

# Memorandum

*Making Conservation  
a California Way of Life.*

To: DEPUTY DISTRICT DIRECTORS, Construction  
DEPUTY DIVISION CHIEF, Structure Construction  
CONSTRUCTION MANAGERS  
SENIOR CONSTRUCTION ENGINEERS  
RESIDENT ENGINEERS

Date: October 31, 2019

File: Division of Construction  
CPD 19-15



From: RACHEL FALSETTI, Chief  
Division of Construction

Subject: EXPANDED WORK WINDOWS FOR CONSTRUCTION

This directive provides guidance to resident engineers on implementing change orders for expanded work windows for ongoing construction contracts.

Expanded work windows are a means of completing highway construction activities sooner, while at the same time decreasing worker exposure to live traffic because of fewer total lane closures. Expanding work windows includes closing lanes for longer periods of time, increasing the number of lanes that can be closed to allow for a buffer lane, closing lanes during any available off-peak period (including midday), completely closing roads, or increasing the allowable length of closures. With the goal of increasing work zone safety and reducing overall duration of work activities, delays to the traveling public are acceptable and authorized by Deputy Directive 60-R2, "Transportation Management Plans."

For ongoing construction projects, the resident engineer should work with the contractor to determine if expanded work windows would be beneficial. If the lane closure hours already allow placing the lane closure and provide for a full 8-hour work shift for crews, there may be no benefit in expanding work windows.

Where expanding work windows is beneficial, the resident engineer should work with the District Traffic Manager to review and adjust work windows when feasible to balance reducing the overall project duration at the cost of some disruption because of delays of traffic. Expanding work windows should be based on additional delays to the public of 20 minutes or less above the normal recurrent travel time.

When expanded work windows are allowed by Traffic Operations, a Traffic Management Plan must be developed and implemented in accordance with Deputy Directive 60-R2, "Transportation Management Plans," with input from Construction staff and the contractor.

The Traffic Management Plan should include the following elements:

- 1) Public Outreach
  - a) Public Information Office-led public awareness campaign, including news releases and media contact before the beginning of expanded work windows.
  - b) Portable Changeable Message Signs (PCMS) posted at least 14 days in advance of beginning expanded work windows, informing the traveling public to expect delays and if possible, the estimated delay time.
- 2) End of Queue Monitoring and Warning
  - a) When expanded work windows may cause minor traffic delays, require the contractor to provide PCMS trucks to monitor traffic for slowed or stopped traffic and provide advanced warning of the condition when necessary by using Non-Standard Special Provision 12-4.02C(10), "End of Queue Monitoring and Warning System."
  - b) When expanded work windows will cause delays and potentially long queues of traffic, implement by change order Non-Standard Special Provision 12-3.39, "Temporary End of Queue Warning System." Specify either 3.5-mile or 7-mile end of queue system and new construction detail sheets. Require the contractor to provide a full-time traffic control person and PCMS trucks to monitor traffic conditions for at least the first 5 working days of the expanded work windows to make sure that the public traffic queue is not extending beyond the end of queue system.
  - c) For two-lane roads with traffic controlled by flaggers, consider using a flagger or PCMS warning traffic of stopped traffic ahead.
- 3) Construction Zone Enhanced Enforcement (COZEEP)
  - a) Consider using additional COZEEP units in advance of the work zone for slowing traffic and monitoring traffic in queue.
- 4) Public Information
  - a) During the expanded work windows, use PCMS to keep the traveling public informed of the expected delay time and the dates delays can be expected.
  - b) When possible, place PCMS at decision points upstream of the work zone where the traveling public can take alternative routes to avoid delays at the work zone.
  - c) Work with the District Traffic Management Center to use existing Caltrans changeable message signs, in addition to, or instead of PMCS, to inform the public.

5) Contingency Plan

- a) Work with the District Traffic Manager and the contractor to have an implementable contingency plan.
- b) The plan should address criteria, who is responsible, and when expanded work windows will be adjusted because of unacceptable delays to the public traffic or length of queues.
- c) The plan should address what immediate action will be taken if traffic queues extend beyond the advanced construction warning signs for “Slowed Traffic Ahead”; “Stopped Traffic Ahead”; or flagger ahead symbol sign.

When cost benefits of expanded work windows can be determined, the implementation costs for additional traffic control measures are to be offset before equally sharing the remaining costs between the contractor and Caltrans. When cost benefits are more difficult to determine, the entire cost to implement is to be shared equally between the parties as the change is of mutual benefit.

Adjust contract time when expanded work windows affect the controlling activity. Contract time should not be adjusted if scheduled construction activities are time sensitive, such as the controlling activity of pavement striping work performed by a subcontractor that has a time commitment with the contractor. Include a decrease in contract time in the change order if the contractor agrees with the time adjustment.

A sample change order memorandum, sample change order, Non-Standard Special Provisions, and new construction detail sheets are attached to this directive. This directive serves as delegation of authority from the Division of Construction, except when any of the following apply to the change order:

1. The language is altered
2. The total absolute value exceeds \$200,000
3. Contract time is extended by more than 20 days

If you have questions or comments regarding this directive, please contact Chuck Suszko, Division of Construction, at [Chuck.Suszko@dot.ca.gov](mailto:Chuck.Suszko@dot.ca.gov) or (916) 798-6029.

Attachments:

1. Deputy Directive 60-R2, “Transportation Management Plans”
2. Sample Form CEM-4903, “Change Order Memorandum”
3. Sample Form CEM-4900, “Change Order
4. FHWA Form CA-358(c), “Record of Blanket Prior Approval for Major Contract Change Order”

DEPUTY DISTRICT DIRECTORS, Construction et al.

October 31, 2019

Page 4 of 4

5. Non-Standard Special Provision 12-4.02C(10), "End of Queue Monitoring and Warning"
6. Non-Standard Special Provision 12-3.39, "Temporary End of Queue Warning System"
7. New Construction Detail Sheet Type 1
8. New Construction Detail Sheet Type 2