## **Process for Initiation & Issuance of CTDOT PAL**

(CTDOT Requesting Amtrak Support)

CTDOT sends Amtrak a request for an estimate of Amtrak costs to support the subject project to

NEJointProjects@Amtrak.com including the PAL intake form

ExP Lead transmits the signed PAL to CTDOT for further processing and execution; requests NTP and PO before work can commence

Upon issuance of a PO by CTDOT, a copy of the executed PAL with an NTP and PO are transmitted to Amtrak

Amtrak ExP Lead reviews the request and PAL intake form and obtains any needed clarification from CTDOT

Amtrak VP of Engineering Services signs PAL

ExP Lead reviews NTP & PO to confirm PO amount matches the total estimate amount and that all information is accurate

ExP Lead makes internal requests for design review estimate and/or force account estimate needed for the PAL

ExP Lead reviews PAL with internal parties and routes for signature

ExP Lead transmits PIR form, NTP, and PO to accounting for creation of WBS/Maximo numbers

Once estimates are complete, ExP Lead transmits them to CTDOT to be included in the PAL

CTDOT prepares PAL and transmits to Amtrak ExP lead for review and signature

ExP Lead distributes the PAL internally with the WBS & Maximo numbers