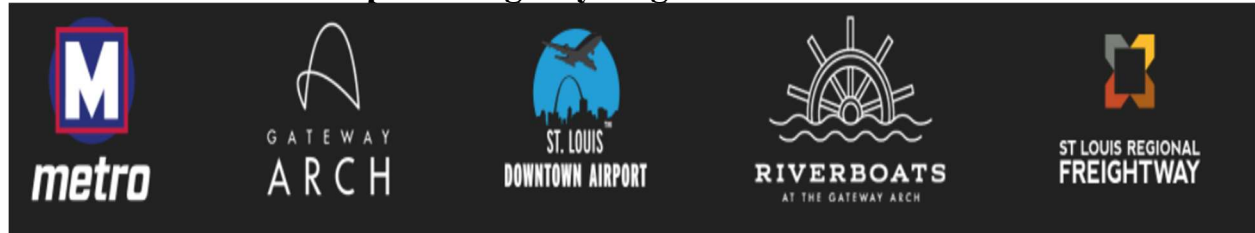


BSDA-Bi-State Development Agency Organizations



MetroLink Operations

MetroBus Operations

MOW-Maintenance Of Way

Loop Trolley

St. Louis Downtown Airport

Riverboats at the Arch

BSDA Stakeholders/team and function-

- **Real-Estate**—Easement instruction and Licensing for occupancy.
- **Safety and Risk Management**—Enforcing the applicable safety and insurance regulations.
- **Engineering**—Design review for constructability and sustainability.
- **MetroLink and Bus Operations**—Review impacts to MetroLink and MetroBus Revenue Service, along with patron accommodations.
- **Maintenance Of Way (MOW)/Metro**—Review impacts to BSDA infrastructure assets and MetroLink systems.
- **Loop Trolley**—Review impacts to Trolley infrastructure and operation, along with patron accommodations.
- **Accounting**—Fee collection.
- **Information Technology**-Review impacts technological infrastructure.

Definitions:

Maintenance Of Way (MOW)- Traction Power, Rail ROW, Signals, Communications, Facilities and Structures.

BSDA/Metro PM (Project Manager) – Bi-State Development Agency employee who is designated the project PM point of Contact.

Renewals----Project requests that have durations beyond the allocated request week shall be resubmitted along with the renewal fees every Wednesday as done with typical work requests.

Fees

All requests are subjected to incur both the Initialization and Permit fees (while incurring at a minimum, the application and processing fees). All Checks shall be made out to “**BSDA-Transit**”, noting “**ROW Access Permit**” in the memo.

Initialization Fees—Assessed fees for resources allocated to start the review and processing of temporary access requests (typically real estate, safety and engineering design personnel).

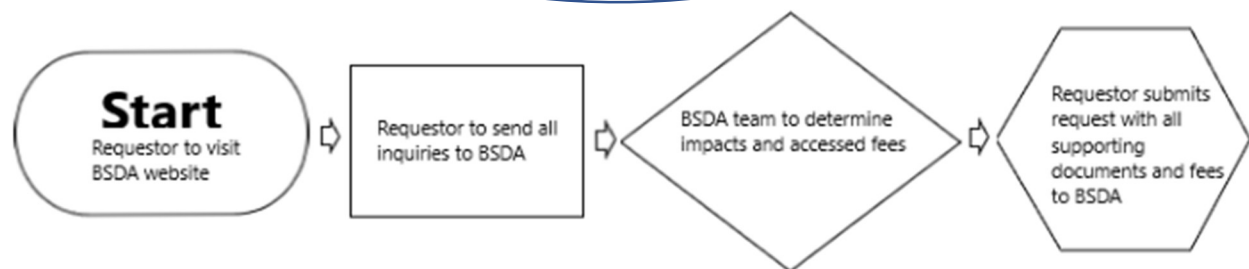
Permit Fees—Assessed fees required for resources to support work requests as determined by the final review (real estate/licensing agreements, flagging, system de-energizing, renewals, resource rentals if applicable).

Requestor Inquiry and Initialization/BSDA team review

Initialization stage—Requestor(s) inquire about the BSDA permit process while introducing a specific work activity, through the submission of documentation (all documents can be found at www.metrostlouis.org/contractorresources). This stage helps BSDA understand the request in an effort to provide accurate guidance on gaining access to BSDA ROW or property, while helping the requestor understand the expectations of the permitting process.

During the Initialization--Requestors are assigned a BSDA PM whom will provide a brief description of the resources required to complete the review and processing of their specific request. In addition, the **PM will invoice the requester the assessed Initialization fees.** Once BSDA receives confirmation of the satisfied invoice for the Initialization, the reviews and processing will commence.

Simply Put—This is the Diagnostic step—where dedicated BSDA resources are scheduled and billed to review, research and comment as needed.



NOTE: All work requests are subjected to licensing, design and safety reviews.

Please allow ten business days for the initial review completion.

During this stage the BSDA team review will cover the following subject matters:

- Site specific details will be identified,
- Design criteria/requirements will be specified, where applicable,
- System and Scheduling impacts will be defined,
- Safety mitigation efforts will be emphasized,
- There will be clarification of the necessary requirements for Licensing/Real- Estate agreements,
- **Determination of the associated BSDA resources with Permit fees,** to support the activity.

NOTE: Other fees that may be assessed include (see updated fee schedule):

- Weekly renewals
- Easement assessments, Licensing, and Legal reviews, Proposed property rights required including draft plot
- Engineering/design review, Exhibit development -CADD.

NOTE: Authorization to access the Property and/or Right of Way (ROW) is required when there are coinciding ROW limits with other agencies and /or property owners.

Upon completion of the BSDA initial team review, comments along with invoicing for the assessed permit fees will be returned to the requestor.

Access Request/Final BSDA team Review and Permit Processing

Upon receipt of the Initialization Review comments (the ROW access application, requested supporting documents and permit assessed fees), the BSDA PM will re-route the revised/marked up documents to the BSDA team to complete the final review.

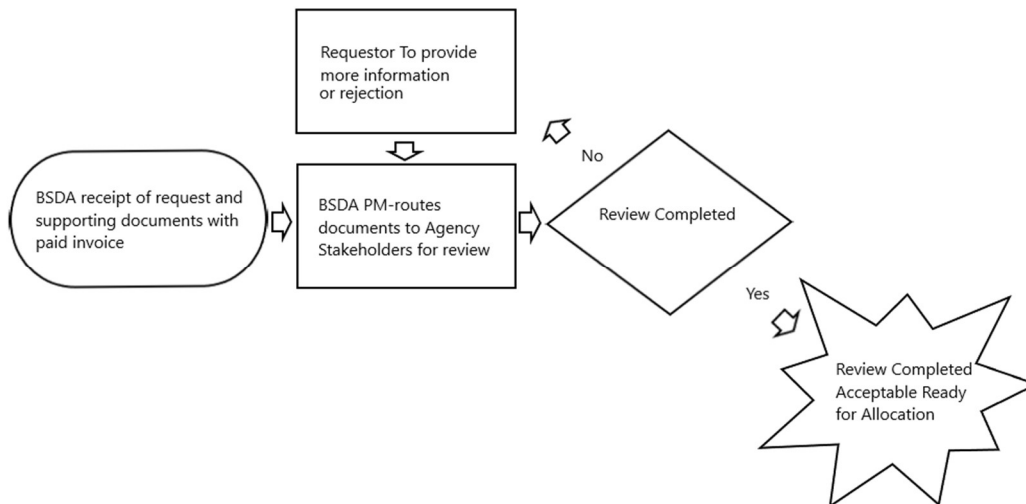
NOTE: More complex scoped projects/activities will warrant additional research and review time from the BSDA team, please allow 60 business days to complete the final review.

In addition to the ROW Access package, requests shall include all the other supporting documents for review which may include:

- Utility locates as needed,
- BSDA approved easement and/or Licensing agreements or documents,
- Engineering drawings and calculations, sketched diagrams and associated maps,
- Work Plan with means and methods,
- Resources,
- Safety training certificates – Tier I minimum for general ROW occupancy,
- Proof of received assessed fees.

Upon completion of the final review, the PM will either:

- Submit the request for scheduled track allocation if all the information meets acceptable criteria.
- Return the package to the requester for more information, request/invoice additional assessed fees if deemed necessary to support the activity.
- Reject the request.



Permit requests and fees are due every Wednesday by noon prior to the requested work week.

Once the proposed request has been submitted for allocation, the requestor will be given notice to attend the regularly scheduled, **Weekly Track Allocation Meeting** (Thursday mornings 8:30am at the Ewing Facility—700 S Ewing, St. Louis, 63103). Here work requests are discussed and coordinated with other activity within the ROW, including the rail alignments (MetroLink and Loop Trolley). When the request has been approved, a **permit** number will be assigned thus allowing ROW or Property access for 1 week.

Note: If there are scope and/or schedule changes from the initial request, allow for additional review time and potentially more assessed fees.