



Public ROW (Right of Way) CLOSURE GUIDELINES

i.e. STREETS / LANES / ALLEYS / SIDEWALKS / BIKE PATHS

A. Background

These guidelines are meant to assist contractors when a construction project requires either a temporary Public ROW (Street/Lane/Alley/Sidewalk/BikePath) Closure or restriction to insure vehicular and/or pedestrian safety and convenience. Projects affecting traffic flow and general public safety are of the utmost concern to the Town of Munster. Our goal is to:

- a) facilitate safe conditions for those traveling through lane restricted work zones.
- b) minimize inconvenience to the public.
- c) reduce traffic during these closures.

We intend that these stipulations or anything proposed through this process be workable and should anything prove burdensome or if project needs change, the Town will be reasonably flexible toward a better solution. In like manner, we request that each contractor and subcontractor involved exercise a proactive approach in this matter and address the items desired by the Town diligently and in good faith.

B. Description of the process

The Town's approach is informal to an extent but involves input from & review by key advisory Staff on the Public ROW Closure Group to insure that the best solution is derived. Therefore Public ROW Closure requests must be in writing (preferably via email) for clarity purposes and provide answers to the 7 questions of the CONTRACTOR requested in section "E" of these Guidelines. Allow at least 5 working days from your Closure Request for processing any needed meetings or communications and so that the Town can provide a minimum 24 hour advance electronic notification to the community through its NIXLE public alert system (text & email). This helps you resulting in less traffic and better driving from a more informed motoring public.

C. Requesting a Closure

Regardless of the type of project precipitating the need for a Closure, the first step to initiate the process of requesting a Public ROW (Street/Lane/Alley/Sidewalk/BikePath) Closure begins at the Public Works Department with a written email request to the Public Works Director sgunty@munster.org describing as many elements of the anticipated closure needed by merely answering the 7 questions requested of the CONTRACTOR in section "E" of these Guidelines.

- There are many types of projects that cause a ROW Closure need and advance discussion with the Department most involved (e.g. Town Manager, Community Development, Police, Fire, Parks & Recreation, Public Works) is encouraged, however

the ROW Closure Request specifics must be submitted via written email request to the Public Works Director.

Examples of projects that might involve potential Closures are:

- projects going through a building permit application or Site Plan Review if determined to need a temporary Street/Lane/Alley/Sidewalk/BikePath Closure by the Chief Building Inspector or Planning Director.
- a directional boring or trenching project impacting a road surface.
- soil boring or potholing exploratory excavation projects near a road.
- testing/measurements to confirm bridge clearance or tunnel widths.
- a construction project that will affect vehicular or pedestrian traffic (*such as overhead or underground utility work*) on a nearby street, alley, sidewalk or bike path.
- A special event permit request (*such as for block parties, parades, funerals, community or sporting events, high-security dignitary/religious/celebrity/political events*) if determined to need a temporary Street/Lane/Alley/Sidewalk/BikePath Closure by the Police Department or Parks & Recreation Department.

D. Important Notes

An Official Proceed Order (*issued in writing by the Public Works Department*) is needed prior to actual Public ROW (Street/Lane/Alley/Sidewalk/BikePath) Closure.

Exceptions to following these Closure Guidelines are only allowed in instances where time is of the essence during unforeseen accidents or Town emergency bridge closures due to flood events or emergencies involving NIPSCO utilities or underground pipelines.

Contractor is responsible for its own 811 locate calls on any project requiring trenching, potholing or other excavations associated with road surfaces, curbs or parkways.

If the closure is for an extended period of time or where extreme complications or unintended consequences are likely, a more deliberative and strategic negotiated approach may be necessary to insure coordination of all affected parts.

On busier streets or key commercial corridors (Calumet Avenue, Ridge Road, 45th Street, Main Street) or railroad crossings, bridges, tunnels or sites where construction is occurring, additional time/scrutiny should be expected to process a Street/Lane Closure request, as engineering input or other Intergovernmental Agency permissions may be required (*particularly if traffic signal timing is affected on Calumet Avenue, or when RR crossings are involved*).

If on-street parking or access to residential/commercial driveway entrances are impacted, additional measures may be needed to minimize inconvenience.

Advance warning signs, traffic barricades and any traffic flagging or restrictions deployed should be in accordance with INDOT-MUTCD standards related to temporary daytime and nighttime lane restrictions. When lane restrictions remain in place overnight, extra measures should be utilized to increase vehicular safety during unmonitored nighttime off-hours, such as use of:

- lighted devices appropriately placed for nighttime safety.
- weighted delineators to insure stability during unmonitored off-hours in all weather conditions throughout the entire project.

E. CONTRACTOR: Provide the following Information

- 1) What is the reason for the Public ROW (Street/Lane/Alley/Sidewalk/BikePath) Closure request?
- 2) How many lanes of traffic need to be closed?
 - a) Are pedestrian sidewalks or bike paths blocked or in a danger zone for passage during the closure? If so, address this also as part of the Closure Plan.
- 3) Is there trenching, boring, potholing or destructive methods of testing/measurement on the road surface or adjoining parkway, alley, sidewalk or bike path?
- 4) When will closure start and finish?

- DATES: from _____ to _____

Note: The Town needs specific & accurate project start date at least 24 hours in advance for NIXLE electronic alert notification to the general public.

If closure is not needed during off hours, road should be re-opened until next day when closure is needed, unless Town agrees that overnight barricades can stay.

- TIME of Day: from _____ to _____

Note: Minimize conflict with school bus & related school ped/vehicle traffic by restricting traffic no earlier than 9:00am. Construction that doesn't impede traffic may begin at 7:00am each day and should conclude by Dusk, unless extenuating circumstances exist and approval for a non-standard closure is granted. Regardless, the contractor is encouraged to work as long of hours as possible in order to shorten the number of days involving traffic impacts.

- 5) Sketch & description of:

- a) signage plan
 - a. advance warning sign placement (e.g. "Road Construction Ahead")
 - b. reduced speed limit sign placement
 - c. detour route (if applicable)

Note: Place needed traffic control signage the day prior to provide advance notice to motorists.

- b) traffic restriction plan *Note: Place needed traffic barricades no earlier than 9:00am on the starting day of lane restriction.*

- c) traffic flagging plan (if applicable)
 - a. who will perform flagging operations to direct traffic?
 - b. if no active traffic flagging, will there be on-hand staff to allow construction equipment/vehicles in & out of the barricade zone?
- 6) Quantity and type of construction vehicles/equipment to be deployed during project.
- 7) Names, cell phone #s & email addresses of principals, managers and/or subcontractors involved on the project (*for Emergency Use*).

F. TOWN: Steps to be taken

- 1) **Public ROW Closure Group** - upon receipt of the Contractor's Public ROW Closure Plan (Street/Lane/Alley/Sidewalk/BikePath), the Public Works Director will email the Group, either a:
 - a) meeting invite (*that may include the Contractor in some cases*), or
 - b) request to review & provide comment, with quick deadline for reply.
- 2) **PROCEED ORDER** - signifies Closure Plan approval (via email by PubWks Director or designee):
 - a) Public ROW Closure Group to be copied.
 - b) Proceed Order may include additional Requests that the Town believes will result in greater vehicular & pedestrian safety. *Note: Contractor's patience and cooperation with all stipulations is appreciated.*
 - c) The Town may opt to supplement a closure/restriction project's signage with its own electronic traffic signs.
- 3) **NIXLE notification** - the Public Works Department will:
 - a) recap the most important elements needed in the Notice: why the closure, where, when, description of project and whether Street/Lane/Alley/Sidewalk/BikePath Closure devices remain in place overnight.
 - b) post the NIXLE notification.
- 4) **Inspection** - Public Works will inspect signage and traffic barricades on day of placement.

G. Changes Needed after the Closure

If changes are needed after the official PROCEED ORDER is given or while the Closure Plan is in effect, contact us immediately so conditions encountered in the field may be addressed quickly, and generally in this order (or based on the issue), as follows:

- Public Works Office: (219) 836-6970 or 6971 lpramuk@munster.org (*for general issues*)
- Supt of Operations: Chris Spolnik (219) 836-6972 cspolnik@munster.org (*for onsite concerns*)
- PubWks Director: Stephen Gunty (219) 836-6975 sgunty@munster.org (*for major changes*)
- Police Chief: Steve Scheckel (219) 836-6650 sscheckel@munster.org (*traffic enforcement needs*)
 - *use 911 if Emergency or after 4pm for any Police response needed*
- Town Manager: Dustin Anderson (219) 836-6900 danderson@munster.org (*unresolved matters*)

*** We look forward to working with you on all safety issues ***