



Memo

2024 January 22

To: All Industry Members

From: Aleem Nanji, Leader – Roadway Operations and Detours, Mobility Operations

Re: 2024 Temporary Traffic Accommodation – Process Changes

Mobility Operations – Detours recently underwent an operational shift and has implemented a significant process change for the 2024 calendar year. Existing, long-term projects are part of the transition process and will receive support from Mobility Operations – Detours Engineering.

Summary of process for 2024:

What's different?

- Mobility Operations (TFO) will no longer provide physical detour setups for any planned projects for the time being.
- All projects should utilize third-party providers for authenticated detour plans and setups.

What's the same?

Detours Engineering will continue to:

- Review and approve street use, hoarding, and other right-of-way permits.
- Work with project managers and contractors to provide input on traffic accommodation proposals.
- Manage emergencies, special events (including parades, marathons, and games), film production, and any City maintenance activities.

Process overview for 2024:

All permit applications must be submitted via The City's ePermits system. [Street use permit \(calgary.ca\)](https://calgary.ca)

Street use permit and hoarding applications may require a traffic accommodation strategy (TAS), communications strategy for long term closures, temporary streetlighting, and excavation permits depending on the work being done. Please continue to work with Detours Engineering to confirm requirements and timelines.

For more information regarding Street Use Permits, timelines, checklists, The City's Temporary Traffic Control Manual, and all other associated roadway permits refer to [Road permits \(calgary.ca\)](https://calgary.ca).

An updated version of The City of Calgary's temporary traffic control plan requirement flow chart can be found at [Calgary.ca](https://calgary.ca) ([Temporary Traffic Control Flow Chart](#)).

Mobility Operations is also updating the current Temporary Traffic Control Manual to capture process changes and will be publishing a revision in Q1 2024.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you,



Aleem Nanji, P.Eng.
Leader – Roadway Operations and Detours
Mobility Operations

Temporary Traffic Accommodation Process Changes - FAQs

Detours recently underwent an operational shift and has implemented a significant process change for the 2024 calendar year.

What's different?

- Mobility Operations (TFO) will no longer provide physical detour setups for projects for the time being.
 - All projects should utilize third-party providers/vendors for authenticated detour plans and setups going forward.

What stays the same?

Detours Engineering will continue to:

- Review and approve Street Use, Hoarding, and other right-of-way permits.
- Work with project managers and contractors to provide input on traffic accommodation proposals.
- Support emergencies, special events (parades, marathons, and games), film production, and any City maintenance activities.

What is the process for 2024?

- All permit applications must be submitted via [The City's ePermits system](#).
- Street Use Permit and Hoarding applications may require traffic accommodation strategy (TAS), communications strategy for long-term closures, temporary streetlighting, and excavation permits depending on the work being done.

Who will respond to emergencies?

- Mobility Operations will continue to manage emergencies, as per our defined emergency process.

What defines an emergency?

- An emergency is a non-planned project that meets specific criteria related to shutdown area.
- Emergency works require immediate response to address public safety risk, infrastructure damage or customer impacted by loss of water, gas or power.

Who will support ongoing projects in Q1?

- Project Managers are expected to utilize third-party providers to support Temporary Traffic Control (TTC) requirements.
- Mobility Operations will provide guidance through this transition period to ensure the handoff is well supported.

Are there any changes to the signage plans?

- There are no changes to field implementation.
 - City crews will continue to install permanent signage and third-party vendors will be responsible for temporary signage.
- For signage design, project managers will now be required to obtain design plans from PSD Traffic Design or contract out.
- TCP will review and approve all developed plans submitted to The City before field installation.

Will area detour technicians coordinate closures with Signals Construction, Signals Engineering and Calgary Transit when required to supplement the temporary traffic control plan?

- Yes, our detour technicians will continue to support this in 2024.

Third-party vendors:

Is there a shortlist of qualified/approved third-party vendors I can access?

- There is no shortlist, but we are assembling one and will update once prepared.

Will third-party vendors be prepared and available?

- Mobility Operations has been in communication with numerous third-party vendors, and they are aware of the upcoming changes.
 - They have begun preparing for this increased workload.
- We are currently working with our third-party vendors to ensure we have qualified workers with flagger training in the field.
 - These requirements will be included in our tender language.
 - There may be constraints during peak months (July-Sept), so it's recommended to provide the scope of work in advance, allowing the vendors time to react appropriately.

Who is responsible for inspecting third-party detours and traffic controls?

- All parties have a responsibility as part of their individual quality control.
- Mobility Operations carries out inspections as required.
 - With the increase of external setups, we plan to increase the number of inspections to ensure quality control.
 - Project managers and contractors are required to maintain a daily log and record of TTC setups, to adhere to approved TTC plans and meet OH&S regulations.

Timelines:

When will Mobility Operations stop providing detour support?

- This is a current change in process and will continue through the 2024 calendar year.
 - Existing and long-term projects should look to transition to third-party providers.
 - Detours Engineering will continue to support and provide answers for project specific queries.

When will the Temporary Traffic Control Manual be updated?

- Mobility Operations is currently working on restructuring the permits online intake for how we work with third-party vendors.
- The final updates to the Temporary Traffic Control manual are targeted for March 2024.
- Our Traffic Control Flowchart is complete and available [online](#).

When will the contract language be updated?

Standardized RFX language around roadway permits and detours is being developed and is targeted for distribution by January 2024.

- Project specific conditions are to be developed with the project managers and detour technicians on a project-by-project basis.

IMPACT

Is there a list of the 2023 projects completed by the Detours team to help understand the workload/budgetary implications the business unit will incur?

- For specific inquiries, reach out to the Detours team.

Who is responsible for coordination and procurement of off-duty officers?

- The requirement for Pay Duty officers should be identified on the TTC plan.
 - It is then the project manager's responsibility to submit a request for a pay duty officer via the established channel.

What is the best avenue for our project managers to get information relating to the upcoming changes?

- Our Detours team will support the project managers during this transition by answering any questions and providing input and guidance on traffic accommodation proposals.

Is there information on the website?

- You can find more information [here](#) and [here](#).