



CITY OF MERCER ISLAND

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www.mercergov.org

Construction Management Plan Checklist:

1. Project overview describing the scope of the project.
2. Construction Schedule describing the timeframe for key phases of work and days/hours of operation (refer to attachments as examples). In addition, please provide a contingency plan.
3. Describe activities, frequencies and durations of work that may potentially impact neighbor's convenient use of the private drive such as hauling (in/out), concrete pours, material deliveries, paving, etc.
4. Contact information and the main point of contact for concerns and questions (provide name, email and/or phone number)
5. Communication Plan: how will you coordinate with the neighbors in advance of activities that may impact them. Will you contact them with email, letter, signs, etc.? If anything changes or is behind schedule, how will you alert the neighbors?
6. Describe how you plan to mitigate impacts to the neighbors regarding noise, use of the private drive, potential blocking of the drive, trucking, dirt/mud tracked onto the drive, sight distance/visibility, large trucks entering/exiting West Mercer Way, construction worker and related parking, etc.
7. Parking plan: describe how construction worker parking will be handled to prevent impacts to the private drive and right of way. Building permit conditions restrict parking in the public right of way except where directly adjacent to the property. Parking must occur on-site or in approved off-site locations.
A step to prevent undesired parking near the entrance/exit of the shared driveway onto West Mercer Way is to provide a Traffic Engineer memo for sight distance and traffic visibility for the possible placement of no parking barricades. Please contact the City Assistant Planner Lauren Anderson if you would like to discuss parking plan possibilities.
8. Construction hours: The City anticipates the following construction hours will be required at the time this project will be in the construction phase:
 - a. Monday through Friday: 7am-7pm
 - b. Saturday: 9am-6pm
 - c. Sundays and Holidays: closed
9. A potentially useful resource:
https://www.seattle.gov/transportation/docs/stuse/Construction%20Management%20Plan%20Guide_062515.pdf