

TOWN OF SAN ANSELMO

GUIDELINES FOR A CONSTRUCTION MANAGEMENT PLAN

(The Construction Management Plan is construed as one of the construction documents and once approved, is to be posted at the job site with the Building Permit.)

A Construction Management Plan is a document whereby the builder explains the means and methods intended to be used to construct the project. Certain methods may impact the neighbors or Town facilities in a negative manner and we find it best for all concerned to address those issues in advance to minimize disagreements during the construction. Our intent is not to direct the means and methods, but to have the project constructed as quickly and smoothly as possible. Note in the text that this document is to be provided in all subcontracts and major purchase orders.

1. Provide a narrative and sketch that explains the parking areas for tradesmen and location of temporary power pole, loading/unloading areas, job box/storage area, toilet, and dumpster during construction.
2. Provide the route you plan to direct the delivery trucks to use to and from the site. This needs to be the path of travel all the way from a major artery such as Sir Francis Drake Blvd., Red Hill Ave., etc. Indicate if it is your intention to have vehicles turn around on your property and return the same way they came in or loop around the neighboring streets. When a track-vehicle crawls along a street, indicate that rubber tires must be laid under the tracks, not wood.
3. Provide your construction progress and sequencing plan (schedule) broken down by tasks including, **as a minimum**, areas of work such as:

mobilization	shear walls
construction of the parking/storage areas	roof
grading	sheetrock
drainage	finish work
foundation	landscaping
rough framing	erosion control (between 10/15 & 4/15)
rough electrical	final inspection
rough plumbing	occupancy
rough mechanical	

It is expected that the tasks would be broken down into small activities that would identify work of a one-to-two week duration. If any road closures are anticipated for deliveries or as part of the construction process, identify each of them in the schedule.

In the proposed schedule, note any outdoor construction activities which may be underway between October 15 and April 15. Include the start and finish dates of the specific activity which would include revegetation of the denuded areas. Mention in the text that total revegetation (landscaping) must be completed before a request for a final inspection.

The schedule may be a list of activities with their approximate start and finish dates to explain the duration. It may be a time-based bar chart with the time line in days rather than specific dates. If in days, provide a reference as to when the start of day one occurs, such as issue of permit.

If there are construction sequence constraints placed on the project by the Town, make sure the schedule clearly separates out and identifies the work on those areas. Include a statement that only one permanent meter (electric or gas) will be authorized until after the Planning, Public Works, Ross Valley Fire, and Building Departments have inspected the project and acknowledge it is 100% complete.

4. Provide the days of the week and hours planned for the work. If certain types of work is restricted to certain hours, describe the work limited to those restricted hours.