

## **Transportation Policy Summary**

### **Purpose:**

This policy is to ensure construction projects on campus have minimal impact on parking resources while attempting to meet the needs of the project. All projects, formal and informal, will be reviewed by Transportation who will collaborate with the University's Project Manager to make the determination of parking impact, mitigation and provision of parking resources to the project and associated contractors. Any exception to this policy will be at the discretion of Transportation on a case-by-case basis and shall not be considered precedent or binding. Transportation reserves the right to modify or change project parking arrangements to ensure the effective use of parking resources commensurate with any project legal obligations.

### **Contractor Vehicle Parking**

- On Campus
  - Permits are required for every vehicle to park on campus and must be displayed properly.
  - "CON" parking permits are issued to/for a company vehicle, and may be limited to the primary contractor of record.
  - "CON" permits will not be approved for personal vehicles and vehicles of employees hired by subcontractors.
- Off Campus
  - Employees not eligible for "CON" permits must park off campus.
  - Free parking is available off-campus at our Park & Ride lot located at Carter-Finley Stadium, and is served by our free Wolfline bus into campus. No limitations to daytime parking in these lots.
  - It is the responsibility of the contractors to provide shuttles to and from the work site if employees do not use Wolfline.

### **Gate Access Hang Tags**

- A one-time gate access fee will be charged when a permit is purchased if gate access is required. The fee is not charged for parking permit renewals.

### **Staging Areas**

- The purpose of staging areas is to provide adequate area for material lay down, waste containers and construction equipment access to perform required work.
- Staging areas are to be determined during the project design cycles to allow Transportation adequate time to address parking impacts.

- Staging areas must be approved by Transportation. Requests must be submitted in writing and approved by NCSU Transportation prior to the completion of initial planning and design.
- Staging areas outside of parking areas must be approved by Landscape Services. Brick permit information may be found at: <http://policies.ncsu.edu/regulation/reg-07-25-09>
- Any changes to the initial staging configuration must be approved in advance by Transportation.
- Staging areas designated for materials must be fenced off. Transportation is not liable for stolen materials.
- Unless otherwise approved by Transportation, staging areas are not intended for private vehicle parking. If approved, placards will be distributed to contractor at a number determined by Transportation. Placards will only be valid for the designate staging area.
- It is the responsibility of the contractor to maintain and restore any damage to parking areas to include cleaning, removing debris and restriping parking stalls deteriorated by the project. Waste containers must have plywood beneath to protect the asphalt.

#### **Parking Citations**

- Tickets may be issued for parking in non-valid areas such as sidewalks, brick, landscape, or any other area that is not an official space in the correct permitted area.
- Unpaid parking citations will be forwarded to the Attorney General's Office for collection from the registered owner of the vehicle.
- Any contractor/individual who has unpaid parking fines will not be allowed to purchase parking permits until fines are paid.

#### **Summer Break Waiver**

- Waiver of staging area fees may be considered if the following conditions are satisfied:
  - Projects must begin after graduation in May and be completed prior to August 10.
  - Parking conditions are restored to original condition prior to staging area being reserved.  
**Application can be found on Page 5 and 6 of this document.**
- Summer waivers are **not guaranteed** and must be approved by Transportation.
- Parking fees will not be waived.
- If projects do not meet the appropriate requirements above, or the duration extends beyond what was originally predicted, fees will be charged for the total duration of the project.
- NCSU Project managers do not have the authority to approve a summer break waiver.
- Project managers must ensure permit fees/staging areas are included in all bids.

**Construction Parking and Staging Area Application**

Please fill out information completely & Fax to NCSU Transportation #  
919-515-7650 or email to [dwgrego2@ncsu.edu](mailto:dwgrego2@ncsu.edu)  
Allow 5 business days for reply

**Company Name:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_  
**Billing Address:** \_\_\_\_\_  
**City, State & Zip Code:** \_\_\_\_\_  
**Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_\_) \_\_\_\_\_**  
**Location of Project on Campus (building/street)** \_\_\_\_\_  
**Date of Project: Start \_\_\_\_\_ End \_\_\_\_\_**  
**Project # \_\_\_\_\_ NCSU Project Manager \_\_\_\_\_**

Please indicate on work sheet the number and type of permit/spaces requested.  
NCSU Transportation will assist with development of a parking/staging plan during the design process.

**Reserved/Staging Area Spaces:** \_\_\_\_\_ x **\$75.00** x \_\_\_\_\_ month(s) = \$ \_\_\_\_\_  
**(All permit areas except F)**

**Reserved/Staging Area Spaces:** \_\_\_\_\_ x **\$50.00** x \_\_\_\_\_ month(s) = \$ \_\_\_\_\_  
**(“F” fringe permit area)**

**Contractor (CON) Permit:** \_\_\_\_\_ x **\$50.00** x \_\_\_\_\_ month(s) = \$ \_\_\_\_\_

**Service Provider (SP) Permit:** \_\_\_\_\_ x **\$456.00** year = \$ \_\_\_\_\_

**Gate Access Cards (N. Campus):** \_\_\_\_\_ x **\$25.00** ea. = \$ \_\_\_\_\_

**Total Estimated Cost:** \$ \_\_\_\_\_

I have read and understand the attached policies, and agree to abide by the policies of NCSU Transportation.

\_\_\_\_\_  
Authorized Agent of General Contractor/NCSU PM

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by NCSU Transportation Construction Liaison

\_\_\_\_\_  
Date

## **Additional Policies**

### **Road Closures**

If partial or full road closures are required, it is the responsibility of the contractor to inform NCSU Transportation a minimum of three (3) business days prior to the closure for the purpose of public notification. The contractor will be responsible for posting flagmen and appropriate signage in these situations. Please refer to the MUTCD (Manual on Uniform Traffic Control Devices) - [http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf\\_index.htm](http://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm) - Part 6, Temporary Traffic Control for specifications. If the contractor fails to comply and NCSU Transportation has to send enforcement to direct or redirect traffic, the contractor will be billed **\$50.00** per staff member, per hour, with a two-hour minimum. NCSU Transportation strongly suggests that any road closures be scheduled on weekends or during class breaks.

### **Site**

General site safety and cleanliness is the responsibility of the contractor. A poorly maintained site is a negative reflection on both the contractor and North Carolina State University. Projects must maintain a safe, clean area in and around the designated staging area. Fencing, barriers, equipment, or vehicles should be placed so as not to be a hazard for pedestrian or vehicular traffic. The contractor is responsible for returning parking spaces used for staging, lay down and reserved parking to their original condition, unless specified otherwise in the construction contract documents.

### **Billing**

The billing process for a project's staging area or reserved spaces will be handled according to project duration. Projects lasting more than three (3) months are billed quarterly over the duration of the project. Projects lasting less than three (3) months are billed at the beginning of the project. Contractors must contact NCSU Transportation and schedule a walk-through inspection upon completion to relinquish parking rights and responsibilities. Billings will continue until written or electronic notification is provided to Transportation that the spaces are no longer need and/or being utilized.

### **Compliance**

At all times, communicating this policy to all subcontractors is the responsibility of the general contractor. Failure by the general contractor to communicate these requirements may result in the denial of general contractor parking for remainder of project. Final payment for the construction contract will not be released until all outstanding violations have been resolved.

### **SP Permits**

The Service Provider (SP) parking permit does not designate a specific parking space. The SP permit validates parking in the following permit areas: B, C, CC, CD, DD, P, RE, RW, RC, RP, SV and W. The SP permit may not park in the following permit areas: A, AS, AB, RD and accessible spaces. The SP parking permit will only be issued on a yearly basis. The yearly cost for a SP parking permit is **\$456.00**.

All parking permits must be paid for in full at the time of purchase.

**Failure to communicate these policies does not relieve a contractor or a subcontractor from responsibility for parking citations received on campus. Any citations received for failure to follow parking regulations must be paid.**

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## **SUMMER WAIVER APPLICATION**

**To:** NCSU Transportation Construction Liaison

**From:** Contractor/NCSU Project Manager \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subj:** Summer Waiver Request for \_\_\_\_\_

I request to have associated staging-related costs waived for a specific project that is scheduled to begin after the spring term ends and be completed prior to the beginning of the fall term. Request criteria:

- 1) The request must be submitted at least 30 days prior to the start date of the project;
- 2) The project start date is after May graduation (typically the 2<sup>nd</sup> week in May);
- 3) The project has a substantial completion date on or prior to August 1st;
- 4) At project end date, there is no remaining equipment, construction debris, or parking space(s)/lot(s) requiring repairs.

If request is approved, a letter signed by the primary contractor, the respective NCSU Project Manager and a representative from NCSU Transportation will be completed and kept on file.

Granting of a summer waiver is entirely under the discretion of NCSU Transportation. Waivers may not be given for all parking areas. If project is completed in time frame that meets criteria listed above, costs will be waived. If project fails to meet all criteria listed above, NCSU Transportation will charge the responsible paying party for any associated fees accumulated beyond August 10<sup>th</sup>. The contractor or NCSU PM must make arrangements for payment with the NCSU Transportation Construction Representative if the project exceeds this time limit.

**Please fill out completely (Use N/A if not applicable):**

Project Name: \_\_\_\_\_

Project Location(s): \_\_\_\_\_

Project Start Date: \_\_\_\_\_

Project Finish Date: \_\_\_\_\_

NCSU Project Manager: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Primary Contractor Name: \_\_\_\_\_

Point of Contact and Telephone Number: \_\_\_\_\_

Staging Area Required (Yes/No): \_\_\_\_\_

Number of spaces needed in Staging Area: \_\_\_\_\_

Lot/Street Location: \_\_\_\_\_

Lot Closure (Yes/No): \_\_\_\_\_

If a fenced staging area is not required, how many, if any, parking spaces are requested for material lay down, etc.: \_\_\_\_\_

\_\_\_\_\_  
Signature (Contractor)

\_\_\_\_\_  
Signature (NCSU Project Manager/Rep)

\_\_\_\_\_  
Signature (NCSU Transportation Rep)