

Module 1

Introduction

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Section 1

Program Overview

These procedures provide guidance for Local Governments (LG) developing transportation projects under the oversight of the Texas Department of Transportation (TxDOT). The term LG includes municipalities, counties, regional mobility authorities (RMAs), local toll authorities and may even include private entities. These procedures address both federal and state requirements. These procedures do not address Public Transportation or Aviation projects.

LG Use of Construction Contract Procedures

A LG may adopt and use the construction contract procedures found in Module 11 – Construction in order to comply with the State and Federal laws, rules and policies related to LG bid document preparation, letting and award, contract execution and contract administration of project construction. In addition, detailed guidelines are presented for procedures related to all other phases of project development, and maintenance is also included herein.

These procedures are organized according to the sequential steps in project development including: planning; contracting with TxDOT; surveying; environmental assessment; real property acquisition and utility adjustment; development of engineering specifications and plans; project construction; maintenance; financial close out; and audit. The focus of these procedures is on projects that have an approved minute order to proceed from the Texas Transportation Commission. Procedures for securing Commission approval for projects are covered in Module 2 - Planning and Programming of these procedures.

Advance Funding Agreements (AFAs)

Whether the LG or TxDOT is performing a certain stage of work is defined in the advance funding agreement between these parties (See Module 3 - Contracting with TxDOT AFAs). If the LG is performing work, TxDOT will maintain an oversight responsibility. TxDOT's district and area offices represent the primary point of contact for the LG in the project development and oversight process.

Organization of the Local Government Project Procedures

Each section of the procedures contains a brief introduction and links are created to many different manuals, laws, forms, points of contact and other information supporting that section. Each section is intended to be independent and has a format that is reflective of the materials that are covered.

In reading these procedures it is useful to know that TxDOT is organized as follows:

1. **District Offices**, and **Area Offices** under the District Office, are the primary contacts for LGs;

2. Austin ***Divisions***, identified herein, support the District Offices in each area of project development. Usually, the LG will have little need to work directly with a Division.
3. Austin ***Offices***, including the Office of General Counsel and the Audit Office provide specialized assistance to Divisions and Districts, Again, in most cases, the LG will have little need to work directly with an Office.
4. All Districts, Divisions, and Offices report to the Administration, as shown in this link: [TxDOT Organization Chart](#).