

## **City of West Hollywood Construction Period Mitigation Plan**

Construction in an urban environment like the City of West Hollywood, presents challenges that require a well thought-out construction period mitigation plan be submitted and approved. This plan will guide the construction of the project in a manner that will not threaten the health, safety, or general welfare of the public.

This document shall be submitted with the first plan check to the Building Official, Code Compliance Division and City Engineer for approval. This plan shall:

- a) Specify the names, addresses, telephone numbers and business license numbers of all contractors, subcontractors, the developer and the architect.
- b) List a designated on-site construction manager, with 24-hour contact information to be used only in case of emergency. Install construction sign.
- c) Describe how demolition of any existing structures is to be accomplished, equipment to be used, and placement of construction debris.
- d) Designate the permitted waste haulers and recyclers and include the construction period disposal and recycling plan.
- e) Indicate where any cranes are to be located for erection and construction.
- f) Describe how much of the public street, alleyway, or sidewalk is proposed to be used in conjunction with construction.
- g) Set forth the extent and nature of any pile-driving operations.
- h) Describe the length and number of any tiebacks which must extend under the property of other persons.
- i) Provide a drainage plan and describe all BMPs (best management practices) that will be used to prevent construction debris from entering the storm drain system.
- j) Specify the nature and extent of any dewatering and its effect on any adjacent buildings.
- k) Describe anticipated construction-related truck routes, number of truck trips, hours of hauling and parking locations. Attach a site map if necessary.
- l) Specify the nature and extent of any helicopter hauling.
- m) State whether any construction activity beyond normally permitted hours is proposed.
- n) Describe any proposed construction noise mitigation measures.
- o) Describe construction-period security measures including any fencing, lighting, and security personnel.
- p) Provide a construction-period parking plan which shall minimize use of public streets for parking. Describe where workers will park, efforts to carpool to the job site.
- q) Provide a plan for community outreach for the duration of the project.
- r) Provide plans to hold a pre-construction neighborhood meeting where nearby residents can voice any concerns regarding the day-to-day construction operations.

**Please be aware that what is written in this document will be enforced during construction.**

## Construction Period Mitigation Plan

For 1111 Sample Avenue

Month Date, Year

*(this is date the document prepared, it MUST BE UPDATED for each submittal)*

Pursuant to the conditions of development and development permit requirements please find below the details of our construction period mitigation plan:

**Item a: Names, addresses, telephone numbers and business license numbers of all contractors, subcontractors, the developer and the architect.**

Developer: Example Development Enterprises  
1111 Example Street, Suite A  
City, State Zip  
Project Manager: First Last Name  
Telephone: (XXX) XXX-XXXX  
Business License #: XXXX

Architect: Illustration Architects  
1111 Any Street  
City, State Zip  
Project Architect: First Last Name  
Telephone: (XXX) XXX-XXXX  
Business License #: XXXX

Contractor: Model Contracting Company  
1111 Mock Avenue  
City, State Zip  
Jobsite Foreman: First Last Name  
Telephone: (XXX) XXX-XXXX  
Business License #: XXXX

**Subcontractors:**

Model Contracting Company has currently secured the following subcontractors/vendors:

**Demolition & Excavation:**

Buster Duster, Inc.  
Contact Person: First Last Name  
Telephone: (XXX) XXX-XXXX  
Business License #: XXXX

**Waste Disposal & Recycling:**

W Hauler Co.  
Telephone: (XXX) XXX-XXXX

Sample

Model Contracting Company also will bid and secure subcontractors for the following trades:

Shoring, concrete foundation and flatwork, lightweight concrete, metal, wood framing and windows, finish carpentry, roofing, stucco, barricade company, waterproofing, insulation, drywall, painting, tile, hardwood flooring, carpet, cabinets, solar panels, countertops, appliances, landscaping, elevator, fire sprinkler, fire alarm, HVAC, plumbing, and electrical.

**Item b: Name of designated on-site construction manager and 24-hour emergency contact information. Install construction sign.**

Project Superintendent: First Last Name  
Model Contracting Company  
Cell Phone: (XXX) XXX-XXXX (24 hours)

At least 1 week prior to the start of excavation and/or construction activities, a sign shall be provided on the outside of the fence along all street frontages of the construction site with minimum dimensions of four feet by four feet, with lettering no less than two inches in height on a contrasting background, visible and readable from the public right of way stating the following:

- a) Job site address
- b) Name and phone number of project owner or owner's representative
- c) Name and phone number of the general contractor and /or on-site superintendent (both if not the same person).
- d) Anticipated start date and duration of the demolition/ construction activities
- e) Construction hours:
  - a. Monday through Friday 8:00 AM to 7:00 PM
  - b. Saturday interior work only 8:00 AM to 7:00 PM
  - c. No construction activities on Sundays or holidays
- f) No equipment staging or start-up, material deliveries, or personnel arrivals before 8:00 AM. Monday through Saturday.
- g) To report violations to the City of West Hollywood call the Code Compliance Complaint Line at (323) 848-6516.

In addition to the above sign, all residential properties within 100' of the site shall be individually served written notification of the planned start date of excavation and/or construction activities at least one week prior to the activities commencing.

**Item c: Description of demolition, equipment used & placement of debris.**

Model Contracting Company will engage the services of Buster Duster, Inc. for all demolition services. According to their project manager, the process for this projects demolition includes:

1. Notify the surrounding neighbors of the impending demolition.
2. Mobilize bobcats and an excavator to commence with the deconstruction of the building walls, foundations, etc.
3. During the course of demolition, hand watering will be used to prevent and mitigate fugitive dust from leaving the project site.

4. Once demolished, material will be segregated into solid waste and combustible (prepared and mulched prior to haul)
5. Demolition related debris will be placed into roll-offs provided by W Hauler Co. For excavation, we understand that clean dirt can be removed by truck if the city has received the trucking firm's appropriate insurance documents and added the city as additional insured. Disposal site for dirt is noted in our Construction and Demolition Recycling Plan.
6. Demolition and trucking will operate only within the allowable working hours, or from 8:00 a.m. to 3:30 p.m. Monday – Friday.
7. The entire operation is expected to last 2 weeks.

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**Item d: Designate the permitted waste haulers, and include the construction period disposal plan and recycling plan.**

Model Contracting Company has secured the services of W Hauler Co., which is an approved waste hauler to work in the City of West Hollywood. I am paying attention and will delete this sentence in the submitted document. All construction related debris will be placed into roll-offs from W Hauler Co. Additionally a copy of our Waste Management Plan can be found in attachment A.

**Item e: Indicate where any cranes will be located for erection and construction.**

Model Contracting Company does not intend to erect a crane for any part of construction but rather employ the use of “boom lifts” for daily hoisting of concrete forms, wood framing and other heavy materials. The lifts will be located entirely within the property lines away from pedestrians, traffic, or overhead power lines.

**Item f: How much of the public street, alleyway, or sidewalk is proposed to be used with construction.**

The contractor understands that they shall obtain an encroachment permit if any portion of any street, alley, or public right-of-way is used for any construction related activities.

Model Contracting expects to obtain an encroachment permit for the placement of a field office in front of the subject property, during the construction of the subterranean garage. Once that is complete it will be moved onto the property, within the perimeter fencing.

Model Contracting will get a separate encroachment permit, for worker parking and placement of a temporary restroom in front of 1111 Sample Avenue. Workers will not park in front of the adjacent properties, and all subcontractors will be advised not to park in front of neighboring properties.

Buster Duster will obtain its own encroachment permit for the parking of a dumpster from W Hauler Co. on the public street fronting 1111 Sample Avenue for 5 days.

Because Sample Avenue is narrow, Model Contracting will obtain a street closure encroachment permit, covering the concrete pour for the subterranean garage and foundation. We will hire a barricade company as our subcontractor, to assist with the street closure and flagmen while the

concrete trucks are moving through the property's frontage. A diagram will be submitted with encroachment permit showing the location of barricades, flagmen, pumps, washout area and concrete truck staging. The concrete trucks will be radioed in and there will be no more than 2 trucks waiting, 2 at the pump and 2 at the washout area at any given time.

The concrete subcontractors will be responsible for obtaining the proper encroachment permits for each concrete pour.

Model Contracting will hire a landscaping subcontractor, who will install grass/irrigation in the parkway area and pavers on private property adjacent to the public sidewalk. Materials will be stacked all within the private property and workers may be on the sidewalk during installation. The job site foreman will make sure that the sidewalk is kept clean and passable to pedestrians at all times. The streets and sidewalk surrounding the project will be kept free of trash and debris and will be broom swept at the end of each working day.

**Item g: Set forth the extent and nature of pile driving operations.**

Pile driving operations plan to be over a 2 week period. Pile driving subcontractor will be notified that they cannot start setting up equipment until 8:00 am, with the start of pile driving to start anywhere from 30 minutes to an hour later.

Notifications to the surrounding neighbors will be distributed 2 weeks prior to the first pile installation. The approximately 40 piles around the perimeter of the project will be vibrated in thus reducing the noise impacts to the surrounding neighborhood.

**Item h: Describe length and number of tiebacks.**

No tiebacks will be constructed on the project.

**Item i: Provide a drainage plan and describe all BMPs (Best Management Practices) that will be used to prevent construction debris from entering the storm drain.**

Effective erosion control measures include the use of silt fencing and sand bags around the perimeter of the project, including a washout rack at the entrance of the project for heavy trucks and equipment. Further efforts include covering exposed piles of soil, debris and construction materials with plastic sheeting in the event of inclement weather.

No materials will be stored or placed in the direction of or near city storm drains. Drains shall be protected with City approved sediment screens and maintained on a regular basis. There is a storm drain catch basin located 50 feet south of the project site. We will protect the catch basin inlet with filter fabric with sandbags, and maintain those throughout the construction of this project.

Please see attached BMP plan, attachment B, which shows locations of sandbags and washout racks for this project.

No fueling of vehicles will be allowed at the project site, but rather at a designated area located at the following locations.

Model Construction Company intends to post educational materials, and conduct training to all subcontractors (upon commencement of work) about the causes of storm water pollution and steps necessary to prevent exposure from this project.

The street and sidewalks immediately surrounding the project site will be cleaned and swept every day to ensure that no construction debris enters the storm drain system.

**Item j: Specify the nature and extent of dewatering and its effect on any adjacent buildings.**

During the construction of the subterranean garage, ground water may be encountered. Model Construction Company, has secured Representation Environmental for any dewatering that may be needed during construction. I am paying attention and will delete this sentence in the submitted document. Representation Environmental has reviewed the plans and noted that buildings on the adjacent properties are sufficiently far enough that dewatering will not adversely affect the integrity of those buildings. Model Construction Company has submitted to the Regional Water Quality Control Board, the necessary documents for dewatering into the storm drain catch basin south of the property and is waiting for approval.

The contractor shall obtain all required local, state, and federal permits prior to the start of dewatering and shall keep them current during the entire dewatering process. The contractor shall comply with any conditions contained within these permits.

**Item k: Describe anticipated construction– related truck routes, number of truck trips, hours of hauling and parking locations.**

Due to the limited space on the project site, we intend to coordinate deliveries on an as needed basis. Thus deliveries may or may not occur on a daily basis. Model Construction employs the use of flag men so as to alleviate congestion that may otherwise occur during material delivery and unloading. Parking of trucks will be limited to that allowed by the encroachment permit, or what is available of the property frontage on Sample Avenue from property line to property line.

Trucks will proceed north on Fairfax Avenue, then left onto Santa Monica Blvd, right on to Sample Avenue to the project site at 1111 Sample Avenue. Trucks will leave the site northbound on Sample Avenue, turn right on to Fountain Avenue, then right onto Fairfax Avenue and proceed out of the City of West Hollywood.

We will not stage any construction vehicles in the City West Hollywood without first obtaining the required permits and approvals.

Please see the attached haul route map for additional information.

**Item l: Specify the nature or extent of any helicopter hauling.**

No helicopter hauling will be used on this project.

**Item m: State whether any construction activity beyond normal hours is proposed.**

No extended hour work permits are planned or proposed. For any reason should there be a need for construction beyond normal working hours, we understand that an extended hours permit is required to be obtained from the City of West Hollywood prior to any extended hours work to be done.

We understand the allowed work hours are:

- Monday through Friday 8:00 AM to 7:00 PM
- Saturday interior work only 8:00 AM to 7:00 PM
- No construction activities on Sundays or holidays

Sample

We understand that no work will be allowed on the following City holidays, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and the day after Thanksgiving, and Christmas Day, without an extended hours permit.

**Item n: Describe any proposed construction noise mitigation measures.**

All employee conferences, subcontractor meetings, and other group discussions will take place within the construction trailer. Equipment must be operated with all back up alarms as per Cal/OSHA therefore construction equipment will only be used between the hours of 8:00 am and 7:00 pm. Model Construction will remind workers on a regular basis the need for conducting business without excessive noise. We will also work within working hours, in accordance with all City permits.

Workers that arrive to work prior to 8:00 AM shall not congregate on (insert street name) Rd. or have access to the job site until the work day begins. No personal radios will be allowed on the jobsite until all windows and doors have been installed on the proposed project.

No deliveries, loading/unloading of materials/equipment, or cleaning/emptying of portable toilets will occur prior to 8:00 a.m. without first obtaining the required extended hours construction permit.

To minimize the disturbance to the surrounding community, the motors and engines for construction related vehicles and equipment shall not be left idling and shall be turned off when not in use.

**Item o: Describe construction-period security measures including fencing, lighting, and security personnel.**

Model Construction will use chain link construction fencing with locks, so as to prohibit entrance to the jobsite to any unauthorized personnel. None of the footings for the temporary fencing shall be placed in the public right of way. Additionally, depending on the stage of construction, we will employ additional deterrents to passersby. During excavation and shoring operations we will erect orange safety fencing or delineators with caution tape to alert people of

open excavations or fall hazards.

Any construction fence/barricade surrounding the project will be maintained in a safe and aesthetically pleasing manner and shall be kept free of posters, graffiti, artwork, or similar decoration unless it is first approved by the Planning Division. All unauthorized postings/ graffiti shall be immediately removed or painted over

Twenty-four hour security personnel will be employed when the building is erected and rough interior work is underway.

A current Letter of Agency shall be kept on file with the West Hollywood Sheriff's Department during all phases of demolition and construction

**Item p: Provide a construction period parking plan which shall minimize use of public streets for parking.**

Model Construction intends to utilize the street immediately in front of the project site for job site parking and materials delivery. Workers will not park in front of neighboring properties and will follow all posted signs.

Workers shall not park on any street within West Hollywood and shall utilize off-street parking secured by the contractor until the on-site garage is completed and is able to be used. Our company has secured a location outside of the City of West Hollywood for our workers to park and will shuttle the workers to and from the jobsite daily.

Model Construction advises all subcontractors via the bidding instructions that on-site parking is not available. We will offer the parking spaces and shuttle service to our subcontractors as necessary. Once the garage is complete, there will be more available spaces for parking of crews on jobsite.

**Item q: Provide a plan for community outreach for the duration of the project.**

Add Item Q which speaks to the outreach with the surrounding neighborhood during the life of this project. This outreach should include ongoing dissemination of information regarding the status of the project, the short term and long term schedule, up-to-date information regarding planned road closures, extended hours work, power outages, or other highly impactful/ disturbing work that takes place. This information can be provided to the neighborhood via a dedicated webpage, a weekly/ biweekly email campaign, or any other method to distribute the requisite information to nearby residents, businesses, families of students, or City/ Government staff.

**Item r: Pre-Construction Neighborhood Meeting**

A neighborhood meeting shall take place at least 2 weeks prior to any construction or demolition activities commencing. Written notification of the meeting shall be provided at least 1 week in advance to all properties on the block and any others within 100' of the site. The purpose of the meeting will be to address any concerns the neighbors may have about the day-to-day construction activities and to collect the contact information for anyone that may want to be



notified of high impact activities.

**In Closing:**

We understand that the above items carry a great level of importance to the City of West Hollywood; Model Construction Company will copy this document to all subcontractors and post it at the project site. Furthermore, additional reference materials necessary to ensure the properly coordinated logistics will be added to the post board and weekly subcontractor meetings.

As the person whom prepared this construction period mitigation plan I understand that I am responsible for compliance with every item of this plan, until the project is complete.

<**signature**> (signed by the person who prepared this) <**date**>(date signed)

First Last Name, Project Manager  
Model Construction Company

Sample

Attachments:

Waste Management Plan

BMP Plan

Haul Route Map