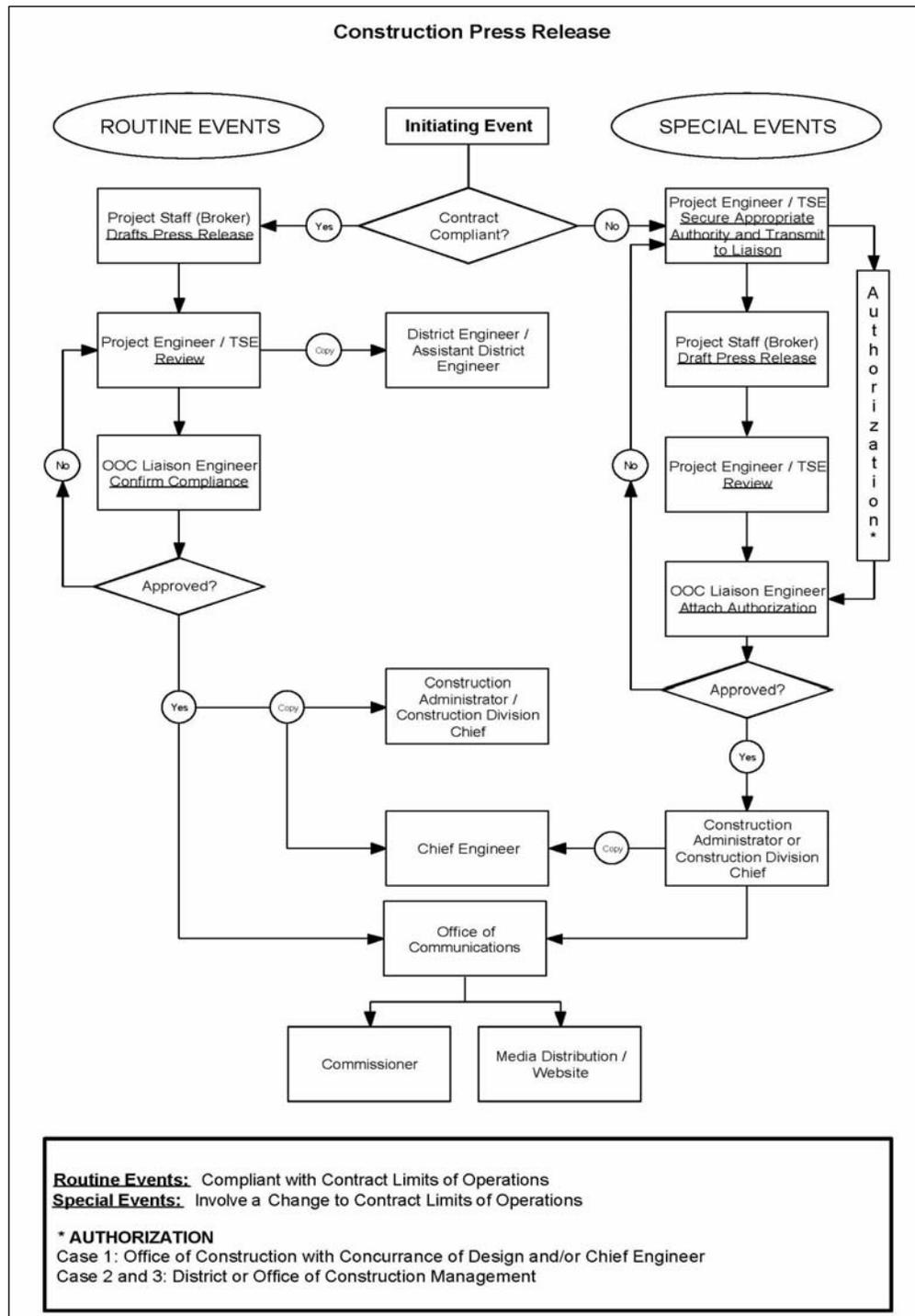
1-2004A Pedestrian Access - Americans with Disabilities Act

All Maintenance and Protection of Traffic (M&PT) plans shall be reviewed prior to the onset of the project to assure that accessibility accommodations for all users of the roadway are met. Accessibility must be maintained during all stages of construction and throughout the project. The M&PT plans must include provisions for movement of pedestrian traffic through a work zone in a safe and efficient manner. Pedestrian traffic includes but is not limited to pedestrians, bicyclists and disabled individuals. It may include temporary sidewalks, barrier, safety fencing, lighting, signalization and line striping. It is also recommended that this is discussed with the Contractor at the Pre-Construction Meeting.

At times the M&PT plans may not adequately address all aspects of construction operations. Such conditions should be anticipated and the inspection team should develop traffic control plans for the particular phase or activity to address these concerns. Minimally, the level of accessibility for pedestrian traffic that was experienced prior to the project should be provided during construction operations. In instances where it is impractical to maintain such access during a phase of construction, alternate access should be provided. In particular, if access for the disabled cannot be provided through the work zone during construction, then alternate arrangements around the work zone must be provided.

Pedestrian access should be monitored daily by the Chief Inspector and if the Contractor is not in compliance, action should be taken to correct the situation as soon as it is possible. If necessary a Non-Compliance Notice form shall be issued to the Contractor to correct the situation.

Figure 1-20.2 Construction Press Release Flow Chart



1-2005 Trafficperson and State Police

Field Personnel are to review the Trafficperson and Maintenance and Protection of Traffic specifications for procedures pertaining to the use of Trafficpersons and/or State Police Officers within the Work Zone.

The following are general guidelines.

- Before the start of operations requiring use of Trafficpersons and/or State Police, a meeting is scheduled with all parties to discuss the Trafficperson/State Police operations, lines of responsibility and operating guidelines which will be used on the Project.

- A person is designated on every Contract the responsibility to ensure proper payment of the Trafficperson and/or State Police Invoices. The duties of this individual will include the review of sign-in sheets to ensure accuracy and prevent overlapping of the work hours when services are moved from one duty station to another or from one project to another.

- The payment is in accordance with the specification and established procedures.

Note: The Trafficperson item will be used as payment for services provided by contractor or subcontractor workforces or by municipal police. Reimbursement for State Police will be by Invoice between the Department of Transportation and Department of Public Safety (DPS).

1-2005A Municipal Police Officers and Uniformed Flaggers

- When Municipal police officers are used and surcharges are included on the invoice, the Project staff must ask the Contractor to provide a letter from the agency, documenting the rates and surcharges, if any, that are regularly charged for their police and police vehicle services. This should be requested at the initial meeting discussing Trafficperson operations. A copy of this letter must be kept in the Volume III with the monthly statements or receipted bills.

- The monthly statements or receipted bills for Municipal Police Officers are kept in the Volume III. If the statements or bills are not itemized with the Municipal Police Officers' names, hours, dates, police vehicle, etc., a revised statement or bill that is detailed is requested.

- The DWR's record daily services of trafficpersons.

- It is recommended that the trafficperson information is entered in SiteManager under the item conversation. A zero quantity may be used to enter information for Municipal Police Officers. The following information should be included in the remarks section:
 - Name of Municipality/company providing trafficperson, i.e. (name of municipality) Police, contractor's workforce or subcontractor, (in SiteManager, when a Subcontractor performs the service with their workforce, associate the work item with the subcontractor, and only show the name and hours of employee in the remarks)

 - Name of Trafficperson

 - Badge number, if law enforcement officer

- Hours worked
- Lunch or no lunch period
- Hours of police vehicle service, if appropriate
- Duty station and function performed

Sample:

1. Municipal Police Officer

Coventry Police
Doe #55, 1000-1800, 0.5 hr lunch
Closed high speed lane 00+15 to 00+25
Police vehicle, 7.5 hrs.
Intersection of Swamp Rd. and Rte. 44

2. Contractor/Subcontractor

John Smith, 1000-1500, no lunch
Closed breakdown lane Rte. 68

- Before payment of the Trafficperson (Municipal Police Officer) item is made, the Officers listed on the DWRs are compared against the monthly statement or receipted bills from the Municipality that actually provided the service. For projects using SiteManager, a summary of the Trafficperson (Municipal Police Officer) item entries on all project DWRs can be created by running a DWR Work Item Detail report in the SiteManager Reporting program.
- The DWR Work Item report is used for the initial review of statements or receipted bills. If a discrepancy exists between the entries and the statement or receipted bills, it must be fully investigated and a determination made by the Project Engineer as to the appropriateness of the payment. The reasons for payments made, for which there were discrepancies, must be fully documented on the DWR where the payment is made. In addition, it is encouraged to maintain a list of trafficpersons used on the project in the Volume III with the monthly statements or receipted bills in order to facilitate the proper payment for services rendered. On projects that do not use SiteManager, this list is mandatory.
- If the number of trafficpersons ordered by the Contractor on the project exceeds the number approved by the engineer, the engineer will review the need for extra personnel in accordance with the contract documents and specific field conditions. If it is determined that the Contractor ordered the trafficpersons for their own use, those costs will be deducted from the Trafficpersons item payments.
- The Contractor's log should not be used as the source for payment of the trafficpersons.
- The payment for Trafficpersons must be made under the appropriate item. There is no need to create a new item changing the unit of measure from "Estimated Cost." When necessary the quantity is increased by Construction Order.

- Separate payments are made for each Municipal law enforcement agency providing trafficperson services. Each payment should be clearly labeled on the DWR with the respective agency for which the payment is being made. This is important because various administrative reports are dependent upon this information being clearly labeled.

1-2005B State Police

Reimbursement for State Police will be by Invoice between the Department of Transportation and Department of Public Safety in accordance with the Memorandum of Understanding.

1-2005B.1 Ordering State Police Services

- The contractor fills out Form DPS-0691-C Request Form for State Police Service.
- The engineer reviews and approves the request, then faxes or emails the request form to Department of Public Safety's Overtime Office between normal business hours (8:00 am to 2:00 pm, Monday – Friday, except holidays)

DPS Special Duty Overtime Coordinator
1111 Country Club Road
Middletown, CT 06457
Fax: 860 685-8495
Telephone: 860 685-8420
E-Mail: specduty.clerkl@po.state.ct.us

- The request form must be submitted no later than Wednesday morning of the week prior to the scheduled operations.
- A fax confirmation sheet is attached to the Request Form and placed in the designated file.
- Emergency or last minute ordering of State Police: The engineer may fax or email the request form to the overtime coordinator during business hours (8:00 am to 3:30 pm). After hours the request should go to the State Police Duty Supervisor at the State Police troop in the DOT job site area and the overtime coordinator in Middletown.

1-2005B.2 State Police on the Project

- State Police officers are to sign in before and after their shift on a designated State Police Sign-In Sheet in the field office. Field personnel note on the sheet where the trooper was assigned.
- The DPS-693-C form provided by the State Police is signed off only at the end of shift, and the canary (contractor) copy is retained in the project records.
- The fax confirmation sheet shall be attached to the State Police Sign-In Sheet, with the corresponding Form DPS-693-C canary copy and placed in the designated file.
- The State Police Sign-In Sheet will also act as the Trafficperson Log for the master file.
- It is required to document on the DWR that State Police are present on the jobsite. Details and references will be maintained in the Trafficperson Log.

1-2005B.3 Cancelling of State Police Services

- The Troopers can be cancelled up to 28 hours in advance without incurring the four hour minimum charge.
- Revisions to an existing order should be clearly marked on the ordering form and faxed to DPS Overtime Office from 8:00 am to 3:30 pm. After hours, the revisions are faxed to the State Police Message Center: 860 685-8346.
- State Police Officers will be given a minimum of four (4) hours time if operations cannot commence due to weather or other unforeseen conditions or a cancellation is not made in a timely manner.
- State Police Officers will not be required to show up at the field office to receive four (4) hours minimum if the cancellation was forwarded prior to the start of the work shift.

1-2005B.4 Invoice Processing for State Police Services

- State Police invoices will be distributed to projects by the District Utility Coordinator for review.
- Field Personnel will review the invoice based on DWR reports, the State Police Sign-In Sheet(s), and the original Contractor request.
- Minor adjustments will be noted directly on the invoice and faxed or emailed back to the Accounts Receivable Unit of the State Police at (860) 685-8357 with a brief explanation. Once discrepancies are accounted for, if a revised invoice is required, one will be issued by DPS.
- A field memo will transmit all invoices back to the Utility Coordinator with a narrative describing the balance to date along with a corresponding copy of the State Police Sign-In Sheet.
- Index Sheet, copies of the invoice, State Police Sign-In Sheet, and transmittal narrative will be kept in a designated file at the field office.

NOTE: When the number of troopers ordered by the contractor on the project and shown on the invoice exceeds the number approved by the engineer, the invoice will be processed as normal so as not to delay reimbursement to the Department of Public Safety. However, the engineer will review the need for the extra State Police Officers. If it is determined that the Contractor has ordered the Trafficpersons for their own use, then the resulting deduction of State Police costs will be made under a construction order item "Credit Due State – Excess State Police".

1-2005B.5 Project Close Out

- The Department of Public Safety will have 90 days to close out billing for any particular project. To trigger this 90 day "clock", send DPS a copy of the Project's CON-500 form. The time will start from the Final Inspection date.

