

**To the Mayor and Members of the City Council****January 14, 2020**

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SUBJECT: STREET CONSTRUCTION ZONE COORDINATION

This Informal Report is in response to City Council's request to receive general information on contractor procurement and on how construction is coordinated with residents and business owners to ensure ingress and egress to driveways. This report will address the following topics: 1) how construction contractors are procured; 2) standard procedures for providing residents ingress and egress to driveways during construction; 3) how construction zones are designated; and 4) how street closures are designated and approved.

The Transportation and Public Works Department (TPW) utilizes multiple project delivery methods and corresponding procurement strategies to ensure the success and quality of our infrastructure improvement program. For paving and water utility work, contractors must be pre-qualified for the work specified by the project scope of work. Pre-qualified contractors are categorized by the type of paving (concrete vs. asphalt) and the quantity of paving the contractor is performing on a project-by-project basis. Pre-qualification is assessed by the City through a review of the contractor's references, financial history, equipment inventory, and construction experience. The pre-qualification status of the pavement contractor is reviewed every two years for renewal. From 2017 to 2019, TPW Capital Improvement Program Contracts for Concrete Restoration, Arterials, and Neighborhood Streets have averaged 12 bidders per work type. In 2019, seven Concrete Restoration contracts were bid with 14 responsive bidders. The two arterial contracts bid in 2019 received six bidders, while the one neighborhood streets contract received five bidders.

TPW assigns construction management and quality assurance/quality control inspection services to projects once they transition from the design phase to the construction phase. A pre-construction community meeting is held to communicate the project scope, anticipated timeline, and to exchange contact information with residents. Shortly thereafter, regularly scheduled meetings are held by the City with the Contractor to ensure communication and achievement of the project's goals.

TPW implements standard processes and procedures to address residential and commercial ingress and egress concerns. All formal and contractual specifications are outlined in the Construction Project Manual. Specifically, Division 01 of the Project Manual outlines the general requirements for the project which include construction schedules, project meetings, and the communication approach with residents during the construction period. Items described in the communication approach follow standard work instructions regarding Public Meetings, Pre-Construction Meetings and Construction Signage and Public Notice.

In addition to outlining the standard procedures associated with public meetings and the use of project designation signs, standard procedure for Public Notice also outlines the following requirements during the Construction Phase:

- **Door Hangers**

The assigned City Inspector will create door hangers for the project, as detailed in the Work Instruction for Door Hangers. The City Inspector will bring both the 7-day and 1-day construction notification door hangers to the Pre-Construction Meeting and provide them to the Contractor. The Contractor places the seven-day door hanger and one-day door hanger on the doors of the residents and businesses within and adjacent to the project area at the required times.



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- **Other Communications**

The Project Manager may request additional communication with affected citizens based on the scope and/or duration of the construction project. This communication may include periodic updates to stakeholders via social media outlets, the City website, electronic notifications, and media coordination.

Integral to every project is the design, which identifies the scope of construction as designated by the City and engineer of record. All roadway improvement plans undergo a standard design plans review process as outlined in Design Plans Review Work Instruction. Section Seven of the standard reads as follows:

- **Constructability Reviews**

The Project Manager will evaluate each capital project for conducting a constructability review. This review is generally performed on the 60% plans; however the Project Manager may elect to conduct a constructability review earlier in the design phase. The constructability review will include a visit to the project site and may include additional office meetings as required to complete the review process. The purpose is to identify constraints, barriers, and alternatives for consideration in the design of the project which could eliminate issues during construction or could reduce either cost or schedule.

Request for street closures follow the latest revision of the Transportation Engineering Manual as approved by the City Council in June 2019. Traffic Control Plans are reviewed by the City and must comply with the Texas Manual of Uniform Traffic Control Devices (TMUTCD).

In accordance with the approved Transportation Engineering Manual, the TPW Director or designee may authorize temporary street closures of local (residential) streets associated with construction and/or maintenance which are less than 10 days and effective after proper notifications have been issued. Temporary street closures greater than 10 days are approved by the City Council through an M&C.

Concerns with Recent Construction Projects

The Handley Drive pavement reconstruction project began in March of 2019 and is scheduled for completion this month. The City's contractor, Woody Contractors, Inc., began concrete work for curb, gutter and driveway approaches on Handley Drive from Lancaster Avenue to Craig Street in March of 2019 with asphalt paving activities beginning in late October 2019. According to the City's inspection logs, the Contractor delivered door hanger notification of construction within the segment on October 22, 2019. A second notice, 1 day prior to work beginning, was not documented as having been delivered by the contractor to residents. On the morning of November 5, 2019, concrete base excavation and haul off were occurring. Due to this construction, a citizen's driveway was blocked by equipment resulting in a missed doctor's appointment. Within hours of the incident, the appropriate City staff were notified and discussed current and future corrective actions with the Contractor to include door to door visits immediately prior to any activities that would render a citizen incapable of ingress and egress to their property. The citizen was notified by the close of business on November 5, 2019 of the corrective action taken and additional points of contact available to assist with future inquiries and issues.

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The Randol Mill Road pavement reconstruction and roundabout installation project began construction in August of 2019 and is scheduled for completion in late 2020. On September 17, 2019, it was reported through the Council district office that Cooks Lane was being damaged as a result of heavy truck traffic hauling construction materials. Investigation by TPW found that the truck traffic reported on Cooks Lane was related to nearby development and not the Randol Mill road construction. Traffic control devices were observed to be intact and in accordance with the approved traffic control plans. On-site Police presence was increased on September 18, 2019 to ensure compliance with the approved detour route and commercial delivery route. TPW has scheduled maintenance work to be performed on Cooks Lane at the completion of the Randol Mill Road project.

Summary:

In the management of construction activities, TPW follows contractual requirements, City standards, and the guiding principles outlined in the TMUTCD. TPW inspection staff are assigned to each project to help facilitate the communication of the project's progress and ensure that a quality project is delivered to the City. All street closures require the appropriate approval by the City, followed by the prescribed notification to impacted citizens. Inspectors and contractors work with affected property owners to confirm that ingress and egress is accommodated to the maximum extent possible without impeding construction progress. While communication to the residents is guided by best practices and principles, this may not address all situations. TPW staff will continue to strive for clear and effective communication with stakeholders through continual process improvement, lessons learned, and the implementation of innovative solutions.

If you have any questions, please contact Lauren Prieur, Transportation and Public Works Interim Assistant Director, at 817-392-6035.

David Cooke
City Manager