

SDOT Street Improvement Permitting (SIP) Pre-Construction Process

February, 2010

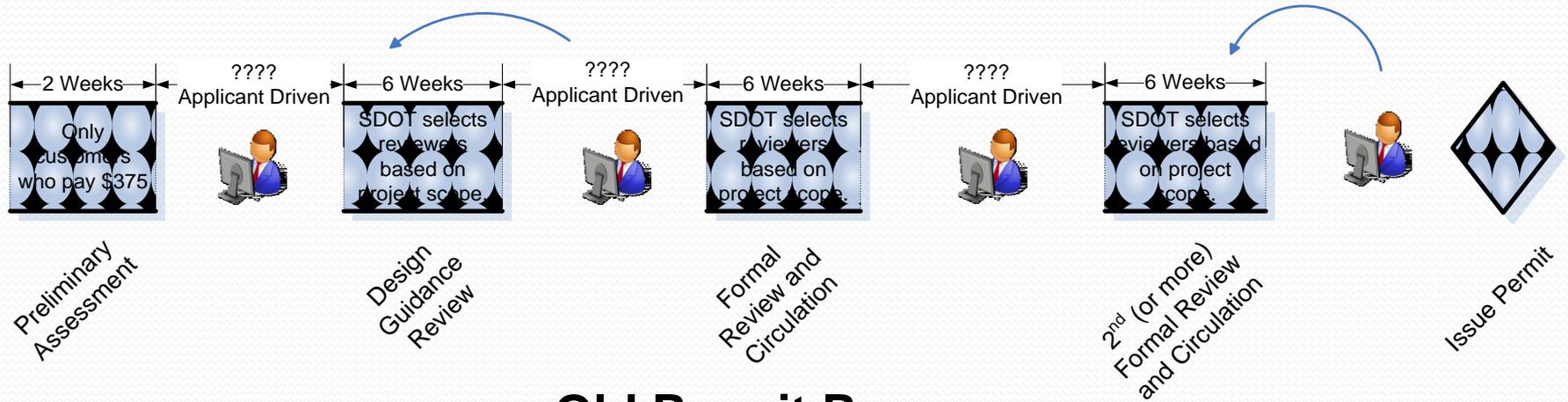
Background on Street Improvement Permit Redesign Project

- Mayor's Office directs SDOT to redesign permit process – December 2007.
- Goals – more transparency, more predictable, less time, lower cost.
- Recommendations for improvements from data collection, focus groups and workshop.

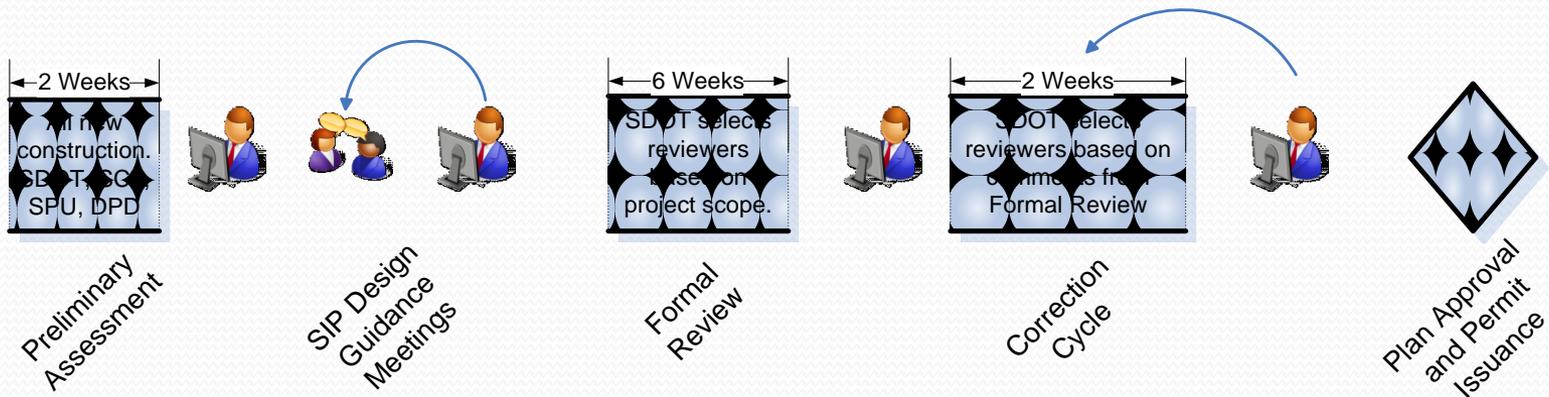
Significant Recommendations

- Insert a Project Manager into the process.
- Reduce amount of time plans are in review.
- Provide cost estimates and manage to them.
- Make inspections predictable, scheduled and consistent across all projects.

Street Improvement Permitting Process



Old Permit Process



Redesigned Permit Process

STREET IMPROVEMENT PERMITTING PROCESS: 6 Steps from CAM 2200

1 **PRELIMINARY ASSESSMENT AND SIP DESIGN GUIDANCE**

2 **FORMAL REVIEW AND CORRECTION CYCLES**

3 **PLAN APPROVAL AND PERMIT ISSUANCE**

4 **PRE-CONSTRUCTION**

5 **CONSTRUCTION AND INSPECTION**

6 **PROJECT CLOSE OUT**

Plan Approval and Permit Issuance

- When Street Improvement Plans are approved a Notification Letter is sent to the Permittee, Owner and Billing Party.
- The Notification includes Pre-Permit Issuance and Pre-Construction submittal requirements.
- The approved plans and the Pre-Construction Material Transmittal Form are provided at issuance of the Street Improvement Permit.

Note: Permittee = Permittee, Owner and Billing Party

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Current Process for Pre-Construction Meetings

- Contractor contacts SIP Inspection Supervisor.
- Project is assigned to a SIP Inspector.
- SIP Inspector contacts the Contractor to schedule the Pre-Construction Meeting.
- SIP Inspector sends confirmation to the Contractor.
- Pre-Construction Meeting is held.
- Contractor is notified of required materials and submittals that must be submitted, reviewed and approved prior to starting construction.

Current Process for Pre-Construction Meetings (*continued*)

- All contractors, subcontractors, engineers, surveyors, and owner or owner's agents have been required to attend the Pre-Construction Meeting.
- Both contractors and subcontractors have called the SIP Inspector and other City Inspectors for assistance and inspections.

REDESIGNED PRE-CONSTRUCTION PHASE: 5 Steps from CAM 2216

- 1 **Permittee or Contractor submits
Pre-Construction Materials**
- 2 **SIP Project Manager reviews and approves
Pre-Construction Materials**
- 3 **Permittee or Contractor contacts SIP Project
Manager to schedule Pre-Construction Meeting**
- 4 **SIP Project Manager and SIP Inspector conduct
Pre-Construction Meeting**
- 5 **Pre-Construction Meeting is documented and
meeting notes are distributed**

STEP 1: Permittee or Contractor Submits Pre-Construction Materials

- Pre-Construction Material Transmittal Form identifies the required Pre-Construction Materials.
- All Pre-Construction Materials must be submitted as one package; incomplete packages will not be accepted.
- Drop off the Pre-Construction Materials at the SDOT Street Use Counter, 700 – 5th Ave, Ste 2300.
- Street Use Counter Hours:
 - 8:00 – 5:00 Monday, Tuesday, Wednesday, Friday
 - 10:30 – 5:00 Thursday **New**

Note: Payment of any fees or deposits are not accepted after 4:30.

Pre-Construction Materials

- Pre-Construction Material Transmittal Form (*new*)
- SIP Construction Contact Form (*standardized format*)
- Submittals (Request for Approval of Material Sources [RAMS] Form, mix designs, catalog cuts, samples)
- Notice of Construction in the Public ROW Neighborhood Flyer
- Proof of Insurance (*new*)
- Traffic Control Plan – *if necessary*
- SIP Construction Schedule Template (*standardized format*)

Pre-Construction Material Transmittal Form

- This form is provided to the Permittee at permit issuance.
- Include with your Pre-Construction Materials.
- SDOT will issue a Receipt of Documents.



PRE-CONSTRUCTION MATERIAL TRANSMITTAL FORM

SIP Project # _____ Project Address _____ Date: _____

All items checked “**Required**” must be submitted for review and approval prior to scheduling a Pre-Construction Meeting. Check the “**Submitted**” box for all items being submitted.

SIP Project Manager: _____ Phone: _____

Pre-Construction Materials Submitted by: _____
(Sign and Print Name)

All Required Forms and Templates are attached or available on the SDOT web site at http://www.seattle.gov/transportation/stuse_sip.htm

		Pre-Construction Material Submittals
Required	Submitted	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIP Construction Contact Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIP Construction Schedule Template
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Request for Approval of Material Sources (RAMS) Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Notice of Construction in the Public Right of Way Neighborhood Flyer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Certificate of Insurance for General Liability Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Control Plan(s)
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Lighting Plan
<input type="checkbox"/>	<input type="checkbox"/>	Temporary Signal Plan
Mix Designs are required for:		
<input type="checkbox"/>	<input type="checkbox"/>	Asphalt
<input type="checkbox"/>	<input type="checkbox"/>	Concrete
Sieve Analysis		
<input type="checkbox"/>	<input type="checkbox"/>	Aggregates
Catalog Cuts are required		
<input type="checkbox"/>	<input type="checkbox"/>	for all materials listed on the RAMS Form (except asphalt, concrete, and aggregates)
Material Samples are required for:		
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

For Official Use Only

DATE STAMP HERE

SIP Construction Contact Form

- Identify the Owner, Billing Party, and General Contractor for the Construction phase of the project.
- Resubmit anytime the Billing Party or Contractor changes during the course of construction.
- Both the Owner and the Billing Party must sign the form.

Note: This form is not sufficient to change Permittee or Owner information on the permit.

		Seattle Department of Transportation Street Use Division 700 Fifth Avenue, Suite 2300 P.O. Box 34996 Seattle, Washington 98124-4996 (206) 684-3679 SDOTASDC@Seattle.gov		Permit Number <hr/> (Official Use) DATE STAMP HERE
		STREET IMPROVEMENT PERMIT (SIP) CONSTRUCTION CONTACT FORM		
<u>OWNER INFORMATION:</u>		<u>BILLING PARTY INFORMATION:</u>		
Owner <input type="text"/>		Billing Party <input type="text"/>		
Address <input type="text"/>		Address <input type="text"/>		
City, State, Zip Code <input type="text"/>		City, State, Zip Code <input type="text"/>		
Phone <input type="text"/>		Phone <input type="text"/>		
Fax <input type="text"/>		Fax <input type="text"/>		
Email <input type="text"/>		Email <input type="text"/>		
Contact Name (individual's name) <input type="text"/>		Contact Name (individual's name) <input type="text"/>		
Office Phone <input type="text"/>	Cell Phone <input type="text"/>	Office Phone <input type="text"/>	Cell Phone <input type="text"/>	
<u>GENERAL CONTRACTOR INFORMATION:</u>				
General Contractor <input type="text"/>		Contact Name (individual's name) <input type="text"/>		
Address <input type="text"/>		24 Hour Contact Name <input type="text"/>		
City, State, Zip Code <input type="text"/>		24 Hour Contact Cell Phone Number <input type="text"/>		
Phone <input type="text"/>		Office Phone <input type="text"/>	Cell Phone <input type="text"/>	
Fax <input type="text"/>		General Contractor License Number <input type="text"/>		
Email <input type="text"/>		City of Seattle Business License Number <input type="text"/>		
OWNER'S SIGNATURE: _____				
OWNER'S PRINTED NAME: _____		DATE: _____		
BILLING PARTY SIGNATURE: _____				
BILLING PARTY PRINTED NAME: _____		DATE: _____		

Notice of Construction in the Public ROW Neighborhood Flyer

- The SIP Project Manager will review and approve the flyer and complete the SDOT approval section.
- The approved Flyer must be distributed to all neighbors who will be impacted by construction of the street improvements a minimum of **two weeks** prior to starting construction in the ROW.

NOTICE OF CONSTRUCTION IN THE PUBLIC RIGHT OF WAY NEIGHBORHOOD FLYER	
GENERAL CONTRACTOR: _____	
SDOT Project #: _____	
Purpose:	The purpose of this flyer is to notify you that _____ <small>(General Contractor's name)</small> will be starting the Street Improvement portion of the work for the project located at _____ the work is scheduled to begin on or about _____. <small>(project address)</small> <small>(proposed start date)</small>
Details of work to be performed:	The Street Improvements to be constructed in the public right of way include: _____ _____ _____ <small>(description of work to be performed in the right of way)</small>
Vehicular and pedestrian traffic impacts:	Expected closures and estimated dates of closures: (sidewalk, street, alley, etc.)
General Contractor Contact Information:	Please contact _____ <small>(General Contractor's name)</small> at _____ <small>(General Contractor's 24 hour contact phone number)</small> With any questions or concerns that you have regarding the work to be performed in the right of way.
FOR SDOT USE ONLY:	
SDOT Approval:	Approved for distribution to all neighbors impacted by the construction of the permitted Street Improvements. Flyer must be distributed a minimum of two weeks prior to construction. _____ <small>(SDOT SIP Project Manager signature)</small> _____ <small>(Date)</small>

Proof of Insurance

- The Permittee or Contractor must provide a Certificate of Insurance for General Liability Insurance in the amount of \$1,000,000 naming the City of Seattle as additional insured.
 - Requirements for the Certificate of Insurance for General Liability are provided in CAM 2102.
- Tip:** *A common error in filling out the Insurance Form is using the wrong endorsement. There are only two endorsements that are acceptable per CAM 2102.*

Traffic Control Plan

- The Pre-Construction Material Transmittal Form will identify that a Traffic Control Plan is required.
- Traffic Control Plans are required for all work to be performed on arterials and for projects in designated high impact areas.
- Traffic Control Plans must be submitted with the Pre-Construction Material package.
- Use the checklist in CAM 2111 to prepare the Traffic Control Plan.
- Revisions to your Traffic Control Plan during construction will require a 10 business day turn around time for approval of the revised plan.

Construction Schedule

- A project specific schedule template will be provided to the Permittee at the time of permit issuance.
- The Permittee or Contractor must use the SIP Construction Schedule Template to provide their detailed construction schedule.
- The Construction Schedule will be used by the SIP Inspector to help plan and organize their workload and to estimate the construction deposit.

SIP Construction Schedule Template



SIP CONSTRUCTION SCHEDULE TEMPLATE

SDOT Project # _____

Project Address: _____

The following schedule documents the number of working days for complete installation of each element for the Street Improvements to be installed. Complete installation includes site preparation, installation, and finish work.

Copy and/or print as many 4 week schedule templates needed to show the entire duration of your street improvement construction.

Note: The number of pours, number of days of paving, and number of ramps installed per day does not include the number of days of prep work. The total number of days of prep work and installation should be recorded on the calendar by placing an X under each day you will be working on each element.

If temporary lighting is to be installed you must submit a detailed plan showing the entire scope of temporary lighting with the Pre-Construction Materials for review and approval.

If temporary signal work is to be installed you must submit a detailed plan showing the entire scope of temporary signal work with the Pre-Construction Materials for review and approval.

This schedule reflects my best estimate based on the scope of work shown on the approved plans. The construction sequence is based on the best information I have available to me at this time. I understand that changes to my schedule and/or in the scope of work may cause additional inspection and fees charged to the project.

Completed By: _____

Date: _____

Name of General Contractor/Printed Name of Signee

		Week _____					Week _____					Week _____					Week _____				
		M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
Curb/Sidewalk/Paving																					
Curb	_____ number of pours																				
Curb and Gutter	_____ number of pours																				

STEP 2: SIP Project Manager Reviews and Approves Pre-Construction Materials

- Allow a minimum of **15 business days** for the SIP Project Manager to review and approve the Pre-Construction Materials.
- If corrections are needed the **15 business day clock restarts** upon receipt of the corrected materials.
- The Permittee and Contractor will be notified if corrections are needed.
- The Permittee and Contractor will receive an email notification when all of the Pre-Construction Materials have been approved.

STEP 3: Contact SIP Project Manager to schedule Pre-Construction Meeting

- The General Contractor must contact the SIP Project Manager to schedule the Pre-Construction Meeting.
- The Pre-Construction Meeting must be conducted within one month of the proposed construction start date.
- Meetings will generally be scheduled within one week from the date that the meeting is requested.
- The General Contractor, SIP Project Manager, and SIP Inspector will identify other appropriate attendees.

Note: *The Pre-Construction Meeting can not be scheduled until all Pre-Construction Materials are approved.*

STEP 4: SIP Project Manager and SIP Inspector conduct Pre-Construction Meeting

- The following items will be discussed during the Pre-Con:
 - Non-standard elements to be installed
 - Standard Plans and Specs
 - Stormwater Control Plan (a.k.a. TESC)
 - Construction sequence and schedule
 - Inspection scheduling process
 - Use of the Right of Way
 - Instructions for obtaining separate work orders for certain project elements
 - Roles and Responsibilities

Roles and Responsibilities

- The General Contractor will be the point of contact for all inspection communications.
- The General Contractor is responsible for identifying changed conditions and proposed project changes.
- The engineer of record must be notified by the General Contractor of any proposed project changes that require a change to the plans.
- The engineer of record must submit proposed changes to the SIP Project Manager for review and approval prior to making changes in the field.

STEP 5: Pre-Construction Meeting is Documented and Meeting Notes are Distributed

- The SIP Project Manager and the SIP Inspector will document the Pre-Construction Meeting.
- Meeting notes will be distributed within **2 business days**.
- The General Contractor is responsible for reviewing the notes and submitting any corrections to SIP Project Manager within 3 business days of distribution.
- Pre-Construction Meeting Notes will become final within 6 business days of the meeting.

APRIL 5, 2010 Implementation

- Pre-Construction Materials must be submitted and approved prior to scheduling a Pre-Construction Meeting.
- The SIP Project Manager will schedule and conduct the Pre-Construction Meeting.
- The General Contractor will become the single point of contact for the project inspections.

Client Assistance Memos (CAMs)

- 2102 Certificate of Public Liability Property Damage Insurance *(revised)*
- 2111 Checklist for Traffic Control Plan Submittal
- 2115 Calculating Areas and Fees for Temporary Use of the Right-of-Way *(revised)*
- 2200 Street Improvement Permitting Process *(revised)*
- 2216 SDOT Street Improvement Permitting (SIP) Pre-Construction Process *(new)*

Resources

- SDOT ASC Coaching
Seattle Municipal Tower
700 – 5th Ave / 20th floor
 - Monday – Friday
 - 10:30 – 12:00 & 1:00 – 3:00
 - Sign up by 11:30 & 2:30 to receive coaching assistance
- Email SDOTASC@Seattle.gov
- SDOT Street Use Website
 - http://www.seattle.gov/transportation/stuse_sip.htm

Stay Tuned for Process Redesign of the Construction and Inspection Phase

- Improvement to scheduling, conducting, and documenting inspections.
- General Contractor – SIP Inspector communication
- Going paperless – are we ready for it?
- New project close out procedures and requirements.
- Next workshop to be scheduled in June.

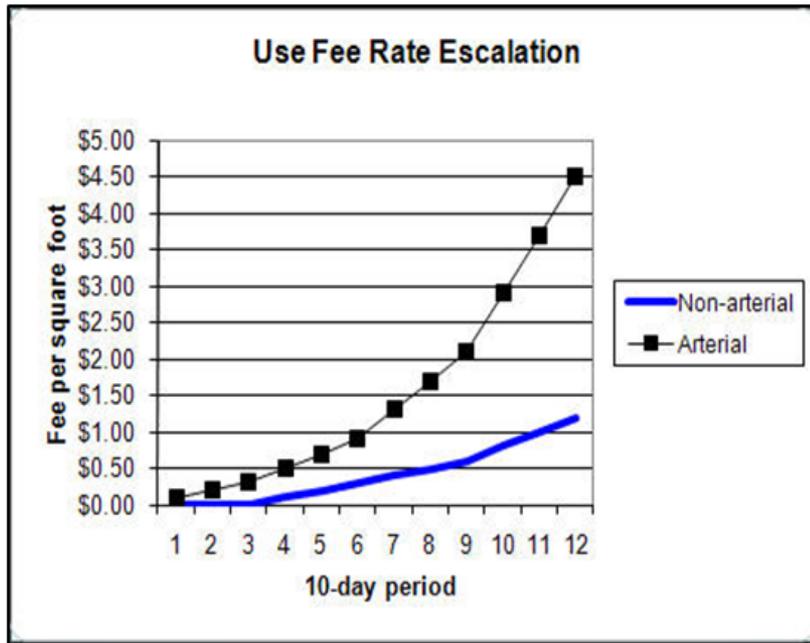
Construction Use Permits

- The SIP Inspector will monitor construction use of the right of way after the Pre-Construction Meeting takes place.
- Construction Use Fees will be charged for **ALL** uses of the right of way that are not directly related to construction of the street improvements.
- When the SIP Inspector signs off the Street Improvement Permit the Construction Use Permits will be transferred back to the District Inspector.

Construction Use Permits and Street Improvements

- Use fees will be charged for ALL construction uses that are not directly related to construction of street improvements.
- Rates depend on the duration of use and type of street (arterial or nonarterial).
- Fees equal rate x duration x area.
- Use Fees must be paid for in advance.
- See CAM 2115.

Use Fee Rate Escalation



Time	Arterial	Non-arterial
1 st mo.	\$.10	0
2 nd mo.	\$.20	\$.10
3 rd mo.	\$.40	\$.10
4 th mo.	\$.80	\$.20
5 th mo.	\$1.20	\$.20
6 th mo.	\$1.20	\$.40
7 th mo.	\$1.20	\$.40
8 th mo.	\$1.20	\$.80
9 th mo.	\$1.20	\$.80
10 th + mo.	\$1.20	\$1.20

More on Construction Use Fees during Street Improvement Construction

- Fees will be collected for using lifts, boom trucks, etc. for work on private property.
- Fees will be collected for storage of materials used on private property construction.
- Fees will be collected for restricting use of the right-of-way when street improvement construction has stopped for 10 or more days.
- Fees will be collected for blocking parking lanes with construction vehicles.
- Parking personal vehicles within the restricted use area is prohibited.

Sample of Use Fee Calculation

Site Plan Template

Example D- Intermittent Use: Shifting between Different Street Types

Template Conditions
 *Two separate spaces identified
 - same square footage for each space
 *Type of street changes

Result
 *Use fees escalate according to the fee schedule for each separate space
 *For each separate space, use fees are applied only for the time ROW is occupied
 *Use fees do not reset at lowest rate
 -calculation picks up where they left off

Seattle Department of Transportation
 700 Fifth Avenue | Suite 2300 | PO Box 34996 | Seattle, Washington 98124-4996

STREET USE SITE PLAN TEMPLATE
EXAMPLE D

PERMIT NUMBER _____

Republican Street February 1 / 30 days
 March 22 / 20 days
 April 21 / 10 days

Space "A" 860 total sq ft

Space "B" 860 total sq ft

Alley

Right of Way

Sidewalk

Planting Strip

Curb

Right of Way

Boyer Ave N March 2 / 20 days
 April 6 / 20 days

Table:

Description of Use			
Space	A	B	C
Square Footage	860	860	n/a
Type of street	Arterial	Non-Arterial	n/a
Start Date	February 1, 2008	March 2, 2008	n/a
Duration	60 days	40 days	n/a

Site Plan Template

Example C - Shifting Use on Same Type of Street

Template Conditions
 *Same square footage
 *Same type of Street

Result
 *Use fees escalate according to the fee schedule
 *Use fees may reset at lowest rate
 -same square footage continuously occupied

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STREET USE SITE PLAN TEMPLATE
EXAMPLE C

PERMIT NUMBER _____

Harrison Street March 20 / 200 days

Space "A" 860 total sq ft

Space "B" 860 total sq ft

Alley

Right of Way

Sidewalk

Planting Strip

Curb

Right of Way

Boyer Ave N May 7 / 200 days

Table:

Description of Use			
Space	A	B	C
Square Footage	860	n/a	n/a
Type of street	Non-Arterial	n/a	n/a
Start Date	March 20, 2008	n/a	n/a
Duration	500 days	n/a	n/a

**A scaled site plan is required if more than 3 separate spaces are needed for Use