

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

**Transportation Operations Administration
TOA**



**GENERAL
TRAFFIC CONTROL PLAN (TCP) SUBMITTAL GUIDELINES**

11TH EDITION, October 26, 2010

This document is prepared to provide guidance for Traffic Control Plan submissions so they may be approved in a timely manner. Missing or insufficient information will delay approval.

APPROVAL If a Traffic Control Plan (TCP) or Maintenance of Traffic (MOT) Plan is submitted as part of a Roadway or Bridge Reconstruction, Rehabilitation or Resurfacing Project to TOA, it will be reviewed by the Traffic/Civil Engineering Group of TOA Safety Team.

If a Traffic Control Plan (TCP) or Maintenance of Traffic (MOT) Plan is submitted as part of a public space application to PPSA /Public Space Management Branch, it will be reviewed by the Traffic Engineering Group of PPSA Public Space Management Branch.

COORDINATION: DDOT expects that the submitter has coordinated with PPSA Public Space Management Branch and the TOA on the amount of public space needed for a project to ensure coordination with adjacent projects, and special events appropriate detour routing, and adequate level of service for street operations.

REVIEW: TCPs shall be subject to review and verification by DDOT staff for conformance to submission requirements.

SUBMISSION REQUIREMENTS: The requirements for submission are based on the 2009 Manual on Uniform Traffic Control Devices (MUTCD), DC Temporary Traffic Control Manual. Guidelines and Standards -2006 Edition DDOT, Traffic Services Administration, and the Design & Engineering Manual - DC Department of Transportation IPMA. All items which are commonly available to contractors and their engineers.

- Traffic Control Plan (TCP) must be tailored to fit contractor's specific situation.
- All traffic control shall conform to the standards set forth in 2009 Edition Manual on Uniform Traffic Control Devices (MUTCD) and DC Temporary Traffic Control Manual. Guidelines and Standards -2006 Edition DDOT.
- All traffic control shall adhere to DDOT Standards Specifications for Highways and Structures [the "blue book"]. Reference section 104.02 Maintenance of Traffic, 614.02 PCC Barrier and 616.01 – 616.23 Traffic Control.

- Review MOT plans including: TCP drawings, Traffic Detour Plans, Sequence of Construction. Ensure that the submitted staging plan on the construction site provide maximum protection to motorists and pedestrians for ingress and egress.
- Provide Name, Address, Main Telephone Number, Emergency Telephone Number, /Cell Phone/, E-Mail Address of the person(s), the person responsible for the submission of the application and the attached MOT/TCP drawings.
- Provide Address of Premise for which Public Space Work is proposed.
- Provide Lot(s) and Square(s) number.
- According to D.DOT requirements all Traffic Control Plan drawings shall be presented in engineering scale 1": 20'. *(When the scale is smaller than required, we are unable to correctly analyze the Traffic Control Plan).*
- Specify the MUTCD number, and size of all temporary signs utilized on the MOT/TCP drawings.
- Specify North.
- Specify Street Names for all adjacent streets to Work Zone.
- Specify scope and sequence of work in narrative.
- Specify location and length of work (Advanced Warning Area, Transition Area, Buffer Area, Active Work Zone, and Termination Area).
- Specify duration of work.
- Specify schedule of work hours.
- Specify limits of work.
- Show advance warning area, where the advance warning signs shall be located at proper intervals to inform motorists of what to expect.
- Specify direction of travel, number of lanes, lane widths and posted speed limit.
- Provide all adjacent intersections of the street under construction or under utility work (independent of the area of the street under construction).
- Specify street geometry, median, curb and gutter lines, existing street dimensions, and orientations; existing location and width of Right-Of -Way for the street under construction or utility work and its intersecting streets.
- Specify if parking is to be restricted and if bus zone will need to be relocated.
- Specify bike lane(s), track and bus restrictions.
- Specify placement of all devices. [Arrow board panels, signs, cones, drums, attenuators, barricades, etc.]
- Specify spacing of devices. [Arrow board panels, signs, cones, drums, barricades, etc.]
- Specify taper and tangent lengths.
- Specify if turning radius will impact bus and trash truck turns.
- Orient traffic sign and device symbols with directions of traffic.
- Show work vehicle locations.

- Notes are encouraged.
- Show Key and/or Legend.
- Show existing pavement markings and proposed temporary pavement markings. Make distinction between them.
- A detour plan is required when the closing of traffic on main or intersecting roadway, for reconstruction or construction purposes. Ensure that detour plan are clearly identified with temporary guide detour signage which shall be accompanied with appropriate message sign indicating street name to eliminate confusion for motorists (Do not use abbreviation on the message sign).
- Provide safe access for pedestrians. All temporary pathways shall be clearly identified, wheelchair – usable, protected from motor vehicle traffic, and free of pedestrian hazards (holes, debris, dust, mud etc.). The pedestrians have to have a safe access for crossing the intersections as well as passing sidewalks, during all phases and sub phases of construction.
- Incorporate sidewalks, and crosswalks. Show detour for pedestrian traffic and provide appropriate pedestrians signage such as “Sidewalk Closed, Arrow, Use Other Side”, “Sidewalk Closed”, “Sidewalk Closed, Cross Here” etc.
- Waiver for cutting on suspended streets must be approved by TPPA Permitting Office prior to MOT \ TCP review by Public Space Management Branch Work Zone and Public Safety Engineers, and Engineer Tech.
- Provide temporary handicap ramps, and crosswalks, and signs to meet Americans with Disabilities Act (ADA) for all pedestrians within construction work zone area. *(NOTE: The entire handicap ramp including side flares must be located within a crosswalk. The minimum crosswalk has a 15-foot width, unless other wise noted. The top and bottom of a ramp must have a five-foot clearance. Stop lines are twelve inches wide, located 5 foot before crosswalk. If using a striped crosswalk, the stripes are two-foot wide, with two-foot spacing and make stripes parallel to curb line of street. Edge lines are required on all crosswalks.)*
- Restricted parking whether meters, or residential permit parking (RPP), and/or unrestricted.
- Cannot place equipment of any type: in a “NO PARKING ANYTIME ZONE”, “NO STANDING OR PARKING ANYTIME”, and “NO STANDING OR PARKING METRO BUS ZONE”.
- All required dimensions shall be shown on crane and dumpster applications
- If any prohibiting signs (Regulatory) are proposed (“NO Left Turn”, “No Right Turn”; whether symbolic or text message), advance coordinate with the IPMA Traffic and Parking Operation engineers, must occur to ensure the adequate traffic movements are provided in the vicinity of the project site.
- When traffic signals are specified in the contract, the contractor will provide the timing plan for approval and will also provide whatever detection they feel will best fit the situation. District traffic is to be consulted to help review timing plans and detection zones. Overhead lighting must be provided at each signal location.
- Each plan page of all submissions must include the following statement, “*I certify that this plan conforms to the requirements set forth in the 2009 Edition Manual on Uniform*

Traffic Control Devices (MUTCD), the 2006 DDOT DC Temporary Traffic Control Manual. Guidelines and Standards and adheres to DDOT Standards Specifications for Highways and Structures,” followed by an original signature. This requirement is exempted for submission with Professional Engineer stamp.

TYPICAL TCPs FOR UTILITY WORK: Twenty-one typical TCPs for **utility work only** are available through the DDOT website in PDF format for use. Please visit the website for further information:

http://ddot.dc.gov/ddot/cwp/view,a,1250,q,640370,ddotNav_GID,1586,ddotNav,|32399|.asp

The above mentioned is the link to the Temporary Traffic Control Manual Guidelines and Standards, Work Zone Pocket Guide, and Utility Work Zone Typical.

- When submitting DDOT typicals, make sure to specify street geometry, existing street dimensions, street names, etc. Each typical Traffic Control Plan drawing should contain the list of locations for which the TCP is applicable.
- Submit only those typicals that apply. The submitted typical TCPs should fit to the real street conditions. Otherwise, submit MOT/ TCP individually by actual real street conditions and work zone location.

SPECIAL EVENTS: Scheduled Special event such as sporting activities, parades, major concerts, or major conventions can have significant impacts on traffic operations within District of Columbia. Special events usually generate large volumes of pedestrian and vehicular traffic, and congestion generally occurs on the city large streets segment at or near the generator. Managing traffic during special events can result in reduced congestion and delay and improved safety.

A traffic control plan must be submitted by the event sponsor at least four weeks 20 working days in advance of the event for approval by the DDOT.

INSPECTION: DDOT reserves the right to periodically inspect work zones to ensure compliance, that safety measures are in place, and that the measures conform to the approved TCP and criteria listed on the Traffic Control Plan Inspection Criteria document.

Our goal is a safe work zone, thank you for your cooperation!

DDOT / TOA/ SAFETY TEAM

Serving with Integrity and Excellence

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