

Department of Public Works

Bureau of Engineering  
Bureau of Street Services  
Bureau of Contract Administration  
Joint Report No. 3

September 25, 2024  
CD Nos. All

ADOPTED BY THE BOARD  
PUBLIC WORKS OF THE CITY  
of Los Angeles California

SEP 25 2024

  
Executive Officer  
Board of Public Works

**NEW UNIFORM CONSTRUCTION NOTICE FOR PUBLIC AND PRIVATE PROJECTS OCCUPYING THE PUBLIC RIGHT-OF-WAY (COUNCIL FILE NO. 20-1469)**

**RECOMMENDING THE BOARD OF PUBLIC WORKS (BOARD):**

1. ADOPT the proposed Construction Notices for projects that occupy the public right-of-way for more than four hours.
2. REQUIRE that projects give notice to the abutting property occupants per the City of Los Angeles (City) Projects Notification Time Schedule and Permit Notification Time Schedule herein.
3. AUTHORIZE the Permitting Agency to allow for deviations of the standard notification time.

**TRANSMITTALS**

1. Public Works Committee Report, dated January 27, 2021 (Council File No. 20-1469).
2. Construction Notice for Permits.
3. Construction Notice for City Projects.

**DISCUSSION**

***Background***

On February 9, 2021, the City Council adopted a Public Works Committee Report (Transmittal No. 1). In Recommendation No. 2, it was requested that the Board develop a uniform construction notice with notification times for public and private projects. The action was in response to a call for a more uniform construction notice that would include essential and useful information, to inform the public and facilitate any coordination needs.

The Construction Notices (Transmittal Nos. 2 and 3) were developed collaboratively amongst various departments in the City that issue permits or have construction projects in the public right-of-way. A Management Group was created with management from the Bureau of Engineering (BOE), the Bureau of Contract Administration (BCA), the Bureau of Street Services (StreetsLA), the LA Sanitation and Environment, the Bureau of Street Lighting (BSL), the Los Angeles Department of Transportation (LADOT)

and the Los Angeles Department of Water and Power (LADWP) to discuss the content, design and possible issues related to a uniform notice. A smaller Working Group was created to evaluate the different types and styles of existing notices and it included representatives from the BOE, StreetsLA, the BCA, and the LADWP. The Working Group met on several occasions to discuss the appropriate information to include that which would best serve the public's needs, while ensuring that the notices were simple to understand and easily identifiable. Input from Council District No. 14 was also considered during this process. The Working Group determined that two versions of the notice would be needed for 1) the City Capital Improvement Program (CIP) projects and 2) private projects that obtain a permit for work within the public right-of-way. The final drafts were the result of this collaboration effort to provide the appropriate information to the abutting property owners and occupants.

***Notification Time Policy Summary***

The requirement is for the community to be informed of any upcoming construction activity that occupies the public right-of-way having a duration of greater than four hours. Please refer to the Applicability section for details. The Construction Notices shall be utilized to provide pertinent information and shall be distributed in accordance with the City Projects Notification Time Schedule and the Permit Notification Time Schedule.

This new Board policy would be incorporated into the permit requirements and project specifications. Consequently, this new requirement would supersede the standard Brown Book specification.

***Notification Time Policy Considerations***

Currently, construction activities in the public right-of-way are given a guideline of a 10-day notification duration per the Brown Book: Additions and Amendments to the Standard Specifications for Public Works Construction. This board report recommends that the City adopt a standardized practice, with consideration to the balance of public notification and impact to construction. Providing the public with an easily identifiable notice that informs them about upcoming construction is key to preserving a good relationship between City agencies and the community and is intended to mitigate inconveniences. It is also intended to provide the community with sufficient time to plan around construction activities, the departments sought to establish a set amount of time to give notice. The notice would inform constituents about the scope and impact of the project for them to plan their daily activities around the construction impacts, as well as set expectations.

There were many components that were considered in determining the amount of notification time. The City's current code requirements were taken into consideration. The type and scale of the different types of City CIP projects were also examined. Likewise, the vast array of permits for private projects were also assessed. The

Department of Public Works  
Bureau of Engineering  
Bureau of Street Services  
Bureau of Contract Administration  
Joint Report No. 3

September 25, 2024

Page 3

notification time not only had to satisfy the public, but it also should not hinder the construction schedules of both private development and City projects.

Currently for CIP projects, some City agencies have established their own construction notification procedures for the work they either perform or oversee. Electronic message boards, social media outreach and posted flyers are utilized to notify the public of upcoming construction. Otherwise, City agencies ensure their contractors adhere to the Brown Book notification requirements for the project.

For private projects that comprise of BOE permits, the permit requires that the applicant comply with the latest edition of the Standard Specifications for Public Works Construction (also known as the "Greenbook"). The Brown Book makes additions and amendments to the Greenbook, which includes the notification requirement described earlier in this section of this board report.

***Notification Time: City Projects***

For CIP projects, the BOE, the BSL and the LADOT agreed that a 10-day notification was feasible as it is in line with Brown Book requirements. The City Projects Notification Time Schedule indicates this proposed notification period.

The LADWP has the responsibility of providing safe, reliable, and cost-effective water and power to the City's residents and businesses. The LADWP's Intergovernmental Affairs Group, Corporate Strategy & Communication Group and Community Relations Group facilitate Council District outreach and additional community outreach. Their current outreach practices expend a considerable number of resources. Furthermore, given the number of active projects approaching construction that are managed by the LADWP, allocating construction crews and staff to these projects become difficult challenges.

At the present time, the LADWP provides a 7-day notification notice for CIPs that they manage. The LADWP has indicated that providing a 10-day notice would negatively affect the efficiency by which the LADWP is able to deliver projects as it would potentially lead to crews being on standby and increase project delivery time. Therefore, this policy proposes that the LADWP will continue to employ its current outreach practices for capital improvement projects by providing a 7-day notification notice as noted in the City Projects Notification Time Schedule.

Comparably, StreetsLA has the mission to maintain the City's street system and enhance the experience and quality of life of City residents, visitors, and stakeholders. The Street Renewal Division maintains a street network comprised of 23,000 lane miles and 800 miles of alleys and strives to maintain all improved streets, alleys, and related thoroughways in perpetually good to excellent condition. The division also provides services as the "contractor of choice" to other City agencies for specialized asphalt paving projects that require, on-time, on-budget delivery with assured quality control.

StreetsLA utilizes an extensive notification procedure. A 30-day notification is mailed to stakeholders and property owners by their resurfacing program. Once they schedule the location for pavement milling (Phase I) and paving (Phase II), they provide a 5-day notification for each phase. Similarly, for slurry and cape seal work, a 5 to 7-day notification is given. StreetsLA workload can comprise 60 locations per day. Providing a 10-day notification would significantly impact current operations as StreetsLA would not have the resources to continue to deliver projects in a timely manner. This policy proposes that StreetsLA continue to carry out its current outreach practice for CIP projects by providing a 5-day notification notice as noted in the City Projects Notification Time Schedule.

<b>City Projects Notification Time Schedule</b>			
<b>City Agency</b>	<b>City Project Type</b>	<b>Notification Time (in days)</b>	<b>Responsible Party</b>
BOE	All CIP Projects	10	Contractor
StreetsLA	Resurfacing and Reconstruction	5	StreetsLA
	Slurry Seal	5	StreetsLA
	Cape Seal	5	StreetsLA
BSL	Projects Constructed by the BSL Field Operations Division	10	BSL
	Projects Awarded to Contractor	10	Contractor
LADOT	Projects Constructed by Contractor	10	Contractor
	Projects Constructed by in-house Field Crews	10	LADOT
LADWP	Large Planned System Improvement Projects	7	LADWP

**Notification Time: Permits**

Private developments projects may entail minor to major public improvements and the scope of the permit may cause different levels of impacts to the community. The proposed Permit Notification Time Schedule aims to maximize the public notification time without significantly hindering operations. Long notification times are most difficult and impactful for utility permit work. Unlike CIP projects, utility permit work is often performed by crews that go from one site to another as they complete them, and thus it is difficult to know well in advance when the work will take place at a given site. The proposed schedule reflects

the notification times that the interdepartmental working group recommended would be most appropriate for each type of permit and the typical associated work.

<b>Permit Notification Time Schedule</b>		
<b>Permit Type</b>	<b>Notification Time (in days)</b>	<b>Responsible Party</b>
A-Permit	5	Permittee
B-Permit	10	Permittee
E-Permit	10	Permittee
S-Permit	5	Permittee
U-Permit: Projects of four days or more of construction	2	Permittee
U-Permit: Projects of three days or less of construction	Day of	Permittee
Building Materials Tier 1: Affecting Parking Lane Only - Office Trailers, Trash Bins, Building Materials, etc.	3	Permittee
Building Materials Tier 2: Affecting 1 or more travel lanes longer than 4 hours - Crane, Concrete Boom Pump, etc.	10	Permittee
Other City Permits impacting vehicular, bicycle and/or pedestrian traffic in the Public Right-of-Way	10	Permittee

***Authorization for the Permitting Agency to Allow for Deviation of Standard Notification Times***

It is recommended that a mechanism to allow for a deviation from the standard notification time policy be authorized to best accommodate unique circumstances. Therefore, it is proposed that the Permitting Agency be authorized to allow for different notification periods when deemed appropriate.

***Applicability***

In order to align with the Los Angeles Municipal Code (LAMC) Section 62.61.1, the recommendation is for construction activities that occupy a public street and that either requires the temporary closure or restricts the full or partial use of a public street having a duration of greater than four hours shall be subject to the new construction notice and

Joint Report No. 3

Page 6

notification time requirement. Construction activities include but are not limited to rail, utility, private development, street improvement and street maintenance.

Construction activities that are subject to any existing interagency agreement shall be required to meet the notification requirements stated and established herein unless the existing interagency agreement already specifies a construction notification requirement.

Emergency Work is relieved from the requirement to obtain a permit prior to initiating work under LAMC Section 62.02(a)6. Any person or department that commenced work to alleviate an emergency condition is required to apply for a permit on the next regular business day. In a similar manner, it is proposed that Emergency Work also be relieved from the notification requirement when the duration of the work does not exceed two days. Emergency Work that will have a duration greater than two days will be required to provide notification to the adjacent property occupants within three days of commencing work. The notice would inform the occupants about the anticipated duration of the remaining work and construction impacts. LAMC Section 62.00 defines Emergency Work as: "immediate and unplanned action that must be taken to alleviate a hazardous condition, which represents an immediate threat to life, health, safety, or property. Emergency Work includes, but is not limited to, efforts to effect the restoration of interrupted utility services (electrical, water, gas, wastewater, and telecommunications)."

( WKT RMK BM AB GH SL BCA )

Report reviewed by:

BOE (ADM)

Report prepared by:

Central District Office

Wesley K. Tanijiri, PE  
District Engineer  
Phone No. (213) 482-7049

WKT/AM/01-2024-0015\_CEN.gva

Questions regarding this  
report may be referred to:  
Andres Mata, PE  
Phone No. (213) 378-1281  
Email: andres.mata@lacity.org

Respectfully submitted,

  
for

Ted Allen, PE  
City Engineer  
Bureau of Engineering

  
for  
Keith Mozee  
Executive Director and GM  
Bureau of Street Services

  
John L. Reamer, Jr.  
Inspector of Public Works  
Bureau of Contract Administration

**File No. 20-1469**

PUBLIC WORKS COMMITTEE REPORT relative to updating and refining the existing Public Way Reservation System (PWRS) software; developing a uniform construction notice with notification times similar to FilmLA notices for public and private projects; and, developing protocols for sidewalk and street closures that ensure pedestrian, bicycle, and vehicular detours and impacts are minimized during all construction projects.

Recommendations for Council action, as initiated by Motion (Blumenfield, de Leon - O'Farrell):

1. INSTRUCT the Bureau of Engineering (BOE), in coordination with the Los Angeles Department of Transportation (LADOT), to report on the efforts and resources needed to further update and refine the existing PWRS software to create a public-facing web portal that makes it easy for the public to know when sidewalks and streets are closed.
2. REQUEST the Board of Public Works to develop a uniform construction notice as well as required notification times similar to FilmLA notices for public and private projects that clearly states what work will be happening, when it will happen, and what the impacts will be.
3. INSTRUCT the LADOT, in coordination with the BOE and Bureau of Street Services, to develop protocols for sidewalk and street closures that ensure pedestrian, bicycle, and vehicular detours and impacts are minimized during all construction projects.

Fiscal Impact Statement: Neither the City Administrative Officer nor the Chief Legislative Analyst has completed a financial analysis of this report.

Community Impact Statement: None submitted.

**SUMMARY**

At the meeting held on January 27, 2021, your Public Works Committee considered a Motion (Blumenfield, de Leon - O'Farrell) relative to updating and refining the existing PWRS software; developing a uniform construction notice with notification times similar to FilmLA notices for public and private projects; and, developing protocols for sidewalk and street closures that ensure pedestrian, bicycle, and vehicular detours and impacts are minimized during all construction projects. After an opportunity for public comment was held, the Committee moved to approve the recommendations contained in the Motion as amended, as detailed above. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

PUBLIC WORKS COMMITTEE

<b><u>MEMBER</u></b>	<b><u>VOTE</u></b>
BLUMENFIELD:	YES
LEE:	YES
DE LEON:	YES

O'FARRELL YES  
KORETZ: YES

ME 1/27/21

**-NOT OFFICIAL UNTIL COUNCIL ACTS-**

# CONSTRUCTION NOTICE

JOB ADDRESS: [Insert Job Address]

PERMIT NUMBER: [Insert Permit Number] PERMIT TYPE: [Insert Type]

PERMITTING DEPARTMENT: [Insert Department Name]

**DESCRIPTION OF WORK:**

[Insert Description of Work]

**CONSTRUCTION IMPACTS:**

Anticipated Construction Start: [Insert Start Date] Anticipated Construction End: [Insert End Date]

Construction Hours:

Monday - Friday: [Insert Start] to [Insert End], Saturdays or Holidays: [Insert Start] to [Insert End],  
Sundays: [Insert Start] to [Insert End].

Items checked below will be impacted throughout the duration of the construction period unless otherwise specified below:



**Temporary Closure of Sidewalk**  
Comments: [Insert specific dates/times of impact if different from above or other pertinent information]



**Intermittent Closure of Driveway Access**  
Comments: [Insert specific dates/times of impact if different from above or other pertinent information]



**Temporary Bus Stop Relocation**  
Bus stops being relocated will have signs directing riders to nearby stops.



**Temporary Closure of Travel Lanes**  
 Complete Closure  Partial Closure  
Comments: [Insert specific dates/times of impact if different from above or ...]



**Temporary No Parking**  
"TEMPORARY NO PARKING" signs will be posted at least 24 hours prior to work. Vehicles parked on the street with a posted "NO PARKING" sign will be cited and towed. If your vehicle gets towed, please contact the Parking Violations Bureau at 1-866-561-9742.  
Comments: [Insert specific dates/times of impact if different from above or other pertinent information]

**CONTACT INFORMATION:**

Permittee Name: [Insert Contact Name] Phone Number: [Insert Phone #] Email: [Insert Email Address]

Contractor Name: [Insert Contact Name] Phone Number: [Insert Phone #] Email: [Insert Email Address]

\*A Copy of the Permit Must Be at the Job Site at All Times\*

For Further Assistance Call 311 or Utilize the MyLA311 Mobile App **MyLA 311**



# CONSTRUCTION NOTICE

Insert City Seal or Agency Logo Here

JOB ADDRESS: [Insert Job Address]

PROJECT TITLE: [Insert Permit Number]

DEPARTMENT: [Insert Department Name]

### DESCRIPTION OF WORK:

[Insert Description of Work]

### CONSTRUCTION IMPACTS:

Anticipated Construction Start: [Insert specific dates/tim

Anticipated Construction End: [Insert Start Date]

Construction Hours:

Monday - Friday: [Insert End Da to [Insert Start]

Saturdays or Holidays: [Insert End] to [Insert Start]

Sundays: [Insert End] to [Insert Start]

Items checked below will be impacted throughout the duration of the construction period unless otherwise specified below:



Temporary Closure of Sidewalk

Comments: pertinent information]  
[Insert specific dates/times of  
[Insert Contact Name]



Intermittent Closure of Driveway Access

Comments: pertinent information]  
impact if different from above or ...]  
[Insert Phone #]



Temporary Bus Stop Relocation

Bus stops being relocated will have signs directing riders to nearby stops.



Temporary Closure of Travel Lanes

Complete Closure  Partial Closure  
Comments: [Insert Email Address]  
[Insert End]



Temporary No Parking

"TEMPORARY NO PARKING" signs will be posted at least 24 hours prior to work. Vehicles parked on the street with a posted "NO PARKING" sign will be cited and towed. If your vehicle gets towed, please contact the Parking Violations Bureau at 1-866-561-9742.  
Comments: [Insert specific dates/times of impact if different from above or other pertinent information]

### CONTACT INFORMATION:

Contact Name: [Insert Contact Name] Phone Number: [Insert Phone #] Email: [Insert Email Address]

For Further Assistance Call 311 or Utilize the MyLA311 Mobile App