

Typical WMATA Design & Coordination Checklist (for Applicant's Use)

PROJECT Control No. _____

Phase 1 - Application:

- Project Number established for proposed project by WMATA (All documents shall reference project number.)
- Reviewed WMATA's Adjacent Construction Project Manual (ACPM)
- Reviewed WMATA's Safety Manual
- Submitted Document Request Form & Consumer Authorization for Release of Personal Information Form
- Received and reviewed any WMATA applicable reference material (as-builts, right-of-way plans, etc)
- Agreement executed
- Payment of review and support fee

Phase 2 - Design / Drawings / Calculation Review:

- Project Impact Statement completed
- Bus Impacts
- Sections showing foundations and WMATA structures
- Site Plan (detailing impact to WMATA, easements provided)
- Pertinent drawing/zone of influence diagram provided detailing level of impact on WMATA facilities
- Sheeting and shoring drawings
- Drainage area map(s) with calculations
- Architectural drawings
- Civil drawings
- Electrical drawings / photometric studies (as applicable)
- Structural drawings / calculations
- Column load tables
- Geotechnical report
- Finite element analysis
- All drawings / calculations signed and sealed
- Submit Real Estate Permit Application

Phase 3 - Pre-Construction Design Verification:

- Structural monitoring and contingency plans
- Construction schedule / sequence plan identifying specific WMATA impact
- Construction layout of equipment relative to WMATA's right-of-way/roadway
- Equipment certifications for equipment working in WMATA's Zone of Influence

- Temporary safety plans and measures
- Structural monitoring and contingency plans
- Permanent easement / utility easement w/ plat and metes and bounds of prospective property

Phase 4 - Pre-Construction Field Coordination & Verification:

- Certification for Issuance of METRO SmarTrip Contractor Badge
- Safety training course required
- Site Specific Work Plan completed and submitted
- Submit JDAC Support Request Form
- JDAC Daily Support Tracking Form
- Right-of-entry and/or utility permit applied for / executed
- Indemnification /certification of insurance requirements
- Other local jurisdictional approvals/permits and forwarded
- Operational support arrangement(s)
- Locate any WMATA monumentation. Coordinate relocation/replacement with WMATA Survey Office.
- Utility location / identification and protection
- Pre-construction meeting with WMATA's Construction Inspection Facilitator
- WMATA field contact(s) information and communication chain established
- Pre-construction survey requirement met
- Boundary survey tie-in to WMATA coordinate system

Phase 5 - Post Construction Coordination:

- Post-construction survey requirement
- Punch List / Out-processing

Phase 6 - Project Close Out:

- As-Built requirement(s)
- Other requirement(s) provided _____

NOTE: This list is provided as a suggested reference for requirements which may be imposed on a Owner/Developer/Contractor in coordinating and developing their construction plans which may or may not impact WMATA facilities. Under no circumstance is there a guarantee that construction plans will expedited for review and approval. Planning, scheduling and coordination of the adjacent developer/contractors' project is at his/her sole expense and responsibility.