

North Carolina State University Contractor Parking Information and Application for the 2011-2012 Academic Year

General contractors and subcontractors must comply with all NCSU Transportation parking policies. NCSU Transportation provides parking arrangements for contractors depending on the location, duration, size and scope of a project. These arrangements must be made with NCSU Transportation **prior** to the initiation of a project. The contractor must provide a project site plan along with the following information: 1) project duration, project phases, 2) projected construction limits and staging areas (clearly depicted on plan).

Failure to park in designated parking spaces, or non-compliance with NCSU Transportation parking and traffic policies and regulations, may result in vehicle citations, including towing and/or booting. Repeated failure to comply may result in denial of parking for remainder of the project. **Final payment for the construction contract will not be released until all outstanding violations have been resolved.** It is important that all parties understand that parking on the campus of NC State University is a privilege, not a right.

Contractor Parking

There is no free parking on campus. General contractors and subcontractors may arrange for free off-campus parking at Park and Ride Lots at Carter-Finley and Westgrove (a short, free Wolfline bus ride to campus). Contractors may also provide a van to transport workers to and from the job site. The general contractor, subcontractors and employees of the contractors will not have on-campus parking for personal vehicles.

NCSU Transportation will determine the number and location of existing parking spaces each project will be allowed to use. This will include: (1) staging and material lay down areas and, (2) reserved or unreserved contractor parking outside of the staging area.

Pricing

All pricing is effective beginning Tuesday, August 16, 2011. Pricing remains in effect until further notice and is reviewed and subject to change on an annual basis.

Permit Types

The **Contractor (CON)** parking permit designates that a contractor has paid for the privilege of parking a work vehicle(s) on campus at or near a project job-site. Only a vehicle(s) registered and displaying the CON parking permit may park on campus. Vehicles displaying a CON permit may park in the following permit areas: **B, C, CC, CD, DD, P and W**. The CON permit may not park in the following permit areas: **A, AS, RE, RP, RW, SV and accessible spaces**. The daily cost for the CON parking permit is **\$5.00**. The monthly cost for a CON parking permit is **\$40.00**.

The CON parking permit has a note section near the bottom of the permit that indicates the company name of the contractor, the construction project name and the specific parking location(s) the contractor may park in.

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The **Service Provider (SP)** parking permit does not designate a specific parking space. Vehicles displaying the SP permit may park in any of the following permit areas: **B, C, CC, CD, DD, P and W**. The SP permit may not park in the following permit areas: **A, AS, RE, RP, RW, SV and accessible spaces**. The SP parking permit will only be issued on a yearly basis. The yearly cost for a SP parking permit is **\$408.00**.

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

Reserved Parking Spaces

When Transportation agrees to reserve specific parking spaces for a construction project, the parking is for a contractor's work vehicle(s) at the project job-site and/or for a staging area/lay down area (details below). The only vehicles that may park in a designated reserved parking space(s) are work vehicles displaying the appropriate CON or SP parking permit. The monthly cost for a reserved parking space is **\$75.00** per space in all permit areas, except for the **P** permit area. The monthly cost for a reserved parking space is **\$50.00** per space in the **P** permit area. Approval or disapproval of reserving parking spaces is at the discretion of NCSU Transportation. The need for reserved parking spaces must be justified by the respective contractor, especially in the following permitted areas: **A, AS, B, RE, RP, RW, SV and accessible parking spaces**.

Staging Areas and Placards

A staging area is for material lay down, waste containers and work-related vehicles/equipment, not personal vehicles. The monthly parking costs for staging area spaces are listed above under the reserved parking spaces section.

The location, size and duration of the staging area(s) must be submitted in writing and approved by NCSU Transportation **prior** to the completion of initial planning and design. For projects exceeding six months between initial planning and design and bidding date, the staging area plan must be resubmitted to Transportation for re-approval. The staging area must be fenced in accordance with the construction contract documents.

No staging placards will be issued for parking spaces contained inside a fenced staging area. Staging placards will only be issued when a construction project has unique parking outside of designated parking spaces, i.e., a grass area, gravel area, etc.

Placards are color coded based on campus project location. (See an example of a placard at end of this document).

Additional Considerations

Gate cards may be rented only with the purchase of a permit. Gate cards are issued at the discretion of NCSU Transportation and cost **\$50.00** each per year.

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The Summer Break Waiver is a mechanism for NCSU Transportation to ensure qualified projects are completed and have vacated parking areas prior to the beginning of the academic year (August). Staging area costs may be waived if the following conditions are satisfied: (1) Prior approval in writing has been granted by NCSU Transportation; (2) Project start date is after May graduation (typically the 2nd week in May); (3) Project end date is 1 week prior (typically mid-August) to the 1st day of classes; (4) There is no remaining equipment, construction debris, or parking space(s)/lot(s) requiring repairs.

Granting a summer break waiver is subject to the discretion of NCSU Transportation and there are no exceptions to the above requirements. A staging invoice will be developed at the onset of a project; however, it will be waived if the outlined above conditions are satisfied.

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 Manual on Uniform Traffic Control Devices (MUTCD; http://mutcd.fhwa.dot.gov/pdfs/2009/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.

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.

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.

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Compliance

At all times, communicating these general conditions 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.

Failure to communicate these general conditions does not excuse the contractor or subcontractor's responsibilities for parking citations received while on campus; citations received by contractor or subcontractor vehicles must be paid in full.

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North Carolina State University is a land grant university and a constituent institution of The University of North Carolina

Office of Finance and Business
Environmental Health and
Public Safety Division

NC STATE UNIVERSITY

An Equal opportunity/Affirmative Action
Employer
<http://www.ncsu.edu/transportation>

Transportation
Campus Box 7221
Admin. I Bldg
Raleigh, NC 27695-7221
919.515.3424 (phone)
919.515.7650 (fax)

To: NCSU Transportation

From: NCSU Project Manager for _____

Date: _____

Subj: **Summer Waiver Request for** _____

I request to have associated parking-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 beginning date of the project;
- 2) The project start date is after May graduation (typically the 2nd week in May);
- 3) The project end date is 1 week prior to the 1st day of classes (typically mid-August);
- 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.

Additionally, an invoice will be developed at the onset of a project, which lists all staging and other related parking expenses.

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 may require all project parking associated costs to be paid in full.

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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 no Staging Area is required, how many parking spaces are needed: _____

Signature (NCSU Project Manager/Rep)

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Staging Placard Example

**CENTRAL CAMPUS STAGING AREA
CONTRACTOR PARKING PLACARD**

(SUB)CONTRACTOR: _____
PROJECT LOCATION(S): _____
STAGING AREA LOCATION(S): _____
VALID DATES: _____
AUTHORIZATION SIGNATURE: _____

*DISPLAY ON DASHBOARD; VEHICLE MUST
PARK IN DESIGNATED LOCATION!*

NCSU TRANSPORTATION – (919) 515-3424

Contractor (CON) Parking Permit Example

FRONT
NC State University
Contractor Permit

SAMPLE



11TCON00057
Contractor
Effective: **15-Jul-2011**
Expires: **15-Jul-2011**

SAMPLE
CONTRACTOR: WE R PARKING; PROJECT: FIX THAT BUILDING
PARKING LOCATION: IN THE LOT

Issued: July 15, 2011 Cust UID #: 197274

- Hang permit on rearview mirror
- Not valid at meters, in pay lots or reserved spaces
- Do Not Park in Fire Lanes
- Park in marked parking spaces only
- Valid only on date indicated
- Valid only in location indicated
- Monetary fine if altered, duplicated, or obtained with falsified information
- Not for resale or gift

Not valid at meters, in pay lots or reserved spaces