

MDOT Local Agency Programs (LAP) Guidance for Local Projects Having Rail Crossings

May 2017

Local Agency (LA) determines whether a rail crossing exists within the proposed construction limits or within the construction influence area. The construction influence area includes all approved alternate routes and detour routes that the local agency intends to be used during the construction project.

If a crossing is not located within the approved project limits or the construction influence area, then the local agency has no further responsibility to any of the railroads, and no further action is required.

However, if a crossing exists within the approved project limits, the Local Agency MAY NOT choose to ignore the existence of the crossing by attempting to change the approved project limits or the type of work, in order to avoid working with the affected railroad.

RAILROAD APPROVAL OR CONCURRENCE REQUIREMENTS

During the project design of all projects in which an existing crossing is located, the local agency or its engineering consultant shall contact the appropriate representative of the railroad and request the railroad's approval or concurrence of the project, and forward the railroad's response to the LAP staff engineer. The LAP staff engineer must have the railroad's response before requesting obligation of federal funds.

For these projects, the MDOT Office of Rail (OoR) will provide the LAP staff engineer with the applicable railroad contract documents, including

- i. Coordination Clause for Railroad Work
- ii. Special Provision for Work on Railroad Property, including the appropriate name of the railroad
- iii. Special Provision for Railroad Insurance Requirements
- iv. Special Considerations at Railroad Crossings, to be included in the Special Provision for Maintaining Traffic
- v. Special Provision for Flagging at Grade Crossings (applies only to those projects having grade crossing).
- vi. Special Provision for Flagging and Inspection (applies only to those projects having grade separations). These documents will be a template for the local agency to modify specifically for the project.

The local agency does not create these documents, nor does it contact OoR staff, nor does it obtain the documents and forward them to the LAP staff engineer. The LAP staff engineer will contact OoR, providing them with a location map (with cross streets) and project scope description. OoR will forward the appropriate railroad contract documents to the LAP staff engineer.

The LAP staff engineer will include these documents in the contract bid proposal package.

DIAGNOSTIC SAFETY TEAM REVIEW MEETING REQUIREMENTS

In addition to the "Railroad Approval Or Concurrence Requirements", the Local Agency is responsible for completing MDOT Form 1425, "NOTIFICATION OF PROPOSED PROJECT INVOLVING A PUBLIC RAILROAD CROSSING". The form is available on the MDOT form page website, at

<http://mdotjboss.state.mi.us/webforms/WebFormsHome.htm>

Forward the completed form to the MDOT Office of Rail contact person, who is identified on the bottom of the form.

This form requests that Office of Rail staff determine whether a Diagnostic Safety Team Review (DSTR) meeting is required. See Appendix 1 for a summary of the DSTR process. The purpose of the DSTR is to allow the railroad the opportunity to determine whether it will upgrade or improve the existing crossing surface and crossing devices, either as part of the local agency's proposed construction contract project, or separately by a force account authorization to the railroad but completed concurrently by the railroad during the local agency's contracted project.

Complete and submit this form as early in the design phase as possible, because scheduling and conducting the meeting may take several months.

The following cases apply.

CASE 1 – DSTR Meeting IS Required

If OoR determines that a DSTR meeting is necessary, then OoR will arrange and conduct the meeting, and will determine whether any work on the crossing is required.

If crossing work is required, OoR, representatives of the affected Railroad, and representatives of the local agency will determine whether the work will be completed by the railroad or by the local agency's contractor, the estimated construction cost of the work, project funding responsibilities, and the construction schedule.

If the railroad will complete the work, the LAP staff engineer and MDOT Office of Planning will program a job number for the work, and OoR will request fund obligation for this job number. The MDOT Government Agreement Unit will prepare the cost sharing agreement and forward the agreement to OoR, which will prepare the railroad force account authorization for construction of the railroad portion of the work.

OoR staff will provide the LAP staff engineer with the required railroad contract documents, including

- i. Coordination Clause for Railroad Work
- ii. Special Provision for Work on Railroad Property, including the appropriate name of the railroad
- iii. Special Provision for Railroad Insurance Requirements
- iv. Special Considerations at Railroad Crossings, to be included in the Special Provision for Maintaining Traffic
- v. Special Provision for Flagging at Grade Crossings (applies only to those projects having grade separations).
- vi. Special Provision for Flagging and Inspection (applies only to those projects having grade separations. These will be a template for the local agency to modify specifically for the project.

Two additional cases exist, described in the following sections.

CASE 2 – DSTR Meeting is NOT required and the LA's proposed work will be within 25 feet of the nearest rail in each direction

OoR staff will provide the LAP staff engineer with the required railroad contract documents, including

- i. Coordination Clause for Railroad Work
- ii. Special Provision for Work on Railroad Property, including the appropriate name of the railroad
- iii. Special Provision for Railroad Insurance Requirements
- iv. Special Considerations at Railroad Crossings, to be included in the Special Provision for Maintaining Traffic
- v. Special Provision for Flagging at Grade Crossings (applies only to those projects having grade separations).
- vi. Special Provision for Flagging and Inspection (applies only to those projects having grade separations. These will be a template for the local agency to modify specifically for the project.

CASE 3 – DSTR Meeting is NOT required and proposed work will be greater than 25 feet of the nearest rail in each direction

OoR will provide the LAP staff engineer with the required railroad contract documents, including

- i. Coordination Clause for Railroad Work
- ii. Special Provision for Railroad Insurance Requirements
- iii. Special Considerations at Railroad Crossings, to be included in the Special Provision for Maintaining Traffic
- iv. Special Provision for Flagging at Grade Crossings (applies only to those projects having grade separations).
- v. Special Provision for Flagging and Inspection (applies only to those projects having grade separations. These will be a template for the local agency to modify specifically for the project.