

# CONSTRUCTION PROCEDURES HANDBOOK

| SECTION VIII     | SUBSECTION F                              | DATE       |
|------------------|---|------------|
| WORK ZONE SAFETY | EXTENSION OF ALLOWABLE LANE CLOSURE HOURS | 12/12/2019 |

This procedure outlines the process for reviewing a request by the Contractor to extend the allowable lane and/or shoulder closure hours specified in the Contract documents.

Lane and/or shoulder closures are restricted to the schedule provided in the Traffic Control Plan (TCP) and as specified in subsection 108.07.01. If the project Special Provisions do not include subsection 108.07.03 Lane Rental, the Contractor may request an extension of the allowable lane and/or shoulder Closure Hours.

The Contractor's written request to the RE to extend allowable lane and/or shoulder closure hours must be submitted at least 14 days prior to the anticipated use. The request must provide the following:

1. Route, direction, and milepost limits
2. Closure Description (Lane type/shoulder/ mile posts)
3. Date(s)/Days (Duration)
4. Existing and Proposed Start Time(s)
5. Existing and Proposed Finish Time(s)
6. Detailed explanation for the reason for the request including why approved closure schedule in the Contract documents is inadequate and the consequences if the request is denied
7. Description of how this benefits the Department by a financial savings, a time savings or other benefit. This value will be established as an hourly rate or time reduction. The minimum hourly rate shall be \$600.

The RE will complete [Form DC-189](#), using the RCE's name for the Manager, and forward the request along with a completed form to the RCE. The RCE will review it, and if approved, forward the request and form to the Mobility and Systems Engineering Unit (currently Mike Pilsbury) a minimum of 7 days in advance of the proposed start date. Mobility and Systems Engineering will determine if the requested extension may be approved, modified or rejected. If rejected, the RE will advise the Contractor in writing of the rejection. If modified or approved the RE will contact the Bureau of Design Standards – Road User Solutions Unit (this can be done concurrently with MSE's review) for the new Lane Occupancy Charge (LOC) rate should the Contractor exceed the new lane/shoulder closure hours. The RE will then provide the Contractor written approval of the lane closure hours and the new LOC.

If the benefit to the Department is financial, the RE will create the extra work item "Credit For Extended Lane And/Or Shoulder Closure Hours" and assess the extended lane

and/or shoulder closure hours charge for each hour the Contractor occupies a lane and/or shoulder in accordance with the approved extension. If the Contractor does not occupy the lane and/or shoulder during the extended hours, the RE will not assess the extended lane and/or shoulder closure hours charge.

If the Contractor occupies the lane and/or shoulder for fewer hours than approved, the RE will only assess the extended lane and/or shoulder closure hours charge for the time the Contractor actually occupied the lane and/or shoulder, any portion of an hour being rounded up to the next highest half hour.

If the benefit to the Department is time, the RE will adjust the contract time via a Change Order. Include the new LOC rate in the Change Order.

If the Contractor occupies the lane and/or shoulder beyond the approved extension of allowable hours, the RE will assess LOC as specified in the approved extension. Under no circumstances should the Contractor be allowed to occupy a lane and/or shoulder beyond the Contract allowable lane closure schedule or those hours revised by the approved extension.