MINUTES

RE: Construction Staging and Parking – Phase 1 Protocol
DATE: 24 June 2015 (Minutes issued 12/18/15)
LOCATION: FMO Conference Room No. 1
TIME: 2:30 pm - 4:00 noon
STAKEHOLDERS:
- Commuter Services
- OCI
- UH ITS
- Student Housing Services
- BGM
- OPF Planning Office
- FMO: Design, Mechanical, Electrical, Construction Management, Shops

PURPOSE: Discussion of Outstanding items for implementation of Phase 1
The following construction staging and parking protocols were agreed upon by all present stakeholders; elements in RED are still outstanding and will be addressed in the future:

A NEW CONSTRUCTION STAGING & PARKING PROTOCOL – Phase 1:

1. Annually, by December – OPF will sends its proposed list of staging areas to Commuter Services to reserve parking spaces for the following fiscal year. These staging areas will be identified according to projects planned for the next year and established according to the following priorities:
   a. First option: paved building loading areas
   b. Next options: unpaved areas that don’t damage landscaped or hardscaped areas requiring extensive renovation after construction (irrigation system, grass-crete, curb cuts, special trees and legacy plants, special paved walkways and finishes, etc.). These areas could be temporarily paved during staging use and returned to original condition following its use. No grass areas shall be allowed.
   c. Last resort: parking areas

2. These Construction Staging (CS) areas:
   a. …are limited to essential activities and strives to reduce the risk to campus users and collateral damage to existing facilities by moving unnecessary construction vehicle parking off campus.
   b. …provide only for construction equipment and supplies or up to three construction vehicles (any combination per contractor discretion)
c. …are sized approximately to 20’x20’, 20’x30’, 20’x50’ for standard renovation projects, are pre-identified near every facility on campus; needs for larger projects can be addressed on a case by case basis.

d. …are defined by fenced boundaries that are to be enclosed with chain link and fabric fencing. These areas are to be returned to original or improved condition upon completion of the project. Fencing sleeves can dissect larger CS areas into multiple zones to accommodate smaller construction jobs.

i. FMO Construction Management section shall manage the contractors, staging areas, fencing installations, and procure the parking permits and staging area permit signs from Commuter Services.

ii. Specifications for the extent of staging area, fencing, and signage shall be included in the project contract documents, with concurrence by BGM & the Campus Landscape Architect/ Planning Office.

iii. BGM shall manage the Construction Staging web site and unique ID numbers.

iv. Commuter Services will monitor vehicular access and provide parking passes and vinyl laminated, water resistant Staging Area Permit signs that are to be zip tied to the fencing.

**PROCESS FOR OBTAINING CONSTRUCTION STAGING AREA RESERVATIONS:**

1. The Project Design Manager reserves the staging area during development of construction documents via BGM Construction Staging Web site:
   http://manoa.hawaii.edu/opf/constructionstaging.php

2. The Construction Staging web site shall contain:

   a. A map containing pre-defined staging areas for each facility on campus in addition to the areas designated annually, which can be made available for construction staging to support unexpected Shops and RFQ work orders that arise, as they are usually only needed for a few days at any time.

      i. Currently available areas will be noted in BLUE

      ii. Reserved areas will be changed to RED and associated with a pop-up list that includes Project name, number, contractor, construction & design managers, projected start and end dates and is linked to an accompanying Gant chart, and any caveats specific to that site (eg: vehicle weight, etc.)

   b. In the future, when manpower becomes available, OPF IT Office will develop a coordinated Gantt Chart for management of the staging areas along a Project Management time line.

3. Construction staging sites are negotiated by all stakeholders.
4. Each staging area will have an assigned unique staging ID number, and each Project Design Manager must anticipate the construction schedule and sign up for the staging area in advance by sending an email request to Roxanne Adams at BGM. (Future: a corresponding and interactive Project Management Gantt Chart for staging site reservations developed by OPF IT Office).

5. These areas shall be designated on the cover sheet of construction documents. (Future: back of house service areas shall be yellow striped for service access only)

6. Scaled construction drawings must be approved for each CS area to guide accurate installations and allow accommodation of individual project needs. (Future: dimensions will be included on the updated web map per available CAD files by OPF IT office)

   a. Construction Barricades for larger projects: Contract Documents (CDs) shall include dimensioned extents of construction barricades with viewing windows, staging areas, and specifications which will reflect these new procedures and be negotiated & approved by OPF-FMO/OCI/ITS during the design review process. This will allow our staff to monitor the use of the site and impact to landscaped areas and other existing facilities within those boundaries. (Future: develop standards for the extent and design of these barricades and windows in the specification language)

   b. CDs shall include tree protection provisions contracted into Division 1 specifications.

   c. CDs shall include Protection for the environmental integrity of each site:

      i. The ground shall be protected from chemical or toxic spills during use; mulching, matting or other protection is to be determined and specified, and pre-approved for use during the design review process.

      ii. Chemical washing shall be prohibited on site; EHSO shall monitor compliance with NPDES permits.

**PROCESS FOR RESERVING CONSTRUCTION STAGING AREAS AND OBTAINING CONTRACTOR PARKING PASSES:**

Passes and Construction Staging area signage is to be issued by Commuter Services upon request by FMO Construction Management according to the following protocol:

1. The Project Design Manager shall email the following information to Roxanne Adams/BGM (adamsrox@hawaii.edu) to reserve the preferred construction staging area:

   (see web site: [http://manoa.hawaii.edu/opf/constructionstaging.php](http://manoa.hawaii.edu/opf/constructionstaging.php))

   a. Project Name
   b. UH Project Number
c. Project ID no.
d. Staging ID No (from web site)
e. Name of Design Manager
f. Estimated Construction Start Date
g. Estimated Construction End Date

2. After a bid has been awarded for this project, the Project Design Manager emails additional information emailed to Roxanne Adams/BGM for approval to request the parking passes:
   a. Name of General Contractor
   b. Name of UH Construction Manager
   c. Scheduled Construction Start Date
   d. Scheduled Construction End Date
   e. Number of passes requested (max: 3)

3. Upon approval by Roxanne Adams, up to 3 vehicle parking passes will be issued per project with its assigned staging site unique ID number. No double dipping will be allowed. These passes will allow parking, staging, or storage in the staging areas by trucks marked with installed, official, vinyl, painted, or magnetic company logos only. Each placard pass will list restrictions and be assigned a unique staging ID number. This protocol is enforced by Commuter Services.

4. Special approval by FMO Construction Management is mandated for use of construction vehicles exceeding a minimum weight and size on campus roads. Consideration shall be made on a case by case basis according to the capacity of existing walkways, roads, or other circumstances present at that particular job site to support them without damage.
   a. Trailers will not be allowed unless specified in the contract documents with preliminary approval by the head of FMO (or approved designee) during the design approval process; if so, contractors will have to pay for power and water.
   b. Dumpsters shall be accommodated within staging areas at every job site.
   c. NOTE: At this time, we cannot restrict construction parking in other campus areas, but this will be addressed when Commuter Services moves to an electronic entry system in the near future.

5. Unresolved issues for discussion during next year:
   a. Fines against retainers?
   b. Additional site inspectors to address the surge of construction projects?