\*red indicates directions for district

Changes since last revision is highlighted

**I. WORK AT CROSSING LOCATION (AT-GRADE, HIGHWAY OVERPASS, HIGHWAY UNDERPASS, PEDESTRIAN, OR CLOSED/ABANDONED) –** (ensure all information in this section is filled out. Should match the title sheet and Texas Railroad Information Management System Database (TRIMS)) Note: each separate listing and RR company will require separate Scope of Work (SOW) sheets.

* Checkbox for “This project is adjacent or parallel work, not within RR ROW:” check this box if this applies

NOTE: this box is only checked if all work is off of railroad right of way. Section IV Railroad Insurance, Railroad Protective Liability insurance , “not required” is marked, Section V Contractor Right of entry “not required” is marked.

* DOT No.: \_\_\_\_\_\_\_ input the six numbers and one letter, for parallel or adjacent input closest public DOT number. This applies to the rest of the items below including Latitude and Longitude.
	+ District cannot just put in “See location chart” and not input a location chart. If a SOW indicates a chart, then the chart needs to be attached.
* Crossing Type\_\_\_\_\_\_ at-grade, overpass, underpass pedestrian, or closed/abandoned
* Owning Company RR at Crossing\_\_\_\_\_\_\_\_\_ input owning RR company
* Operating RR Company at Tracks\_\_\_\_\_\_\_\_\_ input operating RR company. RR Operator can be different from owner.
* RR Mile point\_\_\_\_\_\_\_\_\_\_ input RR mile point
* RR Subdivision\_\_\_\_\_\_\_\_\_\_ input RR subdivision
* City\_\_\_\_\_\_\_\_\_\_\_\_ input city
* County\_\_\_\_\_\_\_\_\_\_\_ input County
* CSJ at this crossing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ input the CSJ at the crossing
* Latitude\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Input from TRIMS
* Longitude\_\_\_\_\_\_\_\_\_\_\_\_\_\_Input from TRIMS
* Scope of Work, including any TCP, to be performed by state contractor:
	+ Brief description of the work to be performed by contractor and traffic control if applicable. (Even if work is only flagging and/or inspection)
	+ Impact to railroad
	+ Invasive or Non-invasive work
	+ For overlay projects, clarify if any milling work is included
	+ If there is more than one crossing/SOW, ensure the description is on every SOW
	+ If an at-grade crossing is involved, insert statement “any contraflow must be approved in writing by the railroad”
* Scope of Work to be performed by railroad Company
	+ Input any work that the railroad company will do including replace surface and signals, etc.

**II. FLAGGING & INSPECTION**

* Number of days Railroad flagging expected: input estimated number of days if applicable.

On this project, night or weekend flagging: check the one that applies below

* + Expected
	+ Not expected
* Flagging services will be provided by check the one that applies below
	+ Railroad Company: 1) TXDOT will pay flagging invoices. **Flagging Agreement with railroad will be needed** or, 2) Permitted crossing. Railroad company to provide flagging at no cost to state
	+ Outside party: Contractor will pay flagging invoices to be reimbursed by TXDOT.
* Contact information needed for flagging: check the one that applies below
	+ UPRR
	+ BNSF
	+ CPKCR
	+ Other (See SOW RR information spreadsheet guidance tab and 3rd party flagging info tabs for all railroad company flagging information)
* Contractor must incorporate railroad construction inspection into anticipated construction schedule. check the one that applies below
	+ Not Required
	+ Required. Contact Information for railroad Construction Inspection:

\*Note: this is determined through discussion with the railroad, including point of contact.

**III. CONSTRUCTON WORK TO BE PERFORMED BY THE RAILROAD** check the one that applies below

* Required.
* Not required

Railroad Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*Note: If construction inspection is required, the Point of Contact will need to be entered.**

**IV. RAILROAD INSURANCE REQUIREMENTS** (insurance requirements for the project. Requirements can be found on SOW RR Information Requirements spreadsheet)

* Escalated Limits
	+ Workers Compensation is prefilled and not editable
	+ Commercial general liability is prefilled and can be edited if necessary
	+ Business Automobile is prefilled and can be edited if necessary
* Railroad Protective Liability Limits (RRPL) check the one that applies below
	+ Not Required
	+ Non – Bridge/Typical Maintenance Projects. Includes repairs to overpass/underpass and culvert structures
	+ Bridge Structure Projects. Includes new construction or replacement of overpass/underpass structures
	+ Other (Ex. Cap Metro requires $5,000,000 / $5,000,0000)

**Note: Insurance, RRPL is required for any work on railroad right of way. RRPL not required if all work is adjacent to but off the railroad right of way.**

**V. CONTRACTOR’S RIGHT OF ENTRY (CROE)** check the one that applies below (Requirements can be found on SOW RR Information Requirements spreadsheet)

\*\*Notes:

1. If the *owning* RR company differs from *operating* RR company, ensure that the correct RR company that requires a CROE is input in this section. If the owning RR company differs from the operating RR company, a CROE should be obtained for the RR company in the TxDOT/RR agreement. District should always confirm with the RR company.
2. If more than one RR company requires a CROE for one project, there would need to be 2 or more separate SOWs indicating this.
3. If a project requires a three-party agreement between TxDOT and two RR companies, and each RR company requires a CROE, then there would need to be a total of two separate SOWs indicating two separate CROEs, one with each RR company.
* Not Required
* Required: UPRR Maintenance Consent Letter (MCL). TxDOT to assist (MCL comes with contractor’s endorsement to be signed by contractor which is considered ROE for the project. TxDOT Rail Division will obtain the MCL from UP and forward it to the district and CST division to obtain contractor signature.)
* Required: TxDOT to assist in obtaining CROE with UPRR (CROE will come from Rail Division contract specialist and will be sent to the district and CST division once a full C&M agreement is complete.)
* Required: Contractor to obtain check the one that applies below
	+ BNSF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (if BNSF, go to the “BNSF CROE information tab in the SOW requirements spreadsheet. This will tell you what type of permit is needed and who the contact is. Ensure both are listed in the editable field)
	+ CPKCR (link is on the Scope of Work Sheet)
	+ Other Railroads: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (all other RR companies. Ensure to input link and RR company name. Links are on “CROE instructions” tab of the SOW requirements spreadsheet. If no link, input instructions.)

**VI. RAILROAD COORDINATION MEETING**

* Section that simply states railroad coordination meeting is required for all projects.

**VII. RAILROAD SAFETY ORIENTATION**

* Contractor information for railroad safety requirements.

**VIII. SUBCONTRACTORS**

* Simple statements for subcontractors

**IX EMERGENCY NOTIFICATION** – (this should always be filled out with the same railroad operating company as the railroad company being discussed on the SOW)

\*Note: this information is listed in TRIMS and posted at the railroad grade crossing.

* Call: (RR company name)
* Railroad Emergency Line at: (input phone number)
* Location: DOT (input DOT)
* RR Milepost: (input RR milepost)
* Subdivision: (input subdivision)

**RRD Review Only**

All Scope of Work sheets need to be sent to corresponding RRD contract specialist for review. The contract specialist will input their initials and the date the scope of work is approved. If there are discrepancies, the contract specialist will send it back to the district for corrections. A scope of work sheet will not get contract specialist approval until all discrepancies are resolved.

\*Note: Rail Division Contract Specialist initials are required in the scope of work submitted to DES division for plans online. If a scope of work is sent without the Rail Division Contract Specialist initials, then DES will send it back.

**RAILROAD SCOPE OF WORK Project Specific Details (Bottom right corner of Scope of Work)** Ensure all information is filled out in this section

\*The Rail Division Contract Specialist will ensure the district fills out the control section, job, highway, district, county, and sheet number info.