

Town of Brookline
Massachusetts



**CONSTRUCTION
MANAGEMENT
PROGRAM
GUIDELINES**

EFFECTIVE MARCH 1, 2018

1. OBJECTIVES OF THE PROGRAM

The intent of the Construction Management Plan Guidelines is to minimize the negative traffic impacts, delays, and public safety hazards caused by public and private construction. During the permitting process, actions by various Town Boards, Commissions and Departments are undertaken to insure that the public's concerns are addressed and that, after construction is complete and the contractors with their equipment removed, each project will be a partner in improving the quality of life. The objective of these guidelines is to identify traffic impacts before construction, to manage traffic flow during construction, provide temporary accessible pedestrian routes, and to regulate the time and conditions under which construction activities can take place. Special attention will be given to the need to move traffic on public ways during the morning and evening rush hours, especially on the following major streets: Beacon Street, Boylston Street, Brookline Avenue, Commonwealth Avenue, Chestnut Hill Avenue, Cypress Street, Hammond Street, Harvard Street, Heath Street, High Street, Lee Street, Longwood Avenue, Newton Street, St. Paul Street, School Street, and Washington Street.

2. AGENCY RESPONSIBILITIES

The Construction Management Team will consist of the Building Commissioner, Commissioner of Public Works, Chief of Police, Fire Chief, and the Transportation Director, or their designees. The team will be responsible for issuing the appropriate permits, monitoring the compliance of the contractor and insuring that appropriate Town departments are aware of project developments.

The Building Commissioner or his designee is responsible for compliance with the State Building Code, the issuing of the building permit, and the Certificate of Occupancy.

The Commissioner of Public Works or his designee is charged with approving public utility hookups and determining their impacts on Town systems. This process includes inspection of the actual connections, protection and restoration of the public way (including street and sidewalks, street trees and other appurtenances). The Commissioner issues permits for street openings and occupancies for cranes, scaffolding, dumpsters and other obstructions.

The Police Chief or his designee is responsible for the safe and orderly flow of people and motor vehicles through the construction site. The Chief maintains public safety and enforces the compliance of the conditions stated in the Public Works Commissioner's permits.

The Fire Chief or his designee is responsible for the free and complete access around the site for fire apparatus. The Chief oversees the safe storage of flammable material on the site. Blasting permits issued by the State Department of Public Safety are administered by the Fire Chief.

The Engineering & Transportation Division Director or his designee is responsible for evaluating traffic, pedestrian and parking impacts. The Director in concert with other Town agencies and the contractor develops plans to minimize the construction impacts.

3. APPLICATION PROCEDURE

In addition to applying for a building permit through the Building Department, contractors must secure the approval of the Department of Public Works before any construction equipment may be set up and operated in the public way. Any vehicle that will be parked on the public way operating in, on, or over the public way must secure the permit before work commences.

For simple projects, where a small crane is being utilized to remove and/or replace existing rooftop mounted equipment, etc. permission can be granted within a 72 hour period upon submission of the Occupancy Permit Pre-Approval Application, proof of bond, and fee. Permits for opening the public way for repair or installation can be granted within a 72 hour period upon completion of the Street Opening/Trenching Permit Pre-Approval Application, proof of bond, filing of an appropriate DIG SAFE number as required by Massachusetts General Law Chapter 8g Section 40, and payment of the permit fee and a fee for the amount calculated by the Department of Public Works for the permanent repair of the opening. The contractor must specify the length of time that is actually needed to complete the project. Standard bond forms in the penal amount of are available from the Department of Public Works Administration Division offices.

This information applies to all individuals, developers, and general contractors performing any construction that requires occupancy of a public way (including sidewalks), within the Town of Brookline (as determined by the Department of Public Works Engineering & Transportation Division). Applicants for a Street Occupancy or a Street Opening/Trenching Permit for projects lasting longer than 24 hours must be prepared to provide very specific plans relative to the following items:

1. Initial application for a **TRAFFIC MANAGEMENT APPROVAL FORM** is made at:

Town of Brookline
Engineering & Transportation Division
333 Washington Street
Brookline, MA 02445

Application is then made to the Department of Public Works for a Street Occupancy Permit. No permits will be issued until all Building Department and Engineering & Transportation Division requirements have been met. All permits must be displayed and available at all times at the work site.

2. Application must be made sufficiently in advance of the planned sidewalk or street occupancy to enable a thorough review by each department. For small-scale projects which will create minimal impact on vehicle or pedestrian traffic, a permit may be issued within a 72 hour period. For larger projects the review period may require more time.
3. The need for occupancy of any portion of the public way must be documented along with all justifications as to why the project cannot be completed within its boundaries.
4. The dimensions and the duration of the sidewalk or street to be occupied must be kept to an absolute minimum for each phase of the project. The duration of each phase of occupancy must be fully documented.

5. A description of how and where all construction-related vehicles, equipment, and materials (including those belonging to employees, subcontractors, etc.) will be parked or stored during all phases of the project. Parking or storage of said vehicles on the public way will be consistently and rigorously prohibited unless the applicant has demonstrated, and the Town concurs, that such occupancy is absolutely necessary and can be accommodated without undue disruption to the public. Should vehicles be allowed to park on the public way they must receive a Temporary Permit from the Engineering & Transportation Division.
6. Applicants must provide a scaled drawing (to the scale of 1" = 20") for each phase of the project indicating roadway or sidewalk constraints. Depending upon the location, size and duration of occupancy the drawing should also indicate any temporary signing, roadway marking in compliance with current MUTCD Standards, location of anticipated police details, temporary accessible pedestrian routes, or any other actions to be taken by the contractor to reduce the adverse impacts of the project.
7. Metered Parking - The contractor should indicate whether any metered parking spaces will be temporarily removed to accommodate construction equipment, and the length of time the space will be unavailable for general use. If an obstruction is to occupy a metered parking space for any period of time the contractor shall be assessed the daily parking meter rental fee.
8. Scaffolding - On projects where scaffolding must be erected, the contractor must provide, in addition to special bonding and insurance considerations, a scale drawing showing a plan and elevation view of the scaffolding and the length of time needed to finish the task.
9. Mobile Cranes - Where a mobile crane will lift material from the public way, special conditions prevail. The contractor must submit a bond and a Certificate of Liability Insurance naming the Town as additionally insured in the amounts as determined by the Commissioner of Public Works. The extent of the sidewalk or street occupancy must be kept at a minimum.

4. CONSTRUCTION MANAGEMENT PLAN CRITERIA

For all projects greater than 25,000 square feet or in excess of 25 dwelling units a complete Construction Management Plan must be submitted and then approved by the Director of Engineering & Transportation Division before any permits will be issued. This plan will be used by the Town to monitor the construction activities throughout the course of the project. This plan will become a part of the building permit. The required information and details for this submittal are outlined below. Any deviation from required items must be fully documented.

1. General Information - Construction Management Plan shall include but not be limited to the following:
 - A. A description of the project, its location, and other pertinent background information.
 - B. The name and title of person responsible for all matters pertaining to the terms of the permit. The general contractor shall be fully accountable for all contractors and subcontractors, including all project-related utility companies.

- C. The name of the designated traffic coordinator - responsible for scheduling deliveries, spotting trucks and other construction-related vehicles and equipment within the site, eliminating queuing on the public street, ensuring that streets are kept clean, etc.
 - D. Relative to the method of construction, applicants must indicate that all methods have been explored and that the proposed method has been determined to be the most feasible with the least negative impact on traffic and public safety (e.g. utilization of a climbing crane rather than a truck crane). Cost cannot be the sole determining factor in responding to this criterion. It is recommended that the Engineering Division staff be contacted with initial proposals before excessive design work has progressed.
2. Site Plan - A detailed site plan or series of plans shall include but not be limited to the following items:
- A. A site plan drawing at a scale of 1" = 20" for each phase of the project, including any demolition at existing structure.
 - B. A list of all abutting streets.
 - C. Dimensions of all streets, sidewalks, alleys and easements abutting or affecting the site.
 - D. Exact location and dimensions of street occupancy required at any time during the life of the construction work, including duration of occupancy by work phase.
 - E. Location and description of signage for pedestrians, vehicle movements and prohibitions and any other necessary signage. Said signage shall be installed in accordance with the locations and intervals determined by the Brookline Transportation Division, and shall be maintained by the general contractor for the duration of each phase of the construction project.
 - F. Location of cranes, hoists and other major construction equipment, and location of trucks during loading and unloading operations.
 - G. Location and schedule of utility cuts and connection work, and any other site work that requires use of the public way.
3. Area Plan - A large-scale plan (to the scale of 1" = 100") of the area in which the project is located that indicates the following:
- A. Street system serving the vicinity of the project for a distance of 500 feet (minimum) in all directions.
 - B. Routes to be used by trucks to reach site.
 - C. Existing construction projects which may affect or be affected by traffic related to this project.
 - D. Location of remote staging area(s) related to this project and its subcontractors.

4. Special Conditions - Detailed documentation regarding special or unique items relating to construction activities which require use of the public items including the following:
 - A. Police details - Describe location, time, assignments, and other proposed uses.
 - B. Perimeter Protection – Describe steps to be taken to isolate construction area from adjacent pedestrian, bicycle, and motor vehicle traffic around the site.
 - C. Snow removal - Describe steps to be taken to assure that clear dimensions will be maintained and any other special measures to be taken.
 - D. Street cleaning - Describe steps to be taken to provide street cleaning and necessary to maintain streets over which this project's construction vehicles travel to the level of cleanliness as normally provided by the Town.
 - E. Abutter Notification – A summary of the impacts of the street occupancy on adjacent businesses and residents accompanied by responses from establishment owners. Describe the steps taken for initial and ongoing contact with immediate abutters to explain the project phasing, and to discuss any anticipated impacts due to the planned construction.
 - F. Pedestrians - Describe measures to be taken to provide for the safety and accessibility of pedestrians adjacent to the site; if necessary to provide covered walkways, describe inside clear dimensions (desirable 8'0" wide and 7'0" high), suitable lighting, temporary ramps, and other special measures to ensure safe pedestrian use.
 - G. Tree Protection – Describe measures to be taken to provide for the protection of public shade and other publicly owned trees, shrubs and other plant materials adjacent to the site. Measures must conform to the Town's Tree Protection Detail. The applicant shall assume all publicly owned trees, shrubs and other plant materials adjacent to the site shall be saved unless specifically designated to be removed with the permission of the Town's Tree Warden. Furthermore the applicant shall be liable for all damage and/or disturbance to existing publicly owned trees and shrubs not otherwise designated for removal by the Town's Tree Warden. Trees or shrubs which are damaged irreparably shall, at the Tree Wardens discretion, be replaced by the applicant with new trees or shrubs of the same size and type. In the event that replacement of damaged trees is not feasible or impractical as determined by the Tree Warden, the full replacement costs will be assessed to the Contractor's account at values based upon the square inches of cross sectional area of trunk (measured at 4 ft. (1.22 m) above grade), in accordance with the most recent Trunk Formula Method described in the ISA Guide.
 - H. Sediment & Erosion Control – In conformance with the Town's Stormwater Management Bylaw, the applicant must submit an Erosion and Sediment Control Plan indicating the specific provisions to minimize on-site erosion and prevent off-site sediment transport, including provisions to preserve topsoil and limit disturbance. Design details for both temporary and permanent erosion control structures must be approved by the Director of the Engineering & Transportation Division.

- I. Construction Hours & Delivery schedules - Describe construction hours and truck delivery schedules or how the schedules will be handled with breakdowns relating to structural steel, facing panels, concrete excavation, etc. Special attention should be made to ensure that deliveries are not scheduled between the hours of 7 a.m. to 9:30 a.m. and 4 p.m. to 6 p.m.
 - J. Construction Waste – Describe steps to be taken for the responsible processing and recycling of construction waste.
 - K. Public Safety - Describe steps to be taken to ensure that emergency vehicle access will be maintained at all times including provisions for inspections by Police and Fire personnel during the construction phase. Fire lanes and appropriate signs shall be established through and around the site on a priority basis. Actual determination of actual limits necessary may be done via field trials at which both the Fire Department and Transportation Division will be present.
 - L. Construction Employee Trip Generation - Reasonable efforts shall be made to identify the number of employees at the site and steps taken to eliminate the parking of vehicles of the construction workers at the construction site where site constraints dictate, and on the public street in the vicinity of the construction project. The general contractor shall consider arranging for off-site, remote parking areas with shuttle buses to the site, ride sharing, MBTA pass subsidies, etc., and these efforts must be documented.
 - M. Portable Sanitary Facilities – Describe the location of portable sanitary facilities as required by applicable codes and identify their location on a site plan.
- 5. Street Occupancy Approval - If approval is granted, the street occupancy shall be for construction-related activities only. No private vehicles will be permitted. No additional occupancy will be granted outside or in addition to the initial approvals.
 - 6. \$100 Submittal Review Fee

5. RESPONSIBILITY OF POLICE DETAILS AT CONSTRUCTION SITE

Uniformed police officers are required on any construction project which requires the contractor to work in or occupy part of the public way. The purpose of having a police detail at a construction site is to assist the general public, both pedestrian and motorist, past the construction area or through a congested intersection caused by the related construction activities. Any assistance given to the contractor, such as positioning equipment, should never occur at the expense or inconvenience of the general public and no actions, by the contractor, in violation of their street occupancy permit can be allowed. The following procedures and guidelines shall be followed:

- 1. The officer(s) should report to the contractor's superintendent and acquaint himself with the project's **Street Occupancy Permit Compliance Form** which are supplied and approved by the Brookline Transportation Division. These forms detail the following requirements with which the contractor must comply:

- A. The distance from the curb line at which the contractor must place all barriers and the specific width of roadway that must be maintained.
 - B. Whether or not an accessible pedestrian walkway and temporary ramps of a specific width must be provided.
 - C. Whether or not Tow Zone signs, with a specific legend as determined by the Transportation Division are required.
 - D. The contractor is prohibited from parking any vehicle outside the barriers and only vehicles being loaded or unloaded shall be parked within the barriers.
2. The officer(s) is responsible for the safe movement of pedestrians past the particular construction site or through congested areas caused by the construction activity.
 3. The officer(s) is responsible for the safe and efficient movement of vehicular traffic as indicated on the project's Compliance Form. The officer(s) must be aware that even brief stoppage of traffic to accommodate the contractor can cause gridlock at adjacent intersections. If a Compliance Form is not available, the officer(s) must continue to maintain the normal flow of traffic.
 4. The officer(s) is specifically responsible for the enforcement of all parking restrictions noted on the project's Compliance Form as well as any other posted regulations within the immediate vicinity of the construction project.
 5. The officer(s) shall report to the detail sergeant any unusual problems associated with the project.
 6. It is particularly important that the officer(s) rigorously enforce the rules and regulations relative to the contractor's vehicles. Also, officer(s) must conform to the same regulations with regard to the parking of their own vehicles.
 7. The officer(s) shall not close any public roadway or sidewalk for construction-related activities without the consent of the Transportation Division.
 8. The officer(s) shall pay particular attention to the effects of construction on signalized intersections and the relationship between adjacent intersections.

7. FREQUENTLY USED ADDRESS AND PHONE NUMBERS

Building Department

333 Washington Street, 3rd Floor

617-730-2000

Fire Department

350 Washington Street

Fire Prevention

617-730-2261

Police Department

350 Washington Street

Emergency

911

Police Details

617-734-2234

Non-Emergency

617-730-2222

Public Works Department

333 Washington Street, 4th Floor

Administration

617-730-2156

Engineering & Transportation Division

617-730-2139

Highway & Sanitation Division

617-879-4900

Water & Sewer Division

617-730-2170