

Construction Management Guidelines

Ward 3 Short Term Family Housing Facility

These Construction Management Guidelines provide the framework by which the community and the Department of General Services (DGS) will implement during the construction of the Short Term Family Housing facility located at 3320 Idaho Ave., NW (the Project). All parties including DGS, contractors and subcontractors, DC Metropolitan Police Department (MPD), Department of Health and Human services (DMHHS), Ward 3 Short-term Family Housing Advisory Team (AT) Members and Advisory Neighborhood Commissioners (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 ANC commissioner for the single-member district that includes the shelter, the ANC chairperson, 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 with DGS, Department of Human Services (DHS) and the community during construction of this project.

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 community concerns or complaints not directed to DGS regarding construction issues.
- The Liaison shall share the weekly construction update with the AT, ANC and community.
- 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, except in cases of emergencies, and report to the community.
- The Liaison shall also ensure that DGS project manager is cc'd on any correspondence to the community related to this project.
- The Liaison shall discuss and participate in resolving any construction-related problems or issues that arise between meetings.
- If requested by ANC3C, the DGS representative shall supplement the ANC3C Committee representative's report at the ANC3C 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.
- Liaison shall advise the DGS representative of the name and contact information of the substitute.

Schedule

- A regular communication schedule with the liaison has been established, as outlined below:

- The Liaison will be informed via monthly conference calls of all scheduled activities during construction.
- Construction updates will be provided on a weekly basis to the liaison, AT members and community.
- Quarterly Advisory Team Meetings will be held for the duration of construction activities.

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 DGS's 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 business hours before the commencement of demolition activities that a preconstruction 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 and Construction Liaison 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 weekly construction update containing: 1) information about construction activities since the last report; and 2) a look ahead of upcoming construction activities during the following week.
- 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 scheduled monthly conference calls.

- The project schedule will be shared with the community via the construction Liaison and coordinated with the Ward 3 MOCRS.
- If any additional construction systems, critical activities or phases not included in the weekly report are required, DGS will communicate those to the Liaison and Advisory Team via the community advisory document within 48 business hours of the activity.
- DGS shall maintain a project page on its website with a description of the project, a schedule, the weekly reports and any additional relevant information about construction activities.
- All complements, complaints/concerns during construction shall be directed to the DGS project manager, Agyei Hargrove, or via email to STFHprojects.DGS@dc.gov.
- The DGS project manager 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 and Construction Liaison.
- 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 Saturday (7 a.m. to 7 p.m.) without any special permits. There will be no deliveries outside the authorized construction hours.
- If construction work is done on Saturdays, only activities that produce minimal noise will be done between 7 a.m. and 8 a.m. and all construction activities commencing thereafter

Parking

- Contractors working on the project will be directed not to park their vehicles in the neighborhood.
- It is the intention of the Project to park a reasonable number of Contractor Vehicles within the newly constructed garage without interrupting MPD needs.

Traffic

- Construction vehicles will directed to enter the site by turning from Wisconsin Avenue onto Idaho Avenue.
- The construction entrances will be the current southern entrance on Idaho Avenue and the future garage driveway, also on Idaho Avenue. These will be utilized in various configurations throughout the construction of the Short-term Family Housing project.
- Construction-related vehicles shall not stage at the construction site before 6 a.m. Staging means the placement of equipment and materials within the parking lane during construction activities and the securing of the equipment after hours as required for the following day's activities.

- Between 6 a.m. and 7 a.m., the vehicles shall not idle, play music, or generate any other unreasonable noise.
- Flagmen shall be provided as necessary 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.

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 sidewalks surrounding the Project site.
- All construction materials and equipment, including construction storage, trailers, and dumpsters, shall be secured nightly on the property within construction fencing.
- DGS and Smoot Construction shall lock all motorized equipment and vehicles, 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 conduct 3D monitoring during the installation of the foundation system.

Hazardous Materials/Blasting

- Smoot Construction shall keep detailed records documenting Hazardous Material handling so that DGS 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.