

Steps to Access Non-Rail RTD Facilities to Make Infrastructure Changes

Purpose & Need

This document covers various aspects of planning, design, and engineering to ensure work proposed to change RTD Facilities follows a sequence of steps, and meets RTD's standards and needs. The responsibility of maintaining RTD's Non-Rail Facilities lies with the Capital Programs Department. The Capital Programs Department will work with other Departments to ensure a coordinated response.

The term "Non-Rail Facilities" as used here, applies to public facilities, stations, and administrative facilities. These facilities may be adjacent to rail.

RTD Technical Standards Related to Work

- Handbook of Transit Safety and Security Certification:
<https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/SSC.pdf>
- Bus Infrastructure Design Guidelines and Criteria:
<https://www.rtd-denver.com/sites/default/files/files/2018-08/Bus-Infrastructure-Design-Guidelines-and-Criteria-2016.pdf>
- Guidelines for Railroad Grade Separation Projects:
https://www.up.com/cs/groups/public/documents/document/pdf_rr_grade_sep_projects.pdf
- RTD IT Standards:
<https://www.rtd-denver.com/sites/default/files/files/2019-09/RTD-IT-STtandards-Division-27.pdf>

Insurance Coverages Required for Contractors working on RTD Facilities

These will be specified by RTD based on the nature of work proposed.

Checklists

RTD may provide checklists it will use to review the work. RTD reserves the right to impose additional requirements beyond the requirements on the checklists.

As-Built Information

Parties building on RTD Property or easement rights will provide as-built information to RTD prior to use or occupancy.

Responsibility of the Designer

It is the responsibility of the designer to ensure all work proposed meets all applicable requirements. RTD will require the following certifications by the designers, as shown on the

following pages.

**Certification by Project Designer
Prior to Construction**

I, _____ certify the following to the Regional Transportation District:

1. I have a combination of education and work experience to have the expertise to design the infrastructure or system that will be located on, over, within or under an RTD Facility.
2. Components of work that are required to be designed, sealed and signed by a professional engineer are attached.
3. The proposed work complies with all applicable federal, state, and local government laws, and the latest revisions of applicable codes and standards.
4. The proposed plans comply with all applicable requirements of the Americans with Disabilities Act.
5. I have performed investigations of concealed utilities that may conflict with the proposed work and resolved known utility conflicts.
6. I have made provision for being able to physically locate concealed utilities at a later date.
7. I have made provision for replacing parts that are likely to fail.
8. I have made provisions for eliminating or minimizing RTD service and any utility outages.
9. I have considered constructability and made provisions for ensuring safety during construction.
10. All the required permits for this work have been obtained.
11. I have made provision for testing that the system works and preparing as-builts for documentation.

(Signature)

(Date)

(Name)

**Certification by Project Designer
Following Construction**

I, _____ certify the following to the Regional Transportation District:

1. The _____ Project as constructed, is in conformance with the plans designed by me, and any approved changes. The Project, as constructed, complies with applicable federal, state, and local government laws, and the latest revisions of applicable codes and standards.
2. The Project, as constructed complies with all applicable requirements of the Americans with Disabilities Act.
3. Required submittals are attached and include but not limited to:
 - Copies of all permits
 - As-builts
 - Safety Certification test results, reports, and documents

(Signature) (Date)

(Name)

Steps in the Process

Project Name and Location:

Access to RTD's Facilities will only be allowed after the following factors have been evaluated, and requirements have been met.

Stage	Evidence	Date
Initial Design Plans reviewed by Capital Programs		
Level of Effort to enable the project estimated, and fee reimbursement agreement signed, if applicable.		
Construction logistics plans reviewed and accepted		
RTD to agree to any impact to service, passenger or vehicle access or utility outage prior to it being implemented.		
Third party coordination has occurred (CDOT, Local Jurisdiction, etc.) and all permits obtained.		
Final Design Plans and Specifications prepared by a Professional Engineer / Registered Architect accepted or exception granted		
Detailed work plan reviewed and accepted by safety/operations/engineering. Existing Facility protection measures have been identified and scheduled. Traffic Control Plans on RTD Property accepted (Vehicles & Pedestrians)		
Executed License Agreement and/or Executed Right-of-Entry		
Certificates of Insurance Received RTD as additional insured, if applicable		

Building Grounds and Access Permit(BGAP) for Non-Commuter Rail RTD Facilities Completed http://www.rtd-denver.com/sites/default/files/files/2019-09/BGAP-form-and-requester-instructions%20-%202018.pdf		
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Procedure History

REV	DATE	Change Originator	Signature of Assistant General Manager, Capital Programs	Description Of Change
A	2020-04-30	Jyotsna Vishwakarma, Chief Engineer		Original Issue