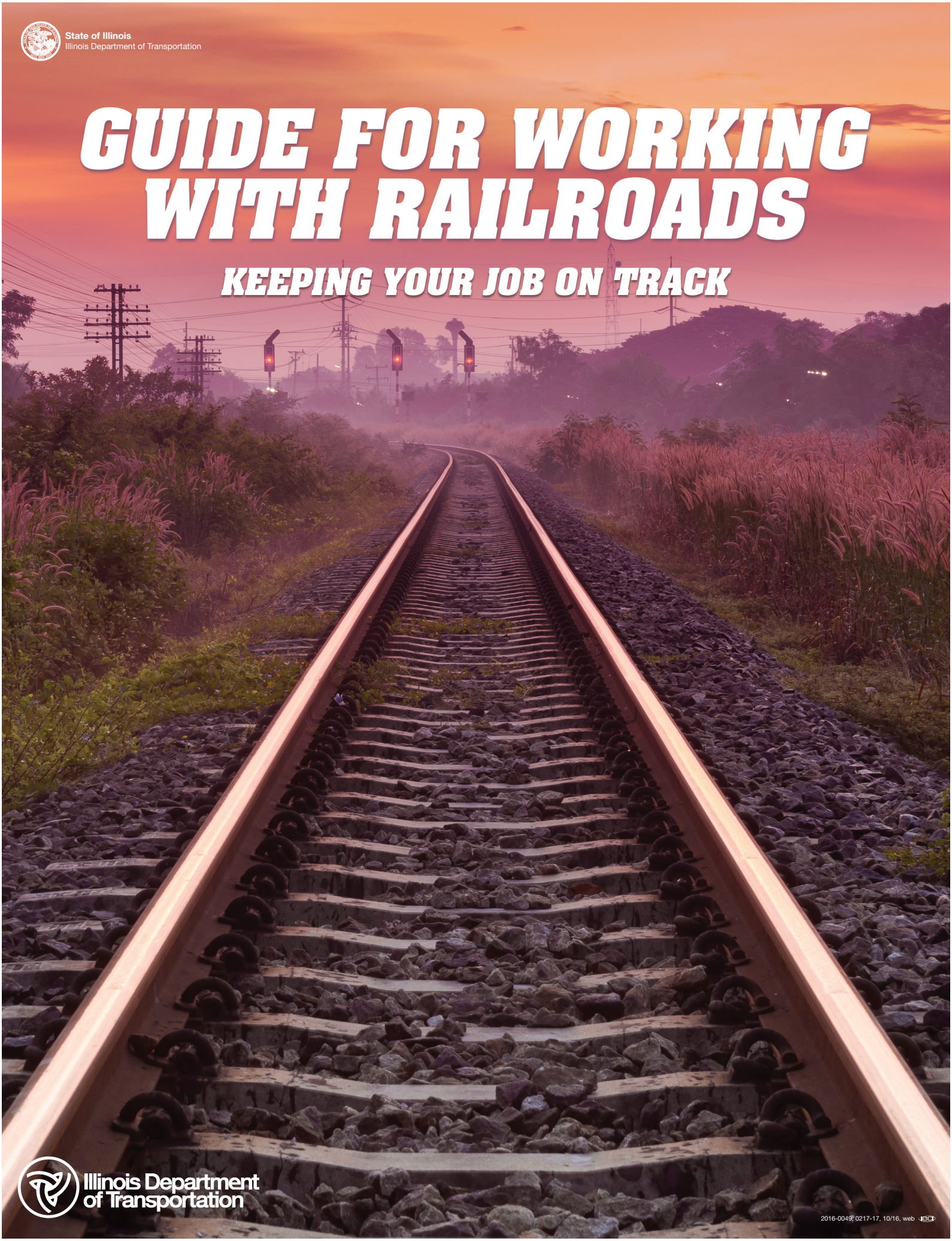
State of Illinois
Illinois Department of Transportation

GUIDE FOR WORKING WITH RAILROADS

KEEPING YOUR JOB ON TRACK



Illinois Department of Transportation

2016-0049, 0217-17, 10/16, web

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PREFACE

The purpose of this booklet is to provide the Department of Transportation's contractors and field personnel with concise interpretations of existing laws, standard specifications, policies and best practices. Those portions required by statute, specification or policy will be denoted by the word "shall" preceding the interpretation. Those portions that denote a best practice will be denoted by the word "may" precede the interpretation.

The most important necessity when dealing with representatives of the rail industry is an appropriate attitude. The rail industry is a large component in the transportation industry in the state. The 42 railroads in the State of Illinois (3rd in the nation in number of railroads) are a major industry. They currently operate on 7,313 miles of track (2nd in the nation in miles of track). They employ 11,719 Illinois citizens with an approximate total annual salary of $847,000,000. Approximately 100,000,000 rail tons of freight originated in the state (ranked 2nd in the nation) and approximately 149,000,000 rail tons of freight terminated in the state (ranked 2nd in the nation). The rail industry is also a major property owner in the state. As a general rule, the railroad owns the property over which a highway passes, either "at-grade" or by a grade separation structure.

The above cited facts should provide the contractor or field personnel with the impetus to work with representatives of the rail industry with consideration and respect.

Communication, patience and understanding will greatly reduce the possibility of costly delays. Additional information can be found at the following:

- **Association of American Railroads**
  http://aar.org/KeyIssues/Railroads-States.aspx
  http://aar.org/Railroads-States/State-Rankings-2009.pdf

- **Federal Railroad Administration**
  http://www.fra.dot.gov/

- **Illinois Commerce Commission**
  http://www.icc.illinois.gov/railroad/

BEFORE BIDDING

When the job has a railroad facility located on or adjacent to the work, before submitting a bid the contractor should:

- Determine which railroad will be impacted by the proposed project. If you are in doubt contact the IDOT District Project Support Engineer (PSE). A list of the District PSE's and their telephone numbers is attached.
- Contact the appropriate railroad(s). Railroad contacts are included in the bid proposal Special Provisions or a list of all the railroad contacts is attached.
- Set up a meeting with the railroad contact at the job site. This would be an excellent time to ascertain the railroad's requirements as to railroad flaggers, clearances, engineering inspection and other concerns. It will also be an excellent time to raise any special needs you may have such as temporary at- grade crossings.

PREPARING YOUR BID

When preparing a bid the contractor should consider the following:

- Does the railroad have any work to do prior to the start of your job?
- Will the railroad's work get completed and if not, does it affect your bid?
- Do you want a temporary crossing? Is the railroad agreeable to this? How does it affect your bid if they refuse to allow it?
- Are there railroad wire lines near the site? Are they supposed to relocate them prior to construction? If they haven't relocated them, will it affect your progress and/or bid?
- Is there work included in your job that requires railroad field inspection? If so, will scheduling the inspections affect your progress and/or bid?
- Is a right of entry permit required, and what is the cost?
- Does the railroad provide liability insurance?

YOU'VE BEEN AWARDED THE JOB

Before entering upon the railroad's property, the contractor:

- Shall secure a fully executed "Right of Entry" permit from the railroad, if required by the railroad (Art. 107.04 Std. Specs.).
- Shall confer with the Railroad Engineer about railroad requirements relative to clearances, operation and general safety issues (Art. 107.04 Std. Specs.).
- Shall provide the Department* two copies (1 original and 1 certified copy) of the insurance policy required. These **shall be provided to the Department NOT the railroad** (Art. 107.11 Std. Specs.)
- Shall **NOT** enter upon the railroad's property for construction work or preparatory work until insurance approval has been received from the **Department**. Please note: entering the railroad's property prior to receiving such approval shall be just cause for cancellation of the award and forfeiture of the contract bond (Art. 107.11 Std. Specs.).

  *The insurance copies shall be hand delivered or mailed to:

  Mr. Jim Layden
  Chief Contracts Official Illinois Department of Transportation
  2300 South Dirksen Parkway, Rm. 326
  Springfield, Illinois 62764

  If you have any questions call: (217) 782-7806

During construction, the contractor:

- Shall be aware that in all matters concerning the safety of the railroad's traffic are concerned, the railroad's engineer shall have jurisdiction and his/her decisions as to safety measures, methods and procedures used on railroad property are final and the contractor working on railroad property shall be governed by such decisions (Art. 105.02 Std. Specs.).
- Shall perform all work on railroad property in a manner satisfactory to the railroad's engineer (Art. 107.12 Std. Specs.).
- Shall not interfere with the movement of trains or traffic on the railroad's property without consent of the railroad (Art. 107.12 Std. Specs.).
- Shall not disturb, in any manner, the railroads embankment, structures or tracks without approval and consent of the railroad (Art. 107.12 Std. Specs.).
- Shall obtain the services of a railroad flagger at any time the contractor's operations encroach upon railroad property and is required by the railroad (Art. 107.12 Std. Specs.).
- Shall provide a **minimum** 48 hours advance notice to the railroad of the need of a flagger and the duration of the need (Art. 107.12 Std. Specs.).
- May collaborate with the State's Engineer to verify the accuracy of the railroad's flagger bill
- Shall promptly pay to the railroad the costs of providing the railroad flagger. The Department will reimburse the contractor as administrative costs an amount equal to five percent of the first $10,000 and one percent of any amount over $10,000 of the total actual amount paid per bill with the minimum payment being $100 (Art. 109.05 Std. Specs.). The cost of providing a flagger at a temporary crossing used for moving material or equipment across the railroads tracks will not be reimbursed (Art. 107.12 Std. Specs.).
- Shall neither reduce the existing vertical clearance in any manner nor reduce the horizontal clearance to a dimension less than 81/2 ft. from the centerline of the tracks measure at right angles, if the job includes work on a grade separation structure. If lesser clearances are

necessary, the contractor shall obtain written permission from the railroad and the Department shall obtain written permission from the Illinois Commerce Commission prior to the reduction of the clearances (Art. 107.11 Std. Specs.).

THE JOB IS COMPLETE, NOW WHAT?

Before the job is considered complete, the contractor:

- Shall restore all railroad property to a condition equal to that which existed prior to the start of construction (Art. 107.20 Std. Specs.)
- Shall obtain a final bill from the railroad for flagger costs and promptly pay the railroad. If the contractor has difficulty obtaining a final bill from the railroad, contact the railroad's billing department and attempt to resolve the issue. If this does not resolve the issue, contact the District Project Support Engineer for assistance. A list of District PSE's is attached.

Illinois Department of Transportation's Specifications, Special Provisions and Highway Standards: http://idot.illinois.gov/doing-business/procurements/construction-services/contractors-resources/index

PROJECT SUPPORT ENGINEERS

District One

Jose Dominguez
201 West Center Court
Schaumburg, Illinois 60196-1096
Telephone: (847) 705-4385

Counties
Cook
DuPage
Kane
Lake
McHenry
Will

District Two

Brian Mayer
819 Depot Avenue
Dixon, Illinois 61021-3546
Telephone: (815) 284-5353

Counties	
Boone	Ogle
Carroll	Rock Island
Henry	Stephenson
JoDaviess	Whiteside
Lee	Winnebago

District Three

Duane Lukkari
700 East Norris Drive
Ottawa, Illinois 61350—1628
Telephone: (815) 434-8453

Counties	
Bureau	Kankakee
DeKalb	Kendall
Ford	LaSalle
Grundy	Livingston
Iroquois	

District Four

Randy Hopper
401 Main Street
Peoria, Illinois 61602-1111
Telephone: (309) 671-3496

Counties	
Fulton	Peoria
Henderson	Putnam
Knox	Stark
Marshall	Tazewell
McDonough	Warren
Mercer	Woodford

District Five

Kevin Knoepfel
13473 IL Hwy. 133, POB 610
Paris, Illinois 61944-0610
Telephone: (217) 466-7319

Counties	
Champaign	McLean
DeWitt	Piatt
Douglas	Vermilion
Edgar	

District Six

Jason Johnson
126 East Ash Street
Springfield, Illinois 62704-4792
Telephone: (217) 782-4501

Counties	
Adams	Menard
Brown	Montgomery
Cass	Morgan
Christian	Pike
Hancock	Sangamon
Logan	Schuyler
Macoupin	Scott
Mason	

District Seven

Teri Petersen
400 West Wabash
Effingham, Illinois 62401-2699
Telephone: (217) 342-8317

Counties	
Clay	Jasper
Clark	Lawrence
Coles	Macon
Crawford	Moultrie
Cumberland	Richland
Edwards	Shelby
Effingham	Wabash
Fayette	Wayne

District Eight

Rebecca Tharp
1102 Eastport Plaza
Collinsville, Illinois 62234-6198
Telephone: (618) 346-3197

Counties	
Bond	Madison
Calhoun	Marion
Clinton	Monroe
Greene	Randolph
Jersey	St. Clair
	Washington

District Nine

Greg McLaughlin
State Transportation Building, POB 100
Carbondale, Illinois 62903-0100
Telephone: (618) 351-5311

Counties	
Alexander	Johnson
Edwards	Massac
Franklin	Perry
Gallatin	Pope
Hamilton	Pulaski
Hardin	Saline
Jackson	Union
Jefferson	White
	Williamson

EXPRESS & PULLMAN COMPANIES

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(Effective July 2011)

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Galitz CEO
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Dir. Human Resources
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