

Construction Management Plan

Terms of Reference

PREAMBLE

A Construction Management Plan (CMP) is a collection of documents submitted to the Town by the Developer prior to the commencement of site works. A CMP is to outline how the construction of a proposed development will be managed to minimize any potential negative impacts of development activities on members of the community, adjacent properties, the municipal right-of-way (ROW), and municipal infrastructure.

While each site is unique and subject to a specific set of circumstances, the requirements outlined herein are to serve as a baseline for a CMP submission. Any site-specific concerns not addressed by this document are to be identified prior to site works and addressed in coordination with the Town on an ongoing basis.

REQUIRED BY LEGISLATION

- Required by Town of BWG approvals process
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WHO SHOULD PREPARE THIS PLAN?

The CMP is to be prepared on behalf of the Developer in consultation with various members of the Development Team and be submitted to the Town. All components of the plan must be prepared by the appropriate qualified professional and signed and sealed where appropriate.

WHEN IS THIS REQUIRED?

As directed and required by the Town:

- Site Alteration
 - Site Plan Control
 - Pre-Servicing and Subdivision Construction
 - Any time major revisions are proposed
 - Other processes as identified, and upon request by the Town
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WHY DO WE NEED THIS PLAN?

A CMP is required to ensure that construction works are conducted in a safe and controlled manner to prevent disruption and minimize hazards. A high-level CMP is required by the Town in the approval phase of a development project that describes the scope of work and a range of topics that will be expanded upon prior to the commencement of construction. The Town may accept staged CMP submissions to address early works. Prior to the commencement of construction, the Developer and their construction team will be required to submit a complete CMP to ensure safety and organization of the site are maintained on an ongoing basis. Depending on the project, a more comprehensive CMP may be requested so that the Town may obtain a more detailed understanding of how works will be conducted to mitigate and control hazards and disruptions.

HOW SHOULD THIS PLAN BE PREPARED?

A CMP is to consist of a report and corresponding drawings consisting of the following information, as applicable or at the discretion of the Town:

Introduction

- Municipal Address of the subject property
- Project Name (if applicable)
- Location and context map
- Applicant and Owner's contact information
- Author name, title, qualifications, company name, and appropriate stamp (if required)
- Brief description of general site location and land uses in the surrounding area
- Brief description of the proposed project and potential impacts of site works on the surrounding area
- Overview of the work area

Proposal Description and Context

- Description of the proposal and proposed phasing.
 - Description of the existing on-site conditions
 - Description of surrounding areas, roads, natural areas, buildings, parking areas.
 - Detailed development plans, including building location, parking, access, amenity areas, grading and natural features and any natural hazards.
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Timeline and Logistics

- Schedule outlining the overall project timeline from site mobilization to completion of works
- Detailed timelines of each phase of project development
- Detailed timelines of works within or pertaining to the municipal right-of-way (ROW)
- Detailed timelines of works that may impact surrounding properties and residents
- Detailed timelines of any anticipated roadway closures, lane reductions, or other roadway disruptions

Investigation of Potential Impacts

The CMP shall identify and define the potential impacts of the project on both the site itself and the surrounding area and demonstrate compliance with applicable Municipal Bylaws. Supporting materials that demonstrate the anticipated extent of impacts and the efficacy of the proposed mitigation measures are to be provided to the Town and may be submitted either as part of or alongside the CMP. These supporting materials may include the following:

- Geotechnical Study
- Hydrogeological Study
- Noise and Vibration Study
- Traffic Impact Study
- Environmental Impact Study
- Any other studies or materials, as identified by the Town

Management and Mitigation

The CMP shall provide detailed information and management strategies regarding the following items, as applicable, which are to be addressed as part of the report or included drawings, as appropriate:

Site Management

- General Site Management
 - Staging and worker facilities locations
 - Temporary lighting plans
 - Staff parking plans
 - Details for any aboveground, underground, or aerial encroachments into public and private lands
 - Details on how public communications will be handled

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- **Construction Materials Management**
 - Types and estimated quantities, as directed by the Town
 - Planned haul routes
 - Description of material transport and delivery methods
 - Loading and unloading zones
 - Construction material storage methods, locations, and durations
 - Chemical and hazardous materials handling, storage locations, and durations
 - Waste management plans
- **On-site Machinery and Equipment**
 - Proposed construction equipment
 - Daily operating times
 - Estimated duration and schedule of presence on site
 - Storage methods and locations for when equipment is not in operation
 - Identification of required approvals/permits pertaining to equipment, if applicable
 - Methods of mobilization and demobilization
- **Protection of Existing Infrastructure**
 - Locations of all existing aboveground and underground infrastructure in the vicinity of the project site
 - Detailed hoarding and/or protection plans outlining the methods used to protect infrastructure
 - Infrastructure contingency and remediation plans
- **Mud and Dust Management**
 - Proposed methods of on-site and off-site dust suppression
 - Measures to prevent mud-tracking from site
 - Street and sidewalk cleaning plans
 - Concrete washout locations and details
 - Mud mat locations and details
- **Site Safety and Security**
 - Emergency Management Plans
 - Emergency access points
 - Site hoarding and/or fencing

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- Spill management and remediation plans
- Site security measures
- Pedestrian signage
- **Traffic Management**
 - Traffic Management Plans (TMP), as may be required for various stages of construction for temporary lane closures
 - Long-term boulevard and road/lane occupancy requirements with appropriate TMPs
 - A request for a Road Occupancy Permit (ROP) shall be provided in advance of occupancy of the municipal ROW.

Construction and Works Management

- **Construction Phasing**
 - Sequencing and timelines of construction phases
 - Identification and details of each phase of work and any temporary construction activities
 - Schedules of work activities within each construction phase
 - Anticipated working hours
 - Methods to remediate site to permanent conditions
- **Site Dewatering**
 - Identification of permit/approval requirements
 - Detailed site dewatering plan
 - Settlement monitoring and mitigation plans
 - Schedule of dewatering works
 - Locations of dewatering wells
 - Management methods and locations of discharge
- **Noise and Vibration Monitoring/Mitigation**
 - Detailed plans for how noise and vibrations shall be monitored on an ongoing basis
 - Pre-condition and post-condition surveys of surrounding areas
 - Proposed mitigation plans
 - Timeline for any works that may require a noise exemption from the Town in accordance with the Town's Noise Control Bylaw

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- A completed copy of the Town's noise exemption request form shall be provided in advance.
- Seasonal Considerations
 - Details of any adjustments made to the site or construction works that are related to seasonal weather changes
 - Location and duration of any heaters or other seasonal equipment
 - Detailed snow removal and de-icing plans
 - Plans to accommodate municipal snow removal

Drawings and Supporting Information

- All referenced and supporting plans, reports, studies, and calculations are to be submitted in conjunction with the CMP
- Approvals from applicable Utility Authorities as may be required for clearance of works, revisions to their infrastructure or revisions as maybe required
- Any agreements pertaining to the use of private lands for construction activity, as applicable
- Public communication plans

WHAT ELSE SHOULD WE KNOW?

The level of detail for the CMP depends on the scope of the project and related works, and the extent of any impacts on the surrounding environment, municipal right-of-ways, and residents. If there are any uncertainties pertaining to potential impacts or the CMP itself, they are to be identified and addressed in coordination with the Town. Should any impacts not accounted for by the Developer be identified by the Town, additional impact studies and revisions to the CMP may be required.

Should the project encounter any unforeseen circumstances, changes to logistics, or changes to works, the Town is to be notified immediately and may require a revised CMP to be submitted. Any alterations to site and construction management methods are to be shown in any revisions and outlined in a cover letter prefacing the revised CMP.

ADDITIONAL TERMS

If the proposed development is revised, the CMP shall reflect the revisions by an updated report or letter from the author indicating the changes and whether the recommendations and conclusions are the same (Note: this is subject to the extent of the revisions).

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A peer review may be required, and all costs associated with the peer review may be the responsibility of the applicant.

If the submitted CMP is incomplete, is authored by an unqualified individual, or does not contain adequate detail, the submissions will be considered incomplete and may be returned to the applicant.

SUBMISSION INSTRUCTIONS

- Follows the Digital File Naming Convention as required.
- All submission materials shall be submitted through an FTP site or other acceptable method as agreed to by the Town.

WHAT OTHER RESOURCES ARE THERE?

- Occupational Health and Safety Act
- Ontario Traffic Manuals
- Highway Traffic Act
- Other applicable Provincial Regulations or Acts
- Town of BWG Property Standards Bylaw, as amended
- Town of BWG Road Use Bylaw, as amended
- Town of BWG Reduced Load Limit Bylaw, as amended
- Town of BWG Public Tree Protection Bylaw, as amended
- Town of BWG Noise Control Bylaw, as amended
- Town of BWG Traffic Bylaw, as amended
- Town of BWG Sewer Use Bylaw, as amended
- The Town of BWG Design Criteria Manual
- The Town of BWG Field Services Manual
- Other such documents as may be relevant

About these Terms of Reference:

These Terms of Reference were developed by the Town of Bradford West Gwillimbury based on the Terms of Reference prepared by the Region of York.