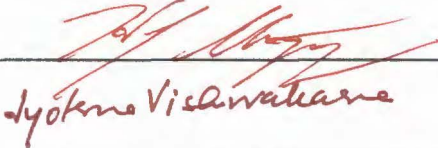




<b>Procedure Name:</b>	<b>Fee Procedure for Changes to RTD's Physical Infrastructure and Event Closures</b>				
<b>Procedure #:</b>	<b>RTD-CAP-PRC-0001</b>	<b>Adopted:</b>	2019-02-11	<b>Current Version</b>	<b>A</b>
<b>Revised:</b>		<b>Last review date</b>			
<b>Assistant General Manager Approval:</b>					
<b>Division Manager Approval:</b>					
<b>Responsible Department:</b>	Capital Programs				

### 1. PURPOSE AND SCOPE

To establish a procedure for assessing and recovering costs of implementing non-RTD projects and events, including reasonable reimbursement of staff time spent, and associated lost revenue, while maintaining open lines of communication with adjacent landowners, developers, and local agencies; keeping RTD infrastructure safe and minimizing passenger inconvenience.

### 2. RESPONSIBILITIES

The following are responsible for the implementation of this procedure.

Joint Development Projects	Senior Manager, Transit Oriented Communities
Real Property	Senior Manager, Real Property
Infrastructure excluding Operating Facilities	Senior Manager, Engineering / Chief Engineer
Traction Power and Overhead Catenary Systems	Manager, Systems Engineering
Operating Facilities	Senior Manager, Facilities
Rail Operations	General Superintendent, Rail Transportation
Bus Operations	General Superintendent, Street Operations

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The rate structure and charges for the fee collection will be developed by the above groups, with oversight by the Finance Department.

The Finance Department will establish the system for generating invoices and collecting payments for the fees described in this procedure.

### 3. PROCEDURE

- A. Disruption to RTD services is highly discouraged. Staff will work with external parties to 1) eliminate, or, if necessary, 2) reduce the impact of the service disruption.
- B. All RTD direct expenses and loss of fare revenue will be reimbursed, including but not limited to purchased transportation services, staff time, and hiring consultants or contractors.
  - i. Charging for staff time will only be for reimbursement of salaries/wages (including overtime) and benefits.
  - ii. RTD, at its discretion, may choose to waive charges for staff time and lost revenue for projects that promote mobility, reduce congestion, and improve air quality. The decision to waive staff time will be made by the Assistant General Managers of the affected departments.
    - a. RTD will evaluate projects on a case-by-case basis to determine whether the project's benefit to RTD merits a waiver of fees for staff time. Projects may be considered to benefit RTD if they
      - 1. increase ridership,
      - 2. improve access for riders,
      - 3. include rider amenities,
      - 4. enhance safety or security, or
      - 5. reduce RTD's maintenance responsibilities.
  - iii. RTD will not waive any charges associated with out-of-pocket costs incurred by RTD.
- C. All existing Intergovernmental Agreements regarding fees and reimbursements shall take precedence over this procedure.
- D. RTD staff, consultants, and contractors may not have ready availability to implement the non-RTD Project and / or event closure. Schedules need to be coordinated well in advance.
- E. Denver Transit Operators (DTO) is RTD's concessionaire for the University of Colorado A, B and G Lines, and has a separate rate structure in place. RTD may assess fees above

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and beyond what DTO will charge, to cover reimbursement of RTD salaries/wages and benefits.

- F. A Case Manager will be designated for each non-RTD Project and event closure, who is authorized to assess the magnitude of fee on behalf of RTD, and check that fees are collected prior to beginning the work or event closure.
- G. The forms and standard rate structure associated with more common requests are at the end of this document, and will be updated periodically. Standard rates are based on estimated time and staff resources, and will be re-evaluated at least every four years.
- H. RTD will deal with all other requests in the manner below:

RTD will not charge for staff time if a total of less than twenty hours of effort is required for information gathering, engineering review, and construction coordination. Staff may choose to not collect fees for minor deviations from this provision, or for decisions that need to be made in the case of an emergency, or in cases of imminent potential of damage to infrastructure.

The developer or Local Agency may propose to use their own consultants or contractors. RTD will determine if the consultant or contractor has the credentials, qualifications, and experience to do the work. The consultants or the contractors must have the ability to meet applicable RTD Criteria and requirements.

- I. To promote consistency and enable tracking/audit, RTD staff should maintain written documentation of actions and calculation of fees.

#### 4. REFERENCES

RTD-CAP-PLY-0001 Fee Policy for Changes to RTD’s Infrastructure and Event Closures

An outward facing copy of this procedure and associated policy will be available on the external RTD website.

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**REVISION BLOCK**

Draft prepared by:			
<b>Name</b>	<b>Signature</b>	<b>Position</b>	<b>Date</b>
Jyotsna Vishwakarma	<i>Jyotsna Vishwakarma</i>	Senior Manager, Engineering/Chief Engineer	2019-02-11
Description of Revision(s): New policy.			
Reviewed by: RTD's Senior Leadership Team, on February 6 <sup>th</sup> , 2019			
Information Governance and Management Division Acceptance:			
Version: A		Date issued:	

**Request for Changes to RTD’s Physical Infrastructure and Event Closures**

**FORM A - REQUESTER INFORMATION**

**To be completed by Requester**

- A. See RTD-CAP-PLY-0001
- B. Disruption to RTD services is highly discouraged. Staff will work with external parties to 1) eliminate, or, if necessary, 2) reduce the impact of the service disruption.

Project Name	
Contact	
Company/Agency	
Email	
Phone	
Service Routes affected	
Duration of Service change	
Location of Project with nearest major streets	
Description of Overall Project	
Description of Scope of work that affects RTD	
Form Completed by:	
Date	



Company Name: \_\_\_\_\_

Attention: \_\_\_\_\_ Mailstop: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Invoice Request:**

Submitted by: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

What GL account to credit: \_\_\_\_\_

**Request for Changes to RTD’s Physical Infrastructure and Event Closures**

**FORM B – BUS BRIDGE REQUEST**

**To be completed by Manager, Special Services**

This form only applies to non-RTD projects, and event closures

- A. See RTD-CAP-PLY-0001
- B. Disruption to RTD services is highly discouraged. Staff will work with external parties to 1) eliminate, or, if necessary, 2) reduce the impact of the service disruption.

**PLANNING ESTIMATE:**

Rate Per bus bridge vehicle per hour	Number of projected hours (A minimum of 5 hours of time will be charged for each occurrence)	Rate for closure	Projected Cost This payment must be received by RTD two weeks before the bus bridge is to take place.
\$161 to \$200 per hour  These rates are based on which Charter company will provide the bus bridge.			

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Prepared By \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**ADJUSTMENT:**

Number of hours	Rate for closure	Total Amount	Previous Payment	Balance Due to RTD	Balance Due to Requestor



Request for Changes to RTD’s Physical Infrastructure and Event Closures

FORM C – LIGHT RAIL DISRUPTION REQUEST

To be completed by RTD Rail Maintenance of Way Divisions

This form only applies to non-RTD projects, and event closures

- A. See RTD-CAP-PLY-0001
B. Disruption to RTD services is highly discouraged. Staff will work with external parties to 1) eliminate, or, if necessary, 2) reduce the impact of the service disruption.

PLANNING ESTIMATE:

Table with 7 columns: Item, Unit Rate, Rate, Number of Units (Planned, Actual), Cost (Planned, Actual). Rows include Light Rail Maintenance of Way Flagger, Shutdown / power down, Signal traction power maintainers, and a TOTAL row.

Prepared By Name Date

I agree to pay the above charges. I understand that RTD will bill me for this work.

Requestor Name Date

On behalf of





**Request for Changes to RTD’s Physical Infrastructure and Event Closures**

**FORM E – MISCELLANEOUS ENGINEERING FEES**

See <http://www.rtd-denver.com//ConstructionEngineering.shtml>

The RTD Case Manager will provide cost estimates, and arrange for payment prior to work being done.

Project, as named by Requester	
Contact	
Company/Agency	
Email	
Phone	
Location of Project with nearest major streets	
Description of Overall Project	
Description of Scope of work that affects RTD	

**CONSULTANTS NEEDED**

RTD expects to use consultants if any change to the following systems is involved:

1. Overhead Catenary System
2. Grounding Studies
3. Traction Power system
4. Security and communication systems
5. Environmental Concerns and Testing
6. Construction Acceptance Testing
7. Surveying
8. Electrical Systems

The RTD Case Manager will provide a fee proposal from the consultants and contractors to do the work to the requester.

**ESTIMATE:**

Item	Unit Rate	Number of Units		Cost	
		Planned	Actual	Planned	Actual
Overhead Work over Rail Lines	\$ 100/hour				
Shoring					
Grade Crossing					
Bridges					
Tunneling					
Retaining Walls					
Landscaping & Irrigation					
Drainage & Erosion					
RTD Public Facilities					
Consultants / Contractor 1					
Consultants / Contractor 2					
Consultants / Contractor 3					
<b>TOTAL</b>					

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Prepared By \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_