

CONSTRUCTION MANAGEMENT PLANS

Any non-residential project other than a tenant improvement, residential project with four or more units, or mixed-use project that is subject to Chapter 17.04 of the Cupertino Municipal Code shall be required to prepare a **Construction Management Plan (CMP)**. The CMP shall be submitted as part of the application for a Building or Grading Permit and shall be subject to the review and approval by the Planning and Building Divisions of the Community Development Department, and other departments as may be necessary, prior to the issuance of any permit for the project.

The CMP shall be provided on a 24-inch by 36-inch sheet and submitted to the City for review as part of the permit application. The CMP shall include the following information:

1. **Schedule:** Provide a project schedule which shall at a minimum include the following tasks:
 - Mobilization
 - Demolition
 - Grading, installation of Drainage and Erosion Control Facilities
 - Foundation
 - Rough Framing
 - Landscaping (including tree and existing vegetation preservation)
 - Completion/Occupancy

All tasks shall be shown with start and end dates and displayed on a time-based chart such as a GANTT chart. The project schedule shall also show task dependencies and include the Critical Path. The General Contractor shall update the schedule when weather or other delays require changes to the schedule of more than two weeks. The Contractor shall notify the City and update the Construction Management Plan within one week.

2. **Job Site, Facilities, and Storage:** The CMP shall include the location(s) on the project site of all loading/unloading areas, all truck washing areas, job box and material storage areas, porta-potties, dumpsters and on-site temporary power pole, and protective fencing around the job site and any trees and vegetation to be preserved. These and any other construction related facilities shall not be in the public right-of-way without the prior approval of the Department of Public Works.

If construction improvements are located in areas of steep slopes, the Contractor shall provide safe temporary hard surface stair access to the improvements. This access shall be shown on the CMP.

- a. **Tree Protection:** All tree protection measures will comply with the approved

construction plans. No equipment shall be located or trenching shall occur in the dripline of any trees required to be preserved/protected, unless plans are reviewed and approved by an ISA-certified arborist.

3. Traffic Control Plan

Managing project-related traffic is an essential element of the Construction Management Plan. The primary goal of the Traffic Control Plan is to ensure that adequate and appropriate emergency response through and around the project site is maintained at all times. Additional goals of the TCP include minimizing disruptions to the neighborhood and preventing damage to City Streets. The three basic elements of the TCP are outlined below:

- a. **Delivery Truck Route:** The CMP shall identify the path of travel for delivery trucks to and from the project site. This travel path shall be shown starting from and returning to the City's designated truck route. All project sites not on a "through" road must provide for a "turn-around" area for delivery trucks. If no such area exists on the project site, written permission for a turn-around from a neighboring property must be obtained before any deliveries are made. Deliveries are restricted to certain times; please see below for additional information. All open-bed trucks shall be tarped.

On days when multiple truck deliveries are anticipated, deliveries must be carefully scheduled so that they can be promptly unloaded and to avoid queueing on streets.

- b. **Parking:** All on and off-site worker parking locations shall be identified, including any carpool pick-up and drop-off locations. Worker parking shall be consistent with the approved project schedule.
- c. **Road Closures** Road closures shall only be permitted by the Department of Public Works. See below for details.

CONTACT INFORMATION AND AVAILABILITY OF THE CONSTRUCTION MANAGEMENT PLAN:

A copy of the approved Construction Management Plan shall be kept on the site and produced upon request. In addition to the approved Construction Management Plan, a waterproof job site sign shall be posted (either on 2 - 2 by 4's firmly installed in the ground or on the construction fence in a part(s) visible from the right-of-way) which shall include the following information:

- Address of the project site.
- Permitted hours of construction and of deliveries/off-haul.
- Name, e-mail address and direct phone number of the General Contractor.
- Name, e-mail address and direct phone number of the person responsible for

managing the project (Project Manager).

- Name and direct phone number of the party to call in case of an emergency.
- Name and direct phone number of Department of Public Works in the event of dust complaints
- Bay Area Air Quality District phone number
- City of Cupertino Code Enforcement for all other complaints (408-777-3182)

The posted job site notice shall also include the following statement: "Please be advised that a copy of the approved Construction Management Plan for the project is available for review at this site.)

PRE-CONSTRUCTION MEETING:

A pre-construction meeting shall be required prior to the start of any site work and/or the issuance of a Building or Grading Permit for any project for which a CMP is required. Scheduling the meeting shall be the responsibility of the project applicant. Required attendance shall be City staff, the property owner, general contractor and all sub-contractors. The purpose of the meeting will be to review the CMP and all other construction management requirements. The required CMP site sign shall be available for review by the City at the pre-construction meeting.

CONSTRUCTION MANAGEMENT REQUIREMENTS:

In addition to the items above, all projects are subject to the following requirements throughout the duration of the project:

- **CONSTRUCTION HOURS** are weekdays from **X:00 AM to Y:00 PM**. Construction noise is not allowed before 7 AM or after 7 PM.
- **DELIVERIES AND OFF-HAUL** (including equipment, materials, removal of soil, refuse or demolition debris) are limited to weekdays between the hours of **8:00 AM and 5:00 PM**. Other sites, such as sites near schools and school routes, may also be further limited. All drivers shall be advised of the designated project truck route, including approved turn around locations, prior to any deliveries or material removal.
- **LARGE TRUCKS** which may have difficulty reaching job sites due to narrow and twisting streets may be need to submit plans for temporary road closure. All drivers shall be advised of the potential for limited access along the designated **TRUCK ROUTE** and that the City, with 24-hours advanced notice, will provide traffic control and assistance in reaching the job site safely. If the truck is too large and requires the closure of the road in order to reach the site, then the procedures for **ROAD CLOSURES** shall be followed.
- **ROAD CLOSURES** shall only be permitted by the Department of Public Work. Applicants shall apply to Department of Public Works well enough in advance to process

the request. Applicant shall provide a minimum of 48 hours notice in advance of the proposed date of closure to the affected property owners. Notice shall include date(s) and duration of proposed closure, the traffic control plan as well as any detours that may be available. Evidence of such written notification to affected residents and property owners shall be provided to Department of Public Works.

- **VEHICLE PARKING** in the public right-of-way at or near the job site shall be indicated on the construction management plan. The contractor shall encourage all sub-contractors and workers working at the job site to carpool to the maximum extent possible and shall, when feasible, install parking pads on the site to accommodate as many cars as possible on the site.

ENFORCEMENT:

It shall be the responsibility of the project applicant or their designated representative to submit any modifications to the CMP to the City for review and approval, and to retain an updated version of the CMP on the job site.

Violations of any portion of the approved Construction Management Plan or other applicable construction management requirement may result in a “Stop Work” order. The “Stop Work” order will be lifted only after the City has sufficient assurance that the repeated violations will cease through the remainder of the project.