



PUBLIC PROJECT PRE-CONSTRUCTION MEETING PACKET

DOT # xxxxxxX (Roadway) xxxxx Sub. – MP xx.xx
City, STATE

“Statements made in the course of conversation may be hypothetical or dependent on other facts or circumstances and are not binding commitments of Union Pacific.”

Date:

SAFETY BRIEFING:

- Know your address in case 911 is called.
- Know your headcount in the room in case of evacuation.
- What is your weather, evacuation/assembly location?
- Assign responsibility for:
 - CPR – AED / First Aid / 911
- Active shooter Protocol: Run, Hide, Fight

INTRODUCTIONS:

Review roles and responsibilities.

PROJECT DESCRIPTION:

The contractor is responsible for ensuring their subcontractors comply with all UPRR requirements.

Union Pacific requires contractors to follow the same safety rules that govern Union Pacific Employees. These include, but are not limited to, requirements related to work gear, equipment, safety conduct, reporting, prohibitions against weapons, fires, drugs, and alcohol.

For Emergencies on/or affecting UPRR Property or Operations

**Contact RMCC at:
(888) 877-7267
or
(888) UPRR-COP**



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REQUIREMENTS FOR WORKING ON UPRR PROPERTY:

Work may not begin on UPRR property, nor adjacent to UPRR property if it has the potential to impact UPRR operations until the following items are submitted and accepted by UPRR.

1. Fully Executed Construction and Maintenance (C&M) Agreement or Maintenance Consent Letter (MCL):

The executed C&M Agreement or MCL should be obtained by the agency responsible for the project.

2. Fully Executed Contractor Right of Entry (CROE) or Contractor Endorsement (CE):

The **CROE** is an Exhibit of the C&M Agreement provided to the Prime Contractor, and any Consulting Firm representing the Agency, to perform any type of work on, under, or above UPRR property.

The **CE** is the accompanying document to a Maintenance Consent Letter (MCL) issued to the agency.

3. Certificate of Insurance (COI):

Required insurance information is an Exhibit within the CROE. Any additional information can be located online at:

https://www.up.com/real_estate/rrinsurance/index.htm

4. Look Ahead Project Schedule:

At a minimum the project schedule should be sent to the UPRR Representative **MONTHLY**. Please add the UPRR Representative's Team to the email distribution list (page 7).

5. UP-Property Access Training (UP-PAT):

Property access training must have been completed by each person on UPRR property. A valid copy of the certification will be with the individual anytime they are on the job site. For guidance on completing the training visit the website provided at: <https://www.up.com/aboutup/community/safety/eraisafe/up-pat/index.htm>

6. Safety Action Plan (SAP):

The safety action plan is not provided by UPRR but is designed and implemented by the contractor. This shall be posted at a visible location on the project site.

7. Emergency Response Plan (ERP):

The emergency response plan is not provided by UPRR but is designed and implemented by the contractor. This should however include Railroad contact information (include page 7 of the pre-con packet), project personnel contact information, directions to the site, and directions to the nearest emergency facility. This shall be posted at a visible location on the project site.

8. Applicable List of Design and Construction Submittals Approved by UPRR PE:

Project design must be 100% approved prior to any work beginning on property. Required construction submittals must have been submitted and approved by UPRR PE prior to the construction activity being performed. Examples include, but are not limited to, erection, demolition, shoring, falsework, work plan for all concrete pours, etc. Construction submittals should be sent to the UPRR Representative PM as early as possible. Allow for a minimum of 4–6-week review time.

9. Temporary Construction Crossing Agreement:

Any temporary crossing associated with the project must be covered under an agreement with insurance in place and payment made. For more information see sect 4.3.4 of the UPRR Public Project Manual.

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Project Safety:

It is Union Pacific Railroad's policy to conduct its business in a manner that addresses the safety of employees, contractors, customers, and the communities we serve. Union Pacific will strive to prevent all incidents, accidents, injuries, and occupational illnesses through the active participation of all stakeholders. The company is committed to continuous efforts to identify and manage safety risks associated with its activities. Housekeeping around the tracks and on UPRR right-of-way is a priority and shall comply with UPRR instructions. Walkway paths within 15 feet from the centerline of tracks shall always be free of debris and other walking hazards. All slip/trip/fall hazards and temporary excavation must always be protected. This should include temporary scaffolding, shoring, platforms, etc.

All injuries and incidents regardless of severity must be reported to RMCC and the UPRR Representative PM immediately! Reporting will be required by the contractor for any event on UPRR property and it must be completed within 24 hours of occurrence.

All spills, of any size, on UPRR property, must be reported to RMCC and the UPRR Representative PM immediately.

Personal Protective Equipment (PPE):

The Licensee shall require its employees to wear personal protective equipment as specified by Railroad rules, regulations, or recommended or requested by the railroad representative. At a minimum this should include, but not limited to:

- **Hard hat** that meets the American National Standard (ANSI) Z89.1 – latest revision. Hard hats should be affixed with Licensee's company logo or name.
- **Eye protection** that meets American National Standard (ANSI) for occupational and educational eye and face protection, Z87.1 – latest revision. Additional eye protection must be provided to meet specific job situations such as welding, grinding, etc.
- **Hearing protection**, which affords enough attenuation to give protection from noise levels that will be occurring on the job site.
- **Orange ANSI Class II/III vest.**
- **Footwear** that meets the requirements outlined in the Contractor Minimum Safety Requirements document.

Union Pacific's "Contractor Minimum Safety Requirements" must be reviewed prior to access of UPRR property and adhered to throughout the project. A copy of this document can be found at the link provided below.

<https://www.up.com/suppliers/contractor-safety/index.htm>

Flagging Requirements:

Per the executed agreement, flagging is required for any person or equipment that will be within twenty-five (25) feet of any track or will be near enough to any track that any equipment extension (such as, but not limited to, a crane boom) will reach to within twenty-five (25) feet of any track.

No work of any kind shall be performed, and no person, equipment, machinery, tool(s), material(s), vehicle(s), or thing(s) shall be located, operated, placed, or stored within twenty-five (25) feet of any of Railroad's track(s) at any time, for any reason, unless and until a Railroad approved flagman is provided to protect against railroad movements. Any work equipment stored on UPRR Property must have a lockable battery disconnect as well as comply with the written requirements found in the "Contractor Minimum Safety Requirements" document.

Counterflow Traffic operations, if approved, may only be conducted while a Railroad Flagger and Roadway Flagger are present to coordinate the movement of trains and vehicles.

For information regarding UPRR's third party flagging policy visit the web link below.

https://www.up.com/real_estate/third-party-flagging/index.htm

Job Briefings:

Job briefings must be conducted with all individuals involved in the task before work begins. These briefings will need to be repeated if task or conditions change and should include potential hazards, PPE requirements, scope of work, tools, and equipment to be used and any other railroad related requirements. These briefings will not be considered complete until verification of understanding is provided.

Railroad Operations:

Work windows for this project shall be coordinated with the Agency and the UPRR designated representatives. Types of work windows include Conditional Work Windows and Absolute Work Windows, as defined below:

Conditional Work Window

A Conditional Work Window is a period when railroad operations have priority over construction activities. When construction activities may occur on and adjacent to the railroad tracks within 25 feet of the nearest track center line, an UPRR flag person will be required. At the direction of the UPRR flag person, upon approach of a train, and when trains are present on the tracks, the tracks must be cleared (i.e., no construction equipment, materials, or personnel within 25 feet, or as directed by the UPRR Designated Representative, from the tracks). Conditional Work Windows are available for the Project.

Absolute Work Window

An Absolute Work Window is a period that construction activities are given priority over railroad operations. During this time frame the designated railroad track(s) will be inactive for train movements and may be fouled by the Contractor. At the end of an Absolute Work Window the railroad tracks and/or signals must be completely operational for train operations and all UPRR, Public Utilities Commission (PUC) and Federal Railroad Administration (FRA) requirements, codes and regulations for operational tracks must be complied with. In the situation where the operating tracks and/or signals have been affected, the UPRR will perform inspections of the work prior to placing that track back into service.

UPRR flag persons will be required for construction activities requiring an Absolute Work Window. Absolute Work Windows will not generally be granted. Any request will require a detailed explanation for UPRR review.

No Interference with Operations of Railroad and Its Tenants

Contractor shall conduct its operation so as not to interfere with the continuous and uninterrupted use and operation of the railroad tracks and property of Railroad, including without limitation, the operation of Railroad's lessees, licensees, or others, unless specifically authorized in advance by the Railroad Representative. Nothing shall be done or permitted to be done by Contractor at any time that would in any manner impair the safety of such operations. When not in use, Contractor's machinery and materials shall be kept at least fifty (50) feet from the centerline of Railroad's nearest track, or UPRR property (whichever is less), and there shall be no vehicular crossing of Railroads tracks except at existing open public crossings.

Construction Monitoring:

To promote the safety of the public and Railroad employees, to maintain quality rail service to the Railroad's customers, and to protect its property and assets, the Railroad may require construction monitoring (which is in addition to flagging) of the project. The construction monitoring will be conducted by Railroad employees or railroad representatives hired by the Railroad.

Site Visits:

The project will be visited routinely to monitor safety and compliance. These visits will occur with little, or no notice and the frequency of these visits will be determined by the railroad or their representative.

Critical Observations:

Critical operations will require full-time observation of the operation as well as a pre-activity meeting for more intensive operations. These operations will be identified by the UPRR Representative PM, or the UPRR Representative CM. Critical observations include but are not limited to the following.

- Girder erection
- Demolition
- Falsework Installation
- Shoring
- Contingency plans for underpass structures
- Work requiring any track removed from service
- Concrete pours

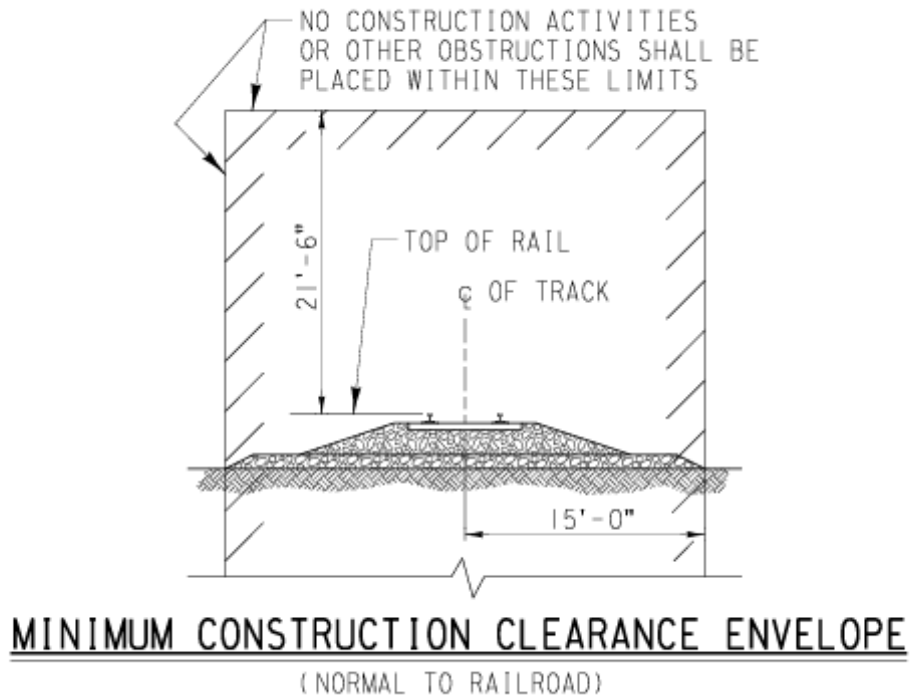
For more information, review section 14 of the UPRR Public Project Manual at this link below.

https://www.up.com/cs/groups/public/@uprr/@corpel/documents/up_pdf_nativedocs/pdf_up_public_projects_manual.pdf



Construction Clearances:

Temporary UPRR clearances for the track must be strictly adhered to – vertical 21 feet-6 inches, top-of-rail to structure, horizontal 15 feet from the centerline of the track to nearest obstruction. Refer to the final drawings that have been accepted by UPRR.



Soil Management/Drainage:

- Drainage shall not be altered or otherwise impacted without UPRR Engineering acceptance. Adequate positive drainage must always be provided adjacent to UPRR tracks and as required by UPRR Engineering.
- Storm water and regulatory compliance must be implemented per project specifications and permitting, any exceptions observed will be communicated by the Contractor.
- New Soil(s) or Other Fill Material: Agency/Contractor will adhere to and comply with Railroad specifications applicable to the import of new soils or other fill material to be used at the project site.
- Management of Removed and/or Disturbed Soils: Agency/Contractor shall manage all removed or disturbed soils or other fill material in accordance with the following provisions:

If soil is to be removed from, or brought onto UPRR property, contact the UPRR Representative PM, or UPRR Representative CM to review the process.

Project Coordination:

Railroad Contacts:

DOT # xxxxxxX (Roadway) Sub. – MP City, ST	
Railroad Emergency Number (RMCC)	1-888-877-7267
Primary UPRR Point of Contact	UPRR Representative Project Manager Name Phone @benesch.com
Primary UPRR Construction Contact	Benesch Construction Manager Jason Taylor (254) 652-0774 jtaylor@benesch.com
Construction Activities	Benesch Construction Activities Lane Blasingame (817) 964-7289 lblasingame@benesch.com
Construction Activities	Benesch Construction Activities David Stucks (870) 783-0094 lblasingame@benesch.com
Construction Activities	Benesch Construction Activities Shann Smith (214) 758-9824 shsmith@benesch.com
Construction Activities	Benesch Construction PM Rodney Lovelady (682) 701-9187 rlovelady@benesch.com
Construction Coordinator	Construction Coordinator Marianne OBagy (801) 815-2884 mobagy@benesch.com
UPRR Representative Traffic Signal Cutover Support	UPRR Representative Traffic Signal Cutover Support Tom Obringer

	(724) 612-1067 tobringer@benesch.com
UPRR Representative Program Director	UPRR Representative Program Director Talmage Dalebout (801) 725-3443 tdalebout@benesch.com
UPRR Flagging Services and Track Work	Manager Track Maintenance (MTM)
UPRR Manager Signal Maintenance	Manager Signal Maintenance (MSM)
Railroad Fiber Optic Line Locate	https://www.up.com/aboutup/community/telecom/groups/index.htm

EXAMPLE ONLY



UP Design Standards & Guidance Documents:

UP and BNSF Guidelines for Temporary Shoring (12/7/2021)

https://www.up.com/cs/groups/public/@uprr/@customers/@industrialdevelopment/@operationsspecs/@specifications/documents/up_pdf_nativedocs/pdf_up_str_temp-shoring.pdf

UP and BNSF Guidelines for Railroad Grade Separation Projects (2016)

https://www.up.com/cs/groups/public/documents/up_pdf_nativedocs/pdf_rr_grade_sep_projects.pdf

UP Demolition Guidelines (1998)

https://www.up.com/cs/groups/public/@uprr/@realestate/documents/up_pdf_nativedocs/pdf_up_reus_industry_demo.pdf

Guidelines for Contractor Material Delivery on Union Pacific Property

https://www.up.com/emp/engineering/mapcontent/standards/GUIDELINES_FOR_CONTRACTORS_ON_UPRR_PROPERTY.pdf

UPRR Public Project Manual

https://www.up.com/cs/groups/public/@uprr/@corprel/documents/up_pdf_nativedocs/pdf_up_public_projects_manual.pdf

UPRR Safety Book/UPRR Contractor Minimum Safety Requirements

<https://www.up.com/suppliers/contractor-safety/index.htm>

For information regarding UPRR's third party flagging policy visit the web link here

https://www.up.com/real_estate/third-party-flagging/index.htm

CBUD Reference Guide

https://www.up.com/cs/groups/public/@uprr/@it/@telecom/documents/up_pdf_nativedocs/pdf_fiber_cbud_reference.pdf



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