

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	6	1	2	12/7/1981

SUBJECT: PRECONSTRUCTION RESPONSIBILITIES OF PROJECT ENGINEER ON RAILWAY

- 1. PURPOSE:** The purpose of this directive is to establish the preconstruction responsibilities of the project engineer as they relate to railroad grade crossing and/or warning device force account projects.
- 2. SCOPE:** This directive outlines preliminary survey, on-site, plan review, and other preconstruction requirements.
- 3. PROCEDURE:**
 - A. Preliminary Survey. In advance of the on-site inspection, a preliminary survey shall be made by the project engineer to determine existing railroad grades, roadway grades and any other pertinent data which could affect the planning of the new construction. It is not the intent here that the project engineer make a complete and detailed survey. He need obtain only basic planning data.
 - B. On-site Inspection. The project engineer will attend the on-site inspection along with representatives of the Railroad, Project Control, the District Construction Engineer, the District Maintenance Engineer and the District Traffic Operations Engineer. The on-site inspection will be arranged by Project Control. EDSM 111.6.1.1 discusses the items to be resolved at the on-site inspection.
 - C. Plan Review. Upon receipt of a copy of the executed Project Notice under the Master Agreement, or an executed Agreement, as the case may be, the project engineer is to review same to determine that all aspects of the work agreed upon during the on-site inspection are included. Discrepancies are to be brought to the attention of Project Control.
 - D. Preconstruction Conference. Upon receipt of a notice to proceed (usually headed "Assembly Order and Work Authorization") the project engineer will schedule an on-site preconstruction conference in accordance with EDSM III.1.1.7 and the following:
 - (1) The attendance of the District Construction Engineer, the District Maintenance Engineer and the District Traffic Operations Engineer will be requested.
 - (2) The project estimate is to be reviewed. If the scope of the project has changed from that agreed upon at the on- site inspection, or if the railroad advises that the estimated cost of the project will increase by 25% or more, a plan change must be submitted.
 - (3) Signing requirements and coordination of signing, as outlined in EDSM 111.6.1.1 is to be discussed in detail by the District Traffic Operations Engineer.
 - (4) The names and telephone numbers of responsible persons, both Railroad and DOTD, are to be established.
 - (5) A work schedule should be requested. The work schedule should show the major items or phases of work and the approximate percent of the total work represented by each major item or phase. The schedule will be used by the project engineer when preparing status reports.
 - (6) The Railroad should be advised that the project engineer must be given 48 hours advance notice of the timeand date on which Railroad forces will commence work.
 - (7) The Railroad should be advised that the Department requires that the project engineer monitor the work. Accordingly, no payment on invoices will be authorized for work performed without benefit of DOTDinspection.

- (8) The project engineer should emphasize that work done by an unauthorized subcontractor is not eligible for re-imbursement.
- (9) EDSM 111.6.1.5, on partial and final inspections, and progressive and final payments, should be discussed in detail.

4. OTHER ISSUANCES AFFECTED: All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.

5. EFFECTIVE DATE: This directive will become effective immediately upon receipt.

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