Construction Management Plan Template Instructions

Contractors may choose to use this **Word** document template to create a site specific Construction Management Plan. Refer to the **Standard Elements of a Construction Management Plan** for guidance.

Instructions:

1. Print out a copy of these instructions for reference.
2. In sections 1-7 of this document, select and replace the **black type only** with your site-specific information as directed.
3. Enter N/A after any light blue sub-heading that is not applicable to your project.
4. When your document is edited, you can automatically update the page numbers in the table of contents.

To update **Table of Contents**:

|  |  |
| --- | --- |
| Click on the **Table of Contents** title |  |
| Click on 'Update Table...' |  |
| Select 'Update entire table'  Click 'OK' |  |

Save as ‘CMP\_Company Name’

**Delete instructions page before submitting CMP**

Construction Management Plan Cover Sheet:

Project Address:

MUP #

Applicant/Contractor:

Version

Date

Note: Approval or Conditional Approval of your Construction Management Plan *does not constitute permit approval*. You must apply for and receive all applicable permits before work may commence.

A proposed Haul Route narrative must be submitted as a separate attachment or separate document along with your Construction Management Plan. See page 7.

Table of Contents

[1. Project Overview 4](#_Toc423957199)

[1.1 Project address 4](#_Toc423957200)

[1.2 Site Development: 4](#_Toc423957201)

[2. Construction Communication 4](#_Toc423957202)

[2.1 Contact Person: 4](#_Toc423957203)

[2.2 Construction Notification List: 4](#_Toc423957204)

[2.3 Communication methods: 4](#_Toc423957205)

[2.4 Notification timing & tracking: 4](#_Toc423957206)

[2.5 Construction Project and Known Special Events in the Vicinity 5](#_Toc423957207)

[3. Construction Noise and Sensitive Receivers 5](#_Toc423957208)

[3.1 Construction Hours 5](#_Toc423957209)

[3.2 High noise-generating activities 5](#_Toc423957210)

[3.3 Noise-sensitive receivers 5](#_Toc423957211)

[3.4 Construction noise management 5](#_Toc423957212)

[4. Construction Milestones 5](#_Toc423957213)

[4.1 Schedule 5](#_Toc423957214)

[5. Off-site Construction Worker Parking 6](#_Toc423957215)

[5.1 Location 6](#_Toc423957216)

[6. Right of Way Use 6](#_Toc423957217)

[6.1 SDOT Coordination 6](#_Toc423957218)

[6.2 Material management 6](#_Toc423957219)

[6.3 Pedestrian mobility 6](#_Toc423957220)

[6.4 Street closures 7](#_Toc423957221)

[7. Traffic impacts and Traffic Operations Center Infrastructure 7](#_Toc423957222)

[Attachment 1 Construction Notification List 7](#_Toc423957223)

[Attachment 2 7](#_Toc423957224)

# 1. Project Overview

* 1. Project address: Example 1234 Dexter Avenue N., Seattle, WA 98109

1.2 Site Development: A brief description of the project.

# 2. Construction Communication

2.1 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.

2.2 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.

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

* 1. Notification timing & tracking: Identify timing for notification to contacts on the Construction Notification List and keep notification actions updated as they occur. See the example in the *Standard Elements of a Construction Management Plan* on the SDOT website.

**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](mailto: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) 684-5122.

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.

## 2.5 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.

# 3. Construction Noise and Sensitive Receivers

## 3.1 Construction Hours

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

## 3.2 High noise-generating activities

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

## 3.3 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.

## 3.4 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

# 4. Construction Milestones

4.1 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

# 5. Off-site Construction Worker Parking

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

* Peak number of construction workers anticipated on site by project phase
* 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

# 6. Right of Way Use

* 1. SDOT Coordination

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**](mailto:SDOTPermits@seattle.gov) or **(206) 684-5253** for current review and submittal lead times.

* 1. 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  
  1. Pedestrian mobility Identify where pedestrian mobility is being maintained for each phase of construction per the requirements outlined in the [SDOT DR](hhttp://www.seattle.gov/transportation/docs/dr/SDOTDR%2010-2015Signed.pdf) 10-2015 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
  1. 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

# 7. Traffic impacts and Traffic Operations Center Infrastructure

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.

# Attachment 1 Construction Notification List

# Attachment 2 Site Plan

# Attachment 3 Nearby Parking Lots, Transit Stops for Construction Workers

**Note: Submit a proposed Haul Route narrative as a separate attachment or separate document along with your Construction Management Plan.**

Street-by-street Written Narrative Requirements:

1. Provide the formal address of the job site and a description of the project
2. Include a narrative of the street-by-street routing to and from the job site either from the interstate or the City limits. (Maps will be accepted for submittal, but they are secondary to the narrative.)
3. Answer the following questions on the narrative:
4. How much material will be imported and/or exported?
5. Provide the number of trucks running and the frequency of the trucks
6. Include routing for general deliveries in addition to routing for major events such as pumping
7. Note the size and type of trucks being used (i.e. for mass excavation a solo or truck and trailer; concrete trucks; etc.)
8. How and where will the trucks be loaded (on private property or in the street, sidewalk, or somewhere else)? And what permits will be in place for this activity?
9. Provide all contact information for the trucking contractor and the superintendent on site.
10. List hours of operations.
11. All trucking routes shall be using the arterial streets to and from the site using to most direct route.
12. State measures in place to prevent and tracking of any debris onto City Streets
13. State measures in place to prevent any queuing or staging on City streets
14. List the following notes on the narrative:

Any changes to routing will need prior approval

All oversize loads shall have separate approval for each movement

No truck queuing or staging allowed at or in the vicinity of the job site, including I-5

All necessary SDOT and DPD permits shall be in place prior to any trucking activity

No compression brakes (“Jake Brakes”) shall be allowed

All applicable traffic laws shall be adhered to as defined in Seattle Municipal Code Title

If the haul route narrative is submitted prior to obtaining a trucking contractor, then an additional haul route shall be submitted a minimum of 2 weeks prior to work commencing

If parking removal is necessary as part of the Truck haul Route refer to client assistant memo (CAM) 2114

**Note that at any time these routes may be changed by SDOT due to conflicts or issues related to the trucking activity**

If you have any questions, please contact Don Smith via email Don.Smith@seattle.gov or telephone (206) 684-5125