



MEMO

February 11, 2016

To: District Engineers

From: William L. Hale, P.E.
Chief Engineer

Subject: Standard Operating Procedures (SOP) for Item 8 Delayed Start Provisions

As presented and discussed in our most recent Engineering Operations meeting this past January 2016, the letting of projects with outstanding right of way and utilities often compromises the construction contractor's ability to aggressively execute the construction work. Therefore, beginning with the April 2016 letting, the implementation of the Standard Operating Procedures regarding the delayed start work provisions will be required for projects as described in the attached SOP.

Since the deadline for submitting any delayed start work requests for the April through June lettings has passed, we are attaching, for your use, the following lists of April and May projects derived from DCIS with a possible delayed start work provision. Please submit a request for these projects, if required, along with a management plan to your DES - Field Coordination Engineer as soon as possible. Note, at this time, the June project list is not available since the approved let dates have not yet been entered in DCIS. For these projects, your staff will first need to verify if a delayed start work provision will be included and then submit a request if required.

Our intent is to focus on making better decisions during project development and thus minimizing the number of construction projects with outstanding right of way, utilities or unexecuted agreements. With the implementation of this SOP, our goal for delivering projects through the construction phase more quickly and efficiently will be enhanced.

Your continued effort in implementing this new project development process is much appreciated. Thank you for your leadership as we become a best in class state agency.

Attachments

CC: Marc D. Williams, P.E., Director of Planning (Interim Deputy Executive Director)
Randy C. Hopmann, P.E., Director of Urban and Rural District Operations
Mark A. Marek, P.E., Director of Engineering Operations
Gregg A. Freeby, P.E., Director, Bridge Division
Tracy Cain, P.E., Director, Construction Division
Rene Garcia, P.E., Director, Design Division
Brian D. Ragland, CPA, Director, Finance Division
Gus Cannon, CTCM, Director, Right of Way Division
Carol Rawson, P.E., Director, Traffic Operations Division
James W. Koch, P.E., Director, Transportation Planning/Programming Division

OUR GOALS

MAINTAIN A SAFE SYSTEM ▪ ADDRESS CONGESTION ▪ CONNECT TEXAS COMMUNITIES ▪ BEST IN CLASS STATE AGENCY

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Engineering Operations Standard Operating Procedure

SOP Subject: Item 8 Delayed Start Provisions in Construction Contracts

Purpose

To establish guidelines for right of way, utility, material processing, and manufacturing delayed start provisions in construction contracts to minimize the number of projects let with delayed starts. By proceeding to letting with no project delayed start provisions, the opportunity to utilize accelerated construction techniques becomes feasible.

Responsible Personnel

District Engineers and staff. Directors of DES, CST, FIN, ROW, TPP, TRF, BRG and staff.

Procedures

- 1) Project schedules will include adequate time for right of way acquisition, relocations, hazardous material removal, remediation, material processing, railroad coordination, and utility relocations prior to letting through effective project management.
- 2) Delayed start work provision requests for right of way acquisitions, relocations, hazardous material removal, remediation, railroad coordination, or utilities will require a management plan to demonstrate how these activities will not impact construction operations.
- 3) Districts (DE, DDE, or TPD) will send delayed start work provision memorandum requests and management plans to DES – Field Coordination Engineer for routing and approval by Administration one week prior to FIN posting candidate list of projects for letting according to the PS&E Review and Processing Schedule on Letting Management’s webpage <http://crossroads.org/fin/Guidance/LettingManagement.htm>
- 4) Upon approval by Administration, the project may proceed with the letting processing schedule.
- 5) Delayed start work provisions for material processing or contractor mobilization cost saving initiatives shall not exceed 90 days unless prior approval is granted by Administration.
- 6) Standard delayed start work provisions for manufactured items such as, signal poles and mast arms, luminaires, high mast lighting assemblies, bridge beams, etc. are an exception to this SOP. Note: Seal Coat, ACP overlay, and microsurfacing only projects are also exempted from this SOP.
- 7) Responsibility for this SOP is assigned to the Director of DES.

Definitions

A management plan is a written, logical construction activity description with schedule, right of way/relocation/encroachment/utility/railroad certifications and a selected item 8 delayed start provision template which clearly demonstrates reasonable construction progression of the project.

Duration/Update

This Standard Operating Procedure will remain in effect until revised or rescinded

Submitted for Approval	Rene Garcia, P.E. Director of Design Division
Review Authority	Randy Hopmann, P.E. Director Urban and Rural Districts
Approval Authority	William Hale, P.E. Chief Engineer

DELAYED START PROVISION REPORT FOR APPROVED APRIL '16 LETTING

DISTRICT	CSJ	PROJECT NUMBER	APPROVED DATE	BID ITEM NUMBER	SPECIAL PROVISION	DELAY
BEAUMONT	0028-03-103	STP 2016(932)HES	04/2016	8	10	180 days
BEAUMONT	0200-07-052	STP 2016(945)HES	04/2016	8	10	180 days
BRYAN	0643-05-027	BR 2016(971)	04/2016	8	3	90 days
DALLAS	0261-02-076	STP 2016(981)HES	04/2016	8	3	90 days
DALLAS	0581-01-141	STP 2016(983)HES	04/2016	8	3	90 days
DALLAS	1289-01-029	BR 1602(046)	04/2016	8	9	150 days
DALLAS	1494-03-001	C 1494-3-1	04/2016	8	3	90 days
HOUSTON	0502-01-212	NH 2016(415)	04/2016	8	2	60 days
HOUSTON	0912-70-091	BR 2014(555)	04/2016	8	2	60 days
HOUSTON	0912-72-315	STP 2014(142)TE	04/2016	8	3	90 days
PARIS	0009-09-081	STP 2000(825)TE	04/2016	8	3	90 days
SAN ANGELO	0463-04-025	NH 2016(901)	04/2016	8	3	90 days
SAN ANTONIO	0017-10-273	BR 2016(406)	04/2016	8	10	180 days
YOAKUM	0840-05-021	STP 2016(966)HES	04/2016	8	3	90 days

DELAYED START PROVISION REPORT FOR APPROVED MAY '16 LETTING

DISTRICT	CSJ	PROJECT NUMBER	APPROVED DATE	BID ITEM NUMBER	SPECIAL PROVISION	DELAY
DALLAS	0092-03-049	CM 1602(105)	05/2016	8	3	90 days
FORT WORTH	0747-04-069	STP 1602(116)HES	05/2016	8	2	60 days
HOUSTON	0027-15-026	STP 2016(729)	05/2016	8	2	60 days
HOUSTON	0271-09-022	CC 271-9-22	05/2016	8	3	90 days
HOUSTON	0912-31-301	STP 1602(077)	05/2016	8	2	60 days
ODESSA	0292-06-030	STP 1602(050)	05/2016	8	3	90 days
YOAKUM	0913-09-076	BR 1502(198)	05/2016	8	3	90 days