**U.S. Department of Transportation**

**Federal Railroad Administration**

**Railroad Crossing Elimination Grant Program**

**Project Planning Statement of Work Template Sample**

**Task 1: Project Administration and Management**

*Subtask 1.1: Project Administration*

*Instructions: Identify all Project partners and other entities responsible for implementing the Project. Identify all actions the Recipient will perform to ensure the effective management and oversight of the Project.*

The Recipient will perform all tasks required for the Project through a coordinated process, which will involve affected railroad owners, operators, and funding partners, including:

* [list parties other than the Recipient and identify role]
* FRA

The Recipient will facilitate the coordination of all activities necessary for implementation of the Project. The Recipient will:

* *If not held prior to award, include:* participate in a Project kickoff meeting with FRA following award;
* complete necessary steps to hire a qualified consultant/contractor to perform required Project work, as necessary;
* hold regularly scheduled Project meetings with FRA;
* inspect and approve work as it is completed; and
* participate in other coordination, as needed.

*Subtask 1.2: Project Management Plan*

The Recipient will prepare a Project Management Plan (PMP), that describes how the Project will be implemented and monitored to ensure effective, efficient, and safe delivery of the Project on time and within budget. The PMP will describe, in detail, the activities and steps necessary to complete the tasks outlined in this Statement of Work.

The PMP will include a Project Schedule and Project Budget for the work to be performed under this Agreement. The Project Schedule will be consistent with the Estimated Project Schedule in Section 5.2 of this Attachment 2, but provide a greater level of detail. Similarly, the Project Budget should be consistent with the Approved Project Budget in Section 6.5 of this Attachment 2, but provide a greater level of detail.

The Recipient will submit the PMP to FRA for review and approval. The Recipient will implement the Project as described in the approved PMP. The Recipient will not begin work on subsequent tasks until FRA has provided written approval of the PMP, unless FRA has provided pre-award authority for such work under Section 6.6 of this Attachment 2. FRA will not reimburse the Recipient for costs incurred in contravention of this requirement.

FRA may require the Recipient to update the PMP. The Recipient will submit any such updates to FRA for review and approval, and FRA will determine if updates to the PMP require an amendment to this Agreement. The Project Budget and Project Schedule may be revised consistent with Article 5 of Attachment 1 of this Agreement without amending this Agreement.

*Instructions: For capital projects, as defined in the Notice of Funding Opportunity, include the following:*

The Recipient will identify agreements governing the construction, operation, and maintenance of the Project in the PMP. If requested by FRA, the Recipient will provide FRA the final, executed copies of any agreements within ten business days of the request.

The PMP will be consistent with the FRA Guidance on Development and Implementation of Railroad Capital Projects (Railroad Capital Projects Guidance) and 49 U.S.C. § 22903, as applicable.

*Note: As identified in the Railroad Capital Projects Guidance, the Project Budget for a capital project should be based on a Capital Cost Estimate for the Project. The level of effort required to prepare a Capital Cost Estimate varies based on Project cost, scope, and complexity.*

*For Major Projects and for Non-Major Projects where FRA determines it is appropriate based on Project cost, scope, and complexity, FRA will work with the Recipient prior to obligation to develop and document expectations and requirements for preparing a Capital Cost Estimate and Financial Plan. These may be included under Task 1 of Section 4.3 of this Attachment 2 as separate subtasks and/or deliverables.*

*Instructions: For all projects, include the following:*

*Subtask 1.3: Project Closeout*

The Recipient will submit a Final Performance Report as required by Section 7.2 of Attachment 1 of this Agreement, which should describe the cumulative activities of the Project, including a complete description of the Recipient’s achievements with respect to the Project objectives and milestones.

## Task 1 Deliverables

* Project Management Plan
* Final Performance Report

# Task 2: Purpose & Need Statement and Stakeholder Coordination Plan

The Grantee acknowledges that work on Tasks 3 will not commence until the Task 2 Deliverables, have been completed, submitted to FRA, and the Grantee has received approval in writing from FRA to commence work on subsequent tasks. FRA will not reimburse the Grantee for costs incurred in contravention of this requirement.

## Subtask 2.1: Preliminary Purpose and Need Statement

The Grantee will develop, and submit to FRA for approval, a preliminary Purpose and Need statement to serve as the foundation for the Alternatives Analysis. The preliminary Purpose and Need is for project planning and will be subject to agency and public review and comment as part of a potential future NEPA process.

## Subtask 2.2: Stakeholder Coordination Plan

A Stakeholder Coordination Plan will need to identify key contacts within agencies, civic and business groups, public officials, relevant interest groups, present and potential riders/users, private service providers/shippers, other key stakeholder groups, and the public. The Stakeholder Coordination Plan will also identify potential state, local, and Federal agencies that should be consulted with. The plan will identify involvement activities linked to key milestones in the planning/conceptual engineering and alternatives analysis process and align with the Detailed Project Schedule from Task 1. The Grantee will prepare, and submit to FRA for approval, a Stakeholder Coordination Plan.

## Task 2 Deliverables

* Preliminary Purpose & Need Statement
* Stakeholder Coordination Plan

# Task 3: Alternatives Analysis

The Grantee will submit to FRA, for approval, an Alternatives Analysis report, which will determine the preliminary range of reasonable alternatives to carry forward into future project development phases. The Grantee must consider at least two alternatives which can include the no-build alternative along with one proposed alternative for each rail crossing. The Alternatives Analysis report will build upon completed and approved deliverables identified in Tasks 1 through 3. Prior to initiating work under Task 3 the Grantee will submit to FRA, for approval, a memo documenting the methodologies to be employed in carrying out Alternative Analysis.

## Subtask 3.1: Existing Conditions

The Grantee will assess the condition of current rail operations and infrastructure and other conditions within the project area. This should include information on the roadway crossing characteristics, train operations and safety, maintenance activities, engineering/capacity constraints of the existing facilities or infrastructure. Identify any planned or programmed infrastructure improvements contained in state and local planning documents and check to see if rail operators have planned infrastructure enhancements.

* Roadway Crossing Features: The number of highway lanes, highway speed limit, traffic flows, character of highway traffic through the railroad crossing, types of traffic control devices (including protective devices), land use, sight distance, topography, and distance to the next closest crossing. Include information on sidewalks, bicycle lanes and public transit (if this applies).
* Train Operations: The number of train tracks, train speed and train traffic through the railroad crossing.
* Safety: The safety of the highway-rail grade crossings (including crash history, near misses, injuries, fatalities, or incidences of rail-related trespassing for each railroad crossing, if such exists), and deficiencies that hinder achieving a higher level of safety.

## Subtask 3.2: Transportation Technical Analysis

The Grantee will conduct a transportation technical analysis of the railroad crossing. The Federal Highway Administration *Scoping and Conducting Data-Driven 21st Century Transportation System Analyses* (2017)[[1]](#footnote-1) document can be used as a reference to help scope the technical analysis. The transportation technical analysis should be completed for each alternative. General considerations for the technical analysis should include the following items listed below.

* Traffic counts per day that use the roadway now versus the traffic counts expected in the future, including any seasonal variation in traffic counts. Include pedestrian and bicycle counts if this applies
* Determine the travel delay including the peak demand for each railroad crossing
* Frequency and duration of roadway blockage by trains including sidewalks and bicycle lanes (if this applies) and consider peak demand for train operations
* Discuss the direction the travel delays are occurring in (northbound, southbound, westbound, and eastbound)
* The character of the adjacent road network and whether the railroad crossing creates access issues for the community, and does this consider future development projections close to the railroad crossing? For relevant circumstances, access issues for schools and/or emergency facilities

If the Grantee is performing a microsimulation, section 6 (pages 42-55) in the *Case Studies to Develop a Highway-Rail Grade Crossing Analysis Framework Using Microsimulation* (2023)[[2]](#footnote-2) document should be used for guidance. Additionally, the Grantee should provide the supporting data for the technical analysis and if any traffic analysis tool(s) were used to perform the work. The Grantee will work with the FRA to determine any further technical analysis and traffic simulation required to perform a thorough assessment of vehicle movements impacted by potential grade crossing changes.

## Subtask 3.3: Conceptual Engineering

The Grantee will develop conceptual engineering to a level sufficient to identify necessary infrastructure improvements and determine the cost estimates for each alternative. Conceptual engineering will include developing design criteria, track work concepts, structural concepts and roadway crossing concepts for grade separation or closure, track relocation, installation of protective devices (signals, signs, other and measures that improve safety), mobility enhancements, and technology solutions, etc. The Grantee will coordinate with key stakeholders including FRA on this task. The conceptual engineering designs will form the basis of the Project design and construction. The scope elements should fulfil the high-level conceptual engineering requirements found in the *Railroad Capital Project Guidance* (2023)3 document section V.b.ii.D.

## Subtask 3.4: Capital Cost Estimates

The objective of this task is to identify the capital cost to design, construct, and implement the proposed project. The Grantee will provide capital cost estimates for each alternative, including quantity and unit cost of each element relating to core track structures, roadway crossing enhancements, land acquisition, contingencies, and any new facilities or upgrades required for train operations.

## Subtask 3.5: Preliminary Environmental Impact Analysis

The objective of this task to is to identify key environmental considerations in the development of the alternatives to support future lifecycle stages of the project’s development. The Grantee will perform a high-level qualitative socioeconomic, cultural, human environment, and natural environmental resource inventory and preliminary effects analysis as part of the development and screening of options concurrently with tasks 3.3 and 3.4*.* The Grantee can use the *Railroad Capital Project Guidance* (2023)[[3]](#footnote-3) document section IV.b.ii.E as a high-level reference for developing the preliminary environmental analysis.

## Task 3 Deliverables

* Existing Conditions Report
* Alternative Analysis (with supporting Conceptual Engineering, Transportation Analysis, and Preliminary Environmental Impact Analysis)
* Capital Cost Estimates

1. *Scoping and Conducting Data-Driven 21st Century Transportation System Analyses* is available at <https://ops.fhwa.dot.gov/publications/fhwahop16072/fhwahop16072.pdf> [↑](#footnote-ref-1)
2. *Case Studies to Develop a Highway-Rail Grade Crossing Analysis Framework Using Microsimulation* is available at <https://railroads.dot.gov/elibrary/case-studies-develop-highway-rail-grade-crossing-analysis-framework-using-microsimulation> [↑](#footnote-ref-2)
3. *Railroad Capital Project Guidance* is available at <https://railroads.dot.gov/elibrary/fra-guidance-development-and-implementation-railroad-capital-project> [↑](#footnote-ref-3)