

**VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**CONSTRUCTION DIVISION (CD)**

**INSTRUCTIONAL AND INFORMATIONAL MEMORANDUM (IIM)**

<b>GENERAL SUBJECT:</b>  <b>MAINTENANCE OF TRAFFIC ON CONSTRUCTION PROJECTS</b>	<b>NUMBER: IIM-CD-2013-02.01</b>
<b>SPECIFIC SUBJECT: WORK ZONE TRAFFIC (WZTC) COORDINATOR</b>	<b>DATE: July30, 2013</b>
	<b>SUPERCEDES: CD-2009-1</b>
<b>APPROVED:</b>  <p style="text-align:center"><b>Signature On File</b> ----- <b>Mark E. Cacamis, P.E., CCM</b> <b>State Construction Engineer</b></p> <b>DATE: <u>August 1, 2013</u></b>	

**Purpose:** To define the duties of the Work Zone Traffic Control (WZTC) Coordinator assigned to each construction and maintenance project.

**DIRECTED TO - DISTRICT ADMINISTRATORS**

\* CD-2005-7 requires each maintenance and construction project to have a designated Maintenance of Traffic (MOT) Coordinator. Except as modified by this Directive, CD-2005-7 will remain in effect until July 1, 2009. This Directive, which supersedes CD-2005-7 on July 1, 2009, is being issued now so that the transition from MOT Coordinator to WZTC Coordinator can begin prior to July 1, 2009. Effective immediately and until July 1, 2009, the District Administrator (or their designee) has the option to either have a designated MOT Coordinator in accordance with CD-2005-7 or to designate a WZTC Coordinator in accordance with this Directive.

Effective July 1, 2009, for each maintenance and construction project (whether ongoing or new), the District Administrator (or designee) will designate a WZTC Coordinator. The designated individual does not have to be, but can be an Inspector currently assigned to the project. When it is necessary to utilize consultant staff, the District Administrator (or designee) will coordinate with the consulting firm to identify the designated WZTC Coordinator. The Engineer will provide the Contractor the name of the WZTC Coordinator, in writing, prior to the commencement of construction activities. This notice will be posted in a conspicuous place on the project. While this individual will have other duties, the responsibility as WZTC

Coordinator will be to assure that pedestrian and vehicular traffic can travel safely through the project work zone(s), in accordance with the contract documents and industry professional standards of care.

The designated WZTC Coordinator must hold a valid Intermediate Work Zone Training Verification Card. Information regarding this training requirement can be found in the Traffic Engineering Division Memorandum TE-345 <http://www.virginiadot.org/business/trafficeng-WZS.asp>

Through the use of the contract documents, which include the *Virginia Work Area Protection Manual* and the Work Zone Safety Checklist, the WZTC Coordinator shall be capable of identifying inappropriate Maintenance of Traffic (MOT) configurations and ensuring that the completed checklist is incorporated into the project records. If an unsafe condition is identified on the project, it will be the responsibility of the WZTC Coordinator in conjunction with the Responsible Engineer or designee to enforce the Contract requirements and/or determine a solution and implement the necessary changes.

The WZTC Coordinator will conduct all appropriate work zone reviews to include night and weekend checks on the project for the functionality and proper application of project signs, channelizing devices, barricades, pavement markings, etc. Checks should also be made immediately after a change in traffic patterns or severe weather conditions. The WZTC Coordinator will have the authority to take the necessary steps to perform the following duties:

Coordinate with the Contractor to determine construction operations and regularly inspect the worksite to identify potentially unsafe MOT conditions; paying special attention to detours, the work zones, and traffic control.

Monitor the Contractor's execution and adherence to the appropriate traffic safety requirements and guidelines as specified in the contract documents and when required, have the Contractor implement immediate corrective actions.

Examine the scenes of serious motor vehicle accidents within the project limits as promptly as possible; documenting the existing MOT configurations, weather conditions, existing construction operations, and other pertinent information.

Coordinate with the State and local Police, Fire & Rescue and Safety Service Patrols on the project when applicable.

In accordance with Section 105 of the Specifications, stop the work when required MOT configurations are not promptly implemented until corrective actions are completed.

In addition, the Department's contractor agents are expected to assign key staff members the same responsibilities.

Attached is a sample letter designating a WZTC Coordinator, which can also be modified and used to notify the Contractor of the name and responsibilities of the WZTC Coordinator.

Your cooperation in this matter is appreciated.

DWM/Attachment

SAMPLE

**MEMORANDUM**

TO:

RE: Work Zone Traffic Control (WZTC) Coordinator

PROJECT:

DATE:

For the referenced project, this memorandum is to advise that the Department has selected you as the WZTC Coordinator until final acceptance of the referenced construction project.

Your duties as WZTC Coordinator are outlined in Construction Directive Memorandum CD-2009-1. If a potentially unsafe MOT condition is identified on the project during construction or maintenance activities, it will be your responsibility in conjunction with the Department's Responsible Engineer or designee to enforce the Contract requirements affecting MOT operations and/or determine an acceptable solution and take the necessary steps to affect the proper changes. As specified in Section 105.03 of the Specifications, you have the authority and the responsibility to halt work that is causing an unsafe MOT situation.

VDOT's Traffic and Safety Engineers will also continue their review of MOT operations and will be available for consultation.

Engineer