



City of Palo Alto

Public Works Engineering
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www.CityofPaloAlto.org

Logistics Plan Preparation Guidelines

A *Logistics Plan* is typically required for large or complex sites, generally in commercial or residential subdivisions. The execution of the construction activities for a site is subject to the measures identified in this plan. The key components of an acceptable *Logistics Plan* are outlined in this handout. **Please address each topic as it applies to your project and provide exhibits as detailed in this guide.** This plan is to be submitted to the City of Palo Alto (CPA) Public Works Engineering Division prior to starting work. The plan will become an exhibit to the *Street Work Permit*. Any changes to the plan requires approval from Public Works-Engineering. As a person or firm who intends to do construction in the City of Palo Alto, you are expected to be familiar with the provisions outlined in the following ordinances and manuals as your activities may be impacted by them:

<u>REFERENCE</u>	<u>WHERE TO OBTAIN</u>
CPA Traffic Control Design Guidelines	Transportation Division
CPA Noise Ordinance	Public Works Engineering Dept.
CPA Standard Drawings & Specifications	Public Works Engineering Dept.
SWPP BMP's	Public Works Engineering Dept.
Construction Activity Handbook	See Attached Order Form

PROJECT DESCRIPTION

Provide a **brief** written description of the project including plans for proposed offsite improvements.

PROJECT SCHEDULE

Provide a preliminary progress schedule preferably in the form of a **simple bar chart**. The schedule should represent the planned order of significant activities in sufficient detail so that the duration, sequence, and interdependence of each activity can be identified. Include key periods of deliveries and impacts on City right-of-way.

WORKING HOURS

Construction operations, including deliveries, must conform to the following hours as specified by the CPA Noise Ordinance:

Monday - Friday	8:00 am to 6:00 pm
Saturday	9:00 am to 6:00 pm
Sunday & Holidays.....	PROHIBITED

Further restrictions may apply depending on the activity and/or community in which the work occurs.

- 1) Work affecting traffic in the two **Business Districts** will generally be permitted between the hours of 9 am to 4 pm only. No public right-of-way construction is allowed in these districts between Thanksgiving and New Years Day. These districts are bounded by Alma, Webster, Lytton and Forest in the Downtown area; and El Camino Real, Park Blvd, Sherman and Cambridge in the California Avenue area.
- 2) Work on **arterial and collector streets** including: Alma, Arastradero, Arboretum, Charleston, Embarcadero, Middlefield, San Antonio, Sand Hill, University, Hansen, Hillview, Park, Channing, Stanford, California, Quarry, Welch, Meadow, E. Meadow Circle, E. Bayshore, and W. Bayshore Frontage Roads, will not be permitted between the hours of 7 am to 9 am and 4 pm to 6 pm.
- 3) **Special events** such as football games, parades, street fairs, etc. may effect allowable construction dates and times.
- 4) Work **within 1500 feet of school grounds** is not permitted until after 8:30 am on school days. Other special restrictions may be required at heavily used crossings or on school commute routes beyond 1500 feet from the school grounds, as deemed necessary for student safety.

NOISE CONTROL

Construction activities are required to conform to the CPA Noise Ordinance, which restricts hours of activity, levels of noise produced by individual pieces of equipment as well as noise produced generally, as specified in Section 9.10 of the CPA Municipal Code. This ordinance is strictly enforced by the Police Department and there are fines and sanctions for violation of the provisions of the ordinance. A *Noise Exception Permit* may be requested from the Police Dept. (650/329-2449). The permit fee is \$250.00 and usually requires the prior recommendation of the Transportation Division and either Public Works or Utilities. These permits are rarely granted and then only if there is a benefit to the community. Signs must be posted at each entrance of the construction site advising subcontractors of hours of work and noise level limits. Refer to the CPA Noise Ordinance for sign specifications.

NOTIFICATION OF RESIDENCES AND BUSINESSES

We have found that contractors who go to the trouble of informing the adjacent residences or businesses at the proposed project activities generally receive a better response to the project than contractors who don't. The following advanced notices must be given to residents/business owners/tenants on all streets impacted by the work within the project. The text and method of distribution must be approved by the CPA Public Works Engineering Department.

- 1) Distribution of seven day and 48 hour advance notice door hangers.
- 2) Posting of "No Parking - Tow Away" signs on streets, a minimum of 72 hours in advance of all work which will require that no cars be parked within the construction area. Signs must be checked daily. Contractors will be liable for towing fees if the police department determines that the signs were not properly posted.
- 3) Distribution of written notification of activities/schedules and contacts for questions not less than once every three months, or more frequently if certain staging will impact them (i.e. street or sidewalk closure/redirect).

TRAFFIC CONTROL

The Contractor is responsible and liable for doing all that is practical and necessary to ensure the safety of workers, pedestrians, bicyclists, and motorists. Traffic control must conform to the conditions as set forth in the City's Traffic Control Guidelines and requirements as compiled and distributed by the Transportation Division of the City's Planning Department. Submit traffic control plan exhibits for each phase of the project. The plan(s) should include a scaled drawing of the street, lane configuration, parking, and sidewalk relative to the proposed work area. The location and details of signs, cones, barricades, canopies, etc., to protect, warn, direct, and guide the traffic must also be shown on the plan(s).

MATERIAL DELIVERY

The Contractor and any Subcontractors or Suppliers must at all times comply with the requirements of the CPA Truck Route Ordinance. Reference Section 10.48 of the Palo Alto Municipal Code for descriptions of the size of vehicles, routing of trucks through the City, and other specific restrictions including streets, time lines, and local truck routings. As much as possible, material delivery should be completed before 10 am. Submit the following exhibits:

- 1) A vicinity map showing the project location and appropriate access routes.
- 2) An estimation of the frequency of delivery trucks during each phase of construction (i.e. # trucks/day, # trucks/month).
- 3) Traffic control plans for truck delivery operations.

CONSTRUCTION VEHICLE PARKING

On-street parking is very limited in the business districts, therefore construction workers are encouraged to car pool. If possible, employee vehicles should be contained on the jobsite. Any additional parking in City lots must conform to City parking regulations. Parking permits may be obtained, subject to approval, and paid for at the CPA Transportation Division. All staging of construction trucks must be within property limits, or within public right-of-way areas identified within an approved encroachment or street work permit issued by the Public Works Department.

MATERIALS STORAGE

Suitable areas of the project site should be designated for material storage. These areas, to the maximum extent possible, should be away from catch basins, gutters, drainage courses, and creeks. Best Management Practices must be followed. Indicate locations on site plan.

STORAGE IN THE CITY RIGHT-OF-WAY AND PARKING LOTS

No storage of materials, facilities or equipment is permitted in City sidewalks, streets or parking lots, unless approved by the CPA Public Works Engineering Department. This includes sanitation facilities, office trailers, dumpsters and storage containers. If City parking lot use is approved, costs for parking space rentals will be assessed and additional bonding required.

PROTECTION OF EXISTING FACILITIES

All existing facilities, both private and public, within and adjacent to the work area must be protected from injury or damage. This includes but is not limited to buildings, structures, street improvements, utilities, city trees, landscaping and irrigation lines. Property damaged or altered in any way during the performance of the work must be replaced or restored to its original condition.

City Trees Protection to City trees at the work site must be to the satisfaction of the City Arborist (650/496-6974) and must be installed prior to commencing any construction or demolition. Submit tree protection plan exhibits (refer to City Standards).

Private Property Trespassing on private property is forbidden. Permission from neighbors must be obtained prior to encroaching on private land. Submit debris protection plan exhibits for purposes of safeguarding adjacent properties.

Utilities Prior to the start of any excavation, Underground Services Alert (800-227-2600) must be notified at least 5 working days prior to beginning underground work within a work area so that existing utilities both public and private, can be marked in the field. This marking is only approximate and all necessary precautions must be taken to avoid damaging these utilities.

CLEAN-UP/MAINTENANCE

Project Site Throughout the construction period, the Project site must be maintained in a neat and orderly condition at all times in accordance with the provisions contained in the Section 9 of the CPA Standard Specifications and Drawings. Special attention is to be given to the off-haul of demolition materials, earthwork and trash. **Dust control** measures must be implemented during construction to ensure that temporary air impacts are reduced to insignificant levels. The control of dust must conform to the requirements of Section 10 of the Caltrans Standard Specifications. Measures shall include 1) watering all areas of exposed earth surfaces (early morning and early evening) and 2) avoiding the overfilling of trucks to minimize potential spillage in the public right-of-way. Care must be taken to not use too much water, thereby causing runoff and erosion. Dust alleviation and control measures must be maintained at all times including during non-Working Days. Water can be supplied by either a water truck or by connecting to the nearest City source. If a hydrant is used, a meter must be obtained from the City Utility Department. Any use of reclaimed water must conform to the Palo Alto Water Quality Control Plant Permit and Procedures guidelines. Reclaimed water can be obtained from the Palo Alto Water Quality Control Plant for a \$35 permit fee.

Paved Areas Roadways, sidewalks and parking lots must be swept and cleaned of all materials attributed to or involved in the project. Water cannot be used to flush down pavement in place of street sweeping. Cleaning will be subject to the CPA Public Works inspector approval. For large jobs it may be necessary to have a **mobile street sweeper** stored on site.

Adjacent Sites must be kept free of debris.

STORM WATER POLLUTION PREVENTION PLANS (SWPPP)

The goal of this plan is to prevent the pollution of storm water runoff on construction projects by keeping pollution out of storm drains, reducing the exposure and discharge of materials and wastes to storm water, and by reducing erosion and sedimentation. Best Management Practices (BMP's) must be incorporated into all construction operations. Grading and drainage plans typically incorporate the SWPPP requirement. Prevention techniques include but are not limited to: *Nonhazardous material and waste management; Hazardous material and waste management; Spill prevention and control; Vehicle and equipment cleaning, maintenance and fueling; Sediment control during dewatering operation; Site and waste management during paving operation; Saw cutting and slurry control and cleanup; Contaminated soil management; Concrete, grout, and mortar waste management; Erosion and sediment control during earthwork operations; Employee and Subcontractor training and awareness.* **Submit details of BMP's that address specific activities or source areas, potential pollutants and control measures. Specific BMP's applicable to the project should be copied onto additional detail plan sheets.** Copies of these BMP details can be found in the Construction Activity Handbook. An order form for the California Storm Water Best Management Practice Handbooks series is attached.

REFUSE DISPOSAL

At the end of each working day, all scrap, debris, and waste material must be collected and disposed of properly.

Recyclable Materials The demolition, removal and disposal of recyclable inert solids such as asphalt concrete, Portland cement concrete, aggregate base, and soil from trenches must conform to the CPA Public Works Department requirements for recycling of such material. Inert solids must be transported and deposited at an approved recycling facility. In addition, to the maximum extent practicable, useful construction materials generated during the project must also be recycled or reused.

Non - Recyclable Materials The Palo Alto Landfill may be made available for disposal of rubbish and construction debris generated from the project site. Alternative sources for disposal of this material is encouraged.

Hazardous Materials All hazardous wastes, such as waste oil and antifreeze, must be stored in accordance with the CPA Hazardous Materials Storage Ordinance and all applicable State and Federal regulations. Arrangements for regular hazardous waste collection must comply with time limits on storage of hazardous wastes.

INSPECTION

The Contractor must contact the CPA Public Works Inspector (650/496-6929) prior to any work performed in the public right-of-way. If you have any questions or revisions to your plan, you should first discuss them with the Public Works Inspector.

EXHIBITS TO BE SUBMITTED:

Site Plan	Pedestrian Protection Location and Existing Conditions
Improvement Plans	Pedestrian Protection Barricade/Canopy Detail
Vicinity Map & Proposed Truck Routes	Tree Protection Plans
Bar Chart of Progress Schedule	Stormwater Pollution Prevention Plan
Traffic Control Plan	

Note: Sample exhibits have been included in this guide for your reference. Some exhibits (such as traffic control) may require multiple plans in order to address various phases of the project.

This publication is intended to be an informal means of informing the public about a City process. Although it is assumed the information provided is accurate, this sheet only provides an overview and is not intended to create any sort of legal obligation on the City's part. The actual process is governed by City ordinances, regulations and procedures which implement relevant provisions of the Code of Federal Regulations. The reader should make specific inquiry for specific cases.