

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	6	1	3	3/17/2010

SUBJECT: RESPONSIBILITY OF PROJECT ENGINEER IN REGARD TO INSPECTION AND RECORD KEEPING ON RAILWAY-HIGHWAY FORCE ACCOUNT PROJECTS

1. **PURPOSE:** The purpose of this directive is to establish a uniform policy for monitoring railroad grade crossing and/or warning device force account projects.
2. **SCOPE:** This directive outlines the policy and procedures for inspection and record keeping on railroad grade crossing and/or warning device force account projects.
3. **POLICY:** The project engineer will affect an adequate method of monitoring the construction activities on a daily basis. Daily Work Reports will contain sufficient information to adequately verify all invoice submitted by railroad companies for work performed.
4. **PROCEDURE:**
 - A. Project Files

Separate files should be established and maintained by the project engineer for each project.
 - B. Daily Work Reports

The Daily Work Report shall contain a complete listing of the railroad's, contractor's and/or subcontractor's work force and equipment, along with a brief description of the daily work accomplished and an approximation of the materials used. Weather conditions, work performance and other information that will be helpful in verification of project cost shall also be included on a daily basis.

 - i. Frequency and numbering of reports

The reports are to be numbered sequentially, beginning with number one. The date of Report No. 1 should coincide with the date that the Railroad has advised that they will commence work on the project. Thereafter, a report is required for each calendar day.
 - ii. Work Force

The work force shall include number of workers in each job classification and hours worked on a daily basis. No work will be allowed by forces other than employees of the railroad, official contractor and approved subcontractors.
 - iii. Equipment

A complete listing of all equipment used with adequate description shall be shown on a daily basis along with the hours worked per day. Only equipment used by the railroad, prime contractor and approved subcontractor shall be included for reimbursement purposes.
 - iv. Work accomplished

A description of the work accomplished shall be shown on a daily basis along with an approximation of the materials used.
 - v. Signs and Barricades

Signs and barricades shall be inspected and recorded in accordance the Traffic Control Plan and Project Plans. The District Administrator (or his designated representative) shall be notified when deficiencies in DOTD erected and maintained signs and barricades are discovered.

C. Materials Used

All material used on the project shall be verified by delivery ticket, haul ticket, or other assurance of delivery. These assurances of delivery are to be retained by the project engineer and submitted along with the corresponding estimates. Assurances of delivery are not required for items which can be verified by actual field measurement or piece count.

5. **WORK STOPPAGES:** If construction operations are ceased, for any reasons other than weather, the District Administrator (or his designated representative) shall be promptly notified.
6. **OTHER ISSUANCES AFFECTED:** This directive replaces EDSM No. III.5.1.11 dated December 07, 1981. All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.
7. **EFFECTIVE DATE:** This directive is effective immediately upon receipt.

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