New procedures for Railroad Right-of-Entry Agreements & Bid Documents (SP Item 007)
Bridge Division Webinar - July 18, 2013
GUIDE TO RAILROAD PROJECT DEVELOPMENT - UPDATES

- Rail and Bridge Divisions have completed work on the June 2013 updates
- Updated RR Req’t. sheets will be available on RRD Intranet site.
- Updated Guide available via email to “sher.neely@txdot.gov”
- Guide will be updated approx. every 6 months

The Guide has been restructured and expanded to include:

- 17 Sections
- New Sections discussing CDA Design-Build,
- Exhibit A Plan Sets & Other Supporting Document samples have been added
Rail and Bridge Divisions have completed work on the June 2013 updates
Guide will be updated every six months
Exhibit A Plan Sets & Other Supporting Document samples have been added

- Section 3  Design Build Projects (NEW!)
- Section 10 Exhibit A Content Requirements (NEW!)
  Scope of Work & Schedule Matrix (NEW!)
- Section 11 Railroad Requirements for Highway Overpass Plan Sheet Sample (NEW!)
- Section 12 Highway Railroad Bridge/Culvert Structures
  Box and Pipe Culverts Under Railroad Live Load Influence (NEW!)
  Type Selection Report + Samples for Highway Underpasses (NEW!)
- Section 13 Track Work Design (NEW!)
- Section 14 Special Provision to Item 007 & New RR Right-of-Entry SOP (NEW!)
GUIDE TO RAILROAD PROJECT DEVELOPMENT - UPDATES

- Section 1  Overview of Responsibilities
  Districts, Divisions, Railroads, & TxDOT Consultants

- Section 2  Project Development Process with Railroads
  (NEW!)

- Section 3  Design Build Projects (NEW!)

- Section 4  Construction Project Agreement Approval Timeline
- Section 5  Construction Project Status Tracking
- Section 6  Project Development Information (PDI) Form Sample PDI
- Section 7  Exhibit A Plan Set Submittal to Railroad Sample Letters
- Section 8  Letter of Authorization (LoA) Sample LoA
GUIDE TO RAILROAD PROJECT DEVELOPMENT - UPDATES

- Section 9  Types of Agreements & Documents Needed
- Section 10 Exhibit A Content Requirements (NEW!)
  Scope of Work & Schedule Matrix (NEW!)
- Section 11 Railroad Requirements General Notes
  Overview & Instructions
  For Non-Bridge
  For Bridges
  Railroad Requirements for Highway
  Overpass Plan Sheet Sample (NEW!)
Matrix for Scope & Schedule for Work on RR ROW

<table>
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<tr>
<th>Task</th>
<th>Contractor Supplied</th>
<th>Railroad Supplied</th>
<th>Contractor Installed</th>
<th>Railroad Installed</th>
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<td>Main Line Ballast</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td>Shifts &amp; Shoofly</td>
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<tr>
<td>Other Ballast</td>
<td>X</td>
<td>Vestibulum</td>
<td>X</td>
<td>Vestibulum</td>
<td>Shifts &amp; Shoofly</td>
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<tr>
<td>Remove Existing track, Xing Pklanks &amp; Gates</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td>By RR Signal Crew</td>
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<tr>
<td>Cutover new RR Signal House</td>
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<td></td>
<td>X</td>
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<td>By RR Signal Crew</td>
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<tr>
<td>Shift Shoofly Track back to Original Alignment (Contractor to supply ballast)</td>
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<td>X</td>
<td></td>
<td></td>
<td>Shift existing RR Track to Shoofly (total XXX track foot Shift)</td>
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Many projects require detailed coordination at the beginning of the Project Development Stage: Hwy Underpass Replacement, New highway underpass, highway overpass over rail yard, roadway and track realignment, Open Cut or Jack and Bore
Railroad Requirements Sheets – Sheet 2 (Static) Updates

PART 1 - GENERAL

3.0 RAILROAD OPERATIONS

4.0 REQUIREMENTS FOR INFORMATION CHAIN

5.0 PLANNING AND DESIGN

6.0 CONSTRUCTION AND INSTALLATION

7.0 INSTALLATION AND TESTING

8.0 OPERATION AND MAINTENANCE

9.0 EXHIBITS AND APPENDICES

Exhibit A

RAILROAD REQUIREMENTS FOR BRIDGE CONSTRUCTION

Exhibit A

[Diagram or image of Exhibit A]

[Footer Text]

[Page Number] 9
Table 2 - Railroad Structural Requirements for Bridges

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</table>

5.2.2 Site Promotions and Remaining Requirements

- [Details of site promotions and remaining requirements]

5.3 Necessity

- [Explanation of necessity or constraints]
GUIDE TO RAILROAD PROJECT DEVELOPMENT - UPDATES

Section 12  Highway - Railroad Bridge/Culvert Structures

- Project Development, Plan Review, & Agreement Procedures
- Railroad Grade Separations - Exhibit A Prep Guide
- Box & Pipe Culverts Under Railroad Live Load Influence (NEW!)
- Design Conformance To Railroad Guidelines Report + Samples for Highway Overpasses
- Type Selection Report + Samples – for Highway Underpasses (NEW!)

Railroad Cost Participation Guidelines

- Theoretical Structure Estimate Form Sample
- Theoretical Structure Plan Sheet Samples
GUIDE TO RAILROAD PROJECT DEVELOPMENT - UPDATES

- Section 13  Track Work Design (NEW!)
  - Adding new track construction special specification for TxDOT let projects

- Section 14  Special Provision to Item 007 (NEW!)
  - Railroad Insurance Requirements
  - New Contractor’s Right of Entry Agreement
  SOP

- Section 15  Design Summary Report (DSR)

- Section 16  Railroad Right of Entry Agreements

- Section 17  Glossary of Railroad Terms
New Procedure for Railroad Right of Entry Agreement

- Initiated by Complaints from AGC
- Scope of New Procedural Changes:
  1. Streamline ROE agreement process-Bundle in new specs
  2. Improve coordination for railroad flagging & clearly define flagging requirements
  3. Address AGC insurance limit and indemnity concerns
  4. Define NON-INVASIVE types of project work vs. INVASIVE types of work activities on RR ROW
Non-Invasive Project Work

- Non-Invasive Construction/Engineering – not requiring ROE; however, required RR Protective Liability Insurance and flagging of trains; only Letter Agreements are required:
  - Seal coat, fog seal, crack seal pavement maintenance
  - Sign Work – minor repairs
  - Painting - grade separations painting/maintaining highway underpass substructures (bearings down) and/or roadway striping
  - Spot Pavement Repair (pot hole repair) - not within 25 feet of near rail
  - Concrete, rip-rap, landscaping repair – not within 25 feet of near rail
  - Safety End Treatment (SET) – not within 25 feet of near rail
  - Sign bridge overhanging into RR ROW – not within 25 feet of near rail
  - Civil Survey
  - Non-Invasive Bridge Inspection – use of cameras, binoculars and other non-motorized equipment only for a short time period.
  - Any construction or maintenance operation outside RR ROW that could result in interruption of train service. (e.g. overhead crane in vicinity of tracks).
Invasive Types of Project Work

- Invasive Construction & Maintenance Project work utilizing heavy equipment within Railroad ROW requiring ROE, insurance and flaggers:
  - Roadway approach surface work including asphaltic concrete pavement overlay, and milling
  - Spot pavement repair/maintenance – within 25 feet of near rail
  - Sidewalk and curb and gutter repair or ADA (ramp) work that does not include RR signal work.
  - Painting Highway Overpass structure
  - Concrete, riprap, landscaping repair/maintenance within 25 feet of near rail
  - Metal beam guard fence rail repair – within 25 feet of near rail
  - Concrete traffic barrier (CTB) replacement/repair – within 25 feet of near rail
  - Safety end treatment (SET) replaced – within 25 feet of near rail
  - Sign bridges overhanging into RR ROW – within 25 feet of near rail
  - Traffic Management System (TMS) Fiber Optics – jack and bore under track
  - Drainage Improvement
  - Grade Separation – new or modifying existing, reconstruction, relocation
  - At grade crossing – new or modifying existing, reconstruction, relocation
  - Preemption (signal interconnect)
  - Raised medians – within 25 feet of near rail
  - Pedestrian crossing – new or modifying existing, reconstruction, relocation
  - Track Relocation
  - Core Drilling & Civil Survey’s with extensive time on or above the RR ROW
  - Fracture Critical Highway Overpass Inspection
New Procedure for Railroad Right of Entry Agreement

Anticipated Outcomes of New Procedure:

• Improve Project Coordination and Foster Communication
• Reduce approval time
• Eliminate processing errors
• Lower Risk to Project Stakeholders
• Improve Worker Safety
RR Company sends executed C&M Agreement to RRD w/ ROE Agreement and cover letter (invoice)

RRD emails (.pdf) ROE Agreement with cover letter to CST

Contract Letting

Commission awards contract

CST designates contractor on ROE Agreement

CST sends contract and ROE Agreement to contractor to execute
Contractor partially executes contract and ROE Agreement and returns to CST with insurance attached.

CST checks and verifies that ROE Agreement and RR Insurance are executed properly.

CST forwards approved invoice to FIN for payment.

Typically 30 days

FIN pays RR Company.

Typically 15 days

CST sends ROE Agreement and insurance to RR Company w/cover letter (includes Assurance Statement and payment status).

RR Company executes ROE Agreement and returns to CST.
Right of Entry Agreement Flowchart

CST attaches copy of ROE Agreement to district package

CST executes contract and sends original contract and ROE Agreement to contractor

CST monitors RR insurance coverage period until project is complete

Contractor begins work

When required, AE sends RR Work Order to RR Company with cc: to FIN and District RR Coordinator (prepare at precon)

AE sends letter to RR Company notifying them that project is complete and requests Final Invoice. AE sends cc: to RRD and FIN to close files.

Project Complete

As the exception and not the standard, DE must confirm no work in RR ROW.

CST and RRD to concur.
Implementation of New ROE Procedure

- Still coordinating a lot of moving parts:
- Spec prov to Items 003 and 007
- New Statewide Spec for Railroad Work
- Spec Committee Approval
- AGC “Final” Approval
- Will “Pilot” new procedure on several projects in FY’14 Letting Schedule