



Construction Policy Bulletin

CPB 14-3 Closure Requests and Lane Closure System Training for Contractors

References: 2010 *Standard Specifications* Section 12-4.03, "Closure Schedule and Conditions"

Construction Manual Section 4-1203P, "Maintaining Traffic"

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Approved: 
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Division of Construction

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Background

On July 18, 2013, Caltrans issued a revision to Section 12-4.03, "Closure Schedule and Conditions," of the 2010 *Standard Specifications*. This revision requires contractors to submit their lane closure schedule request and amendments through a web-based Lane Closure System (LCS). It also requires Caltrans to provide training to contractors on the use of this system.

Based on the specifications, Caltrans trains contractors to use the LCS. The Division of Traffic Operations, in cooperation with the Division of Construction, developed web-based LCS training, which can be accessed by contractors.

Existing Procedure

Section 12-4.03, "Closure Schedule and Conditions," of the *Standard Specifications* requires contractors to submit their schedules of planned lane closures in advance of the work by either mail or fax to the resident engineer. This advance notification allows Caltrans to coordinate work within the highway corridor to avoid conflicts and to identify and reduce the number of unnecessary lane closures. Schedules of planned closures are usually submitted by mail or fax to the resident engineer.

Before the resident engineer or designee enters the closure information into LCS, the request is reviewed to ensure compliance with lane closure requirements, and cancelling, at least 2 days in advance, any unneeded scheduled closures. The resident engineer or designee enters the closure information into the LCS.

New Procedure

The contractor is responsible for entering closure information directly into the LCS and notifications are handled electronically.

The resident engineer must do the following:

1. Give the contractor the web address for access to the online LCS training or coordinate with the district traffic manager (DTM) to provide the contractor with in-person LCS training. Contractor employees need only complete the training once and the contractor will need to provide documentation certifying the employee completed the LCS training. The web-based training is available at:
<http://www.dot.ca.gov/hq/construc/training.htm>
2. Set up an LCS account for each project and provide the contractor's employee with their user ID after they have completed the training. The LCS emails the contractor a unique password when the account is created. The resident engineer can contact the DTM for assistance with either of these tasks.
3. Ensure the project completion date is kept current in the LCS. LCS project accounts are deleted on the project completion date.

Lane closure request and change process is as follows:

1. The contractor's employee uses the assigned user ID to submit the closure request in the LCS. The closure request is stored with a "SAVED" status.
2. The resident engineer reviews the closure request for compliance with the lane closure and other contract requirements. If the resident engineer accepts the closure request, the status changes to "PENDING." If the resident engineer rejects the closure request, the LCS sends an email asking the contractor to correct and resubmit.
3. If accepted by the resident engineer, the DTM reviews the closure request for conflicts. If there are no conflicts and the DTM accepts the closure request, the status in the LCS changes to "APPROVED." The LCS notifies the contractor by email of the approval or rejection.
4. The contractor amends or cancels the request in the LCS. Amendments to a lane closure requires steps 2 and 3 to be repeated.
5. The LCS notifies the resident engineer and DTM when the contractor cancels a lane closure.

If you have any questions or comments regarding this bulletin, please contact Celso Izquierdo, Division of Construction, at celso.izquierdo@dot.ca.gov or 916-654-5627.