Conceptual Timeline for Caltrans Railroad-Highway Crossing Program (RHCP) (Section 130 Program)

Project Scoping

CPUC submits Section 130 eligible RR Crossing Locations to Caltrans RHCP → Caltrans RHCP coordinates with OFPDM & requests that the projects are added to the FTIP → CPUC sets up Diagnostic Site visit (virtual or in-person) → CPUC conducts environmental evaluation per CEQA and CPUC guidelines → CPUC complete Final Scope of Work & and Project Package → CPUC submits Projects package to CT DLAE, CT RHCP, RRA, RR, and Local Agency

Programing

Caltrans RHCP reviews project package → Caltrans RHCP verifies that the Project has been programmed into the FTIP → RHCP fills out E-76 to request federal authorization from FHWA and to obligate federal funds for a project in FADS → Caltrans RHCP enters project and funding info in AMS → Funds are programmed in two phases: Preliminary Engineering (PE) and Construction (CON) → RHCP Manager generates Finance Letter Memo for Local Program Accounting to encumber the funds for the contract. RHCP will:

- Check that the fiscal year matches
- Include decimals for dollar amounts
- Include previous FY allocation

Execute Contracts/Agreements (less than 0.5 yrs)

Caltrans RHCP drafts initial contract for RR and Local Agency → Sends contract to RR and Local Agency for comments → Caltrans compiles and evaluates comments and sends contract to CT Legal → RHCP finalizes contract language for RR, Local Agency, and Rail Authority with CT Legal → Contract/ Agreements include:

1. Signed Contract
2. Scope of work
3. Estimates
4. Photos
5. Caltrans Authorization to Proceed (E-76)
6. FHWA Contract Provisions

→ Caltrans RHCP executes concurrent contracts with the Local Agency, RR, and RRA → Caltrans RHCP sends a Notice to Proceed Letter to the RR and Local Agency → Costs can be reimbursed from this point for Preliminary Engineering (PE) → Caltrans RHCP coordinates Kick-off meeting with all parties → Caltrans RHCP begins to processes invoices (LAPM 5-A) from Local Agency, Rail Authority and RR

Design - PS&E (1-2 yrs)

Local Agency coordinates with RR and RRA to complete Final Design (PS&E) → Local Agency will coordinate any utility relocation. → Local Agency will circulate 30, 65 an 95% plans for comments → Local Agency and RR complete construction engineering and final cost estimate (PS&E) → RR and CPUC comment on final design plans. → Local Agency incorporates comments

Enviro, R/W, C & M (0.5 yrs)

Local Agency completes CEQA requirements → Local Agency completes NEPA PES Form. PES Form is emailed to the DLA Office of Environmental Compliance and Outreach(OECO) → DLA OECO reviews and NEPA documents → NEPA Cert approved by DLA Env Compliance → Local Agency, Regional Rail Authority (RRA), and RR work together to complete R/W Cert. and show that they are in compliance with the Uniform Act → R/W Cert sent to Caltrans. Certs may be reviewed by DLA R/W. → Finalize 100% Plans Finalize C & M Agreements

GO 88-B & DBE (45 days)

Once funding has been secured, PS&E, Environmental Cert, R/W, and C&M agreements are complete, Local Agency works with RR to complete the GO 88-B → Local Agency completes and submits GO88 B form to CPUC for approval → CPUC approves GO88-B Form → Caltrans RHCP encumbers funds into the Construction Phase → RR and Local Agency can proceed to the Construction (CON) phase → Local Agency complete Exhibit 9D and sends it to the DLAE to review an approve DBE goals → DBE Goals approved by Caltrans

Construction (1-2 yrs)

Local Agency advertises project → Local Agency gets Right of Entry Permit from Regional Rail Authority and/or RR → Regional Rail Auth and RR order railroad equipment → Project Construction: Local Agency, RRA and RR must coordinate their work → Local Agency, RRA, and RR submit invoices (LAPM 5-A) at least quarterly to RHCP keep project active → RHCP processes the LAPM 5-A → RHCP checks for:

1. Proper Email Template
2. Exact Address on Invoice
3. Current Date on Invoice
4. Invoice Numbering
5. Include Contract with 1st invoice
6. Include any Amended contracts or Finance Letters

→ RHCP emails invoices and contracts to Local Program Accounting. → Local Program Accounting will arrange to pay invoices → Construction must be completed before contracts expire or the Local Agency and RR must request for time extension to Caltrans at least 90-day before expiration → Local Agency, RRA and RR notify Caltrans when their respective portions of the work is complete

Close Out

Local Agency, RRA, and RR submit final invoices to Caltrans → CPUC and Caltrans complete a final project inspection and take close out photos → Local Agency and RR submit final invoices and the project is final vouchered → Project Completed

CPUC – California Public Utilities Commission
RHCP – Caltrans Railway-Highway Crossings Program (DLA – Section 130 Program)
OFPDM – Office of Federal Programming and Data Management
FSTIP – Federal Statewide Transportation Improvement Program
FTIP – Federal Transportation Improvement Program
FADS – Federal Aid Database System
RRA – Regional Rail Authority
RR – Railroad
PS&E – Plans, Specifications & Estimates
PE – Preliminary Engineering
GO88-B – General Order 88 form requesting authorization from the CPUC for rail crossing modifications

* Expected typical timing listed for safety projects