

# **Minimizing Construction Project Impacts on: Pedestrians, Traffic, and Parking**

## **A PLANNING GUIDE FOR CONSTRUCTION PROJECT MANAGERS**

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**THE UNIVERSITY OF TEXAS AT AUSTIN  
PARKING & TRANSPORTATION SERVICES**

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**To: Project Managers:**  
**From: Parking & Transportation Services**  
**Subject: Construction Project Guide**

An integral part of planning and implementing a successful construction project is minimizing impacts on pedestrians, traffic, parking, and general safety. Parking & Transportation Services (PTS) is committed to working with all parties involved in any construction on campus. Our goal is to help facilitate smoothly operated construction projects while minimizing the impact on the normal functioning of The University of Texas at Austin community.

This handbook has been created to assist construction/project managers and job superintendents to better understand and recognize these potential impacts, plan for them early in the project, and deal with emergencies. I hope this will be an informative reference tool that you can keep at hand allowing us to accomplish these goals together.

One final note. Although this guide has been assembled with construction projects primarily in mind, much of this piece can be applied to other event planners. Many of the issues of planning for parking access for emergency vehicles and for the disabled, arranging for large deliveries, and anticipating road closings or detours are very similar. If you are putting together a large event at the university, this publication and the staff at Parking & Transportation Services, [eparking@www.utexas.edu](mailto:eparking@www.utexas.edu) or 471-PARK, can be valuable resources.

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## **PLANNING**

### **Project Design**

Minimal impact on parking, traffic flow, plant life, university functions, and other construction efforts is a major component of any successful project. This will help assure access for vehicles, public transit, persons with disabilities, and pedestrians. In order to enhance safety and reduce risk, all contractors are required to incorporate these factors in their project design.

The project design should take into account all phases and aspects of the project. There is information about each of these topics in this handbook. Considerations should include:

- Pedestrian, bicycle, and traffic safety
- non-interference with facilities for persons with disabilities
- emergency access to and around the job site
- planned detours and signage
- parking arrangements for all participants
- preparations for arrival of large equipment (e.g., cranes, etc.)
- arrangements for large deliveries of building materials

### **Pre-bid**

The pre-bid process is designed to help each potential contractor incorporate all project parameters and safety considerations into their planning. Meetings are held with project managers and general contractors. The pre-bid meeting is the time and place to discuss the considerations laid out in the previous paragraph. The goal is a construction project that stays on schedule and melds as well as possible with The University of Texas at Austin community. By providing valuable information and viable options, effective planning during these pre-bid meetings greatly reduces stress for all affected.

### **Other Resources**

Throughout all phases of planning and implementation, other important personnel are available to meet with project managers and contractors to help coordinate timing, and to provide information, ideas, and support for your project. Among others, these

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resources include Parking & Transportation Services, Grounds, Disability Services, and Environmental Health and Safety.

## STAGING

### Arranging

Staging, parking, and access to construction projects must be considered part of the project design and agreed upon between the project manager and the department of Parking & Transportation Services prior at the start of the project. It is appropriate that this discussion takes place during the completion of the construction documents (see: **Planning**, page 3).

### Set up

Staging areas (including dumpster locations) must be fenced in or clearly signed with project name and daytime contact person. Parking inside the fenced staging areas is limited. The staging areas are not intended to be parking areas. They are generally limited to 1-4 spaces for the job superintendent and other essential personnel. The job superintendent will give authorization to park inside the staging area. All others must utilize parking areas designated for that job that have been agreed to by PTS and the job project manager. A PTS dashboard permit will be created by PTS and must be displayed at all times when parking in the staging area (See: **Commuting and Parking Options**, page 5).

Some construction activities may not require a staging area, but may require parking near the work site. Contractors/vendors performing this work may be required to purchase the appropriate permit and park accordingly (see: **Commuting and Parking Options**, page 5).

### Vehicle Registration and Permits

Vehicles must park in the established staging or parking areas. **All** vehicles must be registered with Parking & Transportation Services to park legally on campus. A PTS dashboard parking permit is required in all situations. Vehicles parked outside the pre-arranged staging or parking areas may be subject to ticketing, immobilization (booting), and towing.

#### **In Staging Area**

Dashboard permits are required inside staging areas. The job superintendent will identify vehicles not authorized to be inside the area and will contact Parking & Transportation Services to request a vehicle be ticketed, booted or towed.

### **In Parking Lots**

Additional vehicles that exceed the resources of the staging area will be required to park in one of the University parking garages and pay the associated daily rate.

## **COMMUTING AND PARKING OPTIONS**

All parking arrangements for project managers, contractors, supervisors, superintendents, foremen, and construction workers must be made in advance. This is best arranged during the project design (see: **Planning**, page 3). It is easiest if one person, usually the project manager, serves as the point-person for this effort.

### **Vehicle Registration**

A vehicle registration form must be filled out for **every vehicle that** will be brought to campus at any time during the project for any reason, whether they are selecting a paid permit or other parking option, or none at all. This information helps Parking & Transportation Services estimate available parking for other construction projects.

### **Money-Saving Commuting Options**

#### **Public Transit**

CapMetro (Capital Metro Transit Authority) provides extensive bus service throughout Travis County and even to outlying areas. Almost all routes serve the University of Texas at Austin campus. For many, transit may provide the easiest, most direct, and least expensive commute. For route, schedule, and fare information visit <http://capmetro.com/> or call 474-1200.

#### **Park off campus**

Parking off campus and car-pooling can save substantial money. There are numerous official and unofficial park-and-ride lots throughout Travis County that contractors should be encouraged to utilize. CapMetro can provide information about official park-and-ride lots (474-1200). The carpool can then apply for the appropriate permit to come onto campus.

### **Paid Parking Options**

### **Near Job Site**

Limited parking near the job site (outside the staging area) may be issued on a space-available basis, which during the normal academic year is limited to two (2) permits; the department of Parking & Transportation Services will determine eligibility. The appropriate dashboard permit will be issued by PTS.

### **Campus Parking Garages**

There are seven (7) parking garages located throughout campus, which provide paid daily parking on a space available basis. Information on the location of the parking garages may be found at <http://www.utexas.edu/parking/> or by calling 471-PARK (7275).

## **EMERGENCY ACCESS**

### **Planned Access**

Emergency access into your site and on surrounding roadways must be maintained, so that emergency vehicles may drive in or around your site at any time. Pedestrian access and mobility is also an important issue for planning in case of an emergency. Emergency approaches should be planned well ahead of construction with Environmental Health and Safety and other pertinent planning personnel as deemed necessary (see: **Planning**, page 3).

## **INTERFERENCE WITH TRAFFIC, TRANSIT, PEDESTRIANS, BICYCLES, AND PARKING**

### **Planned Disruptions**

If a situation is planned that will jeopardize pedestrians, bicyclists, persons with disabilities, emergency vehicles, university buildings, public transit, vehicular traffic flow, or the regular operation of university parking. The following procedure should be followed to provide you with immediate assistance.

### **Meetings**

A meeting should be scheduled with representatives from all affected University departments, buildings (building coordinators), municipalities, fire departments, and police to plan the optimum approach. This usually occurs in the planning phase of the project (see: **Planning**, page 3). Additional meetings may be scheduled throughout the project and as the disruption approaches.

### **Coordination**

Consult with the Parking & Transportation Services for advice on and approval of appropriate barricades, capable flag persons, well-placed signage, effective detours, and timely public communication. All signs directly related to a project will be funded by that project.

### **Detours**

On an average day, there are about 50,000 pedestrians, 10,000 cars, 5,000 cyclists, and hundreds of buses sharing the campus roads and pathways. Planning to address any type of disruption to normal traffic patterns, public transit, or pedestrian walkways is **extremely important**. Clearly worded signs (that have been reviewed by Parking & Transportation Services) should be installed at crucial locations in advance to forewarn everyone of any upcoming disruptions to traffic and to safely detour pedestrians, vehicles, and bicycles when needed.

## **Emergency Disruptions**

It is imperative that contractors are made aware that they need to contact the Parking & Transportation Services or The University of Texas at Austin Police Department (for after hours and weekends) should a situation arise that will jeopardize pedestrians, bicycles, persons with disabilities, emergency vehicles, university buildings, public transit, traffic flow, or the regular operation of University parking. The following procedure should be followed to provide you with immediate assistance.

### **Meeting**

If time allows, a meeting should be scheduled with representatives from all affected university departments, buildings (building coordinators), transit agencies, municipalities, fire departments, and police to plan the optimum approach.

### **Coordination**

If an emergency occurs that immediately affects traffic or parking functions and requires immediate action, the following transportation-related personnel need to be notified as soon as possible:

Parking & Transportation Services  
Phone: (512) 471-PARK (7275)

The University of Texas at Austin Police Department  
471-4441 (to relay important information)

The University of Texas at Austin Environmental Health & Safety

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471-3511

Capital Metro  
Shanea Davis  
389-7439

Planning & Construction  
471-7776

Consult with the Parking & Transportation Services for advice on and approval of appropriate barricades, capable flag persons, well-placed signage, effective detours, and timely public communication. All signage directly related a project would be funded by that project.

## PEOPLE WITH DISABILITIES

The University of Texas at Austin is committed to insuring access for people with disabilities and to comply with the Americans with Disabilities Act (ADA). There are many handicapped parking spaces, ramps, curb cuts, entranceways, and routes of travel covering the entire campus. These compliant facilities have been installed and identified to safely assist persons with disabilities in accessing the campus.

Before any construction project begins that will interfere with ADA access, including paths of travel, workable options must be identified. PTS is available for consultation to assist in the development of solutions to any of these problems.

## DELIVERIES, CONSTRUCTION EQUIPMENT & MATERIALS

Delivery of building materials and large construction equipment, such as cranes, to a construction site can cause a major disruption if not planned for in advance (see: **Planning**, page 3). Deliveries should arrive before or after the normal workday traffic (before 7:00 a.m. and after 6:00 p.m.) or on weekends, if there are no major University functions. Any major deliveries should be planned with the assistance of the Parking & Transportation Services Coordinators. The Project Manager and Event Parking Coordinator will determine the appropriate method to notify and involve any other pertinent individuals or departments.

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The same procedure must be followed for demolition or removal of building materials, fill, debris, or construction equipment from a job site.

## Important Telephone Numbers

Linsey Duett  
Event Parking Coordinator  
Parking & Transportation Services  
(512) 471-5283 (8:00am - 5:00 pm, Mon-Fri)

Jane Wilcox  
Parking Manager  
Parking & Transportation Services  
(512) 471-5272

The University of Texas at Austin Police Department  
(512) 471-4441

The University of Texas at Austin  
Environmental Health and Safety  
(512) 471-3511(non-emergency)

CapMetro (Capital Metropolitan Transit Authority)  
Shanea Davis  
(512) 389-7439  
(512) 471-1200 (Capital Metro)

The University of Texas at Austin  
Landscape Services  
(512) 471-6888

Charlie Smith  
Enforcement Manager  
Parking & Transportation Services  
(512) 232-5175 (office)  
(512) 289-0347 (mobile)