



*Florida Department of Transportation*

RON DESANTIS  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JARED W. PERDUE, P.E.  
SECRETARY

November 27, 2023

**DCE MEMORANDUM NO. 23-06**  
*(FHWA Approved 9-6-23)*

This Memo has Expired

**TO: DISTRICT CONSTRUCTION ENGINEERS**

**FROM:** Tim Lattner, P.E., Director, Office of Construction

DocuSigned by:

*Tim Lattner*

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**COPIES:** Dan Hurtado, Ananth Prasad (FTBA), Jose Ortiz (FHWA)

**SUBJECT: LANE CLOSURE NOTIFICATION SYSTEM**

The Department has revised Standard Specification **Sections 102 Maintenance of Traffic** and **105 Contractor Quality Control General Requirements** adding the requirements to submit pre-planned lane closures to the Engineer through a new module in the Department's Lane Closure Notification System (LCNS) via a mandatory specification revision scheduled for January 2024 lettings.

**REQUIREMENTS**

Contractor personnel tasked with creating and submitting future closure plans through the LCNS must take the training specified in Section 105 to receive access to the new Plan Share module. Contractor personnel with current LCNS access who will remain solely tasked with roadside data entry and closure activation/deactivation via the Live Link app, do not require re-training or access to the Plan Share module. However, the Department encourages Contractors review the workflow changes with all affected personnel, regardless of access level.

Contractors shall submit the name, email address, and proof of training completion for each individual requiring Plan Share access to the Engineer. Upon receipt of this information, the CEI will submit the access request to the District via their Construction Project Manager for processing and account generation.

**IMPLEMENTATION**

All active construction projects and all projects let prior to January lettings will be required to add the revised specification by Work Order or Supplemental Agreement.

**TRAINING**

In-person training for CEI will be held on the below dates. Due to limited space in the sessions and to ensure that all critical personnel have the opportunity to receive the training, the training will be limited to personnel in the Project Administrator role. One additional delegate per project may be approved to attend by the District on a case by case basis. Project Administrator staff (CEI & In-house) are to register for a session at <https://forms.office.com/g/eq9puKRruF>.

Date	Time	Location
12/5/23	1:00 to 3:00 EST	D2/D3 (Tallahassee), 3185 S. Blairstone Rd, Tallahassee, FL 32301, Seminole Room
12/6/23	9:00 to 11:00 CST & 1:00 to 3:00 CST	D3 (Chipley) - Highway 90 East, Chipley, Florida 32428, Design Conference Room A
12/7/23	9:00 to 11:00 CST & 1:00 to 3:00 CST	D3 (Milton) - 6025 Old Bagdad Highway Milton, FL 32583, Conference Room A&B
12/12/23	9:00 to 11:00 EST & 1:00 to 3:00 EST	D2 (Jacksonville) - 2198 Edison Avenue, Jacksonville, Florida 32204, Training Building
12/13/23	9:00 to 11:00 EST & 1:00 to 3:00 EST	N. TPK (Turkey Lake) - MP 263 Florida's Turnpike, Building 5315, Ocoee, FL 34761, Auditorium A
12/14/23	9:00 to 11:00 EST	D5 (Deland) - 719 South Woodland Boulevard, DeLand, Florida 32720, Cypress A
12/15/23	9:00 to 11:00 EST & 1:00 to 3:00 EST	D2 (Lake City) - 1109 South Marion Avenue Lake City, FL 32025, Madison Room
12/18/23	9:00 to 11:00 EST & 1:00 to 3:00 EST	D7 (Tampa) - 11201 N. Malcolm McKinley Drive, Tampa, Florida 33612, Auditorium
12/19/23	1:00 to 3:00 EST	D1 (Ft. Myers) - 2981 N. E. Pine Island Rd Fort Myers, Florida 33909, Main Conference Room
12/20/23	9:00 to 11:00 EST & 1:00 to 3:00 EST	D1 (Bartow) - 801 North Broadway Avenue Bartow, Florida 33830, Conference Center
1/8/24	9:00 to 11:00 EST & 1:00 to 3:00 EST	D6 (Miami) - 1000 N.W. 111 Avenue, Miami, Florida 33172, Auditorium
1/9/24	9:00 to 11:00 EST & 1:00 to 3:00 EST	S. TPK (Pompano) - MP 65 Florida's Turnpike, Pompano Beach, FL 33069 Auditorium A
1/10/24	9:00 to 11:00 EST & 1:00 to 3:00 EST	D4 (Ft. Lauderdale) - 3400 W. Commercial Blvd, Ft. Lauderdale, FL 33309, Auditorium
1/11/24	9:00 to 11:00 EST	D4 (West Palm Beach) - 7900 Forest Hill Blvd. West Palm Beach, FL 33413, Auditorium

Contractors can access Plan Share training at <https://info.one.network/fdot-live-link-resources>. Additionally, the Department will be offering virtual, drop-in help sessions for Contractors to assist with implementation on the below dates.

Date	Time	Web Links
12/6/23	3:00 to 5:00 EST	<a href="#">Link</a>
12/7/23	7:00 to 9:00 EST	<a href="#">Link</a>
12/13/23	3:00 to 5:00 EST	<a href="#">Link</a>
12/14/23	7:00 to 9:00 EST	<a href="#">Link</a>
12/18/23	3:00 to 5:00 EST	<a href="#">Link</a>

12/19/23	7:00 to 9:00 EST	<a href="#">Link</a>
12/20/23	3:00 to 5:00 EST	<a href="#">Link</a>
1/9/24	7:00 to 9:00 EST	<a href="#">Link</a>
1/10/24	3:00 to 5:00 EST	<a href="#">Link</a>
1/16/24	7:00 to 9:00 EST	<a href="#">Link</a>
1/18/24	3:00 to 5:00 EST	<a href="#">Link</a>

**This memorandum serves as a blanket approval to process a \$0.00 contract change to incorporate the above referenced revision and should be attached to the Work Order or Supplemental Agreement.**

Should you have any questions, please contact Olivia Townsend, at 850-414-4303.

TL/ot

Enclosures

## **MAINTENANCE OF TRAFFIC.**

SUBARTICLE 102-3.3 is deleted and the following substituted:

**102-3.3 Lane Closures:** Approval for all lane closures, mobile operations, and traffic pacing operations is required. Submit routine requests to the Engineer 14 calendar days in advance of planned lane closures, mobile operations, and traffic pacing operations. Requests for planned lane closures are to be submitted through the Department's Lane Closure Notification System (LCNS). For unforeseen events that require cancelling or rescheduling lane closures, mobile operations, and traffic pacing operations, revise the lane closure request as soon as possible.

Record information for lane closures, including but not limited to begin and end lane closure times and locations, into the Department's LCNS. Lane closures are to be activated in the LCNS within five minutes of placing the first channelizing device and deactivated within 5 minutes removing the last channelizing device associated with the closure.

At the preconstruction conference, submit a request for access to the Department's lane closure notification system to the Engineer. Include the name, email address, level of access required, and a copy of the individual's certification of training for Contractor personnel requiring access to the Department's LCNS. For change of access requests, submit a request to the Engineer at least ten calendar days in advance of when the change is needed.

Information recorded in Department's lane closure system is for public information purposes and will not be used for contract administration.

**102-3.3.1 Traffic Pacing:** In addition to dates and locations, include a pacing plan outlining the expected equipment and number of traffic control officers required, the proposed traffic pacing lengths and durations, the available existing egresses in the event of an emergency, and a contingency plan in the event of an equipment failure.

**CONTRACTOR QUALITY CONTROL GENERAL REQUIREMENTS.**  
**(REV 7-24-23) (8-14-23) (10-23)**

SUBARTICLE 105-8.3 is deleted and the following substituted:

**105-8.3 Temporary Traffic Control (Maintenance of Traffic) Personnel:** Worksite Traffic Supervisors, flaggers, and other personnel responsible for work zone related transportation management and traffic control must obtain training and certification in accordance with the Department's Temporary Traffic Control (Maintenance of Traffic) Training Handbook located at the following URL address:

<https://www.fdot.gov/roadway/TTC/Default.shtm>.

Worksite Traffic Supervisors (or designees) and other personnel responsible for the planning and implementation of lane closures must obtain training and certification for the Department's Lane Closure Notification System (LCNS) available at the following URL address: <https://info.one.network/fdot-live-link-resources>.