



Joy Jones, PE,
Public Works Director
County Engineer

GUIDELINES FOR MAINTENANCE OF TRAFFIC (MOT) PLAN

Any person or entity **performing work in County Right-of-Way (ROW) or applying for a Construction in County Right-of-Way permit** where said construction will be on the roadway, roadway shoulder, or within County ROW shall be required to submit and gain approval of a Maintenance of Traffic (MOT) Plan through the Escambia County Transportation and Traffic Operations Division, who shall notify the County Engineer. For Construction in ROW permits, please contact Jason Walters, ROW Permit Technician, 595-3422, email: jjwalter@co.escambia.fl.us

Any contractor performing work **contracted with Escambia County**, where construction will be on the roadway, roadway shoulder, or within County ROW shall submit an MOT Plan to the applicable Project Coordinator for review, unless otherwise provided by contract; Project Coordinator shall notify the County Engineer of lane closures and/or detours. Closure for heavily traveled arterial or collector roadways **may** require construction be performed at night as determined by the County Engineer or authorized designee.

MOT plans shall be submitted 14 days prior to placement of required signage, message boards, etc., to allow time for plan review and concurrence by the County. MOT plan concurrence is required by the applicable Project Coordinator and/or ROW Permit Technician prior to the contractor's notification to listed agencies and the media.

A Maintenance of Traffic Plan can be created using the most current applicable 600 Series Florida Department of Transportation (FDOT) *Roadway and Traffic Design Standards**, and applicable details taken from chapter 6H of the *Manual on Uniform Traffic Control Devices (MUTCD)***. FDOT 600 Series latest addition takes precedence over MUTCD standards.

MOT Plan submissions should contain the following items / information:

- A drawing accompanying FDOT and MUTCD details which represents any condition that is not typical, with FDOT taking precedence. The drawing should display a north arrow and have all roadways labeled and clearly indicate the work zone and the work zone traffic control.
- Any lane shifts, lane closures, road closures, and/or road diversions, which may be implemented as part of project.
- The duration of the project, and hours of operation in which vehicle / pedestrian traffic will be affected.
- Complete detour routes (map and written), if used.
- Project Coordinator and/or ROW Technician name, contact information, and signature line shall be included on the Notice for distribution.

If the MOT Plan involves the placement of signs on, or the detouring of traffic onto a state roadway, the FDOT construction / permitting department must be contacted. Night work will be required for all FDOT roadway construction, unless otherwise approved by FDOT. FDOT may require a MOT Plan submission. Inquiries and information can be obtained on this issue by contacting the FDOT Permitting Engineer at (850) 981-3000.

For additional information concerning MOT Plans, please contact Jason Walters, Transportation and Traffic Ops., 595-3422, Email: jjwalter@co.escambia.fl.us.

*An electronic version of the FDOT 600 Series Traffic Control Standards are available on the web at: <http://www.dot.state.fl.us/rddesign/DS/17/STDs.shtm>

**An electronic version of the MUTCD is available on the web at http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm

**RESPONSIBILITIES OF CONTRACTOR FOR
MAINTENANCE OF TRAFFIC IN ESCAMBIA COUNTY**

- 1. Control and maintain traffic and provide for the safety of the work. Confine the work area to the smallest area practical to allow the maximum use of the street and sidewalk and to reduce any hazard to vehicles and pedestrians to a minimum.
- 2. Maintain access to properties, which adjoin the work. Contact property owners and ensure access is coordinated with them prior to commencing work. Blocked access shall not exceed 8 hours continuous duration.
- 3. At all times, the Contractor shall direct workers and utilize traffic control devices as necessary to comply with MOT Plans.
- 4. The initiation of a lane closure, road closure, night work, and/or detour on Monday is prohibited, unless specifically authorized, in writing, by the County Engineer or authorized designee. This restriction does not apply to traffic interruption that has already been properly initiated.
- 5. Collector and arterial roadways⁽¹⁾ require variable message boards (VMBs) to notify vehicular traffic of upcoming construction. For these roads, VMBs shall be required seven (7) days prior to lane closures and/or detours.
- 6. At the discretion of the Project Coordinator and/or County representative, VMBs may also be necessary for other roadway types to advise vehicular traffic of upcoming closures and/or detours. If VMBs are determined to be necessary, they must be in place at least three (3) days prior to the lane closure or detour.
- 7. Closure and detour notification language (template attached) and MOT plans must be reviewed and approved for distribution by the applicable Project Coordinator and/or ROW Permit Technician prior to the contractor notifying the below listed agencies and media.
- 8. The Contractor shall notify agencies and the media listed below, including the assigned Project Coordinator, in writing by email or fax, 48 hours in advance, of any work within the road right-of-way, which may interfere with vehicle and/or pedestrian traffic:

Contact	Phone	Fax	Email
Notification shall include “AUTHORIZATION BY COUNTY STAFF FOR DISTRIBUTION”, with County Representative Name, Phone Number, and signatory authority prior to distribution; see attached template.			
Escambia County Community and Media Relations Department	595-3476	595-3277	CMR@myescambia.com
<u>Note:</u> Media Notification will be accommodated by Escambia County Community and Media Relations Dept. Contractor is responsible for all other notifications below.			
Escambia County Administration	595-3936	595-4908	allovoy@myescambia.com
Escambia County Public Safety Emergency Communications	471-6316	471-6322	ahamilton@myescambia.com
Escambia County Public Works / Engineering	595-3450 595-3419 554-2802	595-3444	mebush@myescambia.com cacurb@myescambia.com srsanders@myescambia.com djjones@myescambia.com
Escambia County Public Works / Road Division	937-2120	494-5934	wjmoreno@myescambia.com csc_workorder@myescambia.com
Escambia County Public Works / Traffic and Transportation	595-3404 554-8187 595-3422	595-3405	csbrown@myescambia.com dvforte@myescambia.com jjwalter@myescambia.com
Escambia County Sheriff	436-9630	436-9128	traffic@escambiaso.com
Escambia County Supervisor of Elections	595-3900 595-4515		soe@escambiavotes.com sdaniel@escambiavotes.com bevans@escambiavotes.com
Florida Highway Patrol	484-5000	484-5090	richardwarden@flhsmv.gov
Escambia County School District	469-5591	469-5661	transportation@escambia.k12.fl.us rdoss1@escambia.k12.fl.us
Escambia County Area Transit	595-3228	595-3222	twoolcoc@myescambia.com gthomas@myescambia.com
FDOT Public Information Office	888-638-0250		Tanya.branton@dot.state.fl.us Ian.Satter@dot.state.fl.us
FDOT District 3 Milton Operations	850-981-3000		Eric.Benson@dot.state.fl.us
Paratransit Services	595-0501		Braxton.griffin@itlsolutions.com

(1) See attached map for roadway classification.

Notification Template (UPDATE YELLOW HIGHLIGHTED TEXT ONLY):

Contractor Letterhead

Date

Detour / Closure Notice or Lane Closure Notice

Project Name

ATTN: Traffic Representatives and Residents

From: Name and Title

Main Street will experience short-term lane closures and detours beginning on DATE.

Construction will upgrade the existing cross drain and box culvert that was recently damaged during the DATE rain event (or to improve flooding issues, etc.).

Intermittent lane closures will occur on Main Street between Other Street and Another Street on DATE between the hours of 7:00 AM and 5:00 PM. The roadway will be reduced to one lane while construction material and equipment is unloaded or utilized to make improvements.

Beginning Tuesday (Closure will not begin on Monday), DATE, at 7:00 AM, Main Street between TWO NAMED STREETS will be closed to through traffic. Traffic will be detoured along DESCRIBE and NAME ROADWAYS.

The roadway closure is expected to remain in effect for approximately TIME PERIOD and we will make every effort to expedite construction efforts to reopen the road before holidays and/or before DATE.

If other lane or roadway closures are necessary beyond the above-described time periods, another notice will be issued.

A formal Maintenance of Traffic (MOT) Plan was submitted and approved by the Escambia County Transportation and Traffic Operations Division on DATE. NAME, Contractor’s Representative, was responsible for submittal of the approved MOT Plan and he/she has a valid certificate for Advanced MOT training.

Please contact NAME at PHONE NUMBER with any questions or comments and if further assistance is necessary regarding this notice.

AUTHORIZATION BY COUNTY STAFF FOR DISTRIBUTION:

PRINT NAME OF COUNTY REPRESENTATIVE

PHONE NUMBER

Project Coordinator and/or ROW Permit Technician

Signature of County Representative

Date

MOT Plan and Notice has been approved for distribution

Date Authorized

office has been notified.

Note: Signatory authority for distribution by the County representative does not imply responsibility for the contractor’s MOT plan, or worksite personnel. The contractor is responsible for safe implementation in compliance with FDOT Standard Specifications Section 102, and applicable referenced sections. All Traffic Control (Maintenance of Traffic) worksite personnel, responsible for work zone, shall have the required training and certification in accordance with FDOT Standard Specifications Section 105-8.3.