



# Metro-North Railroad

Below is the General Procedure for access to Metro-North Property and Metro-North Railroad's specifications for Individuals and Corporations working on or adjacent to railroad property. This document as well as Section C – Insurance Requirements will become part of the final entry permit or License Agreement.

## **GENERAL PROCEDURE FOR ACCESS TO RAILROAD PROPERTY**

All outside parties who need to perform construction or maintenance on or adjacent to Metro-North Railroad property must comply with the following:

### **1. Entry Permit Application and Fee:**

Parties requiring an Entry Permit or License Agreement must complete and submit the Entry Permit Application Form to [entrypermit@mnr.org](mailto:entrypermit@mnr.org), defining the location, scope of work and duration of activities on or adjacent to railroad facilities. Upon submission of the application form, a permit processing fee of **\$5,250.00** is required. Acceptable form of payments are wire transactions and/or checks. Please make check payable to **"Metro-North Railroad"** and send to the following address:

Metro-North Railroad  
Capital Program Delivery & Oversight / I&C  
420 Lexington Avenue, 10th Floor  
New York, NY 10170  
Attn: Entry Permit

### **2. Insurance:**

You **MUST** provide proof of insurance coverage for your company, business or municipality as applicable and for Metro-North Railroad as well as the other indemnified parties required in the insurance requirements exactly as described. **Please send the insurance requirements to your insurance broker for review.** Email proof of insurance in a form acceptable to and approved by the MTA Risk and Insurance Management Department (attached separately) and email to [entrypermit@mnr.org](mailto:entrypermit@mnr.org)

Applicant shall obtain confirmation of receipt and approval of the insurance documents from [entrypermit@mnr.org](mailto:entrypermit@mnr.org)

### **3. Railroad Force Account Payment:**

Upon review of the scope and schedule of work provided, MNR will prepare an estimate of the cost of providing Railroad Protective Personnel and all other expenses related to the project. Supply payment, in full, for MNR's estimated cost of Railroad Force Account Services. Obtain confirmation of receipt from [entrypermit@mnr.org](mailto:entrypermit@mnr.org). Since the payment is based on an estimated cost, unexpended funds, if any, will be reimbursed. If the actual work exceeds the estimated cost, additional payment shall be submitted to continue Railroad Force Account Services. Make Check Payable to **"Metro-North Railroad"** and send to the above address.

#### 4. Technical Submittals:

You will need to supply copies of construction shop drawings, calculations and supporting documentation to:

**Mr. David B. Willard, P.E.**

Deputy Director Structural Engineering

Metro-North Railroad

Capital Engineering,

Bridgeport, Connecticut Office

525 Water Street, 3rd Floor

Bridgeport, CT 06601

Tel: (203) 337-3606 / Fax: (203) 337-3609

**James L Triplett, Jr.**

Transportation Supervising Rail Officer Dept.

of Public Transportation – Office of Rail

Property Management & Utilities

4 Brewery St, New Haven, CT 06511

Office (203) 497-3359

Cell (203) 410-0058

Upon receipt of the submittals, allow 15 working days from date of receipt for Metro-North's review of the submittals prior to requesting a conference to schedule that activity. Once the above requirements have been satisfied, contact the Assistant Director, Senior Structural Engineer no less than 15 working days prior to the start of work to schedule a pre-construction conference at (203) 337-3606. When all is in order, the Bridgeport Office Department will schedule Railroad coordination and support services. (See Sections A and B of "Construction Management I & C Specifications"). No work will commence until the applicant receives permission from the designated Railroad Representative at the site to proceed with the work.

CONSTRUCTION SPECIFICATION - I & C SECTION A

METRO-NORTH RAILROAD COMPANY

CONTRACTOR REQUIREMENTS FOR WORK AFFECTING THE RAILROAD

The contractor shall be governed by the State of Connecticut Department of Transportation Standard Specification for Roads, Bridges and Incidental Construction, Form 814 (or latest edition), with the following additions:

1. All matters requiring Railroad Company approval or coordination of construction methods shall be directed to: **Metro-North Railroad Company, Connecticut Bridges Program Office, 525 Water Street, Bridgeport, Connecticut 06601.**
2. The contractor shall obtain design and construction approval of construction methods from the railroad. He shall submit detailed plans appurtenant data and calculations for any operation on or adjacent to the Railroad property prior to the start of work. Metro-North will evaluate the effect of this work on the operating Railroad. The plan shall locate and identify all utilities, above and below ground at the work site. He shall make necessary plan revisions, schedule changes, additions, deletions, etc. at his own expense. The contractor shall remove at his own expense any pipe, wire, or structural facility installed without Metro-North approval, or which deviates from the Plan approved by Metro-North. Under the direction of a Railroad representative (engineer, inspector) the contractor shall- at no cost to the Railroad - perform pre-and-post construction surveys of tracks and structures to establish existing horizontal and vertical clearances. The elevations shall reference an established survey benchmark which will remain undisturbed throughout the construction. It may be necessary for the contractor to monitor movements of tracks and structures on a more frequent basis - monthly, weekly or daily as determined by the Railroad representative. Copies of the field notes must be delivered to the Railroad on a regular basis. Under the direction of a Railroad representative (engineer, inspector) the contractor shall- at no cost to the Railroad take pre-and-post construction photographs of the entire work site and track area, two sets of which will be delivered to the Railroad. The photographs shall be gloss prints 8 inches by 10 inches in size. They shall also be labeled on their reverse sides. The label shall include project title, Project Identification Number (PIN), Bridge Identification Number (BIN) or contract number, name of contractor, date and direction photograph was taken. Each photograph shall also be numbered for identification.
3. Sheeting shall be required on all excavations where the side of the excavation is intercepted by the Railroad live load influence line. The live load influence line is defined as a line originating at the bottom outside edge of tie and extending downward at a slope of 1 (vertical) on 1 ½ (horizontal). Such excavations must be designed to withstand, in addition to all static loads such as structural dead load, soil pressure and hydrostatic pressure, a Railroad live load of Cooper E-80 or other loading magnitude as may be directed by the Railroad. Moreover, sheeting alongside active track systems shall maintain lateral support. Lateral support shall consist of a compacted stone ballast shoulder level with the top of tie for at least one (1) foot from the end of tie supported by a slope no steeper than one (1) vertical to two (2) horizontal. Timber sheeting left in place shall be treated with wood preservative in accordance with the American Wood Preservers Association Standards for timber in contact with soil.

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4. Protective scaffolding shall be necessary where, at the sole discretion of the Railroad, such scaffolding is necessary to protect the Railroad or the general public from possible falling debris, paint or other materials; to protect personnel working above the right-of-way or to provide a platform for personnel, materials and or equipment. A protective scaffold intended to contain finely broken concrete decking shall be designed for a live load of 200 pounds per square foot applied uniformly over the entire structure, and a 2-kip concentrated load placed anywhere on the structure. The two loads are not to be applied simultaneously for design purposes. Design of the scaffold intended for any other purpose shall be submitted to Metro-North for approval. The design shall contain details of any construction activities supported or protected by the scaffold. Loads or rigging which exceed the capacity of the scaffold shall be subject to the conditions of Section B "Rigging." All materials for protective scaffolding must be fire retardant. The contractor must supply the Railroad with certification from the manufacturer or supplier that lumber meets or exceeds the ASTM E-84 fire retardant specification for exterior application 30-minute duration. Plans and calculations for sheeting and scaffolding must be submitted to the Railroad for approval prior to construction. Further, plans and calculations must be stamped by a Professional Engineer licensed in the state in which the project is located.
5. The contractor shall safeguard the tracks, rolling stock and other equipment and plant of the Railroad from being damaged in any manner and will be held financially responsible for same. He shall not perform any operations which might foul the Railroad until he has complied with the Railroad requirements.
6. An operating track will be considered fouled when, in the sole opinion of the Railroad, demolition, blasting or construction activity on or adjacent to a main track or controlled siding may interfere with the safe movement of trains at normal speed. A crane, derrick or a similar piece of equipment located on Railroad right-of-way or on adjacent property shall be considered as fouling the track when the position in which it is working is such that without regard to the manner in which it is intended to carry out the operation, failure or malfunction could cause damage or obstruction within the operating area. Similarly, Railroad utilities (power, communications and signal lines) will be considered fouled when, in the sole opinion of the Railroad, the contractor's operation could interfere with these utility lines.
7. The contractor shall give sufficient advance notice so that the Railroad may arrange to supply special supervisory and protective forces.  
Section 12 "Protective Personnel" defines the advance notice requirements for operations requiring protective services. The Railroad will provide protective forces to the extent possible considering operational and maintenance priorities. The Railroad makes no guarantee that protection personnel will be available to meet the contractor's preferred schedule. Further, no such work may actually commence until the assigned Railroad representative affirmatively advises the contractor that the necessary protective forces are stationed and that he may proceed.

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8. The contractor will not store materials or equipment upon Railroad right-of-way without first obtaining written permission of the Railroad. The contractor shall secure construction materials and equipment which could be used by vandals to obstruct Railroad operation in a vandal-proof enclosure. The contractor shall protect the work site with fences, barricades, barriers, watchmen or other means necessary to bar access to operating areas via the work site.
9. The contractor must furnish an English-speaking supervisor at each job location who is capable of communicating (including translating if necessary) instructions from the flagman or other Metro-North representative to the contractor's personnel on the job. Such supervisor must remain on the site at all times while work is being performed or any contractor employees are on or about the Railroad right-of-way.
10. The contractor shall comply with any and all Federal, State and Local laws, regulations and rules governing environmentally controlled substances and construction practices. De-watering operations shall comply with applicable regulatory controls and shall be subject to Metro-North review and approval. The contractor shall comply with Federal and State regulations for containment, storage and disposal of hazardous/industrial wastes. He shall comply with Metro-North Procedure 50-601, Item "O," Environmental Controls. The contractor shall indemnify and hold harmless the Railroad from any loss, liability or expense on account of claims which result from the handling, transportation, disposal or abatement of asbestos, asbestos containing material or asbestos contaminated materials, lead paint materials and other environmentally regulated substances and material in the possession of contractor or his subcontractors where said claim, is not the result of negligence of an Indemnified Party.
11. The Metro-North Safety Department offers an orientation class for all contractor personnel who have reason to enter Railroad property. The contractor can obtain training material from the Safety Department. The contractor shall comply with the requirements of all applicable Federal, State, Local and Railroad jurisdictions to provide a suitable work environment for workmen and for the general public. He shall prepare and submit a comprehensive "Safety Plan" which will:
  1. Designate a company representative(s) who will prepare and implement a program of compliance.
  2. Supply personal safety equipment for all workmen employed by the contractor or his subcontractors and enforce use of this equipment by contractor personnel.
  3. Train all employees and subcontractor employees with emphasis upon unusual conditions found in the Railroad environment.

CONSTRUCTION SPECIFICATION - I & C SECTION A

12. Protective Personnel

Metro-North will furnish flagmen, inspectors, maintenance personnel and similar labor (protective personnel) as required by Metro-North to protect the operation of train traffic during the contractor's construction activities. The contractor must obey the instructions from Metro-North flagmen or other representatives on the job site promptly. Failure to follow instructions from Railroad personnel on the site will lead to withdrawal of Metro-North's Entry Permit, thus closing the job site to the contractor and its employees. The Railroad will at its sole discretion determine the need for and the availability of protective, support personnel. The contractor must notify the assigned Railroad inspector no less than 14 calendar days in advance of undertaking an approval construction activity which may require protective personnel. If the contractor notifies Metro-North less than 14 days in advance, the Railroad may be unable to supply protective personnel and/or the Railroad may incur additional costs in accordance with existing collective bargaining agreements in order to fulfill a request. The cost of protective personnel and any additional penalty costs incurred by the railroad due to late notification shall borne by the contractor or agency responsible to reimburse Railroad costs. Requests to cancel construction activities and protective personnel must be received and acknowledged by the assigned Railroad inspector no less than 96 hours prior to the start of the scheduled construction activity. Any costs incurred by Metro-North due to late cancellation notice shall be borne by the contractor or agency responsible to reimburse Railroad costs.

13. The Railroad will, at its sole discretion, remove tracks from service and de-activate high voltage traction power facilities to permit certain construction activities which can only be performed at times when the Railroad can schedule this track use. In general, the Railroad can de-activate single tracks at night between the hours of 2:30 AM and 5:00 AM. Construction activities which require de-activating all tracks of a main line system must be performed on weekend nights at times specified by the Railroad. Requests for additional "track use" will be evaluated subject to operating and maintenance priorities. Requests to de-activate track(s) and/or high voltage power systems must be received and acknowledged by the assigned Railroad inspector no less than 14 days prior to the scheduled activity. Metro-North will only consider requests for "track time" to facilitate construction activities that have been approved by the Construction Management Department.

14. Highway-rail mounted equipment and "work trains" are generally prohibited from use by non-Railroad agencies on Metro-North mainlines tracks.

CONSTRUCTION SPECIFICATION - I & C SECTION A

15. The contractor shall adhere to Metro-North security practices. He shall identify all contractor/subcontractor personnel who have reason to enter a designated security area of Railroad property. He shall supply a listing of the names of all personnel who have reason to enter Railroad property. The list shall be updated whenever there is a change in personnel. He shall supply each workman with company insignia which shall be worn on outer garments whenever workmen are on Railroad property. Contractor personnel failing to wear identifying insignia shall be removed from the property.
16. An Entry Permit shall be necessary before non-Railroad personnel enter Railroad property. The project owner shall contact the office of the Chief Engineer of Maintenance of Way to initiate the process at:

Metro-North Railroad  
Engineering Department  
420 Lexington Avenue, 12th Floor  
New York, New York 10170

17. A Force Account Agreement shall be necessary between Metro-North and the project owner to provide for reimbursement of Railroad protective costs incidental to the construction project. The project owner shall contact the:

Metro-North Railroad  
Connecticut Bridges Program Office  
525 Water Street  
Bridgeport, Connecticut 06601

The project owner shall deposit with Metro-North payment of the full amount of the estimated cost of Railroad services prior to entering the property.

CONSTRUCTION SPECIFICATION - I & C SECTION B

Requirements for Erection, Demolition and Other Rigging  
Operations Over or Adjacent to Railroad Right-of-Way

The contractor must furnish the following information to obtain written approval prior to the start of any rigging operation over or adjacent to the Railroad right-of-way:

1. Plan view showing locations of cranes, boom length and rigging operating radii, with delivery or disposal vehicle weight and locations shown.
2. Crane rating sheets showing cranes to be adequate for 150% of the lift. Crane and boom nomenclature shall be indicated. Include manufacturers' recommended data for special applications such as barge mounted equipment.
3. Plans and computations showing weight of pick. Include weight of rigging equipment.
4. Location plan showing obstructions, indicating that the proposed swing is possible. A profile of overhead utility lines or obstructions demonstrating that the rigging operation is possible. Computations and plans demonstrating that foundations for equipment and temporary structures are adequate and protect subsurface utilities and structures.
5. Plans and calculations showing locations and structural adequacy of mats, barges, planking or special decking as may be required by the Railroad.
6. Written statement from crane owner giving date of last crane condition and safety inspection and the results of said inspection.
7. Data sheet listing number, type, size, arrangement and capacity of slings, spreader bars or other connecting equipment. Copies of catalog or information sheets of specialized equipment.
8. A complete procedure, indicating the order of lifts and repositioning or re-hitching of the cranes and partial pre-cutting of structural members.
9. Temporary support of any components or intermediate stages including bolting data shall be shown.
10. A time schedule of each stage or lift, as well as a schedule for the entire lifting procedure.
11. All plans and calculations submitted to the Railroad as required above shall be stamped by a Professional Engineer licensed in the state where the work is performed.

In general, unless otherwise directed by the Railroad, operations directly over or adjacent to the operating right-of-way which foul the operating area, or which in the event of a failure could fall across the operating area will be performed between approximately 2:30 AM and 5:00 AM. Operations involving a track and power outage across all tracks may be performed only on weekends -at times specified by the Railroad.

The contractor shall locate and mark the exact crane location in the field at least two working days prior to the intended operation. He shall verify the radii and clearances for critical picks, and he shall confirm the stability of the foundation for crane outriggers and supports. Any deviation from this plan must be approved, in writing, by the Metro-North Engineer prior to the date that the work will be scheduled.