

APPENDIX D – UNION PACIFIC RAILROAD PERMIT REQUIREMENT SUMMARY

IMPORTANT – PLEASE READ

Be sure to reference your **FOLDER NUMBER (3139-42)** in any correspondence as RailPros receives hundreds of emails and keep in mind that it can take up to 30 days to satisfy all the UPRR On-Site Observation requirements:

1. **UP Utility Crossing Agreement and Insurance (see Appendix E)** – Agreement Fully Executed. City has acquired required insurance specific to the UP Railroad Agreement.
2. **RailPros Utility Observation Agreement (see Appendix F)** – Contractor shall complete form and submit to RailPros. RailPros SAMPLE Agreement attached to help estimate cost.
Please be aware that per the RailPros Agreement it is expected to have the Observer work consecutive days to avoid any additional mobilizations fees.
3. **Work Plan Form (see Appendix G)** – Contractor shall complete the Work Plan Form and submit to up.workplan@railpros.com
The Work Plan Form is required to verify the Contractor's methods and materials are meeting or exceeding UPRR standards and practices and are the same as what was approved in the UP Agreement. Contact Jason at jason.murray@railpros.com or 248-974-3362 with any questions.
4. ***RailPros Flagging** – Contractor shall email up.info@railpros.com or call 1-877-315-0513 to begin the process to schedule a flagman. *Please begin the process as soon as possible.*
5. **Locate UP Signal Cables** – Contractor shall email the UP Mgr. Signal Mntce. ([email given in the fully executed UP permit](#)) and give him the depth of the casing (Exhibit A), construction start date and ask him to verify if any UP signal cables are present at your utility install location. Ask him to reply to your email.
CC marianne.obagy@railpros.com
6. **Telecommunications (“Call Before You Dig”)** – Contractor shall call 1-800-336-9193 to generate an active ticket (IMPORTANT: Each contractor who will be digging/ drilling on UPRR property must be named on the ticket). *Please renew the Ticket as needs be and forward the Ticket email to marianne.obagy@railpros.com.*