Workshop on Joint Development & Adjacent Construction Projects

WMATA Headquarters - Jackson Graham Building
600 Fifth Street, NW, Washington, DC 20001

May 8, 2019
9:30 a.m. to 12:00 noon
Introductions

- Reminders
- Safety Message
- Overview
- Introductions
  - WMATA
    - Joint Development and Adjacent Construction (JDAC)
    - Design and Construction (DECO)
    - System Safety and Environmental Management (SAFE)
    - Office of Real Estate and Parking (LAND)
    - Risk Management (RISK)
  - STRUCTURES
  - External Relations (EREL)
  - Bus Services (BUS)
- Owner/Developer/Contractor (ODC)
- JURISDICTIONS
JDAC reviews, approves and coordinates projects adjacent to Metrorail and Metrobus property, facilities, and operations in order to:

- **Objective**: No impact to operations, facilities or customers. Coordinate and accept on-site installations and facilities.
- Protect WMATA infrastructure, operations, and ensure passenger safety from adjacent work;
- Provide coordination of design, safety, operations, constructability and compliance with WMATA standards; and
- JDAC acts similar to the development review and permitting offices of a jurisdiction utility agency.
- JDAC active project log consistently numbers between 150-200 project.
- ODC stands for Owner/Developer/Contractor. It applies to agencies, jurisdictions, property owners, consultants, developers, utilities and/or anyone who may impact WMATA property or facilities.
- JDAC provides coordination, approvals and oversight for Joint Development and Jurisdictional Reimbursable projects.

JDAC Benli Li
JDAC Project Process

- JDAC web page lists procedures and requirements: https://www.wmata.com/business/adjacent-construction
- Adjacent Construction Project Manual (ACPM), current Revision 5a released September 21, 2015 & new updates coming soon.
- Contact JDACInquiries@wmata.com to request an impact evaluation.
- If JDAC determines no impact a release will be provided.
- Projects with impacts will be assigned a Project Control Number (PCN) and project staff will be assigned.
- The Project Flow Chart lists early actions and provides time frames of at least six months.
Flow Chart - for Projects with Impact

WMATA Office of Joint Development and Adjacent Construction (JDAC)
Adjacent Construction Project Flow Chart for Owner/Developer/Contractor (ODC)

- ODC project introduction to JDAC at WMATA Carmen Turner Facility or via e-mail.
- JDAC determination of level of support, project duration, and project costs. JDAC transmittal of letter agreement and invoice for project costs to ODC.
- ODC execution of letter agreement and ODC payment of project costs, required for JDAC to start project coordination and design review.
- Note: Minimum 30-day processing time from receipt of payment.
- ODC Document Request Form for WMATA right-of-way, architectural and engineering documents.

JDAC APPROVALS FOR ALL WORK

Contractor Badge
- Background checks by ODC;
- Quarterly certification by ODC

Roadway Worker Protection Training
- ODC coordinates with JDAC

JDAC Support Request Form Min. 30 Days
- ODC submits to JDAC for Coordination

Application for Real Estate Permit
- Original to LAND with $3,500 Fee
- Copy of each to JDAC

Insurance Policies / Certificates to LAND

Issuance of Real Estate Permit
- Fully executed by ODC and LAND

Arrangement of Track Rights

WMATA APPROVALS FOR ACCESS

Pre-Construction Meeting & Survey

Start of ODC Project Construction that impacts WMATA

JDAC APPROVALS FOR DESIGN

Monitoring and Contingency Plans Min. 3 half size 1 electronic copies to JDAC

Blasting Plan
- Min. 3 half size 1 electronic copies to JDAC

WMATA Action

Abbreviation – Function
- JDAC – See first line above
- GOTRS – Track Rights
- ODC – See second line above
- LAND – Real Estate

05/07/2019

JDAC James Walker
Facility and Roadway Access

- ODC requests are coordinated through JDAC
  - Operations emergencies and maintenance have priority

- JDAC assists ODC in completing:
  - Site Specific Work Plan (SSWP)
    - 60 calendar days prior to need
    - Not for engineering review
    - Sufficiently detailed work plan to execute work
  - Rail Support Request

- General Orders and Track Rights ‘GOTRS’ system
- JDAC often arranges piggyback track rights
- Shutdown schedule is developed 12-18 months in advance
- ODC must pay in advance for Crew Support Personnel (CSP)
- Track rights process is 30 calendar days (90 calendar days w/ SSWP)

JDAC Leonardo John
Proximity of Adjacent Construction Projects to WMATA Infrastructure

111 K Street Support of Excavation

NY Avenue Bridge Replacement Protection Shield

VDOT Telegraph Road Bridge Extension - Pier 3

Proposed caissons are approximately 60' deep
Right-of-Way Safety Training

- Metrorail has safety as its foremost priority.
- Roadway Worker Protection Program.
- Construction Safety & Environmental Manual.
- Metrorail third rail is high voltage – 750V DC.
- Metrorail is active during non-revenue hours.
- Safety training forms are available on the JDAC Web page.
  - Certification of Eligibility / Training Request / ID Card
  - Training Procedures

SAFE John Cribben
Safety and Security Certification

• What is Safety and Security Certification?

• A Process that helps to assure that safety & security concerns, vulnerabilities, and hazards are adequately addressed prior to the initiation of project acceptance or use

• Objective: Achieve an acceptable level of risk through

  • Systematic approach to hazard and threat/vulnerability management;

  • Compliance with safety and security codes, standards, and industry practices;

  • Safety and security criteria adherence and specification compliance; and

  • Design, construction/installation, testing, and start-up phase verification and review.
Joint Development and Transit Oriented Development Projects

• Office of Real Estate and Parking (LAND)

- Sector Plan and Zoning Amendments.
- Station Site and Access Planning Manual
- Station Visioning and Station Access Studies.
- JD Conceptual Plans, Public Hearings, Agreements, Real Estate Permits.
- Non-WMATA and Non-Adjacent private and public TOD projects.

LAND Steven Segerlin
• Office of Joint Development and Adjacent Construction (JDAC)
  ➢ Engineering, Construction and Acceptance of joint development projects.
  ➢ Facilities built for WMATA to comply with WMATA Criteria & Standards.
  ➢ WMATA approval required prior to submission to local jurisdictions.
Questions and Answers

• Any questions so far?

• More questions? Please send to JDACInquiries@wmata.com. Answers will be provided to all attendees.

• 15 minutes break
WMATA Design Criteria & Standards

• WMATA Adjacent Construction Project Manual (ACPM)
  • Manual of Design Criteria
  • Standard Drawings and Design Drawings
  • Administrative and Technical Specifications
  • Construction Safety and Environmental Manual
  • American with Disabilities Act (ADA) Standards
  • WMATA CADD Standards

JDAC Michelle Corum
ACPM presents WMATA’s requirements and thresholds and provides graphical representation of Zone of Influence. Below are some examples:

- Geotechnical Criteria, Structural Loadings and Zone of Influence, Appendix 3
  - Examples of different cases used to determine the Zone of Influence
Structural Design & Review (cont’d)

- Structural Loading, Earth Pressure Criteria
  - Determination of Vertical Pressure Distribution Plate A-4

- Limitations on Construction, Section 3, the following construction activities are not permitted *
  
  *See manual for exceptions
  1. Excavation under WMATA structures, except for underpinning
  2. Tunneling under WMATA structures/facilities and tracks without prior WMATA approval
  3. Excavation within 10 feet of existing facilities without prior WMATA approval
  4. Installation of pre-augured piles within 5 feet of bored tunnels
  5. Pile driving within 25 feet of WMATA structure, and tracks
  6. Blasting shall not occur within 100 feet of WMATA structures without prior WMATA approval

- Demolition and Blasting Criteria, Section 3
Upon JDAC’s determination of impact to WMATA facilities inside the Zone of Influence:

- ODC must submit an Application for a Real Estate Permit (Permit) to JDAC and LAND
- Permit information is here: [www.wmata.com/realestate](http://www.wmata.com/realestate)
- JDAC will work with ODC to determine the limits of the Permit allowable work
- LAND will coordinate with WMATA’s Office of Risk Management (RISK) to determine the insurance requirements for the Permit
- LAND will inform ODC of the insurance requirements
- Once the detailed Permit allowable work is determined, JDAC will send a certification to LAND

LAND Anabela Talaia
Office of Real Estate and Parking (LAND) – Real Estate Permit Issuance

- Upon LAND’s receipt of the JDAC certification, LAND will:
  - Issue a Permit within three business days of receipt of the certification
  - Coordinate with ODC and RISK to finalize the Certificate of Insurance (COI)

- ODC is required to sign the Permit first

- No Permit will be fully executed by WMATA until the COI is approved by RISK

LAND Anabela Talaia
Temporary incidental use of WMATA property is defined as:

- The length of the term of the Permit, generally from 1 year to 3 years
- Use which does not alter or encumber WMATA’s property

If ODC requests temporary use of WMATA property, ODC’s plans must define and label the property proposed to be used and property lines in relation to ODC’s property

In the event ODC is required by JDAC to install monitoring devices or similar equipment on or in WMATA’s right-of-way (ROW), ODC should be aware that WMATA operational needs may take precedence and ODC’s scheduled ROW access may change

LAND Anabela Talaia
If ODC requests permanent use of WMATA property:

- ODC must send a request for permanent use of WMATA property in letter form to LAND at realestate@wmata.com and JDAC at jdac@wmata.com
- The email subject line must be: Request For Permanent Use of WMATA Property
- Request must include a graphic showing WMATA’s property to be used and property lines in relation to ODC’s property, Google Earth shots are acceptable at this stage of the process
- Request must include a narrative describing and justifying ODC’s permanent use of WMATA property
- Request must include what type of permanent use is requested, i.e. easement, fee simple sale, connection, etc.

LAND Anabela Talaia
If WMATA determines that it will agree to permanent use or sale of property:

- ODC will be required to pay fair market value for the permanent use or sale based on a third-party appraisal contracted by LAND.
- ODC will provide a legal metes and bounds description and survey plat of the property, including any retained WMATA easements.
- LAND will draft the conveyance document, in recordable form, for the property conveyance.

ODC must factor a minimum of 6 months for the process to be completed and up to one year, depending on the complexity of the property being conveyed.

Depending on the property, WMATA may need concurrence from the Federal Transit Administration and the WMATA Board of Directors.

LAND Anabela Talaia
Insurance Requirements

**COVERAGE TYPE**

- Workers’ Compensation
- Commercial General Liability (CGL)
- Commercial Automobile Liability
- Excess/Umbrella Liability (if necessary)
  - Professional Liability
  - Pollution Legal Liability
- Railroad Protective Liability (RRP)
  - Builder’s Risk
    (only on WMATA-owned construction projects)

**TYPICAL REQUIRED FORMS (ENDORSEMENTS)**

- Additional Insured
- Primary and Non-Contributory
- Waiver of Subrogation
- Modification of “Insured Contract”

**ADDITIONAL FORMS THAT MAY BE REQUIRED**

- Schedule of Underlying Insurance
- Forms Schedule
- Blanket versus Specified Entity

Contact Information: Mary Jane (MJ) Johnston, 202.962.1236 or mjfjohnston@wmata.com
Railroad Protective (RRP) Liability Insurance

- Required for work:
  - within 50’ of WMATA tracks
  - Inside of rail stations
- WMATA is Named Insured
- Covers WMATA’s liability for third party BI/PD claims
- Covers damage to WMATA property arising from contractor’s work activities
- CGL policy must be endorsed to delete the railroad exclusion
- WMATA is the “Named Insured” and the General Contractor is the “Designated Contractor” on the RRP policy
- RRP is often provided by the general contractor
- Policy also covers loss arising from the activities of all subcontractors
WMATA’s Blanket RRP Program

• Underwritten by commercial insurer

• Cost is usually less

• Available to contractors if project falls within certain parameters

• Requires completed and signed application

RISK MJ Johnston
These must be in place before starting construction:

- Issuance of Real Estate Permit
- JDAC Construction Inspection Facilitators
- Pre-Construction Meeting
- Pre-Construction Survey
- Monitoring Plan Implementation & Baseline Reports
- Oversight and Coordination of Construction Activities
- Project Close-Out
  - Per ACPM and Project Agreement
  - As-built drawings
Will your work impact Metro customers?

- Change pedestrian access around a Metrorail station?
- Close parking spaces within a Kiss & Ride/Park & Ride?
- Detour vehicular/bus traffic?
- Temporarily relocate bus stops?

Metro requires that you notify customers of any impacts **ahead of time**.

EREL Lisa Schooley
Customer Impacts & Communication Requirements (cont’d)

- WMATA approves operations plan/reviews all customer impacts
- Customer notification begins
- Project begins/operations plan implemented

**At least 3 months prior to start**
- Draft Communication and Outreach Plan and timeline with the JDAC Project Team and Office of External Relations
- Determination of task responsibilities
- Development of materials, outreach plans, translations, media needs

**At least 3-4 weeks prior to start**
- Implementation of communications and outreach plan.
- Parking impacts, especially those that impact Reserved Parking, need the largest amount of lead times

**Day/week of start**
- All customer wayfinding installed
- May include additional outreach

This process may repeat due to multiple work phases.
Communication and outreach plans must follow WMATA’s Public Participation Plan.

- Go to “where people are”
- Consider the populations impacted, including those with limited English skills or those with disabilities

*Plans may include items like:*

- Customer-facing maps and sign packages for temporary bus stop locations, pedestrian and vehicular access changes, parking space and bike rack relocations, etc.
- Bilingual street teams distributing fliers to customers or on cars, directing customers to new bus locations

EREL Lisa Schooley
Samples: Notification and wayfinding signs

EREL Lisa Schooley
Samples: Notification signs

This lot/parking space will be temporarily closed for repairs until October 2018.

ADA parking spaces have been relocated to the Short-term Metered Lot adjacent to the Kiss & Ride during this time.

If your vehicle is towed, please call Metro Transit Police at 202-366-2121.

West Hyattsville Concrete & Pavement Repair Project

Beginning June 4 through June 17, 2018

Phase 1 Sidewalk and Major Pothole Repairs

- Weekend of June 9-10: The Park & Ride Lot and Kiss & Ride will be closed for repairs.
- Weekend of June 16-17: The Park & Ride Lot will be closed for repairs.

No overnight parking. Vehicles parked in marked locations must be removed by midnight prior to closure or will be subject to towing.

Be aware of pedestrian and vehicle detours around concrete and pavement repairs.

Accessible parking spaces impacted by construction will be relocated to Short-term Metered Parking.

West Hyattsville

EREL Lisa Schooley

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Dunn Loring-Merrifield Station Redevelopment Project

CONSTRUCTION UPDATE
Effective June 22, 2015 - October 1, 2015

**CURRENT ACTIVITY:**
- Construction continues on Phase 2 of the Avenir Place apartment community and Harris Teeter grocery store.
- Construction continues on the tenant shops of the Avenir Place retail buildings.
- The sidewalk along the southbound lane of Gallows Road between Avenir Place and Prosperity Avenue will be closed starting June 22, 2015 and continue through October 1, 2015.
- A new pedestrian route has been established from Prosperity Avenue between Gallows Road and Avenir Place to access the Metrorail Station.
- The sidewalk along the southbound lane of Gallows Road (North of Avenir PI) scheduled to open August 15, 2015.
- For your safety, please follow temporary pedestrian and vehicular directional signage.

For more information visit wmata.com

**Samples: Phase update signs**

EREL Lisa Schooley

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY
Friendship Heights BUS STOP RELOCATION

Effective Sunday, August 5, 2018
Relocation will last approximately two months due to The Chevy Chase Land Metro Building Restoration Project.

Temporary bus stop locations listed inside

About the Project:
Chevy Chase Metro Building Restoration Project
The Chevy Chase Land Company is restoring the second floor above the Friendship Heights bus loop at 2 Wisconsin Circle. For your safety, follow all construction notices and signs.

FOR MORE INFORMATION: contact 301-654-2690.

Friendship Heights REUBICACIÓN DE PARADAS DE AUTOBÚS

A partir del domingo, 5 de agosto de 2018
La reubicación durará aproximadamente dos meses debido al proyecto de restauración del edificio Chevy Chase Metro.

Vea adentro la lista de las paradas de autobuses temporales

Información sobre el proyecto:
Proyecto de Restauración del edificio Chevy Chase Metro
La compañía Chevy Chase Land está restaurando el segundo piso en el área de la parte de arriba del área de las paradas de autobús en 2 Wisconsin Circle. Para su seguridad, siga todas las notificaciones y avisos de construcción.

PARA OBTENER MAIS INFORMACIÓN: llame al 301-654-2690.
Criticality of Working with JDAC

8 inch diameter casing

Third rail

Tunnel wall

Water inflow from tunnel invert around the casing

Tunnel Ceiling

Haunch

Approx. 2" of concrete damaged at tunnel wall

8" diameter casing
Conclusion

• Questions and Answers.

• More questions? Please send to JDACInquiries@wmata.com. Answers will be provided to all attendees.

• Thank you!