

Construction Management Guidelines

Second District Police Station Parking Garage

and Short Term Family Housing Facility

These Construction Management Guidelines provide the framework, by which the community and DGS will enter during the construction of the Metropolitan Police Department (MPD) Second District Garage, and the Short Term Family Housing facility located at 3320 Idaho Ave., NW (the Project). All parties including DGS (and DGS's contractors and subcontractors), MPD, Advisory Team (AT) Members and ANC representatives shall be given a copy of these guidelines and shall commit to comply with its provisions for the success of the project. The AT and DGS have collectively developed the contents of these construction management guidelines.

CONSTRUCTION LIAISON

- The Advisory Team shall identify a member to serve as a Construction Liaison/Community representative to assist with community engagement during construction.

Responsibilities

- The Liaison shall be informed of all pre-construction survey activities, the results of notification of property owners, and the subsequent completion of pre-construction surveys.
- The Liaison shall inform DGS of any complaints not directed to DGS regarding construction issues.
- The Liaison shall discuss and propose resolutions to any construction-related issues.
- The Liaison shall be informed of any unforeseen conditions resulting in imminent construction activities 48 hours in advance and report to the community.
- The Liaison shall discuss and resolve any construction-related problems or issues that arise between meetings.
- If requested by ANC 3C, the DGS representative shall supplement the ANC 3C Committee representative's report at the ANC 3C public meeting held during the construction period on the status of the construction project.
- Liaison, a single point of contact, can designate a substitute liaison.

Schedule

- Also, to project-specific notifications, a regular communication schedule with the liaison has been established.
- The Liaison will be informed via monthly conference calls of all scheduled activities during construction.
- Construction updates will be provided as part of the quarterly Advisory Team Meetings.

PRE-CONSTRUCTION

During the Preconstruction Phase, DGS shall conduct pre-construction surveys and studies as necessary to properly advance the Project and ensure the safety of the immediate neighbors, including:

- Review the site conditions to identify any impediments to completing the Project including, but not limited to, paths of access to the site and any restrictions on it.
- Evaluate maintenance of traffic requirements and the need for lane closure permits.
- Conduct pre-construction surveys using a licensed engineer of the immediate neighbors and coordinate with the McLean Garden facility engineers.
- Provide written notification (via door-to-door flyers) to the immediate neighbors (including commercial owners) at least 72 hours before the commencement of demolition activities that a pre-construction survey, at no cost, can be conducted on their property. Coordinate with McLean Gardens management to notify affected unit owners.
- Establish a baseline to assess any changes that may result from construction activities.
- Notify the appropriate ANC Commissioner if there is a lack of response to the notice from immediate neighbors.
- The surveys shall serve as a baseline against which to measure impacts from the construction on the immediate neighbor's properties.
- An existing condition photographic survey will be conducted at the Newark Street community garden and serve as a baseline against which to measure damage or impacts from construction. DGS shall provide a copy of the survey to Newark Street Community Garden Association representatives within a month after the completion of the survey.
- DGS shall provide each surveyed property owner with a copy of the survey for that property within a month after the completion of the survey.

CONSTRUCTION

Communication

- DGS will provide the Liaison and the Advisory Team with a bi weekly construction update containing: 1) information about construction activities since the last report; and 2) a look ahead of upcoming construction activities during the next month.
- DGS or the contractor will post the updates on a bulletin board near the project site so the public can view it.
- Representatives from DGS and the contractor shall provide updates to the Liaison on regularly scheduled monthly conference calls.
- The schedule will be shared with the community via the construction Liaison and coordinated with the MOCRs.
- If any additional construction activities not included in the monthly report are required, DGS will communicate those to the Liaison and Advisory Team within 48 hours of learning about it.
- The City shall maintain a project page on its website with a description of the project, a schedule, the monthly reports and any additional relevant information about construction activities.
- All complaints/concerns during construction shall be directed to the DGS project manager, Agyei Hargrove, the construction Liaison or via email to STFHprojects.DGS@dc.gov.
- The representative shall be reasonably accessible during business hours and for emergencies, such as loss of property or safety issues, at any time.
- DGS shall report all complaints within two business days to the ANC Committee representatives all emergency matters shall be handled immediately by the DGS representative and non-emergency matters within 36 to 48 hours.
- Contact information for the DGS representative, Agyei Hargrove, has been shared via AT meetings, ANC meeting, and publication on the DGS Website and DMHHS websites

Work Hours

- By DCRA regulations, construction is allowed Monday through Friday (7 am to 7 pm) without any special permits. There will be no deliveries outside the authorized construction hours.
- Saturday construction activities will be regulated to start by 9:00 am and finish by 7:00pm

Parking

- Contractors working on the project will not be allowed to park their vehicles on site or in the neighborhood. Contractors will park company vehicles on site.
- DGS will continue to monitor and coordinate with MPD to resolve any issues with the temporary parking plan.

Traffic

- The Idaho Avenue southern entrance to the police station shall be the construction entrance for all construction activities.
- Construction-related vehicles shall not stage at the construction site before 6 a.m. or be allowed to park or stage in the neighborhood. Also, no idling or playing music.
- Flagmen shall be provided to facilitate traffic and the safe arrival and departure of construction vehicles.
- Dump trucks shall be covered and cleaned before leaving the site to minimize any gravel or dirt from leaving the construction site.
- Pedestrian movement on the sidewalks surrounding the construction area shall be maintained.
- The Traffic Management Plan shall be shared with ANC 3C, and the ANC and DGS shall post the plan on their websites.

Site Management

- The Construction Manager will be required to provide a safe and efficient site with controlled access.
- The Construction Manager shall be required to provide wheel washing stations on site to prevent the accumulation of dirt and other refuse on the streets surrounding the Project site.
- All sidewalks adjacent to the site for the duration of the Project shall be maintained.
- All construction materials and equipment, including construction storage, trailers, and dumpsters, shall be secured nightly on the police property with construction fencing.
- DGS and Smoot Construction shall lock all motorized equipment and vehicles, stack any building materials (i.e., brick, lumber, etc.), and comply with the DC approved erosion and sediment control plan on a nightly basis.

Cleanliness

- DGS shall require cleaning of rubbish, food and drink containers that have been secured in closed trash bins, and construction debris during the normal construction workday and any other periods of work.
- Portable toilets shall be located away from immediate neighbors and the garden and serviced frequently.
- Trucks carrying debris, excavation materials, or fill will meet all DDOT requirements.
- Removal and replacement of dumpsters shall occur only during approved construction hours.
- DGS shall require that any streets that serve as construction routes are kept clean of dirt and any trash and debris resulting from construction activities.
- DGS shall require the implementation of a rodent control plan.
- DGS shall meet all DOEE ESC standards per the approved plan.
- DGS shall also install vibration monitoring sensors demolition.

Hazardous Materials/Blasting

- Smoot Construction shall keep detailed records documenting work done so that the Department may independently verify compliance with all laws.
- If hazardous or toxic materials, including underground storage tanks, are identified and need to be abated or removed, removal and notification of nearby residents shall be conducted in compliance with the DDOE-approved Corrective Action Plan.
- If any hazardous or toxic substances are used in conjunction with construction work, other than those typical of construction activity (i.e., gasoline), such substances shall only be used if they can be used safely and in compliance with all applicable federal and D.C. laws.
- Should blasting be required during the construction project, DGS shall notify the construction Liaison at least 48 hours before the commencement of blasting activities.
- DGS shall give at least 72 hours' notice to construction Liaison before any pile-driving activities.

ENFORCEMENT

Complaints

- DGS is committed to the speedy resolution of disputes with neighbors. Any construction-related complaint that cannot be resolved within one week of the DGS-designated contact person receiving the complaint shall be referred to the Advisory Team via the complainants ANC representative.
- The Advisory Team shall make recommendations to assist with resolution.