



MEMO

March 7, 2016

To: District Engineers

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

Subject: Ready to Let (RTL) Definition for Construction Projects

As we continue transitioning toward effectively managing each project, it is important to again emphasize that our ultimate goal is to deliver and complete transportation improvements for the people of Texas in the most efficient and expeditious manner possible. The portfolio funnel, dashboards, and tools are now in place and being utilized by all district offices. Each of you had the opportunity to recently participate in open discussions with your staff, division/district offices, and the Administration, in order to gauge and better understand this new project development process.

The process being implemented with renewed emphasis on portfolio and project management, resource and budget needs will assist in building the department's Legislative Appropriations Request (LAR) for the next biennium ensuring our ability to execute and deliver. Equally important, we will be better informed on the status of our projects through this process to help us identify project needs such as right of way acquisition, utility adjustments, PS&E, schematic design, environmental and railroad coordination. Ultimately, we should be able to make better decisions in scheduling projects for letting that meet our 'Ready to Let' definition.

Delivering transportation improvements drives our business and will continue to be measured. It is essential that our performance standard for 'ready to let' projects be elevated and defined to ensure consistency in project letting preparation to meet our goal. Therefore, through detailed workshops attended by district and division offices the 'Ready to Let' definition as outlined below was developed and will be implemented on all construction projects effective immediately.

- *ENV cleared and ENV mitigation complete (cleared sufficiently to proceed into construction without delays)*
- *ENV permits secured (cleared sufficiently to proceed into construction without delays)*
- *ROW cleared (cleared sufficiently to proceed into construction without delays)*
- *100% PS&E (includes completed and approved schematic)*
- *Project agreements in place (includes local funding being received or an amount sufficiently received to proceed into construction without delays)*
- *Railroad coordination complete and agreement in place*
- *Utility agreements in place and relocations in progress (cleared sufficiently to proceed into construction without delays)*
- *The above and any other remaining issues to be cleared in < 3 months*

OUR GOALS

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

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Please share and stress the importance of this definition with your staff as we move forward with our project development and delivery processes. The need to be engaged in addressing these items earlier in the project development process for TxDOT's full responsiveness to large funding injections, improving our engineering quality control, streamlining the construction phase, and executing with integrity is now upon us.

Your efforts to consistently apply and implement this "Ready to Let" definition is appreciated. Thank you for your leadership as we become a best in class state agency.

CC: Marc D. Williams, P.E., Deputy Executive Director
Randy C. Hopmann, P.E., Director of District Operations
Mark A. Marek, P.E., Director of Engineering and Safety Operations
Gregg A. Freeby, P.E., Director, Bridge Division
Tracy Cain, P.E., Director, Construction Division
Rene Garcia, P.E., Director, Design Division
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Brian D. Ragland, CPA, Director, Finance Division
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