



Railroad & Rail Crossing Coordination

CUG Annual Meeting
December 4, 2025



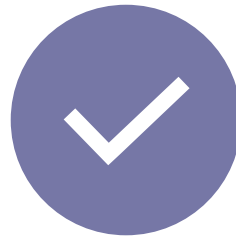
Training Agenda



**WHO DO I TALK
TO ABOUT
RAILROADS
IMPACTED BY
MY PROJECT?**



**REVIEW OF
REVISED
LOCAL
AGENCY
GUIDELINES
(LAG) MANUAL
AND KEY
CONCEPTS**



**REVIEW OF
REVISED
CERTIFIED
LPA
RAILROAD
ASSURANCE
FORM**



**PUT YOUR
LEARNING
INTO ACTION:
EXAMPLE
PROJECT
SCENARIOS**



**WRAP UP:
TOP TIPS!**

Whom do I contact at ODOT about railroads?

Railroad Coordination Program Delivery & Operations Division

- Any project within 50 feet of railroad right of way
- Available to answer questions about railroad involvement
- Holds monthly meetings with railroads—LPA staff are welcome to attend



Nicole Frankl

Rail Crossing Safety Unit Commerce & Compliance Division

- Any project within 500 feet of a rail crossing (*Note: applies even if no federal funding*)
- ODOT Rail Crossing project manager must be at diagnostic meeting
- Prepares the Crossing Order



Ruth Price
Kurt Mohs





ODOT Guidance Resources


- **Local Agency Guidelines manual (“LAG”)**
 - 2021 version: Section C, Chapter 13 (with Utilities)
 - New version: Section C, Chapter 12 (without Utilities)
- **Utilities & Railroad – Guidance, Templates & Samples** on [Certification Guidance & Forms](#) webpage
 - Includes examples of Notice to Proceed and final Rail Crossing Orders
- **Certified LPA Railroad Agreement Assurance** (form 734-5285)
- **ODOT Railroad Manual**
- **ODOT [Rail Crossing Safety](#)** webpage



How do I know if
my project
impacts a
railroad?

*LAG Section C,
Ch 12,
Subsection 12.4*

- **Within 500 feet of a rail crossing** → Contact ODOT Rail Crossing Safety Unit to determine whether a Crossing Order is necessary.
- **Project will include work on or within 50 feet of railroad right of way** → Contact impacted railroads to determine any required agreements for the work.
- **Project work has potential to foul railroad tracks** → Contact impacted railroads to determine any required agreements for the work.



What is required for
railroad costs to be
eligible for FHWA
reimbursement?

*LAG Section C, Ch
12, Subsection 12.3*

- Costs programmed in STIP under appropriate phase of work
- Covered in Supplemental Project Authorization
- FHWA authorization
- ODOT Notice to Proceed
- Executed agreement with railroad
- Build America Buy America compliance
- Progress Billings with documentation



Crossing Orders

LAG Section C, Ch 12, Subsection 12.4.3

When do I need to coordinate with the Rail Crossing Safety Unit?

- When project is within 500 feet of a railroad crossing

What are the LPA's responsibilities?

- Notify your ODOT project contact and coordinate with the Rail Crossing Safety Unit to determine what actions are necessary.
- Submit a draft Crossing Order application to the Rail Crossing Safety Unit if a Crossing Order is required. The Rail Crossing Safety Unit is responsible for issuing the Crossing Order.

How early should I coordinate with the Rail Crossing Unit?

- As soon as possible! Obtaining a crossing order could take as long as a year.
- If a Crossing Order is required, no work can be done at the crossing until a Final Order is issued by the Rail Crossing Safety Unit.



Railroad Agreements

LAG Section C, Ch 12, Subsection 12.5

When do I need an agreement with a railroad?

- Use of railroad properties
- Adjustments to railroad facilities
- Required for eligibility for federal reimbursement of railroad work

Who obtains the agreement?

- The LPA is responsible for the development and execution of the agreement with the railroad

What does the agreement cover?

- Form of agreement varies by railroad and type of work
- Common issues: construction, maintenance, flagging, rights of entry
- Must meet requirements of 23 CFR 646.216
- Tip: Railroad Assurance form lists some common agreement types

When should I start the agreement process?

- As soon as possible! Negotiating with a railroad can be a lengthy process

Specifications

LAG Section C, Ch 12, Subsection 12.6

When do I need to include specifications related to railroad work?

- If completion of railroad work is not feasible or practical prior to construction, the bid proposals must identify the railroad work or coordination to be completed during construction

What is the LPAs responsibility?

- Ensure applicable special provisions are included in the PS&E package
- Tip: ODOT Boilerplate Special Provisions include railroad-specific provisions and commonly included specifications are listed on the railroad assurance form

Timing

- Identifying and including necessary railroad-related specifications should occur during assembly of the project Special Provisions
- Included specifications should be listed on the rail assurance form



Railroad Assurance

LAG Section C, Ch 12, Subsection 12.7

When do I need to complete the Certified LPA Railroad Agreement Assurance (form 734-5285) and submit with the PS&E package?

The form is required for ALL CONSTRUCTION PROJECTS.

What is the LPA's responsibility?

Complete the assurance form to certify there is no railroad involvement, railroad work is completed, or railroad work will be completed during construction

When should I begin preparing the form?

LPAs are encouraged to begin preparing the assurance form prior to completion of DAP (approximately 30-45% design) to help ensure completion of necessary work prior to PS&E.

CERTIFIED LPA RAILROAD AGREEMENT ASSURANCE

- **Purpose:** The purpose of this form is to document certified local public agency (LPA) project compliance with the railroad coordination and assurance requirements in 23 CFR 635.307 and 635.309(b).
- **Instructions:** Begin preparing this form prior to completion of the design acceptance package (DAP) (i.e., 30-45% design), as railroad coordination can be lengthy process. Complete and sign this form prior to submitting the final PS&E package to ODOT for approval. (See [ODOT Local Agency Guidelines](#), Section C, Chapters 12 and 14.)
- **Technical assistance:** If needed, contact the [ODOT Rail Coordination Program](#) regarding railroad agreements and specifications, and contact [ODOT Rail Crossing Safety](#) regarding rail crossing orders.

Agency:	(CERTIFIED LPA NAME)
Key Number:	(PROJECT KEY NUMBER) Project Name: (PROJECT NAME)
LPA Railroad Liaison:	(CERTIFIED LPA'S RAILROAD LIAISON NAME, TITLE)
Railroad:	(IDENTIFY THE RAILROAD(S) AFFECTED)

1. RAILROAD INVOLVEMENT

- ☐ **No railroad(s) are affected by the project.** (This means the LPA has confirmed there is no railroad within 500 feet in *any direction* of the transportation project (including above or below), or that the LPA has consulted with all railroads within 500 feet and has confirmed there is no potential for the project to foul any railroad tracks and no crossing order is required). *(Skip to section 4 below. Certified LPA PS&E Completeness Checklist 2.e is marked "N/A".)*

Railroad acronyms:

BNSF – Burlington Northern
CBRL – Coos Bay Rail Line
CORP – Central Oregon
EOR – Eastern Oregon
G&W – Genesee & Wyoming
PNWR – Portland & Western
Railroad Company
UPRR – Union Pacific Railroad

- ☐ **Yes, railroads are affected, as follows:** *(Select applicable option)*

*(Only complete sections 2 and 3 if railroads are affected by project work.
Check all boxes that apply and complete the tables for each box checked.)*

2. RAILROAD AGREEMENTS AND PROJECT SPECIFICATIONS

Railroad Agreements, Permits, Rail Crossing Orders:

- ☐ In Table 1 below, list each railroad-related agreement, letter, permit, or order that applies to this project. For example, the following may apply:
- Construction and Maintenance Agreement (C&M): (Needed if project has railroad right of way easement acquisition, or building new or modifying existing infrastructure.)
 - Railroad maintenance project: Maintenance Consent Letter (MCL) (required by UPRR)
 - Railroad maintenance project: Right of Entry Agreement (required by G&W and BNSF)
 - Railroad flagging agreement if required by the railroad. (Note, no flagging agreement for UPRR; use railroad flagging bid item and Anticipated Item Programmatic instead.)
 - Railroad Crossing Order(s)

Table 1 *(Add rows if needed.)*

Railroad Document	Railroad	Date Executed/Issued

Project Specifications:

- ☐ No railroad related specifications apply to the project because all railroad related work has been completed prior to construction.
- ☐ In Table 2 below, list each railroad-related specification that applies to this project and include the specification in the Project Special Provisions.
- SP00058 - SP00069 series by railroad (special provision and sample agreement to be executed by contractor and railroad)
 - 00170.01(e) (specifying railroad agreement requirements that apply to the contractor)



(Complete this section for all Certified LPA construction projects.)

4. CERTIFICATIONS:

In conformance with the railroad assurance process outlined in the ODOT LAG Manual, the undersigned LPA Rail Liaison and LPA Quality Control Coordinator certify to the best of their knowledge, after performing due diligence, that the prior statements, as checked above, are correct with respect to railroad requirements for this project and comply with 23 CFR 646 Railroads and 23 CFR 140 Subpart I.

LPA Rail Liaison: (NAME, TITLE)

Phone #: (PHONE #)

Email: (EMAIL)

Signature:

LPA Quality Control Coordinator: (NAME, TITLE)

Phone #: (PHONE #)

Email: (EMAIL)

Signature:

Put Your Learning into Action: Project Scenarios



Use LAG manual, Section C, Chapter 12 and the Railroad Assurance form to answer questions.



The scenarios are designed so there isn't a single 'right' answer to encourage discussion.



The training scenarios, questions and resource links are available in a word document on the CUG webpage.



We will use Menti to go through the scenarios and questions. Put your questions in the chat.

Scenario 1

Project Description:

- The project replaces a bridge located on a county road.
- There is an at-grade rail crossing 2,000 feet down the road from the bridge replacement location.
- Union Pacific Railroad (UPRR) tracks run parallel to the road where the bridge is being replaced.
- No project work will occur within 50 feet (including above or below) of the railroad and the railroad right of way.

Questions:

1. Are any railroads affected by the project?
2. What LAG Chapter 12 subsection supports your answer?
3. Are there any actions you need to take prior to PS&E relating to railroad for this project?
4. What do you need to do prior to submitting the PS&E package?





Scenario 2

Project Description:

- The project involves replacing curb ramps and sidewalks along a portion of city street within the railroad right of way, but no additional permanent easement is required from the railroad.
- The road speed limit is 30 mph.
- There is an at-grade rail crossing 400 feet down the road from the project area. The tracks are owned and operated by Union Pacific Railroad (UPRR)
- BNSF Railway owns and operates tracks immediately adjacent to the project area and access to the railroad right of way will be necessary to complete project construction. The BNSF tracks do not cross the road the project is located on.

Questions:

1. Are any railroads affected by the project?
2. Which railroads did you identify as affected by the project?
3. For BNSF, what key fact helped you determine your answer and what LAG Chapter 12 subsection substantiates your answer?
4. For UPRR, what key fact helped you determine your answer, who would you contact at ODOT, and what LAG subsection substantiates your answer?
5. For BNSF, what agreements are likely needed to complete project work?
6. For BNSF, what railroad-related specifications would you anticipate including in the project Special Provisions?
7. What else do you need to submit with the PS&E package related to railroads?



Scenario 3

Project Description:

- The project involves reconstruction of and widening of a road at an at-grade rail crossing location. The widening is in the railroad right of way.
- The road speed limit is 25 mph.
- BNSF Railroad operates the tracks. The tracks are owned by UPRR.

Questions:

1. Are any railroads affected by the project?
2. Which railroads did you identify as affected by the project?
3. Why did you identify the railroad(s) as affected by the project?
4. What agreements do you anticipate needing for BNSF?
5. What agreements do you anticipate needing for UPRR?
6. Do you need to contact ODOT Rail Crossing Safety about issuing a Rail Crossing Order?
7. What railroad-related specifications would you anticipate including in the project Special Provisions?
8. What else do you need to submit with the PS&E package related to railroads?



Top Railroad Tips

Meet with the railroad

Plan 1 to 2 years to obtain
necessary agreements
and/or rail crossing orders

When a rail crossing order
is needed, no work may
occur on the crossing until
a final order is issued

Be aware that railroads
change processes and
staff frequently. Don't
assume the timeline and
process will be the same
on each project

Keep required railroad
review timelines in mind

Reference railroad design
manuals

Make sure you have the
required notice(s) to
proceed before beginning
work

Be aware of the potential
for the railroad to request
reimbursement of
maintenance costs

Utility and Rail Contacts



Utility and Rail Program

Nicole Frankl, ODOT State Railroad & Utility Liaison

UtilityandRailProgra@odot.oregon.gov



Rail Crossing Safety Unit, Commerce & Compliance Division

CCDRailCrossing@odot.oregon.gov

541-250-6788

Training Credit for Attendance



Watch FHWA Federal-Aid Essentials:
[Railroad Coordination and Certification
Requirements](#) video (8 minutes)



Complete the [post-training
acknowledgment](#) by December 18, 2025