

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
District Department of Transportation**

**Transportation Operations Administration
TOA**



TRAFFIC CONTROL PLAN (TCP) INSPECTION CRITERIA

11TH EDITION, October 26, 2010

Purpose and Intent

This document is prepared to provide users of approved Traffic Control Plan (TCPs) the criteria that the field implementation of their TCPs will be evaluated against. DDOT will periodically inspect work zones to ensure compliance, verify that safety measures are in place, and ascertain that the measures conform to the approved TCP and criteria listed below:

Applicability of the Manual

1. ALL TRAFFIC CONTROL SHALL CONFORM TO PART VI OF THE 2009 EDITION MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) DC TEMPORARY TRAFFIC CONTROL MANUAL. GUIDELINES AND STANDARDS – 2006 EDITION DDOT, DESIGN AND ENGINEERING MANUAL – DC DEPARTMENT OF TRANSPORTATION, IPMA. Adhere to DDOT Standard Specification for Highways and Structures [Blue Book] 2005. Reference section 104.02 Maintenance of Traffic, 614.02 PCC Barrier and 616.01 - 616.20 Traffic Control Devices.

Training

2. THE CONTRACTOR SHALL MAKE CERTAIN THAT THE PERSON (S) RESPONSIBLE FOR THE IMPLEMENTATION OF THE TRAFFIC CONTROL PLAN HAS SUCCESSFULLY COMPLETED TRAINING IN TEMPORARY TRAFFIC CONTROL AND HIS OR HER NAME AND QUALIFICATIONS SHALL BE SUBMITTED PRIOR TO WORK COMMENCING. ACCEPTED CERTIFYING ORGANIZATIONS ARE ATSSA, MDOT, VDOT OR EQUIVALENT.

OSHA Requirements

3. ALL FIELD PERSONNEL SHALL WEAR SAFETY VEST, HARD HATS AND OTHER REQUIRED PERSONAL PROTECTION EQUIPMENT REQUIRED BY THE OCCUPATION SAFETY AND HEALTH ADMINISTRATION (OSHA).

Traffic Control Devices

4. ALL TRAFFIC CONTROL DEVICES SHOULD COMPLY WITH NCHRP 350 CRASH TESTING STANDARDS AND SHOULD HAVE MARKINGS OF COMPLIANCE ON THE STANDARDS.
5. 36" REFLECTIVE CONES ARE REQUIRED FOR MAINTENANCE OF TRAFFIC (MOT). TRAFFIC CONES ARE USED FOR DAYTIME WORK ONLY. 36" - MINIMUM REFLECTIVE DRUMS SHALL BE USED FOR TAPERS ON FREEWAY SYSTEM OR WHEN INDICATED BY DDOT. ALL TRAFFIC SAFETY DRUMS USED FOR THE MAINTENANCE OF TRAFFIC SHALL BE OF A LOW DENSITY MATERIAL. BALLAST SHALL NOT BE PLACED ON TOP OF DRUM.
6. ADVANCE WARNING SIGNS SHALL BE 48" X 48" BLACK / ORANGE HIGH PERFORMANCE WIDE ANGLE RETRO-REFLECTIVE SHEETING. ROLL-UP SIGNS ARE APPROVED. HOWEVER SIGN SHEETING SHALL BE FLUORESCENT ORANGE AND SOLID NOT MESH.
7. CONTRACTOR SHALL USE AND ADJUST SPRING-LOADED SIGN STANDS UP SO MOTORIST CAN SEE AND READ SIGN. SIGN STANDS SHOULD COMPLY WITH NCHRP 350 CRASH TESTING STANDARDS AND SHOULD HAVE MARKINGS OF COMPLIANCE ON THE STANDS.
8. ALL TEMPORARY SIGNS SHALL BE PLACED IN APPROPRIATE PLACES, BE ADEQUATE FOR EXISTING STREET CONDITIONS AND BE STABLE AND FIRMLY INSTALLED.
9. THE TEMPORARY SIGNS AND MARKINGS PLACED ADJACENT TO THE WORK ZONE SHALL BE CONSISTENT AND VISIBLE AT ALL TIMES.
10. NO HOMEMADE CONSTRUCTION, REGULATORY, OR GUIDE SIGNS SHALL BE ALLOWED.
11. DAMAGED, DIRTY, OR DEFACED DEVICES, INCLUDING SIGNS, CHANNELIZERS, AND TRAFFIC CONTROL EQUIPMENT ARE NOT APPROVED AND SHALL NOT BE USED.
12. ALL TRAFFIC CONTROL DEVICES NOT IN USE SHALL BE REMOVED FROM THE PUBLIC SPACE OR AS DIRECTED BY DDOT. WHEN APPROVED BY DDOT ALL REGULATORY SIGNS MUST BE COVERED SECURELY TO AVOID MISINFORMATION.

Flashing Arrow Panel

13. ARROW PANELS ARE REQUIRED FOR LANE CLOSURES ON MAJOR ARTERIALS AND MAY BE DEEMED NECESSARY ON OTHER ROADWAYS. PROPOSED LOCATIONS ARE TO BE VERIFIED FOR VISIBILITY AND SIGHT DISTANCE. ARROW PANEL SHOULD BE DELINEATED WITH RETROREFLECTIVE TEMPORARY TRAFFIC CONTROL DEVICES, OR WHEN WITHIN THE CLEAR ZONE SHIELDED WITH A BARRIER OR CRASH CUSHION. WHEN AN ARROW PANEL IS NOT BEING USED, IT SHOULD BE REMOVED; IF NOT REMOVED, IT SHOULD BE SHIELDED; OR IF THE PREVIOUS TWO OPTIONS ARE NOT FEASIBLE, IT SHOULD BE DELINEATED WITH RETROREFLECTIVE TEMPORARY TRAFFIC CONTROL DEVICES.

Flagging

14. CONTRACTOR SHALL PROVIDE FLAGGING OPERATIONS FOR CONDITIONS DEEMED NECESSARY BY SELF OR DDOT. ALL FLAGGERS MUST BE CERTIFIED AND HAVE THEIR CERTIFICATION CARD IN THEIR POSSESSION WHEN FLAGGING. THEY SHALL BE EQUIPPED WITH SAFETY VESTS, HARD HATS, HAND SIGNALING DEVICES, AND ELECTRONIC DEVICES FOR COMMUNICATION.
15. ALL FLAGGING OPERATIONS SHALL USE A "STOP"/"SLOW" PADDLE OF 24 INCHES IN DIAMETER MOUNTED ON A 6FT. POLE WITH 6-INCH SERIES "C" LETTERS.

Lane Closure

16. CONTRACTORS SHALL NOT CLOSE MORE THAN ONE LANE OF TRAFFIC IN ONE DIRECTION UNLESS OTHERWISE APPROVED.

Street Closure

When a street closure has been approved by DDOT as apart of Traffic Control Plan the contractor must obtain detour and meet regularly with effected ANC and businesses, and maintain regular contact with emergency services: MPD, FD, EMA, DPW, schools officials, and DDOT Progressive Transportation Services Administration (PTSA) to determine if there are impacts to their operation.

If street closure is a reasonable option then it is usually necessary to maintain access to properties fronting the Work Zone, and contractor should take following actions: obtain DDOT approval to use local streets as detours; meet with residents community, businesses; contact emergency services (MPD, FD, EMA), school officials, and DDOT Progressive Transportation Services Administration to determine if there are impacts to their operations.

17. TYPE III BARRICADES SHALL BE USED FOR ROAD CLOSURES. ADEQUATE ROAD CLOSURE AND DETOUR SIGNAGE SHALL BE INSTALLED TO GIVE MOTORIST GUIDANCE. DETOUR DIRECTION SIGNS MUST BE ACCOMPANED BY MESSAGE SIGNS THAT INDICATE DETOUR STREET NAME. DO NOT USE ABBREVIATIONS ON MESSAGE SIGNS.

18. THE CONTRACTOR IS REQUIRED TO NOTIFY FIRE AND / OR POLICE DEPARTMENTS OF APPROVED ROAD CLOSURES. PERMITS WITH THEIR APPROVAL MUST BE ON SITE WITH ALL OTHER PERMITS.

Excavation

The contractor shall furnish, place and maintain all supports and shoring required for the sides of the excavation, to prevent damage to the work site or adjacent property. The size of the excavation shall be limited to the amount of Work that can be properly placed and backfilled in a single day. All open excavations shall be properly barricaded to protect vehicles and pedestrians.

19. TRENCHES SHALL BE BACKFILLED OR STEEL-PLATED. STEEL PLATES SHALL HAVE ASPHALTIC CONCRETE BERM ON ALL EDGES. ALL DIRT, DUST AND DEBRIS SHALL BE REMOVED FROM STREET. THE STREET SHALL BE IN DRIVABLE CONDITION AT ALL TIMES.
20. CONTRACTORS SHALL INSTALL "STEEL PLATE AHEAD" SIGNS WHENEVER PLATES HAVE BEEN INSTALLED.
21. ALL LEADING ENDS OF THE TEMPORARY CONCRETE BARRIERS EXPOSED TO ON-COMING TRAFFIC SHALL BE PROTECTED WITH PORTABLE IMPACT QUADGUARD TRAFFIC ATTENUATOR. ALL ATTENUATORS SHALL HAVE OBJECT MARKERS.

Temporary Pavement Marking

22. TEMPORARY REFLECTIVE PAVEMENT TAPE OF THE APPROVED TYPE SHALL BE USED TO DESIGNATE TRAFFIC LANES. THE COLORS OF TEMPORARY PAVEMENT MARKINGS SHALL FOLLOW THE SAME STANDARD AS PERMANENT MARKINGS. ALL MARKERS SHALL BE WHITE, EXCEPT FOR THE LEFT EDGE OF THE EFFECTIVE ROADWAY, WHICH SHALL BE YELLOW.

Time of Work

23. DAYTIME WORK HOURS ARE BETWEEN 9:30AM-3: 30PM OR AS APPROVED.
(Don't perform work during peak traffic volumes <<when possible>>)
24. NIGHTTIME WORK HOURS ARE BETWEEN 7:30PM-4: 30AM OR AS APPROVED.
(Don't perform work during peak traffic volumes <<when possible>>)
25. ANY CONSTRUCTION IN RESIDENTIAL AND OR HOTEL ZONES REQUIRES A DAYTIME WORK HOURS PERMIT UNLESS OTHERWISE APPROVED BY DDOT.

Parking

26. PARKING IS TO BE PROHIBITED IN THE WORK AREA. PARKING IS TO BE RESTRICTED - 72 HOURS IN ADVANCE UNLESS THERE IS AN EMERGENCY.

27. ANY WORK THAT REQUIRES TEMPORARY NO-PARKING RESTRICTIONS FOR A CONTRACTOR TO PERFORM THEIR WORK SHALL REIMBURSE THE DISTRICT OF COLUMBIA ALL LOST REVENUE FOR ALL SPACES OCCUPIED IF THE NO PARKING ZONE AFFECTS PARKING METERS DURING THE LIFE OF THE WORK (DDOT/TOA TELEPHONE NUMBER IS (202-671-2020)
28. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO RECORD METER NUMBERS AFFECTED BY THEIR WORK AND REPORT THOSE METERS OCCUPIED TO PARKING SERVICES.

Handicapped Accommodations

29. ALL CONTRACTORS SHALL MAINTAIN PEDESTRIAN CROSSWALKS AND WALKWAYS WHETHER PAVED OR UNPAVED UNLESS OTHERWISE INDICATED ON THE PLANS AND APPROVED BY DDOT. TEMPORARY WHEELCHAIR RAMPS SHALL ALSO BE INSTALLED AND MAINTAINED BY THE CONTRACTOR OR AS DEEMED NECESSARY BY DDOT. **COMPLIANCE TO THE AMERICAN DISABILITIES ACT (ADA) IS REQUIRED.** CONTRACTORS INVOLVED IN WORK ON SIDEWALKS AND RAMPS, BE IT NEW CONSTRUCTION OR RENOVATION, NEED TO HAVE THE APPROPRIATE SIGNAGE PRESENT OFFERING SAFE AND COMPLIANT ALTERNATIVE ROUTES FOR THE DISABLED AND PEDESTRIAN TRAFFIC.

Material and Equipment

Material and equipment, authorized for storage in the public space, shall be secured and delineated to eliminate danger to pedestrians, bicyclists, and motorists during work and non-work hours.

30. A CONTRACTOR WITH VEHICLES AND EQUIPMENT IN PUBLIC SPACE REQUIRES A PERMIT. ANY CONTRACTOR WHO WISH TO LEAVE EQUIPMENT OVERNIGHT IN PUBLIC SPACE ARE SUBJECT TO REEMBURSING THE CITY FOR THE SPACE BEING OCCUPIED AND MUST HAVE A PERMIT ALLOWING OVERNIGHT STORAGE ON CITY STREETS OR IN CITY SPACE. ALL ITEMS PERMITTED TO BE STORED OVERNIGHT ON CITY STREETS OR IN CITY SPACE MUST BE SECURED AND MUST GIVE CONSIDERATION TO PUBLIC SAFETY. IN THE EVENT OF AN EMERGENCY, THE CITY RESERVES THE RIGHT TO REMOVE ALL ITEMS THAT ARE PERMITTED BY ANY MEANS NECESSARY. EMERGENCY CONTACT INFORMATION SHOULD BE PROVIDED TO DDOT WITH 24-HOUR ACCESS IN THE EVENT SUCH AN EMERGENCY OCCURS.
31. ALL CONSTRUCTION VEHICLES OPERATING IN AND AROUND THE WORK ZONE SHALL OPERATE STROBE OR REVOLVING LIGHTS AT ALL TIMES. THESE LIGHTS SHOULD BE MOUNTED IN SUCH A MANNER THAT THEY ARE VISIBLE 360 DEGREES.
32. CONTRACTOR SHALL MAINTAIN ACCESS TO ALL DRIVEWAYS, GARAGES, ALLEYS AND LOADING DOCKS AT ALL TIMES, AS WELL AS ACCESS TO ALL BUSINESSES.

Changeable Message Signs

33. PORTABLE CHANGEABLE MESSAGE SIGNS (PCMS) MAY BE REQUIRED TO GIVE THE MOTORING PUBLIC ADVANCE NOTIFICATION OF ROAD CONDITIONS, ROADWORK, AND/OR EVENTS. ARROW BOARDS MAY ALSO BE REQUIRED IN WORK ZONES TO AID IN LANE CLOSURES AND, WHERE WORK REQUIRES, TRUCK MOUNTED ATTENUATOR (TMA) CAN BE REQUIRED AS WORK DICTATES.

Pedestrian Control and Protection Walkways

34. CONTRACTORS SHALL INSTALL COVERED WALKWAYS AT LOCATIONS THAT DDOT DEEMS NECESSARY. CONTRACTOR MAY ALSO BE REQUIRED TO DEVELOP PROTECTED PEDESTRIAN PATHS AROUND THE WORK AREA THAT MAY PLACE PEDESTRIAN TRAFFIC IN THE ROADWAY TEMPORARILY. IN THIS SITUATION CONCRETE BARRIERS OR WATER FILLED BARRIERS WITH STEEL RIBBING WILL BE REQUIRED FOR DDOT APPROVAL.

Work Zone Speed Limits

Temporary work zone speed limits more than 10MPH below the posted speed should be avoided unless absolutely necessary for the safety of the traveling public of work force.

35. WHEN REQUIRED BY DDOT, THE CONTRACTOR MAY BE REQUIRED TO LOWER THE POSTED SPEED LIMIT IN THE WORK ZONE DURING THE LIFE OF THE PROJECT. ALL CHANGES TO REGULATORY SIGNS WILL BE INDICATED TO THE PUBLIC WITH THE ADDITION OF TWO ORANGE WORKZONE FLAGS, AND WHEN REQUIRED BY DDOT, A TYPE B LIGHT MAY BE NECESSARY.
36. "END CONSTRUCTION" AND "ROAD WORK AHEAD" SIGNS WILL BE REQUIRED AT THE ENDS OF THE WORK ZONE; THIS INCLUDES ANY STREETS AFFECTED THAT WILL LEAD INTO OR OUT OF THE WORK AREA.

Low Enforcement

37. CONTRACTOR SHALL HAVE, AT ALL TIMES, COPIES OF THEIR TCP's & PERMIT ON SITE AND AVAILABLE FOR THE INSPECTOR'S REVIEW. UNLESS OTHERWISE AUTHORIZED BY DDOT, ANY PROJECT / CONTACTOR FAILING TO HAVE APPROVED PERMITS AND TCP(s) ON SITE, OR ANY CONTRACTOR FAILING TO FOLLOW THE APPROVED PLAN AND TCP, WILL BE SUBJECT TO FINES AND POSSIBLE IMMEDIATE SUSPENSION OF WORK.
38. CONTRACTORS FAILING TO USE APPROVED DEVICES REQUIRED OR REQUESTED BY DDOT WILL BE SUBJECT TO POSSIBLE FINES OR IMMEDIATE SUSPENSION OF WORK.
39. CONTRACTOR MAY BE REQUIRED TO HIRE POLICE FOR PARKING AND WORK ZONE ENFORCEMENT.

Night Time Work

40. DURING NIGHTTIME HOURS, THE WORK SITE SHALL BE MADE SAFE FOR TRAFFIC. WARNING SHALL BE PROVIDED, BY INSTALLING ELECTRONICALLY ILLUMINATED TRAFFIC CONTROL DEVICES SUCH AS FLASHING ARROW PANELS AND WARNING LIGHTS. THESE DEVICES SHOULD BE USED IN CONJUNCTION WITH OTHER TRAFFIC CONTROL DEVICES, AND THEIR FLASHING SEQUENCE AND LIGHT INTENSITY SHALL MEET THE REQUIREMENTS CITED IN THE MUTCD. ALL TRAFFIC CONTROL DEVICES MUST BE REFLECTORIZED DURING NIGHTTIME HOURS.
41. FREQUENT NIGHTTIME INSPECTIONS ARE TO BE MAKE TO ENSURE THAT THE TRAFFIC DEVICES HAVE THE PROPER REFLECTIVITY OR LIGHTING SO THEY ARE VISIBLE AND MEANINGFUL TO THE TRAVELING PUBLIC.

Work Coordination

42. THE CONTRACTOR SHALL COORDINATE HIS MAINTENANCE OF TRAFFIC WORK WITH OTHER CONTRACTORS AND UTILITY COMPANIES WORKING IN THE SAME GENERAL LOCATION TO MAINTAIN CONTINUITY OF TRAFFIC FLOW AND MINIMIZE CONGESTION.
43. THE CONTRACTOR SHALL GIVE - 72 HOURS PRIOR NOTICE TO THE DDOT WHEN MAKING A CHANGE IN TRAFFIC FLOW PATTERNS.
44. CONTRACTOR SHALL NOTIFY APPROPRIATE ANC CHAIRPERSON AND RESIDENTS AND/OR MERCHANTS IN WRITING; OF PLANNED WORK/TCP THREE WEEKS PRIOR TO STARTING DATE. THE CONTRACTOR WILL BE REQUIRED TO FURNISH DDOT WITH ALL LETTERS AND RESPONSES IN WRITING CONCERNING THEIR PROJECT. THIS DOES NOT APPLY TO CRANES THAT ARE USED FOR DURATION OF 1-2 DAYS.

Our goal is a safe work zone. Thank you for your cooperation!

DDOT / TOA / SAFETY TEAM

Serving with Integrity and Excellence

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