

 ENGINEERING PRACTICES	ORIGINAL ISSUE DATE 03/04/21		NUMBER EP3018
	REVISED DATE		
TITLE CONSTRUCTION OF STRUCTURES BY THIRD PARTY OWNER CONTRACTS	RECOMMENDED by John Brun	DATE 03/04/21	PAGE 1
	APPROVED by DEPUTY CHIEF ENGR, STRUCTURES Paul DeSignore	DATE 03/04/21	OF 4

SCOPE AND NATURE

This work includes all necessary coordination, field access, testing review, acceptance and orderly transfer of all critical documents of each structure constructed by third party contracts subject to Amtrak ownership. Regardless of the size or complexity of the project it is crucial to follow these procedures to provide Amtrak all the structure information necessary for efficient and safe maintenance and operation of the structures.

SPECIAL REFERENCE

EP 3002 – Bridge Maintenance Program
 EP 3004 - Inspection of Construction by B&B Personnel
 EP 3014 - Maintenance and Protection of Railroad Traffic During Contractor Operations

SPECIAL REQUIREMENTS

In addition to the established requirements of Contract Bid Documents, the following tasks must be performed by all Project participants throughout the duration of the Project:

1. Integration of all owner, construction, inspection and engineering staff by way of training and a comprehensive system documentation to ensure all procedures and documentation are managed to Amtrak's satisfaction.
2. Adherence to the highest level of professional communication required for resolution of all conflicts by establishing an issue resolution and escalation procedure.
3. Development a chain of command that acts in a timely manner to resolve all design and construction problems with the purpose of keeping the project flowing efficiently.
4. Recognition of the schedule requirements of the project and work cooperatively to reduce schedule impacts and complete the overall project on or ahead of schedule.
5. Use of a certified Testing Program which provides timely and on-site results, consistent with recognized testing standards, so that ongoing quality of construction can be maintained.
6. Development and Submission of an overall Master Structure Directory (with Maintenance Manuals)

TITLE CONSTRUCTION OF STRUCTURES BY THIRD PARTY OWNER CONTRACTS	ORIGINAL ISSUE DATE 03/04/21	NUMBER EP3018
	REVISED DATE	

PROCEDURE

These guidelines only provide a general framework for facilitating Amtrak's **acceptance** of structure constructed by the Project. Therefore, more detail procedures will need to be developed in partnership with all parties.

1. Detailed procedures will consider how each individual element tabulated within the During Construction Column of the Roles/Responsibility Table has a strong influence on the Project Critical Path. Increasingly so, throughout this time period a project focus will be on systems to assure Safety throughout the entire Project, as well as each individual structure.
2. Procedures will include confirmation through on-site functional operation of equipment and systems over the full range of operation to verify the system or sub-system performance meets the design intent and contract specifications. Functional Performance Testing will be conducted formally, and test results submitted to Amtrak for approval. All Functional Performance Tests may be witnessed by the Amtrak or their representative. A list of material component inspections and elementary component tests will be provided to verify proper installation of components and equipment.
3. Project specific procedures will be included in a Commissioning Plan that includes:
 - General project information and contact information
 - An overview of the construction elements within the Commissioning process
 - List of team members, their responsibilities, and expected deliverables
 - Description of communications, reporting, and management protocols
 - Detailed description of testing procedures
 - Detailed description of monitoring procedures
 - Recommended training activities

REPORTING/SUPPORT

All reporting and support to be done in accordance with the contract documents and as tabulated below for bridges, culverts, retaining walls, and other structures.

TITLE CONSTRUCTION OF STRUCTURES BY THIRD PARTY OWNER CONTRACTS	ORIGINAL ISSUE DATE 03/04/21	NUMBER EP3018
	REVISED DATE	

Roles/Responsibility Table			
Roles & Responsibility	Before Construction	During Construction	After Construction
Contractor	<ul style="list-style-type: none"> • Pre-Bid preparation. • Project Team Qualifications to Amtrak's satisfaction. 	<ul style="list-style-type: none"> • Temporary Structures/platform Designs to Amtrak's satisfaction. • Support Access for Inspection by Amtrak personnel. 	<ul style="list-style-type: none"> • Timely execution of all Amtrak punch list items. • Submit all Amtrak requested project deliverables including Spare Parts, and Maintenance Manuals.
CM/CI	<ul style="list-style-type: none"> • Plan and Specification Review with Amtrak input. • Provide Amtrak with Contact List and updates of all Field and Office CM Team. • Provide Amtrak with Access to Project document control portal. 	<ul style="list-style-type: none"> • Prepare/Assist in providing access for Amtrak inspection personnel including accommodation • Include Amtrak on distribution of all Progress Meeting Minutes • Coordinate Submittal and Schedule Reviews with Amtrak. • Coordinate all Testing and Acceptance programs with Amtrak. 	<ul style="list-style-type: none"> • Lead project Closeout and Final Acceptance with Amtrak approvals. • Provide all deliverables to Owner and Amtrak. • Complete Amtrak Inspection Inventory Forms (see Appendix A) for each Structure including any temporary structures that remain in place at the end of Construction.
EOR	<ul style="list-style-type: none"> • Aid Owner, Amtrak and Contractor Teams as requested. • Finalize all Project Design Documents with Amtrak approvals. • Answer Pre-Bid Questions in coordination with Amtrak. • Support Amtrak requests. 	<ul style="list-style-type: none"> • Review shop / working / erection drawings in coordination with Amtrak. • RFI review in coordination with Amtrak. • Record all changes to design documents / drawings in accordance with Amtrak guidelines. 	<ul style="list-style-type: none"> • Record all changes to Contract Drawings. for Owner and Amtrak

TITLE CONSTRUCTION OF STRUCTURES BY THIRD PARTY OWNER CONTRACTS	ORIGINAL ISSUE DATE 03/04/21	NUMBER EP3018
	REVISED DATE	

Amtrak	<ul style="list-style-type: none"> • Staff Preparation. Engineering, Procurement. All Operating Departments • Develop complete understanding of Project (including anticipated Force Account requirements.) 	<ul style="list-style-type: none"> • Coordinate and schedule Force Account support as well as testing and commissioning activities. • Engineering and Procurement Operating Department interaction. • Carry out the Amtrak Work shown in the Project Documents. • Provide regular updates regarding the track outage schedule and Force Account Support. 	<ul style="list-style-type: none"> • Develop Test Train Program.
Third Party Owner	<ul style="list-style-type: none"> • Staff Preparation. Engineering, Procurement. All Operating Departments 	<ul style="list-style-type: none"> • Force Account as required. 	<ul style="list-style-type: none"> • Develop Test Train Program in cooperation with Amtrak.

RESPONSIBILITY

1. The success of the Commissioning program will require a cooperative and collaborative effort from the EOR, the Contractor, the CM, Amtrak and the Third Party Owner.
2. Responsibilities as per Roles/Responsibility Table and as specified in the Project Documents.