

October 20, 2000

MEMORANDUM
00 -18

TO: District Engineers
District Construction Engineers
District Materials and Tests Engineers
Area Engineers
Project Engineers/Supervisors

FROM: Timothy D. Bertram, Chief
Contracts and Construction Division

RE: Worksite Traffic Supervisor

Article 801.03 of the specifications will require that a worksite traffic supervisor, certified by ATSSA or an approved equal, direct field layout, placement, operation, maintenance, and removal of temporary traffic control devices. For this initial certification, certification by International Municipal Signal Association (IMSA) will be considered an approved equal. Remember a copy of the certification shall be provided to the engineer prior to the start of construction of temporary traffic control devices or if the worksite traffic supervisor changes.

Guidelines relating to the administration of contracts that require a worksite traffic supervisor are outlined below:

The worksite traffic supervisor (WTS) is the responsible representative of the contractor to ensure proper installation and maintenance of traffic control devices. The WTS should attend the pre-construction conference to discuss maintenance of traffic issues. If that is not possible an alternate meeting to discuss maintenance of traffic should be scheduled. The main responsibility of the WTS shall be the installation and maintenance of the traffic control setups. The WTS shall ensure that all traffic control devices meet acceptable standards as outlined in the plans, specifications, and ATSSA's "Quality Standards for Work Zone Traffic Control Devices" prior to installation. Prior to installation the WTS shall ensure all traffic control devices can be install in accordance with the plans, specifications, and the MUTCD. This shall include initial installation and traffic phase changes. Any problems discovered prior to installation; sign conflicts, installation problems, etc., shall be promptly reported to the PE/PS so a resolution can be worked out prior to installation. During installation the WTS shall ensure proper installation in accordance with the traffic control plan included in the plans or modified by the state, and the MUTCD. The WTS does not need to be present during installation although in some cases it might be prudent for them to be present. They are the contractor representatives responsible for ensuring proper installation and maintenance of the traffic control devices.

If the installation and maintenance of traffic control devices becomes a problem on the contract, the PE/PS will notify the WTS as well as the superintendent that a problem exist and that quality assurance assessments are being assessed on the contract. Expected standards should be a major topic of discussion at the pre-construction conference or the referenced alternate meetings. It is suggested that the PE/PS jointly inspect the first traffic control devices and setup with the WTS so the expected standard can be defined prior to any problems arising.

The intent of requiring the WTS as part of the contract is to making the contractor more responsible for their traffic control setups and devices as well as giving for the PE/PS a specific contact regarding installation and maintenance of traffic control devices. The WTS is not required to be present on the contract at all times or even when traffic phases changes are being performed. They are responsible for ensuring the contractor personnel performing the work are informed as to proper installation and maintenance procedures to be followed. The state personnel should not be directing the contractor personnel as to proper installation and maintenance procedures. The contractor is required to meet the requirements of the contract and ensure traffic control devices are properly maintained to the specified condition at all time. INDOT personnel inspect the work to protect the traveling public and ensure the work is in the specified condition at the time of inspection. These inspections should be on a random basis and documented on the Daily Report, for the date of the inspection. The contractor should do the daily inspections and follow up required maintenance.

The department does not want to continue to make out daily or weekly traffic control inspection reports.

TDB:pl