

Railroad Coordination Form

PART 1 – To be completed by Lead Designer

Project Number: _____
PCN: _____
Date Submitted: _____
Construction Season: _____
Railroad Requirements Milestone Date: _____

Lead Designer: _____
Technical Representative: _____
Bid Ready (Plans Complete) Date: _____
Railroad Coordination Milestone Date: _____

Section 1 to Section 5 should be filled out by designer.

List tied projects (if any):

Describe the overall project scope of work:

For the rest of this document: RR = Railroad, ROW = Right of Way, ID = Identification, CL = Center Line, Work Zone Traffic Control (WZTC)

SECTION 1: All Railroad Right-of-Way Encounters

(In responding to these questions, the designer shall consider direct impacts to crossings within the project corridor, in addition to impacts to adjacent crossroads, approaches, and project proximity that may affect a RR ROW parallel to the roadway corridor, as outlined in Section 3.)

Will any proposed work occur on RR ROW?

☐ Yes ☐ No

If Yes, is any work outside an existing easement and within RR ROW?

☐ Yes ☐ No

If **Yes** to either of these, attach an exhibit to this form showing the proposed work limits within RR ROW. Include dimensions. If the scope of work is the same at every crossing, you can include a typical crossing layout for all.

Also please provide a copy of the applicable ROW plat with the RR ROW parcel and associated RR ROW text highlighted, including the Crossing Number per the FRA website to the PDF. Do this for all project locations that impact RR ROW.

Plats Information Located: https://gis.dot.nd.gov/external/ge_html/?viewer=ext_row

If **Yes**, send ROW exhibits to both the NDDOT RR Coordination Team and the NDDOT ROW Program Manager.

(Exception - if the project is a Striping only, Signing only, or WZTC only that is **greater than** 25 feet (or 50 feet for CPKC) from track - no property data is needed.)

If **No** to both, the remainder of this form is no longer needed. Send note to RR Team, (email: -Tm-DOT-Railroad-Coordination@NDGOV.onmicrosoft.com). "**No Impacts to RR ROW**" and designer to update Railroad Coordination (RRC) Milestone and RR Coordinator to update RR Requirements (RRR) Milestone with a note, "**No Impacts to RR ROW.**"

SECTION 2: List of all Railroad Crossing(s) On the Project

Identify all crossings within the project limits and describe the scope of work on RR ROW at each location.

Crossing ID	Operating RR	Types of Crossing	NDDOT Structure No. (If Applicable)	*Dist. to CL of Crossing (ft.)	** Scope of Work at Crossing (type of work and limits). If needed, attach more information.

Crossing IDs can be found in the RIMS Viewer GIS map (internal only) or in the FRA Safety Map: <https://fragis.fra.dot.gov/GISFRASafety/>

Designer to print a copy of the Crossing Report, submit with this form: <https://safetydata.fra.dot.gov/officeofsafety/publicsite/crossing/crossing.aspx>

*Dist. to CL of Crossing (ft): Outlines the distance of the project area to the CL of the RR tracks. If entire RW, outline whole RR RW encompassed.

**Scope of Work at Crossing (type of work and limits): Outline specifically what project work is occurring within the RR RW at the location of that crossing.

Types of Crossings:

- At Grade = roadway intersects RR tracks at the same elevation
- At Grade (Appr) = an approach to the roadway intersects the RR tracks at the same elevation
- Overpass = roadway/highway overpasses RR tracks (RR is under the bridge)
- Underpass = roadway/highway underpasses RR tracks (RR is on the bridge)

NOTE: For all other companies, **except CPKC**, if the only work in the RR right-of-way involves placing WZTC more than 25 feet from the centerline (CL) of the railroad tracks, or if the project consists only of drive-through marking, **then only Page 1 needs to be completed.**

For **CPKC railroads**, if WZTC devices or specialized markings must be placed closer than 50 feet from the CL of the tracks the remainder of the form must be completed. Note that some **NP railroad crossings are actually CPKC**, as they lease a majority of their tracks from CPKC. In those situations, CPKC requirements will apply.

For **all railroads**, if specialized markings or WZTC devices must be placed closer than 25 feet from the CL, also continue filling out the rest of the form.

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PART 2 – To be completed by Lead Designer

(A separate form must be completed for each railroad crossing that has a different scope of work and/or RR ROW impacts. If all crossings share the same scope/impacts, you may enter "All are the same" in the Crossing ID field.)

General Crossing Information:

If applies to more than one crossing list all ID here:

Crossing ID:

Operating RR

Leasing RR (If applicable)

SECTION 3: Adjacent Railroad Impacts

Is there RR ROW that runs parallel or adjacent to the roadway?

☐ Yes☐ No

If yes, will the project impact the parallel or adjacent RR ROW beyond any at-grade approach crossings (earthwork activities, drainage improvements, etc.)?

☐ Yes☐ No

If yes, describe the scope of work proposed within RR ROW and provide an exhibit (complete with location, work limits, ROW boundaries and dimensions):

If yes, will work occur within 25 feet of the nearest rail?

☐ Yes☐ No

If no, will work occur within 50 feet of the RR ROW?

☐ Yes☐ No

SECTION 4: Utilities:

Will any existing utilities be impacted within the RR ROW?

☐ Yes☐ No

If Yes, please fill out the following:

Utility	Outline what the impact is to the utility in the RR ROW (Example: No Impact, Protect in Place, or Total Relocation needed). Attach more information and exhibits if need.

Will there be the need to install new or relocate of utilities in the RR ROW?

☐ Yes☐ No

If Yes, please fill out the following:

Utility	Scope of all New Utility(s) or Relocation of utilities in RR ROW. Attach more information and exhibits if need.

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PART 3 At Grade Crossing Information – To be completed by Lead Designer

(A separate form must be completed for each railroad crossing that has a different scope of work and/or RR ROW impacts. If all crossings share the same scope/impacts, you may enter "All are the same" in the Crossing ID field.)

At Grade Crossing Information:

If applies to more than one crossing list all ID here:

Crossing ID:

Operating RR

Leasing RR (If applicable)

SECTION 5: Direct Railroad At Grade Crossing - Impacts

Does the work occur on both sides of the RR Crossing?

☐ Yes☐ No

If yes, will the project impact RR ROW (earthwork, drainage, lighting, utilities, etc.)?

☐ Yes☐ No

If No, Will work occur within 25 feet of the nearest rail?

☐ Yes☐ No

If No, will work occur within 50 feet of the RR ROW?

☐ Yes☐ No

Does the project include an exception area for any portion of the RR ROW?

☐ Yes☐ No

SECTION 6: Direct Railroad At-Grade Crossing RR Equipment/Track -

Impacts Are the RR crossing surface panels due for replacement?

☐ NA☐ Yes☐ No

Is the RR crossing signal equipment due for replacement?

☐ NA☐ Yes☐ No

Will the project alter the profile and/or width of the roadway over the tracks?

☐ NA☐ Yes☐ No

If yes, include a copy of the new profile, and provide the following:

Existing CL Elevation	Updated CL Elevation	Existing Width (Ft)	Updated Width (Ft)	Outline Any Other Details On Project Area if Needed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are there any other RR property impacts not listed (example: pedestrian gates, other crossing arms. etc).

☐ NA☐ Yes☐ No

SECTION 7: BNSF Railroad Information - Not needed for any other RR Companies.

This information is only needed if the RR is BNSF Otherwise skip to next section. If more than 1 BNSF crossing, and the scope of work and/or the RR ROW impacts are the same, then attach a table with the following for each crossing. Add "See Attached Table" in first cell.

Are there any BNSF Crossings?

☐ Yes☐ No

If Yes: Percentage Of Work At Crossing Within RR ROW:

Total Estimated Cost Of Project:

Total Estimated Costs Of Work Within The RR ROW:

NOTE: This section is needed when BNSF owns or operates the crossing.

Therefore there may be another RR Company that operates the crossing, but if BNSF owns the ROW then this section will still need to be completed.

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PART 4 Grade Separated Crossing Information – To be completed by Lead Designer

(A separate form must be completed for each railroad crossing that has a different scope of work and/or RR ROW impacts. If all crossings share the same scope/impacts, you may enter "All are the same" in the Crossing ID field.)

Grade Separated Crossing Information:

Crossing ID:

Operating RR

Leasing RR (If applicable)

Grade Separated Crossing Type:

This is an:

☐ Overpass☐ Underpass

SECTION 8: Grade Separated Crossing Impacts:

Will the work occur on the bridge deck?

☐ Yes☐ No

Will the work occur under the bridge?

☐ Yes☐ No

Will the work occur within 25 feet (in plan view) of the nearest rail?

☐ Yes☐ No

If No, will the work occur within 50 feet (in plan view) of the nearest rail?

☐ Yes☐ No

Does the project include an exception area for any portion of the RR ROW?

☐ Yes☐ No

SECTION 9: Variance - Grade Separated Crossing:

If the proposed work at a crossing includes a structure replacement, will a variance request (Bridge rail height, throw fence, horizontal or vertical clearance, etc.) need to be pursued?

☐ Yes ☐ No ☐ N/A

If yes, describe the type of variance and attach details and exhibits:

SECTION 10: BNSF Railroad Information - Not needed for any other RR Companies.

This information is only needed if the RR is BNSF. Otherwise skip to next section. If more than 1 BNSF crossing, and the scope of work and/or the RR ROW impacts are the same, then attach a table with the following for each crossing. Add "See Attached Table" in first cell.

NOTE: This section is needed when **BNSF owns or operates the crossing.**

Therefore there may be another RR Company that operates the crossing, but if BNSF owns the ROW then this section will still need to be completed.

Are there any BNSF Crossings?

☐ Yes☐ No

If Yes:

Percentage Of Work At Crossing Within RR ROW:

Total Estimated Cost Of Project:

Total Estimated Costs Of Work Within The RR ROW:

PART 5 – Special Considerations & Notes

SECTION 11: Things to Note:

- It is the responsibility of the surveyor to attain the proper permits and permissions to enter RR ROW (this includes ground survey, cultural survey, wetland delineations, etc.)
- If soil borings are required within RR ROW, it is the responsibility of the geotechnical engineer to attain the proper permits and permissions to enter and work within RR ROW.

Upon completion of PART 1 through Part 5 of this form, the Technical Representative or Lead Designer must email the form to (-Tm-DOT-Railroad-Coordination@NDGOV.onmicrosoft.com).

The Technical Representative or Lead Designer must record the actual completion date for the Railroad Coordination activity (RRC) in the milestone when the form has been submitted to the RR Coordination Team.

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PART 6 (Continued) – To be completed by NDDOT RR Coordination Team

First Date of Coordination with Railroad(s): _____

By: _____

Agreements Required (between the RR & NDDOT):**BNSF (Burlington Northern and Sante Fe)**

- ☐ Preliminary Engineering Services Agreement
- ☐ Construction & Maintenance Agreement
- ☐ Crossing Improvements Agreement (Section 130 Funds)
- ☐ Temporary Construction Easement
- ☐ Permanent Easement
- ☐ Roadway Surfacing/Resurfacing Permit
- ☐ Pipeline Permit
- ☐ Wireline Permit
- ☐ Other _____

CPKC (Canadian Pacific Kansas City)

- ☐ Crossing Improvements Agreement (Section 130 Funds)
- ☐ Temporary Construction Easement
- ☐ Permanent Easement
- ☐ Other _____

DN (Dakota Northern)

- ☐ Crossing Improvements Agreement (Section 130 Funds)
- ☐ Temporary Construction Easement
- ☐ Permanent Easement
- ☐ Other _____

DMVW (Dakota, Missouri Valley & Western Railroad)

- ☐ Crossing Improvements Agreement (Section 130 Funds)
- ☐ Temporary Construction Easement
- ☐ Permanent Easement
- ☐ Other _____

NP (Northern Plains)

- ☐ Crossing Improvements Agreement (Section 130 Funds)
- ☐ Temporary Construction Easement
- ☐ Permanent Easement
- ☐ Other _____

RRVW (Red River Valley & Western Railroad Company)

- ☐ Crossing Improvements Agreement (Section 130 Funds)
- ☐ Temporary Construction Easement
- ☐ Permanent Easement
- ☐ Other _____

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PART 6 (Continued) – To be completed by NDDOT RR Coordination Team

Plan & Bid Document Requirements:

BNSF (Burlington Northern and Sante Fe)

- ☐ Railway Protection Insurance
- ☐ Railroad Flagging
- ☐ Railroad Coordination
- ☐ Section 6 Plan Note for Railroad Protective Liability Insurance
- ☐ Special Provision for Railroad Requirements
Attachments Include:
 - ☐ Executed agreements and/or permits
 - ☐ Exhibits C&C1 (to be executed by Contractor)
 - ☐ Other
- ☐ Other

CPKC (Canadian Pacific Kansas City)

- ☐ Railway Protection Insurance
- ☐ Railroad Flagging
- ☐ Railroad Coordination
- ☐ Section 6 Plan Note for Railroad Protective Liability Insurance
- ☐ Special Provision for Railroad Requirements
Attachments Include:
 - ☐ Executed agreements and/or permits
 - ☐ Right of Entry Agreement (to be executed by Contractor)
 - ☐ Flagging Request Form (to be executed by Contractor)
 - ☐ Other
- ☐ Other

DN (Dakota Northern)

- ☐ Railway Protection Insurance
- ☐ Railroad Flagging
- ☐ Railroad Coordination
- ☐ Section 6 Plan Note for Railroad Protective Liability Insurance
- ☐ Special Provision for Railroad Requirements
Attachments Include:
 - ☐ Executed agreements and/or permits
 - ☐ Other
- ☐ Other

DMVW (Dakota, Missouri Valley & Western Railroad)

- ☐ Railway Protection Insurance
- ☐ Railroad Flagging
- ☐ Railroad Coordination
- ☐ Section 6 Plan Note for Railroad Protective Liability Insurance
- ☐ Special Provision for Railroad Requirements
Attachments Include:
 - ☐ Executed agreements and/or permits
 - ☐ Other
- ☐ Other

NP (Northern Plains)

- ☐ Railway Protection Insurance
- ☐ Railroad Flagging
- ☐ Railroad Coordination
- ☐ Section 6 Plan Note for Railroad Protective Liability Insurance
- ☐ Special Provision for Railroad Requirements
Attachments Include:
 - ☐ Executed agreements and/or permits
 - ☐ Other
- ☐ Other

RRVW (Red River Valley & Western Railroad Company)

- ☐ Railway Protection Insurance
- ☐ Railroad Flagging
- ☐ Railroad Coordination
- ☐ Section 6 Plan Note for Railroad Protective Liability Insurance
- ☐ Special Provision for Railroad Requirements
Attachments Include:
 - ☐ Executed agreements and/or permits
 - ☐ Other
- ☐ Other

Railroad Coordination Form

PCN:

PART 6 (Continued) – To be completed by NDDOT RR Coordination Team

Comments:

Upon completion of PART 2 of this form, the RR Coordinator must record the actual completion date for the Railroad Requirements activity (RRR) when the railroad requirements have been identified or determined not needed and the Technical Representative or Lead Designer has been notified. The comment field for RRR shall state **“No Railroad Requirements”** when applicable.