

Sample – Construction Outreach Activity & Timeline

Timeline	Activity	Notes
<i>The Public Outreach Scope is determined by the Project Contract</i>		
PRECONSTRUCTION		
90 – 180 days prior to construction	<ul style="list-style-type: none"> • Environmental Impact Review (EIR) 	<ul style="list-style-type: none"> • If necessary
	<ul style="list-style-type: none"> • Communications 	<ul style="list-style-type: none"> • Assign Communications Project Liaison • Request Project billing codes from Project Manager
	<ul style="list-style-type: none"> • Project Predesign 	<ul style="list-style-type: none"> • Determine/suggest plan regarding pre-construction video of the project area if, when, or should residents, business claim damages done to their curb, sidewalk, property etc. by construction. • Secure Construction Inspector contact information. • Secure SFPUC Construction Manager (CM) and Project Manager (PM) contact information. • Prepare Project folder in W Drive
	<ul style="list-style-type: none"> • Language Access Ordinance 	<ul style="list-style-type: none"> • Discuss Language Access Ordinance (LAO) multi-language requirements with regard to signs, notices, etc. <ul style="list-style-type: none"> ○ Review Glossary of Terms and update with any missing terminology ○ Alert LAO staff about changes/updates in project terminology to Glossary

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<p>60 – 90 days prior to construction</p>	<p>Community</p> <ul style="list-style-type: none"> • Stakeholders • Informational Presentational opportunities 	<ul style="list-style-type: none"> • Drive or walk and photograph alignment of project. <ul style="list-style-type: none"> ○ Identify and note all neighbors, businesses, schools, churches, parks and scheduled public events, etc. that may be impacted by construction and staging, etc. • Identify community organizations, businesses, schools, churches, parks and public events. <ul style="list-style-type: none"> ○ Determine meeting dates of community organizations, business organizations, schools, churches and SFPD District Neighborhood meetings to schedule a presentation within 30 to 45 days of project start date.
	<p>Collateral Materials</p> <ul style="list-style-type: none"> • Develop Factsheet • Develop Public Notices • Website • Social Media • Identify local community newsletters/publications 	<ul style="list-style-type: none"> • Graphics needs <ul style="list-style-type: none"> ○ Create project file in "W:\COMM\GRAPHICS PROJECTS" folder ○ Alert Graphics via email graphics@sfgov.org of upcoming project needs & deadlines <ul style="list-style-type: none"> ▪ Allow sufficient time for changes/edits ▪ Provide artwork and or allow time for artwork development. ○ Alert LAO staff of any translation needs <ul style="list-style-type: none"> ▪ Secure quote for payment ▪ Allow sufficient time for edits • Identify and get details on community and local newsletters/publications, to include: <ul style="list-style-type: none"> ○ Production deadlines ○ Word limit ○ Photo format requirements

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45 – 60 days prior to construction	Collateral Materials <ul style="list-style-type: none"> • Finalize Factsheet • Finalize Translations 	<ul style="list-style-type: none"> • Review project signage content and make revisions if necessary. • Begin process for a 30-Day notice to complement what the contractor sends out. • Review translations as needed
	Community/Organization Presentations	<ul style="list-style-type: none"> • Review, update and/or establish contact list in Goldmine. <ul style="list-style-type: none"> ○ Send project updates to contact list as needed • Attend community meetings to make presentation on the project. NOTE: May be reserved for major project along large commercial streets i.e. Valencia, Cesar Chavez.
30 – 45 days prior to construction	<ul style="list-style-type: none"> • Pre-construction Meetings • Finalize Public Notices • Public Notice Distribution 	<ul style="list-style-type: none"> • Attend regular preconstruction meetings. • Create notice to complement what the contractor sends out. • Notice community/neighborhood for upcoming construction. • Notify offices of the Mayor and District Supervisor. • Send 30 Day Public Notice for publication in local community newspapers/newsletters. • Distribute notices in person and talk to merchants, schools and other stakeholders to inform them about: <ul style="list-style-type: none"> ○ What the project entails, ○ Why the project needs to be done, ○ Who the Construction Contractor on the project is, ○ Who the Contractor and SFPUC contacts will be.

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30-Day Public Notice	Public Notification: <ul style="list-style-type: none"> • Mayor • Board of Supervisors, • Constituents • Officials and • Municipal Agencies 	<ul style="list-style-type: none"> • Typically, a contractor is required to send out a 30-Day and <i>sometimes a 10-Day Notice for upcoming construction.</i> • Distribute notices in person and talk to merchant, school or other stakeholders to explain the what, why of the project, whom to contact etc.
	<ul style="list-style-type: none"> • Social Media 	<ul style="list-style-type: none"> • Prepare text for Twitter and Facebook posts
15 – 30 days prior to construction	<ul style="list-style-type: none"> • Graphics 	<ul style="list-style-type: none"> • Provide final language and Art Work for project sign
10 – 30 days prior to construction <i>Then updates as needed.</i>	Post project details on sfwater.org/construction web page	<ul style="list-style-type: none"> • Update map to reflect project alignment. • Upload current notice as needed
10 day Notice	Public Notification: <ul style="list-style-type: none"> • Mayor • Board of Supervisors, • Constituents • Officials and • Municipal Agencies • 3-1-1 • Media Advisory 	<ul style="list-style-type: none"> • Transmit factsheet 10 days before construction. • Typically, a contractor is required to send out a 30-Day and <i>sometimes a 10-Day Notice for upcoming construction.</i>
DURING CONSTRUCTION		

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Timeline	Activity	Notes
Ongoing	Construction Updates	<ul style="list-style-type: none"> • Attend progress meetings to keep up to date with project progress. NOTE; not every R&R project has regular progress meetings. • Visit the site periodically to see what's actually being done, where equipment is being stored, how parking is impacted etc. • Update constituents and stakeholders as needed.
Monthly	Construction Updates	<ul style="list-style-type: none"> • When necessary • If a stakeholder database has been established in Goldmine you want to send periodic construction updates.
Weekly	Construction Updates	<ul style="list-style-type: none"> • Update "Construction in Your Neighborhood" web page. • Update
Daily	Inquiries from: <ul style="list-style-type: none"> • Mayor • Board of Supervisors, • Constituents • Officials and • Municipal Agencies • Press 	<ul style="list-style-type: none"> • Be prepared to respond to complaints etc. in a sensitive, but fair manner.
As Needed	Public Notification: <ul style="list-style-type: none"> • Mayor • Board of Supervisors, • Constituents • Officials and • Municipal Agencies • 3-1-1 • Media Advisory 	<ul style="list-style-type: none"> •



Harrison Street Water Main Replacement Project



PROJECT FACT SHEET



Project Summary

As part of the San Francisco Public Utilities Commission's (SFPUC) ongoing Repair and Replacement program, a new water main pipe will be installed on Harrison Street between 18th and Cesar Chavez Street.

Construction Schedule

Ranger Pipelines, the contractor working for the SFPUC, anticipates beginning construction activities in your area the week of January 19, 2011. It is anticipated that work for all of Harrison between 18th & Cesar Chavez will be completed by spring 2011. Weather and or construction issues may delay completion date.

Workdays & Hours

Monday – Friday 7:00 AM - 5:00 PM

No construction will occur outside of these posted hours without advanced written notice.

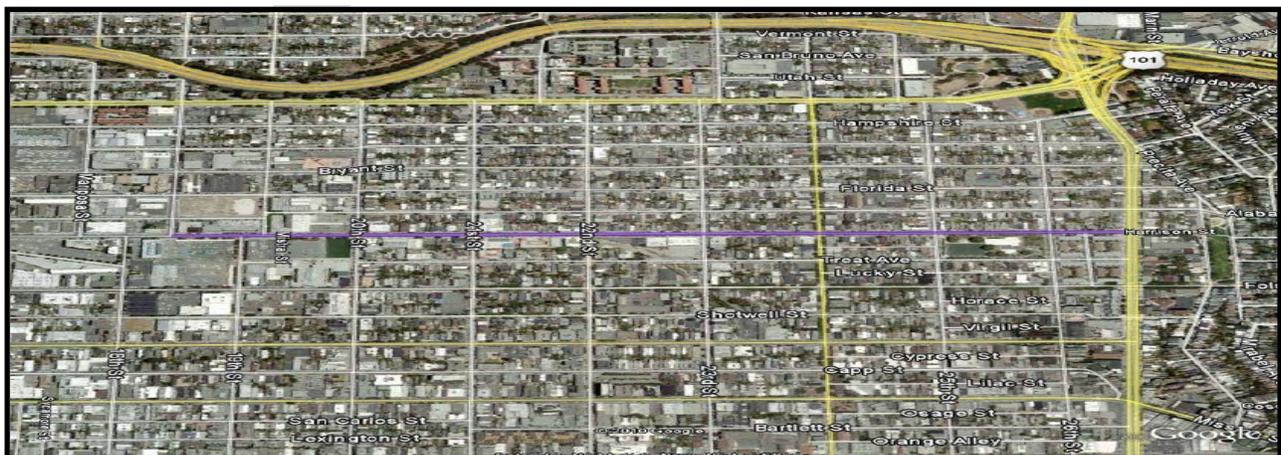
Questions?

Contact SFPUC Communications at:
415-554-3286 or rlopez@sfgwater.org

Evening hours and weekends:
415-550-4911 or 311

What to Expect

- Site preparation and street excavation, some noise from the use of equipment.
- Depending on location possible some minor traffic rerouting may occur.
- Parking will be temporarily removed on a block-by-block basis. The contractor anticipates completing two blocks every two weeks.
- "No-parking" signs will be posted in impacted areas where the contractor is working.
- Parking should not be restricted for longer than 8-10 work days in any area. If there is no construction by noon, public parking will be permitted.
- Businesses and residents in the construction area will have access to their garages, although there may be temporary delays.
- Work will be conducted in three stages:
 - 1) *Trench and fill with pipe*
 - 2) *Service connections to properties*
 - 3) *Paving of streets in segments.*



Map of alignment on Harrison Street



30-DAY PUBLIC NOTICE

DOLORES ST WATER MAIN REPLACEMENT & STREET RESTORATION PROJECT

Dolores Street from 21st Street to 25th Street
Contract No. WD-2617



July 20, 2010

P&J Utility Company, contractor for the San Francisco Public Utilities Commission (SFPUC) and the Department of Public Works (DPW), will begin installation of a new 8" ductile iron water main and perform street restoration work once water main is installed on Dolores Street (east side) from 21st Street to 25th Street.

The anticipated start date for the project is August 20, 2010 and completion is scheduled for December 20, 2010. Weather and/or construction issues may postpone the completion date.

Work Area: All of Dolores Street from 21st to 25th Street

- Parking will be temporarily removed on a block-by-block basis. The contractor anticipates completing two blocks every two weeks.
- "No-parking" signs will be posted in impacted areas where the contractor is working.
- Parking should not be restricted for longer than 8-10 work days in any area. If there is no construction by noon, public parking will be permitted.
- Businesses and residents in the construction area will have access to their garages, although there may be temporary delays.
- Work will be conducted in three stages: 1) Trench and fill with pipe, 2) Service connections to properties and 3) Paving of streets in segments.

WORKDAYS & HOURS (weather permitting)
Monday – Friday, 7:00 a.m. to 5:00 p.m.

FOR MORE INFORMATION VISIT:
sfwater.org/construction

CONTACT:
Roberto Lopez
415-554-3286

AFTER HOURS:
P&J Utility Company
415-284-0307 or
415-716-6484