STANDARD ELEMENTS OF A CONSTRUCTION MANAGEMENT PLAN

JULY 2015

SDOT
Seattle Department of Transportation

Standard Elements of a Construction Management Plan (CMP)

This guidance tool was developed through partnership between the Department of Planning and Development (DPD) and the Seattle Department of Transportation (SDOT). Master Use and Building Permits can trigger a requirement for a Construction Management Plan submittal. This tool provides an overview of standard elements required. Providing this standard information ensures that contractors and developers receive useful information and feedback early in their construction management planning process. Below are specific instructions and guidance for creating a Construction Management Plan.

Intent of the Construction Management Plan:

The Construction Management Plan (CMP) is a living document that is to be kept current throughout the duration of a project. The CMP is intended to serve two purposes:

Mitigate Impacts - The CMP will mitigate construction related impacts, (including traffic or traffic infrastructure impacts caused by development), identified in the City of Seattle Analysis and Decision for the Master Use Permit (MUP) and/or the Street Use Ordinance (Seattle Municipal Code, Title 15).

Coordinate Communication - The CMP will identify timing and methods of communication to affected parcel owners, neighbors, businesses, major institutions, schools, and hospitals. Such communication is intended to notify affected parties of construction activities and schedules related to noise and transportation impacts.

Standard Information to Include in the CMP: The following elements should be included in your submitted CMP. More detailed information or additional elements may be required to address Land Use Conditions identified in the associated Master Use Permit or by SDOT to address cumulative mobility impacts in areas of dense development activity. An approved Traffic Management Plan (TMP) is typically required prior to issuance of the building permit when conditioned as part of the Master Use Permit.

1. **Table of Contents**
2. **Project Overview**

   A. Project address:

   B. Site Development: A brief description of the project.

3. **Construction Communication**

   A. Contact Person: An on-site contact person is required. All contact information is to be included in the CMP: phone, email, fax, and mobile number.

   B. Construction Notification List: Attach to the CMP a Construction Notification List identifying affected parcel owners, neighbors, and area businesses that will receive direct notification of planned and emergency construction activities. This notification list shall include contact information for:

      - Parcel owners and affected parties adjacent to the project site.
      - Parcel owners and affected parties within 300 feet of the project site.
      - Parcels owners and affected parties in direct line-of-sight of the project site.
      - Community organizations, major institutions, schools, and hospitals in the area.

   C. Communication methods: Identify what methods of communication will be used to notify the contacts on the Construction Notification list.

   D. Notification timing & tracking: Identify timing for notification to contacts on the Construction Notification List and keep notification actions updated as they occur. See example below.

When	What	Status
10 weeks prior to construction *(change to dates completed once done)*	Letters to affected parties within 1- to 2-block radius to introduce project; Plan upcoming drop-in session at a neighborhood location	☒
8 weeks prior to construction	Provide clear construction information available on a project website; draft press release for hyper local media	☒

6 weeks prior to construction	Post flyers at nearby community gathering spaces and door hangers within 2-block radius to announce drop-in session and project; issue press release	☒
4 weeks prior to construction	Host drop-in session at a neighborhood location to answer questions about project and learn about community needs	☐
2 weeks prior to construction (3 weeks in Hub Coordination Areas) 72 hours prior to construction	Place signage at intersections telling neighbors to expect closures; send email update on expected impacts and schedule Place no-park signs (reserved at the Traffic Permit Counter)	☐
Ongoing activities *(note dates as they occur)*	Web and email updates; responses to community questions and concerns via phone/email	☐

Note: SDOT Street Use requires notification and permits for all work or impacts in the right of way. Contact SDOT Street Use at SDOTPermits@seattle.gov or **(206) 684-5253.**

Emergency-related construction activities impacting the right of way require additional notification directly to the City of Seattle Transportation Operations Center (TOC). Seven days a week, 6 AM to 10 PM at (206) 684-5117. After hours, 10 PM to 6 AM at (206) 684-5117.

If a closure is expected to extend into a weekday AM or PM peak traffic hour and is on a key arterial call TOC on-call personnel.

4. Construction Project and Known Special Events in the Vicinity

The CMP shall identify existing construction projects or known projects and special events (parade, run, marathon, community event). Indicate construction or event activity that might begin or occur during the life of the CMP in order to identify potential construction related conflicts and the need for coordination.

4. **Construction Noise and Sensitive Receivers**
    A. Construction Hours

    - Identify the hours the contractor is intending to work.
    - Identify demolition and construction activities within permissible construction hours.

    B. High noise-generating activities

    - Identify unusually high noise-generating activities; when they are likely to occur; and their duration.

    C. Noise-sensitive receivers

    - Identify known sensitive receivers (such as hospitals or hotels where residents are asleep) and construction activities such as noise and vibration that are potentially adverse to those receivers.

    D. Construction noise management

    - Identify list of measures to be implemented to reduce or prevent noise impacts during demolition and construction activities during both standard and non-standard working hours.
    - Identify techniques to minimize demolition and construction noise including:
        - timing restrictions
        - noise reduction construction technologies
        - process modifications

5. **Construction Milestones**
    A. Provide schedule of construction milestones, including:

    - Estimated start date
    - Duration
    - Completion date for each phase of construction (Demolition, Shoring & Excavation, Foundation, Shell & Core, and Architectural Completion)
    - Description of each phase, with description of noise and traffic generators, and anticipated construction hours for each phase
    - Construction parking management for each phase

6. **Off-site Construction Worker Parking:**

A. Identify where construction worker parking will be located and how it will be managed. Include:

- Peak number of construction workers anticipated on site
- Map showing location of nearby parking lots to be used by construction workers coming to the site
- Number of parking spaces in each of the identified lots
- Methods proposed to encourage/require carpooling, transit, and non-motorized transport
- Estimated schedule of when construction workers may park in any parking stalls constructed on site for the purpose of worker parking

7. Right of Way Use

A. Right of way use must be approved by SDOT prior to beginning work. SDOT requests right of way use planning happen at least 3 months prior to beginning work. Contact SDOT Street Use at **SDOTPermits@seattle.gov** or **(206) 684-5253** for current review and submittal lead times.

- Material management: Identify where truck and material movement will be located. Identify the following on a schematic:
  - Staging and off-site queuing locations
  - Proposed haul route
  - Crane locations both on private property and in the right of way
  - On-site construction access locations

B. Pedestrian mobility: Identify where pedestrian mobility is being maintained for each phase of construction per the requirements outlined in the SDOT 1-2011 Pedestrian Mobility in and around Work Zones Director's Rule. Include the following on a schematic:

- Sidewalk closures and pedestrian mobility per frontage for working hours
- Sidewalk closures and pedestrian mobility per frontage for non-working hours
- Transit stop closures and/or relocation locations

C. Street closures: Identify parking and travel lane closures for each phase of construction. Include the following on a schematic and include estimated hours (24/7, peak, or off-peak hours, etc.):

- Parking lane closures
- Bike lane closures (re-routes and/or detour locations)
- Travel lane closures

D. Traffic impacts and Traffic Operations Center Infrastructure:

- Traffic impacts related to development: The Transportation Operations Center (TOC) may require temporary CCTV cameras in some areas to help report on potential traffic impacts caused by developments on key arterials.
- Traffic Infrastructure requiring temporary relocation: Infrastructure will be relocated in a permanent fashion in a location providing comparable view and then returned to the original location upon completion of the project at the project's cost, unless otherwise approved by the TOC Manager.

Hyperlinks in this document:

City of Seattle Master Use Permit (MUP) –
http://www.seattle.gov/dpd/permits/permittypes/mupoverview/default.htm

Street Use Ordinance Seattle Municipal Code, Title 15 -
https://www.municode.com/library/wa/seattle/codes/municipal_code?nodeId=TIT15STSIUS

SDOT Director's Rule 1-2011, Pedestrian Mobility in and around Work Zones -
www.seattle.gov/.../SDOT%20Director's%20Rule%201-2011.pdf