

CONSTRUCTION PROCEDURES HANDBOOK

SECTION VI	SUBSECTION O	DATE
CONSTRUCTION OPERATIONS	ADVANCE TRAFFIC IMPACT NOTICES AND LANE CLOSURE REQUESTS	10/24/2023

The General Notes on the Traffic Control Plans will note the restrictions as to when lane closures may be performed for the project. Both advance and progress notices are required prior to altering the normal flow of traffic. The Department is committed to minimizing traffic impacts and providing the public with traffic information.

Definitions:

Traffic Impact – Alterations in the normal flow of traffic including full or partial lane closures, full or partial shoulder closures, full or partial ramp closures, lane shifts, detours, and alternating traffic patterns. This also includes impacts due to moving operations such as line striping, and maintenance sweeping operations.

Temporary Lane Closure – A traffic impact, which is set-up and removed daily.

Permanent Lane Closure – A traffic impact, which is maintained for 24 hours or more.

TIC - Traffic Impact Coordinator

MOC – Mobility Operations Center

Advance Traffic Impact Notice (28-day Notice)

- 1) For all projects, the Contractor must notify the RE in writing 28 days in advance of a traffic impact. This is required for new Permanent Lane Closures.

For projects having only Temporary Lane Closures, an Advance Traffic Impact Notice is required only before the initial start of traffic impacts.

Subsequent Temporary Lane Closures (including temporary detours, those in place for less than 24 hours) do not require a separate Advance Traffic Impact Notice; notice for the initial implementation of a traffic stage should include expected Temporary Lane Closures.

Generally, the establishment of new Permanent Lane Closures may begin no earlier than the allowable lane closure hour permitted for Friday night and must be fully implemented by 6:00 PM the following Sunday, and as otherwise restricted by the allowable lane closure hours noted in the General Notes on the Traffic Control Plans (TCP). However, if the RE is aware of circumstances that warrant changing this from a weekend implementation to a work-week implementation (e.g., along shore routes during the summer season, nearby shopping malls or other special community concerns), the RE should elevate a request for a change through the RCE to the Director of Construction and Materials.

- 2) Upon receipt of the Contractor's 28-day Advance Traffic Impact Notice, the RE will evaluate the notice for conformity with the Contract, and if acceptable, the RE will immediately transmit a completed form [TO-103](#) via SimpliGov.

The description of the new traffic pattern should include Temporary Lane Closures, which will be implemented during the stage even if the Temporary Lane Closure is not being used at the onset.

For assistance with creating, processing, and managing the TO-103 process refer to

the TO-103 User Manual. The manual can be accessed through SimpliGov which provides descriptions of the components and features and presents instructions and examples.

The MOC will publish a listing of approved lane closures by 8:00 a.m. each day. The approved lane closures are also available via the Department's traveler information website. The 14-day Advance Traffic Impact Confirmation Notice is used to provide the public with traffic advisory information via Variable Message Signs. Mobility Operations will assist REs with any necessary changes to fixed Overhead Variable Message signs and Portable Variable Message Signs.

Advanced Traffic Impact Confirmation Notices (14-day notices)

- 1) A 14-day Advance Traffic Impact Confirmation Notice is required on all projects. The Contractor must provide the RE with a written notice confirming or rescheduling the date of the scheduled Permanent Lane Closure 14 days before the date provided in the 28-day Advance Traffic Impact Notice.
- 2) Upon receipt of the Contractor's 14-day Advance Traffic Impact Confirmation Notice, the RE will immediately forward a completed form [TO-103](#) via SimpliGov.
- 3) If it is determined that the Contractor will be unable to implement the new traffic pattern on the date scheduled with the 28-day Advance Traffic Impact Notice (within the standard Friday to Sunday time window), the RE will immediately notify the TIC either by phone or by e-mail. If delayed, the Permanent Lane Closure must be rescheduled for the next Friday for which the Contractor is prepared. Delays in implementing a Temporary Lane Closure can be rescheduled on the next available date that conforms to the General Notes on the Traffic Control Plans. Projects having alternative restrictions (those that do not have the standard Friday to Sunday restriction for implementing a Permanent Lane Closure), must also be rescheduled for the next available date that conforms to the General Notes on the Traffic Control Plans.

Advanced Traffic Impact Confirmation Notices (7-day notices)

- 1) A 7-day Advance Traffic Impact Confirmation Notice is required for all projects. The Contractor must provide the RE with a written notice confirming or rescheduling the date of the scheduled traffic impact 7 days before the date provided in the 28-day Advance Traffic Impact Notice (or as rescheduled in a 14-day Advance Traffic Impact Confirmation Notice). The 7-day Advance Traffic Impact Notice is used to provide the public with traffic advisory information via the Department's website.
- 2) Upon receipt of the Contractor's 7-day Advance Traffic Impact Confirmation Notice, the RE will immediately forward a completed form [TO-103](#) via SimpliGov.

Delays in Start Date for Traffic Impacts

- 1) If the Contractor indicates that it will be unable to implement the Permanent Lane Closure on the date scheduled (within the standard Friday to Sunday time window), the RE must submit a revised TO-103 via SimpliGov. Any rescheduled traffic pattern changes with permanent lane closures must be scheduled for a subsequent Friday evening or allowable time as specified in the Contract unless another date is approved by the Senior Director of Transportation Mobility and the respective

Division Director. Delays in implementing a Temporary Lane Closure can be rescheduled on the next available date that conforms to the General Notes on the Traffic Control Plans. Projects having alternative restrictions (those that do not have the standard Friday to Sunday restriction for implementing a Permanent Lane Closure), must also be rescheduled for the next available date that conforms to the General Notes on the Traffic Control Plans. If it is determined that the start of temporary lane closures will be delayed more than one (1) week from the scheduled start date, the RE must submit a revised [TO-103](#) via SimpliGov.

- 2) If the Contractor informs the RE that it is unable to implement a Permanent or Temporary Lane Closure on the date scheduled, the RE will immediately edit the TO-103 via SimpliGov choosing the cancel work option.
- 3) If the a Permanent Lane Closure is delayed or if a Temporary Lane Closure is delayed by more than 7 days, the TIC will advise the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Director of Operations Support, the Director of Construction & Materials, the Director of Project Management, the Director of Mobility Engineering, the RCE, the FM, and the respective Manager of Mobility Operations, and the respective MOC.

Requests to Deviate from Standard Procedure or the Contract.

If circumstances warrant, restrictions for lane closures can be changed. Approval for such will only be made where an important public interest is served. Requests that are solely for the Contractor's convenience will be rejected.

1) Advance Notice Requirements

The RE will forward requests to implement a traffic impact with less than 28-days notice to the RCE with a detailed statement explaining the benefit to the Department and why the request should be granted. If the RCE concurs with the request, the RCE will forward it to the Director of Construction & Materials.

If the Director of Construction & Materials concurs with the request, the Director of Construction & Materials will discuss the request with the Director of Mobility Engineering. If they agree, the Director of Construction & Materials will forward it to the Assistant Commissioner of CPM. The Assistant Commissioner will discuss the request with the Assistant Commissioner, Government & Community Relations, and with the Executive Director of Transportation Mobility, and inform the Director of Construction & Materials of the decision.

2) Allowable lane closure hours

The RE with the concurrence of the RCE will forward requests to deviate from the allowable lane closure hours to the Director of Mobility Engineering. If the Director of Mobility Engineering, concurs, the Manager will provide a written approval for the request. If appropriate, the RE will secure a Supplementary Agreement negotiating a credit to the Department for the change in allowable lane closure hours. In situations, where a change in allowable lane closure hours is only permitted for a short period of time or is only permitted at the discretion of the RE, a Supplementary Agreement is not appropriate. When a Supplementary Agreement is deemed not to be appropriate, any written communication from the RE to the Contractor should note that the allowed change in lane closure hours can be rescinded by the Department at its discretion.

- 3) Lane Closure implementation restrictions
(i.e., Friday to Sunday implementation of new traffic patterns)
The RE will forward requests to implement a traffic impact to the RCE with a detailed statement explaining what the benefit to the Department is and why the request should be granted. If the RCE concurs with the request, the RCE will forward it to the Director of Construction & Materials.

If the Director of Construction & Materials concurs with the request, the Director will forward it to the Assistant Commissioner of CPM. The Assistant Commissioner will discuss the request with the Assistant Commissioner, Government & Community Relations, and with the Executive Director of Transportation Mobility, and inform the Director of Construction & Materials of the decision.

- 4) Staging and Traffic Control Plan
Requests for a change in staging or with the Traffic Control Plan must be approved by the PM, Regional Traffic Engineer, and Bureau of Traffic Engineering (BTE). If a detour is involved, additional approvals by local governments may also be required. After discussing the proposal with the PM, the RE will schedule a meeting to discuss the feasibility of the proposed change. The RE will invite the FM, the PM, the Manager of Mobility Operations, and the Regional Traffic Engineer from TSSE. Department Policy & Procedure advises that it may take 35 days for a change to be approved. The time needed to approve a particular request will depend on several factors. The RE must inform Contractors to not expect an immediate response.

If Mobility Operations and TSSE concur with the proposed change in staging or the Traffic Control Plan, the PM will secure written concurrence for the change from the Program Manager. Project Management is responsible for briefing the Assistant Commissioner, Government & Community Relations, and the Deputy Commissioner if the proposed change alters the information provided in previous briefings.

Upon receipt of written concurrence from the Program Manager, the RE will provide details explaining the change to the TIC along with Advance Notice as required above.

Progress Notices (Weekly and Daily Lane Closure Requests)

- 1) The Contractor may only perform a lane or shoulder closing with the Department's approval. The Contractor is required to submit a request for planned lane and shoulder closures for each 7-day period beginning on Monday to the RE by 9:00 a.m. of the preceding Friday.
- 2) The RE will evaluate the requests for conformance with the Contract restrictions. Additionally, the RE will evaluate if a requested lane or shoulder closing is necessary to perform work, and if it unnecessary, the RE may reject a lane or shoulder closure request. The intent is not to reject a request because a closure could be avoided by any possible means, but rather to ensure that the significant interference to traffic is not permitted when no work is being performed or when interference can easily be avoided.

By noon on the preceding Friday, the RE will complete the Weekly Lane Closure Request, [Form TO-100](#), and submit it the respective MOC via the e-mail provided on the request Form TO-100. Form [TO-100](#) should not be submitted via Fax.

Permanent Lane Closures that continue to be in progress (unchanged from the previous report) must be reported every week on the Weekly Lane Closure Request, Form [TO-100](#).

- 3) By noon the day in advance (or on Friday for weekend closures), the RE will complete, Daily Lane and Shoulder Closure Request, Form [TO-101](#) and submit it to the respective MOC via the e-mail provided on the Form [TO-101](#). Form [TO-101](#) should not be submitted via Fax. A [TO-101](#) is not required for Permanent Lane Closures that are already in place. It is required for each Temporary Lane Closure.
- 4) Mobility Operations will inform, the RE if the request is being disapproved within 4 hours of receipt of the request if the request is submitted during normal working hours 8:00 am – 5:00 pm Monday through Friday), or within 12 hours of receipt if the request is submitted during non-business hours. (If the responsibility for submitting the [TO-101](#) is delegated, MOC will inform the person submitting the [TO-101](#)).
- 5) The RE may reject or rescind approval for a lane or shoulder closing because of weather conditions, or because an emergency condition on or off the project results in excessive traffic congestion.

Cancellations

- 1) If a scheduled closure is cancelled due to weather or other causes, the RE will submit the Daily Lane and Shoulder Closure Request, Form [TO-101](#), indicating the cancellation. If the decision to cancel the scheduled closure is made after business hours or just prior to the scheduled start, the RE will call at the telephone number listed on the Daily Lane and Shoulder Closure Request form to inform the respective MOC of the cancellation.
- 2) If a lane closure is opened more than an hour earlier than scheduled, the RE will phone and notify the respective MOC.

Emergency Closures

- 1) If an emergency lane closure is necessary, the RE will phone and notify the respective MOC, the FM and the RCE. If the emergency lane closure occurs after business hours, the RE will call the RCE.
- 2) The RCE will phone and notify the Director of Construction and Materials.
- 3) The Director of Construction & Materials will notify the Deputy Commissioner, Assistant Commissioner of CPM, Chief of Staff, Director of Project Management, Director of Operations Support, Senior Director of Transportation, Mobility Director of Mobility Engineering, Director of Communications, and the Managers of the MOC by e-mail.
- 4) When the emergency work is completed and the lane is restored to service, the RE will phone and notify the respective MOC, the FM and the RCE.

Unanticipated Construction Delays

- 1) The Department has a zero-tolerance policy concerning late running construction.

The RE is responsible for ensuring that the Contractor adheres to the allowable lane closure hours provided in the Contract. Under no circumstance should the Contractor be permitted to work beyond the allowable working hours provided without prior approval from Mobility Operations.

- 2) The RE must ensure that the Contractor begins removal of traffic control devices so that the lane or shoulder closing is opened to traffic in accordance with the allowable lane closure hours. Additionally, the RE should evaluate the work to determine if the Contractor's work progress is sufficient so that it will be able to open the lane or shoulder to traffic.
- 3) There may be times when working beyond the planned allowable closure hours is necessary to deal with exigent circumstances in the interest of public safety (e.g., utility line break, equipment breakdown in the lane, etc...). If a lane or shoulder closure is scheduled and cannot be opened by the required time, the RE will phone and notify the MOC, the RE and the RCE and provide the following information:
 - a. The name and phone number of the RE (and the name and phone number of the on-site person in charge if the RE is not on-site)
 - b. The allowable lane closure hours
 - c. The anticipated time the lane will be reopened
 - d. The reason for the delay
 - e. If the Contract provides for lane occupancy damages, and if so, what the rate is.

The RE should continue to update Mobility Operations, the FM, and the RCE about the situation until the closure is opened to traffic. Often, the RE will need to provide information updates on an hourly basis.

Developer Agreements

- 1) Generally, Advance Notices for Traffic Impacts are not required for work performed under a Developer Agreement. However, Regional personnel should use their judgment as to when the TIC should be informed of a Traffic Impact for work under a Developer Agreement. When submitting this information, regional personnel should clearly communicate that the Traffic Impact is associated with a Developer Agreement, and that the information is being sent to keep Senior Management informed.
- 2) For Major Access projects, the TIC will forward the information to the Director of Communications, and the Assistant Commissioner, Government & Community Relations, the Assistant Commissioner of CPM, the Manager of Major Access, the Director of Construction & Materials, the Director of Mobility Engineering, the RCE, the FM, the respective Manager of Mobility Operations, and the respective MOC.
- 3) Progress Notices (Weekly and Daily Lane Closure Requests) are required for all Traffic Impacts associated with a Developer Agreement.