

Section 9.1

MAINTENANCE OF TRAFFIC AND SAFETY

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 Standard Plans, 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) Automated Flagging Assistance Device (AFAD)
- (13) Motorist Awareness System (MAS),
- (14) Work zone clearances,
- (15) Inactive work zones,
- (16) Portable changeable message boards, etc.
- (17) Proper use of Traffic Control Law Enforcement Officers,
- (18) Proper use of Speed Control Law Enforcement Officers.
- (19) Pedestrian, bicycle, and ADA accommodations, including proper closure of sidewalks and bicycle lanes (including paved shoulders) in the construction area.
- (20) Impacts on utilities adjustments and/or schedule.
- (21) Access to the Department's Lane Closure Notification System

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 Department's Lane Closure Notification System

The Consultant CEI shall collect the names, email addresses, and certificates of training for the WTS (and alternates, if applicable) who will require access to the Department's Lane Closure Notification System at the pre-construction conference. Submit the information collected to the Construction Project Manager (CPM). The CPM will coordinate with the District Construction Office's Lane Closure Notification System User Administrator for WTS user account generation.

For changes to WTS user accounts, submit a request to the CPM at least 14 days prior to when the change is needed. The CPM will coordinate with the District Construction Office's Lane Closure Notification System User Administrator to update WTS user accounts.

The Consultant CEI shall verify that the WTS has entered the required lane closure information into the Department's Lane Closure Notification System at the start and end of each lane closure. The Consultant CEI may enter or update lane closure information on behalf of the Contractor in the event of an emergency or device failure.

The Department's Lane Closure Notification System may be accessed at <https://us.one.network/>. To obtain Consultant access to Department's Lane Closure Notification System, the requestor must complete the training course for Department's Lane Closure Notification System in Learning Curve and submit an Automated Access Request Form (AARF) for Read/Write access.

9.1.8 Work Zone Inspections

Project personnel shall perform work zone inspections. The Consultant CEI shall document any deficiencies in the weekly [MOT 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.

9.1.9 Actions Due to MOT Deficiencies or Safety Concerns

- (1) Any MOT deficiency that is considered an immediate safety deficiency (i.e. severe and life-threatening hazard) will require immediate corrective action by the Contractor. Additionally, if the Consultant CEI determines that any activity of the Contractor poses an imminent hazard to the public, the Consultant CEI shall direct the Contractor to immediately cease the activity and to close the affected lanes of traffic until the deficiency is addressed.

When defects, including but not limited to, structural cracks, are initially detected during bridge construction, the Engineer of Record, construction engineering inspector, design-build firm, or local agency that owns or is responsible for the bridge construction has the authority to immediately close the bridge to construction personnel and close the road underneath.

Failure by the Contractor to correct the safety deficiency immediately is basis for the Consultant CEI to suspend project operations and obtain other means to correct the hazard. The Consultant CEI should 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.

9.1.10 Other Requirements

Department and Consultant CEI personnel will report crashes occurring within the project limits as described in [**CPAM Section 9.3.**](#)