

**Business Impact Mitigation**

**Checklist**

T.H.	S.P.
Federal Proj. No.:	
Project Name:	
Project Limits:	
Project Manager:	Business Liaison:
Date Done	<b>Planning thru Scoping &amp; Early Detail Design</b>
	Compile list of potentially-affected businesses and their contact information. Include property owners and tenants.
	Identify potential impacts to businesses.
	Identify a Business Liaison (direct contact for businesses). <ul style="list-style-type: none"> <li>• Small projects: Could be the Project Manager, Construction Engineer or Public Affairs Coordinator.</li> <li>• Large projects may need person/team dedicated to work with businesses, community, media.</li> </ul>
	Consider initial contact with representative organizations (e.g., Chamber of Commerce, other local business organization, local governments).
	Consider special outreach for certain business populations, such as tenant-operated, recently-located, immigrant-owned, or employers of low-income or minority populations.
	Contact the MN Department of Employment and Economic Development: Request list of business resource organizations in the project area: (Madeline Harris, Business Advisor, <a href="mailto:Madeline.Harris@state.mn.us">Madeline.Harris@state.mn.us</a> 651-259-7474)
	Prepare information packet; include: <ul style="list-style-type: none"> <li>• Contact information (Business Liaison and Project Manager)</li> <li>• Overview of project</li> <li>• Schedule information</li> <li>• Potential impacts, including changes in parking, traffic, and access</li> </ul>
	Determine when to send information packet.
	Send information packet.
	Identify measures to reduce business impacts, such as: <ul style="list-style-type: none"> <li>• Signing and detours (typically start planning 3 to 9 months before project turn-in).</li> <li>• Accommodations for peak periods, events, unique situations (e.g., modifications to project schedule, traffic control, etc.).</li> </ul> <p>Involve internal decision-makers (District Traffic Engineer, Construction Engineer, Design Engineer, Public Affairs Coordinator, etc.) to ensure feasibility of mitigation commitments. Use input from business owners, local governments, and construction personnel.</p>
	Document mitigation commitments for inclusion in contract documents (plans, specs, spec. provisions).

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<b>Detail Design thru Pre-Letting</b>	
	<p>Research if there is concurrent construction planned (including private development) that might impact roadways in the area. If yes, notify Construction Engineer and other project partners. Consider possible complications with the other projects and consider changes to reduce impacts.</p>
	<p>Inform designers and Construction Engineer of mitigation measures committed to in pre-construction, including commitments made in the environmental review process.</p>
	<p>Provide more detailed project information to businesses, including the current construction schedule.</p>
<b>Construction Phase</b>	
	<p>Verify who will be the Business Liaison during construction.</p>
	<p>At Pre-Construction meeting tell Contractor:</p> <ul style="list-style-type: none"> <li>• Importance of keeping businesses informed during the project.</li> <li>• Changes to construction or schedule must be approved by the Construction Engineer, who will assess impacts on businesses and notification procedures for impacted businesses.</li> </ul>
	<p>Keep businesses up-to-date on construction progress and timing of impacts. Work with contractor to provide schedule information to businesses.</p>
	<p>Keep current on other construction work in the area (including private work).</p>
	<p>Evaluate effectiveness of communication with businesses and make necessary adjustments.</p>
	<p>Notify business owners when project is complete.</p>
<b>After Construction</b>	
	<p>Provide business owners an opportunity to give feedback:</p> <ul style="list-style-type: none"> <li>• What worked well?</li> <li>• What could be improved?</li> <li>• Were communication methods effective?</li> <li>• Were businesses able to plan around construction activities?</li> </ul> <p>Give this feedback to project staff. If appropriate, also give to HPDP Engineer and External Partnering Office to improve guidance for future projects.</p>