BACKGROUND

This policy pertains to all construction activities that require the temporary closing of a street. One of the reasons the City has not established rigid performance criteria for street closings in the past is the additional demand placed on City staff to administer and monitor the performance criteria. The following policy will not pertain to construction projects bid and administered by the City Departments. These projects shall be monitored and enforced in a similar manner through the Contract Documents.

PURPOSE

The purpose of this policy is to establish a procedure governing the complete closure of a public street that requires detouring traffic.

POLICY

1. Closing an Arterial Street
   a. All streets to be closed shall require a fully signed Detour Route in accordance to the M.U.T.C.D. standards.
   b. The City Engineer will establish the maximum time period (in hours) that an arterial street may be closed for a particular project. However, in no case shall that closure period exceed 48 hours.
   c. Prior to the issuance of a street cut permit by the City Engineer, the contractor shall establish an escrow account or provide a letter of credit in the amount of $10,000.00 as a performance guarantee for the timely completion of a particular project.
   d. As a special condition to the issuance of an arterial street cut permit by the City Engineer, the contractor is required to work non-stop, weather permitting, until the road surface is restored and the arterial street reopened to traffic.
   e. The contractor shall pay unto the City, as liquidated damages and not as a penalty, the sum of $200.00 per hour for each and every hour that the arterial street is not open to traffic beyond the established maximum time period. This amount shall be drawn from the account.

2. Closing a Collector or Local Street
a. All streets to be closed shall require a fully signed Detour Route in accordance to the M.U.T.C.D. standards.

b. The City Engineer will establish the maximum time period (in days) that a collector or local street may be closed for a particular project. However, in no case shall that closure period exceed 30 days.

c. Prior to the issuance of a street cut permit by the City Engineer, the contractor shall establish an escrow account or provide a letter of credit as a performance guarantee for the timely completion of a particular project. The amount to be held shall equal $1,000.00 per day for the maximum number of days established by the City Engineer, up to a maximum amount of $30,000.00.

d. The contractor shall pay unto the City, as liquidated damages and not as a penalty, the sum of $1,000.00 per day for each and every day that the collector or local street is not open to traffic beyond the established maximum time period. This amount shall be drawn from the account. If the account is depleted before the street is reopened, the City Engineer shall invoice the contractor for the additional amount owed to the City. A copy of the invoice shall also be sent to the contractor's bonding company for the project.

IMPLEMENTATION

This policy shall remain in force until officially changed or revoked by a majority of the voting council members in attendance at a regularly scheduled meeting of the Governing Body duly elected to conduct the business affairs of the City of Shawnee.

OTHER REFERENCE

Public Works and Safety Committee Minutes, August 20, 1996, Agenda Item 3
City Council Minutes, August 26, 1996, Agenda Item 16c
City Council Minutes, November 11, 1996, Agenda Item 9
Public Works & Safety Committee meeting April 22, 2003, Agenda Item 5
City Council Minutes April 28, 2003, Agenda Item 14d

Jim Allen, Mayor

Vicki Charlesworth, City Clerk