

SECTION 3: CONSTRUCTION COORDINATION

3.1 Pre-Construction Coordination

3.1.1 Pre-Construction Conference

Per the *ODOT Construction Manual*, the Pre-Construction Conference (“Pre-Con”) provides an opportunity for the resident engineer and contractor to review the project work schedule and identify issues before work is performed. The Pre-Con meeting agenda topics include lane closures and accommodations for public traffic.²²

During this time, the construction staff should familiarize themselves with the mobility documents that are provided in the eBids documents (and in ProjectWise), to ensure an understanding of the agency’s expectations for work zone safety and mobility that were established during project development. These documents include:

- The completed *Work Zone Decision Tree* (WZDT)
- The *Transportation Management Plan* (TMP) with the *Traffic Control Plan* (TCP),
- The signed-off *Mobility Considerations Checklist* (MCC).

[Refer to [Chapter 2.3: Required Documents for Temporary Impacts](#)]

Depending on whether or not the contractor adopts the agency-provided *Traffic Control Plan* (TCP), the other documents may also need to be re-evaluated or revised based upon proposed changes made to the TCP by the contractor. Before agreeing to any proposed contractor changes, follow the steps in the next chapter for communicating changes to the region and Mobility Services Team.

3.1.2 Requirements for Proposed Changes from the Contractor Impacting Mobility

Before making changes during construction that have the potential to adversely affect mobility (i.e. additional restrictions) or run counter to previous mobility agreements made during project development (and documented in the project’s signed *Mobility Considerations Checklist*²³), the resident engineer must:

²² Oregon Department of Transportation, *ODOT Construction Manual*, July 2024, Chapter 11-2 Pre-Construction Conference, and Exhibit 11b (Pre-Construction Agenda Example):

<https://www.oregon.gov/odot/Construction/Pages/Construction-Manual.aspx>

²³ A list of signed Mobility Considerations Checklists is available to ODOT staff at the following link:

<https://ordot.sharepoint.com/sites/Mobility/Lists/Project%20Summaries/AllItems.aspx>

1. Discuss proposed restriction revisions with the contractor, region mobility liaison, and any relevant region resources to determine if the change is warranted and supported by the region.
2. If supported by the region, engage the Mobility Services Team to discuss and obtain concurrence with the potential changes **before** any agreements are made with the contractor.
3. Document the Mobility Program and Mobility Advisory Committee support of any potential new restrictions and provide a copy of the documentation to the region mobility liaison.

These steps must be followed before the resident engineer (or region designee) enters the restriction into the Oregon Routing Information Online (ORION) system.

3.2 Restriction Notification Requirements

3.2.1 When Notification Is Required

Notification using the online *Highway Restriction Notice* ([form 734-2357](#)) is required to be submitted by construction contractors for any of the following construction work zone conditions: [For maintenance notification requirements, refer to [Chapter 4.2: Restriction Notification Requirements for Maintenance Work](#)]

- Any time horizontal width²⁴ is less than:
 - 28 feet for two lanes of one-way traffic,
 - 28 feet for two lanes of two-way traffic (single lane each direction), or
 - 22 feet for one lane of one-way traffic.
- Any time a state facility is fully closed, or any component of traffic is detoured for any period of time, regardless of whether or not a detour is available.
- Any time a ramp is closed for any period of time regardless of whether or not a detour is available.
- Any time the degree of roadway curvature exceeds 5 degrees in the work zone, requiring a length restriction for oversize loads.
- Any time vertical clearance is:
 - Reduced under an existing structure due to containment systems, false work, etc.
 - Reduced when closing lanes and/or diverting traffic into lanes with lower clearances under structures.

²⁴ Width refers to paved width capable of supporting the freight traffic loads without failure. Unpaved/aggregate shoulders may be included when deemed adequate by the resident engineer to support the freight, which may be heavy and or low to the ground.

- Any time weight restrictions are imposed that restrict permitted vehicles or add additional restrictions or special provision to existing restrictions.

3.2.2 Highway Restriction Notice Form (734-2357)

Written notification using the online Highway Restriction Notice (HRN) ([form 734-2357](#)) must be submitted through Doc Express by contractors to the applicable Construction Management Team (including resident engineers, resident engineers – consultant projects and local agency liaisons) before any roadway freight restriction condition can be implemented. Questions about restriction notices or the online form should be directed to the CCD OD Permits Unit [Restriction Notice Team](#).

Contractors must submit the online restriction notice form at least 35 days prior to the restriction beginning to allow time for the resident engineer to review. Once the resident engineer has reviewed the notice for accuracy and verified alignment with the project’s signed *Mobility Considerations Checklist*, they (or the region designee) will enter the temporary size and weight restriction in the Oregon Routing Information Online (ORION) system at least 21 or 14 days prior to the restriction beginning, depending on the type of restriction. [Refer to [Chapter 3.2.3: Notification Time Requirements](#)]

The restriction notice form is not intended to be used to notify the CCD Over-Dimension Permits Unit of proposed changes to the TCP made by the contractor. If the contractor proposes changes that have the potential to adversely affect mobility or run counter to previous agreements that were made during project development, the resident engineer must follow the engagement steps provided in [Chapter 3.1.2: Requirements for Proposed Changes from the Contractor Impacting Mobility](#).

3.2.3 Notification Time Requirements

The minimum restriction notification requirement (14 or 21 days) corresponds to the impact the restriction has on over-dimension permits issued by the CCD Over-Dimension Permit Unit. For more information about the over-dimension permitting process, refer to [Appendix AP3: Freight Permitting Overview](#).

- **14-day notice** applies to restrictions that impact Single Trip Permits. These route-specific permits allow for travel during a 10-day period and can be issued up to 4 days in advance. The CCD Over-Dimension Permits Unit requires at least 14 days to clear the permit queue of any single trip permits affected by the restriction.
- **21-day notice** applies to restrictions that impact annual over-dimension permit holders. These permits allow for unlimited trips. The CCD Over-Dimension Permits Unit requires entry of temporary size and weight restrictions at least 21 days in advance in order to notify annual permit holders.

Use the following table to determine if a restriction requires a minimum 14 or 21 day notification for construction projects. [For maintenance work, refer to [Chapter 4.2.4: Notification](#)]

[Time Requirements for Maintenance Work.](#)] Regardless of restriction type, contractors are required to submit restriction notices at least 35 days prior to the restriction beginning (per Contract Specification 00220.03(a)) to allow time for resident engineer review.²⁵ [Refer to [Chapter 3.3: Resident Engineer Review of Restriction Notices](#)]

Table 6: Minimum Restriction Notification Requirements for Construction Projects

Restriction Type	Minimum Notification	Condition
Full Closures	21 days	For all full closures of state facilities
Ramp Closures (If a ramp is closed for any period of time regardless of whether or not a detour is available.)	21 days	For all state system-to-system ramp closures (on/off ramps).
-	14 days	For all other ramp closures.
Vertical Clearance Reductions (If lanes are shifted or closed under a structure resulting in lower VC, or VC is reduced in any way.)	21 days	Applies to blue routes on the Freight Mobility Over-Height Map . Blue routes allow up to 14'-06" high annual permitted loads to move.
-	14 days	Any other change from existing clearances (includes lane shifts under structures).

²⁵ Oregon Department of Transportation, Oregon Standard Specifications for Construction, 2024 Edition, Standard Specification 00220.03(a), Over-Dimensional Vehicle Restrictions: https://www.oregon.gov/odot/Business/Pages/Standard_Specifications.aspx

Restriction Type	Minimum Notification	Condition
<p>Daytime Width²⁶ Reductions – Single Lane (Any time width is restricted to less than 22 feet for a single lane of traffic during daytime hours (one-half hour before sunrise, to one-half hour after sunset).)</p> <p>-</p>	21 days	<p>Applies to the following routes on the Freight Mobility Daylight Width Map:</p> <ul style="list-style-type: none"> • Black routes: <ul style="list-style-type: none"> ○ Less than 16’ on tangent work zones ○ Less than 17’ on curved work zones (or both tangent and curved) • Blue routes <ul style="list-style-type: none"> ○ Less than 14’ on tangent work zones ○ Less than 15’ on curved work zones (or both tangent and curved)
	14 days	<p>Applies to the following routes on the Freight Mobility Daylight Width Map:</p> <ul style="list-style-type: none"> • Black routes: <ul style="list-style-type: none"> ○ 16’ to 22’ on tangent work zones ○ 17’ to 22’ on curved work zones (or both tangent and curved) • Blue routes <ul style="list-style-type: none"> ○ 14’ to 22’ on tangent work zones ○ 15’ to 22’ on curved work zones (or both tangent and curved)
<p>Nighttime Width²⁸ Reductions – Single Lane (Anytime width is restricted to less than 22 feet for a single lane of traffic during nighttime hours (one-half hour after sunset to one-half hour before sunrise))</p> <p>-</p>	21 days	<p>Applies to the following routes on the Freight Mobility Nighttime Width Map:</p> <ul style="list-style-type: none"> • Green routes: <ul style="list-style-type: none"> ○ Less than 14’ on tangent work zones ○ Less than 15’ on curved work zones (or both tangent and curved) • Black routes N/A
	14 days	<p>Applies to the following routes on the Freight Mobility Nighttime Width Map:</p> <ul style="list-style-type: none"> • Green routes: <ul style="list-style-type: none"> ○ 14’ to 22’ on tangent work zones ○ 15’ to 22’ on curved work zones (or both tangent and curved) • Black routes: N/A

²⁶ Width refers to paved width capable of supporting the freight traffic loads without failure. Unpaved/aggregate shoulders may be included when deemed adequate by the resident engineer to support the freight, which may be heavy and or low to the ground.

Restriction Type	Minimum Notification	Condition
Daytime and Nighttime Width Reductions – Two Lane	21 days	If width is reduced to less than 28' for two lanes of one-way traffic, or two opposing lanes of head-to-head traffic.
Weight Restrictions	14 or 21 days*	Any time weight restrictions are imposed that restrict permitted vehicles or add additional restrictions or special provision to existing restrictions. *Contact the Mobility Services Team to determine potential impacts and notification requirements.

3.2.4 Notification Exceptions

Notification is not required if work activity meets all of the following requirements:

[For maintenance work activities, refer to [Chapter 4.2: Restriction Notification Requirements for Maintenance Work](#)]

1. No vertical clearance reductions.
2. No width restrictions, meaning the following minimum horizontal clearance will be maintained at all times²⁷ (or all unannounced oversize loads can be safely accommodated (on non-Interstates only) by moving traffic control devices and equipment out of the way with minimal delay to provide the required horizontal clearance):
 - a. 28 feet between barrier (including any paved shoulder) for two lanes; or,
 - b. 22 feet for a single lane.
3. No full road closures or ramp closures.
4. No lane shifts or lane closures underneath structures will divert traffic into a travel lane with less vertical clearance.
5. No weight restrictions.
6. No length restrictions.
7. No detours or on-site diversions.

²⁷ There are some routes where the existing roadway is narrower than the minimum horizontal width needed for there to be no restriction notification required. In situations like this, contact the Mobility Services Team so we can have a conversation about your project and confirm any impacts to mobility.

3.3 Resident Engineer Review of Restriction Notices

For construction projects, resident engineers (and resident engineers – consultant projects) are responsible for reviewing highway restriction notices submitted by the contractor on form 734-2357 to ensure the information is complete and accurately reflects the traffic control plans shared with the Mobility Services Team and Mobility Advisory Committee during project development.

The information submitted in the *Highway Restriction Notice* should be consistent with the information in the signed *Mobility Considerations Checklist*, the TMP/TCP, the *Work Zone Decision Tree*, the allowable closures specified in the contract (Standard Specification 00220.40(e)), and any applicable mobility meeting minutes and associated emails. [Refer to [Chapter 3.1.2 Requirements for Proposed Changes from the Contractor Impacting Mobility](#)]

A [Restriction Notice Review and Submittal Guide](#) provides information to resident engineers on how to verify information provided by the contractor on the Highway Restriction Notice Form along with guidance on how to enter restriction information into ORION.