

MTA C&D External Partner Program General Notes 2026

EPP Adjacency Drawing Review Process:

1. Applicants must obtain archival drawings/as-builts for MTA/NYCT structures for any proposed construction work within 200 ft of MTA/NYCT property, structures, assets, and operations. Requests for these drawings must be made using the [EPP Archive Information Request Form](#)
2. Archival drawing information of MTA/NYCT properties and/or structures must be overlaid onto the proposed engineering drawings in both plans and section views. All distances and dimensions must be clearly identified and referenced relative to MTA/NYCT property and structures. These references should include landmarks, property lines, curbs, and other relevant features shown on as-built drawings. This ensures the proposed work is accurately located in relation to existing MTA/NYCT infrastructure.
3. The proposed engineering drawings must call out all MTA/NYCT structure elements. This includes, but is not limited to, tunnels and mezzanine roof plans, elevated columns, vents, ducts, manholes, gratings, stations, substations, emergency exits, and subway entrances. The proposed engineering drawings must illustrate the influence line of MTA/NYCT structures in relation to the adjacent proposed work. This includes, but is not limited to, SOE, FO, and NB. Follow EPP Construction Guidelines for each construction type to prepare engineering drawings for adjacent projects.
4. The engineering drawings and supporting documents must be submitted via the [EPP online platform](#) for review and approval. All drawings and calculations must be signed and sealed by a Professional Engineer, Registered Architect, or Landscape Architect licensed in the state of New York.
5. The [EPP General Notes](#) and MTA NFB [Insurance Clauses](#), in their entirety, must be included in the Project's proposed contract drawings.
6. Appropriate supporting documentation must be uploaded as separate files for a successful review, including but not limited to the DOB PW-1 or DOT Permit, geotechnical reports, and engineering calculations.
7. Before the start of construction, the applicant must meet the following MTA requirements: all proposed engineering drawings must receive a written disposition from EPP, either "No Impact" or "Approved" / "Approved as Noted".
8. Projects receiving "Approved"/"Approved as Noted" dispositions must have an executed agreement with MTA, approved insurance by MTA, and meet minimum MTA Safety requirements. Once all requirements are met, an NTP will be issued.
9. EPP has the right to rescind dispositions of "No Impact", "Approved" / "Approved as Noted", and NTPs.
10. Third-party work cannot interfere with the maintenance, safety, and operations of any part of the MTA.

Pre-construction

11. MTA bus operations/routes affected by the project may require bus diversions. These arrangements must be made by contacting Mr. Robert Lai, Senior Director, Operations Planning at (646) 252-8589, Email: Robert.Lai@mtabusco.com, when impacting any bus stop. Special Operations must be notified four weeks in advance.
12. Before the start of work, insurance documentation and an executed letter agreement must be submitted via the [EPP online platform](#) for review and approval. Proof of active approved insurance from MTA Risk and Insurance Management (RIM) is required before work may begin. For more information, check the current [Insurance Guidelines](#).
13. Once EPP approval is obtained, the applicant must contact the EPP Safety Department at EPP-Safety@mtacd.org for Safety Requirements before the start of construction.
14. Once the EPP-required documents have been received, the project must receive a Notice to Proceed (NTP) before scheduling the start of work with MOW Contract Inspections. The following items must be submitted and approved for an NTP to be issued:
 - a) Approved engineering drawings.
 - b) Executed Legal agreement.
 - c) Approved Insurance.
 - d) Safe Work Plan (SWP), Health and Safety Plan (HASP), or other Safety documents as directed.
15. Upon approval of the engineering drawings, execution of the letter agreement, MTA-RIM-approved insurance, and meeting the minimum MTA Safety requirements, the project must notify the NYCT/MOW Contract Inspections unit to coordinate the start of work, providing at least 72 hours' notice. Notification must be given to Contract Inspection at contract.inspection@nyct.com, telephone: (718) 694-1499 / (718) 694-1385.
16. Before work begins, the Contractor must survey the inside and outside of the MTA/NYCT structure, assets, or property, as well as adjacent areas such as sidewalks, in the presence of the MTA/NYCT Inspector. Individuals authorized by the Contractor to perform these surveys must be approved by the NYCT MOW Contract Inspections Unit. The Contractor must take photographs as needed or as directed to document the MTA structure's condition. Any structural deficiencies found must be made safe before work starts. The Contractor must submit a copy of the pre-construction survey with photos to NYCT MOW Contract Inspection unit at contract.inspection@nyct.com or call (718) 694-1499 / (718) 694-1385 before start of construction.
17. If the project involves construction or alteration of a subway facility, the property owners must enter into a separate indemnity agreement with the MTA pertaining to all work affecting the transit facilities with clearly defined limits and responsibility for maintenance and liability prior to the start of work.
18. Before working within the MTA/NYCT Right-of-Way (ROW), Contractor or Subcontractor's personnel must have valid MTA/NYC Track Safety Training and must follow MTA rules and regulations per training and instructions. (Personnel must have approved insurance and an executed access agreement). Encroachment, construction staging, or personnel presence within MTA ROW without a written authorization is prohibited.
19. If a change in field conditions is found or deviations are made from the approved drawings, MTA may elect to issue a stop work order until revised drawings are resubmitted and approved by MTA EPP.
20. The general requirements for MTA Station Areas or temporary Stairway closures are as follows:
 - a. Approvals for closing any stairway must be obtained from the Division of Station Programs at least four to six weeks before the proposed closure.
 - b. The Office of Station Programs; email: StationProgramsManagement@nyct.com, of the Division of Stations must be notified six weeks prior to the actual closing and reopening of the entrance.
 - c. Signage must be supplied and posted at least two weeks in advance, advising the public on the proposed subway stair closing.
 - d. The street entrance stairway must not be closed unless manpower and materials are available to commence work on dates permitted.
 - e. Once closing is effective, construction signs must be placed at appropriate locations on the barricades at the street and mezzanine levels, stating the contractor's name, 24-hour emergency telephone number, contract number, the duration of closing, direction to an alternate entrance/exit, and an apology for the inconvenience to our customers.
 - f. Existing station signage must be adjusted to reflect any changes in access/egress.
 - g. Barricades must be painted Federal Blue and made of fire-rated material. Barricades must be kept graffiti-free at all times. The contractor must maintain the barricaded area clean of all debris.
 - h. All materials must be properly stored and secured away from customer traffic.
 - i. The Contractor must remove all waste material and barricades from all station areas when construction is completed.
 - j. Inspection of the area under construction by authorized NYCT Station Department employees must not be inhibited.
 - k. If streetlights on the sidewalks are affected, temporary lights must be provided.

1. Pre-construction survey report of the stairway shall be performed in the presence of MOW Contract Inspector (as required), and the report must be sent to contract.inspection@nyct.com. This report must include photos of all the walls, stairs, signs, and a drain test.

Construction

21. MTA access points, including but not limited to entrances and exits, emergency exits, hatches, manholes, and driveways, must be unobstructed at all times.
22. The MTA, at its discretion, reserves the right to require the project to close, or to maintain and protect existing subway entrances, ventilators, structures, and adjacent property during construction. Construction activities may include underpinning, shoring, bracing, and the erection of suitable barricades, canopies, and shields. All protection measures must comply with drawings and calculations submitted to EPP for review and approval.
23. Any damage to MTA property, structure, assets, or any elements must be repaired and/or replaced with the same in kind, subject to the approval of the MTA EPP Engineer at the expense of the project, contractor, and/or owner.
24. At the close of any project involving construction or alterations to transit facilities, "approved as-builts" drawings shall be submitted in .pdf and .dgn formats to the MTA record. For details on specific requirements, contact the EPP Project Manager.
25. The MTA will issue a Stop Work Order when the MTA Inspector determines that the site has unsafe conditions or work is being done without the required approval.

Construction Equipment, Shielding, Temporary Structures

26. Tractors, cranes, excavators, and any heavy equipment used in the vicinity of the elevated structures must be isolated from the ground. Since the elevated structure is used as a negative return path, with a consequent potential between it and the ground, any contact between the structure and grounded equipment could result in burning of the steel.
27. Temporary and permanent shield installation plans and calculations, which protect MTA facilities and/or the public, must be submitted to MTA EPP for approval. The plans must include the location, design load, type, and method of attachment to the transit structure. Drilling through, welding to, using destructive methods on, or any type of permanent alteration of any MTA structures will not be allowed for shield attachments.
28. Construction of the shields must prevent any dust, debris, concrete, formwork, paint, tools, etc., from falling on or adjacent to the property below.
29. The erected protective shields must not infringe on any existing minimum vertical or horizontal MTA clearances.
30. All shield work must be performed with an MTA/NYCT inspector and/or appropriate Flagmen in attendance at hours determined by the MTA.
31. Precautions must be taken to protect from dust and fragmentation that may drop onto the shield. The shield must stand a minimum live load of 300lb/ sq ft.
32. All lumber and plywood used for protection of MTA structure, assets, property or operations must be fire-retardant. Fireproof materials must be used below street level.
33. It is the contractor's responsibility to design shielding work and plans to conform to all governing laws, regulations, specifications, and the [EPP General Notes](#) and Guidelines.
34. Temporary construction sheds, barricades, or plywood partitions must be a minimum of 5'-0" from the edge of the finished platform. All barricade plans must be submitted to NYCT's Office of Station Programs via email at StationProgramsManagement@nyct.com, for review and approval.

Demolition

35. Demolition must be by conventional hand demolition methods. Monitoring of MTA structure for vibration and settlement may be required for demolition applications.
36. The basement of adjacent building must be filled with demolition debris up to 3 feet below the grade level before the first-floor joists are removed. Alternatively, a bracing system for adjacent MTA structure must be provided or included in the Demolition set.
37. At or adjacent to subway entrance stairs or ventilating gratings or emergency exits, a standard sidewalk shed must be erected. A minimum four-foot-high solid fence, such as plywood, must be placed on the outside of the shed adjacent to the building and shown on the site plan.
38. Demolition materials and equipment are not to be stored on subway ventilators, gratings, obstruct walkways/paths, or obstruct ingress/egress. Subway grating must be protected with 1" steel plates for 8' adjacent to the truck entrance [shown on plan]. After demolition is completed, gratings and their drains must be cleaned of any clogging due to demolition debris.
39. The MTA structure, assets, property, or operations are to be protected during demolition to prevent damage to the MTA facilities or the creation of dangerous conditions.

Cranes

This section is applicable to equipment applying surcharge loads that are within 200 ft of an MTA structure and may include, but are not limited to, mobile cranes, crawler cranes, mini cranes, concrete pumps, knuckle booms, derricks, tower cranes, and other machinery and equipment. This section is also applicable to any equipment where an MTA structure is within the equipment fouling zone.

40. Roof loads: Surcharge loads must be analyzed and shown not to exceed the allowable design roof loads of any MTA structure. Surcharge loads applied to the ground surface must be assumed to spread uniformly along a trajectory of horizontal to vertical (1:1 to 2:V).
41. Lateral loads: Surcharge loads must be analyzed and demonstrated that the lateral loads do not exceed the design loads of any MTA structure.
42. When a crane is fouling MTA structures and properties open to grade or elevated tracks, that is "the crane boom is pointing towards and within reach of MTA structure", crane operation must be allowed only under NYCT flagging or General Order. In such a case, the crane must have a capacity of 150% of the lifted load.
43. Weathervaning is not permitted over MTA/NYCT open tracks. Weathervaning of tower cranes installed adjacent to MTA/NYCT structures will be permitted only under the following conditions but not limited to. Only if other TC operations that minimize impact to NYCT structure are explored. Maintain a minimum a clear distance of five feet between the train envelope and the TC boom tip (radius) during weathervane conditions. Tower crane shall weathervane only at the manufacturer specified wind speed. Detailed weathervane engineering drawings to include wind action plan, when weathervane condition be activated, direction the crane stowed after use.
44. For critical construction sites, contractor field contact information must be available at all times.

Sidewalks Reconstruction, Bridges, Hoists, Fences, and Barricades

45. Subway entrances, ventilators, vaults, and any MTA appurtenances at the sidewalk must be underpinned or shored and braced if directed by MTA's Engineer.
46. If new concrete construction is designed to join existing MTA concrete structure, dowels, lap splices, and keyways must be used in accordance with MTA Standards. Otherwise, cold joints must be designed in accordance with MTA Standards.
47. The subway facilities must be protected during sidewalk bridge erection and demolition to prevent any damage or dangerous conditions.
48. Wherever a new sidewalk is placed adjacent to MTA structures, the following must be adhered to:
 - a. The top elevation of the new sidewalk must be flush with the subway vent gratings, storage, hatches, and emergency exits.
 - b. The slope (1%min) of the new sidewalk must be such that the drainage is directed away from these structures.
 - c. A 1/2" pre-molded filler must be installed between the new sidewalk and the existing MTA structure.
 - d. Submit details of the proposed work around MTA structures for sidewalk elevation changes for approval. Obtain review and approval from MTA Code Compliance office for sidewalk elevations changes adjacent to MTA/NYCT stair landings.
49. Construction work done near vent gratings must be as follows: See Note 72
 - a. All vent gratings and hatches should remain outside the construction site, separated by a construction fence. Protective shields must be provided over vent gratings as required by MTA's Engineer. Gratings must be removed only if a change in elevations of the adjacent sidewalk is required. In such cases new grating must be provided at the cost of the project in accordance with MTA standard and specifications. Coordination with other MTA/NYCT Departments is required.
 - b. No building material, vehicles, or construction equipment is to be stored or run over vents, gratings, hatches, or emergency exits.
 - c. Details of sidewalk reconstruction around vent gratings, hatches and emergency exits are to be submitted to MTA EPP for approval using applicable MTA/NYCT as built drawings information.
50. No temporary post must be placed on subway gratings or their supporting walls; emergency exit covers or interfere with passenger use of subway stairs.
51. A solid fence, such as plywood, must be placed adjacent to the subway stairs or emergency exits adjacent to the work site.
52. When working near NYCT vent gratings, barricades and steel plates shall be placed around and onto them to prevent pedestrian traffic. Alternatively, subway gratings shall be protected by bridging 1" thick steel plates over it while creating a smooth transition/slope to prevent pedestrian tripping hazards and ease of vehicular traffic if barricades cannot be installed. Additional shielding and vent protection may be required with the installation of barricades and steel plates at and around the vent gratings. Fire-retardant plywood may be used as a substitute for steel plates for temporary use. Applicant is liable/responsible for cleaning, maintenance of covered gratings during construction. Approval may require review by other MTA/NYCT departments.

Piles and Borings

53. When piles are driven or drilled adjacent to the subway structure, boring data, pile layouts, and installation procedures must be submitted to EPP for approval. Velocity meters and optical monitors must be installed in the MTA property, structures and assets at critical locations to monitor induced vibrations and settlements during pile installation. Induced displacements along the tunnel structure and track invert must be monitored. The maximum particle velocity threshold above ambient levels caused by driving or drilling must be 0.5 inch per second. Values exceeding this level must be reviewed and evaluated by the MTA Engineering. Measured particle velocities due to driving or drilling pile work must not exceed the upset level of 2.0 inches per second at any time. Critical construction sites may require additional monitoring such as strain gauges, tiltmeters, and cracks monitors.
54. No piles must be installed by any method within 3 feet clear of the subway structure. The clear distance is measured from the edge of the pile or casing to the wall of the subway structure. This rule does not apply to under-river crossings and deep tunnels where review and approval must be made on a case-by-case basis. Said distance is not applicable to under-river crossings and deep tunnels. Closed-end piles must not be driven within ten feet of the subway structure.
55. All driven piles located within the MTA structure influence line must be placed within a pre-augered cased hole to the influence line. The casing must be cleaned without disturbing the soil outside the casing, and the pile must be placed within the casing for installation. The piles may then be driven beyond the influence line within the casing.
56. All piles must be driven or drilled a minimum of ten feet below the intersection of the pile centerline and the influence line of the subway structure.
57. The use of "down-the-hole-hammers" for the installation of piles through overburden and fill must be permitted only to remove boulders. This method is not permitted as a matter of course to advance the hole. Furthermore, this method used to construct rock sockets must not be allowed within 5 feet of the MTA structure. The use of machines utilizing air for soil removal or water for soil jet drilling shall not be allowed.
58. Permanent building's vertical (compression or uplift) and lateral loads must be transferred below and away from MTA structure influence line. There must be no permanent lateral building loads transferred to MTA underground structures. Calculations and design details demonstrating building's lateral loads are isolated must be submitted.
59. The MTA/NYCT structure influence line must start from the bottom of the MTA/NYCT underground structure and extend from a 1H:1V to a 2H:1V slope, depending on the soil properties and groundwater table. For piles or foundation elements installed within ten feet of the MTA/NYCT underground structure, the bottom of such structure is considered the influence line. Adjacent building footings must be placed a minimum one foot below the influence line.
60. Vibratory hammers must not be permitted within 75 feet of subway structures. Hoe rams must not be permitted within twenty-five feet of subway structures.

Excavation, Foundations, and SOE

61. All rock excavation adjacent to the NYC Transit structures must be channel drilled two feet below the subgrade. A detailed rock removal procedure, including line drilling details, vertical rock removal lifts, and equipment to be used must be submitted for review and approval.
62. If the top-of-rock is found below subway structure, the subway structure must be underpinned in accordance with the approved underpinning drawings. Underpinning must be performed before any construction activity.
63. If the rock stratum quality is soft or seamy, lateral support must be provided below the subway structure in accordance with drawings and calculations submitted to MTA for review and approval.
64. Blasting with light charges only is subject to the approval of MTA EPP's Engineer. It must comply with the regulations of the Fire Department of New York City. The Contractor must provide a detailed monitoring plan. This plan must include measurements of both particle velocity and displacements at critical locations of the MTA structure. The monitoring plan must specify threshold and upset levels for particle velocity and settlement. It must also include an action plan for handling these levels. The contractor must secure an approved seismologist to install and operate suitable velocity gauges. These must continuously monitor particle velocity. An independent licensed surveyor must monitor displacements. A qualified technician from the monitoring company must be on site to provide vibration

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readings when asked by an MTA Engineer. The threshold for maximum particle velocity above ambient, caused by blasting, must be 0.5 inch per second. Values above this level must be reviewed by MTA's Engineer. Measured particle velocities under blasting must not exceed the upset level of 2.0 inches per second at any time.

65. Before placing concrete, the subgrade of the foundations in the vicinity of the MTA structure must be inspected and approved by MTA EPP's Engineer.

66. Support of excavation (SOE) drawings are required for all excavations adjacent to MTA-NYCT structures, or its embankments. Drawings indicating a suggested SOE method of construction, its design calculations and installation procedure must be submitted to EPP for review and approval in conjunction with the project's contract drawings. If it is determined that excavation may undermine MTA/NYCT's structural foundation, underpinning is required. Drawings and calculations for the underpinning must be submitted to EPP for review and approval prior to excavation.

67. Special care must be exercised when excavating over or near the MTA structure to avoid damaging the thin concrete protection of the waterproofing. Repair plans for damage to the waterproofing layer during excavation must be submitted to EPP for review and approval. Repair work must be performed before the excavated area is filled, closed or covered up at no expense to MTA/NYCT. Waterproofing shall be (3-ply) hot-mop or an approved equal and compatible with the latest MTA specification (PRDC) must be used. New waterproofing shall be compatible with the existing waterproofing and shall overlap with good, existing waterproofing by a minimum of 12".

68. Temporary shoring may be placed in direct contact with MTA structures only if the MTA structure can support all anticipated (existing and temporary) loads transferred through the temporary structures without damaging or altering the existing structure. All calculations and drawings for the temporary shoring installation and removal must be submitted to EPP for review and approval. At the completion of the project, the temporary shoring and bracing systems must be removed or cut off as approved by MTA. Any MTA structure damage incurred during the installation and removal of the temporary shoring must be repaired and/or replaced to the satisfaction of the MTA Engineer at the expense of the Contractor.

69. There must be no machine excavation, saw cutting, or demolition within 3 feet of MTA structures, power duct lines, or any other assets until they have been carefully exposed by hand excavation.

70. Dynamic compaction methods using dropped heavy weights must not be conducted within 1,000 feet of any MTA structure unless it is shown that induced settlements and vibrations will not damage these structures. A suitable monitoring plan including settlement and vibration measurements must be approved by the MTA EPP Engineer for all equivalent operations within these distances prior to work.

Utilities

71. MTA/NYCT Duct lines must be maintained and protected during construction. Any interference with duct lines must be reported to the MTA Engineer. When a duct line containing cables or when masonry adjacent is to be removed, penetrated, or drilled, the work must be done entirely by hand. The use of a hammer and chisel, jackhammers, bull points, or other power equipment is not allowed.

72. Where MTA/NYCT manholes are encountered:

- They must be protected and raised or lowered as required to match the new street grade.
- If manhole covers are raised or lowered, protect cables in manhole by wood sheeting of 2" nominal thickness.
- Prior to the start of construction operations affecting MTA/NYCT manholes and duct lines, the project must give seven days' notice to the Assistant Chief Officer, Inspections and Emergency Response, MOW Engineering at (718) 694-1499.
- Upon approval of insurance and at least 72 hours prior to the start of construction operations, notification must be given to Contract Inspection, MOW Engineering at contract.inspection@nyct.com, Telephone: (718) 694-1499 and, the Assistant Chief Officer, Inspections and Emergency Response, MOW Engineering, at (718) 694-1358.

73. Construction work done near vent gratings and hatches must be as follows:

- Unless approved by the NYCT Engineer, all vent gratings and hatches must remain outside the construction site, separated by a construction fence. Protective shields must be provided over vent gratings as required by the NYCT Engineer.
- No building material, vehicles, or construction equipment must be stored, or covering vents, gratings, hatches, or emergency exits.
- No building materials, vehicles, or construction equipment must be stored, nor should vents, gratings, hatches, or emergency exits be covered.
- Details of sidewalk reconstruction around vent gratings, entrances, hatches, and emergency exits must be submitted to EPP for review and approval.

Miscellaneous

74. All architectural details (including but not limited to service booths, railings, doors, hatches, gratings, manhole covers, emergency exit doors.) must conform to the latest MTA Standards (PRDCs). These MTA standards are available by request.

75. Burning of, welding to, or drilling through existing MTA steel structures is not permitted except as shown on EPP approved drawings.

76. If field conditions differ from the EPP approved drawings, an Addendum must be submitted for MTA EPP review and approval. See note 8

77. A copy of the approved MTA EPP drawings must be onsite at all times.

78. Vibration sensor and horizontal and vertical control survey data must be available onsite to MTA/NYCT staff.

79. MTA structure must be monitored for any construction activities that may cause vibration or movement per the threshold tabulated within note 80.

80. Desk space must be made available to MTA staff onsite to review drawings, sensor data, and complete project reports.

80. MTA reserves the right to rescind approved drawings at any time.

Dewatering and Monitoring

81. All dewatering operations conducted within 500 feet of the MTA structure must be performed in accordance with drawings, calculations, and procedures signed and sealed by a Professional Engineer licensed in the state of New York. These drawings, calculations, and procedures must be submitted to EPP for review and approval. The distance from the structure to the dewatering operation may be reduced, provided that soil conditions at the site indicate that the radius of influence of the dewatering is less than 500 feet. For dewatering within the radius of influence, the dewatering program must be shown to have negligible influence on settlements of the MTA structure.

82. Horizontal and vertical control survey data of the existing MTA structure must be performed by a Licensed Land Surveyor to monitor any movements that occur during construction and to certify that the induced movements are within the limits noted below. If any movements require work to be stopped based on the values below, a remediation plan must be submitted to MTA EPP for approval before the rehabilitation and repair work begins.

Structure Type	Monitored & Measured Movement	Action to Take
Elevated	1/8 inch or more	Notify MTA Engineer
Elevated	1/4 inch or more	Stop Work
Subway	1/4 inch or more	Notify MTA Engineer
Subway	1/2 inch or more	Stop Work

Staten Island Railway (SIRTOA)

83. Accommodation services of Staten Island Railway personnel (Track access, flagmen, G.O.) must be made to Kevin Coughlin, P.E., Senior Director, Capital Projects, Staten Island Railway, at Telephone: (347) 694-3012 Email: kevin.coughlin@nyct.com and Contract Inspections at contract.inspection@nyct.com or call (718) 694-1499 / (718) 694-1385

84. Before entering MTA property, Contractor or Subcontractor's personnel must have attended MTA/NYC Track Safety Training and SIRTOA Track Safety Training. All people must follow MTA rules and regulations as per training and instructions.

Staten Island Railway reserves the right to place inspectors, flagmen or other personnel in the Staten Island Railway structures during construction of the project linked by a telephone system, if deemed necessary, to observe the effects of the construction on the transit facilities. It is expected that such personnel will be necessary when the construction comes within twenty-five feet of the facility of the Staten Island Railway structure. However, Staten Island Railway further reserves the right to place such personnel whenever, in its opinion, the project's conditions warrant such placement, regardless of distance. The cost of such personnel, telephone installation, and any re-routes, diversions of service, or work trains made necessary by the project must be borne by the project.

Post-construction

85. Upon completion of the project, all Project equipment must be removed from MTA property. A post-construction survey must be prepared in accordance with MTA requirements.

86. All MTA invoices must be paid before the project can be closed.

87. The project shall provide written notice to the MTA when all work is complete. Please contact the EPP PMO at EPP-PMO@mtacd.org

Contact Information

Agency	Telephone	Email	Links
MOW Engineering	718-694-1499	contract.inspection@nyct.com	
Bus Service Planning	646-252-5188	brennan.ortiz@nyct.com	
	646-252-8589	robert.lai@mtabusco.com	
Stations Programs		StationsProgramsManagement@nyct.com	
EPP General Inbox		EPP@mtacd.org	External Partner Program
EPP Adjacency		EPP-Adjacency@mtacd.org	MTA EPP Adjacency
EPP Public Agency		EPP-PublicAgency@mtacd.org	MTA EPP Public Agency
EPP PMO		EPP-PMO@mtacd.org	
EPP Safety		EPP-Safety@mtacd.org	
EPP Insurance		EPP-Insurance@mtacd.org	
MTA TOD		tod@mtacd.org	Transit-Oriented Development
SIRTOA	347-694-3012	kevin.coughlin@nyct.com	

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SECTION A. NFB INSURANCE COVERAGES

The Permittee, at its sole cost and expense, shall obtain and maintain at all times during the performance of the Work such policies of insurance as set forth below:

- 1. Workers' Compensation Insurance** as required by statute in the State in which the Work will be performed. Employer's Liability Insurance with limits of not less than \$1,000,000 bodily injury per accident; \$1,000,000 bodily injury per disease; and \$1,000,000 annual aggregate. For work conducted outside the State of New York, Employer's Liability Insurance requires limits of not less than \$2,000,000 bodily injury per accident; \$2,000,000 bodily injury per disease; and \$2,000,000 annual aggregate and must provide proof that its Workers' Compensation Insurance policy has been endorsed to include "Other States Coverage." If the Permittee leases one or more employees through the use of a payroll, employee management, or other similar company, then the Permittee must procure worker's compensation insurance written on an "if any" policy form, including an endorsement providing coverage for alternate employer/leased employee liability.
- 2. Commercial General Liability ("CGL") Insurance**, covering claims for personal and advertising injury, bodily injury (including death) and property damage arising out of the Work and in a form providing coverage no less broad than that of the current ISO Commercial General Liability Insurance policy (Occurrence Form, number CG 00 01). Such insurance shall provide coverage for all operations including the products-completed operations hazard and shall be maintained for a period of at least three (3) years after final completion, subject to the limitation of any applicable statute. The limits of such insurance shall renew annually and not be less than \$2,000,000 each occurrence; \$4,000,000 products and completed operations aggregate; and \$4,000,000 per project general aggregate. This requirement may be satisfied by a combination of a primary CGL policy coverage with limits of not less than \$1,000,000 per occurrence and following form Excess or Umbrella liability insurance policy(ies) which equal the total limits required above and for excess or umbrella liability insurance in Section 4 below. The CGL and excess or umbrella liability insurance policies must be written on an occurrence basis form, and must comply with the following provisions:
 - The policy shall include independent contractors and contractual liability coverage.
 - The policy shall not contain any contractual exclusion relative to Labor Laws or any other exclusions or limitations directed toward any types of projects, materials or processes involved in the Work.
 - The policy shall not contain any of the following exclusions: subcontractor's exclusion; construction defect exclusion; leased worker exclusion; cross liability exclusion; crane exclusion; and demolition exclusion or "explosion, collapse and underground" exclusion.
 - Construction work taking place within 50 feet of a railroad must include:
 - Contractual Liability – Railroads CG 24 17 listing the Scheduled Railroad and Designated Job Site.
 - Coverage for claims for bodily injury asserted by a railroad employee of an additional insured and any Employer's Liability Exclusion which may otherwise operate to exclude such coverage shall be removed.
- 3. Business Automobile Liability Insurance**, if any owned, non-owned or hired vehicles are used by the Permittee whether on or off-site, covering the liability of the Permittee arising out of any vehicle that bears, or is required to bear, license plates according to the laws of the jurisdiction in which they are operated, and which are not covered by the Permittee's Commercial General Liability. Such insurance shall provide coverage at least as broad as the standard ISO Comprehensive Automobile Liability policy (CA 00 01, CA 00 05, CA 00 12, CA 0020), with limits not less than \$2,000,000 each accident on a combined single basis. If the Work involves transportation of hazardous or regulated substances, hazardous or regulated wastes and/or hazardous or regulated materials, the Permittee shall provide pollution auto coverage equivalent to that provided under the ISO pollution liability-broadened coverage for covered autos endorsement (CA 99 48), and the Motor Carrier Act endorsement (MCS 90). Any statutorily required "No-Fault" benefits and uninsured/underinsured motorist coverage shall be included.
- 4. Umbrella/Excess Liability Insurance**, with limits not less than \$3,000,000 per occurrence in excess of the limits for Commercial General Liability, Employer's Liability, and Business Automobile Liability Insurance which is at least as broad as each of the underlying policies. The umbrella/excess liability policies shall be written on a "drop-down" and "following form" basis, with only such exceptions expressly approved by the Authority/MTA.
- 5. Railroad Protective Liability Insurance** (ISO-RIMA or equivalent form), if any Work will be taking place within 50 feet of a railroad, subway or similar tracked conveyance or requires flag or protective measures by the Authority or its affiliates or their respective employees, covering the work to be performed at the designated job site and affording protection for damages arising out of bodily injury or death, physical damage to or destruction of property, including damage to the Insured's own property and conforming to the following:
 - The policy shall be issued to and shall name as the "Named Insureds" each of the Indemnified Parties listed under Section D below.
 - The limit of liability shall be not less than \$2,000,000 per occurrence, subject to a \$6,000,000 annual aggregate.
 - Policy must be endorsed to provide coverage for claims arising from injury to employees covered by Federal Employer's Liability Act (FELA), when applicable.
 - Indicate the Name and address of the designated Contractor, location of the Work, the Contract description and Contract Number, if applicable.

- 6. Contractor's Pollution Liability Insurance**, if disposal of hazardous materials from the designated job site is undertaken or if the Work being performed in the Impact Area involves environmental or pollution exposures, with limits not less than \$2,000,000 per occurrence and general aggregate on a per project basis including completed operations coverage to be maintained for at least three (3) years after completion of the work. Policy shall cover environmental damage resulting from pollution conditions that arise from the operations of the Permittee and described under the scope of services of this agreement. Coverage must apply to sudden and non-sudden pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalies, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants, silt or sediment into or upon land, the atmosphere or any watercourse or body of water, provided such conditions are not naturally present in the environment in the concentration or amounts discovered, unless such natural condition(s) are released or dispersed as a result of the performance of Covered Operations. Such insurance shall include but not be limited to:
 - Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death or medical monitoring.
 - Physical injury to or destruction of tangible property of parties other than the Insured including the resulting loss of use and diminution in value thereof; Loss of use, but not diminution in value, of tangible property of parties other than the Insured that have not been physically injured or destroyed.
 - Natural Resource Damages
 - Cleanup Costs.
 - Transportation and Non-Owned Disposal Site coverage (with no sunset clause/restricted coverage term) if the Permittee is disposing of contaminated material(s).
 - No exclusions for asbestos, lead paint, silica or mold/fungus/legionella.
 - Defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensatory damages.

SECTION B. GENERAL INSURANCE REQUIREMENTS

The following requirements are applicable to all insurance coverage required during the performance of the Work, except to the extent otherwise indicated:

- 1. Insurer Requirements.** All policies of insurance shall be placed with insurers acceptable to the Authority/MTA. The insurance underwriter(s) must be duly licensed or approved Surplus Lines insurer to do business in the state where the Work is to be performed and must have a financial rating of A-VII or better in the most recent edition of Best's Key Rating Guide or otherwise satisfactory to the Authority/MTA.
- 2. Right to Request Additional Insurance.** The Permittee shall increase the required insurance amounts upon direction by the Authority/MTA.
- 3. Additional Insureds.** All insurance required under Section A (except for Workers' Compensation, Professional liability or otherwise noted), shall name the parties listed in Section D as Additional Insureds and shall include their respective subsidiary and affiliated companies, their Boards of Directors, officers, employees, representatives, and agents (hereinafter, collectively the "Additional Insureds"). For the Commercial General Liability insurance, additional insurance coverage must be provided on ISO forms or their equivalent at least as broad as CG 20 26. No other General Liability Additional Insured endorsement will be accepted unless approved by the Authority/MTA.
- 4. Primary and Non-Contributory.** Each policy required in Section A, including primary, excess, and/or umbrella, shall provide that the insurance provided to the Additional Insureds is primary and non-contributory, such that no other insurance or self-insured retention carried or held by the Authority/MTA shall be called upon to contribute to a loss covered by insurance for the named insured.
- 5. Waiver of Subrogation.** To the fullest extent permitted by applicable law, the Authority will require all insurance policies required in Section A to include clauses stating each insurer will waive all rights of recovery. All waivers provided herein shall be effective as to any individual or entity even if such individual or entity (a) would otherwise have a duty of indemnification, contractual or otherwise, or (b) did not pay the insurance premium directly or indirectly, and whether or not such individual or entity has an insurable interest in any damaged property.
- 6. Self-Insured Retentions.** None of the insurance required in Section A shall be subject to any self-insured retention greater than \$100,000 without the Authority/MTA written approval.
- 7. Subcontract Agreements.** The Permittee shall by appropriate written agreements flow down the requirements for (a) the waiver of subrogation for all required insurance, (b) additional insurance coverage for all required insurance, and (c) other requirements of this Section to all tiers of Contractors, for all insurance required of such contractors by the Permittee for the Work.
- 8. No Limitation.** Nothing in this Section shall be construed as limiting in any way the extent to which the Permittee may be held responsible for payment of damages resulting from their operations. The Permittee's/Contractor's obligations to procure insurance are separate and independent of and shall not limit the Permittee's contractual indemnity and defense obligations. The Authority/MTA does not represent that coverage and limits required in this Entry Permit will necessarily be adequate to protect the Permittee.
- 9. Notice of Cancellation or Non-Renewal.** The Permittee agrees to notify the Authority/MTA thirty days prior to any cancellation, non-renewal or material change to any insurance policies required in Section A. Notice shall be sent electronically to the contract-specific email address provided to the Permittee via MTA Certificate of Insurance Management System (CIMS), ComplianzTM.
- 10. Notice of Occurrence.** The Permittee shall immediately file with the Authority's Tort Division (with a copy to the Authority's Engineer), 130 Livingston Street, 11th Floor, Brooklyn, NY 11201, a notice of any occurrence likely to result in a claim against the Authority/MTA and shall also file with the Tort Division detailed sworn proof of interest and loss with the claim. This paragraph shall survive the expiration or earlier termination of the Permit Agreement/Entry Permit.
- 11. Insurance Not in Effect:** If at any time during the performance of the Work, insurance as required is not in effect or proof thereof is not provided, the Authority/MTA shall have the options to: (a) direct the Permittee to suspend work or operation with no additional cost or extension of time due on account thereof; or (b) terminate the permission granted to the Permittee to perform the Work.
- 12. Conformance to Law.** If applicable law limits the enforceability of any of the foregoing requirements, the Permittee shall be required to comply with the foregoing requirements to the fullest extent of coverage and limits allowed by applicable law and the provisions of insurance shall be limited only to the extent required to conform to applicable law.

SECTION C. EVIDENCE OF INSURANCE

- 1. Submission of Insurance:** The Permittee must submit evidence of all required insurance to the MTA C&D External Partner Program via the Asite Portal. Additional information and instructions can be found at: <https://new.mta.info/agency/construction-and-development/building-near-transit/external-partner-program>.

- Acceptable Forms**
 - ACORD 25: Certificate of Insurance
 - ACORD 855: NY Construction Certificate of Liability Addendum
 - ACORD 28: Certificate of Commercial Property Insurance
 - ACORD Binder or Insurance Policy
 - Workers' Compensation (Alternative Options):
 - C-105.2 – Certificate of Workers' Compensation Insurance; or
 - U-26.3 – Certificate of Workers' Compensation from the State Insurance Fund; or
 - GSI-105/SI-12 – Certificate of Workers' Compensation Self Insurance; or
 - CE-200 – Attestation of Exemption when Contractor meets the requirements (e.g.) Sole Proprietor
- Certificate of Insurance** - The following minimum details must be referenced in the certificate:
 - Policy coverage details (e.g.) policy term, per occurrence/per project; limits/sub-limits, aggregate limits, deductibles, self-insured retentions, and insurance carrier name and corresponding NAIC #
 - Contract Identifier (e.g.) Contract #, RFP #, or Entry Permit #
 - Location and Description of Work
 - Indemnified parties as an additional insured including primary and noncontributory coverage and waiver of subrogation in favor of the Authority/MTA
 - Certificate Holder must list the Authority/MTA name and address
 - Certificate of Insurance must be signed by an authorized insurance representative
- Endorsements** (where applicable):
 - General Liability - Additional Insured (CG 20 26)
 - General Liability - Primary and Non-Contributory CG 2001 or equivalent
 - General Liability - Per Project Aggregate, where applicable
 - General Liability - Indemnified Party
 - Automobile Liability - MCS 90 and CA 99 48
 - Contractor's Pollution Liability - Non-Owned Disposal Site and Transportation Coverage
 - Waiver of Subrogation (most recent NCCI/ISO or equivalent as applicable)

- Joint Venture (JV) - If the Contractor/Consultant is a Joint Venture, General Liability Insurance must be provided in the name of the Joint Venture. Alternatively, a Named Insured Endorsement listing the Joint Venture may be accepted.

- Insurance Binder/Policy** (Applicable to Railroad Protective Liability and Builder's Risk/Installation Floater). If a policy is not submitted, the insurance binder must include the following minimum details:
 - Policy coverages and details (e.g.) policy term, limits/sub-limits, aggregate limits, deductibles, self-insured retentions, insurance carrier name and applicable NAIC #
 - Contract Number or Entry Permit Number; Designated Contractor; Location and Description of Work
 - Indemnified parties as either a named insured or additional named insured
 - Binder must be issued and signed by the authorized insurance company or their authorized insurance agent
 - Binder may be accepted pending issuance of the policy. Policy must be submitted within 30 days from binder effective date.

- Insurance Compliance:** The Permittee will be notified when insurance is compliant through the assigned "contract specific" email address via the MTA Certificate of Insurance Management System (CIMS), the Complianz™.

- Renewal Insurance:** The Permittee will be notified via CIMS two (2) weeks prior to the expiration of their insurance and shall endeavor to provide renewal or replacement policies of insurance with terms and conditions no less favorable than the expiring coverages. The Permittee must submit evidence of renewal insurance using the "contract specific" email address assigned to this agreement.

Do not use the assigned "contract specific" email address for other agreements. Each insurance submission must be sent separately and may not be combined with other agreements.

- Failure of the Authority/MTA to demand such COIs or other evidence of full compliance with these insurance requirements, or failure of the Authority/MTA to identify a deficiency from evidence provided, will not be construed as a waiver of the Permittee's obligation to maintain such insurance. The Authority/MTA acceptance of any COI evidencing the required coverages and limits does not constitute approval or agreement by the Authority/MTA that the insurance requirements have been met or that the insurance policies shown in the COI are in compliance with the requirements.
- The Authority/MTA has the right, but not the obligation, of prohibiting the Permittee from entering the Authority Property until the Authority/MTA receives all COIs or other evidence that insurance has been placed in complete compliance with these requirements.

SECTION D. REQUIRED ADDITIONAL INSUREDS/INDEMNIFIED PARTIES:

The New York City Transit Authority ("NYCT"), the Manhattan and Bronx Surface Transit Operating Authority ("MaBOSTOA"), the Staten Island Rapid Transit Operating Authority ("SIRTOA"), the Metropolitan Transportation Authority ("MTA") including its subsidiaries and affiliates, MTA Construction & Development Company ("MTA C&D"), MTA Bus Company ("MTA Bus"), and the City of New York ("City" as Owner) and the respective affiliates and subsidiaries existing currently or in the future of and successors to each Indemnified Parties listed herein

DISCLAIMER:

The EPP General Notes are provided for informational and coordination purposes only. They do not supersede, replace, or alter any applicable laws, regulations, codes, standards, or contract requirements. The contractor is solely responsible for the means, methods, techniques, sequences, and safety procedures necessary to perform the work in compliance with all applicable requirements and industry best practices. The contractor shall verify all dimensions, field conditions, and requirements prior to commencing work and promptly report any discrepancies to the Contracting Officer or Project Manager for clarification.

The MTA EPP assumes no responsibility if the contractor makes deviations to the Approved engineering drawings and construction means and methods; or the contractor's failure to comply with applicable laws, regulations, or contractual obligations. Any reliance on these notes without independent verification is at the sole risk of the contractor.