



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

PROJECT Control No. \_\_\_\_\_

### **Phase 1 – Inquiries & Initialization:**

- Initial inquiry sent to [JDAC@wmata.com](mailto:JDAC@wmata.com) including initial review documents
- Impact determined
- Project Control Number established for proposed project by WMATA (All documents shall reference project number.)
- Reviewed WMATA's Adjacent Construction Project Manual (ACPM)
- Reviewed WMATA's Construction Safety & Environmental 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.)
- Introductory meeting held
- Agreement executed
- Fulfillment of Letter Agreement invoice

### **Phase 2 - Design & Plan Review:**

- Project Impact Statement completed
- Bus Impacts
- Sections showing foundations and WMATA structures
- Site Plan (detailing impact to WMATA with 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)
- Support of Excavation design plans
- Structural drawings/calculations
- Column load tables
- Geotechnical report
- Finite element analysis
- Structural monitoring and contingency plans
- Blasting plan
- Demolition plan
- Public Communication Plan
- Safety and Security Certification Plan
- Asset Management Plan
- Shop Drawings



- 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
- All drawings/calculations signed and sealed
- JDAC given acceptance of all work plans and designs

**Phase 3 - Pre-Construction:**

- Permanent easement/utility easement w/ plat and metes and bounds of prospective property
- Submit Real Estate Permit Application
- 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
- Indemnification /certification of insurance requirements
- Other local jurisdictional approvals/permits are obtained and forwarded
- Real Estate Permit Executed
- Operational support arrangement(s)
- Pre-construction meeting with WMATA's Construction Inspection Facilitator

**Phase 4 – Construction:**

- Pre-construction survey requirement met
- Boundary survey tie-in to WMATA coordinate system
- Coordination with WMATA's Office of Bus Planning for construction impact
- Locate any WMATA monumentation. Coordinate relocation/replacement with WMATA Survey Office.
- Utility location/identification and protection
- WMATA field contact(s) information and communication chain established
- Monitoring readings and monitoring reports performed & prepared according to monitoring and contingency plan
- Pre-Activity Meetings held as-needed
- JDAC Support Requests as-needed
- Installation, inspection, and testing activities as-needed
- Contact maintained with CIF for field oversight and support
- Request made to suspend monitoring activity
- Post-construction survey requirement met

**Phase 5 - Closeout:**

- Final site walk/Punch list development



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- As-Built requirement(s) met
- Project financial items closed
- Other requirement(s) provided \_\_\_\_\_

**Phase 6 – Maintenance and Repairs:**

- Maintenance and repair structure discussed and implemented

NOTE: This list is provided as a suggested reference for requirements which may be imposed on an 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 be expedited for review and acceptance. Planning, scheduling and coordination of the adjacent developer/contractors' project is at his/her sole expense and responsibility.