

OFFICE OF STATE AID ROAD CONSTRUCTION STANDARD OPERATING PROCEDURES			S.O.P. NO. SA II-1-42 Page 1 of 7
Subject: S.O.P. TRAFFIC CONTROL PLAN FOR CONSTRUCTION PROJECTS			Distribution A, B, C, D, E
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PURPOSE: A Policy to Provide Guidance and Establish Procedures to Assure that Adequate Consideration is Given to Motorists, Pedestrians, and Construction Workers on All Construction Projects.

1. GENERAL:

Part VI of the Manual on Uniform Traffic Control Devices (MUTCD) sets forth basic principles and prescribes standards for the design, application, installation, and maintenance of the various types of traffic control devices for highway and street construction, maintenance operation, and utility work. The Manual requirements are minimum and cannot address in depth the variety of situations that occur in providing traffic control in work zones. The guidelines and procedures contained herein are intended to supplement the MUTCD and be consistent with its provisions. These procedures apply to all construction projects. Whenever the acronyms "TTCP", "TCP" or "TTC" are used in this S.O.P., plans or specifications it is understood that they refer to the Temporary Traffic Control Plan.

2. POLICY:

In order to assure the safety of motorists, pedestrians, and construction workers, the following procedures shall apply to all highway construction projects:

- 2.1. Traffic Control Plan (TCP): A Traffic Control Plan (TCP) is to be developed and included as a part of the proposal for each construction project where public traffic is to pass through, across, or adjacent to the construction activities of the project, or when construction activities will interfere with public traffic.

The scope of the TCP will be determined during the planning and design phases of each project and as a minimum should consider:

- 2.1.1. Delineation of intended travel paths through construction. Methods and devices to be considered.
- 2.1.2. The need for pilot vehicles to guide traffic through construction work zone.
- 2.1.3. Storage of construction equipment and materials adjacent to or near the traveled-way.

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- 2.1.4. Construction scheduling and hours of work. Limitations on construction operations needed.
- 2.1.5. The removal of obsolete pavement marking.
- 2.1.6. When and where flaggers will be required.
- 2.1.7. Contract time as a means of limiting the time traffic is exposed to hazards in work zones.
- 2.1.8. Has pedestrian traffic been provided for? The proximity of schools or other institutions should be considered.
- 2.1.9. Have adequate provisions been made for the protection of workers in the vicinity of public traffic?
- 2.1.10. The time and manner of each major rerouting of traffic through the construction zone.
- 2.1.11. Should a change be made in posted regulatory speed signs?
- 2.1.12. Could the sight distance along the temporary routing of traffic be improved?
- 2.1.13. Are provisions required for disabled vehicles?
- 2.1.14. The removal and disposal of construction debris.
- 2.1.15. The moving of construction equipment across or along the route of public traffic.
- 2.1.16. Will detour/diversion adequately provide acceptable traffic flow? Can additional capacity be reasonably provided?
- 2.2. Off Site Detour: On projects with the average daily traffic (ADT) of 400 or greater, an "off site" detour shall be delineated by signs in accordance with section VI of the latest edition of the Manual on Uniform Traffic Control Devices. Generally, when the ADT is less than 400 an "off site" detour will not be delineated. However, in some instances it may be desirable and necessary to delineate a detour.

When "off site" detours are delineated, the TCP shall include the statement "all detour signs and associated signs shall be installed and maintained by the Contractor as a part of this project."

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2.3. Specification Authority: The TCP will be commensurate with the complexity of the project. As a minimum it shall consist of construction zone safety plan, Subsections S-104.04, S-105.15, S-107.07, S-107.10 and Special Provision 901-S-618, augmented as necessary with instructions and amendments related to the particular project; special or standard traffic control and/or sign layouts in the plans; and applicable portions of the MUTCD made a part by reference.

2.4. Speed Limits: The plans may show a maximum speed limit through the project. If this speed limit is less than the posted limit of the road, the construction zone safety plan shall include the necessary regulatory signs (white background with black letters and numerals) to effectively post the new speed limits. A speed reduction sign (W3-5 or W3-5a) should be placed in advance of the construction project. The maximum speed limit sign shall be placed at a point sufficiently in advance of the project to give the motorists time to reduce their speed to the posted speed limit. Additional speed limit signs shall be posted within the project at specified intervals if necessary.

A separate sheet(s) will be included in the proposal titled TRAFFIC CONTROL PLAN, PROJECT: _____ COUNTY: _____.

2.5. Example Plan:

TRAFFIC CONTROL PLAN

PROJECT:

COUNTY:

Local traffic will be maintained by the Contractor at all times. During daylight hours when the work is actually in progress traffic may be maintained in alternate directions on one lane by use of signs, barricades, flaggers, and a pilot vehicle as shown on the plans.

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Two-way local traffic will be maintained at all other times. There will be no trucks, equipment, or supplies parked or stored within proximity of a traveled lane in use by public traffic except for vehicles or supplies actually engaged in the work when construction is in progress. The specific requirements of the contractor's responsibilities are as required by Subsection S-104.04, S-105.15, S-107.07 and S-107.10; construction zone safety plan sheet(s) _____ of the plans; and Part VI of the MUTCD. The requirements of the TCP do not alter or in any way change the requirements of the foregoing or any other requirement of the contract except as specifically stated herein as an alteration or change.

John D. Doe, _____, is designated as the responsible person to ensure the Contractor constructs, installs and maintains the devices called for in the TCP.

2.5.1. Traffic Handling: Additionally, as determined for the project, construction zone safety plan sheets will detail specific traffic handling requirements. A general statement of the intent should precede the details, such as: Two-way, through and local traffic will be maintained at all times, etc., as it applies to all the project, or at crossroads, or only at specific locations identified by road name and station. This general statement should be followed by a statement as needed that would apply as an exception such as: Local traffic only will be maintained on all other sections, or all other sections will be closed to all traffic, etc.

3. TCP ADMINISTRATION:

The responsibility for the accomplishment of the provisions of the TCP is the Contractor's (Reference Subsections S-107.14 and S-107.16 of the Standard Specification and Special Provision 901-S-618). Due to critical nature of the provisions of the TCP in regard to the safety of motorists, pedestrians and construction workers in construction work zones a strict adherence to the provision of the TCP by the Contractor is essential.

3.1. Responsible Person: The County Engineer shall designate a responsible person to inspect and monitor the Contractor's continuous compliance with the plan and evaluate the necessity for modification of the plan. This inspection shall be performed at periods not exceeding one week regardless of construction activity within the project. The designated responsible person must have successfully completed an approved training seminar on traffic control through highway construction work zones. A copy of the responsible person's certificate of training shall be submitted to State Aid.

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3.2. Change of Responsible Person: If for any reason the County Engineer desires to change the designated responsible person, he shall write a letter to the State Aid Engineer including the following:

3.2.1. Name of new responsible person.

3.2.2. Name of previous responsible person.

3.2.3. Period of time new person to be responsible.

3.2.4. Copy of responsible person's certificate of training as required in 3.1 of this S.O.P. if not previously submitted to State Aid.

3.3. Report: The inspector shall complete a Traffic Control Plan Report form (Form SA TCP-1) as provided by State Aid. The resulting TCP report (and other pertinent information) shall be included in the project diary along with any action taken by the County Engineer.

4. PAY ITEMS:

Payment shall be made under Pay Items 901-S-618, maintenance of traffic and 901-S-618-A, additional construction signs. Payment for additional construction signs shall be at the price per square foot stated in the proposal.

5. PROCESS REVIEW AND EVALUATION:

A review team shall annually review randomly selected projects for the purpose of assessing the effectiveness of these procedures. This team shall consist of the District Engineer and the County Engineer or his representative and may include the State Aid Traffic Control Coordinator and a representative of the FHWA. The District Engineer shall submit a written report of the teams findings to the State Aid Engineer. Copies of the report shall be furnished the County Engineer and the Assistant State Aid Engineers and project file.

6. CONSTRUCTION ZONE ACCIDENT REPORTING:

Construction zone accident data shall be used to continually correct deficiencies which are found to exist on individual projects and to improve the content of future traffic control plans.

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All contracts shall include a provision to the effect that within three weeks the Contractor shall provide the County Engineer with a copy of each accident report for traffic related accidents occurring within the limits of the project. In the event no accident report is available the Contractor and the County Engineer shall jointly attempt to describe the accident from such sources or information that may be available. The Engineer or other appropriate personnel as required shall analyze these reports to determine if corrective action is needed. A copy of the accident report shall be forwarded to the State Aid Engineer immediately upon its completion.

In the event corrective action is indicated, the contractor shall proceed immediately with same.

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Form SA TCP-1

**OFFICE OF STATE AID ROAD CONSTRUCTION
TRAFFIC CONTROL PLAN REPORT**

TO BE FORWARDED TO STATE AID WITH PROJECT DIARY

DATE _____ PROJECT _____ INSPECTOR _____
 TIME _____ COUNTY _____

CHECK BLOCK (X) IF APPLICABLE	ADVANCED WARNING ZONE	APPROACH ZONE	WORK ZONE	DETOUR
	missing/damaged vandalized/dirty improperly placed non-reflectORIZED non-standard worn electrical malfunction	missing/damaged vandalized/dirty improperly placed non-reflectORIZED non-standard worn electrical malfunction	missing/damaged vandalized/dirty improperly placed non-reflectORIZED non-standard worn electrical malfunction	missing/damaged vandalized/dirty improperly placed non-reflectORIZED non-standard worn electrical malfunction
SIGNS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
BARRICADES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
PAVEMENT MARKINGS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
OTHER DEVICES	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
FLAGGERS	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

OPERATING CHARACTERISTICS

- | | |
|---|--|
| 1. Queues _____ Location _____
2. Speed _____
3. Gawking _____
4. Accidents _____
5. Congestion _____ | 6. Jay Walking _____ Location _____
7. Erratic Maneuvers _____
8. Brake Lighting _____
9. Skid Marks _____
10. Other _____ |
|---|--|

COMMENTS/ACTION RECOMMENDED:

(ADDITIONAL COMMENTS ON BACK)

DATE

Contractor Notified _____
 Action Taken _____
 Action Deferred _____

Date (July, 01, 2005)

Signed: _____