



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

MDX LANE CLOSURE REQUIREMENTS AND PROCEDURES

1.0 General:

Lane Closure Request(s) (LCR) must be submitted following the procedure detailed herein. Failure to comply with the requirements of this document will result in denial of the LCR and the Contractor will have to re-schedule any related activities at no expense to the Miami-Dade Expressway Authority (MDX). Such denial(s) do not represent grounds for a Contract Time extension.

The request(s) must be prepared and signed by the Contractor and submitted for MDX or MDX's representative for approval. The Contractor must seek approval from MDX for personnel responsible for submitting LCRs.

Blanket LCR both for multiple locations and extended periods of time will not be approved. The Contractor must make the requests only after all required resources to complete the work have been secured and should include reasonable contingencies (i.e., an additional day or two to complete a task in case of impacts of unforeseen conditions such as adverse weather conditions).

2.0 LCR Procedure:

The LCR form (*Attachment 1*) must be completed and signed by the Contractor's representative. The request must be submitted for approval(s) to MDX.

The requests must be submitted in a clear and complete way, and be signed, so that all pertaining information can be easily understood. Any of the applicable approvers may, as his or her sole discretion, require the forms to be resubmitted if extensive hand corrections have been made to the point the information contained is not deemed clear.

Figure 1 below summarizes the steps to be followed for a timely submittal, review, processing and approval of a LCR. The Contractor must take into consideration and allow time for the review by the applicable reviewers so that an approved LCR is forwarded to the GEC Public Information Officer (PIO) no later than 3:00 PM the Wednesday two weeks prior to the week scheduled for the lane closures.

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The MDX and GEC PIOs will gather lane closures system wide and coordinate them for any potential conflicts. Such coordination will also include the operations of adjacent projects under construction by other agencies. Once all coordination has been completed, the MDX Weekly Traffic Advisory will be distributed the following Friday afternoon and will include lane closures for the seven (7) Calendar Day period of the upcoming week (Sunday through Saturday, inclusive). Any lane closure forms received after the Wednesday submission deadline will not be considered for inclusion in the MDX Traffic Advisory.

Traffic Advisories may be issued as needed for emergency construction or maintenance activities at MDX's sole discretion. Requests from partner agencies (e.g. FDOT) and for maintenance should be submitted to the MDX Operations & Maintenance Manager for approval.

Figure 1: Traffic Advisory Timeline

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8 Lane Closure Request forwarded to GEC PIO	9	10	11
12	13	14	15	16	17 Weekly Advisory Distributed	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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MDX Traffic Advisories are distributed weekly on Friday afternoons. The Advisory covers a seven (7) Calendar Day period beginning on the Sunday of the upcoming week and continues through the following Saturday (Sunday through Saturday, inclusive).

3.0 Information to be Included in a LCR:

Each form shall include at a minimum the following information:

- Construction activity dates and times
- Locations of closure and boundaries
- Number of lanes to be closed (e.g. 1 of 3) and position (e.g. right or left)
- Identify if it is a ramp, a mainline or a street closure
- Any alternate street names/numbers
- Approved detour (if applicable) and any other pertinent information such as FDOT standard index to be used for the lane closure.
- Description of work to be performed

4.0 Traffic Advisory Submission Contacts:

- GEC Public Information Officer:
Yvette Holt, 305-335-0924
Yvette@HoltCommunications.net
- Assistant Director of Engineering:
Claudio Diaferia, 305-637-3277, ext. 2113
cdiaferia@mdxway.com

Attachment 1 Lane Closure Request Form



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LANE CLOSURE REQUEST FORM

MDX PROCUREMENT/CONTRACT NO.: _____

MDX WORK PROGRAM NO.: _____

MDX PROJECT/SERVICE TITLE: _____

MDX ROAD NUMBER: _____		REPORT FOR DATES: (Sunday thru Saturday)	
Lane Closure Request No.: _____		TYPE OF CLOSURE:	
MAINLINE ___ NB ___ SB ___ WB ___ EB			
LOCATION OF CLOSURE: _____			
DAY/DATE/HOURS OF CLOSURE:			
From:		_____, ____/____/____, ____:____ a.m./p.m.	
To/Thru:		_____, ____/____/____, ____:____ a.m./p.m.	
Will the lane closure affect FDOT Road(s) Yes ___ No ___			
Comments:			
RAMP ___ NB ___ SB ___ WB ___ EB			
LOCATION OF CLOSURE: _____			
DAY/DATE/HOURS OF CLOSURE:			
From:		_____, ____/____/____, ____:____ a.m./p.m.	
To/Thru:		_____, ____/____/____, ____:____ a.m./p.m.	
Will the lane closure affect FDOT Road(s) Yes ___ No ___			
Comments:			
CROSSSTREET ___ NB ___ SB ___ WB ___ EB			
LOCATION OF CLOSURE: _____			
DAY/DATE/HOURS OF CLOSURE:			
From:		_____, ____/____/____, ____:____ a.m./p.m.	
To/Thru:		_____, ____/____/____, ____:____ a.m./p.m.	
Will the lane closure affect FDOT Road(s) Yes ___ No ___			
Comments:			



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LANE CLOSURE REQUEST FORM

MDX PROCUREMENT/CONTRACT NO.: (A)

MDX WORK PROGRAM NO.: (B)

MDX PROJECT/SERVICE TITLE: (C)

MDX ROAD NUMBER: (D) REPORT FOR DATES: (E) (Sunday thru Saturday)

Lane Closure Request No.: (F) TYPE OF CLOSURE: (G)

LOCATION OF CLOSURE: (H) MAINLINE NB SB WB EB

DAY/DATE/HOURS OF CLOSURE: From: a.m./p.m. To/Thru: a.m./p.m.

Will the lane closure affect FDOT Road(s) Yes No

Comments:

LOCATION OF CLOSURE: (H) RAMP NB SB WB EB

DAY/DATE/HOURS OF CLOSURE: From: a.m./p.m. To/Thru: a.m./p.m.

Will the lane closure affect FDOT Road(s) Yes No

Comments:

LOCATION OF CLOSURE: (H) CROSSSTREET NB SB WB EB

DAY/DATE/HOURS OF CLOSURE: From: a.m./p.m. To/Thru: a.m./p.m.

Will the lane closure affect FDOT Road(s) Yes No

Comments:

LANE CLOSURE REQUEST FORM

OTHER TRAFFIC MAINTENANCE ACTIONS:	(I)	
DESCRIPTION OF WORK TO BE PERFORMED:	(J)	
CONTRACTOR:	(K)	
PREPARED BY: _____	(L)	
Authorized Signatory		Title Date
MDX APPROVAL		
SENT TO: _____	(M)	
Authorized Signatory		Title Date
APPROVED BY: _____	(N)	
Authorized Signatory		Title Date

SAMPLE



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Instructions to complete: Lane Closure Request Form

Intent:

The intent of this form is to provide MDX with a tool to track all construction/maintenance activities that may impact the free flow of traffic within the five (5) corridors of the MDX System.

Instructions:

- A) Include MDX Procurement/Contract No. (MDX, RFP, RFQ, ITB, ITN-XX-XX, as applicable).
Example: RFP-13-01; RFQ-13-01; ITB-13-01, as applicable.
- B) Include MDX Work Program Number (112XX.XXX, 836XX.XXX, 874XX.XXX, 878XX.XXX, 924XX.XXX).
Examples: 11211.060, 83608.030, 87404.060, 87801.030, 92405.030.
- C) Include MDX Project/Service Title.
Example: Central Boulevard Reconstruction.
- D) Include Road Number.
Examples: SR 112, SR 836, SR 874, SR 878, SR 924.
- E) Include the Period (on a weekly or bi-weekly basis) the lane closure(s) are being requested for (the period covered is always from a Sunday to a Saturday, two week period maximum).
Example: From 1/6/13 to 1/12/13.
- F) Include a unique, sequential, project related number.
Example: 001.
- G) Include the type of closure being requested.
Example: Single mainline closure; multiple mainline lane closure; ramp closure; street closure.
- H) Fill out the corresponding section based on the information included in bullet G:
- Check the direction of traffic the lane closure will be impacting.
 - Provide the location of the closure (*Example:* SR 836 between NW 17th Avenue and NW 27th Avenue).
 - Provide start weekday, date and time of the requested lane closure.
 - Provide end weekday, date and time of the requested lane closure.
 - Check if requested closure will impact FDOT roads; such request will require additional coordination.
 - Add any comments that may help better describe specific conditions applicable to the request.

- I) Include other traffic related information applicable to the lane closure request.
Example: Per Standard Index No. ##; Refer to Sheet ## for Traffic Control Plan to be used.
- J) Include a brief description of the work to be performed.
Example: Milling and resurfacing operation.
- K) Include Contractor's legal entity name.
- L) Authorized Officer to contractually bind and enter into contractual arrangements and/or agreements on behalf of the company.
- M) MDX authorized representative to approve the lane closure request and date (to be completed by MDX).
- N) MDX authorized representative concurring with the lane closure request and date (to be completed by MDX).