



CITY OF REDMOND

Engineering Department

243 E. Antler Avenue
Redmond, OR 97756-0100
(541) 504-2002
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www.redmondoregon.gov

LANE & STREET CLOSURES

REQUIRED NOTIFICATIONS AND ADVISORIES

To alleviate disruption and frustration from street construction traffic impacts, proper communication between residents, emergency services, City staff, and contractors is critical. This document outlines expectations and community outreach requirements for contractors when initiating short-term lane or street closures.

CRITERIA – [Redmond Street Designation Map](#)

- Lane or full closure of arterial or collector street
- Full closure of residential street

TARGET AUDIENCE

- Residents located within closure areas
- Residents along approved detour routes
- City of Redmond Engineering/Public Works
- Emergency Services, Redmond School District (RSD) Transportation, US Postal Service (USPS), Cascades East Transit (CET), Republic Garbage Services
- Local Media Outlets

14 DAYS PRIOR TO CLOSURE

Contractors are REQUIRED to draft and distribute Street Closure Notification to Emergency Services, City of Redmond Engineering/Public Works, RSD Transportation, CET, and Republic Garbage Services.

Redmond Police Department (RPD)	jesse.petersen@redmondoregon.gov devin.lewis@redmondoregon.gov
Deschutes County Sheriff's Office (DCSO)	nathan.garibay@deschutes.org
Redmond Fire & Rescue	jeff.puller@redmondfireandrescue.org admin@redmondfireandrescue.org wade.gibson@redmondfireandrescue.org
City of Redmond Engineering/Public Works	mike.caccavano@redmondoregon.gov erica.waldbillig@redmondoregon.gov david.pilling@redmondoregon.gov brad.haynes@redmondoregon.gov julie.lovrien@redmondoregon.gov heather.cassaro@redmondoregon.gov
Redmond School District (RSD) Transportation	michelle.rainville@redmondschools.org anthony.pupo@redmondschools.org

Cascade East Transit (CET)	mhopper@coic.org
Republic Garbage Services	badair@republicservices.com

Electronic message signs (when required) should also be installed 14 days prior to street closure. Message should be placed at points of closure and redirect traffic to detour routes when possible.

7 DAYS PRIOR TO CLOSURE

Direct Contact with Impacted Residents. Door hangers should be placed on front doors of impacted residents. Door hangers should contain closure dates, closure locations, approved detour routes, and contractor’s contact information.

5 DAYS PRIOR TO CLOSURE

Contractors are REQUIRED to notify USPS if street construction blocks mail receptacles.

US Postal Service (USPS)	elizabeth.e.taylor@usps.gov scott.d.harsh@usps.gov
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24 HOURS PRIOR TO CLOSURE

Contractors are REQUIRED to distribute a SECOND Street Closure Notification to Emergency Services, City of Redmond Engineering/Public Works, RSD Transportation, CET, USPS, and Republic Garbage Services. Contractor should also send a Media Advisory to local media via email.

The Bulletin	news@bendbulletin.com
The Redmond Spokesman	news@redmondspokesman.com
KNLR Radio	info@knlr.com
KBND News Radio	news@kbnd.com
KSJJ Bend Radio Group	rl@bendradiogroup.com
KTVZ News Channel 21	stories@ktvz.com barney.lerten@ktvz.com
Central Oregonian	news@centraloregonian.com
The Round Up	info@theroundupredmond.com
Combined Communications	news@combinedcommunications.com
Redmond Chamber of Commerce	info@visitredmond.com
Zolo Media	gfair@zolomedia.com
Cascade Business News	news@cascadebusnews.com
Horizon Broadcasting	news@horizonbroadcasting.com
KOHD News	info@zolomedia.com
The Source Weekly	news@bendsource.com
Central Oregon Daily	info@centraloregondaily.com hroberts@centraloregondaily.com

A template for Media Advisories is attached. Email subject line should be the same as the Advisory title – “Media Advisory – Street Closure Notification.” The Advisory should contain closure dates, closure locations, approved detour routes, and contractor’s contact information.

ROAD CLOSURE SIGNS/BARRICADES

Contractors are required to install signs on closure barricades. Signs must clearly display contractor name, contractor contact information, and closure dates. Lettering size, color, background, and overall sign size must be suitable for reading from a nearby vehicle.

MEDIA ADVISORY

Date:

From:

Mobile Phone:

NOTIFICATION OF STREET CLOSURE(S)

LOCATION:

DATE(S) OF CLOSURE:

START TIME:

PURPOSE OF CLOSURE:

LOCAL ACCESS:

DETOUR ROUTES:

ATTACHMENTS:

CONTACT INFORMATION:



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Approval Memo for Sidewalk Improvements
2022 COIC Bend & Redmond Bus Stop Improvement Project
15-13-INDEX

April 1, 2022

OWNER/APPLICANT:

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Email: dhobauer@coic.org

ENGINEER:

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Century West Engineering
1020 SW Emkay Dr. Ste 100
Phone: 541-322-8962
Email: MTipton@centurywest.com

CITY OF REDMOND ENGINEERING CONTACTS / REPRESENTATIVES:

Tom Hart, PE – Engineering Dept.
Erica Waldbillig – Engineering Dept. Administration

Phone: 541-504-2017; tom.hart@redmondoregon.gov
Phone: 541-504-2018; Erica.Waldbillig@redmondoregon.gov

CITY OF REDMOND INSPECTOR:

Nick Peterson - Senior Engineering Inspector

Phone: 541-480-1944; nick.peterson@redmondoregon.gov

1. Project Inspection:

- a. The City of Redmond Engineering Inspectors conduct roving inspections and are available by phone to answer questions. These inspections are for the improvements or connections done within the public right of way.
- b. Any testing for acceptance of public right of way connections or improvements, requires the presence of an Engineering Inspector or a City contracted observer. Failure of any tests will require additional testing and associated City fees.
- c. All inspections that require the Inspector's extended presence must be scheduled a minimum of 24 hours in advance. These include but are not limited to compaction tests, or any tests that require a gauge. *See Standard Specifications, Development Provisions, section 14.1.00*
- d. For Materials used within public right of way, the Contractor must provide all back fill and materials reports that must be job specific, less than one year old and approved prior to use. These include but are not limited to; Moisture/Density, Sieve Analysis, L.A. Abrasion, and S.E. Reports. *See Standard Specifications, Division 1, section 101.2.00 & Division 2, section 207*

2. Traffic Control/Public Notification:

- a. All traffic control signs must comply with MUTCD and ODOT requirements.

3. Safety Requirements:

- a. The Contractor must comply with OSHA and other regulations. The City is NOT the safety inspector.
- b. The Contractor must control leakage and sifting as well as dust blowing off loads from trucks hauling material to and from the site in accordance with ORS 818.300.

4. General Site Construction Requirements:

- a. The Contractor is responsible for keeping streets clear of dirt and debris as a result of construction activities. Promptly sweep streets and sidewalks to clear material tracked from the site or spilled from trucks.
- b. All construction water usage must comply with the updated permit requirements available at the City Hall and City of Redmond Public Works Department.
- c. The Contractor must control dust at all times. This includes weekends and those days when there is no construction activity.

5. Project Closeout: The requirements for acceptance by the City of Redmond for all required public improvements include:

- a. Any design changes and or Change Orders during construction will require an updated Electronic copy of Construction Prints with all design changes.
- b. The Inspector will conduct a final walk through with the Contractor to ensure all punch list items have been completed. See Standard Specifications, Development Provisions, sections 09 and 22.