



Railroad Information Sheets

For Local Public Agencies

November 8, 2016

Iowa Department of Transportation
Office of Local Systems
800 Lincoln Way
Ames, IA 50010

Introduction

The following Railroad Information Sheets are designed for LPA's to gather information for projects that will involve coordination with a Railroad. If you have questions, contact Nicole Fox in the Office of Local Systems, at 515.239.1506 or Nicole.fox@dot.iowa.gov.

To determine the appropriate railroad contact person, refer to the [Railroad Public Works Contacts](#) provided by the Iowa DOT Office of Rail Transportation.

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Burlington Northern and Santa Fe (BNSF) Railway

Specification

A Special Provision (SP) will need to be written for projects on the BNSF Railway. For assistance in writing an SP, it may be helpful to review previously written SPs on the Specifications web site, Series [2009](#), [2012](#), or [2015](#). However, a DS is being developed, so before starting an SP, contact Nicole Fox in the Office of Local Systems, at 515.239.1506 or Nicole.fox@dot.iowa.gov.

LPA Notification to Railroad

Submit a letter to the BNSF with a set of plans and a copy of the proposed Special Provision. For projects let at the Iowa DOT, or locally let projects using the Iowa DOT's Standard Specifications, notify the BNSF a minimum of 2 months in advance of the turn-in for letting. For projects not using the Iowa DOT's Standard Specifications, notify the BNSF a minimum of 4 months in advance of turn-in for letting, and provide a copy of the specifications that will be utilized as part of the notification packet.

Railroad Flaggers

Flagging protection is generally required during any operation involving direct and potential interference with BNSF's tracks or traffic. This may include, but is not limited to, fouling of railroad operating clearances, reasonable proximity of accidental hazard to railroad traffic, work within 25 feet horizontally of the nearest track, any work over or under any railroad track, or in any other condition that BNSF deems protective services necessary, which may include work on or off BNSF's property more than 25 feet from the nearest centerline of a railroad track, such as any equipment extension (including but not limited to a crane boom) that will reach or has the potential to reach within 25 feet of any track. The Contractor needs to provide the BNSF's Roadmaster a minimum of 30 days advance notice of flagging services. The Contractor is billed directly by the Railroad. The approximate daily cost should be listed in the Specification.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005105, Railroad Protective Liability Insurance for BNSF Railway Co.

Canadian National Railroad

The Canadian National Railroad is also the owner of the Chicago, Central and Pacific Railroad and Cedar River Railroad (CCP).

Specification

[DS-15042](#), Construction or Maintenance Work on Railroad Right-of-Way (Chicago, Central, & Pacific Railroad Company and Cedar River Railroad Company).

LPA Notification to Railroad

Submit a letter to the CCP with a set of plans and a copy of the DS referenced above. For projects let at the Iowa DOT, or locally let projects using the Iowa DOT's Standard Specifications, notify the CCP a minimum of 2 months in advance of the turn-in for letting. For projects not using the Iowa DOT's Standard Specifications, notify the CCP a minimum of 4 months in advance of turn-in for letting, and provide a copy of the specifications that will be utilized as part of the notification packet.

Railroad Flaggers

Flagging protection is generally required during any operation involving direct and potential interference with CCP's tracks or traffic. This may include, but is not limited to, fouling of railroad operating clearances, reasonable proximity of accidental hazard to railroad traffic, work within 25 feet horizontally of the nearest track, any work over any railroad track, or in any other condition that CCP deems protective services necessary, which may include work on or off CCP's property more than 25 feet from the nearest centerline of a railroad track, such as any equipment extension (including but not limited to a crane boom) that will reach or has the potential to reach within 25 feet of any track. The contractor will need to pay for flaggers in advance, based on the Contractor's estimated time for needing protective services.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005120, Railroad Protective Liability Insurance for Chicago, Central and Pacific Railroad/Cedar River Railroad Co.

Canadian Pacific Railway

The Canadian Pacific Railway (CP) is also the owner of the Dakota, Minnesota & Eastern Railroad.

Specification

[DS-15047](#) Construction or Maintenance Work on Railroad Right-of-Way (Dakota, Minnesota, & Eastern Railroad Corporation dba Canadian Pacific)

LPA Notification to Railroad

Submit a letter to the CP with a set of plans and a copy of the proposed Special Provision. For projects let at the Iowa DOT, or locally let projects using the Iowa DOT's Standard Specifications, notify the CP a minimum of 2 months in advance of the turn-in for letting. For projects not using the Iowa DOT's Standard Specifications, notify the CP a minimum of 4 months in advance of turn-in for letting, and provide a copy of the specifications that will be utilized as part of the notification packet.

Railroad Flaggers

Flagging protection is generally required during any operation involving direct and potential interference with CP's tracks or traffic. This may include but is not limited to fouling of railroad operating clearances, reasonable proximity of accidental hazard to railroad traffic, work within 25 feet horizontally of the nearest track, any work over any railroad track, or in any other condition that CP deems protective services necessary, which may include work on or off CP's property more than 25 feet from the nearest centerline of a railroad track, such as any equipment extension (including but not limited to a crane boom) that will reach or has the potential to reach within 25 feet of any track. The contractor will need to pay for flaggers in advance, based on the Contractor's estimated time for needing protective services.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005125, Railroad Protective Liability Insurance for Dakota, Minnesota & Eastern Railroad Corp.

Iowa Interstate Railroad

Specification

A Special Provision (SP) will need to be written for projects on the Iowa Interstate Railroad. For assistance in writing an SP, it may be helpful to review previously written SPs on the Specifications web site, Series [2009](#), [2012](#), or [2015](#). You may also contact Nicole Fox in the Office of Local Systems, at 515.239.1506 or Nicole.fox@dot.iowa.gov.

LPA Notification to Railroad

Use the [Notification for Work in Iowa Interstate Railroad Right-of-Way](#). This is a one page letter submitted to IAIS with a set of plans, a copy of the current Specification (see above), and any agreements currently in place.

For projects let at the DOT, submit as soon as the need for a construction project agreement is identified.

For projects not let at the DOT, indicate if the DOT Standard Specifications are going to be used, or if a different set of specifications will be used. If other specifications are used, provide a copy to IAIS. Notify IAIS as soon as railroad impacts are identified, preferably at the Concept Statement stage.

The LPA should notify IAIS of the following, immediately after awarding the contract on LPA let projects:

1. Federal Railroad Administration (FRA) crossing number*
2. LPA project number
3. IAIS Project number
4. Contractor's name, mailing information, and phone number
5. Contractor's contact person
6. Contractor's Railroad Protective Insurance
7. Anticipated start date
8. Number of working days
9. Number of days it is believed the Contractor will impact the railroad.

* For help in identifying the FRA number, refer to the Iowa DOT Office of Rail Transportation's [Highway/Railroad Crossing Identifiers web page](#).

Agreements

IAIS will require an agreement with the LPA on all projects. For maintenance projects, the letter of notification can act as this document so long as plans and provisions are available. For construction projects, IAIS will need a new agreement covering construction and maintenance responsibilities, long term insurance requirements, inspection responsibilities, cost responsibilities, proposed plans, and specifications used for the project.

The agreement shall also state whether the LPA or Contractor will be responsible for costs associated with Track Protection Services

Track Protection Services

Track Protection Services (Flagging) is generally required during any operation involving direct and potential interference with the railroad's tracks or traffic. This may include but is not limited to fouling of railroad operating clearances, reasonable proximity of accidental hazard to railroad traffic, work within 25 feet horizontally of the nearest track, any work over or under any railroad track, or in any other condition that railroad deems protective services necessary, which may include work on or off railroad property more than 25 feet from the nearest centerline of a railroad track, such as any equipment extension (including but not limited to a crane boom) that will reach or has the potential to reach within 25 feet of any track.

If work is being performed on IAIS property but outside of the 25 foot zone, IAIS will require a physical barrier be placed at the work limits (Safety Fence, OSHA Safety Line, Concrete Barriers, etc.) or Track Protection Services be obtained.

IAIS shall be reimbursed monthly for costs associated with track protection services by either the LPA or Contractor as outlined in the project agreement.

Safety Training

IAIS requires that all parties that will be on IAIS ROW to go through railroad safety training. This includes but is not limited to contractor employees, utilities, and project inspectors. For the most current training information, please visit the [IAIS website](#).

Site Inspections and Scheduling

Site inspections may be performed by IAIS at significant points during construction, including those applicable but not limited to the following:

1. Preconstruction meetings.
2. Pile driving, drilling of caissons or drilled shafts.
3. Reinforcement and concrete placement for railroad bridge substructure and/or superstructure.
4. Erection of precast concrete or steel bridge superstructure.
5. Completion of the bridge structure.

Site visits to check progress of the work may be performed at any time throughout the construction as deemed necessary by IAIS.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005135, Railroad Protective Liability Insurance for Iowa Interstate Railroad LTD.

Iowa Northern Railway (IANR)

Specification

A Special Provision (SP) will need to be written for projects on the Iowa Northern Railway. For assistance in writing an SP, it may be helpful to review previously written SPs on the Specifications web site, Series [2009](#), [2012](#), or [2015](#). You may also contact Nicole Fox in the Office of Local Systems, at 515.239.1506 or Nicole.fox@dot.iowa.gov.

LPA Notification to Railroad

Submit a letter to the Iowa Northern Railway with a set of plans and a copy of the proposed Special Provision. For projects let at the Iowa DOT, or locally let projects using the Iowa DOT's Standard Specifications, notify the railroad a minimum of 2 months in advance of the turn-in for letting. For projects not using the Iowa DOT's Standard Specifications, notify the railroad a minimum of 4 months in advance of turn-in for letting, and provide a copy of the specifications that will be utilized as part of the notification packet.

Railroad Flaggers

Flagging protection is generally required during any operation involving direct and potential interference with the railroad's tracks or traffic. This may include but is not limited to fouling of railroad operating clearances, reasonable proximity of accidental hazard to railroad traffic, work within 25 feet horizontally of the nearest track, any work over any railroad track, or in any other condition that railroad deems protective services necessary, which may include work on or off railroad property more than 25 feet from the nearest centerline of a railroad track, such as any equipment extension (including but not limited to a crane boom) that will reach or has the potential to reach within 25 feet of any track. The contractor shall reimburse monthly for costs of all flagger services.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005140, Railroad Protective Liability Insurance for Iowa Northern Railway Co.

Union Pacific Railroad – Construction Projects

Use for projects with the Union Pacific (UP) Railroad in which there will be additional railroad right-of-way or railroad facility adjustment, e.g. widening of the road or shoulders that would require adding, replacing, or extending the railroad crossing material; relocation of railroad crossing signals; changing from an unpaved to a paved road; construction of an overpass.

Specifications

[DS-15040](#) Construction Work on Railroad Right-of-Way with A+B For Bidding Railroad Flaggers (Union Pacific Railroad)

LPA Notification to Railroad

Use the [Notification of Construction Work in Railroad Right-of-Way](#). This is a one page letter submitted to the UP with a set of plans and a copy of the current Development Specification (see above). For projects let at the DOT, submit as soon the need for a construction project agreement is identified.

For projects not let at the DOT, indicate if the DOT Standard Specifications are going to be used, or if a different set of specifications will be used. If other specifications are used, provide a copy to the UP. Notify the UP as soon as railroad impacts are identified, preferably at the Concept Statement stage.

After each Iowa DOT letting, the Office of Contracts will automatically send a report notifying the UP of pertinent project information for all projects let through the Iowa DOT.

The LPA should notify the UP of the following, immediately after awarding the contract on LPA let projects:

1. Federal Railroad Administration (FRA) crossing number*
2. LPA project number
3. Contractor's name, mailing information, and phone number
4. Contractor's contact person
5. Anticipated start date
6. Number of working days
7. Number of days it is believed the Contractor will impact the railroad.

* For help in identifying the FRA number, refer to the Iowa DOT Office of Rail Transportation's [Highway/Railroad Crossing Identifiers web page](#).

Railroad Flaggers

Paid directly by the LPA to the Railroad. Utilizes an A + B Bid Item (see below) to provide an incentive or disincentive to the Contractor related to the number of railroad flagger days used. This requires the contractor to enter a number of railroad flagging days required as part of the bid proposal. This bid item is entered by the Iowa DOT Office of Contracts; no separate bid item on the plans is necessary.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005150, Railroad Protective Liability Insurance for Union Pacific Railroads Co.

Shop Drawings

Shop drawings will be required by the UP on construction of all over and under passes.

The LPA shall review the Contractor's submittals and forward them, including their comments, to the UP. The submittal and the LPA's review comments will be reviewed by the UP. Review of the submittals will not be conducted until after review by the LPA. UP review of the submittal items will require a minimum of 4 weeks after receipt from the LPA.

Site Inspections and Scheduling

In addition to the office reviews of construction submittals, site inspections may be performed by UP's Designated Representative at significant points during construction, including those applicable but not limited to the following:

1. Preconstruction meetings.
2. Pile driving, drilling of caissons or drilled shafts.
3. Reinforcement and concrete placement for railroad bridge substructure and/or superstructure.
4. Erection of precast concrete or steel bridge superstructure.
5. Completion of the bridge structure.

Site visits to check progress of the work may be performed at any time throughout the construction as deemed necessary by UP.

Union Pacific Railroad – Maintenance Projects

Use for projects with the Union Pacific (UP) Railroad in which there will be no additional railroad right-of-way or railroad facility adjustment, e.g. full depth replacement; patching; resurfacing the roadway, shoulders, or bridge deck; maintenance cleaning and painting of a bridge structure.

Specification

[DS-15041](#) Maintenance Work on Railroad Right-of-Way (Union Pacific Railroad)

Notification

Use the [Notification and Agreement of Maintenance Work in Railroad Right-of-Way](#) This is a one page letter submitted to the UP with a set of plans and a copy of the current Development Specification (see above). For projects let by the Iowa DOT, this submittal shall be made to the railroad a minimum of 2 months before the Final Plan submittal to the Iowa DOT, as specified in [I.M. 3.005](#), Project Development Submittal Dates and Information.

For locally let projects using the Iowa DOT's Standard Specifications, this submittal shall be made a minimum of 2 months before the letting. For locally let projects not using the Iowa DOT's Standard Specifications, this submittal shall be made to the UP 4 months in advance of the letting.

After each Iowa DOT letting, the Office of Contracts will automatically send a report notifying the UP of pertinent project information for all projects let through the Iowa DOT.

The LPA should notify the UP of the following, immediately after awarding the contract on LPA let projects:

1. Federal Railroad Administration (FRA) crossing number*
2. LPA project number
3. Contractor's name, mailing information, and phone number
4. Contractor's contact person
5. Anticipated start date
6. Number of working days
7. Number of days it is believed the Contractor will impact the railroad.

* For help in identifying the FRA number, refer to the Iowa DOT Office of Rail Transportation's [Highway/Railroad Crossing Identifiers web page](#).

Railroad Flaggers

Paid directly by the Contractor to the Railroad. The LPA will reimburse the Contractor all daily cost in excess of \$700/day through a Change Order processed in accordance with [Article 1109.03](#) of the Iowa DOT Standard Specifications. Because this is part of the construction contract authorized by FHWA, the reimbursement to the contractor is eligible for Federal participation.

Bid Items

The following bid item(s) will need to be added to the plans.

2595-0005150, Railroad Protective Liability Insurance for Union Pacific Railroads Co.

All Other Railroads

Specification

A Special Provision (SP) will need to be written. For assistance in writing an SP, it may be helpful to review previously written SPs on the Specifications web site, Series [2009](#), [2012](#), or [2015](#). You may also contact Nicole Fox in the Office of Local Systems, at 515.239.1506 or Nicole.fox@dot.iowa.gov.

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Bid Items

The following bid item(s) will need to be added to the plans, as applicable:

2595-0005100, Railroad Protective Liability Insurance for (insert RR name)

2595-0005110 Railroad Protective Liability Insurance for CBEC Railway Inc.

2595-0005115 Railroad Protective Liability Insurance for Cedar Rapids and Iowa City Railway Inc.

2595-0005130 Railroad Protective Liability Insurance for D & I Railroad Co.

2595-0005145 Railroad Protective Liability Insurance for Norfolk Southern Railway Co.