

## **CHECKLIST FOR CONSTRUCTION STAGING PLAN IN CORAL GABLES**

A Construction Staging Plan is required prior to permit issuance for all commercial and multi-family residential projects. It is intended to reduce the negative impact of construction activities on the surrounding neighborhood by reducing, noise, dust, traffic, and other health hazards. Staging Plans shall be submitted on 24in x 36in sheets which include a site plan, traffic control plans (MOT), aerial photographs and a narrative statement for all 17 of the checklist items below. Four (4) complete copies of the plan are required with original signatures and seals where needed, along with a digital file version in the .pdf format.

The Staging Plan shall be drawn to scale with dimensions such as parking, sidewalk and right-of-way widths and must reflect current conditions such as curbing, sidewalks, landscape islands and bump-outs, metered and non-metered on-street parking, crosswalks, street trees, property lines, bus stops, fire hydrants, mail boxes, utility boxes, etc. The Plan shall include the following information where applicable. (Sec. 105-28 City Code)

- 1.0 **Construction Site:** The installation of construction entrances/exits are required if no approaches exist. All approaches must be the same width as gates with Class 5 gravel. Right-of-way and sidewalks shall be kept clear of all debris, loose sand and rock on a daily basis. Protect street lighting or request temporary relocation.
- 2.0 **Traffic Circulation Plan:** Indicate the traffic circulation pattern for vehicles, cement and dump trucks from the construction site to adjacent city blocks and major arterials and how impacts to residential areas are minimized. Indicate pedestrian routes from construction site to adjacent sidewalks and walkways.
  - 2.1 **Road Closures:** If road closures are proposed, details on the location and types of barricades, signs, road closure times, traffic detour routes to and from the construction site, and use of state certified flaggers, if applicable. At least one (1) off-duty police officer is required for any road closure.  
*(Please call 305-460- 5427 for the Off – Duty Coordinator at least two (2) business days prior to road closure to schedule the off-duty police officer.)*
  - 2.2 **Pedestrian Safety Plan:** A pedestrian safety plan if sidewalk closures are proposed including details on location of directional signage, the sidewalk closure period and pedestrian detour routes to and from the adjacent properties and city blocks. If temporary crosswalks are proposed, include documentation indicating approval from authorizing agencies.
- 3.0 **Maintenance of Traffic Plan (MOT):** If any work is proposed on the right-of-way, a certified MOT in compliance with the Roadway and Traffic Design Standards (RTDS 600 Series) and the Manual on Uniform Traffic Control Devices for streets and highways (MUTC Part 6) must be submitted to and approved by the Public Works Department prior to the issuance of any permit to work on the right-of-way. All excavations made in the streets, parks, parkways, sidewalks, alleys or easements shall be properly protected by guardrails, ropes or barricades, and after sundown red lights,

flasher, lanterns, or flambeaus shall be placed around such excavations in a manner properly protecting the public from the dangers incident to such excavations. If the affected road is under the jurisdiction of Miami-Dade County, submit an approved MOT from Miami-Dade County. (Sec. 62-63 City Code)

**4.0 Parking Management Plan:**

4.1 Construction Workers Parking: Indicate where the construction workers will park for the duration of the construction period. If remote parking is proposed, describe how the workers will access the construction site. No more than two (2) directional signs to parking lots and garages, not exceeding six (6) square feet in area, located within six (6) feet of grade are allowed.

4.2 On-Street Parking Spaces: If on-street parking spaces are taken out of commission, provide details on the location and types of barricades. (Please call the Parking Division at 305-460-5540 for details on payment method.)

5.0 **Truck Staging:** If cement or dump truck staging is proposed, detail the timing, frequency, duration, location, circulation pattern of the trucks, as well as any and all safety measures such as number and location of flagmen and police officers required to ensure public safety. Please note that if the proposed truck route is along or in close vicinity of a school bus route, trucks might only be allowed during off-school bus hours.

6.0 **Crane Staging:** If crane staging is proposed, indicate the timing, delivery and location of crane, usage of state certified flaggers, etc. Fixed tower cranes require a Public Works permit and are allowed in right-of-way only if the Public Works Director deems there are no suitable on-site alternatives, suitable bonding and insurance is in place, and the crane and foundation are adequate. (Sec. 105-2 City Code)

7.0 **Utilities and Public Access:** If obstruction of right-of-way will affect utility services present in the right-of-way such as utility boxes, fire hydrants, bus stops, mail boxes, indicate how impacts to these services will be mitigated.

8.0 **Material Storage:** Indicate the location of material storage and how it is secured.

9.0 **Construction Hours:** List on the Plan construction hours will not exceed Monday through Friday, 7:30 am to 6:00 pm; Saturday, 9:00 am to 5:00 pm; no construction allowed on Sunday or City Holidays, unless Special Permit is authorized by the Development Services Department. (Sec. 105-26 City Code)

10.0 **Trees:** Indicate on the Plan that a Tree Permit will be submitted to the Public Services Division for the protection, modification or removal of any trees on site and/or in the right-of-way. For trees that are to be protected on both public and private property, indicate on the Plan that tree barriers will be installed at four (4) feet high and a minimum six (6) feet from the tree, using two (2) inch by four (4) inch wood stakes as supports, with a two (2) foot setback from edge of curb or pavement. The Tree Permit shall indicate compliance with Chapter 82 of the City Code with details on tree protection and tree relocation.

- 11.0 **Construction Fencing:** All gates should open in to the property so as to not block the sidewalk. A construction fence shall include at a prominent location an address sign of six (6) inches in height. The fence shall be covered with a visual/dust barrier or with visual displays for public information. Visual displays for public information shall be placed along no more than 50 percent of the length of the frontage on no more than two streets, as reviewed and approved by the city architect. Up to half of the length of the visual display for public information may be current and approved architectural renderings and the name and website of the proposed project. The balance of the length of the visual display for public information shall consist of photographs or architectural renderings of historic buildings and landmarks of Coral Gables, as approved by the city architect. All visual/dust barriers and wraps shall be kept clean, undamaged and without graffiti, and in compliance with visibility triangle requirements. (Sec. 5-1406 Zoning Code)
- 12.0 **Construction Dumpsters:** Location and size of construction dumpsters if proposed.
- 13.0 **Temporary Field Office:** Location of temporary field office if proposed. Temporary field office is not allowed in residential zoning districts. (Sec. 5-2107 Zoning Code)
- 14.0 **Fire and Life Safety Plan:** A Fire and Life Safety Plan during the construction phase to include who the emergency contacts are. If there are fire hydrants in the vicinity, measures taken that fire access is maintained during emergency. Indicate that fire extinguishers will be provided every 75 linear feet. Provide two access/egress gates in separate locations and indicate street addresses using 6 inch high lettering visible from the street. Structures 3 stories and higher are required to have a wet standpipe system.
- 15.0 **Temporary On-Premise Construction Signs and Address:** Indicate on the Plan emergency contact information for after-hours. Only one (1) temporary construction sign per construction site allowed. The sign text may only identify the property, the owner or agent, contractor, or professional affiliations, emergency contacts, property address and telephone numbers who are involved in the construction of improvements on the property. For nonresidential districts, maximum 16 square feet, eight (8) feet height; for residential districts, maximum 40 square inches, six (6) feet height. (Sec. 5-1904 Zoning Code)
- 16.0 **Insurance Requirements:** See Attached.
- 17.0 **Miscellaneous Requirements for Unique Construction Sites:**
- 17.1 **Waterfront Construction Sites:** Construction activities adjacent to Coral Gables waterways must provide effective stormwater, erosion and sedimentation controls to eliminate the runoff of pollutants into local bodies of water. Please refer to Florida Building Code (FBC) Section 3307.1, Florida Statute (FS) 403.0885 and Florida Administrative Code (FAC) 161.041. Large sites (one acre or more) shall require a National Pollutant Discharge Elimination System (NPDES) Permit from the Florida Department of Environmental Protection (DEP).

## INSURANCE REQUIREMENTS FOR STAGING AFFECTING THE PUBLIC RIGHT OF WAY

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### INSURANCE REQUIREMENTS

#### GENERAL CONDITIONS

The Risk Management Division of the Human Resources Department has developed the following insurance requirements to protect the City of Coral Gables to the maximum extent feasible against any and all claims that could significantly affect the ability of the City to continue to fulfill its obligations and responsibilities to the taxpayers and the public.

The Contractor shall procure, and provide the City with evidence of insurance coverage as required herein and name the City as an Additional Insured on a primary and non-contributory basis. The Contractor shall secure and maintain, at its own expense, and keep in effect full during the applicable work the required policy or policies of insurance, and must submit these documents to the Risk Management Division of Human Resources Department for review and approval.

#### INSURER REQUIREMENTS

The Contractor shall maintain, at its own cost and expense, the following types and amounts of insurance with insurers with rating of "A-" "VI" or better according to the A.M. Best rating guide as a minimum standard. The insurers providing coverage must be approved by the State of Florida and hold all of the required licenses in good standing to conduct business within the State of Florida. In addition, they must be acceptable to the City of Coral Gables Risk Management Division and/or the City Attorney's Office.

#### TYPE OF COVERAGE & LIMIT OF LIABILITY REQUIREMENT

**Workers' Compensation and Employers Liability Insurance** covering all employees, subcontractors, and/or volunteers of the Contractor and/or Vendor engaged in the performance of the scope of work associated with this contract and/or agreement. The minimum limits of liability shall be in accordance with applicable state and/or federal laws that may apply to Workers' Compensation insurance, with the following limits:

Workers' Compensation - Coverage A  
Statutory Limits (State of Florida or Federal Act)

Employers' Liability - Coverage B  
\$1,000,000 Limit - Each Accident  
\$1,000,000 Limit - Disease each Employee  
\$1,000,000 Limit - Disease Policy Limit

**Commercial General Liability Insurance** written on an occurrence basis including, but not limited to; Coverage for contractual liability, products and completed operations, personal & advertising injury, bodily injury and property damage liabilities with limits of liability no less than:

Each Occurrence Limit - \$1,000,000  
Fire Damage Limit (Damage to rented premises) - \$100,000  
Personal & Advertising Injury Limit - \$1,000,000  
General Aggregate Limit - \$2,000,000  
Products & Completed Operations Aggregate Limit - \$2,000,000

**Business Automobile Liability Insurance** covering all owned, non-owned and hired vehicles used in connection with the performance of work under this Contract, with a combined single limit of liability for bodily injury and property damage of not less than:

Combined Single Limit (Each Accident) - \$1,000,000

Any Auto (Symbol 1)

Hired Autos (Symbol 8)

Non-Owned Autos (Symbol 9)

**MINIMUM COVERAGE FORM (SHALL BE AT LEAST AS BROAD AS):**

**Workers Compensation**

The standard form approved by the State of Jurisdiction

**Commercial General Liability**

ISO (Insurance Services Office, Inc.) Commercial General Liability coverage ("occurrence" Form CG 0001) or its equivalent. "Claims made" form is unacceptable.

**Commercial Auto Liability**

ISO (Insurance Services Office, Inc.) Commercial Auto Liability coverage (form CA 0001) or its equivalent.

**REQUIRED ENDORSEMENTS**

**The following endorsements with City approved language**

Additional insured status provided on a primary & non-contributory basis for all required coverages except workers compensation.

Waiver of Subrogation for all required coverages.

Notices of Cancellation/Non-renewal/Material Changes must be sent directly to the City of Coral Gables by the Insurance Company. The City only requires the same statutory notice that an insurance company must provide to the insured, however this Notice may not be less than Thirty (30) Days, except a Ten (10) Day Notice of cancellation is acceptable for non-payment of premium.

Notices of Cancellation, Non-renewal or Material Change must be provided to the following address:

CITY OF CORAL GABLES  
INSURANCE COMPLIANCE  
P.O. BOX 12010-CE  
HEMET, CA 92546-8010

**All policies shall contain a "severability of interest" or "cross liability" clause without obligation for premium payment of the City.**

## HOW TO EVIDENCE COVERAGE TO THE CITY

### **The following documents must be provided to the City;**

A Certificate of Insurance containing the following information:

Issued to entity contracting with the City

Evidencing the appropriate Coverage

Evidencing the required Limits of Liability required

Evidencing that coverage is currently in force

Language provided in the Special Provision Section of the Certificate of Insurance affirming that all endorsements required by the City have been endorsed to all of the policies.

A copy of each endorsement that is required by the City

**All Certificates of Insurance must be signed by a person authorized by that insurer to bind or amend coverage on its behalf**

**The City reserves the right to require a complete copy of any insurance policies required by the City. Should the City invoke this right, the policy must be provided directly to the City by the insurance agent or insurance company.**

**The city reserves the right to require additional insurance requirements at any time during the course of the agreement.**

All documents evidencing insurance to City of Coral Gables – Insurance Compliance should be sent via email to [cityofcoralgables@ebix.com](mailto:cityofcoralgables@ebix.com) and to Risk Manager David Ruiz at [dr Ruiz@coralgables.com](mailto:dr Ruiz@coralgables.com). Should you require assistance, contact the dedicated Call Service Lines for City of Coral Gables:

Call Service Lines - Insurance Compliance

Phone: (951) 652-2883.

Fax: (770) 325-0417

Email: [cityofcoralgables@ebix.com](mailto:cityofcoralgables@ebix.com)

When Professional, Contractor and/or Vendor evidence insurance to the City of Coral Gables, the Certificate Holder section of the Certificate of Insurance should read as follows:

City of Coral Gables  
Insurance Compliance  
PO Box 12010 –CE  
Hemet, CA 92546-8010