



Construction Scheduling for Existing Utility Maintenance* Outside Party Number Request Form

Instructions: Please fill out Sections 1 and 2 then submit this form, along with a detailed scope of work and plans, to our On-Track Safety Coordinator via email or fax.

**On-Track Safety Coordinator
Holder) E-Mail:**

Fax: 412.426.4000

Tel: 412.426.6800

Office: 519 Cedar Way - Building 1, Suite 100 - Oakmont PA 15139

**Railroad Representative (*Responsibility of Agreement*
Average Cost**

garymang@carloadexpress.com \$1,250 per day (8 hour minimum), \$240/add'l hr

Please see Page 2 for more information

*The maintenance form should only be used for maintenance work (minor inspection or replacement of existing facilities with like-kind). However, all work within the rail corridor must meet Railroad Specifications.

By submitting this form, the applicant acknowledges he/she has read and understands the conditions specified on pages 2-3 and that they are authorized to submit payment for these services.

Section 1: Project Location		To be Completed by	
Agreement No:**		City:	
Agreement Holder:		County:	
Agreement Date:		State:	
Requested Start		Railroad Milepost:	
Duration in		Latitude/Longitude:	
Detailed Description of Work (attach plans):			

****Failure to provide the Agreement Number may cause a delay in scheduling.**

Section 2: Billing and Project Contact Information		To be Completed by	
Billing Information for Agreement Holder/Project Owner		Project Contact (if different from Billing)	
Contact Name:		Contact Name:	
Company		Company	
Billing		Address:	
Address (2):		Address (2):	
City/State/Zip:		City/State/Zip:	
Phone/Fax:		Phone/Fax:	
Email:		Email:	

Section 3: Payment Information				To be Completed by				
Railroad:	<input type="checkbox"/>	Allegheny Valley Railroad (AVR)	<input type="checkbox"/>	Delmarva Central Railroad (DCR)	<input type="checkbox"/>	Southwest Pennsylvania Railroad (SWP)	<input type="checkbox"/>	Ohio Terminal Railway (OHIO)
Check or Invoice Number:								
Check Issued By (Name of Company):								

Construction Scheduling for Existing Utility Maintenance Instructions

On-Track Safety services are required when projects are within close proximity to active rail lines and can only be performed by qualified Railroad personnel. Conditions when On-Track Safety services are required include:

- An agency, consultant, or contractor is working on, near, or adjacent to active railroad tracks
- An outside party is using railroad property or performing operations that may affect railroad property or facilities
- Work off railroad property could impact Railroad property or operations
- Off-highway construction equipment is crossing the railroad at a private or public crossing
- Oversized equipment or highway vehicles are crossing the railroad at a private or public crossing

On-Track Safety services may only be performed by qualified Railroad employees who are; (i) trained in the proper procedures related to rail operations and safety requirements, (ii) familiar with rail operations and procedures in a project area, and (iii) able to communicate directly with Railroad dispatching personnel and train crews. Depending on the current schedule of projects and/or your project scope, it may take 30 or more days to secure a railroad representative to provide On-Track Safety. If it is necessary for Railroad to seek additional resources to meet project requirements, Railroad shall not be liable for the cost of delays attributable to obtaining such service.

The maintenance form should only be used for maintenance work (minor inspection or replacement of existing facilities with like-kind). However, all work within the rail corridor must meet Railroad Design and Construction (D&C) Specifications.

IMPORTANT INFORMATION: The Railroad Representative cost is based on average cost for 8 hours minimum regular time on Railroad work days. Overtime rates will apply for hours beyond 8 hours per day or beyond 40 hours per week for railroad personnel. Inspection costs will include inspector's project time, travel time, expenses, per diem, project scheduling cost, means and methods review, coordination, and general account administration. Other railroad costs may include signal locates, material, rental equipment, burden and tax. The above costs are estimates only.

In the event local On-Track Safety services are not available at the time of your request, qualified resources from outside the geographical area of your project may be assigned an extra cost to the Agreement Holder/Project Owner. The cost of such services vary based on factors including but not limited to: type of project, duration of project, utilization of local or out-of-town flagging personnel, etc.

The Railroad requires that insurance coverage be provided prior to any entry/work activity within the rail corridor. The license agreement defines the requirements in greater detail. As referenced below, please be sure to submit insurance information as required under the Railroad Agreement Number.

INSTRUCTIONS:

- **All** information must be TYPED or CLEARLY PRINTED
- **Proof** of insurance as required by Railroad or as indicated in your agreement.
- **Note:** If On-Track Safety protection is required, the average cost is \$1,250.00/per 8-hour day minimum (\$240 per additional hour) plus mobilization/travel time and other incurred expenses. This is not an invoice. A separate invoice for actual costs of On-Track Safety services will be sent to the Licensee or Project Owner upon completion of the project. **(Please note certain projects may require engineering review and the Agreement Holder/ Project Owner will be responsible for all costs associated with this review by the Railroad and/or its Contractors.)**

A Railroad Representative will provide a daily On-Site Job Briefing. At that time, the Railroad Representative will make the determination as to what type of On-Track Safety is required. This may include constant supervision or periodic supervision, either being at the sole discretion of the Railroad Representative.

Submit the form, along with a detailed scope of work and plans, to our On-Track Safety Coordinator via email or fax.

	On-Track Safety Coordinator	Railroad Representative (<i>Responsibility of Agreement Holder</i>)
E-Mail:	garymang@carloadexpress.com	Average Cost
Fax:	412.426.4000	\$1,250 per 8-hour day (\$240/add'l hr)
Telephone:	412.426.6800	

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➤ In the event it is necessary to cancel or re-schedule On-Track Safety services already scheduled, the following notice periods are required (**failure to provide notice as stated shall result in the customer incurring costs associated with the scheduled On-Track Safety services**):

- 48 hour notice - Short term projects (project time frame of 1 – 3 days to completion)
- 3 days notice - Medium term projects (project time frame of 4 – 19 days to completion)
- 5 days notice - Long term projects (20 or more days to completion)

COMPLETING THE FORM:

Section 1: Project Location (to be completed by customer)

Railroad Agreement No.	-	Typically located in the top right corner of the agreement. Failure to provide the Agreement Number may cause a delay in scheduling.
Agreement Holder:	-	Entity named in agreement. Typically located on page 1 of the agreement
Agreement Date	-	Date agreement executed. Typically located on page 1 of the agreement
Requested Start Date	-	The day you wish to initiate your work efforts (<i>note: depending on the work to be performed and the duration in days, 30 days advance notice is required</i>)
Duration in Days	-	The number of days you expect your work effort to take place
Scope of Work	-	A summary description of your work effort (<i>note: this information is required in making the decision as to the necessity of On-Track Safety services. Please include your detailed scope of work and plans when submitting the form</i>)
City, County, State	-	Location of the requested work to be performed
Railroad Milepost	-	Typically located on page 1 of the agreement
Latitude/Longitude	-	GPS coordinates indicating the approximate location of the project.

Section 2: Billing and Project Contact Information (to be completed by customer)

Billing Information for Agreement Holder/Project Owner	-	The agreement holder is the company/individual/municipality who has entered into an agreement with the Railroad for use rail corridor. The fields under this section pertain to the Agreement Holder.
Project Contact (If different from Billing)	-	The Project Contact information should indicate who is performing the work.

Section 3: Payment Information (to be completed by customer)

Railroad	-	Check must be made out to the specific railroad handling the flagging request. Typically located on page 1 of the agreement.
Check or Invoice Number	-	Check or Invoice Number so that we can match your payment to this Request.
Check Issued By (Name of Company)	-	If Check is paid by entity other than Company Name (Section 2) please indicate here.