DRPT

VIRGINIA DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION

DRPT Rail Grant Programs Funding & Procedures

Effective December 2026

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Introduction

Program Purpose

The Department of Rail and Public Transportation (DRPT) and the Commonwealth are dedicated to creating a competitive multimodal network that provides choices for transportation users; system redundancies to increase network resilience; opportunities for economic growth; and increased access for all users.

DRPT administers three rail grant programs to further this mission; the Freight Rail Enhancement to Increase Goods and Highway Throughput (FREIGHT) Program, Shortline Railway Preservation and Development Fund (RPF), and the Industrial Access Railroad Tracks (RIA) Program.

This three-pronged approach ensures that: network capacity matches demand, while reducing strain on the highway system; access points are created, providing choices to growing Virginia businesses and strengthening competition among shippers; and railroad infrastructure conditions remain safe and operate efficiently throughout Virginia.

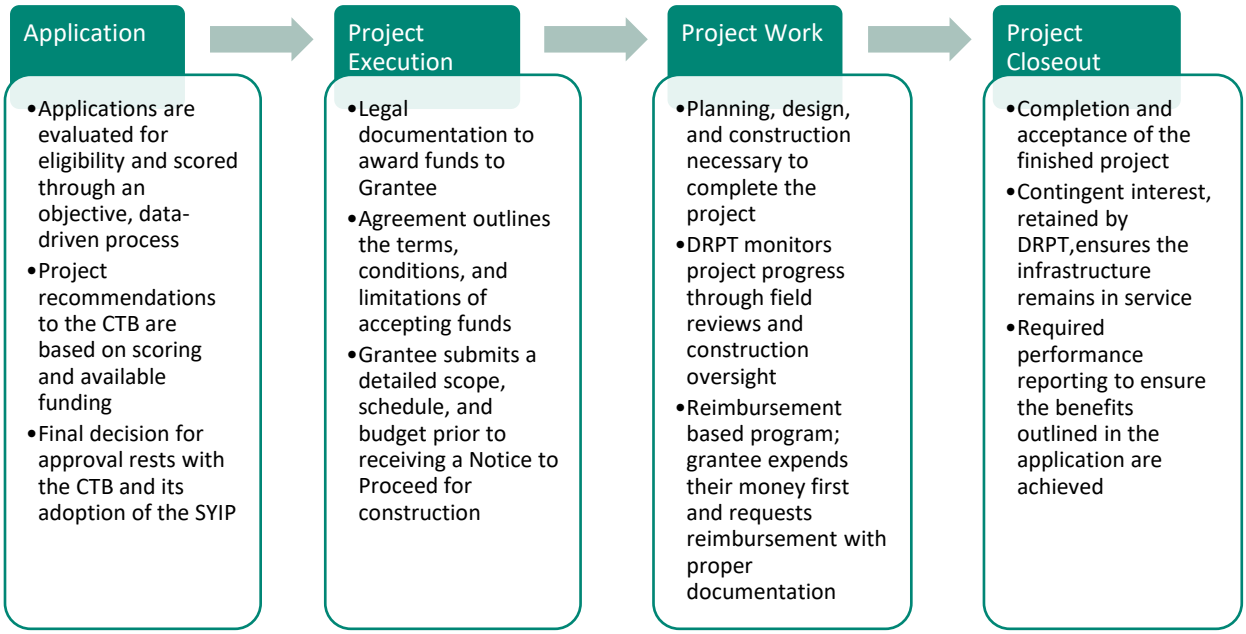
Table 1. Rail Programs At-A-Glance

	FREIGHT	RPF	RIA
Code	§ 33.2-1526.4	§ 33.2-1602	§ 33.2-1600
Funding	Commonwealth Rail Fund	Biennial Budget & Commonwealth Rail Fund	VDOT Construction Fund
Approximate Annual Program Funding	$8M	$8M	$5.5M
Purpose	Rail Network Capacity Improvements	Virginia Shortline Railroad State of Good Repair	Connect New or Growing Virginia Businesses to Rail Network
Maximum Funding per Project	N/A	N/A	$1,000,000
Match Requirement	N/A (Match Considered in Scoring Criteria)	70% State Funding 30% Applicant Match	70% State Funding 30% Applicant Match
Performance Requirement	6-year carload reporting	Annual carload reporting	3-year carload & total employment reporting
Contingent Interest Period	6 years	15 years	15 years

State Policy

DRPT procedures have been developed to safeguard the expenditure of Commonwealth funds throughout every step of the grant administration process.

Figure 1. Safeguards throughout the Project Life Cycle



Grant Support Resources

For additional information regarding all DRPT grant programs, please visit: https://drpt.virginia.gov/our-grant-programs/#

WebGrants

WebGrants is the online grants management system for all DRPT grant programs. For more information on how to get started in WebGrants, register, submit applications and more, please visit: https://drpt.virginia.gov/our-grant-programs/webgrants/

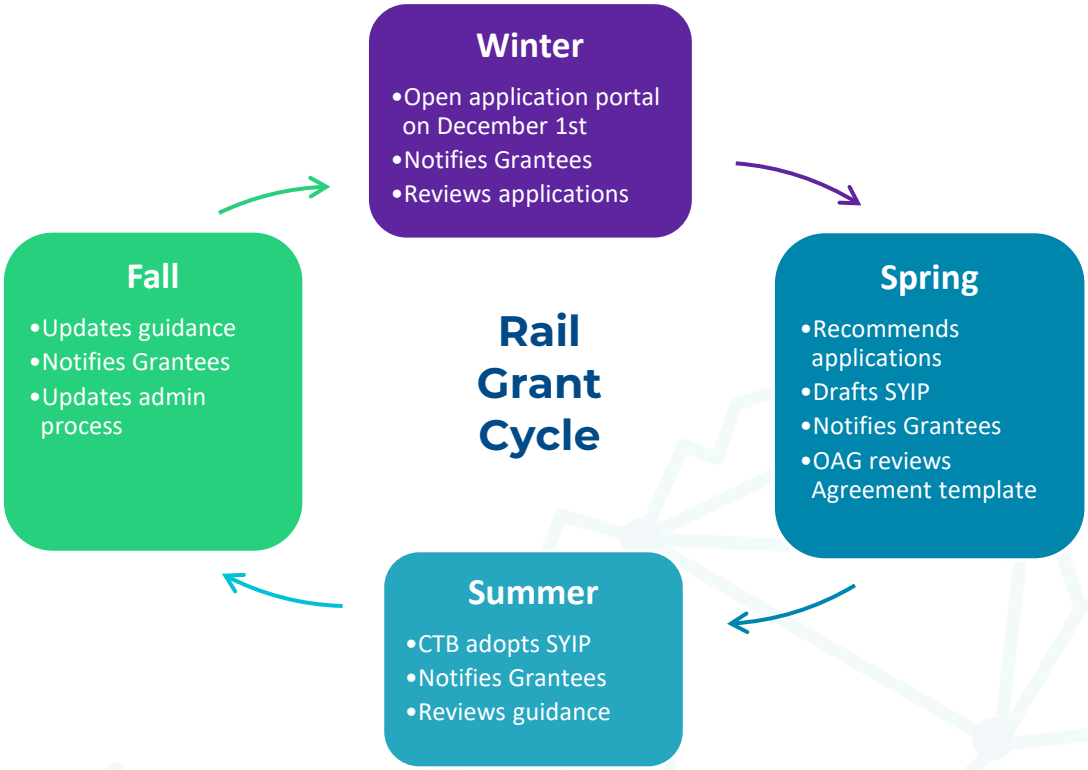
Schedule

Grant Cycle

The FREIGHT and RPF programs follow the existing DRPT annual grant cycle; aligning with established rail, transit, and transportation demand management (TDM) grant programs administered by DRPT. The application period opens December 1, remaining open and accepting applications for two months, closing on February 1.

DRPT staff communicates with Grantees at multiple points throughout the grant cycle as the application moves through the evaluation and recommendation process. In addition, DRPT staff solicits input from Grantees regarding potential process improvements to be incorporated into program procedures as necessary. This schedule allows DRPT staff to review applications, collect additional information as needed, evaluate applications, and make recommendations to the Commonwealth Transportation Board (CTB) in advance of the adoption of the Six-Year Improvement-Program (SYIP) in June of each year. Funds become available on July 1 of each fiscal year.

Figure 2. FREIGHT and Rail Preservation Fund Grant Cycle



The Rail Industrial Access program remains open year-round, to ensure responsiveness to the dynamic business environment in Virginia. Although the steps of the RIA grant cycle are similar as shown above in Figure 2, the process is condensed due to applications being accepted on a rolling basis.

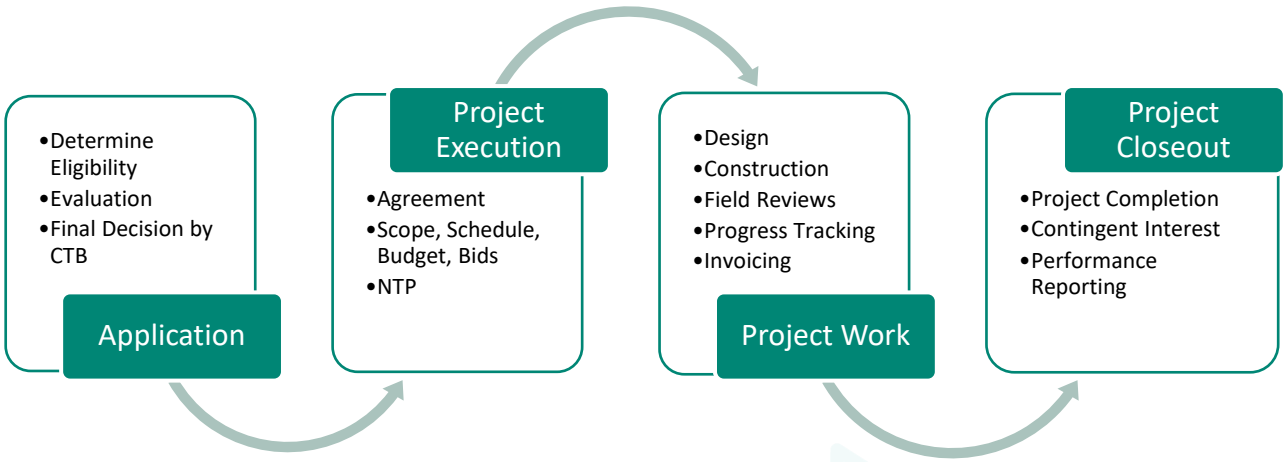
Figure 3. Rail Industrial Access Grant Process



Project Cycle

The basic lifecycle of a rail grant project is outlined in the below figure and described in further detail throughout this document.

Figure 4. Rail Project Lifecycle



Application

Each submitted application is evaluated by DRPT staff using the same three-step process:

- **Eligibility**: submit a complete application, meets the specific program criteria, and supports statewide transportation goals.
- **Scoring**: evaluate program specific criteria necessary for objective, data driven, application scoring.
- **Recommendation**: based on financial availability, use application score to prioritize project recommendations to the CTB.

Eligibility: Who and What Qualifies

DRPT rail grant programs are designed to improve the freight rail network as it contributes to the vitality and resilience of the surface transportation network in Virginia; moving goods and generating commerce. Eligibility requirements encourage the widespread use of these funds to maximize the benefits throughout Virginia, while adhering to Code requirements and safeguarding public funds. Specific eligibility criteria are enumerated below:

WHO MAY APPLY

Freight rail owners and operators; local and regional governments, private companies, non-profits, or any combination thereof, as long as they are working in coordination with the freight rail owner and operator.

Commonwealth agencies are not eligible applicants, with the exception of the Virginia Port Authority.

Eligible Project Types:

FREIGHT eligible projects include mainline, siding, crossover, yards, terminals, storage tracks, railroad equipment, rolling stock, right-of-way acquisition, rail facilities, signaling, engineering and design, and environmental work directly associated with revenue carloads.

Rail Preservation eligible projects include improving shortline track and rail bridges to Class 2 Track Safety Standards (Federal Railroad Administration Title 49 Part 213 regulations); improving rail bridges to a minimum load limit of 286,000 pounds; and safety improvements such as railroad signalization and crossing surface upgrades.

Rail Industrial Access eligible projects include engineering, site preparation (including grading and drainage), track construction, track rehabilitation, track improvement, environmental mitigation, and mainline railroad switches. Funds

must be used to construct, reconstruct, or improve part or all the necessary tracks and related facilities directly associated with revenue carloads.

What Is Not Eligible

ALL PROGRAMS	Any passenger rail capacity expansions, operations or subsidies; railroad operating expenses; equipment to handle, store, process, load, or unload goods; and rail less than 115 pounds per yard.
RAIL INDUSTRIAL ACCESS ONLY	Relocation of utilities and acquisition of right-of-way.

Recommendation / CTB Approval

Using the WebGrants system, the DRPT Project Manager scores and evaluates each application using the criteria outlined above. During review, the DRPT Project Manager will request additional information from the applicant, if needed.

Based on the application review, scoring evaluation, and funding availability, DRPT develops recommendations for the CTB. The CTB will approve and allocate funds to specific projects in the SYIP. Once CTB has made selections, DRPT:

- Sends notification to the Applicants of CTB's decision
- Notifies the public of approved projects
- Posts approved FREIGHT and RPF projects on DRPT website (via online SYIP)



FREIGHT

APPLICATION CRITERIA

Align with State Goals: must meet at least one goal of the Statewide Rail Plan.

Network Expansion: must increase carload throughput through physical capacity expansion or improved operational capacity.

Minimum 30% Design: to ensure more accurate cost estimate and safeguard from cost overruns, 30% must be completed prior to application.

SCORING

□	0-7 Points	Benefit Cost Analysis
□	0-6 Points	Matching Funds
□	0-4 Points	Project Readiness
□	0-3 Points	Statewide Goals

20 Total



Rail Preservation

APPLICATION CRITERIA

All project applications must include 30% applicant matching funds and support state-of-good-repair on a Class III Virginia railroad.

Project work must at a minimum:

- Meet AREMA and/or FRA Track Safety Standards.
- Include new or AREMA Class 1 relay rail.
- AREMA 7-inch grade tie replacement specifications.
- AREMA Number 3 gradation ballast specifications.

SCORING

□	0-25 Points	State of Good Repair
□	0-10 Points	Maintain Operational Efficiency
□	0-3 Points	Aligns with State Priorities
□	0-5 Points	Critical Infrastructure
□	0-3 Points	Regional Economic Benefit
□	0-3 Points	Support Past Program Investments
□	0-3 Points	Support Past RIA Investments
□	0-10 Points	Cost Effectiveness
□	0-10 Points	Applicant Priority

72 Total



Rail Industrial Access

APPLICATION CRITERIA

- 30% Applicant Matching Funds
- New/Growing Business
- Industrial Rail Spur
- New / Rehab Construction
- Railroad Support
- Locality Support
- Continuing Maintenance Certification
- CTB Site Visit Offer

SCORING

□	0-20 Points	Annual Rail Carloads
□	0-20 Points	New Jobs
□	0-10 Points	DRPT Percent of Total Investment
□	0-10 Points	Private Percent of Rail Investment
□	0-20 Points	Local Unemployment
□	0-10 Points	Economic Development Area
□	0-10 Points	Usage of Shortline Railroad

100 Total

*Must score 50 or more points for project to be recommended to CTB

Grant Management

The grant management process safeguards Commonwealth funds through project execution, project work, and project closeout.

Project Execution

Contracting is a two-step process, an Agreement obligates funding to the Grantee; after further development of a project scope, schedule and budget, the Notice to Proceed (NTP) authorizes project construction. Prior to issuance of a NTP, bids for construction must be secured using Virginia Public Procurement Act procedures. (Procurement criteria included as an Appendix.)

Projects are governed by a Grant Agreement developed in consultation with the Office of the Attorney General (OAG). This Agreement outlines all terms and conditions of receiving funds, including common rules, procedures, and requirements for all projects and Grantees. The Agreement also includes project specific details regarding the specific scope and budget for the project. The language in the Grant Agreements is generally non-negotiable.

Costs incurred prior to execution of an Agreement are considered ineligible for reimbursement.

Notice to Proceed

The execution of the Grant Agreement serves as an initial, but limited, NTP by DRPT for the work associated with any initial planning or engineering to further refine the scope, schedule, and budget, or to order project materials in advance of construction. The Grantee may conduct stakeholder outreach, environmental planning and/or design and engineering in order to complete the detailed scope, schedule, and budget for construction. Once developed, the Grantee will submit an NTP request via WebGrants, including submission of the most up-to-date scope, schedule, and budget, for DRPT review and approval. Grantees must upload bids and the bid summary/award along with the NTP request.

Upon approval of the NTP, the Grantee is then authorized to proceed with construction.

Project Work

Project management is the responsibility of the Grantee, and all eligible grant expenses will be reimbursement based.

DRPT Oversight

DRPT maintains a project oversight role in grant projects and expects the Grantee to actively serve as Project Manager. DRPT will conduct site visits periodically throughout construction to monitor progress, ensure claims received are covered by

work completed in the field, and discuss any foreseeable risks with the Grantee's Project Manager. The Grantee is required to submit a project progress report with every claim that details the project status, indicating whether the project is on-schedule and on-budget, and identifying any potential risks to either budget or schedule.

Although any budget increases are the responsibility of the Grantee, a project schedule extension will be considered by the DRPT Project Manager on a case-by-case basis. Extension requests must be submitted in writing via the WebGrants Contract Amendment module.

Reimbursements / Claims

Using the WebGrants system, the Grantee will create and submit claims. The Grantee can submit claims as necessary based on project progress and expenditure rates; however, no more frequently than once every 30 days. The Grantee is responsible for choosing the correct project to claim against, noting the correct claim amount, and attaching supporting documentation prior to claim submission. DRPT will review the claim documentation to ensure charges are appropriate for project work; timesheets for labor and receipts for direct expenses have been included.

RIA Grantees will submit only one claim at the end of construction. Total capital investment, to include all costs associated with the move or expansion and rail costs, and the total number of jobs at the completion of construction are required with the RIA claim.

If the claim is accurate and properly documented, DRPT will approve and pay the claim according to the Virginia 30-day prompt pay guidance.

Project Closeout

The Grantee must complete the project according to the approved scope, schedule, budget, and agreements. Upon project completion, the Grantee has 90 days to submit the final claim to DRPT. DRPT conducts a final site visit, as necessary, and processes final payment. The Grantee is required to maintain and make available all documentation regarding project cost for a period of three years from the date of final payment from DRPT.

After ensuring that final payment has been processed and the project is complete, grantee is responsible for submitting a project closeout form in WebGrants.

Performance

Upon project completion, the Grantee has two primary responsibilities, maintaining the infrastructure for active service and reporting network activity (annual carloads) per the terms of the Agreement.

The Grantee is required to report its annual network activity, i.e., number of rail carloads per year and total employment for Rail Industrial Access Grantees. This enables DRPT to better understand the benefits of investing in the freight rail network and evaluate any future project applications from the Grantee. After project completion, project reporting is required for the following duration:

- FREIGHT: Six years or longer as determined by the BCA results
- Rail Preservation: Annually, while Grantee has active grants
- Rail Industrial Access: Three years
  - may be extended for an additional three years if necessary to meet contractual carload commitment

Contingent Interest

DRPT retains an ownership interest in the project improvements for a period of six years or longer as determined by the Benefit-Cost Analysis (BCA) results for FREIGHT projects and 15 years for RIA and RPF projects, as determined by the DRPT Director. This contingent interest in the improvements ensures the project work remains in service for the entire interest period at a state of good repair. Any change, sale or transfer of the project improvements must be approved by DRPT, per the terms of the signed Grant Agreement.



For More Information:
www.drpt.virginia.gov

drptpr@drpt.virginia.gov

Technical Appendices

Rail Industrial Access Application Evaluation & Scoring

Rail Industrial Access Application Evaluation

Applicant:	Date:
RR Service:	Evaluated by:
Locality:	Revised:

ELIGIBILITY

1. Resolution from the Local Governing Body supporting the project and requesting the Rail Industrial Access Funds
2. Location sketch showing the location of the site on an area map
3. Drawing of the proposed track project showing the clear point(s)
4. Signed maintenance and liability certification
5. **Virginia Substitute W-9** with federal ID number/EIN and DRPT Vendor sheet
6. Railroad support letter which documents that the railroad owning the main line to which the proposed access track will connect has agreed to:
   a) serve the industry or business
   b) approve and/or participate in the construction of the proposed access track
   c) make the facilities available for use by all common carriers using the railway system to which the industrial access track connects
7. Narrative MUST include:
   a) Background information about the business
   b) Statement of need describing how the grant will support rail service as a part of the project
   c) Why did you choose Virginia for your location / expansion?
   d) Are you growing existing business with the rail spur or seeking new markets (or both)?
   e) How does rail change your imports and exports?
   f) Currently, where are your products / materials coming from / going to?
   g) How will rail access change this? Where will products / materials come from / go to?
   h) What do you ship today (truck & rail)? How will rail access change this in the future?
   i) Coordination efforts with economic development (local, regional, or state) -- A letter from the Virginia Economic Development Partnership or a local or regional economic development agency will receive added points.
   j) Information regarding partnership with the Port of Virginia
8. Business Plan for new or "start-up" businesses

SCORING

Total Points: 0

Minimum Carload Requirement:

Range	Point Values	Application Data	Section Subtotals

1. Number of Annual Carloads

- Projected NEW annual rail carloads generated or handled by the facility.
- Minimum carload requirement is the least number of carloads Grantee must achieve in order to score 50 points.

a. 501 or greater	20		
b. 401 to 500	17		
c. 301 to 400	14		
d. 201 to 300	11		
e. 101 to 200	8		
f. 100 to 10	5		
g. under 10	0		
			Section Total:

2. Added Employment

- Number of direct jobs creaeted at the new or expanding facility

a. 101 or greater	20		
b. 76 to 100	17		
c. 51 to 75	14		
d. 26 to 50	11		
e. 25 or less	8		
f. 0	0		
			Section Total:

3. Transportation's Investment in Construction per Initial Capital Investment Cost

- Transportation portion of the overall investment; targets projects with a higher level of private economic investment
- "Total Investment" includes any facility construction / expansion (e.g. land acquisition, site preparations, building footprint, roadways and parking, goods handling and storage) as well as the eligible rail related construction
- "Requested" is the grant amount requested from the Commonwealth for rail development.

a. 0.03 or less	10		
b. 0.04 to 0.06	8		requested
c. 0.07 to 0.10	6		total Investment
d. 0.11 to 0.14	4		
e. 0.15 or more	2		
		#DIV/0!	Section Total:

4. Jurisdictional Unemployment Rate

- Compares the Local Unemployment Rate (LUR) to the State Unemployment Rate (SUR)
- Data source is the Bureau of Labor Statistics (https://data.bls.gov/lausmap/showMap.jsp;jsessionid=BD33509BF3CA41AE7874B60DD966ED0D._t3_06v)
- Calculated using the latest available time period on date of application review
- Calculation includes LUR - SUR (Ex.: LUR - SUR = 4.7 - 4.2 = 0.5, therefore in the (R + 0.9) or less category)

a. (R + 2.5) or greater	20		
b. (R + 2.0) to (R + 2.4)	17		LUR
c. (R + 1.5) to (R + 1.9)	14		SUR
d. (R + 1.0) to (R + 1.4)	11		
e. (R + 0.9) or less	8		
f. 0	0		
		0.0	Section Total:

5. Project included by Virginia Economic Development Partnership or the Local EDA

- VEDP or local Economic Development Authority support for the project (letter of support must be provided with application)

Yes	10	
No	0	
		Section Total:

6. Non-State Contributions to Track Construction

- Measures % of Local Match for the rail improvements only
- Excludes non-eligible costs associated with additional capital investment
- Minimum 30% required

a. 51% or greater	10		
b. 41% to 50%	8		local match
c. 31% to 40%	6		total project
d. 30%	4		
		#DIV/0!	Section Total:

7. Contributes to the long term viability of a shortline railroad

- Yes = facility is served by a Class 3 shortline railroad
- No = facility served by a Class 1 railroad (CSX/NS)
- Grantee must have railroad letter of support to be eligible

Yes	10	
No	0	
		Section Total:
		***Application Total:** **0**

*Any applicant receiving less than 50 points will not receive a favorable recommendation from staff, unless there are extenuating circumstances

NOTES:

*If an application scores 50 or more points and will be recommended for approval, the applicant must contact their local Commonwealth Transportation Board member to describe the project.

FREIGHT Application Evaluation & Scoring

FREIGHT Application Evaluation

Applicant:	Date:
Project Name:	Evaluated by:

ELIGIBILITY

1. Project is a network capacity expansion that increases rail carload throughput.
2. Project is ready for construction, with a minimum 30% complete at time of application. (N/A for design only application)
3. Project Aligns with at least one goal of the Statewide Rail Plan.
4. Project budget includes minimum 30% match from applicant

FREIGHT APPLICATION SCORE SHEET

Project Information			Budget: - 2 points for 30% match; - 3 points for 40% match; - 6 points for 50% match.						Benefit-Cost-Analysis: - 7 points to highest BCA; - 6 points to top 50th percentile; - 3 points to bottom 50th percentile; - 0 points for BCA ratio below 1.0. *Not applicable for design only applications			Project Readiness: - 2 points for 60% design complete; - 4 points for 90% design complete. *Not applicable for design only applications		Goal Alignment: - 1 point awarded for each goal met in Statewide Rail Plan - 3 point max	Prioritization: - Normalize score based on total score / total potential score - Rank projects based on normalized score - Recommendations based on rank and available funding			
Grantee	Project Name	Total Carloads	State Total	Match Total	Total	Split	Grantee Share	Matching Funds	BCA	BCA Rank	BCA Score	% Design	Project Readiness	State Goals	Score	Potential Score	Score Ratio	Score Rank
		-	$ -	$ -	$ -	#DIV/0!	#DIV/0!	#DIV/0!	-	#DIV/0!	#DIV/0!	0%	0	0	#DIV/0!	0	#DIV/0!	#DIV/0!
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TOTAL			$ -	$ -	$ -		#DIV/0!	0										

Rail Preservation Application Evaluation & Scoring

Rail Preservation Evaluation and Scoring

Applicant:	Date:
Project Name:	Evaluated by:

PHASE 1: PROGRAM ELIGIBILITY

CRITERIA	Points Possible	Point Thresholds	Scoring Guide Definition
Shortline Railway Preservation and Development	Yes / No	If No, project does not move to Scoring Phase	The Shortline Railway Preservation and Development Fund is intended to retrain, maintain, and improve the shortline railway network and support facilities for rail freigth service. The Program is focused on projects which: - Raise the Class of Track Safety Standards, and/or maintain Class 2 Track Safety Standards (Class 3 where passenger service exists); - Support 286K load capacity on bridges; - Improve reliability to serve existing and new customers - Retain shortline service as an essential asset for continued economic growth, vitality, and competitiveness in national and world markets.

PHASE 2: PRIORITIZATION CRITERIA

CRITERIA	Points Possible	Score		Definition of Criteria Point Levels
State of Good Repair	25	25	10 - Programmatic upgrade to other infrastructure only (ex. Crossings, bridges, yards, siding} 20 - Programmatic Rail and Tie Replacement -- Class 2 for freight service or Class 3 where passenger rail exists 25 - Programmatic upgrades to save a Railroad	**SOGR and Resiliency:** The RPF has its greatest impact on the shortline rail network through programmatic tie, rail, and surfacing projects, as well as bridge deck repair and upgrades. Statement of age and condition of asset being replaced will be required. Consideration will be given for assets at the end of their useful life. Programmatic Tie and Rail Replacements. Resiliency is measured through improving preparedness for external forces such as environmental conditions, weather, poor soils, drainage, trespassing, crossings, etc. Additional focus should be given to critical infrastructure such as bridges, tunnels.
Maintain Operational Efficiency	10	10	0 - Does not address operational efficiency 5 - New support facility to address new capacity needs 10 -Upgrading existing facilities	The project maintains the operational capacity to address existing congestion on the railroad and/or at railroad/highway crossings. Contrary to making capacity enhancements to serve new customers, operational capacity improvements relieve existing traffic congestion through upgrades to yards, installation or upgraded strategic support facilities (i.e. yard air, signal upgrades, continuous welded rail, strategic placement of sidings, transload facility}
Aligns with Additional State Priorities	3	3	0 - No priorities addressed 1 - Address at least 1 objective 2 - Address at least 2 objectives 3 - Address 3 or more objectives	Virginia engages in a long term planning process to outline its vision, goals and priorities for the future of the Virginia rail network. The Statewide Rail Plan enumerates these goals and objectives, and includes specific objectives relating to the shortline rail network. The project should align with at least one of the objectives outlined in the Statewide Rail Plan.
Critical Infrastructure	5	5	0 - (NO} Project does not include maintenance of critical infrastructure 5 - Risk of Failure - Project upgrades critical infrastructure of which the risk of failure would put the line out of service. (Preserve / save railroad}	Special consideration should be given to projects that maintain a State of Good Repair for critical infrastructure such as programmatic tie upgrades, bridges, tunnels. Especially, when maintenance of this infrastructure will save the line from discontinuing service. This category prioritizes critical infrastructure to reduce the risk / impact of failure.
Regional Economic Benefit	3	3	0 - Maintaining a competitive shortline operation: programmatic tie/rail replacement 1 - Potential Growth: Improves SOGR on a line with a site marketed by VEDP or a Local Economic Development Agency for new business 2 - Retaining business/realizing new truck diversion: Improves a line to capture existing truck traffic, or encourage an existing business to utilize the rail network 3 - High Growth Corridor: Improves a line to benefit expanding businesses and new customers on the line	Project realizes increased economic activity by improving the marketability of Virginia through the presence of an effective shortline railroad. Improving customer confidence in a shortline railroad can retaining a current businesses looking to relocate; enticing new business to locate in Virginia; reducing truck traffic by capturing existing truck shipments; improve the Virginia's businesses ability to compete in national and international markets.
Support Past RPF Projects and Investments	3	3	NO - 0 Points YES - 3 Points	The project should build on previous investments made within the network, ensuring a programmatic approach to preserving and improving State of Good Repair. A priority within the program is to ensure that improvements include a systemic approach and are not spot improvements.
Supports Rail Industrial Access Grant Investments	3	3	NO - 0 Points YES - 3 Points	Project supports an existing Rail Industrial Access Grant Project
TOTAL PRIORITIZATION	**52**	**52**		
PHASE 3: COST EFFECTIVENESS	10	10	10 - top 1/3 5 - middle 1/3 0 - bottom 1/3	Combined score of program goals and state initiatives per annual cost of project
PHASE 3: APPLICANT PRIORITY	10	10	10 - Applicant's top priority project 0 - Project not listed as top priority	
TOTAL SCORE	**72**	**72**		

Rail Programs Procurement Guidelines

Virginia Department of Rail and Public Transportation

Rail Programs Procurement Guidelines

July 2026

1. The Grantee is encouraged to obtain quotes from Small, Women, and Minority (SWAM) vendors if available for services under this contract. However, the Grantee is not required to use a SWAM vendor. The Virginia Department of Small Business and Supplier Diversity has a list of SWAM companies through their website vendor search located **https://directory.sbsd.virginia.gov/#/directory** . A quick search can be made from the database on this website using the keyword "Railroad" entered into the NIGP description field under the NIGP Code/Description tab. Of note, DRPT does not maintain this database and has no control over companies listed in the system or displayed by the search. The search engine produces more services than track construction including material suppliers and engineering consultants.

2. The goal of the agency's process is to encourage competition. For DRPT Grant Projects, the Grantee must use competitive sealed bidding. Negotiation is not part of this type of bidding. The reason negotiation is not permitted is that detailed engineering plans as well as specifications are expected to have been developed clearly defining the construction scope. Therefore, all contractors are bidding from the same set of plans and specifications.

The competitive sealed bidding process is standard for Rail Grant construction projects and cannot be waived due to the public funds involved.

The Grantee shall advertise the project in a newspaper or other mode of publication of general circulation for at least one day; online advertisement is allowable if the site allows access to the general public. The bidding period must remain open for at least 10 days to provide enough time for the bidders to respond. No contractor shall be excluded from bidding. Further review of site conditions is allowable provided all contractors are provided with the same opportunities and information.

3. Once bids have been received, the Grantee shall perform a public bid opening stating the company name; total price; and after all bids are open announcing the apparent low bidder. The Grantee can then review bids to ensure they encompass all aspects of the work. If there is a significant error in the apparent low bid, the contractor is allowed to withdraw their bid. Receiving the bids via a secured company website including passwords and posting the results on the Grantee's website is considered a permissible alternative. The public bid opening can be in person or online or conference call as long as the information is published. The date/time of public bid opening must be advertised along with the request for bids.

The Grantee shall submit a bid summary and the supporting bid documents from each contractor to DRPT for review prior to awarding the contract to the lowest responsive and responsible bidder. DRPT will respond via email.

The Grantee must award the project to the lowest responsive and responsible bidder, as stated in the Code of Virginia Section 2.2-4301(3)(b)(5). If the Grantee desires to award the contract to multiple bidders using individual divisions of labor, the bid documents must clearly identify these divisions and the Grantee's intent to potentially select multiple bidders.

The Grantee will log into their WebGrants account and create a Notice to Proceed request. Bids and bid summary must be uploaded here. The Notice to Proceed (NTP) is located in the Status Reports component. To create a new NTP, click on the grant, in the Grant Component list click on Status Reports, on the right click on the green bar – Add Status Report, click the down arrow at SubType and choose Notice to Proceed, complete the fields and upload your documents before marking as complete.

4. The Grantee and contractors are encouraged to use iron, steel, and manufactured goods used in the project which are produced in the United States. All material purchases for this project will be subject to the appropriate sales tax as these expenses are not considered exempt. In addition, prevailing wages and benefits identified under the Davis-Bacon Act are not required for state funded projects.

Engineering Checklist

Virginia Department of Rail and Public Transportation
FREIGHT Program Engineering Review Checklist

Purpose
The FREIGHT grant program administered by DRPT includes application scoring criteria for the level of project design completed at the time of application. As part of the review process, DRPT Engineering will review the plan submitted with the FREIGHT application and assess the percent of design complete.

Although each project design will be evaluated on a case-by-case basis, the following checklists include the general criteria used for DRPT's engineering review.

Conceptual Plan Submittal Checklist:

- Furnish Milepost and Line Segment in the Title Block, along with name of Industry and date of plan preparation. Contact information for engineering firm should also be included on plans.
- RR Milepost location and RR stationing information for switches on proposed RR tracks (Lat/Long information for power switch projects)
- Curvatures not exceeding 7-30 (unit train) or 10-00 (manifest) without RR Approval
- Design will conceptually allow grades not exceeding 0.5% on receiving/departure tracks
- Design will conceptually allow grades not exceeding 1.5% on any tracks
- Track centerline distances from RR mainline and for inspection roads & ATV inspection paths
- Switch sizes for all switches
- Culverts to be abandoned/extended/replaced for those under RR tracks
- Designated unit train receiving/departure tracks and/or manifest tracks
- Added tracks across existing RR at grade crossings, or additional crossings proposed across public roadways
- Additional bridges next to existing RR infrastructure
- Distances from proposed turnouts to existing critical RR infrastructure
- To abutments of RR bridges
- To the edge of RR crossings
- To the closest start of RR curve (i.e. the distance from the spiral to the PSw/last long tie)
- Basic property limits & railroad Right of Way lines
- Graphical operating plan including but not limited to loading and unloading tracks, loop tracks, etc.
- Include a description of work to be performed by RR. Example: “Construct 185 track feet including a #11-141 lb. turnout from point of switch to clearance point, raise railroad pole line, adjust signals.”
- Include a description of work to be performed by the contractor. Example: “Construct remaining trackage from clearance point to end, place wheel stops, install plank crossing and signs, perform all grading, install all drainage structures, install double switch point derail, provide electrical service to a point opposite the proposed switch locations.”
- Include a list of track materials to be used by the contractor. Example: “115-lb continuous welded rail (CWR) on #4 new cross-ties, #11-115lb AREMA standard turnouts, 32-ft full depth timber crossing planks to be placed in new construction.
- Effective track capacities of proposed/modified tracks as measured from clear points and including any necessary setbacks (derails, clearance points such as grade crossings, end-of-track, etc.)
- For hazardous shipments, design follows Association of American Railroads Circular No. OT-55, “Recommended Railroad Operating Practices For Transportation of Hazardous Materials”
- Variances requested in writing to be approved (of FRA, AAR, AREMA, Class I design criteria, etc.). Only RR-approved variances to be shown on conceptual layout. Submit approved variances with concept plans.

- **30% Design Drawings Submittal Checklist:**

- 30% checklist with conceptual checklist included
- Track Plan alignment included
- Dimension from proposed RR switch locations to an identifiable fix object in the field (For practicality, shall be in the direction of the track)
- Derail location stationing, left or right-hand derail, and derail type
- Crossing location(s) with stationing and width included
- PC/PT stationing on all curves included
- Curvature information on all curves included
- clearance point stationing included (e.g., for manual switches, derails, turnouts, etc.)
- Point of switch stationing included (PSw)
- End of track stationing and structures included
- Culvert/other pipe crossings included
- Location of connection structures to existing drainage systems
- Access roadway information called out
- Turnout pad sizes called out
- Turnarounds/Access at turnout pad determined
- Track profile plan included
- Vertical curves included
- Vertical curves geometry (grade, length, PVC, PVI, PVT, rate of change, etc.)
- Culvert/other pipe structures included on profile and cover & depth noted
- Cover information on culvert/other pipe structures to top of subgrade & base of rail
- RR construction coordination sheet for power turnout projects (One page blow up sheet of pad size, signal house locations, key asset locations such as the derail and the signal locations)
- Cross section drawings with typical sections, rail and ballast gradation(s) included
- Grading limits plan
- Survey monuments/control point locations
- Utility relocates on the RR right-of-way with owner information
- Utility relocates off of RR right-of-way with owner information
- Separate sheet for each public crossing proposed / modified including information
- Distance from turnouts to nearest crossings
- Crossbucks locations / Lights & gates locations
- Access roadway locations
- Signal house locations (if applicable)
- Distance between multiple track crossings (if applicable)
- DOT # (if crossing exists)
- Queuing distance from adjacent roadways (if applicable)
- Contour information of surrounding terrain (use light gray lines for contours)
    - At least 300’ on each side parallel to the direction of the track
    - At least 100’ on each side parallel to the direction of the roadway
- City, county, and governing roadway authority information

- **90% Design Drawings Submittal Checklist:**

- 90% checklist with 30% checklist included
- Clearance submittal for all structures coming within 15’ of the centerline of the closest track
- Clearance submittal for all structures crossing above any track in the facility
- Finalized drainage plan
- Culvert extensions finalized
- Culvert locations finalized with cover information requested in 30%
- Line drawings for all pipe crossings/drainage structures under existing or proposed tracks that will be impacted by the project
- Pre-project drainage pattern with pre-project terrain contours
- Post-project drainage pattern with (if available, include post-project terrain contours)
- Finalized access roadway plan
- Final turnout pad access routes
- Final crossing locations internal to facility
- Structure locations included (i.e. building sheds, catwalks, etc.)
- Hydraulic and Hydrological (H&H) studies included in submittal (if required)
- 100% signed and sealed plans for structures included (Only structures that affect track stability or track clearance will require reviews. E.g. pit plans, shed plans, catwalks, etc.)
- Details for transitions between track sections (concrete, steel, industry, mainline)