Developer Improvement Project Life Cycle Framework

The developer improvement project life cycle framework establishes a systematic methodology for how projects are scoped, designed and constructed. The goal of this structured approach, with clearly defined roles, processes and deliverables, supports consistent project performance and continuous improvement.

Pre-Design | Design | Construction

Project submission
- Once a Developer deems a project is ready to enter the predesign phase, it is submitted via the online Asite portal
- An integrated team is formed, led by the Transit Oriented Development (TOD) group who assigns a dedicated Project Manager to manage the concept design, oversee the legal agreement process and lead the Scope committee. EPP assigns a dedicated Project Manager to ensure continuity, and provide constructability and feasibility input. The Scope Committee includes Stations, Legal, the External Partner Program & other technical disciplines as required

Scope development
- Execute expense fund agreement to reimburse MTA for project development management costs
- Schedule scope kick-off meeting for the scope committee to communicate project goals, communication protocols, and define roles and responsibilities
- Provide access to archive drawings, relevant guidelines, and site investigations provided to aid feasibility studies
- Scope defined in 10% conceptual design submission

Legal agreement
- MTA's legal agreement includes a description of the scope of work, easement and 10% concept drawings
- Any changes to the executed legal agreement requires approval by the MTA scope committee

◆ Scope of work defined

Design kick-off meeting
- Project manager and developer present the project to the necessary MTA technical disciplines
- All comment/response review cycles are conducted and documented on the Asite online digital platform

30% Design review (45 day review cycle)
- Design submission reviewed by MTA technical and operations disciplines- (one-bite-at-the-apple)
- A letter of agreement as required by City Planning will be provided for any project undergoing ULURP

60% Design review workshop (optional)
- Over-the-shoulder consultations to collaborate with MTA technical disciplines at the developers request

Pre-final 90% design review (45 day review cycle)
- Design submission reviewed by MTA technical and operations disciplines- (one-bite-at-the-apple)

Final 100% design review (30 day review cycle)
- Design submission for record only-reviewed by MTA technical and operations disciplines to verify incorporation and resolution of all comments

◆ Design approved

Pre-construction
- Execute access agreement Dent, review and approval of insurance documentation, barricade plan, and a pre-construction survey
- MTA maintained improvements require a construction permit from code compliance
- Construction inspector assigned

Construction
- Inspection schedule based on estimated construction activity completion
- Inspector oversight role is primarily focused on the safety and integrity of construction
- MTA only reviews RFIs and shop drawings if they represent changes to previously submitted documents (post-approval amendments)

Project closeout
- Inspections by Operations (one-bite-at-the-apple)
- Substantial completion- letter of credit reduced to 85%
- Place in service agreement issued when safety punch list complete
- Remaining letter of credit returned at completion of non-safety punch list items, as-built drawings, and payment of outstanding invoices

◆ Project Complete