

TOWN OF BROOKLINE



CONSTRUCTION MANAGEMENT PROGRAM

Town of Brookline
Proposed Criteria for Construction Management Plans/Street Occupancy Permits
November 1994

I. INTRODUCTION

Objectives of the Program

The intent of the Construction Management Program 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 this program is to identify traffic impacts before construction, to manage traffic flow during construction, 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, Harvard Street, High Street, Heath Street, Lee Street, Longwood Avenue, St. Paul Street, School Street, and Washington Street.

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 designers. 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 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 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 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 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 Transportation Director 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.

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, a permit can be granted the same day if the contractor is currently bonded with the Town. Standard bond forms in the penal amount of \$5,000.00 are available from the Public Works Office. Permits for opening the public way for the repair or installation can be granted daily with the same bond conditions and upon the filing of an appropriate DIG SAFE number as required by Massachusetts General Law Chapter 82 Section 40, and a check in the amount calculated by the Public Works Department for the permanent repair of the opening and the fee for the permit. The contractor must specify the length of time that is actually need to complete the project.

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 Transportation Department) for more than a twenty-four hour period. Applicants for a Street Occupancy Permit must be prepared to provide very specific plans relative to the following items:

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

Town of Brookline Transportation Department
333 Washington Street
Brookline, MA 02146

Application is then made to the Department of Public Works for a Street Occupancy Permit. No permits will be issued until all building and transportation 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 day. For major building 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.
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 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 more than part of one day, the contractor shall be assessed the parking meter rental fee as set by the Transportation Board.
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 in the amount of \$10,000.00 and a Certificate of Insurance naming the Town as additionally insured in the amounts as determined by the Commissioner. The extent of the sidewalk or street occupancy must be kept at a minimum.

II. TRAFFIC MAINTENANCE PLAN CRITERIA

FOR ALL PROJECTS GREATER THAN 100,000 SQUARE FEET OR IN EXCESS OF 100 DWELLING UNITS) that entail street occupancy, A COMPLETE TRAFFIC MAINTENANCE PLAN MUST BE COMPLETED AND APPROVED 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.

- A. General Information - Traffic Maintenance Plan shall include but not be limited to the

following:

1. A description of the project, its location and other pertinent background information.
 2. 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.
 3. 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 public street, ensuring that streets are kept clean, etc.
 4. 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.
- B. Site Plan - A detailed site plan or series of plans shall include but not be limited to the following items:
1. A site plan drawing at a scale of 1" = 20" for each phase of the project, including any demolition at existing structure.
 2. A list of all abutting streets.
 3. Dimensions of all streets, sidewalks, alleys and easements abutting or affecting the site.
 4. 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.
 5. 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 Department, and shall be maintained by the general contractor for the duration of each phase of the construction project.
 6. Location of cranes, hoists and other major construction equipment, and location of trucks during loading and unloading operations.
 7. Location and schedule of utility cuts and connection work, and any other site work that requires use of the public way.
- C. 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:

1. Street system serving the vicinity of the project for a distance of 500 feet (minimum) in all directions.
 2. Routes to be used by trucks to reach site.
 3. Existing construction projects which may affect or be affected by traffic related to this project.
 4. Location of remote staging area(s) related to this project and its subcontractors.
- D. Special Conditions - Detailed documentation regarding special or unique items relating to construction activities which require use of the public items including the following:
1. Police details - Describe location, time, assignments, and other proposed uses.
 2. Snow removal - Describe steps to be taken to assure that clear dimensions will be maintained and any other special measures to be taken.
 3. 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.
 4. Pedestrians - Describe measures to be taken to provide for the comfort and convenience 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, and other special measures to encourage pedestrian use.
 5. Delivery schedules - Describe 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. and that the preferred time frame for all deliveries is 7 p.m. to 7 a.m.
 6. Public Safety - 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 field trials at which both the Fire Department and Transportation Department will be present.
 7. Employee Parking - Reasonable efforts shall be 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.

8. A summary of the impacts of the street occupancy on adjacent businesses and residents accompanied by responses from establishment owners.

E. 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.

III. 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 Forms" which are supplied and approved by the Brookline Transportation Department. 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 a pedestrian walkway of a specific width must be provided.
 - (c) Whether or not Tow Zone signs, with a specific legend as determined by the Transportation Department 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 Forms. 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 Forms 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 Department.
8. The officer(s) shall pay particular attention to the effects of construction on signalized intersections and the relationship between adjacent intersections.

IV. FREQUENTLY USED ADDRESS AND PHONE NUMBERS

Building Department

333 Washington Street, 3rd Floor 730-2000

Fire Department

350 Washington Street Fire Prevention 730-2261

Police Department

350 Washington Street
Emergency 911
Police Details 734-2234
Non-Emergency 730-2222

Public Works Department

333 Washington Street 4th Floor

Administration	730-2156
Engineering Division	730-2139
Highway Division	730-2156
Water Division	730-2170
Kendall St. Yard (Highway)	730-2160
Netherlands Rd. (Water)	730-2175

Transportation Department

333 Washington Street

4th Floor

730-2177

Dig Safe Telephone Number

1-800-322-4844

Boston Gas

Street Dispatcher

323-9210

Brookline Place Redevelopment

Conditions of Special Permit, Sequenced by Phase

Pre-Demolition Permit

Condition	Project	Requirements	Town Agency
No. 3	All	Certificates of non-significance for structures to be demolished	Preservation Commission
No. 4	All	Final construction management plan, including interim parking, with protocols including air quality monitoring during activities that disturb hazardous materials and other matters listed in Condition No. 4. MOA Sec. 6(i).	Director of Engineering/ Transportation Building
No. 5	All	Final construction management plan, including interim parking, with protocols including air quality monitoring during activities that disturb hazardous materials and other matters listed in Condition No. 4. MOA Sec. 6(i).	Director of Public Health
No. 6	All	Safety Plan applicable during demolition with matters listed in Condition No. 6.	Fire Department
No. 14	2-4 BPL Demo	Demolition of the existing structures at 2 Brookline Place will not commence until a building permit for the garage is issued with evidence reasonably satisfactory to the Planning Director and Town Counsel that financing is or will be in place for construction of the entire project. MOA Sec. 6(c).	Building Commissioner/ Planning Director/Town Counsel

Pre-Building Permit

Condition	Project	Requirements	Town Agency
No. 7	All	Safety Plan applicable to new structures with matters listed in Condition No. 7	Fire Department
No. 8	All	Approval of final elevations for the buildings, indicating façade design, colors, materials, windows, rooftop details, penthouse configuration and screening, signage, and placement of all mechanical, electrical and plumbing systems and components. On site mock up to be submitted before materials are ordered.	Planning Board

Condition	Project	Requirements	Town Agency
No. 9	1 or 2 BPL	Approval of final site and landscaping plans, including public property on between Washington St. and Brookline Ave. property lines and back of sidewalk.	Planning Board/Tree Warden
No. 10	All	BCH must submit bond of 150% of estimated construction cost for pedestrian walkway and open space improvements.	Building Department
No. 11	All	Approval of drainage plan.	Director of Traffic/Engineering/Conservation Agent
No. 12	All	Approval, for conformance with the special permit, of a final site plan, final building elevations and final floor plans.	Building Commissioner
No. 13	1 or 2 BPL	Evidence to the satisfaction of the Building Commissioner and Director of Planning & Community Development that the buildings are "LEED certifiable Silver Building or higher rating via the provision of a LEED scoring sheet." MOA Sec. 6(g)	Building Commissioner/ Director of Planning & Community Development
No. 20	All	No less than 30 days prior to the anticipated date of issuance of the building permit for 2 BP or 1 BP expansion, submission of TDM plan to Director of Transportation/Engineering and Planning & Community Development Director for approval of the TAPA with TDM plan. Sec. 5.06(4)(d)(2)(e). MOA Sec. 6(f).	Director of Transportation/ Planning & Community Development Director
No. 15	Above-ground improvements	At the completion of the perimeter foundation walls, an as-built foundation plan certified by a registered professional engineer or surveyor to be in accordance with the approved site plan shall be submitted for review and approval by the Building Commissioner.	Building Commissioner
No. 16	Temporary Signage	Design approval of up to 3 temporary construction and/or development signs, each up to 50 SF	Director of Planning and Community Development
No. 17	Permanent Signage	Approval of final design plans	Planning Board

Brookline Place Redevelopment

Conditions of Special Permit relating to Construction Management Planning (Items 4, 5, 6)

4. Prior to the issuance of a demolition permit for any building on the site, a final construction management plan, including interim parking conditions for existing One Brookline Place, identification of any specimen trees that will be dug and relocated offsite with the permission of the Tree Warden, parking locations for construction vehicles, hours of construction and materials delivery, noise mitigation, staging areas, security fencing, pedestrian pathways, location of portable toilets, rodent control, erosion and sediment control, protocols to insure protection of persons in the vicinity of the construction work, including air quality monitoring during activities involving disturbance of contaminated soils or management of any contaminated media, emergency contact information, and the name and contact information for a project liaison provided by the applicant, shall be submitted for review and approval by the Director of Engineering/Transportation, after input from the Building Commissioner, Health Director and Conservation Agent/Tree Warden. The construction management plan shall also include the manner of treatment of trees to be preserved or to be removed within the public way abutting the site. A copy of the approved plan shall be submitted in paper and electronic form to the Planning and Community Development Department such that it can be posted on the Planning and Community Development Department's website.
5. Prior to issuance of a demolition permit for any building on site, the applicant shall submit to the Director of Public Health for review and approval details regarding the plans for environmental remediation of the site, as well as long-term environmental monitoring of the site post remediation and construction of the buildings. Any changes to these plans shall be submitted to the Director of Public Health prior to implementation.
6. Prior to issuance of a demolition permit for any building on site, the applicant shall submit to the Fire Department for review and approval a Safety Plan, detailing how the sprinkler, standpipe, and fire alarm systems will be maintained during demolition, as well as ensuring adequate emergency access during demolition.