SECTION 01581 – PUBLIC COMMUNICATIONS

PART 1 - GENERAL

1.01 SUMMARY
   A. This section covers communication procedures between the contractor and the public affected by construction activities.
   B. Any time the contractor is acting on behalf of the City to perform work, the communications material between the contractor and the public shall adhere to these technical standards and is subject to review and approval by the City.

1.02 RELATED SECTIONS
   A. Section 00700 – General Conditions:
   B. Section 01015 – Specific Project Requirements.
   C. Section 01300 – Submittals.

1.03 DEFINITIONS
   A. Affected Properties – homeowners, businesses, tenants or other entities whose everyday activities could be affected by the work.

1.04 INFORMATION PROVIDED BY THE CITY
   A. The City will provide the contractor with an electronic file for mailing communications to affected property owners for the purpose of Project communications.
   B. The City will provide the contractor with an electronic copy of approved communications templates to be distributed to affected properties.

1.05 SUBMITTALS
   A. Submit as specified in Section 01300 – Submittals.
   B. Notifications – Submit for review and approval all notification materials developed by the Contractor that are to be distributed to affected properties.

1.06 PUBLIC MEETINGS
   A. Description – The contractor shall attend and participate in public meetings held for the project. The contractor’s project manager shall attend and present project details. These details include, but are not limited to, the following:
      1. Project schedule.
      2. Project phasing.
      3. Disruptions to the neighborhood.
      4. Work hours.
      5. Temporary restoration efforts.
      6. Final restoration efforts.
      7. Field contact information.
   B. The City will provide a location, date and time of the meeting and will facilitate the meeting.
   C. See Section 01015 – Specific Project Requirements for additional meeting requirements.
1.07 DOOR HANGERS AND OTHER PRINTED COMMUNICATIONS
A. Description – Door hangers and other printed communications (fact sheets, post cards, signs, etc.) used throughout construction shall be distributed to inform homes and businesses of disruptions.
B. Templates – The City will provide templates for door hangers and other printed communications in an electronic format. See Figures 1 through 5 for an example door hanger.
C. Template Modification – The contractor may need to annotate the printed door hangers with project specific information. This effort may include describing the work and adding applicable date and time information for the benefit of the resident.
D. Review communications material – Review and approval of the communication materials by the City is required prior to the contractor’s distribution of materials.
E. Printing and Reproduction – The contractor shall print door hangers, mailers and all other communication materials needed for the project.
F. Distribution List – The list of affected property owners will be provided by the City.
G. Mailing and Distribution – The contractor shall distribute the door hangers and other printed communications to the affected property owners. Door hangers are to be hand-delivered and not placed in the mailbox. All other printed communications will be delivered in a manner acceptable to the City.
H. Costs – All costs to develop, reproduce, deliver or mail notifications shall be included in the contractor’s lump sum bid price.

1.08 NOTIFICATION OF UTILITIES
A. Notify utilities in accordance with Section 00700 – General Conditions, Article 6.

1.09 NOTICES TO PROPERTY OWNERS AND AUTHORITIES
A. As provided in Section 00700 - General Conditions, Article 6, the Contractor shall notify adjacent property owners and utilities when execution of the work may affect them.
B. Work Notice:
   1. General notice to affected property owners in advance of the work. Notice is required for any work within an easement. Notice shall be given for work within the City’s right-of-way, outside of the street.
   2. Type of notification shall be a door hanger.
C. Denial of Access:
   1. Notice for when it is necessary to temporarily deny access to property, driveway, sidewalk or other facility.
   2. Type of notification shall be a door hanger.
D. Smoke Testing:
   1. Notice for when the Project involves smoke testing.
   2. Type of notification shall be a door hanger.
E. Utility Service Interruption:
   1. Notice for when any utility service connection must be interrupted.
   2. Type of notification shall be a door hanger.
F. Street Closures and Changes to Traffic Patterns:
   1. Notices to utilities and other concerned agencies prior to cutting or closing streets or other traffic areas or excavating near underground utilities or pole lines.
   2. Provide any additional notifications required by the traffic control permit.
   3. Type of notification will be written communication prepared and distributed by the Contractor.
G. Schedule – Notices shall be received by the affected properties no less than two (2) and no more than seven (7) calendar days prior to the work, denial of access, smoke testing, utility service interruption, street closures and changes to traffic patterns or other work that may require notification.

1.10 OTHER COMMUNICATIONS
A. See Section 01015 – Specific Project Requirements for additional communication requirements not specifically included herein or otherwise required by the Contract Documents.

PART 2 - PRODUCTS
Not used.

PART 3 - EXECUTION
Not used.

See example templates on pages 4-9.
PROPERTY ACCESS
TEMPORARILY RESTRICTED

A KC Water contractor is conducting impactful infrastructure work at or near your home or business that will require temporary closure of your driveway/pedestrian access, or both.

Date(s) of closure: ____________________________
From ___________ to approximately ____________

QUESTIONS:
Contact supervisor: ________________________________________
Email or text: ____________________________________________

We greatly appreciate your patience and cooperation. Thank you for your support as we continue to improve critical infrastructure in your neighborhood and throughout Kansas City.

KC WATER
www.kcwaters.us

KCW-SC-001 (Rev. 1/19)

Figure 1 – Restricted Access Door Hanger
PIPELINE SMOKE TESTING

A KC Water contractor will be testing sewers in your neighborhood that will include a pipeline smoke test.

Date(s) of smoke testing: __________________________

From __________________________ to approximately __________________________

The contractor will blow a smoke, non-toxic, not staining, odorless smoke into sewers in order to identify breaks or defects. The smoke is white-grey in color, creates no fire hazard and is not harmful to pets or humans.

In the unlikely event smoke enters your residence, you can speed dissolution by opening windows or doors. Also, please notify on-site technicians or their supervisor.

QUESTIONS:

Contractor’s Supervisor: __________________________

Phone or text: __________________________

We greatly appreciate your patience and cooperation.

Thank you for your support as we continue to improve critical infrastructure in your neighborhood and throughout Kansas City.

Figure 2 – Smoke Testing Door Hanger
TRAFFIC TEMPORARILY INTERRUPTED

A KC Water contract worker is working in your neighborhood and may temporarily close some portions of streets near your home or business in order to complete important infrastructure improvements.

Date(s) of traffic interruption: ____________
From: ____________ to approximately ____________

Please follow detours, lane changes, observe barriers and traffic cones, and drive safely and attentively, especially near work crews.

QUESTIONS:
Contractor supervisor: ____________________________
Phone or text: ____________________________

We greatly appreciate your patience and cooperation.

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KC WATER
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Figure 3 - Traffic Interruption Door Hanger
Figure 4 – Wastewater Service Interruption Door Hanger
Figure 5 – Water Service Interruption Door Hanger
Figure 6 – Work Notice Door Hanger

END OF SECTION