

TEMPORARY PERMIT TO ENTER STATE-OWNED ACCELERATED RAIL PROPERTY
(LINE BETWEEN KALAMAZOO AND DEARBORN)

Contractors who require access to railroad property must submit a request for a Temporary Permit to Enter Upon Property (PTE) in advance of any work or access to the Right of Way. The request should be in accordance with the information attached. The Temporary Permit will include a force account estimate based on the contractor's scope and projected duration of work. Amtrak will provide engineering review, flag protection and/or other protection services at the sole cost and expense of the contractor. Advance payment for these services is required.

This permit will cover temporary access only. Permission also must be obtained from MDOT (or the underlying property owner) for any long-term rights.

Please note: Fiber Optic rights along the Michigan Line east corridor were retained by Norfolk Southern Railway Corporation (NS). Separate authorization from NS must be obtained prior to Amtrak being able to process PTE requests. NS's application link:

<http://www.nscorp.com/content/dam/nscorp/real-estate/Wire-Pipe/pipe-wire-occupancy-application-form.pdf>

The PTE process is as follows:

1. Contractor submits items on the checklist for a PTE. This information can be emailed.
2. Amtrak generates a permit with an estimate for design review and construction (Allow 30 business days).
3. One signed copy of the permit with payments (permit fee, force account, etc.) and insurance as outlined in the permit are returned to Amtrak.
4. Once Amtrak receives the signed permit and payments, the permit is processed (Allow 15 business days). If plans need to be approved, they will be distributed for review *after* the permit is processed. Reviews/submissions continue until Amtrak has no further comment on the plans & specs. Allow 30 business days minimum for each submission.
5. Permittee is notified who to contact to schedule protection services.
6. Once work is complete, permittee notifies Amtrak, in writing. After Amtrak approves permit closeout, Amtrak will refund the remaining balance in the force account, if any. Allow up to 120 days for the balance to be distributed.

All individuals who will be working on Amtrak property are required to successfully pass the online safety training. You do not need a permit to take the test and training is valid for one year from date of passing the test.

It's important to note that a PTE for *each* entity out on site is required. If desired and allowed by permit holder, PTEs flow down from the owner/prime contractor, but do not flow back up. For example, if an owner executed a PTE, anyone from his company and any contractors could work under that permit with his permission. But if, say, an electrical contractor executed a PTE, it does not give the owner access to the tracks under the contractor's PTE. Please email Madeleine.Respler@amtrak.com if you have any questions on this.

**National Railroad Passenger Corporation
30th Street Station, Mail Box 64
2955 Market Street
Philadelphia, PA 19104**

Temporary Permits to Enter Upon MDOT's Michigan Line Property (PTE)

Requests for Temporary Permits to Enter Upon MDOT's Michigan Line Property (PTE) must be submitted to Amtrak in writing and include the following information:

1. Name of company requesting the permit (include address and telephone number)
2. Who's attention the permit should be addressed to
3. Permittee's e-mail address
4. Exact location of work (including railroad milepost, if known)
5. Specific work activity being performed on railroad property (please provide dollar value of the contract if work being performed is other than surveys or bridge inspections)
 - a. For Fiber Optics Only – Submit a License Agreement or waiver from NS to allow installation to cross Michigan Line Property
6. Projected duration of work (in days) being performed on railroad property
7. Contact name, phone, email, and address where invoices should be sent for payment by Permittee. If payment of force account is to be by another entity, include contact name, phone, email, and address of company providing funds.

Due to the heavy volume of requests for Temporary Permits to Enter Upon MDOT's Michigan Line Property, the processing time for initial Permit requests is approximately 30 business days.

Note: Temporary Permits for performing any environmental or geotechnical tests or studies (e.g., air, soil or water sampling) may be issued subsequent to completion of MDOT's environmental review and approval process. Requests are reviewed on a case-by-case basis.

All PTE Requests must be submitted to the Amtrak Engineering Construction Department e-mail or mail as noted below:

- Email to Madeleine.Respler@amtrak.com or mail to:

Madeleine Respler
Third Party Development Lead
Amtrak – Engineering I&C
30th Street Station, Box 64
Philadelphia, PA 19104
(215) 349-4367

AMTRAK
Engineering
30th and Market Streets – 3 North – Box 15
Philadelphia, PA 19104

Contractor Orientation Training Request

Starting January 2017, the cost of computer based training will increase to \$25.00 per person. This training can be completed at www.amtrakcontractor.com and requires participants to register on the website before accessing the course. The course is available 24 hours / 7 days per week. Participants completing this course are required to be able to ***Read, Comprehend and Demonstrate in English their understanding of the materials presented, as well as all the safety instructions, briefings and warnings.*** Before taking this course, participants will be required to provide a current photo and have the capability of uploading the photo electronically. At the end of this course, participants are required to pass a comprehensive test to receive a temporary certificate that is valid for fifteen days. A Photo ID card, which is valid for one calendar year from the date of issue, will be mailed to the participant. Each participant will be given three (3) opportunities to pass the test. If unable to pass on the 3rd attempt, the participant will be unable to retake the test for 30 days.

The safety of Amtrak's passengers and all employees working on the property (Amtrak and Contractor personnel) remains our highest priority. For your protection, Amtrak requires that your employees comply with all safety regulations ("Specifications Regarding Safety and Protection of the Railroad Traffic Property").

All contractors must notify the Amtrak Project Manager or Engineer assigned to your project before entering onto railroad property and before coming within twenty-five (25 feet) of the centerline of the track or energized wire. Amtrak's Project Manager or Engineer assigned to your project will assist you with obtaining a temporary "Permit to Enter upon Property" and will arrange for protection if needed. All permits to enter Amtrak property are obtained by contacting the Director of I & C Projects. Safety violations will result in the immediate suspension of work within the railroad's property limits.

Thank You

Amtrak Engineering