Section 150—Traffic Control

150.1 General Description

This section describes:

- Installation and maintenance of traffic control devices during construction Projects let to Contract by the Georgia Department of Transportation.
- Guidelines and procedures for reducing the speed limit in areas where workers are present, or where roadway or roadside conditions create a potential hazard from construction or maintenance activities.

Temporary speed limit reductions in Work zones must comply with Georgia Law (Code Section 40-6-188).

150.2 Definitions

The traffic control plan is defined in Special Provision Section 150, and is supplemented by the Plans, the Specifications, the current edition of the Manual on Uniform Traffic Control Devices (MUTCD), and any applicable Supplemental Specifications.

Traffic control devices referred to in this section are devices specified in the Contract and the MUTCD and are used by a Contractor to regulate, warn, or guide traffic through a Project under construction.

150.3 Related References

A. Standard Specifications

   Section 104—Scope of Work
   Section 107—Legal Regulations and Responsibility to the Public
   Section 108—Prosecution and Progress
   Section 150—Traffic Control
   Section 632—Portable Changeable Message Signs

B. Referenced Documents

   Manual on Uniform Traffic Control Devices (MUTCD)
   Official Code of Georgia Annotated (OCGA): 40-6-188
   Georgia Utilities Coordinating Committee (GUCC) Manual (also known as Manual on Traffic Control Procedures for Utilities)

150.4 Submittals

A. Contractor Responsibilities

Prior to construction, the Contractor shall submit a detailed staging and traffic control plans for performing specific areas of the Work including but not limited to all traffic shifts, detours, bridge widening, paces, lane closures or other activities that disrupt traffic flow. A Plan of operation and sequence of Work, along with
any appropriate Provisions for traffic control, shall be submitted to the Project Engineer for prior approval before beginning any Work.

**NOTE: The Contractor’s primary responsibility is for safe passage of pedestrian and vehicular traffic through the Work zone with minimal confusion and traffic flow disruption.**

At a minimum of 14 days before a major traffic shift on the Project, the Contractor shall submit additional traffic control details, as outlined in the Special Provisions, to the Project Engineer.

**B. Project Engineer Responsibilities**

1. Before construction, inspect the initial installation of the traffic control devices.

2. Periodic inspections of the conditions of the devices and their effectiveness in the work zone.
   a. If problems are encountered, the District Traffic Operations Office can assist with solutions to improve traffic control.

3. Daytime and Nighttime inspections should be made as conditions warrant.

4. Observe traffic movements while operating under the traffic control devices.

5. Report lane closures and openings as follows:
   a. Report Projects that routinely require a lane closure only once, unless the operation changes, such as stopping Work for a long period of time or switching lanes.
   b. Report intermittent lane closures each time they are closed to keep the Office of Construction aware of the actual Project conditions.
   c. Follow the procedures outlined in Section C, Traffic Interruption Report.

6. Notify the Area Engineer when unusual situations arise that requires a lane closure. The Area Engineer should then notify the District Construction Office and the State Construction Engineer. Send a fax to the District Office and to the State Construction Office.

7. The Contractor shall not begin a major traffic shift until the Project Engineer has approved the following:
   a. A set of traffic control details
   b. Any proposed lane shifts, closures, or traffic pacing
   c. The removal, storage, and protection of any existing street lights, signs, or sign supports

8. The Project Engineer will periodically prepare the Form T.C. 1, Traffic Control Inspection and submit it to the Contractor. The Project Engineer will review the form to ensure the Contractor has corrected all deficiencies in a timely manner. The Project Engineer will file all completed traffic control forms at the Project Office.

For further information, refer to Subsection 107.07, “Public Convenience and Safety” in the Specifications.
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C. Traffic Interruption Reports

Report all detours, road or lane closures, openings to traffic and other traffic interruptions using the Traffic Interruption Report.

The Office of Construction and the Communications Office use this form to stay informed of construction activities affecting traffic.

**Note: The form is an electronic form. The fill in version of the form is located on sv35, click on Forms97, click on Fill-ins and look for the Traffic Interruption form.**

Once the form is completely filled out, send the form by e-mail (or fax) to the following distribution lists:

All traffic interruptions in Clayton, Cobb, Dekalb, Douglas, Fulton, Gwinnett, and Rockdale Counties shall be reported to:

- Assistant State Construction Engineer
- Construction Liaison Engineer
- District Construction Engineer
- District Maintenance Engineer
- Area Engineer
- District Media Coordinator
- TMC via e-mail (TMC-TrafficInterruptionReports)
- [Office of Communications via e-mail (Communications Office-TIR)](mailto:CommunicationsOffice-TIR)

When the interruption (i.e., lane closure, detour, etc.) is actually in place notify TMC by Southern Linc (TMC SL # 28291) or 1-888-424-4929, or 404-624-2653 or fax 404-635-8004. When the interruption is complete and all lanes are open to traffic, notify TMC by Southern Linc or phone.

All traffic interruptions on the Interstate System – Statewide shall be reported as follows:

- Assistant State Construction Engineer
- Construction Liaison Engineer
- District Construction Engineer
- District Maintenance Engineer
- Area Engineer
- District Media Coordinator
- TMC via e-mail (TMC-TrafficInterruptionReports)
- [Office of Communications via e-mail (Communications Office-TIR)](mailto:CommunicationsOffice-TIR)
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When the interruption (i.e., lane closure, detour, etc.) is actually in place notify TMC by Southern Linc (TMC SL # 28291) or 1-888-424-4929, or 404-624-2653 or fax 404-635-8004. When the interruption is complete and all lanes are open to traffic, notify TMC by Southern Linc or phone.

All other traffic interruptions shall be reported to:

- District Construction Engineer
- District Maintenance Engineer
- Area Engineer
- District Media Coordinator

These traffic interruptions DO NOT require the notification of the Assistant State Construction Engineer, TMC, or Communications; unless it is determined the interruption would significantly disrupt traffic.

When filling out the form:

1. **TIME** section:
   - Put the hour and AM or PM, such as 7AM or 8PM. Do not add minutes to the **TIME** section.

2. **LOCATION** section:
   - Note the direction i.e. WB, NB, etc. Give specific names of the roads, mileposts or exit numbers. **Do not give station numbers. Be Specific.** Give as much specific information as needed to describe the location, and the number of lanes closed.

3. **HOW WILL TRAFFIC BE AFFECTED** section:
   - List the closure as single, double, pacing traffic, opening new lane, temporary ramp closure, shifting lanes, etc.

4. **PURPOSE** section:
   - Describe the work taking place, i.e. milling and resurfacing, striping, setting beams, utility work, etc.

5. **CONTACT** section:
   - The name of the Contractors representative who will be ON SITE during the traffic interruption. Also, the name of DOT representative who will be ON SITE during the traffic interruption.

All information on the bottom of the form must be filled in. If you have a Southern Linc add your number under **ADDITIONAL INFORMATION**

If the report submitted is for several days, note **“DAILY”** on the form.

**NOTE:** If conditions during construction or traffic interruption reduce the horizontal clearance to less than 16 feet and/or reduce the vertical clearance to less than 15 feet, the reduced clearances shall be clearly noted under “Additional Information”. If an oversize load detour is initiated, provide this information on the form. Send a copy of the form to Permits via e-mail, (OS/OW-
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Traffic Interruption Reports, or fax to 404-635-8164 (OW) and 404-635-8501 (OS). This applies to all interruptions regardless of county or route.

The form should contain only one activity per report, unless multiple activities will occur simultaneously in the same general location and during the same time frame.

The following schedule should be followed:

1. Notice of openings should be given two (2) weeks in advance of implementing the change.
2. Notice of detours should be given one (1) week prior to implementing.
3. Lane closures and other traffic interruptions should be reported a week in advance and at no time less than three (3) days prior to implementing.

Earlier notification is desirable.

NOTE: If a computer is non accessible a hard copy of the Traffic Interruption Report, can be filled in by hand and faxed per current procedures.

150.5 Materials

A. Delivery, Storage, and Handling

Store and protect removed streetlights, signs, or sign supports as required by the Contract provisions or as directed by the Engineer.

150.6 Construction Requirements

A. Personnel

The Contractor shall designate a qualified Worksite Traffic Control Supervisor (WTCS) who shall be responsible for administering the traffic control Plan according to the Contract.

1. Worksite Traffic Control Supervisor (WTCS):
   - Be responsible for selecting, installing and maintaining all traffic control devices in accordance with the Plans, Specifications, Special Provisions and the MUTCD.
   - Have appropriate training in safe traffic control practices in accordance with Part VI of the MUTCD.
   - Ensure that all traffic control devices are effective and comply with the Traffic Control Plan.
   - Exercise full authority to act on behalf of the Contractor in administering the Traffic Control Plan.
   - Be available on a 24-hour basis and be able to respond effectively to an emergency within 45 minutes of notification.
   - Supervise the installation of the traffic control devices before construction.
   - Review any modifications to the Traffic Control Plan before submitting them to the Project Engineer.
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- Inspect the traffic control devices on a regular basis to ensure that they meet the requirements of the Traffic Control Plan.
- Monitor the Work to ensure that all potential hazards are kept clear of the traffic and that dust, mud, and debris do not interfere with normal traffic operations or adjacent property.
- Ensure that the WTCS is certified when working on limited access highways.

NOTE: No Work shall begin on any phase of the Project unless the appropriate traffic control devices have been placed according to the Contract requirements.

2. Flagger
   - Flaggers shall be provided as required to handle traffic, as specified in the Plans or Special Provisions, and as required by the Engineer.
   - All flaggers shall meet the requirements of the MUTCD and shall have received training and a certificate upon completion of the training from a Department approved training program.
   - Failure to provide a certified flagger as required will be reason for the Project Engineer to suspend work involving the flagger(s) until the Contractor provides certified flagger(s).
   - Flaggers must have proof of certification and a valid identification available when performing flagger duties.
   - Flaggers shall wear high-visibility clothing in compliance with MUTCD.
   - Flaggers shall use a Stop/Slow paddle meeting the requirements of the MUTCD for controlling traffic.
   - Flags used shall meet the minimum requirement of the MUTCD.

B. Equipment

1. Traffic Control Devices
   - All traffic control devices used during the construction of a project shall meet the Standards utilized in the MUTCD, and shall comply with the requirements of these Specifications, Project Plans, and Special Provisions. All traffic control devices used on any project shall be NCHRP 350 compliant.

2. Reflectorization Requirements
   a. Interstate Highways:
      - All construction warning signs (Black on Orange) shall meet the reflectorization requirements of Section 913, Type V diamond grade sheeting on all signs regardless of the mounting height.
      - All other signs shall meet the requirements of Type I engineering grade unless otherwise specified.

NOTE: Channelization devices shall meet the requirements of Section 913, Type III or IV high intensity sheeting.
b. All other Highways:

- All reflectorization for permanent mounting height construction signs (Black on Orange), object markers, and channelization devices shall meet the reflectorization requirements of Section 913, Type III or IV unless otherwise specified.
- Portable signs which have rigid or flexible sign blanks shall have Type V diamond grade sheeting.
- Warning signs (W3-1a) for stop conditions that have rumble strips located in the travelway shall be reflectorized with Type V fluorescent yellow diamond grade sheeting.
- All other signs shall meet the requirements of Type I unless otherwise specified.

3. Loaning Traffic Signal Equipment

The Department may loan traffic signal equipment to a Contractor to expedite a project.

a. The Project Engineer will determine if any equipment has been loaned to the Prime Contractor or any Subcontractor. If equipment has been loaned:

- The Project Engineer will determine the approximate value of the equipment. Traffic Operations can help the Project Engineer determine the signal equipment’s value.
- The value of the equipment shall be withheld from the estimate until the loaned equipment has been returned to the Department in good condition.

b. Loaned equipment may not be used to accomplish the operational test period required by the Contract.

c. Include on the final punch list any loaned equipment that has not been returned.

**NOTE: A Project should never receive final acceptance until all loaned equipment has been returned to the Department.**

d. The Department will provide the Contractor with a complete list of all equipment loaned to the Contractor. The Contractor confirms receipt of the equipment by signing for the delivery.

e. When the Contractor returns the equipment to the Department, he or she must furnish a complete list of all equipment returned.

f. The Project Engineer will inventory the equipment to ensure it is returned and is in good condition.

g. The Project Engineer will sign a release for the Contractor to acknowledge receipt of the equipment.

“Loaned equipment” discussed in this section does not include equipment supplied to the Contractor under Section 647 of the Specifications.
150.7 Construction

A. Inspection

During the day and night, the Project Engineer will periodically inspect the traffic control devices and determine their effectiveness in the Work zone. The frequency of these inspections will depend on the type and volume of Work.

During an inspection, observe traffic movement while the devices are operating. If appropriate, include the District Traffic Operations Office in this inspection. If the inspection uncovers concerns, the District Traffic Operations Office may assist the Project Engineer with solutions for improved traffic control. When an inspection is complete, the Project Engineer will document the results in the Contract diary.

B. Enforcement

If deficiencies in traffic control are not satisfactorily corrected within a reasonable time period, or a maximum of 24 hours after notification, take the following steps:

1. The Project Engineer will set a deadline for making corrections noted on Form T.C. 1, Traffic Control Inspection Report. He or she will notify the Contractor’s WTCS and the Project Superintendent in writing that the Department will take further action if the corrections are not made in a satisfactory and timely manner.

2. If the Contractor fails to meet the deadline, the Project Engineer will again notify the Project Superintendent in writing that the WTCS has failed to properly perform the duties of the job and will request that the Contractor cease all Work on the Project except for traffic and erosion control Items.

3. The notification will state that if all required corrections are not made immediately, then all payments to the Contractor will be withheld and the WTCS will be placed on probation for failure to perform the duties of the job. If the WTCS has been extremely delinquent, the Project Engineer may direct that the WTCS be dismissed from the duties of administering traffic control and find an immediate replacement.

4. If the Contractor again fails to meet the deadline after the Work has stopped and payments withheld, the Project Engineer will notify the Contractor in writing that nonrefundable deductions for nonperformance will begin until the Project Engineer is satisfied that all corrections have been made. All work, except traffic control and erosion control, shall remain shut down until all required corrections have been made.

5. If the Contractor is delinquent or deficient in installing and maintaining traffic control, and the Project Engineer has carried out and properly documented the progressive steps listed above, the Project Engineer will require that the Contractor meet with the Department. The following people shall attend the meeting:

   • Area Engineer
   • District Construction Engineer (if available)
   • WTCS
   • Project Superintendent
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- Project Superintendent’s immediate supervisor

6. At the meeting, the Area Engineer will outline the traffic control deficiencies to the Contractor. The Contractor shall provide a Plan to ensure that the Project will be brought into compliance with the traffic control Plan by a specific date. Work shall not resume until an acceptable Plan is approved by the Area Engineer.

C. Restrictions

The Project Engineer may restrict construction operations if the Work would seriously disrupt traffic flow when unusual traffic conditions exist, such as during holidays and bad weather.

D. Determining Reduced Speed Limits

GaDOT is responsible for determining the appropriate speed limit reduction for all roadways under its supervision. The Contractor may request a reduction of the existing speed limit; however, GaDOT will make the final determination.

The Project Engineer gives written approval for reduction of the established speed limit before the contractor will be allowed to reduce the speed limit.

The Project Engineer responsible for the activity will determine the following:

- Appropriate speed limit reduction
- Duration of the speed limit reduction
- Length of the Work zone

The Project Engineer must get the Area Engineers concurrence before final approval is given to the contractor. The District Traffic Operations may be consulted for assistance as part of the review process.

The Area Engineer shall notify the District Construction Engineer and the District Traffic Engineer in writing a minimum of 48 hours prior to placing the new speed zone in operation; an E-mail or fax is acceptable with a hard copy to follow.

A temporary speed reduction zone will be established for a section of roadway according to an identified need such as:

- When workers are near a travel lane.
- When Work is being performed near a travel lane.
- When Temporary concrete barrier is located less than 2 feet (m) from the travelway.
- When the Contractor’s request is justified.

A speed reduction will not be put in place for the entire length of the Project unless conditions require.

E. Work Zone Speed Limits

The minimum reduction of the posted speed limit will be no less than 10 mph (16 kph) and a maximum reduction of no greater than 20 mph (32 kph).
Do not use regulatory speed limit signs (black on white) to reduce speeds to less than 10 mph (16 kph) below the original speed limit unless one or more of the following conditions exist in the Work zone:

- Sharp cresting vertical curves
- Horizontal shifts
- Work is performed near a travel lane

F. Signing Requirements for reduced speed limits

To temporarily reduce the speed limit in a Work zone, use the following guidelines. For additional information, refer to the Special Provision for Section 150 for reduced speed signage requirements.

1. Erect a standard R2-5a (Reduced Speed Ahead) sign a minimum of 600 ft (183 m) in advance of the reduced speed zone.

2. Erect a standard R2-1 (Speed Limit XX) sign a minimum of 600 ft (183 m) in advance of the beginning of the reduced speed zone, if the speed limit will be reduced a total of 20 mph (32 kph). This sign reduces the speed in 10 mph (16 kph) increments.

3. Erect a black on white regulatory R2-Special (Work Zone/Speed Limit XX/Minimum Fine $100) sign 600 ft (183 m) past the previous sign erected in Step 1 or 2.

4. Erect intermediate R2-1 (Speed Limit XX) signs at intervals not exceeding one mile within the reduced speed zone.

5. Erect a standard R2-1 (Speed Limit XX) sign 600 ft (183 m) past the Work zone. This sign shall post the normal speed limit for the roadway.

6. Cover or remove all existing speed limit signs while the temporary reduction in the speed limit is in effect.

All signs will be erected in compliance with the minimum requirements of the MUTCD.

G. Documentation

The Project Engineer shall record the following:

- The date and time that each temporary speed reduction zone is installed and removed
- The limits of the zone
- The traffic direction, if applicable

H. Portable Changeable Message Signs

When using a Portable Variable Message Sign (PCMS) on a Project, place the PCMS ahead of the construction activity or road condition to prepare the motorist. Do not place the PCMS in permanent location miles in advance of the Work zone.

The PCMS message should be concise and meaningful. Display messages no more than two flashes as described below: (One flash is desirable, motorists may not see nor comprehend longer messages.)
The first flash should direct the motorist to take a specific action, such as MERGE/RIGHT, KEEP/RIGHT, or REDUCE/SPEED.

The second flash, if necessary, should inform the motorist of road conditions, such as LEFT/LANE/CLOSED, LANE/NARROWS/AHEAD, SHOULDER/DROP/OFF, WATER/IN/ROAD or TRUCKS/IN AND OUT.

Do not use confusing or frightening messages such as USE CAUTION, HAZARD AHEAD, or DANGER. Also, avoid messages such as BUCKLE/UP or DRIVE/SAFELY that diminish the impact of important messages.

When the PCMS is not needed, turn off the sign and remove it from the roadside.

I. Traffic Control for Utility Work

When GaDOT’s Contractor or Subcontractor performs utility Work, Traffic Control shall be in accordance with the Contract Specifications (typically Special Provision 150). When a utility or a Contractor hired by the utility performs utility Work, whether by permit or agreement, shall control traffic according to the current policy of the Utilities Office, even if the Department is reimbursing the utility through a Force Account or the Work lies within a construction Work area. The current policy can be viewed in the Utility Accommodation Policy and Standards Manual, current edition, including any addendums, or at the State Utilities Office web site.

The Utility is responsible for planning with the Department’s Contractor a schedule of operations which will clearly set forth at which stage of the Contractor’s operations the utility will be required to perform its relocation and adjustment work.

The Utility traffic control shall be in accordance with the Manual on uniform Traffic Control Devices (MUTCD), current edition. The Utility will plan and determine the scope of a temporary traffic control plan (TCP). The Utility shall indicate on each individual permit application whether the TCP is based on the typical application drawings contained in Part 6 of the MUTCD or a detailed TCP designed solely for a particular work site or a combination of both. If the Utility determines that a detailed TCP designed solely for a particular work site is needed, a copy of the detailed TCP shall be submitted with the permit application. The Department reserves the right to request a detailed TCP upon review of the permit applications.

Prior to commencing work associated with highway construction, whether by permit or agreement, the Utility shall notify the Department’s Area Engineer or Project Engineer and present their work schedule and temporary traffic control plan in order to review for any changes from the preconstruction phase submittal and for understanding by all parties prior to occupying the work site.

All flaggers shall be certified from a Department approved training program. Flaggers shall have their certification with them at all times, when flagging, and may be subject to inspection. Failure to provide certified flaggers shall be reason for suspending work requiring the flagger(s) until a certified flagger can be provided.

The Engineer reserves the right to require additional flaggers, signs, warning lights, channelization devices and other safety devices as may be necessary to properly protect, warn and safeguard the traveling public. Continued failure of the Utility to comply with the requirement of this or any other related section will
result in the Engineer issuing a written order to stop work (i.e. Stop Work Order). Upon issuance of a stop work order, all utility work on the right of way will be suspended, except erosion control and traffic control, until corrective actions or deficiencies are addressed, and the Engineer issues a written resume work order.

Contact the State Utilities Office or your respective District Utilities Office for future guidance.

To obtain photocopies of the GUCC Manual and copies of individual traffic control plans, contact the District Utility Office.

150.8 Measurement

When listed in the Contract, payment for Traffic Control will be made at the Lump Sum price bid, which will include all traffic control not paid for separately, and will be paid as follows:

When the first Construction Report is submitted, a payment of 25 (twenty-five) percent of the Lump Sum price will be made. For each progress payment thereafter, the total Project percent complete shown on the top of page one of the current construction report plus 25 (twenty-five) percent minus the previous payments will be paid, not to exceed 100 (one–hundred) percent.

150.9 Payment

NOTE: Under normal circumstances the Project Engineer shall not withhold any percentage of payment due to be paid to the Contractor.