

## **CONSTRUCTION PROJECT TEMPORARY FACILITIES SITING POLICY**

February 19, 2003

**Authority:** This policy has been approved by the Vice-Provost for Lands and Buildings.

**Summary:** This policy outlines a procedure for obtaining approval needed for any Stanford University (SU) land to be used temporarily for construction related purposes. It also references the Santa Clara County General Use Permit (GUP) conditions of approval for construction traffic. It does not cover the use of SU utilities or other SU facilities.

### **DEFINITIONS:**

- A) A **construction site** is any land disturbed by construction including land that is needed for project trailers, equipment and material storage, surplus dirt and construction equipment. An **ancillary** site is one that is not contiguous with the actual project site.
- B) A **construction project trailer** is any enclosed structure that requires land and access that is used for storage or office space, with or without utilities. It is to be used to construct a Land and Buildings approved project.
- C) **Contractor parking** is land or accommodations requested for the purposes of providing parking for construction workers.
- D) **Small projects** are those that have a duration of less than one week, do not require ASA or Board approval, do not require special access into the central campus pedestrian zone, involve no contractors outside of Stanford personnel or use only a single outside contractor with no subcontractors, need to park fewer than five vehicles, involve no closures of campus access routes and have no need for exterior laydown areas.

### **GUIDELINES:**

The Stanford University Architect/Planning Office (UA/PO), through the procedure outlined in this policy, must approve any use of Stanford land for construction and/or construction related activities. This includes any need for land that is not contiguous with the actual project site. Requests for contractor parking and use of sites that effect existing university parking should be submitted directly to Parking and Transportation Services (P&TS). (See also: Guidelines for Contractor Parking for Construction Projects.) Such requests must outline the duration, purpose and size, and be submitted in writing. Any ancillary site will be chosen to be as convenient to the actual project site as possible; to minimize impacts on adjacent permanent sites; and to minimize impact on vehicle, bicycle, shuttle and pedestrian circulation and existing university uses.

Once construction project sites have been identified and approved, proposed details for temporary construction sites for laydown, parking, trailers and/or office space and access routes shall be submitted as a part of a construction logistics plan for each project by the SU Project Manager for input and approval by the UA/PO, P&TS and Public Safety.

(See Construction Logistics Plan template at <http://www.stanford.edu/dept/archplng/>). Sites located within assigned Stanford auxiliary program areas including the Department of Athletics, Physical Education and Recreation (DAPER), Residential and Dining Enterprises (R&DE), and/or the Stanford University Hospital and Clinics (SHC) or the Stanford Management Company (SMC) leaseholds (must also be coordinated with and approved by the appropriate entity. The logistics plan will satisfy criteria for access, fencing, tree protection, site preparation, temporary detours and site restoration, and must have a deadline for completion and removal no longer than the actual project completion. Access into campus and to the site must be compatible with the University truck, service and delivery routes identified on maps at ([http://transportation.stanford.edu/maps\\_forms\\_apps/MapsForms.shtml](http://transportation.stanford.edu/maps_forms_apps/MapsForms.shtml)); minimize impacts to the campus; and provide an efficient route that can accommodate the type and size of vehicles authorized to access the site.

The primary Stanford Project Manager shall be responsible for contractor compliance with all conditions of this policy, and any specific site approval conditions. There will be no approvals granted to individual contractors and/or vendors outside of this process.

Small projects may be exempted from submitting a logistics plan, but the project manager is still responsible for addressing all of the site logistics and details described above and for coordinating with the appropriate departments. Project managers must receive approval from their immediate supervisors to designate a small project as exempt.

#### **PROCEDURE:**

The primary Stanford Project Manager associated with the approved construction project must submit one comprehensive request in writing for space to the UA/PO and for contractor parking to P&TS. Requests shall contain the following information:

- Official project name and project number
- Primary project manager name
- Construction company name, job superintendent, phone number and email address
- Project start date and estimated duration
- Estimated size of construction site and size and preferred location of ancillary sites
- Size and numbers of trailers and proposed utility needs
- Quantity of materials to be stored
- Type and size of equipment or vehicles to be stored
- Access requirements – times, quantity, special requirements
- Number of contractor parking spaces anticipated, by phase of construction

#### **LOGISTICS PLAN:**

After initial site identification and approval and prior to ASA submittal, a preliminary construction logistics plan shall be developed and submitted to the UA/PO and P&TS as a drawing that clearly describes the following for both on- and off-site construction areas:

- Access routes by vehicle type into campus and to the construction site
- Areas designated as laydown and storage
- Proposed routes for pedestrians, bicycles, vehicles, and public transportation, with sign locations indicating detours
- Tree protection fencing
- Project limit fencing, curbing and vehicle control devices
- Number of employees that will use the site
- Proposed hours and dates of work
- Start and finish dates for the construction project
- Parking, and access routes from contractor parking to the construction site

A template for the logistics plan is presented as Appendix A. This plan shall be further refined as contractors are engaged and as the project develops. The final plan shall remain available at the job site for the duration of the project. It is suggested that there be one to two logistics meetings held during the course of project development with all relevant parties in attendance to help define the initial and the final logistics plan.

**EXTERNAL APPROVALS/NOTIFICATIONS:**

For projects requiring Santa Clara County Architecture and Site Approval (ASA), approval of a Construction Traffic Management Plan by the County Planning Office is required prior to commencement of construction. This is to be coordinated by the SU Project Manager.

The SU Project Manager shall provide written notification to all contractors of appropriate routes to and from construction sites, with weight and speed limits indicated for local roads used. A copy of that notification shall be sent by the SU Project Manager to the Santa Clara County Planning Office: Attention - Secretary of ASA.

The SU Project Manager shall inform the Stanford Police, Environmental Health and Safety, and the Palo Alto Fire Department of approved construction locations and alternate evacuation and emergency route information so they may maintain established response times during construction periods.

Per 2000 GUP requirements, all construction sites are required to post a construction sign as noted on the logistics plan template attached. This sign must list a Stanford contact person to whom complaints about construction traffic or actual construction procedures will be reported. This person shall be the primary SU Project Manager, who will keep a log of complaints and provide them to the Santa Clara County Planning Office as part of the annual report process.

In addition, projects expected to continue through the rainy season are required by the County to prepare a Storm Water Pollution Prevention Program Plan (SWPPP) and conduct regular monitoring for compliance which would include all construction sites and contractor parking areas.

## **RESPONSIBILITIES:**

The primary SU Project Manager is responsible for oversight of the General Contractor for traffic related to construction site activities; for all activities on the site during the project; and for returning the site to its original condition at project close out. Prior to any construction activities the condition of the site shall be photographically documented as a part of the project records. There will be a walk through and final acceptance of the site by the University Architect/Planning Office and SU Grounds and/or Parking and Transportation Services when existing landscape and transportation facilities have been utilized and/or impacted through construction activities.

A Construction Policy oversight group has been established including representatives from the Department of Project Management, the University Architect/Planning Office and Facilities Operations to address extraordinary issues or concerns, and to review these policies as the University evolves. If questions arise from project managers in these groups please contact your department's representative.