

# SAMPLE LETTER

August 25, 2017

John Smith, President  
ABC Railroad Company  
12345 Main Street  
P.O. Box 456  
Anytown, MI, 78945

## **RE: 2018 Local Grade Crossing Surface Program & Call for Projects**

Dear Railroad Partner:

The Michigan Department of Transportation (MDOT) is pleased to announce the second year of the Local Grade Crossing Surface Program. The Program will continue to be administered in compliance with enabling legislation, details of which can be found in Act 51, MCL 247.661(1)(d). As a reminder, the Program provides 60% state funding and requires a 40% railroad match.

In consideration of the feedback received during the 2017 Program, the solicitation and selection process has been moved to the fall, to allow greater opportunity for advance coordination with other planned capital projects and to allow additional time for subcontract documentation where necessary. Guidance for the 2018 Program follows below:

- **Applications will be accepted if received via e-mail or postmarked by October 27, 2017**
- Applications must be submitted by road agencies, in cooperation with a participating railroad
- **Applications must include detailed railroad estimates and updated vehicle traffic counts**
- Eligible project costs include materials, labor and equipment: engineering costs are not eligible
- **Applications will be evaluated and projects will be selected and announced by late November**
- Project selection will be in compliance with criteria established by law
- **Project funding is expected to be authorized by February 2018**
- Projects awarded in 2018 should be completed and final-billed within the 2018 calendar year

All prospective projects require proof of 40% railroad participation and documentation that relevant MMUTCD-compliant traffic control plans have been approved by the affected road agency, so *it is incumbent upon railroads and road agencies to work together to assure that applications are complete and accurate*. Railroad work that will be performed by subcontractors needs to be identified as such; documentation of bids, subcontracts, or continuing contracts will be requested only after project selection. A suggested cover letter to assure compliance with these guidelines is attached for railroad use.

Application materials for road agency use are now available on-line at the MDOT Office of Rail web page. Please feel free to contact my office directly at 517-335-3054 if you have any questions.

Sincerely,



Kristian Foondle, Manager  
Local Grade Crossing Programs  
[www.michigan.gov/mdotrail](http://www.michigan.gov/mdotrail)

Enclosure: sample RR cover letter

INSERT DATE

Road Agency Contact  
Road Agency Name  
Road Agency Address  
Road Agency City, MI, ZIP

**RE: 2018 Local Grade Crossing Surface Program**

Dear Road Agency Partner:

Per the requirements of the local highway-railroad grade crossing surface program, it is our understanding that you are eligible to make application to the Michigan Department of Transportation (MDOT) for access to these annual program funds. Selected projects are to be funded with 60% state crossing funds, and 40% railroad funds – there is no expectation of any road agency financial participation. Application materials and instructions are now available on-line at the MDOT Office of Rail’s web page, located at [www.michigan.gov/mdotrail](http://www.michigan.gov/mdotrail).

As part of the program, railroads are required to provide detailed estimates (including confirmation of MMUTCD-compliant traffic control/detour plans that have been approved by the road agency) and a commitment by the railroad to provide 40% of the funding for any project selected as part of the program. Consequently, this transmittal is to validate that INSERT RAILROAD NAME has voluntarily submitted the attached detailed estimate for the work necessary to REBUILD or REPAIR the INSERT ROAD NAME crossing. The National Inventory number for this crossing is INSERT NI#. In the event the project is selected for funding, the INSERT RAILROAD NAME agrees to provide 40% of the necessary funding.

Please feel free to contact my office directly at INSERT RR PHONE if you have any questions about the railroad’s proposal. If you have questions about the new surface program, you may contact MDOT’s Local Grade Crossing Program Office at 517-335-3054.

Sincerely,

INSET RR CONTACT NAME  
INSERT RR CONTACT TITLE

Attachments:

- Detailed railroad estimate or quote based on relevant unit pricing for crossing components
- Proof of continuing contract or intent to solicit competitive bids, if work is to be subcontracted
- Traffic control/detour plan validated with road agency

***SPECIAL NOTE: in compliance with MCL 462.309(4), any change in elevation of a grade crossing greater than 1 inch requires advance mutual agreement between the railroad and road agency. Please be sure to review all proposed work and coordinate with the road agency accordingly.***