

Section 9.1

MAINTENANCE OF TRAFFIC

9.1.1 Purpose

To establish a uniform standard for inspection and review of Maintenance of Traffic (MOT) operations used in construction projects.

9.1.2 Authority

Section 20.23(3)(a) and 334.048(3), Florida Statutes (F.S.)

9.1.3 References

FDOT Specifications, [Section 8](#) and [Section 102](#)

[Manual on Uniform Traffic Control Devices \(MUTCD\), Part VI](#)

[FDOT Design Standards, Topic No. 625-010-003](#)

9.1.4 General

The Department oftentimes uses consultants in administering construction projects through engineering contracts. The authority of the Senior Project Engineer on Consultant Construction Engineering Inspection (CCEI) projects is identical to the Department Resident Engineer and shall be interpreted as such. Likewise, the role of the Consultant's personnel is identical to the Department's project personnel.

9.1.5 Selection of Traffic Control Plan (TCP)

A Traffic Control Plan (TCP) is included with each Department construction contract. The Contractor will furnish a letter to the Resident Engineer stating whether they plan to use the Department designed TCP or will submit an alternate TCP for approval. The alternate TCP must be signed and sealed by a Professional Engineer licensed by the State of Florida and shall be reviewed, discussed, and approved by the Resident Engineer.

When the Contractor proposes a modification to the TCP, particular attention must be given to the utility adjustment plan of the project and Utility Work Schedules. If the proposed TCP modification affects the Utility Work Schedule or

the planned utility adjustments, the Contractor shall have a new Utility Work Schedule executed by the District Utilities Administrator.

The Resident Engineer shall coordinate with the District Design, District Traffic Operations, District Utilities, and the District Construction Offices before approving/disapproving the proposed alternate TCP. Emergency Services should be notified in advance of any major modifications affecting traffic flow or patterns.

The TCP approval letter must include a statement to the effect that any additional costs or delays, including any increase to the cost for the utility work will be borne by the Contractor. The change will be documented by a Supplemental Agreement or Work Order with the Contractor's revised plans.

The Contractor will not begin work using an alternate TCP until the Resident Engineer has approved such plan.

9.1.6 Discussion of Traffic Control Plan at Pre-Construction Conference

The TCP to be utilized on the project, as detailed within the Contract, will be reviewed and discussed at the pre-construction conference. The review of the TCP shall consist of reviewing the different phases of work and the provisions to maintain traffic during each phase. Any errors or omissions shall be noted for corrective action.

The discussion at the pre-construction conference shall include:

- (1) Inspections performed by the Contractor and corrective actions taken,
- (2) Responsibilities of the Worksite Traffic Supervisor (WTS),
- (3) The Contractor's work notification to the Engineer,
- (4) Traffic safety,
- (5) Changes to the TCP,
- (6) Independent Channelizing Device Supplier,
- (7) Sign installations and removal or covering of existing signs,
- (8) Installation and removal of pavement markings,
- (9) Crash reporting,

- (10) Night work,
- (11) Flaggers,
- (12) Motorist Awareness System (MAS),
- (13) Work zone clearances,
- (14) Inactive work zones,
- (15) Portable changeable message boards, etc.
- (16) Proper use of Traffic Control Law Enforcement Officers,
- (17) Proper use of Speed Control Law Enforcement Officers.
- (18) Pedestrian and ADA accommodations, including proper closure of sidewalks in the construction area.
- (19) Impacts on utilities adjustments and/or schedule.

The Contractor's role in implementing any corrective actions must be clarified before the project begins. This will ensure that needed changes are performed with minimum disruption to work activities. A list of trained flaggers must be submitted to the Project Administrator before construction begins.

9.1.7 Work Zone Inspections

Project personnel shall perform work zone inspections. The Consultant CEI shall document all deficiencies in the weekly [MOT Inspection Review Report, Form No. 700-011-37](#). Discuss any deficiencies identified with the Contractor and issue verbal warnings, deficiency warning letters and deficiency letters, as appropriate. Also, as required by the Contract Documents, the Contractor's WTS will perform inspections of the project. When possible, project personnel should perform work zone inspections with the WTS. If deficiencies are not corrected, then the Department/Representative will use the [Contractor's Past Performance Rating, Section 2, Form No. 700-010-25](#) to enforce compliance.

9.1.8 Recommended Action to Shut Down a Project Due to MOT Deficiencies

- (1) Any MOT deficiency that is considered a severe hazard and life threatening will require immediate corrective action by the Contractor. Failure to correct the hazard immediately is basis to shut down the project and obtain other means to correct the hazard. Prior to any such shut

down, document the deficiency with photographs sufficient to support the action.

- (2) If corrective action on the deficiencies of which the Contractor has been given written notification has not been corrected within the 24-hour time limit, the Project Administrator shall deduct payment for the uncorrected areas until corrective action is made and use the [Contractor's Past Performance Rating, Section 2, Form No. 700-010-25](#) to enforce compliance.

The WTS shall be disqualified if corrective action is not completed within the 24-hour time limit on three notifications to the Contractor within a twelve (12) months period.

The following shall apply to disqualification of WTS:

- First Notification - Verbal (documented) warning
If no other notifications are issued within one year (365 days) from the first notification, then the record of the first error shall be deleted from the WTS record.
- Second Notification - Written warning
If no other notifications are issued within one year (365 days) from the second notification, then the record of the first and second notifications shall be deleted.
- Third Notification - Suspension of qualification (all projects)

This decision may be appealed to the District Construction Engineer. The District Construction Engineer's decision is final. Submit all Notifications issued to the WTS to the State Construction Office.

Prior to having the qualification reinstated, the WTS must take the required training course and pass the examination.

9.1.9 Other Requirements

Department personnel will report crashes occurring within the project limits as described in [Section 9.3.5, Report Traffic Crashes](#).