



# STANDARD CONSTRUCTION OPERATING PROCEDURE

NEW YORK CITY DEPARTMENT OF  
**DESIGN + CONSTRUCTION**  
Division of Infrastructure  
Bureau of Construction

**SCOP..... : 14 - 002G**

**CATEGORY.. : CONSTRUCTION**  
**Subcategory : COMMUNITY LIAISON**  
Keywords ..... : Advisory Notification  
Advance Notification

**SUBJECT: ADVANCED ADVISORY NOTIFICATION**

**APPROVED:**

  
*Associate Commissioner, Thomas Foley, P.E.*

Supersedes..... : N/A  
Supplements..... : N/A  
Sheet..... : 1 of 3

Issue Date..... : August 14, 2014

Effective immediately, the project staff is to notify the community/property owners of upcoming work that may affect them. The notification must also be sent to the Community Board(s), Local Elected Officials, Relevant Emergency and City Agencies, Business Improvement Districts and DDC Staff including the Executive Director of External Affairs and the Deputy Commissioner of Infrastructure.

A Weekly Construction Bulletin advising of the upcoming work is to be prepared based on the following: (See Attached Sample)

- The contractor will submit their anticipated work schedule for the upcoming week. Timely submission by the contractor is critical for the Bulletin's timeliness. If the Contractor fails to submit the required anticipated work schedule, the Resident Engineer will issue a Field Order.
- The contractor's submission must be reviewed by project staff for accuracy and for the locations of the work to be performed.
- The CCL or project staff is to prepare the Weekly Construction Bulletin based on the contractor's submittal including Private Utility Work schedule if informed.
- Once the Weekly Construction Bulletin is prepared, the Resident Engineer will review the information for accuracy based on the contractor's current progress and production rates, pending weather conditions, known field conditions and other related factors.

After review and approval by the Resident Engineer the Weekly Construction Bulletin should be distributed on the Friday prior to the upcoming work or as necessary.

Additionally, a Construction Advisory Notice must be sent/distributed by the project staff 72 hours prior to any critical phase work (i.e. water shutdowns, parking interruptions, traffic pattern changes, access restrictions, etc.) for a particular location informing the property owner/community of the anticipated pending work to be done (See Attached Sample).

All 24 Hour Notifications that are required (i.e. water shutdowns, parking interruptions, traffic pattern changes, access restrictions, etc.) are to remain in effect. These 24 Hour Notifications are to be posted by the Contractor in the affected geographical area and verified by the project staff. This will be the final notification ensuring that the property owners/community are informed of the impending work. Please refer to all applicable SCOPS regarding 24 Hour Notices.

Attachments: Samples of the Weekly Construction Bulletin and the Construction Advisory Notice.



# Weekly Construction Bulletin

## Water Main Installation on West 10th Street

Project # MED-617

### Manhattan

Friday, 8/08/2014

The following is an anticipated work schedule for the upcoming week. However, due to unforeseen field and weather conditions, it may become necessary to change some scheduled work locations and operations and dates. **Please note, parking may be restricted in work area.**

Date	Location	Operation	Work Hours
8-11-14 to 8-15-14	W.10th St. from Greenwich Ave. to 6th Ave.	Excavation/Installation for the distribution water main	7:00AM to 5:00PM (Day work)
8-11-14 to 8-15-14	W.10th St. from 7th Ave. South to West 4th St.	Continue Chute Connection Installation	7:00AM to 5:00PM (Day work)
8-11-14 to 8-15-14	W.10th St. from 7th Ave. South to Waverly Place	Excavation/Installation for the distribution water main (Water Service Interruption Monday 8/11 Anticipated Wednesday 8/13)	7:00AM to 5:00PM (Day work)
8-11-14 to 8-15-14	Intersection of Greenwich Ave. & W.10th St.	Excavation/Installation of Valve (Anticipated Water Service Interruption Thursday 8/14)	7:00AM to 5:00PM (Day work)
8-16-14 to 8-17-14	W.10th St. & 7th Avenue South	ECS utility relocation	8:00AM to 6:00PM (Day work)

**NOTES:**

- ❖ **WATER SHUT-OFF NOTIFICATIONS:** In addition to a 72- hour Advisory, a prior 24-hour notification will be distributed/posted to any/all affected location(s).
- ❖ **NO PARKING SIGNS:** will be distributed/posted 72-hours prior to the temporary elimination of street parking. Please observe posted parking regulations in construction areas.

**FOR FURTHER INFORMATION: Contact Diane Guskin, the Community Construction Liaison at 212-354-4905 or email: [med617cc@gmail.com](mailto:med617cc@gmail.com)**

We thank you in advance for your cooperation during this construction project.

**BILL DE BLASIO**  
MAYOR  
DDC WEBSITE: [WWW.NYC.GOV/DDC](http://WWW.NYC.GOV/DDC)

**DR. FENIOSKY PEÑA-MORA**  
COMMISSIONER

**ERIC C. MACFARLANE, P.E.**  
DEPUTY COMMISSIONER, INFRASTRUCTURE DIVISION  
DDC VIDEO: [WWW.NYC.GOV/WEBUILD](http://WWW.NYC.GOV/WEBUILD)

# COMMUNITY ADVISORY NOTICE

## RECONSTRUCTION OF BOLLER AVENUE PROJECT # HWXP093B

Borough: The Bronx

August 8, 2014

### NO CURBSIDE PARKING

### ROADWAY PAVING

### Boller Avenue

(between Needham Ave. and Marolla Pl.)

**Monday, 8/18/14 to Friday, 8/22/14**  
**7:00 am – 3:30 pm**

Please be advised beginning on/about Monday, August 18, 2014 through Friday, August 22<sup>nd</sup>, 2014, from 7:00am to 3:30pm, *weather and field conditions permitting*, there will be no curb side parking on both sides of Boller Avenue, between Needham Avenue and Marolla Place, due to roadway paving work on Boller Ave. (Work Zones: Quadrants 1, 2, 3 and 4; see map on reverse side) No weekend work anticipated.

#### TRAFFIC/COMMUNITY IMPACTS:

- “No Parking” restrictions will be in effect and “No Parking” signs will be posted throughout the affected area. Vehicles parked in “No Parking” zones, will be towed by the Contractor. Contact the CCL or the 47<sup>th</sup> Precinct for the towing list.
- Driveway access will be restricted temporarily during work performed in-front of residences within the active work zone.
- Emergency vehicle access and Pedestrian access to sidewalk and entry ways will be maintained at all times.
- Certain operations may be noisy; DDC will monitor operations and work within the DEP Noise Code regulations.
- Water, gas, electric, telephone, and cable services will not be interrupted.

If you have any questions, concerns, or would like to be added to the electronic Neighborhood Notification Network (NNN) list, please contact the Community Construction Liaison (CCL) Ms. Nancy Fares at (718) 325-1219 or e-mail [bolleravenueccl@gmail.com](mailto:bolleravenueccl@gmail.com) During non-construction hours, please contact the NYC Government Services and Information Hotline 3-1-1.

We appreciate your cooperation and thank you for your patience while we reconstruct Boller Avenue.