

**Plans, Specifications & Estimates, and Railroad Agreements for
Railway-Highway Crossing Projects as Authorized by the 1973
Federal-Aid highway Act (Sections 203 and 230) UDOT 08E-03**

Effective: June 4, 1976

Revised: December 7, 1995

Purpose

The purpose of the policy is to establish the procedure for preparation of plans, specifications and estimates for roadway work in conjunction with railroad agreements for railway-highway projects.

Policy

The Department will develop plans, specifications and estimates and railroad agreements for railway/highway crossing projects, as authorized by the 1973 Federal-Aid highway Act, Section 203 and 230.

This policy and procedure has been prepared by the Preconstruction Division and approved by the Engineer for Preconstruction, Engineer for Safety, Assistant Director of Transportation, and the Director of Transportation.

Procedures

Plans, Specifications & Estimates, and Railroad Agreements for Railway-Highway Crossing Projects as Authorized by the 1973 Federal-Aid highway Act (Sections 203 and 230)

UDOT 08E-03.1

Responsibility: Division of Safety

Actions

1. Makes arrangement for surveillance team review of existing railroad crossings.
 - (a) Prepares priority listing for railroad crossing projects.
 - (b) Makes distribution of priority listing showing crossing number and distinction between crossings on nonfederal-aid highways and crossings on Federal-Aid highways (show Federal-Aid highway numbers and AAR numbers). Distribution to be made to Engineer for Planning & Programming, Engineering Coordinator, Federal Highway Administration, railroad company involved through the Engineering Coordinator.

Responsibility: Surveillance Team

2. Through cooperation with the railroad company involved, identifies railroad crossing improvements to be included in a railroad agreement.

Responsibility: Chief, Roadway Design

3. Makes project assignment to Project Design Engineer who will be responsible to obtain design approval, then prepares plans, specifications and estimates for the roadway portion of railroad crossing improvement project.

Responsibility: Project Design Engineer

4. Prepares Design Study Report and through Location and Environmental Studies Section, submits to FHWA for preliminary engineering authorization.

Responsibility: Engineering Coordinator

5. Coordinates with the railroad company involved and the Project Design Engineer for compilation of preliminary plans and estimates from which a recommended railway-highway crossing project can be prepared.

Responsibility: Office of Policy and Systems Planning

6. Receives R-709 approved by FHWA for preparation of PS&E and for Railroad Preliminary Engineering and makes notification to Chief, Roadway Design and the Division of Safety.

Responsibility: Engineering Coordinator

7. Upon receiving Federal Highway Administration Form R-709, approving preliminary engineering, authorized the railroad company to proceed with preliminary engineering as necessary for preparation of detailed plans and estimates for railroad force account work. Receives plans and estimates from the railroad company involved and prepares railroad agreement

Responsibility: Transportation Engineer (Local Aid)

8. Receives copy of proposed agreement for the railway-highway project and coordinates with local authority as necessary to complete a cooperative agreement for deposit of matching funds from local authority to the UDOT.

Responsibility: Engineering Coordinator

9. Submits proposed railroad agreement to Federal Highway Administration with request for approval to authorize the railroad force account work.
 - (a) Upon receiving Federal Highway Administration approval, authorizes the railroad company to proceed with railroad force account work. (At this point, Federal-Aid funds for the railway-highway project become obligated.)
 - (b) Processes agreement with railroad company and UDOT officials for execution.
 - (c) Makes distribution of the agreement, providing the railroad company with an original fully executed counterpart and forwards the UDOT's original fully executed counterpart (with Federal Highway Administration's stamp of approval) to the Comptroller; provides the Division of Safety with a certified copy.

Responsibility: Project Design Engineer

10. After obtaining design approval through Engineer for Location & Environmental Studies, completes the PS&E for the roadway portion of the railroad crossing improvements.

Responsibility: Engineer for Construction

11. Assigns Project Engineer after coordination with application District Construction Engineer.

Responsibility: Chief, Roadway Design Engineer for Construction

12. Advertises for bids and awards a contract for the roadway work when work will not be accomplished by railroad forces or State forces.

Responsibility: Division of Safety

13. Assigns a Traffic Engineer to evaluate the work performed by railroad forces, State forces and by contract.
 - (a) Division of Safety will, in cooperation with the railroad company involved, evaluate and report to Federal Highway Administration the effectiveness of the railroad crossing improvements in conformance with the requirements of the Federal-Aid Highway Program Manual.

Responsibility: District Engineer

14. Receives copy of railroad agreement from Engineering Coordinator and forwards to Project Engineer responsible for inspection of work and for keeping records of work performed by railroad forces, State forces or contractor.

Responsibility: Project Engineer

15. Notifies Construction Division when work begins.
 - (a) Submits monthly Progress Report Form R-704 to Construction Division (2 copies) with copy to District Construction Engineer.
 - (b) Documents work accomplished as set forth in Part 12 (Construction) of the Manual of Instruction.
 - (c) For work performed by State forces or under contract, obtain manufacturer's certification for all materials incorporated into the project.
 - (d) When applicable, prepare estimate invoice reflecting work accomplished and forwards to Contracts, Estimates and Agreements Office for payment.
 - (e) Notifies Construction Division upon completion of work.

- (f) For other than work completed by railroad forces, forwards final estimate and related documentation through the District Construction Engineer to the Contracts, Estimates and Agreements Office. For work performed by State forces, coordinates with District Administrative Manager to insure all costs against the work are included in the final estimate.
- (g) For work performed by railroad forces, receives railroad billing from Contracts, Estimates and Agreements Office; verifies work covered in billing and returns to Contracts, Estimates and Agreements Office.

Responsibility: Contracts, Estimates & Agreements Office

- 16. Receives partial or final estimate invoice from Project Engineer or verified railroad billing for work performed by railroad forces.
 - (a) Upon receipt of partial estimate, determines that payment is in accordance with terms of the agreement or contract and Standard Specifications; processes partial estimate to Comptroller for payment.
 - (b) Upon receipt of final estimate from the District Construction Engineer, reviews it in accordance with established final estimate review procedures and forwards to applicable contractor or District Director for approval.
 - (c) When approved final estimate invoice is returned, obtains approval of the Assistant Director.
 - (d) Forwards approved final estimate invoice (3 copies) to Comptroller for payment.
 - (e) Receives verified railroad billing from Project Engineer and forwards to Office of Internal Audit for confirmation of costs.

Responsibility: Office of Internal Audit

- 17. Confirms costs set forth in railroad bill in accordance with established procedures and forward to Comptroller for payment.

Responsibility: Comptroller

- 18. Prepares Road Cost Distribution as necessary to affect payment to applicable agency; processes billing to FHWA for federal reimbursement to the Department.