

Railroad Coordination

Indiana Department of Transportation

THE CANADIAN PACIFIC DEPARTING BOSTON - 1934



Railroad Projects

- **Grade Separation Projects**
 - Highway bridge over railroad
 - Railroad bridge over highway
- **At-Grade crossing**
 - Stand Alone
 - Rail Crossing Safety Project
 - Road Project (Today's Example)
- **Signals**
- **Encroachment**
- **Bridge painting**
- **Resurface or Rehab Projects**

RR Coordination Responsibilities – Who is responsible for Railroad Coordination?

- **Projects coordinated by Central Office –**
 - Central office managed projects
 - IPOC projects
 - Major Moves projects
- **Projects coordinated by the Districts –**
 - District managed projects
 - Major Moves projects
 - District designed projects
 - LPA projects
 - 130 funded grade crossing safety projects

INITIATIVE

Nothing we do the power of persistence.

Overview of Road Project w/ RR Coordination

- **Coordinate w/ designer to determine RR involvement**
- **Obtain funding and request PO for RR PE work**
- **Send plans to RR and authorize RR to begin PE work**
- **Schedule diagnostic field check**
- **Review RR comments and Force Account Estimate**
- **Prepare the Special Provisions documentation**
- **Prepare and execute an agreement with the RR**
- **Obtain funding and request PO for RR construction work**
- **Give RR notice to proceed**
- **Process progress bills from the RR**
- **Final inspection of RR work, request final bill**
- **Process final bill, audit and close project**

Coordinate with the project manager and designer to determine RR involvement

- Determine the extent of RR involvement
 - No involvement
 - Minor involvement
 - Major involvement
- RR involvement means any work on RR ROW or adjacent to RR ROW
- Stay on top of projects – current and future
- Coordination and teamwork is the key to success!!!

Obtain funding for PE by the RR

- Utilizing information in SPMS, the RR Coord. will fill out a request for funds and submit to the Funding Coordinator for approval and log this as PE funds requested in the Utilities/Railroad Log
- Budget will notify you once the funding has been approved
- Once funding is approved, note this in the Railroad Log
- Prepare PO request for PE funds and submit to the accountant responsible for RR and Utility payments

Send plans and PE authorization to the RR

- Send plan sheets in the vicinity of any RR facilities
- Along with the plan sheets, send a letter authorizing the RR to begin PE work
- In the authorization letter make sure there is a request that the RR acknowledge receipt of the letter
- If a project has significant RR involvement, authorize the PE work before the preliminary field check if possible so the RR may attend

Schedule Diagnostic Field Check

- Schedule a on-site inspection with representation by the railroad to insure that all railroad facilities are recognized and any special circumstances are captured in the plan set and therefore included in the bid packet so that costly change orders can be avoided.
- Ideally, the Project Manager and a representative from the Design Consultant will attend

Review RR comments and FAE

- The RR should review the plans and submit any comments or concerns or requests for changes
- Coordinate with the designer on any issues from the RR
- The RR will produce a Force Account Estimate for the work they will do for our project
- Receipt of the FAE should be recorded in the Railroad Log
- Review the FAE to verify costs are reasonable and the proposed work meets our needs

Prepare and execute an agreement with the RR

- Agreement types

- LPA

- Agreement between the LPA and the Railroad

- State

- Agreement between the State and the Railroad

- Always utilize “Master” agreements approved by Central Office

Obtain funding approval and PO

A freight train is shown at night, illuminated by its own lights. The train is moving from left to right across the frame. The ground is covered in snow, and the sky is dark with some light clouds. The train consists of several locomotives and many freight cars.

- Send funding request to the Funding Coordinator for construction funds
- RR can not be authorized to proceed until funding has been authorized
- Obtain a Purchase Order for the project from the accountant responsible for Utility and Railroad payments

Send RR notice to proceed document

- Prepare and send the Notice to Proceed letter to the RR accompanied by an original signed copy of the agreement (the letter should contain the words “this is your notice to proceed”)
- If it’s a Central Office project, a copy of the authorization letter and agreement is sent to the district

Progress Bills

- The railroad will submit bills periodically for work in progress
 - Bills are submitted to District for District managed projects
 - Bills are submitted to the Central Office for Central Office managed projects
- Review all bills and either approve them or work with the railroad to resolve any discrepancies
- Railroads submit invoices in their own format. Submit them for payment to the accountant responsible for RR and Utility payments

Final Inspection/Final Bills

- Once work is complete, schedule and perform a final inspection
- Note any deficiencies (by the RR or hwy contractor)
- Once all RR discrepancies have been addressed, send RR request for final bill and insure RR has released the contractor from further liability
- Review the final bill with the accountant responsible for processing Railroad and Utility payments and sign off on the Memorandum of Final Bill
- Send to audit
- Assist with audit resolutions
- Close with Federal Highway through Federal Aid once any highway deficiencies are corrected
- Archive the file per retention procedures

