

TRANSPORTATION & PARKING PROJECT REVIEW CHECKLIST

General Transportation Items

- For this checklist transportation and traffic shall refer to vehicles, bikes, transit, and pedestrians.
- Virginia Department of Transportation (VDOT) standards shall be followed for all road and trail design and construction.
- All transportation signage shall follow VT Wayfinding Standards, VDOT, and MUTCD.
- Any phasing of the limits of disturbance and construction shall be shown clearly. All fence locations and gates shall be indicated for each phase.
- All transportation routes shall be shown for each construction phase.
- Construction activities shall not block transportation sight distances. This is especially important at all transportation intersections. Follow VDOT standards for sight distances. Note that this is often a problem with screening used on construction fence. Screening shall not block sight distance.
- Include in the general notes that all vehicle, bike, and transit (road and trail) disruptions shall require at least 3 week notice by submission of a detailed & clear plan and submission of a traffic disruption request found at the [VT Campus Closures Map Viewer](#) website. Use the “Submit Construction/Road Closure Request” link at the top of the web page to submit a request. Contact the Transportation Planning Engineer for more information.
- Traffic disruptions during VT events such as large home sporting events and commencements shall not be permitted. Exceptions shall be requested at least 6 months in advance, but are typically denied.
- All delivery routes and site access shall be maintained. This includes mail, vending, delivery, construction traffic, and garbage pickup.
- All emergency response routes shall be maintained. The appropriate agencies shall be notified of any changes.
- All transportation routes shall be designed for the largest vehicles expected to access the site via that route.
- The proposed curb radii shall be large enough for all traffic including tractor trailers, transit, and emergency vehicles. Turning movements and paths of the largest vehicle shall be shown on plans.
- All transportation routes of completed construction shall be shown.
- Landscaping (and future growth of landscaping) shall not impact transportation site distance.
- Landscaping (and future growth of landscaping) shall be avoided within sight lines from 2 feet to 7 feet above the paved traffic route.
- All road work shall require a VDOT permit unless waived by Virginia Tech.
- All road work shall be inspected at:
 - Subgrade prior to placement of base stone
 - Base stone prior to placement of pavement
 - Pavement prior to pavement markings
- Contractor shall ensure smooth transition between all proposed and existing grades, to include asphalt, landscaping, concrete...etc.
- All work (asphalt, landscaping, concrete...etc.) shall be graded to drain (i.e. positive drainage). No ponding permitted.
- Geotechnical testing shall confirm subgrade and pavement design per VDOT standards.
- If existing pavement is used, pavement structure shall be confirmed during design.
- Crosswalks shall use “continental” style pavement markings and cross roads perpendicular to the vehicle traffic flow.
- Crosswalks shall use the following lighting specifications:

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- Pole: HAPCO part no: HAP30971P30 - 20' Decorative Alum Pole Hokie Brown w/ 8' Single Arm for Over Head Tear Drop Fixt.
- Luminaire: HAPCO part no: HAP80911P30 - Adjustable Luminaire Adapter for Antiques Lighting SB33 Fixture
- Truncated domes shall be: ADA Solutions Inc, Replaceable (wet-set) Composite Tactile with dome spacing 2.350" and color: brick red , part no: 2436NV8rep

Alternative Transportation Items

- Bike lanes shall be maintained. Alterations shall have proper signage.
- The VT Bike Master Plan shall be used to determine the need and number of bike racks. Location of bike racks shall be reviewed and approved by VT.
- Bike racks, bike shelters, and bike hubs shall follow the VT standards and VT Bike Master Plan.
- All transit stops and routes shall be maintained.
- All pedestrian routes shall be maintained.

Parking Items

- The contract shall include the contractor parking statement shown as enclosure A
- All parking spaces shall be 8.5' x 18'.
- Striped out areas next to ADA parking shall be 8.5' x 18'.
- Wheel stops shall be avoided if possible.
- Parallel ADA spaces shall be avoided if possible.
- Parking lot curbing shall be VDOT standards.
- Service vehicle parking spaces shall be included as needed.
- An automated access gate shall be considered when controlling access.
- Loss of parking spaces shall be minimized. Total number of parking spaces lost shall be shown on plans at each plan review stage. Reduction of parking spaces shall be considered in project budget.

Plans shall include these General Notes for Parking:

1. Parking Requirements: Parking on the Virginia Tech campus in Blacksburg is regulated for all vehicles. Virginia Tech Parking Services strictly enforce parking regulations (regulations at: www.parking.vt.edu). Violations of parking regulations could result in parking tickets, wheel booting, or vehicle towing. Contractor parking on campus is managed with the following requirements:
2. Parking within the construction fence of an approved project is allowed without restriction. Company and private vehicles may be parked inside the fence without a permit. All contractor parking shall be confined within the fenced project site. The university is not tolerant of contractor parking outside the fenced project site at any time, except at a pre-approved contractor parking lot location (see section below). Construction equipment and material is only authorized within the fenced project site and is not allowed elsewhere on main campus of Virginia Tech. If the site does not support sufficient space for material laydown then the contractor must take action to locate a site off-campus at the contractor's expense.
3. Prior coordination with Parking Services (540/231-3200) is required should the need arise for additional contractor parking. The university will designate a parking lot on campus for use by contractors. The designated contractor lot will be the only lot on campus in which contractor parking is allowed. The university encourages contractor carpooling from the designated contractor lot to the project site on a daily basis to reduce the overall volume of traffic around and within the project area. The university reserves the right to change the designated contractor lot to any other lot on campus during the term of the contract. Parking in the designated contractor

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lot requires the purchase of a vendor, business, contractor (VBC) permit from Parking Services for both company and privately owned vehicles. These rates may change on an annual basis at the discretion of Parking Services.

4. The hours of use of the designated contractor lot are generally reserved for normal daytime hours of work (7 am to 5 pm, Monday - Friday). The potential need for occasional night work is recognized and accepted, providing the lot is not used for overnight storage of vehicles. At no time will the lot be used to store equipment or industrial vehicles. Also, there will be occasions, typically on weekends, when the lot must be completely vacated for special activities such as graduation or football game parking. Parking Services will inform the VT project manager in advance of the special events dates and notices will be posted at the entrance to the lot. Vehicles left in the lot on these occasions are subject to being ticketed and towed at the owners' expense.
5. Parking spaces shall be delineated by 4 inch striping.
6. Traffic Disruptions: Projects must maintain the flow of all traffic on and adjacent to the project site (including road, trail, sidewalk...etc.). Accommodations for all traffic types (vehicle, bike, pedestrian...etc.) must be made with Virginia Tech Parking Services (540-231-3200) at least 3 weeks prior to occupation of the site. Deliveries that cannot be accommodated within the staging area may be briefly off-loaded in the roadway ONLY with prior coordination Virginia Tech Parking Services (540-231-3200) at least five working days in advanced. No significant activities should be planned at the construction site during home football games, university graduations, or other significant events.