DATE: June 19, 2000

TO: Region Engineers
    Region Associate Delivery Engineers
    Region Construction Engineers
    Resident/Project Engineers/TSC Managers

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SUBJECT: Bureau of Highway Instructional Memorandum 2000- 15
        Construction Management Process for Construction Work Performed at Non-Trunkline
        Railroad Grade Crossings

The purpose of this memo is to advise department staff of a new construction management process for work
performed at non-trunkline railroad grade crossings. The new process reduces the involvement of the
Region or TSC.

Past Practice

After receiving of a copy of the railroad authorization letter, the Region or TSC scheduled
a preconstruction meeting and notified the authorizing division and the railroad company of
the meeting. The Region or TSC assigned a project manager who performed periodic
inspections of the work, prepared project documentation, and notified the authorizing division
of any field changes deemed necessary. The authorizing division processed the contract
modification, Recommendation and Authorization for Changes in Contract (Form 1100)
and forwarded a copy to the project manager.

The Region Engineer submitted a Construction Inspection/Acceptance and Certification
Report (Form 1120) to the authorizing division upon project completion and approval. The
authorizing division received progress and final billings for railroad work, prepared pay
estimates, and sent copies to the project manager for information and review. The project
manager determined whether the charges reasonably compared to the work completed. The
authorizing division made payments and handled the audit and close-out processes.

New Procedure

The Freight Services and Safety Division (FS&SD) notifies the Region or TSC of an
upcoming non-trunkline railroad grade crossing project.

The Region or TSC is responsible to review the project for coordination with planned road
projects and related detours, conduct an on-site review to discover and address any utility
conflicts, and set up and chair the preconstruction meeting.
After the preconstruction meeting, the FS&SD assumes project management responsibilities. Specifically, the FS&SD conducts interim and final inspections, and processes both progress and final billings. The FS&SD also has final acceptance authority. When the project is completed, the FS&SD sends the Region or TSC a copy of the Final Inspection/Acceptance and Certification Report (Form 1120), handles the audit and closes out the project.