

1 costs, delay or increasing the cost of utility adjustments, will be borne by the contractor. If
2 approved, the change will be documented by a supplemental agreement or change order with
3 the contractor's revised plan drawings. The Resident Engineer may consult the District
4 Design, District Traffic Operations, District Utilities and/or the District Construction Offices.
5 In no case will the contractor begin work using an alternate TCP until such plan has been
6 approved by the Resident Engineer.

7 The contractor's letter will provide the name and telephone number(s) of the individual who will
8 be the Worksite Traffic Supervisor (WTS) responsible for the MOT on a 24-hour basis. The
9 named individual will be the contractor's project contact person for problems related to MOT.
10 The named individual must be employed by the contractor and must be qualified by
11 successfully completing an approved Advanced MOT training course given by a Department
12 approved training agency. A copy of the certificate will be retained by the Project Engineer.

13 **6.1.5 Discussion of Traffic Control Plan at Preconstruction** 14 **Conference**

15 The TCP to be utilized on the project, as detailed within the contract, will be reviewed and
16 discussed at the preconstruction conference. The review of the TCP shall consist of reviewing
17 the different phases of work and the provisions to maintain traffic during each phase. Any
18 errors or omissions shall be noted for corrective action.

19 The discussion at the preconstruction conference shall include:

- 20 (1) Inspections performed (including weekly reviews) by the Contractor and/or the
21 Department,
- 22 (2) Responsibilities of the Worksite Traffic Supervisor (WTS),
- 23 (3) The contractor's work notification to the Engineer,
- 24 (4) Traffic safety,
- 25 (5) Changes required to enhance the TCP,
- 26 (6) Quality control of MOT devices,
- 27 (7) Sign installations and removal or covering of existing signs,

- 1 (8) Installation and removal of pavement markings,
- 2 (9) Crash reporting,
- 3 (10) Night work,
- 4 (11) Maintenance of MOT devices,
- 5 (12) Speed restrictions,
- 6 (13) Work zone clearances,
- 7 (14) Inactive work zones
- 8 (15) Variable message boards, etc.

9 The Contractor's role in implementing any corrective actions must be clarified before the
10 project begins. This will ensure that needed changes are performed with minimum disruption
11 to work activities.

12 The training requirements for flaggers will be discussed at the preconstruction conference.
13 Copies of the flaggers certificates must be submitted to the Project Engineer before
14 construction activities require flagging.

15 **6.1.6 Inspections**

16 **6.1.6.1 Initial Inspection and Evaluation of Work Zone**

17 The initial evaluation will be performed by the WTS on new phases of construction by driving
18 through the work zone and observing how traffic moves through the work zone. This drive
19 through inspection will be done in all lanes, both directions, on cross roads, during the day and
20 night and from all entry and exit points within the zone. Detours, if any, should also be driven.
21 The evaluation will also include inspection of signs and devices for the desired sight distance,
22 maintenance and spacing.

23 A newly implemented work zone TCP may not operate as well as it was designed to operate.
24 To lessen hazards to motorists and workers, traffic controls will be inspected and evaluated by
25 the Worksite Traffic Supervisor, immediately after the TCP is implemented, using the *Initial*

1 ***Evaluation of New Phase of Construction, Form No. 700-010-10, (Attachment 6-1-3).***

2 In complex work zones such as in urban areas or interchanges, a stationary observation
3 inspection will be made by qualified Department and Contractor personnel in addition to the
4 drive-through inspection. This inspection will be made as soon as each phase of the TCP is
5 implemented.

6 A tape recorder, videotape or photograph is a good method to document immediate thoughts
7 or observations. Signs should be evaluated to see if they communicate their messages and
8 are properly located. Any sight distance problems should be noted and corrections made to
9 the location of the devices. The location and length of tapers and the spacing of devices
10 should be checked. Any existing signs or signals that are not needed shall be covered. All
11 proposed pavement markings should have been applied. Non-applicable pavement markings
12 shall be removed if the work zone is stationary and of sufficient duration.

13 Bicycle paths through the work zone should be well marked and signed. Bicycle paths should
14 not be directed through pedestrian walkways. Pedestrian paths should be clean of debris and
15 well protected with positive barriers and/or separated from traffic. Business entrances should
16 be well maintained, and designated with devices through construction areas. Entrances should
17 be signed appropriately so as to give advance notice to the motorist.

18 Any unsafe driving actions should be identified and corrective action taken to achieve a
19 smooth traffic flow through the work zone. Any enhancements to the TCP should be
20 documented in the project diary, and coordinated with potentially affected parties (e.g.,
21 utilities).

22 **6.1.6.2 Weekly Night and Day Inspections**

23 When required by the Standard Specifications or Special Provisions, the Contractor's WTS
24 will do a weekly night and day MOT inspection. The Department approved reports for these
25 inspections are to be used, ***MOT Review Report Form No. 700-010-08, (Attachment 6-1-4).***
26 If any deficiencies are noted during the inspections, they will be noted in the report. The
27 original report will be provided to the Project Engineer within 24 hours, the WTS will keep a
28 copy and any deficiencies will be discussed. Within 24 hours of when the deficiencies have
29 been corrected, the WTS will note and submit the date corrective action was taken, to the
30 Project Engineer.

31 Department personnel will review the MOT Review Report and shall confirm the notations on
32 the report (positive and negative findings) by conducting a field project inspection of the work

1 zone. If any deficiencies are noted that were not included in the MOT Review Report, the items
2 will be discussed with the WTS and noted in the MOT Review Report. The Project Engineer
3 will document on the original Review Report and the Daily Diary the date corrective action was
4 completed.

5 The following conditions must be reviewed during these inspections:

- 6 (1) Proper installation and maintenance of required traffic control devices, warning devices
7 and barriers for the protection of the traveling public, pedestrians, and workmen, as well
8 as the safeguarding of the work area in general.
- 9 (2) Devices and barriers not applying to existing conditions are removed or covered.
- 10 (3) Traffic control devices, pavement markings, warning devices, and barriers are kept in
11 the correct position, properly directed, clearly visible, clean at all times and meeting
12 reflectivity and color requirements.
- 13 (4) Damaged, defaced or dirty devices, attenuators or barriers are immediately repaired,
14 replaced, or cleaned.
- 15 (5) Safe and continuous access is maintained to residences and businesses.
- 16 (6) Contractor conformance to the approved TCP and **Manual on Uniform Traffic**
17 **Control Devices (MUTCD)**.
- 18 (7) Assurance that only approved traffic control devices are used in accordance with the
19 latest version of the Department's **Traffic Engineering Manual, Chapter 7, Section**
20 **1, Topic No. 750-000-005**.
- 21 (8) Safe and continuous access is maintained for bicycles and pedestrians and school
22 crossing markings and signs are maintained satisfactorily.
- 23 (9) Drop off and clear zone criteria are met.
- 24 (10) Assure positive drainage of the roadway.
- 25 (11) Conflicting pavement markings are removed satisfactorily (not painted over).

6.1.6.3 Modification to Traffic Control Plan

When a modification to the TCP is proposed by the contractor for approval, particular attention should be given to the utility adjustment plan of the project. If the proposed TCP modification affects the scheduled adjustment of utilities in any measure, the contractor must obtain approval from the affected utilities. The District Utilities Engineer should be given the opportunity to review and comment on the modified TCP submittal.

Modifications to the TCP which will change traffic patterns will also be submitted to the Department for approval according to **Approval of Modifications/Changes to TCP (Traffic Control Plan), (Attachment 6-1-1)**. No modifications to the approved plan will be allowed, except for enhancements, or emergencies, until such modification has been approved by the Resident Engineer. These modifications may be documented by supplemental agreement or change order. Enhancements to the TCP will not involve changing traffic patterns.

6.1.7 Recommended Action to Shut Down a Project Due to MOT Discrepancies

- (1) Following an inspection made by qualified Department personnel, the contractor will be immediately notified verbally of recurring discrepancies found. A written list of discrepancies, **MOT Deficiency Notification Form No. 700-010-09, (Attachment 6-1-5)**, will be given to the contractor within 24 hours with a notification setting a 48-hour maximum limit for complete corrective action to be taken. This is the initial notification. Pay deductions of the involved MOT line items will be made during the 48-hour time limit or up to the time of complete corrective action on **all** of the items in the discrepancy list.

1 Any discrepancy noted that is considered a severe hazard and life threatening will
2 require immediate corrective action by the contractor. Failure to correct the hazard
3 immediately is basis to shut down the project and obtain other means to correct the
4 hazard.

5 (2) If corrective action has not been complete within the 48-hour time limit, the Project
6 Engineer will notify the contractor by certified mail that the project MOT remains in an
7 unsatisfactory status. They will also notify the contractor that:

8 (a) The project will be shut down if complete corrective action is not taken on the
9 listed MOT items within 48 hours.

10 (b) The WTS may be disqualified if the project is shut down.

11 (3) Removal of the WTS from the project during the life of the contract, will be initiated if
12 three (3) final notifications for "shut down" are issued to the contractor within a twelve
13 (12) month period.

14 **6.1.8 Other Requirements**

15 (1) When required by the project Standard Specifications or Special Provisions, the WTS
16 will inspect MOT operations provided by a utility company within the project limits
17 throughout the project duration.

18 (2) Traffic control devices, warning devices and barriers paid for on a "per day" basis will
19 be counted by Department personnel as described in ***Procedure to be Used to Count***
20 ***Traffic Control Devices, Warning Devices and Barriers Paid for on the Per Day***
21 ***Basis, (Attachment 6-1-2).***

22 (3) Department personnel will report crashes occurring within the project limits as
23 described in ***Section 6.5*** on crash reporting in construction zones.

24 (4) The WTS will coordinate with adjacent projects and make frequent inspections to
25 ensure that there are no conflicts in the information and/or instructions given to the
26 motoring public.

27 (5) The WTS/Contractor will check reflectivity, if reflectivity failure occurs, request re-
28 application of the pavement markings.

Attachment 6-1-1

APPROVAL OF MODIFICATIONS/CHANGES TO TCP (TRAFFIC CONTROL PLAN)

- A. Alternate TCP plans and any significant* change to the original TCP requested by the contractor will be submitted to the Resident Engineer in written form, signed and sealed by a Florida registered Professional Engineer.
- B. The submission will include a 11" x 17" set of plan sheets which indicate the type and location of all signs, lights, channelizing devices, striping, barriers and geometrics of transitions and detours to be used for the safe passage of pedestrians, bicyclists and vehicular traffic through the project and for the protection of the workers. The plan will indicate conditions and setups for each phase of the contractor's activities.
- C. The Resident Engineer will review and approve/disapprove all submissions as presented. However, significant changes should have input from District Design, District Utilities, District Traffic Operations and/or District Construction Office.
- D. In no case can the contractor begin work until the alternate TCP has been approved in writing by the Department. Modifications to the TCP that become necessary will also be approved in writing. Except in an emergency, no change(s) to the approved plan will be allowed until written approval of such plan changes has been received.
- E. The following items, as well as other considerations that might be pertinent, will be used to determine TCP approval: price, reduction of congestion, accident potential, ease of implementation, inconvenience to the public, and delay costs.
- F. All contemplated changes other than very minor ones will be reviewed and approved by the FHWA Area Engineer on federal oversight projects.
- G. If the revised TCP involves adjustment of utilities, the TCP must address the affected utilities and the contractor must obtain approval from the involved utility companies.

* Definition: Significant - Any deviation of traffic movements from the plan or any geometry change.

Attachment 6-1-2

PROCEDURE TO BE USED TO COUNT TRAFFIC CONTROL DEVICES, WARNING DEVICES AND BARRIERS PAID FOR ON THE PER DAY BASIS

- A. The Contractor and Department representative will meet on the first work day of the week to discuss the placement of traffic control devices, warning devices and barriers for that week. If the first work day is not convenient, then the next work day may be used. The contractor's representative may be a representative from the MOT subcontractor.
- B. If the number of devices and barriers remains constant for that week, only one count during the week will be necessary. Weekly reviews should be made for determining the count of lights functioning properly. The count made will be used as the tally for each succeeding day until the next scheduled count except as noted in C. below. The contractor representative will be notified of the time of all counts and will be invited to accompany the Department representative for the counts. The count will proceed at the appointed time, even if the contractor's representative is not present.
- C. Additional counts will be made if it is obvious that there is a change in the number of devices and barriers being utilized or deficiencies of the same are observed. This will define a non-conformance day. The contractor representative will be notified of the time of any additional counts and will be invited to accompany the Department representative for such counts.
- D. The counts will be made of those warning devices that are needed, are properly located, are in accordance with the approved TCP and/or Department Standards and Specifications, and are properly maintained. FDOT "Daily Log Sheet (Maintenance of Traffic) Site Source Record, Form No. 700-050-51, will be used.
- E. The Contractor will be notified immediately of non-conformance occurring at any time if remedial action is required. The contractor representative will be notified 24 hours in advance of any pay deduction for MOT items in order to provide the contractor with an opportunity to remedy the situation.
- F. Upon encountering a non-conformance day, daily counts will be made until corrective actions have been made and/or counts have stabilized.
- G. This procedure is to be discussed with the project contractor before the TCP is implemented.

ATTACHMENT 6-1-3

INITIAL EVALUATION OF NEW PHASE OF CONSTRUCTION

FORM NO. 700-010-10

[AVAILABLE THRU FDOT FORMS - 1 Page]

ATTACHMENT 6-1-4

MOT REVIEW REPORT

FORM NO. 700-010-08

[AVAILABLE THRU FDOT FORMS - 6 Pages]

ATTACHMENT 6-1-5

MOT DEFICIENCY NOTIFICATION

FORM NO. 700-010-09

[AVAILABLE THRU FDOT FORMS - 1 PAGE]

Attachment 6-1-6

Tasks by Responsible Party

A. **PRECONSTRUCTION CONFERENCE**

Contractors Responsibilities

- (1) Contractor uses Department design TCP or proposes alternative TCP.
- (2) Contractor will furnish a letter stating whether they plan to use the TCP in the plans or use an alternative plan. If an alternative plan is used, the letter must include changes to the TCP, cost adjustments and cost of utility adjustments and also state, that any cost adjustments will be borne by the contractor.
- (3) The letter will also include name and telephone number(s) of a qualified WTS responsible for MOT on a 24 hour basis.
- (4) Contractor will submit to the Project Engineer a copy of certificate of qualification for WTS along with flaggers certificates.
- (5) The Contractor must submit an alternate plan that has been signed and sealed by the Project Engineer.

Department Responsibilities

- (1) If an alternate TCP is proposed, the Resident Engineer must approve the alternate TCP prior to commencing affected activities. The Resident Engineer may consult the District Traffic Operations, District Utility and/or the District Construction Offices.
- (2) The Project Engineer will retain copies of certification of qualification for the WTS and flaggers.

CPAM

Attachment 6-1-6

Tasks by Responsible Party

B. INSPECTIONS

Initial Inspection and Evaluation of Work Zone

An initial evaluation will be performed on all new phases or modifications to a phase by qualified Department or Contractor personnel (depending upon Specification requirements).

On Complex work zones a stationary inspection will be made by a qualified Department or Contractor personnel (depending upon Specification requirements).

Contractor Responsibilities

- (1) The WTS will provide the original ***Initial Evaluation of New Phase of Construction, Form No. 700-010-10*** to the Project Engineer within 24 hours.
- (2) The Contractor will discuss deficiencies of inspections with the Project Engineer.
- (3) The Contractor will make corrections and notify the Project Engineer of the date the correction was made within 24 hours of correction.

Department Responsibilities

- (1) When Standard Specifications or Special Provisions require the Contractor to do an initial night and day MOT Review Report, the Project Engineer will discuss any deficiencies with the WTS.
- (2) The Project Engineer may conduct an initial inspection, note any deficiencies and discuss them with the WTS.
- (3) The Project Engineer will track the date corrective action was taken on the ***Initial Evaluation of New Phase of Construction, Form No. 700-010-10*** and the Daily Diary.

CPAM

Attachment 6-1-6

Tasks by Responsible Party

Weekly Night and Day Inspections

Contractor Responsibility

- (1) When required by the Standard Specifications or Special Provisions, the original ***MOT Review Report, Form No. 700-010-08*** will be furnished to the Project Engineer within 24 hours and the WTS will keep a copy.
- (2) Following discussion of any deficiencies found from the weekly night and day inspections, the Contractor will submit the date the corrective action was taken to the Project Engineer, within 24 hours of the corrective action.
- (3) Weekly, night and day MOT inspections will be made by qualified Department or Contractor personnel (depending upon Specification requirements), using the ***MOT Review Report, Form No. 700-010-08***.

Department Responsibilities

- (1) When Standard Specifications or Special Provisions require the Contractor to do a weekly night and day ***MOT Review Report, Form No. 700-010-08*** the Project Engineer will discuss any deficiencies with the WTS.
- (2) The Project Engineer will document on the original ***MOT Review Report*** the date corrective action was completed.

C. MODIFICATIONS TO TRAFFIC CONTROL PLAN

Contractor Responsibility

- (1) When proposed TCP modification affects the scheduled adjustment of utilities the Contractor must obtain approval from the affected utilities.

Department Responsibility

- (1) When proposed TCP modification affects the scheduled adjustment of utilities in any measure, the District Utilities Engineer should be given the opportunity to review and comment on the revised TCP submittal.

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Attachment 6-1-6

Tasks by Responsible Party

D. RECOMMENDED ACTION TO SHUT DOWN A PROJECT DUE TO MOT DISCREPANCIES

Contractor Responsibility

- (1) The Contractor will have 48 hours to take corrective action of recurring discrepancies.
- (2) Any discrepancy noted that is considered a severe hazard and life threatening will require immediate corrective action by the Contractor.

Department Responsibility

- (1) Department personnel will immediately notify the Contractor verbally of any recurring discrepancies found and note them on the Daily Diary.
- (2) A written list of discrepancies, using MOT Deficiency Notification will be given to the Contractor within 24 hours setting a 48 hour maximum limit for complete corrective action to be taken.
- (3) If corrective action has not been complete within the 48 hour time limit, the Project Engineer will notify the contractor by certified mail, of the MOT which remains in an unsatisfactory status and the project will be shut down, the WTS may be disqualified if the project is shut down. Removal of the WTS will be initiated for the duration of the contract.

E. OTHER REQUIREMENTS

Contractor Responsibility

- (1) When required by the project Standard Specifications or Special Provisions, the WTS will inspect MOT operations provided by a utility company within the project limits throughout the project duration.
- (2) The WTS will coordinate with adjacent projects and make frequent inspections to ensure that there are no conflicting information and/or instructions given to the motoring public.

Department Responsibility

- (1) Department personnel will count traffic control devices, warning devices and barriers paid for on a "per day" basis.

CPAM
Attachment 6-1-6
Tasks by Responsible Party

- (2) Department personnel will report crashes occurring within the project limits.