

**RAILROAD CONSTRUCTION CONTRACT ADMINISTRATION
FOR FEDERALLY FUNDED PROJECTS
PRIMARY ROLES & RESPONSIBILITIES**

Primary Task	ORDC	RR	LHA
PRE-CONSTRUCTION			
Authorization for the railroad to proceed with work for design and construction	X		
Development of Plan and Estimate		X	
Plan and Estimate approval	X		
Construction Authorization letter	X		
Notification to ORDC of when work will begin		X	
In the case of Surface Reconstruction:			
➤ Contact with LHA for appropriate signage/detours		X	
➤ Paving inspection for surface approaches			X
PROJECT CONSTRUCTION			
Temporary highway signage and/or detours during construction			X
Certification of materials used		X	
Field inspections of materials used	X	X	
Daily documentation of labor and materials		X	
Inspection Logs	X		
Permanent pavement markings and advance warning signs			X
Final inspection and photographs for crossing database	X		
In the case of highway traffic signal/railroad warning device preemption:			
➤ Determination of preemption time needed			X
➤ Wiring from railroad to traffic signal box location		X	
➤ Wiring into traffic signal box and programming of traffic signals			X
➤ Testing of communications between railroad and traffic signal		X	X

	ORDC	RR	LHA
PAYMENT & REIMBURSEMENT			
Contractor payment (where applicable)		X	
Progress invoice		X	
Final invoice		X	
Review and approval of progress and final invoice	X		