CONSTRUCTION MANAGEMENT PLAN GUIDE

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INTRODUCTION:

Where identified by a project's Conditions of Approval, an approved Construction Management Plan is required in order to obtain a Building Permit and/or Grading Permit. The Construction Management Plan (CMP) will be reviewed by the City's Engineering Division, Planning Division and Building Division prior to approval.

The Construction Management Plan (CMP) is required to establish procedures the subject development project shall adhere to during the construction period. The CMP is intended to provide clarity for the applicant, contractor, and City staff regarding construction activities and to establish a shared understanding of expectations throughout construction. A primary focus of the CMP is to affirm that the developer and contractor will coordinate with other large and impactful concurrent developments within a 1,000-foot radius of the project site in order to minimize cumulative construction-related impacts on the surrounding community. Overall, the CMP will emphasize planning, coordination, and execution to ensure effective and efficient project delivery while minimizing adverse impacts to neighboring properties and residents.

This document is a guide for use in developing your individual CMP. Not all of the listed categories may be relevant to your project, and your project may include other areas of mitigation to address specific concerns. Each project will have its unique characteristics, and it is imperative that your plan reflect those site-specific requirements. Please coordinate with staff regarding any questions on this document.

ACRONYMS AND TERMS

CMP	Construction Management Plan
BAAD	Bay Area Air District
SMMC	San Mateo Municipal Code

REQUIREMENTS:

The CMP shall be provided to City staff for review prior to scheduling a pre-construction meeting. This pre-construction meeting shall be held at a time and location agreed upon with City staff and applicant for the purpose of reviewing the Conditions of Approval (COA) and CMP. The applicant shall be represented by his project/construction manager as well as design and construction staff, which may include any necessary sub-contractors. This meeting shall be held prior to the issuance of the project's Demolition Permit,

Building Permit or Site Development Permit, and shall be satisfied prior to issuance of whichever permit is issued first.

The CMP shall be provided as a PDF file and shall include the following:

SCHEDULE AND COORDINATION

DESIGNATED CONTACTS

The applicant shall designate a project/construction manager responsible for day-to-day oversight of construction activities, including coordination of subcontractors, site operations, and issue resolution. The name and contact information for the construction manager shall be clearly identified in the Construction Management Plan.

In addition, the applicant shall designate a disturbance coordinator, who may be the construction manager or another qualified individual, to respond promptly to complaints related to construction noise and excessive vibration. The disturbance coordinator shall investigate the cause of any complaint and require reasonable corrective measures to reduce or eliminate the impact.

The disturbance coordinator's contact information shall be conspicuously posted at the construction site and included in all notices distributed to nearby residents and businesses regarding construction schedules or anticipated impacts.

LOGISTICS PLAN

The applicant shall submit a site logistics plan for all phases of operation which shall be updated on a monthly basis. The plan, at a minimum, will need to include estimated timeframes for implementation and duration of construction operations. The plan will also need to include a schedule of both on-site and off-site demolition and construction activities to review the activities that may occur during the nesting season subject to the satisfaction of the Community Development Director or their designee. The nesting season for most birds, including most raptors in the San Francisco Bay area, extends from February 1 through August 31.

CONSTRUCTION TIMELINE AND PHASING PLAN

Prior to issuance of the first building permit, the Applicant shall submit a detailed Construction Timeline and Phasing Plan for review and approval by the Community Development Director or designee. The Construction Timeline shall identify anticipated start and completion dates and include major construction milestones, such as demolition (if applicable), site preparation, construction staging, foundation work, vertical construction, and final build-out.

The Phasing Plan, if applicable, shall be provided as a distinct component from timeline. For projects constructed in multiple development phases, the Phasing Plan shall identify which project components will be completed and operational in each phase and describe any interim conditions between phases. The Applicant shall construct the project in substantial conformance with the approved Construction Timeline and Phasing Plan.

REPORTING

On a monthly basis, the applicant shall provide an updated Construction Disturbances Report which includes a one-month look-ahead. This report shall include a brief outline of all potential disturbances including but not limited to noise, vibration, traffic and pedestrian Impacts, worker parking, materials staging, erosion and dust control, vector controls, and work hour waiver requests. Additionally, the

applicant shall comply with staff directions in order to reduce any concurrent construction activity disturbances and impacts to the general public with other adjacent or nearby construction projects.

CONSTRUCTION SIGNAGE

Signage shall be placed on site providing the public with the following information, in the format provided by the City:

- Name of Designated 24-Hour liaison, aka: Disturbance Coordinator
- 24-hour contact information for Designated Contact
- Construction Hours allowable per SMMC 23.06.060

The signs shall be kept free of graffiti at all times and shall be a minimum of 48" x 60" in size. The signs shall be posted along property lines that are adjacent to the public right-of-way and shall be legible from the adjacent sidewalk or public street to the best extent possible. A map showing intended sign locations shall be provided within the CMP.

If construction activities will visually obstruct or otherwise impede the visibility of adjacent or nearby businesses, the Applicant shall provide and maintain temporary directional and/or informational signage and allow for adjacent businesses to post such signage. Signage shall clearly identify and advertise the affected businesses and remain in place for the duration of the obstruction. The location, content, size, and duration of the temporary signage shall be subject to review and approval by the City prior to installation.

STAGING

Any construction staging areas, including construction trailers and off-site staging, proposed or utilized by the Applicant shall be identified in the Construction Management Plan and subject to review and approval by the City prior to use. Construction staging shall be established at locations that will create the greatest distance between the construction-related noise sources and noise-sensitive receptors nearest the project site during all project construction. Construction signage consistent with the description above shall also be provided at any offsite staging locations. Written notice shall be provided to all adjacent residents or business owners a minimum of 72 hours prior to commencement of staging activities. All applicable City standards and regulations, including but not limited to permitted work hours, noise limits, lighting requirements, and safety measures, shall apply equally to the off-site staging area.

GRADING / EXCAVATION

EROSION AND DUST CONTROL

The CMP shall describe the erosion and dust control measures to be utilized at the project site. Prior to and throughout all phases of construction, the applicant shall implement erosion and dust control measures to prevent any sediment runoff, soil erosion, and generation of dust from the project site. Measures include, but are not limited to, the use of water spray or other dust suppressants, installation and maintenance of perimeter controls such as silt fencing or fiber rolls, stabilization of exposed soils, covering of stockpiled materials, construction entrances, and regular sweeping of adjacent public streets for dust and other construction debris.

WINTERIZATION PLAN

If excavation and grading for the project is not completed by the start of the wet season (October 16 through April 14), the applicant will then be required to submit an outline for the project's winterization plan within the CMP to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other physical means; rocking unpaved vehicle access to limit dispersion of much onto public right-of-way; and covering/tarping stored construction materials, fuels, and other chemicals.

ACCESS, TRAFFIC AND PARKING

TRAFFIC CONTROL

Traffic control plans shall identify any impact to the right-of-way for each phase of operation, including pedestrian and bicycle detour plans as applicable. The traffic control plan shall comply with the most recent version of the California Manual of Uniform Traffic Control Devices (CA MUTCD) and the City's Traffic Control Plan Requirements, which can be found at the link below: https://www.cityofsanmateo.org/DocumentCenter/View/100584 .

ADJACENT STREET CONDITION DOCUMENTATION AND MAINTENANCE

Adjacent street condition documentation and maintenance is only required for projects that are not required to replace existing street frontage. As an attachment to the CMP, the applicant shall submit a video survey or pictures of the adjacent right-of-way (including, but not limited to: sidewalks, curbs, gutters, roadway, above ground utilities, and signage) to document the pre-existing condition of the adjacent right-of-way. The applicant shall be responsible to ensure that the condition of the adjacent right-of-way is in at least the pre-existing condition or better after construction is completed.

CONSTRUCTION WORKER PARKING

The applicant shall provide a construction-parking plan that minimizes the effect of construction-worker parking in the neighborhood. The plan shall include an estimate of the number of workers that will be present on the site during the various phases of construction, indicate the location of sufficient off-street parking, and identify any locations for off-site material deliveries. Failure to enforce the parking plan may result in the suspension of construction activities via issuance of a Stop Work Order.

CONSTRUCTION CLOSURES

All roadway closures proposed by the project shall first obtain approval from the Director of Public Works. Any construction material, equipment, or office trailers shall be kept off the public right-of-way. Staging or storage in the public right-of-way may be allowed for a limited duration if approved by the City Engineer.

A minimum of one month prior to any roadway or pedestrian route closures, the applicant shall contact the Public Works to confirm that requested closures have been coordinated with nearby public and private construction projects to reduce impacts to the public. Notification of such closures to the general public will be sent out by the applicant The applicant shall comply with staff directions in order to reduce any concurrent construction activity disturbances and impacts to the general public with other adjacent or nearby construction projects.

Note: Due to concerns for businesses within the vicinity of Hillsdale Mall and within the Downtown area during the holiday season (Monday prior to Thanksgiving to January 1), there shall be no construction activities within the right-of-way that would create lane closures, eliminate parking, create pedestrian detours, or other activities that may create a major disturbance as determined by the Director of Public Works or their designee. Any requests for exceptions to this requirement shall be included within the CMP or monthly update report.

MATERIAL HAULING

The CMP shall include a truck hauling route that conforms to SMMC Chapter 11.28.040 for material delivery vehicles equal to or larger than two-axle, six-tire single unit truck (SU). The applicant shall require contractors to prohibit trucks from using "compression release engine brakes" on residential streets. Tracking of dirt onto City streets and sidewalks is not allowed. Entry and exit from the site shall use rock or rumble strips to prevent tracking. The applicant shall provide an approved method of cleaning tires and trimming loads on site. Any job-related dirt and/or debris that impacts the public right of way shall be removed immediately. No wash down of dirt into storm drains is allowed. Use of a sweeper is permissible as long as it operates dry (no water used, only vacuum).

EQUIPMENT EMISSIONS

The CMP shall confirm that all cranes, forklifts, generator sets, and welders used in project construction shall be equipped with Tier 4 diesel engines or better (e.g., natural gas generators or electric welders). The CMP shall also include an emissions reduction plan that details the equipment to be used during construction and is signed by a qualified air quality specialist, verifying that the equipment included in the plan meets the standards set forth in this measure (i.e., Tier 4 or better).

Alternatively, if use of Tier 4 equipment is not available, the CMP may propose use of equipment that meets U.S. EPA emission standards for Tier 3 engines and include particulate matter emissions control equivalent to CARB Level 3 verifiable diesel emission control devices that altogether achieve a 53 percent reduction in particulate matter exhaust in comparison to uncontrolled equipment. The use of Tier 3 equipment shall not exceed five percent of all equipment usage (described in terms of total horsepower hours during a phase). Alternatively, the project may also use electrical or non-diesel fueled equipment. All construction vehicles shall be properly maintained and equipped with exhaust mufflers that meet State standards.

VIBRATION

The applicant shall implement a vibration mitigation plan to reduce the vibration impact subject to the review and satisfaction of the Building Official or their designee. If at any time during the course of construction complaints are verified that construction activities are causing excessive vibration disturbances to properties in close proximity to the project, the applicant shall provide evidence of whether the vibration levels exceed industry standard guidelines established by California Department of Transportation Vibration Guidance Manual. These levels typically reach or exceed peak particle velocity (PPV) of 0.3 in/sec PPV at buildings of normal conventional construction or 0.08 in/sec PPV at historic buildings.

NOISE IMPACTS

CONSTRUCTION EQUIPMENT

The CMP shall include a detailed plan identifying the schedule for major noise-generating construction activities and shall place and operate construction equipment to minimize the impact of construction noise on existing sensitive receptors. The construction plan shall identify a procedure for coordination with adjacent residential land uses so that construction activities can be scheduled to minimize noise disturbance. The provided plan shall meet the following requirements:

- Use of exceptionally loud equipment such as jackhammers and concrete saws within 35 feet of shared property lines shall be prohibited.
- Equip all internal combustion engine-driven equipment with intake and exhaust mufflers that are in good condition and appropriate for the equipment.
- Unnecessary idling of internal combustion engines shall be strictly prohibited.
- Locate stationary noise-generating equipment, such as air compressors or portable power generators, as far as possible from sensitive receptors and property lines. If they must be located within 35 feet of receptors and property lines, adequate muffling (with barriers or enclosures where feasible and appropriate) shall be used to reduce noise levels at the adjacent sensitive receptors.
- Utilize “quiet” air compressors and other stationary noise sources where technology exists.
- Control noise from construction workers’ radios to a point where they are not audible at existing residences bordering the project site.

CONSTRUCTION HOURS

Construction shall occur only between the hours of 7:00 a.m. and 7:00 p.m. on Monday through Friday, between 9:00 a.m. and 5:00 p.m. on Saturday, and between 12:00 noon and 4:00 p.m. on Sundays and Holidays. These hours do not apply to construction that takes place inside a completely enclosed building and does not exceed the exterior ambient noise level as measured 10 feet from the exterior property lines. The applicant shall conform to the construction work hours to control traffic congestion, noise, and dust unless an exemption is requested through the CMP or monthly update report granted, in accordance with Municipal Code Section 23.06.061.

Construction activities related to the issuance of any Public Works permit shall be restricted to the weekday between 7:00 a.m. and 7:00 p.m. Please note, however, that no work shall be allowed to take place within the City right-of-way after 5:00 p.m. In addition, no work being done under the issuance of a Public Works encroachment permit may be performed on the weekend unless prior approvals have been granted by Public Works. Earth haul and materials delivery to and from the site, including truck arrivals and departures to and from the site, will be prohibited between the weekday hours of 4:00 p.m. and 5:30 p.m. Any necessary exceptions to the designated work hours shall be identified within the CMP or the monthly update report.

PROJECT SECURITY

The CMP shall include a security plan identifying the location of appropriate construction fencing, lighting, remote monitors, and/or on-site security personnel as needed. Security measures shall be apply to the project site as well as any off-site staging areas.

STORMWATER / GROUNDWATER

BEST MANAGEMENT PRACTICES

The applicant shall perform all construction activities in accordance with the City's Storm Water Management and Discharge Control Rules and Regulations (SMMC 7.39), and the San Mateo Countywide Water Pollution Prevention Plan (SMCWPPP) by reference. Detailed information can be located at: https://www.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/construction-best-practices/

For use on project sites with land disturbance less than 1 acre, the CMP shall provide a Storm Water Pollution Prevention Plan (SWPPP) in compliance with Bay Area Stormwater Management Agencies Association (BASMAA) Blueprint for a Clean Bay Best Management Practices to Prevent Stormwater Pollution from Construction-Related Activities.

For construction activities that will disturb one (1) acre or more, the applicant shall obtain coverage under the General Construction Activity Storm Permit (General Construction Permit) issued by the State Water Resources Control Board (SWRCB) for stormwater discharges associated with construction activity. The project applicant shall file a Notice of Intent (NOI) with the State Water Resources Control Board to obtain coverage under the State General Construction Activity NPDES Permit.

GROUND WATER DISCHARGE

In accordance with the Director of Public Works Groundwater Discharge Policy, discharge of contaminated groundwater to the sanitary sewer is only allowed on a temporary basis and will not be permitted for a period greater than 6 months. Discharges for longer than 6 months shall obtain an NPDES permit from the State Water Board to discharge to the storm drain system. Discharge of uncontaminated groundwater to the storm drain is permissible if the applicant can provide analytical data to support the claim. No discharge to the storm drain shall be allowed without prior approval from the Public Works Department. All discharges to the sanitary sewer (contaminated and uncontaminated) require a Waste Discharge Permit and shall comply with the City's discharge limits.

BIOLOGICAL RESOURCE PROTECTION

If any demolition and/or construction is scheduled during the nesting season, February 1 through August 31, the applicant shall engage a qualified ornithologist, biologist or ecologist to complete a pre-construction survey for nesting birds to ensure that no nests are disturbed during demolition or construction. During this survey, the ornithologist shall inspect all trees and other possible nesting habitats immediately adjacent to the construction areas for nests. This survey shall be completed no more than 14 days prior to the initiation of any construction or demolition activities during the early part of the breeding season (February 1 through April 30) and no more than 30 days prior to the initiation of these activities during the late part of the breeding season (May 1 through August 31).

If an active nest is found sufficiently close to work areas to be disturbed by construction (typically 300 feet for raptors and 100 feet for other species), the ornithologist, in consultation with the California Department of Fish and Wildlife, shall determine the extent of a construction-free buffer zone to be established around the nest to ensure that bird nests shall not be disturbed during project construction.

VECTOR CONTROLS

The CMP shall include a Vector Control Plan to identify measures to prevent and control vectors, including but not limited to rodents, insects, and other pests, during all phases of construction. Measures shall include protocols for waste management, elimination of standing water, secure storage of materials, and coordination with the applicable local or regional vector control agency, as required. The approved Vector Control Plan shall be implemented and maintained throughout the construction process.

ADDITIONAL INFORMATION

The City reserves the right to require additional information or plans be included in the Construction Management Plan, as determined necessary based on site-specific conditions, surrounding land uses, construction phasing, or unforeseen impacts identified during plan review or construction. Any such additional requirements shall be incorporated into the Construction Management Plan and implemented throughout the construction process.

ENFORCEMENT:

The applicant or their designated representative shall submit any modifications to the CMP to the City for review and approval, and to retain an updated version of the CMP on the job site. Violations of any portion of the approved Construction Management Plan or other applicable construction management requirement may result in a “Stop Work Order”. The “Stop Work Order” will be lifted only after the City has sufficient assurance that the repeated violations will cease through the remainder of the project.

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