



MAINTENANCE OF TRAFFIC PROCEDURE

(AS REFERENCED VIA CAA INSTRUCTION # 5807)

PURPOSE: The purpose of this Instruction is to assure that all work being performed in county rights-of-way is performed following both The Manual On Uniform Traffic Control Devices (MUTCD) Standards (**Current Edition**) and/or Florida Department of Transportation (FDOT) standards (**Current Edition**), thus assuring a safe environment for workers, vehicular traffic and pedestrians on all county roadways, streets, bike paths and sidewalks.

SCOPE: This policy **shall** apply to **all** work performed in Collier County rights-of-way, including that performed by contractors working for the county, contractors working for developers, utility companies (including work performed by their personnel or sub-contractors) and all county work forces within each department of each division. Both departmental requirements (internal) as well as contractor (external) requirements are outlined in this policy.

CONCEPT: This instruction references the MUTCD Section VI and the 600 Series of the Florida Department of Transportation Design Standards. It **shall** be the sole responsibility of each contractor or department to be familiar with and understand the MUTCD and FDOT Design Standards, including any and all changes, updates or revisions made to these instructions.

GENERAL DEFINITIONS:

Qualified Work Zone Employee – Means any employee, who by acceptable qualification, has obtained the knowledge, competency, has the experience and holds responsibility for developing and/or ensuring the proper setup of the Maintenance of Traffic Plan or Joint Maintenance of Traffic Plan.

Collier County Work Zone Safety Inspector - Shall mean any Collier County employee, who by way of training, qualification and knowledge of traffic safety, has been designated by Collier County's Risk Management Department as a "*Work Zone Safety Inspector*."

Collier County Work Zone Violation Notice – Means the Collier County form that is used to notify a contractor of violations present in a particular work zone. This form is also used for documentation purposes should it be necessary to take/defend legal action suits (See attachment # 2).

Contractor – For all purposes associated with this policy, the term "contractor" shall refer to any and all contractors and/or their respective sub-contractors, working for Collier County, contractors working for developers, utility companies and any and all sub-contractors working for any of the above-mentioned parties.

Downstream (Trailing) Contractor – Shall mean the contractor at the Terminating end of a multiple contractor work zone (MCWZ).

Immediately Available – Shall mean that the work zone certified person must be available to a work zone inspector within 20 minutes of initial contact.

Joint Maintenance of Traffic Plan (JMOT) – Shall be similar to the standard MOT Plan Form except that the JMOT shall clarify exact roles in the Multiple Contractor Work Zone (MCWZ), such as Upstream, Middle and Downstream contractors (See attachment # 3).

Lane Closure – For all purposes associated with this policy, the term “closure” or “closures” shall refer to any closing of a Collier County Roadway, Street, sidewalk, median or bike path.

Mainstream (Middle) Contractor(s) – Shall mean the contractor(s) located in between the Upstream and Downstream Contractors involved in a Multiple Contractor Work Zone (MCWZ).

Maintenance of Traffic Plan (MOT Plan) – Shall mean a form used to describe, in detail the exact location, date, and setup criteria needed and used in conjunction with any “work zone” deemed necessary within a Collier County Right-of-Way (See attachment # 4).

Multiple Contractor Work Zone (MCWZ) – Means any “work zone” that may require two or more contractors to work within 300 feet of one another within the same Collier County Right-of-Way.

Right-of-Way(s) – Shall mean any Collier County Roadway, Median, Bike Path, Sidewalk and/or any distances from the edge of these surfaces as established by Collier County.

“Shall” or “Must” – These terms, when used are defined as meaning mandatory.

Upstream (Leading) Contractor – Shall mean the contractor in the leading position of the Multiple Contractor Work Zone (MCWZ).

Work Zone (WZ) – For all purposes associated with this policy, the term “work zone” shall refer to the entire area from Advanced warning location to the Termination area, where any operations are being performed on any Collier County roadway, street, median, bike path, sidewalk and within the width of any right-of-way associated with such roadways or streets, regardless of distance from roadway.

INSPECTION DEFINITIONS:

Additional Protection Needed – The existence of any condition or practice, which could potentially cause death or serious physical harm that, was not visible on the JMOT and/or MOT written plan. This requires work to be stopped, if necessary, in order to make the necessary changes to the work zone.

Minor / Non-Serious – The existence of any condition or practice, which has the potential to create traffic flow problems, minor visibility issues, etc., but is not serious enough to warrant a stop work condition.

Stop Work – Imminent Danger – The existence of any condition or practice which would reasonably be expected to cause death or serious physical harm before such condition or practice can be corrected. Work shall be completely stopped until all corrective measures have been applied.

Stop Work – Noncompliance – A violation described in a notice has not been totally corrected within the noted abatement time, and the abatement time should not be extended. Work shall be completely stopped until all necessary corrections have been made.

All other related definitions may be found in Part VI of the MUTCD and/or the 600 series of the FDOT Design Standards.

A. General Safety Requirements (Internal and External):

1. In addition to the safety requirements provided within this policy, each contractor shall have sole responsibility to follow all OSHA construction regulations. These regulations can be found in OSHA 29 CFR 1926. These regulations shall not be provided by Collier County and knowledge and understanding of these regulations are the responsibility of the contractor.

EX. OSHA 29 CFR 1926.651, Subpart “P” Specific Excavation Requirements – outlines the minimum procedures required for performing trenching and excavation work in a safe manner.

2. Violations of OSHA regulations shall be documented and enforced in the same manner as violations of this policy. Failure to comply with any OSHA requirement may result in the same disciplinary action taken for a violation of this policy.
3. High-visibility clothing or vests with retro-reflectorized striping **must** be worn at all times by all employees working within Collier County Rights-of Way (See exception in # 5 below). This includes personnel that may visit the “work zone” temporarily, such as management and/or vendors. ANSI/ISEA 107-2004 or the most current edition, Class 2 or Class 3 garments are required for daytime use.
4. A Class 3 garment is mandatory for use by flagging personnel during any hours of darkness, including during inclement weather situations, where conditions may create hours of darkness during normal daylight conditions.
5. Exception: When other industry apparel safety standards require workers to wear apparel that is inconsistent with Federal, State or county requirements such as NFPA, OSHA, ANSI, etc., the other standards may prevail. However, apparel must still meet high visibility color requirements of fluorescent lime-green or fluorescent orange only and must be maintained in good condition and replaced as necessary.

EX. Utility workers exposed to high voltage electricity may choose not to wear vests or clothing with retro-reflective striping as long as the color requirements listed above are met.

B. Contractor Requirements (External):

6. Each contractor **shall** maintain at least one employee on-staff that has obtained a Work Zone Traffic Control Safety Qualification from the International Municipal Signal Association (IMSA) or an **approved, equivalent qualification** from the American Traffic Safety Services Association (ATSSA), the Florida Department of Transportation (FDOT) or any other agency, group or consulting firm that provides acceptable certifications in this area. **Approval shall be obtained through Collier County’s Risk Management Department.**
7. Effective November 6, 2001 each contractor shall obtain one of the above mentioned qualifications within sixty (60) days upon submission of a bid or prior to the start of any work activity and/or Notice to Proceed, whichever is sooner. Failure to comply with this requirement may result in project shutdown, loss of contract or failure to bid any additional Collier County Projects until qualification is obtained.
8. Each Contractor **shall** provide copies of qualifications, attached to company letterhead, to Collier County’s Risk Management Department for documentation purposes. This file shall be evaluated for adequate qualifications prior to any contract being awarded. A complete copy of the Collier County MOT Policy is also available from Risk Management. Contact information can be obtained from attachment # 1.
9. Maintenance of traffic Policy Review **shall** be held during the initial pre-construction meeting in order to answer any questions that may arise regarding the policy. These meetings **shall** be

coordinated through Collier County's Project Management, however, it is ultimately the contractor's responsibility to make sure all questions and concerns are addressed.

10. Where right-of-way connection or work permits are required, the contractor **shall** submit a Maintenance of Traffic (MOT) plan for any project involving work or activity that may affect traffic on any County street, roadway, median, bike path or sidewalk. The MOT Plan **must** be signed by the contractor's qualified "work zone" employee or developing agency and submitted to all applicable departments.
11. Specific permitting requirements shall be obtained from Collier County's Transportation Engineering and Construction Management Department, Collier County's Transportation Operations Department, Permit Section, or other applicable departments, as necessary. This must be done before any work begins. Contact information is available in attachment # 1. A copy of the MOT Plan **must** also be kept at the work location at all times.
12. In the event that the MOT plan changes during the project, documentation of the change(s) **shall** be made by the contractor's qualified Work Zone employee and noted on the work-site MOT plan. The contractor is not required to forward the changes to the MOT plan to applicable Collier County departments or their representatives, unless directed to do so. However, the contractor will be required to show changes on the written MOT plan and present them upon request.
13. The contractor **must** ensure that all their employees and sub-contracted employees have knowledge and have proven to be competent in setting up work zones when the Contractor's qualified Work Zone Safety Inspector will not be ***immediately available*** (see definitions).
14. Emergency work that is being performed by a contractor will not require the contractor to submit a MOT plan. However, the contractor **must** comply with all requirements, as previously described.
15. All signs shown on the MOT **shall** comply with the current MUTCD – Part VI or the 600 Series of Florida Department of Transportation Design Standards.
16. All aspects of the **current** MUTCD – Part VI and/or FDOT Design Standards, 600 series **shall** be strictly followed and enforced at all times.
17. Every attempt **shall** be made to avoid lane/road closures: Where it is not possible to completely avoid these closures, the following procedures shall be followed:
 - a. The contractor **shall** notify Collier County's TECM Department, Transportation Operations Department and/or the Transportation Division's Community Liaison. Collier County will assist in the public notification of said lane/road closures; however, it is ultimately the contractor's responsibility to ensure that all necessary parties have been informed.
 - b. **No road/lane closures will be permitted between the hours of 7:00 – 9:00 A.M. and between 3:30 P.M. and 6:30 P.M. Exceptions can be made at the discretion of the Transportation Services Administrator or designee.** Emergency closures do not fall under these requirements. If an emergency closure is necessary during the times listed above, notification to applicable Collier County's departments **must** be made as soon as possible (within 1 hour).
 - c. The contractor **must** also notify Collier County's Bureau of Emergency Services Division and/or any of the below listed agencies, when, the lane/road closure may cut off a standard route used

by Fire, EMS, Police or other emergency agencies. The contractor **shall** also make the appropriate notifications when closures may affect schools, residents or businesses.

- d. Such notifications **must** be made at least 5 working days prior to the start of construction or **as soon as possible** (within 1 hour) in the event of an emergency. Notification of project termination **shall** also be made to above-mentioned parties as soon as the project is completed.
- e. Closures on two-lane two-way roads **must** be limited, where possible, to single lane closures with traffic controlled by approved traffic control devices, flaggers, temporary traffic lighting and/or other approved means of work zone traffic control as specified within the MUTCD (current edition) and/or the FDOT Design Standards (current edition).
- f. Lane closures on multilane roads should be limited to single lane closures, where possible. Where single lane closures are not feasible, contractors shall submit justification for the closure of multiple lanes. The Transportation Services Administrator or his designee shall make final determination. **However, where multiple lane closures create a greater hazard to pedestrians, bicyclists, vehicular traffic or others using existing sidewalks, bike paths or bike lanes, Collier County's Risk Management will have final authority over these closures.**
- g. If the work cannot be performed without closing all traffic lanes, but the closures can be limited to intervals no longer than five-minute durations (e.g., to accommodate necessary equipment operations), flaggers **shall** be used to control traffic as necessary. **ALL FLAGGERS SHALL BE PROPERLY TRAINED IN FLAGGING METHODS.**
- h. If the work cannot be performed without closing all traffic lanes for periods longer than five (5) minute durations, provisions **must** be made to maintain access to all developed properties, businesses, etc. Access may be granted by properly signed and/or marked detours or other approved methods.
- i. The contractor **shall** prepare a **detailed** MOT Plan where road closures are proposed. The detailed MOT plan **must** show the limits of the road closure, detour routes and/or other means of maintaining access, temporary signage and markings that will be used, and any other information deemed necessary according to state (FDOT Design Standards 600 Series) and/or Federal (MUTCD) regulations.
- j. The MOT Plan for road closures **shall** be submitted to respective parties at least five business days prior to each separate road closure. **No road closures, other than for an emergency, are authorized without the prior approval of the Transportation Services Administrator or an appointed designee.**
- k. If an immediate road closure is necessary to safeguard life and/or public or private property, prior approval will NOT be required. However, notification to Collier County Risk Management, the Transportation Services Administrator or designee, the Permits Manager or an appointed designee **shall** be made as soon as possible (within 1 hour), as long as the notification effort does not compromise the primary efforts to safeguard life and/or property.

*Upon request from Collier County's Risk Management Department, the Transportation Operations Department or any Collier County Work Zone Inspector, the contractor **shall** provide MOT Plans at any time during the project. In the event that the approved MOT plan is not available or not being followed, the contractor **must** immediately eliminate all deficiencies. Failure to comply may result in project shutdown until all deficiencies*

are corrected and will be determined according to the hazards that are presented and their potential effect on public safety.

C. Multiple Contractor Work Zones (MCWZ):

This section has been added to eliminate the confusion involved in multiple contractor “work zones” which normally would require each separate contractor to provide appropriate signage and tapering for each individual “work zone”. **All contractors’ and their respective sub-contractor’s must follow this section when they meet the requirements listed below.**

1. Where two or more contractors may be required to work within the same work zone or within 300 feet or less of each other, the following criteria **must** be met in order to maintain an easily understood, easily navigated, highly visible “work zone”.
 - a. A “Joint MOT Plan” (JMOT) **shall** be developed by all affected parties in order to meet the requirements of this section.
 - b. The JMOT **shall** define which contractor has the responsibility of controlling the “Upstream” or “Leading” section of the MCWZ, who the “mainstream” or “Middle” contractor(s) is and who has responsibility for maintaining the “Downstream” or “Trailing” section of the MCWZ.
 2. Contractors may determine, organize and/or coordinate the responsibilities, monetary issues and/or any other pertinent issues related to the MCWZ by any means necessary and as agreed upon by all parties involved, however, the following criteria **shall** be met:
 - a. The “Upstream” or “Lead” contractor **shall** always have ultimate responsibility for maintaining all necessary advanced warning signage, message boards, tapering and/or any other requirements deemed necessary by the JMOT.
 - b. Any “Mainstream” (middle) or “Downstream” (trailing) contractor has the right to request additional advanced warning, tapering or other safety related devices be put into place should, at any time, such contractor feel and show due cause that they or their employees, any pedestrians or vehicular traffic are being placed in harms way due to the existing setup.
 - c. Should such a request be made and deemed necessary, all contractors **shall** share responsibility as described in this section (B)(2). Revisions/additions to the MCWZ **shall** be noted on the JMOT.
 3. Should a contractor in the “upstream” (leading) section of the MCWZ complete their scope of work and desire to withdraw from the MCWZ, said contractor **shall** notify all other contractors in the MCWZ and provide adequate time for the **NEW** “Upstream” contractor to set up. The original “Upstream” contractor **shall** not withdraw from the project until all necessary safeguards are in place to warrant such a withdrawal.
 4. Once a contractor has withdrawn from the MCWZ and has done so in accordance with the requirements set forth above, said contractor no longer has any responsibility for maintaining any portion of the MCWZ.
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D. Collier County Departmental Requirements (Internal):

1. Each department **must** develop an MOT Plan for any project involving work or activity that may affect traffic on any County or state street, roadway, median, bike path, or sidewalk, and obtain approval prior to the start of the project from their department's *Work Zone Qualified Employee or Risk Management*.
 2. Should any changes to the MOT occur during any phase of the project, a revised MOT plan **shall** be immediately developed and initialed by the department's Qualified Work Zone Employee.
 3. All signs shown on the MOT plan **must** comply with the current MUTCD – Part VI or the 600 series of the Florida Department of Transportation Design Standards.
 4. All aspects of the MUTCD – Part VI or the 600 series of the Florida Department of Transportation Design Standards **shall** be strictly followed and enforced at all times. All signs and barricades requiring lights shall have them attached and in good working order at all times.
 5. Every attempt **must** be made to avoid lane/road closures: Where it is not possible to completely avoid these closures, the following procedures **shall** be followed:
 - a. The department involved shall notify Collier County's Community Liaison and/or the Sheriff's Dispatch. The Community Liaison or Dispatch will notify all necessary organizations.
 - b. Lane closures **shall** be limited, if possible, to single lane closures.
 - c. If the work cannot be performed without closing all traffic lanes, but the closures can be limited to intervals no longer than five-minute durations (e.g., to accommodate necessary equipment operations), flaggers **shall** be used to control traffic as necessary. **ALL FLAGGERS SHALL BE PROPERLY TRAINED IN FLAGGING METHODS.**
 - d. If the work cannot be performed without closing all traffic lanes for periods longer than five (5) minutes at a time, provisions **must** be made to maintain access to all developed properties. Access may be by properly signed and/or marked detours or other approved methods.
 - e. The department's Qualified Work Zone Employee or other authorized party **shall** prepare a detailed MOT Plan where road closures are proposed. The detailed MOT plans **must** show the limits of the road closure, detour routes and/or other means of maintaining access, temporary signing and markings that will be used, and any other information deemed necessary according to state (FDOT Design Standards 600 Series) and/or Federal (MUTCD) regulations.
 - f. If immediate road closure is necessary to safeguard life and/or public or private property, prior approval will NOT be required.
 6. Every department that has a contractor working for their department must assign a **Project Coordinator** (usually the project manager). All Coordinators **must** be Work Zone Qualified or have MOT Plans approved by a Work Zone Qualified County employee. The Coordinator and/or the Work Zone Qualified County employee **shall** audit the contractor on a routine basis, documenting their audits to assure contractor compliance.
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E. **Work Zone Inspections: (Internal and External):**

1. Work Zone inspections will be conducted on a routine basis by “Collier County Work Zone Safety Inspectors”. These inspections **shall** be documented on a Collier County Work Zone Violation Notice Form and placed in the respective external contractor’s file. These files **shall** be maintained by Collier County’s Risk Management Department. Inspectors **shall** issue a copy to the contractor, Risk Management and maintain a copy in their personal files.
2. Inspections will be performed based on the individual inspector’s judgment of existing or potential hazards associated with the “work zone” in question. All inspections **shall** be conducted according to the following criteria:

- a. Inspectors will locate the individual in charge of the project in question. Inspectors **shall** present proper identification (Collier County work Zone Safety Inspector ID), review the MOT or JMOT plan, inform the contractor(s) of the existing and/or potential hazards and ask for immediate correction. If equipment and tools are not available to immediately correct existing and/or potential hazards, the project **must** be shut down until corrections can be made.

If project shutdown poses a greater threat to public safety, the inspector **shall** require the contractor to notify the Collier County Sheriff’s Department and request traffic control assistance until the contractor provides corrective measurement. Where the Sheriff’s Department cannot send a representative, the inspector may choose to contact one of the traffic control device vendors and request assistance by way of providing additional traffic control devices. The contractor shall be responsible for any expense associated with traffic control assistance that is provided by the sheriff’s department or a traffic control device vendor.

- b. Situations where a language barrier exists or where “competent” supervision is not readily available **shall** mandate notification to the contractor’s home office. Immediate (within 20 minutes) contractor representation will be requested at this time. The contractor’s failure to provide immediate representation will result in project shutdown until representation is provided and deficiencies corrected.
- c. Inspectors may request that additional traffic control devices be added to the work zone based on the existing and/or potential hazards. Additional requests for traffic control **shall** only be made where situations exist that may be deemed too hazardous to be controlled using the minimum requirements as specified on the existing MOT plan or as stated in the current edition of the MUTCD and/or the 600 series of the FDOT Design Standards.
- d. The inspector **shall** remain on location until deficiencies are corrected or until the inspector feels that the work zone is safe. The Inspector shall request a signature upon project shutdown or complete correction of the existing and/or potential hazards. Where the contractor refuses to provide a signature, the statement “*Failure to sign*” shall be placed in the contractor signature box. A copy of the inspection form **must** then be given to the contractor for their files.

3. Should a contractor/department feel the inspector has made requests that are not warranted and/or if it is felt that the alleged existing and/or potential hazards do not exist; the following requirements shall be met:

- a. The inspector **shall** immediately contact Collier County’s Risk Management Department and

request a site visit. Should a member of Risk Management not be available, the contractor **must** make the minimum necessary corrections, as requested, until a meeting can take place.

- b. The objections, described in detail, will be noted on the inspection form and **shall** be submitted to Risk Management for review. *However, if the objection to the inspector's request are an obvious attempt to stall the correction process and/or hazards are blatantly obvious to the inspector, the contractor **must** make all requested corrections and any objections will be noted on the inspection form.*
 - c. Should such objections occur, the contractor/department may request a formal meeting with Collier County's Risk Management Department to discuss and address any concerns. This meeting shall not allow exemption to the contractor/department from any additional work zone safety issues that may have arisen during or after the objections in question.
 - d. Objections to additional work zone safety issues that presented themselves at other locations and/or times **shall** be handled on an individual basis unless it is deemed necessary to handle all of the issues at the present time.
 - e. Risk Management's decision for corrective action, based on the existing and/or potential work zone hazards, **shall** be final.
4. Contractor/department work zone files will be maintained in Collier County's Risk Management Office. These files **shall** be inspected monthly for compliance. Contractors/departments with multiple (3 or more/month) "IDLH" inspections, resulting in project shutdown shall be contacted by Risk Management and a **mandatory** review meeting will be scheduled. **See attachment # 6.**

IDLH (Immediately Dangerous to Life and/or Health) Inspections are defined as those that require the immediate shutdown of a project, based on, but not limited to the following criteria:

- No signage in place or improper, defective and/or misleading signage that could result in motorist confusion
- No traffic control devices in place, improper placement that cannot be easily corrected, defective and/or misleading devices that could result in motorist confusion.
- Inadequate employee, equipment or public access protection.

Review meetings will be conducted as follows:

- a. Review meetings will address the number of negative inspections, existing and/or potential hazards that existed during each inspection, if corrective actions were made in a timely manner, reasons for the continued lack of compliance and potential disciplinary action to be taken by Risk Management and/or Collier County for future compliance failures.
 - b. Review meetings will be conducted on an individual basis with the contractor or department in question and limited to representatives from Risk Management and the contractor or Collier County Department specified representatives.
5. Inspection files **shall** be archived on an annual (calendar year) basis and each contractor/department will have a new inspection record started for each new year. However, past negative inspections may be used in cases where extreme hazards and or multiple negative inspections have existed and shall be referenced when disciplinary measures are needed.

6. It is the sole responsibility of each individual contractor/department to maintain work zone inspection files and remain aware of any negative inspections received. Should a contractor or department need additional copies of inspection reports, it **shall** be the contractor/department's responsibility to contact Collier County Risk Management and request the reports. Lack of knowledge of an inspection report does not exempt any contractor or department from any potential disciplinary action, therefore, all contracted employees should be advised to submit any inspection reports received to the appropriate individual(s).

CURRENCY: The Risk Management Department is responsible for maintaining the currency of this instruction.

JAMES V. MUDD
County Manager

ATTACHMENT # 1

CONTACT/EMERGENCY PHONE NUMBERS

COLLIER COUNTY GOVERNMENT CONTACT/EMERGENCY NUMBERS

Department	Contact	Daytime #	Weekday Pager #	Weekend Pager #	Fax #	EMERGENCY #
Sheriff's Office Dispatch	N/A	239-793-9300				239-793-9300
Road Maintenance	Mike Stone Travis Gossard Andy Vaniscak	239-774-8924 239-774-8925			239-774-6406	Day: 239-417-6320 Eve: 239-417-6320
Wastewater Collections	Jerry Tharp	239-591-0186				239-253-8169
Water Distribution		239-530-6239	239-982-2215	239-982-2215	239-263-8619	239-732-2558
Traffic Signals	Victor Philogene Bob Tipton	239-774-8260	239-982-3446	239-982-3446	239-213-5868	Day: 239-774-8260 Eve: 239-253-0458
Traffic Signs	Steve E. Ritter Bob Tipton	239-774-8260	239-513-5798	239-277-4227	239-213-5868	Day: 239-774-8260 Eve: 239-253-0458
Risk Management – Safety Engineer Risk Management – Safety Manager	Greg Barlow Michael Dock	239-774-8283 239-774-8091			239-774-8048	239-253-0921
Purchasing		239-774-8407			239-732-0844	
Community Liaison	Main Number Gregg Strakaluse Eileen Webster Connie Dean	239-774-8192 239-774-8271 239-213-5832 239-774-8365			239-774-9370	239-595-6545 239-253-5616
Alternative Transportation, Director	Diane B. Flagg Bob Petersen	Day: 239-774-8192 Cell: 239-253-4982 Cell: 239-253-2326			239-213-5899	
Transportation Operations Director	Bob Tipton	Day: 239-659-5782 Cell: 239-253-0420			239-659-5787	Day: 239-659-5782 Eve: 239-598-3123
Permits Manager	Mitch Riley	Day: 239-659-5767 Cell: 239-253-3164			239-213-5828	Day: 239-659-5767
TECM Liaison	Sandi Bruncker	Day: 239-774-8271 Cell: 239-734-0384				
Public Utilities Engineering Inspector	Fred Sexton	Cell: 239-877-8288				

ATTACHMENT # 2

WORK ZONE INSPECTION FORM

WORK ZONE SAFETY INSPECTION FORM

Contractor:	Date & Time:	Inspector Name & ID #:	Permit #:	Site Inspection #:
Location:		Site Representative:		

Type of Hazard/Violation

<input type="checkbox"/> Stop Work - Imminent Danger	<input type="checkbox"/>	None - No Hazard/Violation present
<input type="checkbox"/> Stop Work - Noncompliance	<input type="checkbox"/>	Other _____ <input type="checkbox"/>
<input type="checkbox"/> No Work Stoppage - Add. Protection Needed	<input type="checkbox"/>	

Specific Hazard/Violation

JMOT or MOT Form available for review? Yes / No CA: _____	Has the JMOT / MOT Been Accepted? Yes / No CA: _____
Adequate Advanced Warning Signage? Yes / No / NA CA: _____	Advanced Warning Spacing Adequate? Yes / No / NA CA: _____
Adequate Lane Taper(s) Developed? Yes / No / NA CA: _____	Lane Taper Spacing Adequate? Yes / No / NA CA: _____
Adequate Channelization Devices? Yes / No / NA CA: _____	Channelization Device Spacing Adequate? Yes / No / NA CA: _____
Flagger(s) Available/Adequate? Yes / No / NA CA: _____	Flagging Equipment available/adequate? Yes / No / NA CA: _____
Adequate Detours Provided? Yes / No / NA CA: _____	Necessary PPE Provided? Yes / No / NA CA: _____
Adequate Pedestrian Access Provided? Yes / No / NA CA: _____	Adequate Lighting Provided? Yes / No / NA CA: _____
Other: _____ CA: _____	Other: _____ CA: _____

Standard / Regulation Source

FDOT / MUTCD <input type="checkbox"/>	Collier County (CMA 5807) <input type="checkbox"/>	OSHA <input type="checkbox"/>
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Inspector Signature

Site Representative Signature

ATTACHMENT # 3

JOINT MAINTENANCE OF TRAFFIC PLAN (JMOT)

JMOT PLAN

PERMIT #: _____

This form Must be used as part of a joint traffic control plan in Collier County Work Zones. Place diagram of "Work Zone" on the back of this form or reference blueprint #.

LOCATION: _____ Date: _____

SCOPE OF WORK: _____

UPSTREAM CONTRACTOR: _____
TELEPHONE #: _____
WZ EMPLOYEE: _____
SUPERVISOR: _____

MIDDLE CONTRACTOR: _____
TELEPHONE #: _____
WZ EMPLOYEE: _____
SUPERVISOR: _____

MIDDLE CONTRACTOR: _____
TELEPHONE #: _____
WZ EMPLOYEE: _____
SUPERVISOR: _____

DOWNSTREAM CONTRACTOR: _____
TELEPHONE #: _____
WZ EMPLOYEE: _____
SUPERVISOR: _____

START TIME: _____ AM or PM DAY: _____

END TIME: _____ AM or PM DAY: _____

SHERIFF'S DEPARTMENT ON SITE: YES or NO

FIRE DEPARTMENT ON SITE: YES or NO

OF LANES SHUT DOWN: _____ FROM: _____

ACCEPTED BY: _____ DATE: _____

POSTED SPEED LIMIT: _____ LANE WIDTH: _____

HAS ADVANCED WARNING SIGNAGE BEEN PLACED YES or NO

HAS AN ADEQUATE TAPER BEEN DEVELOPED YES or NO LENGTH: _____

TYPE OF CHANNELIZATION DEVICES USED: CONES or BARRICADES or DRUMS # USED: _____

IS THE AREA ILLUMINATED FOR NIGHT WORK: YES or NO IF NOT, ARE THE DEVICES REFLECTORIZED: YES or NO

ARROW BOARD REQUIRED: YES or NO LOCATION(S): _____

VARIABLE MESSAGE BOARD REQUIRED: YES or NO LOCATION(S): _____

FLAGMEN REQUIRED: YES or NO IF SO, HOW MANY: _____

HAS ALL NECESSARY PPE BEEN PROVIDED TO WORKERS: YES or NO

IS A DETOUR NECESSARY: YES or NO IF SO, LIST ROUTES: _____

ACCEPTED BY: _____ DATE: _____

ATTACHMENT # 4

MAINTENANCE OF TRAFFIC PLAN (MOT)

MOT PLAN

PERMIT #: _____

This form must be used as part of a traffic control plan for Collier County Work Zones. Place a diagram of the "Work Zone" on the back of this form or reference work-site blueprint #.

LOCATION: _____ DATE: _____

SCOPE OF WORK: _____

COMPANY: _____

ADDRESS & TELEPHONE #: _____

NAME OF SUPERVISOR/CREW LEADER _____

START TIME: _____ AM or PM DAY: _____

END TIME: _____ AM or PM DAY: _____

SHERIFF'S DEPARTMENT ON SITE: YES or NO

FIRE DEPARTMENT ON SITE: YES or NO

WORK ZONE CERTIFIED PERSON: _____

OF LANES SHUT DOWN: _____ FROM: _____

ACCEPTED BY: _____ DATE: _____

POSTED SPEED LIMIT: _____ LANE WIDTH: _____

HAS ADEQUATE ADVANCED WARNING SIGNAGE BEEN PLACED YES or NO

HAS AN ADEQUATE TAPER BEEN DEVELOPED YES or NO LENGTH: _____

TYPE OF CHANNELIZATION DEVICES USED: CONES / BARRICADES / DRUMS # USED: _____

IS THE AREA ILLUMINATED FOR NIGHT WORK: YES / NO ARE DEVICES REFLECTORIZED: YES or NO

ARROW BOARD REQUIRED: YES or NO LOCATION: _____

VARIABLE MESSAGE SIGNS REQUIRED: YES / NO LOCATION: _____

FLAGMEN REQUIRED: YES or NO IF SO, HOW MANY: _____

HAS ALL NECESSARY PPE BEEN PROVIDED TO WORKERS: YES or NO

IS A DETOUR NECESSARY: YES or NO IF SO, LIST ROUTES: _____

ACCEPTED BY: _____ DATE: _____

ATTACHEMENT # 5

RIGHT-OF-WAY, JMOT & MOT

SUBMITTAL PROCESS CHECKLIST

RIGHT-OF-WAY PERMIT, JMOT & MOT
SUBMITTAL PROCESS CHECKLIST

This checklist shall be used as a guide to aid contractors in the submittal of MOT and JMOT plans to the respective departments for approval, prior to commencement of work activities. This checklist is designed to help contractors and Collier County departments in their approval process and is to be used as a guide only. It is the contractor's responsibility to obtain all other necessary permits and certifications as other departments or agencies may require them. *All permit application processes shall follow Collier County Ordinance # 93-64. If a conflict exists between the ordinance and the checklist below, the ordinance shall take precedence.*

Contractor Requirements

1. Ensure that Risk Management has a copy of the contractor's current "Work Zone" Certified employee
2. Apply for all necessary Federal, State and Local permits prior to applying for a Right-of-Way permit (submit 3 copies).
3. Submit Site-Development Plans (SDP) to the Transportation Operations Department, Permitting Section, for review (3 Copies).
4. Include the JMOT or MOT Plan Forms along with the above-mentioned submittals (3 copies).
5. Ensure that all necessary fees have been paid to the appropriate Collier County Department.

Collier County Requirements

The contractor shall ensure that the below listed criteria has been prior to the commencement of work.

6. Collier County has reviewed the Site Development Plan (SDP) and has accepted and returned the SDP to the contractor.
7. Collier County has reviewed and accepted the JMOT or MOT Plan forms and have returned them to the contractor.
8. A Notice-to-Proceed has been issued to the contractor.

Once all of the items listed above have been addressed and checked off, the contractor in question is free to begin work according to their SDP and JMOT or MOT Plan.

ATTACHEMENT # 6

WORK ZONE VIOLATION

CONTRACTOR REVIEW MEETING NOTICE



COLLIER COUNTY RISK MANAGEMENT DEPARTMENT

3301 East Tamiami Trail • Naples, Florida 34112 • 239-774-8283 • FAX 774-8048

**XYZ Contractor
1234 Blank Blvd, Suite 567
Naples, FL 34112**

To Whom It May Concern:

On the date(s) listed below (See attachments also) your company has violated Collier County Maintenance of Traffic Policy # 5807. These continuous violations place your employees, Collier County employees and the general public in life threatening situations. This is unacceptable and will not be tolerated in Collier County.

Collier County’s Maintenance of Traffic Policy follows the rules and regulations established by the U.S. Department of Transportation, Federal Highway Administration, covered in the current edition of the MUTCD, the Florida Department of Transportation, covered in the current edition of the Design Standards - 600 Series and OSHA’s revised standard on signs, signals and barricades, covered in 29 CFR 1926 - Subpart G.

By failing to follow these rules, regulations, practices and procedures your company has violated state and federal laws, as prescribed in the MUTCD and FDOT Design Standards!

Due to this fact, we have scheduled your company for a **MANDATORY** review meeting. Your meeting will be held on _____ @ ____ : ____ AM / PM. Your representative(s) must be present and on time for this meeting. Requests for review meeting date/time changes must be made a minimum of 3 business days prior to the scheduled date.

Failure to send representation to this meeting will result in the immediate shut down of any existing project within a Collier County Right-of-Way. These projects will remain shut down until your company chooses to attend a review meeting and abide by all rules and regulations as established by local, state and federal laws.

Future violations of Collier County’s Maintenance of Traffic Policy may result in notification to OSHA, additional project shut downs, monetary fines (as established in Ordinance # 2003-37), loss of future contracts, litigation and back charging for any time, materials, logistics and/or money lost by Collier County as a result of your company’s failure to follow these established rules and regulations.

I trust your company cares about the safety of its personnel as well as the safety of Collier County employees and the general public and that these issues will be addressed promptly within your organization and that we will not have any future occurrences of this type. Should you have any questions, please contact me at the above listed phone number.

Sincerely,

Greg Barlow
Safety Engineer