New Jersey Department of Transportation
CORRECTIVE ACTION NOTICE

CAPITAL PROGRAM SUPPORT

Director: Lynn Rich **Telephone: (609) 530-5577**

CAN No. 069
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Approved: Lynn Rich
Date: June 15, 2007

Subject : Traffic Impacts & Lane Closures

Bureau(s) Affected: All Units involved with the development or administration of work impacting traffic
All Consultants and Contractors (DOT or third party)

Description of Issue(s): The Department has established new advance notice requirements to supplement the Lane Closure Request requirements of Department Policy No. 108 and this Corrective Action Notice. The development of the contract documents must also be revised to reflect this.

Corrective Action Plan:
The Corrective Action Notice, CAN062R dated Feb 09, 2007 is hereby superseded.

Until revision to the Standard Construction Detail sheet (TCD-1) is issued, the designers shall include the following notes to the "General Notes" of the Traffic Control Plan (TC-1) :

TRAFFIC IMPACT NOTICES AND CHANGES

1. TERMS
When the following terms are used, the intent and meaning shall be as follows:

IMPACTS TO NORMAL TRAFFIC FLOW - WORK THAT REQUIRES A PORTION OF THE PAVED ROADWAY BEING BLOCKED OR CLOSED WITH SAFETY DEVICES OR VEHICLES, INCLUDING, BUT NOT LIMITED TO, FULL OR PARTIAL LANE CLOSURES, FULL OR PARTIAL RAMP CLOSURES, SHOULDER CLOSURES, MOVING OPERATIONS SUCH AS TRAFFIC STRIPING OR SWEEPING, LANE SHIFTS, OR ALTERNATING TRAFFIC.
THIS APPLIES EVEN WHEN DETOURS ARE PROVIDED.

TEMPORARY LANE CLOSURES - WORK DESCRIBED UNDER "IMPACTS TO NORMAL TRAFFIC FLOW" WHICH IS ROUTINELY SET UP AND REMOVED ON A DAILY BASIS.

PERMANENT LANE CLOSURES - WORK DESCRIBED UNDER "IMPACTS TO NORMAL TRAFFIC FLOW" WHICH REMAINS IN PLACE CONTINUOUSLY FOR 24 HOURS OR MORE.

2. ADVANCE NOTICES

FOR THE INITIAL START OF WORK THAT REQUIRES "IMPACTS TO NORMAL TRAFFIC FLOW", THE CONTRACTOR SHALL NOTIFY THE RESIDENT ENGINEER IN WRITING, ON THE ADVANCE FORM TO-103 PROVIDED BY THE DEPARTMENT, OF THE PROPOSED DATE. THE NOTICE SHALL BE SUBMITTED AT LEAST <u>TWENTY-EIGHT CALENDAR DAYS, BUT NOT MORE THAN SIXTY CALENDAR DAYS,</u> BEFORE THE PROPOSED DATE. START OF WORK THAT IMPACTS NORMAL TRAFFIC FLOW WILL NOT BE PERMITTED PRIOR TO THE DATE STATED IN THE NOTICE. THE CONTRACTOR SHALL CONFIRM, IN WRITING TO THE RESIDENT ENGINEER, THE PROPOSED DATE SEVEN *(AND/OR FOURTEEN)* <u>CALENDAR</u> DAYS BEFORE STARTING THE ESTABLISHMENT OF THE TRAFFIC CONTROL MEASURES FOR THE TRAFFIC IMPACT. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE RESIDENT ENGINEER IF THE PROPOSED ESTABLISHMENT CAN NOT BE COMPLETED ON THE PROPOSED DATE.

FOR A "PERMANENT LANE CLOSURE", THE CONTRACTOR SHALL NOTIFY THE RESIDENT ENGINEER IN WRITING, ON ADVANCE FORM TO-103, OF THE PROPOSED DATE A NEW TRAFFIC PATTERN WILL BE ESTABLISHED. THE NOTICE SHALL BE SUBMITTED AT LEAST <u>TWENTY-EIGHT CALENDAR DAYS,</u>

BUT NOT MORE THAN SIXTY CALENDAR DAYS, IN ADVANCE OF THE PROPOSED DATE. START OF A NEW TRAFFIC PATTERN WILL NOT BE PERMITTED PRIOR TO THE DATE STATED IN THE NOTICE. THE CONTRACTOR SHALL CONFIRM, IN WRITING TO THE RESIDENT ENGINEER, THE PROPOSED DATE OF THE NEW TRAFFIC PATTERN SEVEN *(AND/OR FOURTEEN)* DAYS BEFORE STARTING TRAFFIC CONTROL MEASURES FOR THE ESTABLISHMENT OF THE NEW PATTERN. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE RESIDENT ENGINEER IF THE PROPOSED ESTABLISHMENT CAN NOT BE COMPLETED ON THE PROPOSED DATE.

STARTING THE ESTABLISHMENT OF A NEW PERMANENT TRAFFIC PATTERN SHALL BEGIN NO EARLIER THAN 11:00 PM FRIDAY AND SHALL BE COMPLETED AND READY FOR OPERATIONS BY 6:00 PM THE FOLLOWING SUNDAY. THE ESTABLISHMENT SHALL BE COMPLETED IN ACCORDANCE WITH THE LANE CLOSURE HOURS SPECIFIED IN THE CONTRACT.

ADVANCE NOTICES SENT PRIOR TO THE PRE-CONSTRUCTION MEETING SHALL BE ADDRESSED TO THE CONTACT PERSON AS SPECIFIED IN SUBSECTION 101.04 OF THE SPECIAL PROVISIONS.

3. PROGRESS NOTICES

ALL "IMPACTS TO NORMAL TRAFFIC FLOW" SCHEDULED FOR THE SEVEN DAY PERIOD STARTING ON THE FOLLOWING MONDAY SHALL BE SUBMITTED TO THE RESIDENT ENGINEER BY 9:00 AM OF EACH FRIDAY ON WEEKLY FORM TO-101 PROVIDED BY THE DEPARTMENT.

EACH DAY OF "TEMPORARY LANE CLOSURES" SHALL BE SUBMITTED TO THE RESIDENT ENGINEER BY 9:00 AM THE DAY IN ADVANCE OF THE START OF THOSE OPERATIONS ON DAILY FORM TO-102 PROVIDED BY THE DEPARTMENT.

"TEMPORARY LANE CLOSURES" FOR WEEKENDS SHALL BE SUBMITTED TO THE RESIDENT ENGINEER BY 9:00 AM ON THE IMMEDIATELY PRECEDING FRIDAY ON THE DAILY FORM TO-102 PROVIDED BY THE DEPARTMENT.

4. CHANGES TO THE SCHEDULED CLOSURES

REQUEST FOR A CHANGE TO THE TRAFFIC CONTROL REQUIREMENTS IN THE CONTRACT DOCUMENTS SHALL BE SUBMITTED IN WRITING TO THE RESIDENT ENGINEER AS FOLLOWS:

CHANGES TO THE SCHEDULED HOURS FOR "TEMPORARY LANE CLOSURES" SHALL BE SUBMITTED TO THE RESIDENT ENGINEER AT LEAST EIGHT CALENDAR DAYS IN ADVANCE OF WHEN THE CHANGE IS PROPOSED TO START.

OTHER PROPOSED CHANGES TO "TEMPORARY LANE CLOSURES" AND ALL CHANGES TO "PERMANENT LANE CLOSURES" SHALL BE SUBMITTED TO THE RESIDENT ENGINEER AT LEAST FORTY CALENDAR DAYS IN ADVANCE OF WHEN THE CHANGE IS PROPOSED TO START.

Until revisions to the SI are issued, the designers shall include the following in the Special Provisions:

108.03 Commencement of Work.
THE FOLLOWING IS ADDED TO THE END OF THE FIRST PARAGRAPH:

The Contractor shall notify the Resident Engineer in writing at least twenty-one calendar days in advance of the date of the start of Work at the Project site. No work at the Project Site will be permitted prior to the date given in the notice. Notices submitted prior to the Pre-Construction meeting shall be addressed to the contacts specified in Subsection 101.04.

THE LAST PARAGRAPH IS CHANGED TO:

The Contractor shall give the Resident Engineer in writing a notice 72 hours in advance of starting Construction Operations.

108.04 Progress Schedule and Prosecution of the Work.
INCLUDE THE FOLLOWING ITEM UNDER SUBPART 1 C. (1)
        (o) The CPM schedule shall contain sufficient activities for notification of the Department by the Contractor for changes to the traffic patterns and staging, including the following:

1) An activity with a duration of at least twenty-eight calendar days, but not more than sixty calendar days, shall be shown in advance of the date of establishing a new permanent traffic pattern.

2) An activity with a duration of at least fourteen *(or seven)* calendar days shall be shown in advance of the date of starting establishing a new permanent traffic pattern.

Instructions to Designers

1. Prior to the Final Design Submission, the Designer shall contact Traffic Operations to determine what items under 2 (ADVANCE NOTICES) need to be revised for the specifics of the project. Seven days will usually apply if the contract contains only Temporary Closures/Traffic Impacts. New traffic patterns may have to be established during the week instead of the weekends for construction during the summer in shore areas or for other conditions as warranted.

2. Prior to the Final Design Submission, the Designer shall contact Traffic Operations to determine the final details for special traffic mitigation requirements.

3. The Designer shall incorporate the advance notice requirements accordingly into the project schedule and the completion dates set in the Special Provisions.

The responsibility of each unit to ensure that this directive is carried out shall be as follows:

- **Major Access Permit Unit, Regional Maintenance Permit Offices, and Division of Local Aid** – Ensure that permits and agreements incorporate the appropriate requirements, and that notices are provided as specified in the Department Policy.

- **Bureau of Quality Assurance, Bureau of Maintenance Engineering & Support, and Bureau of ITS Engineering** – Ensure that the construction contract documents have incorporated the appropriate requirements, or issue by addenda as required.

- **Resident Engineers** – Since the Policy is effective immediately for all projects, use the above in establishing requirements with the contractors on existing contracts.

- **Division of Traffic Operations** – Provide designers with the appropriate choices to be incorporated into the contract documents.

Implementation: Immediate