Montana Department of Transportation	Date Issued: August 20, 2010
	Date Effective: August 20, 2010
CONSTRUCTION MEMO	Related Specifications: 618
Subject: Traffic Control Documentation	

To: Distribution

From: Lisa Durbin, P.E.,
Construction Administration Services Engineer

This memo rescinds and replaces the construction memo issued on September 8, 2008.

In the past, traffic control has been recorded and tracked differently across the state. In SiteManager, the Daily Work Report (DWR) templates have been re-designed to simplify and standardize the way traffic control is documented. This memo is to define and clarify the minimum requirements of traffic control documentation and the process to be followed, and supersedes all email guidance and construction memos on the subject.

Traffic control must be inspected on a daily basis, whether it is a unit or lump sum payment. Document these inspections and any conclusions (e.g. no change; work zone satisfactory condition) in the DWR "Traffic Control" comments. These inspections may or may not result in new work zone setups or traffic control quantities.

Work zone setups and traffic control quantities are recorded using a template associated to the DWR. At a minimum, traffic control needs to be defined by work zone (or purpose) with stationing.

Contracts bid by the unit
For each work zone, the quantity of each device needs to be recorded. The actual sign designations are not required (e.g. R2-1), but due to the different groups of items in the traffic control rate schedule, a different row for each type of device is required.

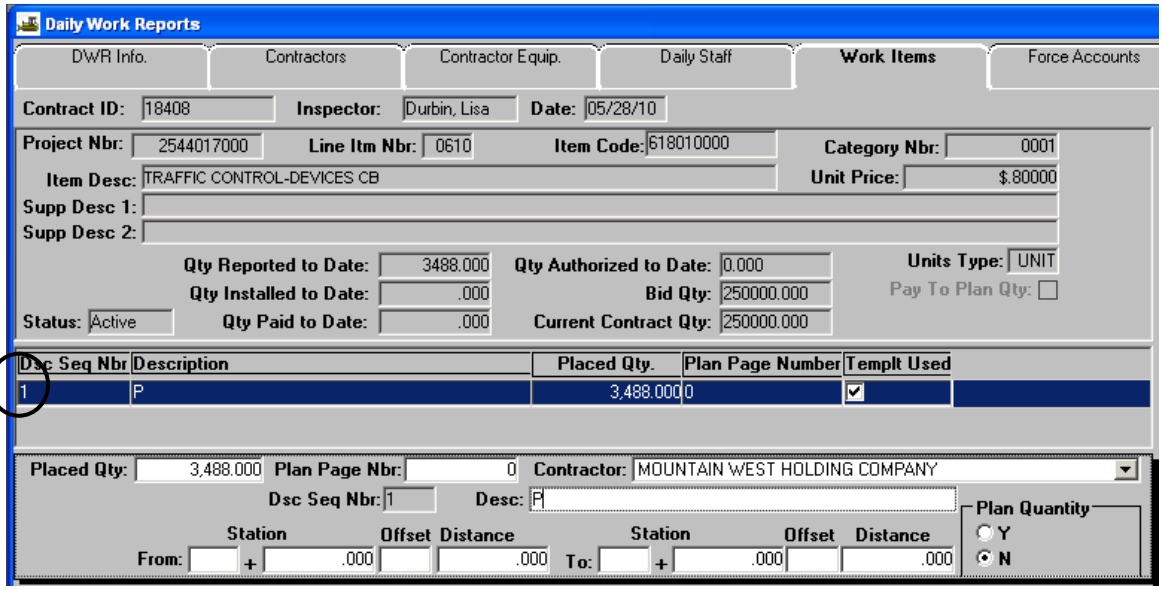
The following information is required for each row on the template:

- Station/Location – for defined work zones, enter the begin station on the first row of the work zone series and the end station on the last row of the work zone series. Enter a slash "\" on the rows in between to indicate that they are within the same setup. If the devices are not for a defined work zone (e.g. replacing destroyed devices), enter "misc" in the stationing. For miscellaneous devices, the actual stationing can be entered, but it is not required. In some areas, especially in urban areas, a location (such as intersection) may be more descriptive than a station.

- Traffic Control Layout – for defined work zones, enter a brief description of the work zone (e.g. close right lane and shoulder). If the devices are not for a defined work zone, indicate the purpose.
- Install Type – this is also designated in the specification as category number. "Install" is for a new (standard) installation and "ReUse" is for a reset (adjustment) item, as per Subsection 618.05.1.
- Group No. – this is the group number from the Traffic Control Rate Schedule.
- Start / Stop Time – these are the beginning and end times for devices tracked by the hour. Times are required for items with a red asterisk next to the group number, and must be entered in military time. Note: if the end time is not entered, the total number of units will not be calculated.
- No. Items – this is the number of devices used.

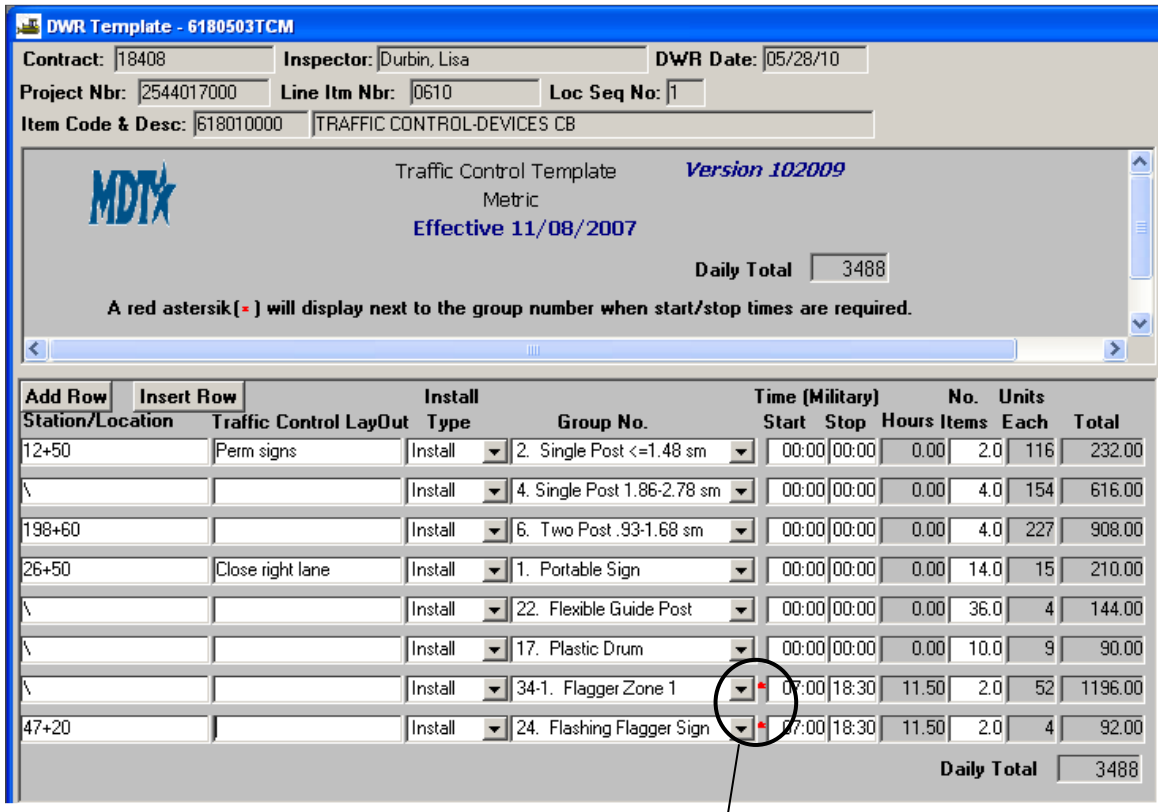
Multiple work zones or miscellaneous devices can be recorded on a single template for the day. However, multiple sequence numbers (and occurrences of the template) can be used on the same DWR, if desired.

DWR Window:



Note the sequence number on the DWR. Multiple sequence numbers can be used, but is not required. For each new sequence number, a blank template is opened.

Template:



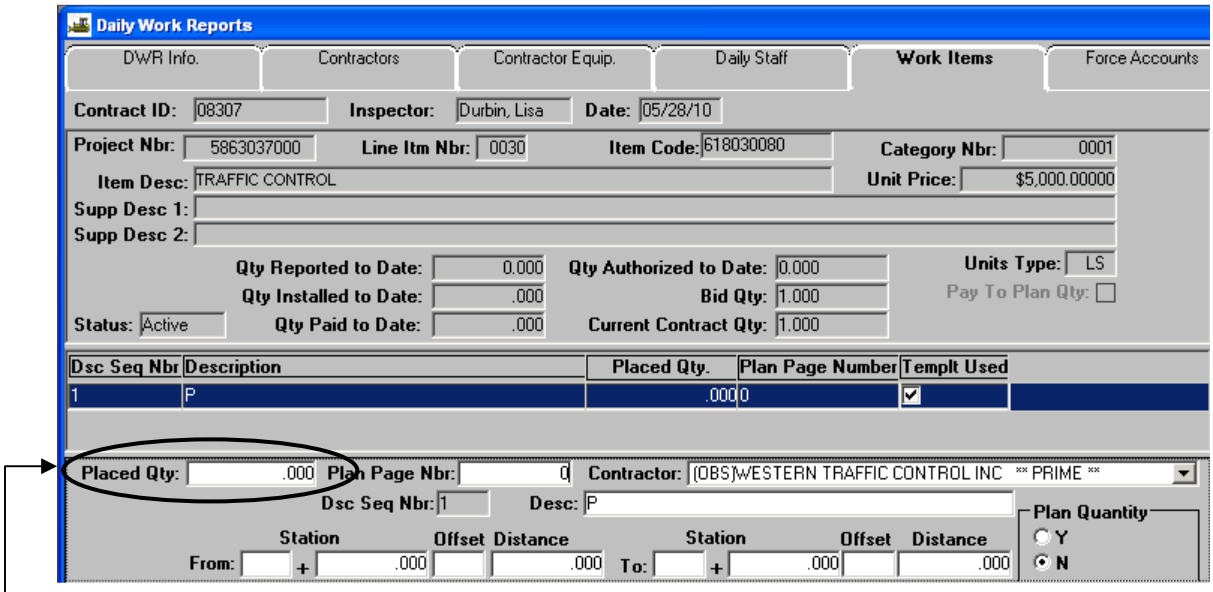
The red asterisk denotes the need for times. The units will not calculate without an end time.

Contracts bid by the lump sum or mile (kilometer)
Even though the quantities of each device do not need to be tracked, each work zone needs to be documented with the station and description.

The following information is required for each row on the template:

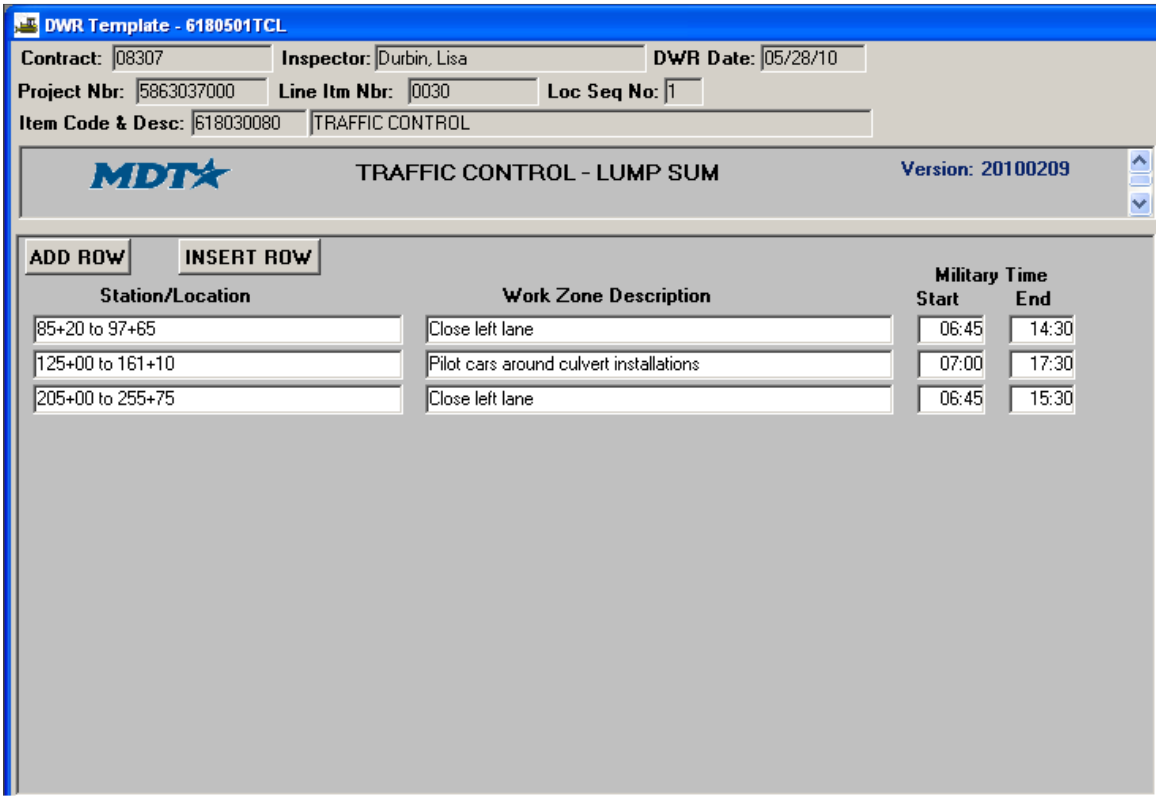
- Station/Location – for defined work zones, enter the beginning and end stations for the work zone series. In some areas, especially in urban areas, a location (such as intersection) may be more descriptive than station.
- Work Zone Description – for defined work zones, enter a brief description of the work zone. If the devices are not for a defined work zone, indicate the purpose.
- Start / Stop Time – these are the beginning and end times for the work zone.

DWR Window:



Note the placed quantity on the DWR. Most placed quantities will be zero when recording traffic control on lump sum contracts. The placed quantity is entered according to the schedule in the contract, typically just before the estimate is generated.

Template:



Traffic Control Report
There is a Traffic Control report in Oracle. This report must be run regularly and given to the contractor. If the project is fairly straightforward, or with limited work zones required at a time, the report can be run once a week for the contractor. If there are many different activities, the report should be run more frequently (even daily). The contractor does not sign the report or give it back. However, the report is to give them the opportunity to see what has been recorded and raise any questions or issues with the EPM.

Examples of the Oracle report are attached. Call me at 444-0453 if you have any questions.

copies: SiteManager Users
Tim Reardon, Legal
Helen Varcoe, Internal Audit

The Oracle report is on the following page:

SiteManager DWR Traffic Control Template Report

STMR0127

(20100523 - 20100529)

Cont Id 18408 **Proj Nbr** 2544017000 **Proj Desc** SLOPE FLTN-WIDEN-GALLATIN CANYON **Ln Itm Nbr** 0610 **Itm Cd** 618010000 **Seq Nbr** 1

Dwr Dt 05/28/2010 **Inspector** Durbin, Lisa **Unit Sys** M **District** Butte **Template** 6180503TCM Traffic Control Metric 11/08/2007

Template Remarks

Dwr Item Remarks

Station/Location	Traffic Control LayOut	Instl Typ	Group No	Time (Military) Start	Stop	Hours	Units Each	No Items	Total
12+50	Perm signs	Install	2 Single Post <= 15.9 SF	*	*	0.00	116	2.00	232.00
\		Install	4 Single Post 20-29.9 SF	*	*	0.00	154	4.00	616.00
198+60		Install	6 Two Post 10-18.1 SF	*	*	0.00	227	4.00	908.00
26+50	Close right lane	Install	1 Portable Sign	*	*	0.00	15	14.00	210.00
\		Install	22 Flexible Guide Post	*	*	0.00	4	36.00	144.00
\		Install	17 Plastic Drum	*	*	0.00	9	10.00	90.00
\		Install	34-1 Flagger Zone 1	07:00	18:30	11.50	52	2.00	1196.00
47+20		Install	24 Flashing Flagger Sign	07:00	18:30	11.50	4	2.00	92.00
								Daily Total	**3488**

Cont Id 18408 **Proj Nbr** 2544017000 **Proj Desc** SLOPE FLTN-WIDEN-GALLATIN CANYON **Ln Itm Nbr** 0610 **Itm Cd** 618010000 **Seq Nbr** 1

Dwr Dt 05/29/2010 **Inspector** Durbin, Lisa **Unit Sys** M **District** Butte **Template** 6180503TCM Traffic Control Metric 11/08/2007

Template Remarks

Dwr Item Remarks Picked up at 2:00 to go to another job.

Station/Location	Traffic Control LayOut	Instl Typ	Group No	Time (Military) Start	Stop	Hours	Units Each	No Items	Total
26+50	Close right lane	Install	1 Portable Sign	*	*	0.00	15	14.00	210.00
\		Install	22 Flexible Guide Post	*	*	0.00	4	36.00	144.00
\		Install	17 Plastic Drum	*	*	0.00	9	10.00	90.00
\		Install	34-1 Flagger Zone 1	06:30	14:00	7.50	52	2.00	780.00
47+20		Install	24 Flashing Flagger Sign	06:30	14:00	7.50	4	2.00	60.00
								Daily Total	**1284**
								Rpt Total	

SiteManager Traffic Control Lump Sum Template Report

STMR0142

(20100523 - 20100530)

Cont Id 08307 **Proj Nbr** 5863037000 **Proj Desc** 2003-SIGNING-NORTH OF FLORENCE **Ln Itm Nbr** 0030 **Itm Cd** 618030080 **Seq Nbr** 1

Dwr Dt 05/28/2010 **Inspector** Durbin, Lisa **Unit Sys** E **District** Missoula **Template** 6180501TCL Traffic Control LUMP SUM

Dwr Item Remarks

Station/Location	Work Zone Description	Start (Military Time)	End (Military Time)
85+20 to 97+65	Close left lane	645.00	1430.00
125+00 to 161+10	Pilot cars around culvert installations	700.00	1730.00
205+00 to 255+75	Close left lane	645.00	1530.00

Cont Id 08307 **Proj Nbr** 5863037000 **Proj Desc** 2003-SIGNING-NORTH OF FLORENCE **Ln Itm Nbr** 0030 **Itm Cd** 618030080 **Seq Nbr** 1

Dwr Dt 05/29/2010 **Inspector** Durbin, Lisa **Unit Sys** E **District** Missoula **Template** 6180501TCL Traffic Control LUMP SUM

Dwr Item Remarks

Station/Location	Work Zone Description	Start (Military Time)	End (Military Time)
475+00 to 643+50	Permanent detour on right	0.00	0.00