



TXDOT OPPORTUNITIES IN THE HOUSTON AREA

Instructions for New Contractors
Construction Division



Table of Contents

1	Leading up to Contracting	3 - 4
2	Contract Letting	5 - 6
3	Finding Business Opportunities	7 - 12
3	Contract Award	12 - 15
4	Contract Execution	17 - 18
5	Completing the Work	19 - 21
6	Contact Information	22



LEADING UP TO CONTRACTING



Leading Up To Contracting

- Prequalification
- Proposal Request
- Bid Submittal
- Contract Letting
- Contract Award
- Contract Execution
- Completing Work

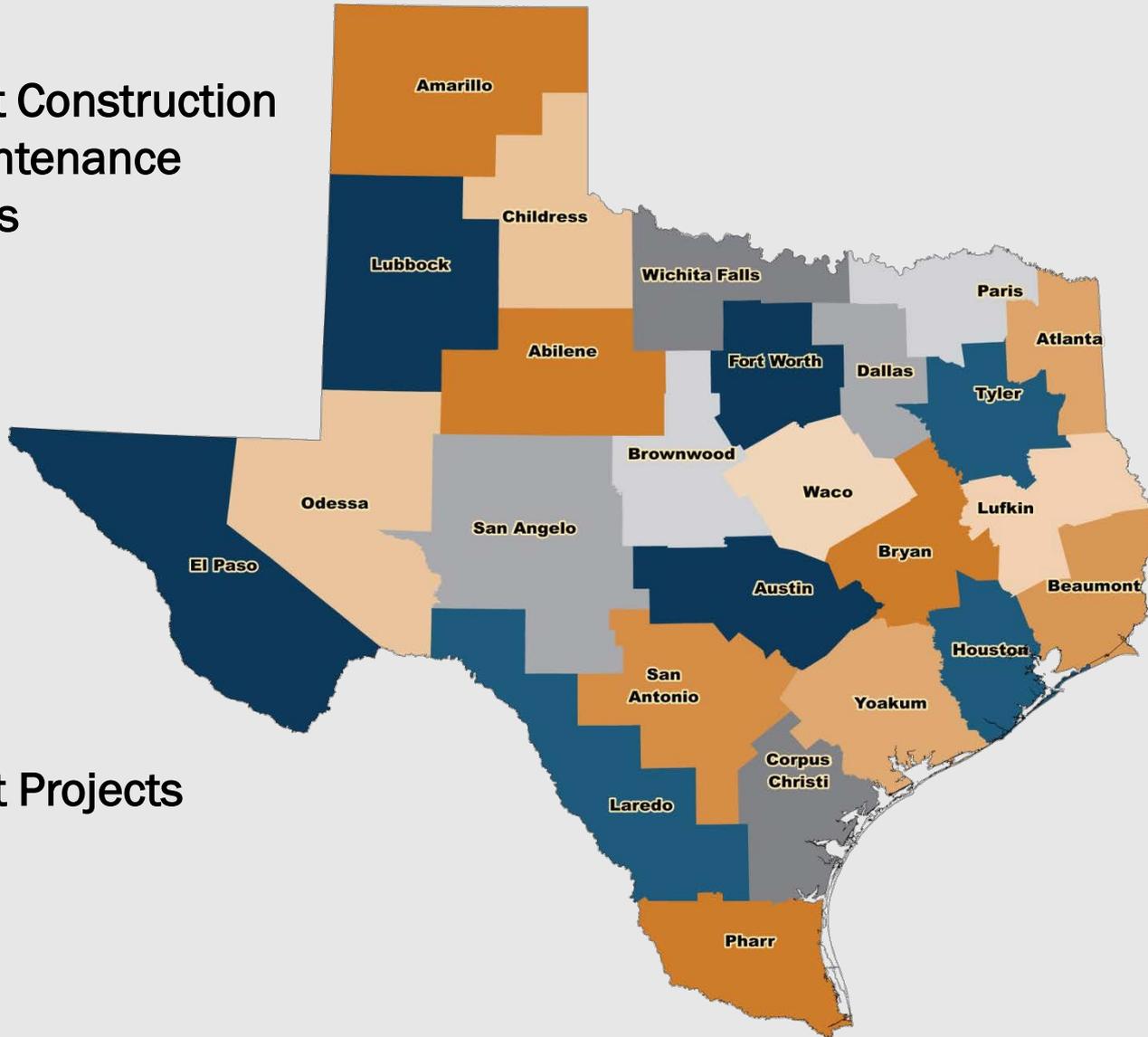


CONTRACT LETTING



Contract Letting

State Let Construction
and Maintenance
Contracts



Local Let Projects



FINDING BUSINESS





Where to find the business

- Business Opportunities Made available on the TxDOT website

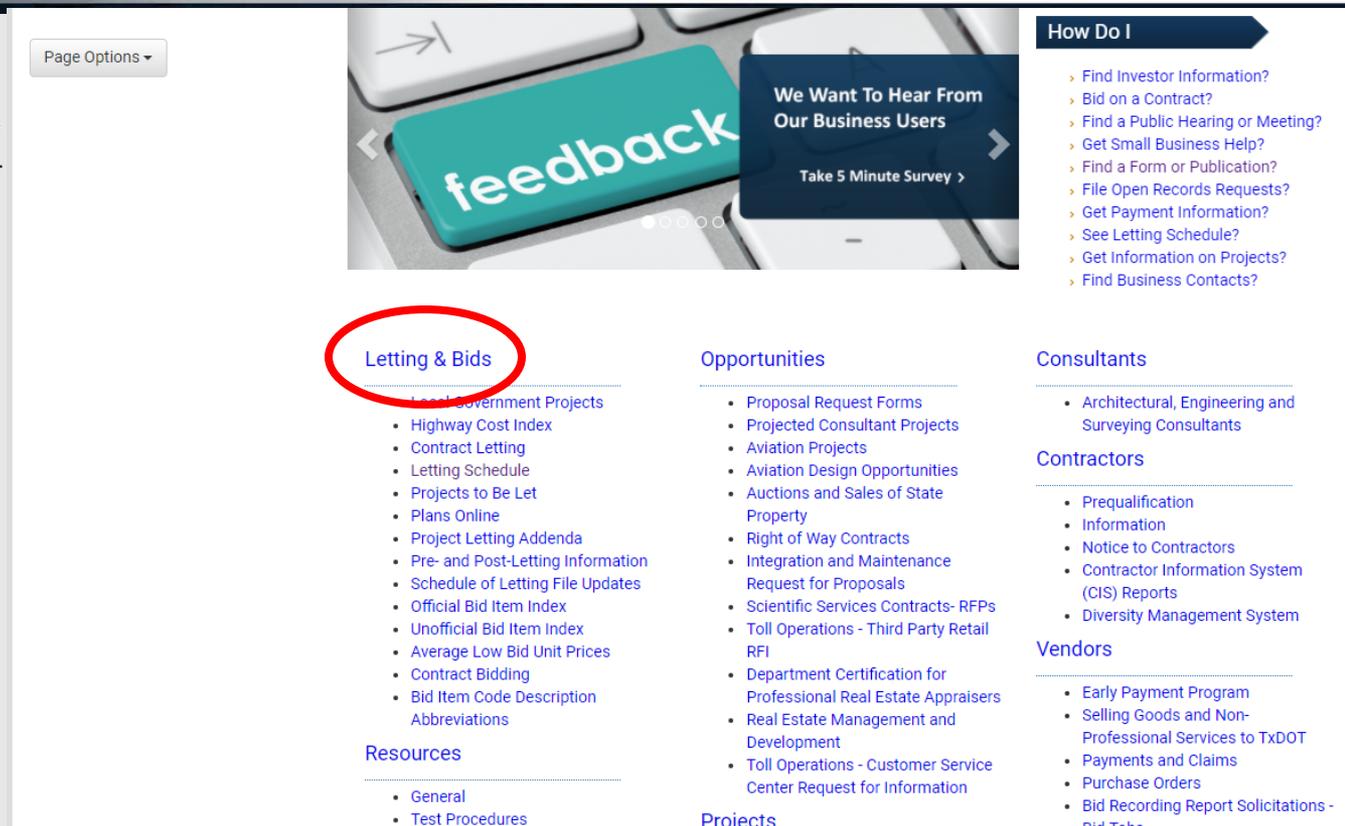
The screenshot shows the Texas Department of Transportation website. At the top, there is a navigation bar with the following links: [A - Z Site Index](#) | [Contact Us](#) | [Español](#). Below this is a search bar labeled "Search TxDOT" and a magnifying glass icon. The main navigation menu includes: [Driver](#) | [Government](#) | [Business](#) | [Inside TxDOT](#) | [Careers](#). The "Business" link is circled in red. Below the navigation is a large banner image of a highway with a blue overlay box containing the text "Top 100 Most Congested Roads" and "Which Roads are the Most Congested? >". Below the banner are four content cards: "Driver" (with a woman driving), "Government" (with a star and a man), "Business" (with a woman and the word "Business" circled in red), and "Careers" (with a group of people). At the bottom, there are sections for "DriveTexas™" (with a logo and text "Get highway road conditions information."), "Traffic Cameras" (with a camera icon and text "Get live traffic camera information."), and "Looking for These?" (with a small image and text "Read about the work of the Texas Transportation Commission." and a link "View highway projects on a map").

<https://www.txdot.gov/business.html>

Finding Business Opportunities

Letting & Bids

- <https://www.txdot.gov/business/letting-bids.html>



The screenshot shows the TxDOT website interface. At the top right, there is a 'Page Options' dropdown and a 'How Do I' menu with links like 'Find Investor Information?' and 'Bid on a Contract?'. Below this is a banner for a survey: 'We Want To Hear From Our Business Users' with a 'Take 5 Minute Survey' button. The main navigation menu includes 'Letting & Bids' (circled in red), 'Opportunities', 'Consultants', 'Contractors', and 'Vendors'. The 'Letting & Bids' section lists various links such as 'Local Government Projects', 'Highway Cost Index', 'Contract Letting', 'Letting Schedule', 'Projects to Be Let', 'Plans Online', 'Project Letting Addenda', 'Pre- and Post-Letting Information', 'Schedule of Letting File Updates', 'Official Bid Item Index', 'Unofficial Bid Item Index', 'Average Low Bid Unit Prices', 'Contract Bidding', and 'Bid Item Code Description Abbreviations'. The 'Resources' section includes 'General' and 'Test Procedures'. The 'Opportunities' section lists 'Proposal Request Forms', 'Projected Consultant Projects', 'Aviation Projects', 'Aviation Design Opportunities', 'Auctions and Sales of State Property', 'Right of Way Contracts', 'Integration and Maintenance Request for Proposals', 'Scientific Services Contracts- RFPs', 'Toll Operations - Third Party Retail RFI', 'Department Certification for Professional Real Estate Appraisers', 'Real Estate Management and Development', and 'Toll Operations - Customer Service Center Request for Information'. The 'Projects' section is partially visible at the bottom.

<http://www.dot.state.tx.us/business/bt.htm>

Finding Business Opportunities

TEXAS DEPARTMENT OF TRANSPORTATION

A - Z Site Index | Contact Us | Español

Search TxDOT

Driver | Government | **Business** | Inside TxDOT | Careers

Business | Consultants | Contractors | Vendors | **Letting & Bids** | Opportunities | Projects | Training | Resources | Partnerships

Letting & Bids

- Local Government Projects
- Highway Cost Index
- Contract Letting >
- Letting Schedule
- Projects to Be Let
- Plans Online
- Project Letting Addenda
- Pre- and Post-Letting Information
- Schedule of Letting File Updates
- Official Bid Item Index
- Unofficial Bid Item Index
- Average Low Bid Unit Prices
- Contract Bidding
- Bid Item Code Description Abbreviations

Page Options

Letting and Bids

Home > Business

Before a project can be bid on by a business, TxDOT must let it, or make it available for bidding. The letting and bidding process with TxDOT allows the Agency to get the most competitive pricing on a project and allows multiple businesses to compete for business with TxDOT.

Pre-Letting

- Letting Schedule
- Plans Online
- Notice to Contractors
- Local Government Projects
- List Showing Order of Bids
- Delayed or Rescheduled Projects
- Proposals Request
- Bid Addenda Information

Post-Letting

- State Let Construction and Maintenance Projects Bidders List
- Local Let Maintenance Projects Bidders List
- Awarded or Rejected State Projects
- Awarded or Rejected Local Projects

Prepare to Bid

- Bid Tabulations and Bid Totals
- Estimating Information
- Invitations for Bids and Requests for Offers/Proposals
- Special Bid Items
- Contractor Prequalification
- Bid Proposal Request System -

Bidding

- Bid Opportunities Program
- Electronic Bidding System (ICX)
- Official Bid Item Index
- Unofficial Bid Item Index
- Estimator Converter Utility Program and Catalogs
- Checklist for Submitting Bids

<https://www.txdot.gov/business/letting-bids.html>

Finding Business Opportunities

[A - Z Site Index](#) | [Contact Us](#) | [Español](#)



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Notice to Contractors

Special Notice to Contractors - Bid Proposal Request System

To streamline contractor access to bidding functions, TxDOT has integrated the Bid Proposal Request System (BPRS) into the integrated Contractor Exchange (iCX), our electronic bidding system. BPRS will continue to run concurrently with iCX.

Learn more about the [Electronic Bidding System](#).

Special Notice to Contractors - E-Verify Affirmation Requirement Effective for October 2017 Contracts

Effective with all October 2017-let projects, all prime contractors and subcontractors on construction and maintenance projects must submit documentation affirming registration and participation in the Department of Homeland Security's E-Verify system.

Learn more about the [E-Verify affirmation requirement](#).

Special Notice to Contractors - Important Policy Change Effective Sept. 1, 2017

Effective Sept. 1, 2017, the Notice to Contractors will only be available electronically by email subscription and posted on the [TxDOT website](#). The Texas Department of Transportation will no longer mail copies of the Notice to Contractors after August 2017.

For all entities meeting the requirements of 43 Texas Administrative Code §9.13, TxDOT will email the Notice to Contractors to the primary email contact on file for the company, to every iCX (Integrated Contractor Exchange) user email address, and all DMS (Diversity Management System) user email addresses.

To promptly receive the Notice to Contractors, please ensure a valid email address is on file for your company. If you would like another user to receive the notifications, please contact your internal iCX Administrator and have them create an additional user account for notification purposes.

[Contract Letting](#)

Updated Tuesday, May 01, 2018 @ 6:31:00 PM (CST)

[Notice Text File](#)

[Notice for June 2018 Letting](#)

- [State Let Construction Contracts June 2018](#)



TEXAS DEPARTMENT OF TRANSPORTATION

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[Contract Letting](#)

Updated Wednesday, May 02, 2018 @ 6:30:55 PM (CST)

[Notice Text File](#)

[Notice for June 2018 Letting](#)

- [State Let Construction Contracts June 2018](#)
- [State Let Maintenance Contracts June 2018](#)
- [Local Let Maintenance Contracts June 2018](#)

[Notice for May 2018 Letting](#)

- [State Let Construction Contracts May 2018](#)
- [State Let Maintenance Contracts May 2018](#)
- [Local Let Maintenance Contracts May 2018](#)



<http://www.dot.state.tx.us/business/ntc.htm>

Finding Business Opportunities

Local Let Maintenance Contracts For May 2018



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[A - Z Site Index](#) | [Contact Us](#) | [Español](#)

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Local Let Maintenance Contracts For May 2018

[Link to Unofficial Bid Item Index - Projects 42 to 21 days away from Let Date](#)

[Link to Official Bid Item Index - Projects up to 21 days or more away from Let Date](#)

* = Mandatory Pre-Bid Conference, see either Official or Unofficial Bid Item Index pages for further information.

[Help Page For Opening CSJ or UCSJ File Links Under Control CSJ Column](#)

Updated Tuesday, May 01, 2018 @ 6:31:00 PM (CST)

Local Let Maintenance Contracts For May 2018 (Total Projects: 31)

District	County	Highway	Type of Work	Let Date	Project No.	Control CSJ	Est. Cost	Waived/Federal
Laredo	Dimmit	US0083	MOWING OF HIGHWAY RIGHT OF WAY	05/03/18	RMC - 633068001	6330-68-001	\$286,634.00	W
Laredo	Duval	US0059	MOWING OF HIGHWAYS RIGHT OF WAY	05/03/18	RMC - 633064001	6330-64-001	\$190,830.00	W
Laredo	Val Verde	SS0239	LANDSCAPE MAINTENANCE	05/03/18	RMC - 632294001	6322-94-001	\$11,800.00	W
Dallas	Dallas	IH0030	TREE TRIMMING AND BRUSH REMOVAL	05/08/18	RMC - 632557001	6325-57-001	\$249,999.00	W
Dallas	Dallas	SH0078	TREE TRIMMING AND BRUSH REMOVAL	05/08/18	RMC - 632558001	6325-58-001	\$138,781.00	W
Dallas	Denton	US0380	CULVERT EXTENSION/REPLACING	05/08/18	RMC - 632550001	6325-50-001	\$49,681.40	
Houston	Brazoria	SH0288	BRIDGE REPAIR	05/08/18	BPM - 632876001	6328-76-001	\$253,855.89	W
Houston	Galveston	SH0087	_LANDSCAPE MAINTENANCE SERVICES	05/08/18	RMC - 632760001	6327-60-001	\$65,100.00	W
Houston	Galveston	FM0517	DITCH CLEANING AND RESHAPING	05/08/18	RMC - 632995001	6329-95-001	\$299,825.00	W
Houston	Galveston	FM0518	FULL DEPTH CONCRETE REPAIR	05/08/18	RMC - 633001001	6330-01-001	\$243,630.16	W
Houston	Harris	SL0008	DITCH CLEANING AND RESHAPING	05/08/18	RMC - 632903001	6329-03-001	\$299,650.00	W
Houston	Montgomery	IH0045	REFL PAV MRKGS (GRAPHICS)	05/08/18	RMC - 632635001	6326-35-001	\$198,242.75	W



<http://www.dot.state.tx.us/insdtdot/orgchart/cmd/cserve/notice/ntcllm1.htm>



CONTRACT AWARD



Contract Award

Texas Transportation Commission Meeting

- Last Thursday each month
- State Let contracts
- Conditionally Awards
- Rejects some projects
 - Price or other considerations
- State Let contract results:
<http://www.txdot.gov/insdot/orgchart/cmd/cserve/results/awarded.htm>
- Spec Book
 - Item 3, Section 1
- Awarded at the District level
- Local Let maintenance contract results:
<http://www.txdot.gov/insdot/orgchart/cmd/cserve/results/awardedl.htm>

TEXAS DEPARTMENT OF TRANSPORTATION

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Letting & Bids

Local Government Projects

Highway Cost Index

Contract Letting >

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Prepare to Bid	Bidding
<ul style="list-style-type: none">• Bid Tabulations and Bid Totals• Estimating Information• Invitations for Bids and Requests for Offers/Proposals• Special Bid Items• Contractor Prequalification• Bid Proposal Request System -	<ul style="list-style-type: none">• Bid Opportunities Program• Electronic Bidding System (iCX)• Official Bid Item Index• Unofficial Bid Item Index• Estimator Converter Utility Program and Catalogs• Checklist for Submitting Bids

Contract Award

Delay of Award

- C&M Agreement
- Notice of Financial Clearance
- DBE Approval
- E-Verification

- Award
- Award Letter
 - 15 day turnaround
 - Instruction Sheet
- Contract documents
 - Bound contract
 - Conformed contract
 - Surety copy
 - Memo of special requirements
 - Railroad
 - Right of Entry
 - Railroad Insurance
 - Warranty
 - Bond/Manufacturer's Bond

Texas Department of Transportation (TXDOT) State Let Construction & Maintenance Contracts Additional Instructions for CONTRACTORS and SURETY Company

CONTRACTS AND BONDS

- Contracts must **NOT** be disassembled for any reason.
- CONTRACTOR must execute and return contracts within **15 days** of receiving award letter (ONE bound contract and ONE conformed contract) and BONDS in INK.
- CONTRACTOR must sign and date the Signature Page, Performance Bond and Payment Bond.
- The bond(s) in the contract must be executed (including their signature and date signed) by a corporate surety company authorized to write Fidelity and Surety Bonds for public works in the State of Texas, and for contracts greater than \$100,000 such SURETY must be listed in the current issue of the Federal Register, Dept. of Treasury list and must show adequate bonding capacity for the size of the contract. SURETY must execute Bonds in INK.
- SURETY may date bonds and Powers of Attorney; however, they cannot be dated past the due date of the contracts.
- A Power of Attorney, showing that the SURETY's officer or attorney in fact has the authority to sign the bonding obligations, **must be impressed with the corporate seal and attached behind the payment bond in each contract. In addition, the SURETY should attach a Bond claim notice.**
- Corporate seal of the SURETY must be **embossed** on all bonds and also the Powers of Attorney. Water seals and stamp facsimile are not acceptable.

INSURANCE

- Please verify the required insurance information is on file and current with TXDOT and the contract requirements. New or updated information will need to be submitted by the **insurance agent** by completing the appropriate TxDOT Certificate of Insurance, Form 1560. The form can be accessed at the following link:
<http://www.txdot.gov/inside-txdot/forms-publications/consultants-contractors/forms/contractors.html>
Completed forms can be submitted to CST_Insurance@txdot.gov

TEXAS ETHICS COMMISSION COMPLIANCE

- **Effective January 1, 2016**, CONTRACTORS are required to submit Texas Ethics Commission form 1295 for all projects. The form can be accessed at the following link:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
This form must be signed and notarized (to enable TXDOT to acknowledge it online) and returned, along with all other contract documents, in the mail. An electronic copy can be emailed to CST_Contracts@txdot.gov but if doing so, in the subject field please reference CONTRACTOR's Business Name, applicable CSJ and contract #.

MAIL

Return all contract documents prior to 5:00 PM on the due date shown on the award letter. If the contract due date is on a weekend or holiday, the contract is due the first business day following the weekend or holiday. A duplicate contract will be returned to the CONTRACTOR when fully executed by the State. If the Contractor fails to comply with all of the requirements in Article 3.4., "Execution of Contract," the proposal guaranty will become the property of the State, not as a penalty, but as liquidated damages. The Contractor forfeiting the proposal guaranty will not be considered in future proposals for the same work unless there has been a substantial change in design of the work.

Send contract documents to:

TEXAS DEPARTMENT OF TRANSPORTATION
CONSTRUCTION DIVISION CONTRACT PROCESSING
200 EAST RIVERSIDE DR.
AUSTIN, TEXAS 78704-1287

ASSISTANCE

- For questions or assistance call Contract Processing @ 512-416-2540 or email CST_Contracts@txdot.gov

E-Verify

What is it?

- U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization.
- Internet-based system
 - Compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility
- Enforcement as a result of Senate Bill 312
- Effective October 2017 and thereafter
- Register here:

<https://www.uscis.gov/e-verify>

Requirements:

- TxDOT Awards contracts only to registered Contractors
- Required of Contractors and their Subcontractors
- Must remain registered through the life of the contract
- TxDOT monitors compliance for the life of the contract

Requirements are met when:

- Upon registration the DHS E-Verify system creates an E-Verify Memorandum of Understanding (MOU)

For more information:

<http://www.txdot.gov/business/letting-bids/letting/e-verify.html>



CONTRACT EXECUTION



Contract Execution

Requirements:

- Return within 15 days
- Authorized Contractor signature
- Executed Performance and Payment Bonds
 - Power of Attorney
 - Claims Page
- Special requirements
 - Railroad
 - Right of Entry
 - Railroad Insurance
 - Warranty Bond/Manufacturer's Bond
- Ethics Commission 1295 Cert

Spec Book

- Item 3, Section 4

Requirements met:

- Bound contract to Contractor
- District notification



COMPLETING THE WORK

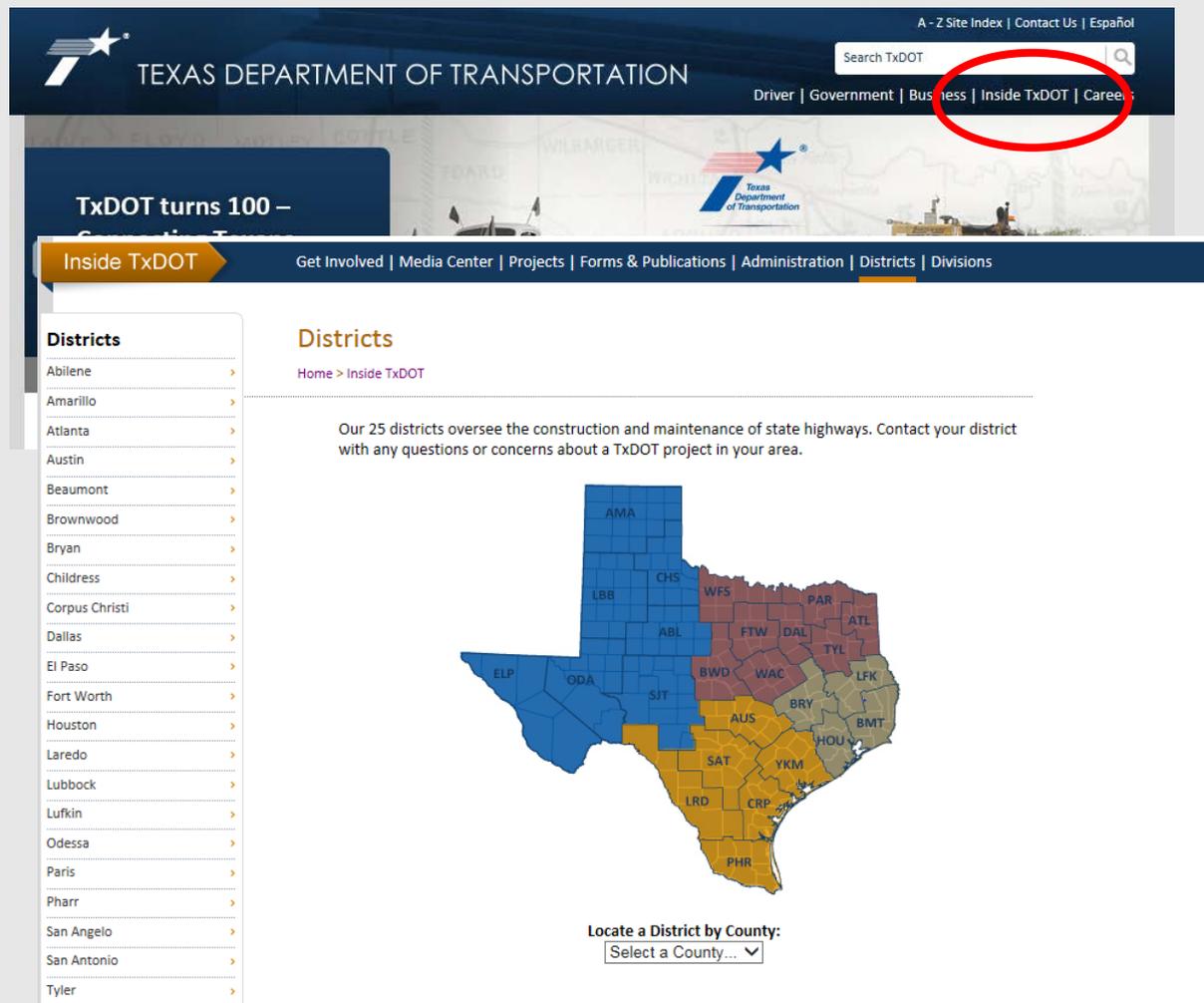


Completing the Work

Contract management

– District

- Preconstruction Meeting
- Project schedule
- List of Material suppliers
- Administration
- Completion of work



The screenshot shows the Texas Department of Transportation website. The header includes the TxDOT logo and navigation links: "A - Z Site Index | Contact Us | Español". A search bar is located in the top right corner, with the text "Search TxDOT" and a magnifying glass icon. Below the header, there is a banner for "TxDOT turns 100 -" and a navigation menu with links: "Get Involved | Media Center | Projects | Forms & Publications | Administration | Districts | Divisions". The main content area is titled "Districts" and features a list of 25 districts on the left side, each with a right-pointing arrow. The districts listed are: Abilene, Amarillo, Atlanta, Austin, Beaumont, Brownwood, Bryan, Childress, Corpus Christi, Dallas, El Paso, Fort Worth, Houston, Laredo, Lubbock, Lufkin, Odessa, Paris, Pharr, San Angelo, San Antonio, and Tyler. To the right of the list, there is a section titled "Districts" with a sub-link "Home > Inside TxDOT". Below this, there is a paragraph: "Our 25 districts oversee the construction and maintenance of state highways. Contact your district with any questions or concerns about a TxDOT project in your area." Below the paragraph is a map of Texas divided into 25 colored regions, each labeled with a three-letter district code. Below the map, there is a section titled "Locate a District by County:" with a dropdown menu labeled "Select a County...".

<http://www.txdot.gov/inside-txdot/district.html>

Completing the Work

As items are completed

- Inspected by TxDOT
- Paid monthly

Contractor Information System (CIS) Reports

- Monthly estimates
- Published on the website

Refer to the Spec Book for payment of items

The image displays two screenshots of the Texas Department of Transportation (TxDOT) website. The top screenshot shows the website's header with the TxDOT logo and navigation links. The 'Business' menu is highlighted, and the 'Contractors' link is circled in red. The bottom screenshot shows the 'Contractors' page, which includes a sidebar with a 'Contractors' menu and a main content area. A red arrow points to the 'Contractor Information System (CIS) Reports' link in the 'Resources' section of the main content area.

<http://www.txdot.gov/business/contractors/contractor-information-system-cis-reports.html>

Contact Information

<http://www.txdot.gov/business/resources/business-contacts.html>