

**Texas Department of Transportation
Book 2 - Technical Provisions**

**North Tarrant Express Project
Segments 3A and 3B Facility**

**Attachment 2-1
Facility Management Plan Contents**

September 30, 2012

Attachment 2-1 – Facility Management Plan Contents

The Facility Management Plan Contents and Schedule for provision of the component parts

Legend

A = NTP2

B = Revenue Service Commencement

Part	Ref	Section	Contents	Required by
1. Project Administration				
	1.1	Organization	Organization diagram	A
	1.2	Personnel	Names and contract details, titles, and job roles	A
	1.3	Contractors	Procedures to establish how the Developer will manage Contractors	A
	1.4	Schedule	Facility Baseline Schedule in accordance with the Technical Provision Section 2	A
	1.5	Quality Control	Procedures to establish and encourage continuous improvement	A
	1.6	Audit	Procedures to facilitate review and audit by TxDOT and/or the Independent Engineer	A
			Auditing and management review of Developer's own activities under the Facility Management Plan (FMP)	A
			Auditing and management review of Contractor's activities and management procedures	A
	1.7	FMP Update	Procedures for preparation of amendments and submission of amendments to any part of the FMP	A
	1.8	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use.	A
			Document management procedures in compliance with the Technical Provisions Section 2.	A
			Procedures for documenting all required Plans not specifically stated in parts 2 to 8 inclusive of the FMP, including but not limited to: Aesthetics and Landscaping Plan, Acceptance Test Plan, Haul Route Plan, Maintenance Management Plan, Handback Plan, Residual Life Methodology Plan	A
2. Quality Management				
2A. Design Quality Management				
	2A.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the FA Documents	A
	2A.2	Personnel	Resource Plan for the Developer and its subcontractors	A

Part	Ref	Section	Contents	Required by
2. Quality Management				
2A. Design Quality Management (continued)				
	2A.2	Personnel	Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for the Key Personnel and for other principal personnel during the period of Design Work	A
			Names and contact details, titles, job roles and specific experience required for the principal personnel for Contractors and any third party with which Developer will coordinate activities.	A
	2A.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during the period of Design Work	A
	2A.4	Contractors	Overall control procedures for Contractors, including consultants and Subconsultants	A
			Responsibility of Contractors and Affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
	2A.5	Interfaces	Interfacing between the Developer, Contractors and the Independent Engineer during the period of Design Work	A
			Coordination with Utility Owners	A
	2A.6	Environmental	Integration of the interface between environmental requirements (including landscaping) and the design of the Project	A
	2A.7	Procedures	Procedures describing how the principal activities will be performed during the design stage: to include geotechnical site investigation, surveys and mapping, environmental management, safety audit, structural audit, and checking	A
	2A.8	Quality Control	Quality Management Plan, including control procedures including a resource table for monitoring and auditing all design services, design review and certification, and verification of plans	A
			Procedures for environmental compliance	A
			Procedures to establish Developer's hold points in the design process at which checking and review will take place	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties.	A
			Procedures to establish and encourage continuous improvement	A
	2A.9	Audit	Name of Developer's representative(s) with defined authority for establishing, maintaining, auditing and reporting on the FMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	2A.10	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
Identify environmental documentation and reporting requirements, including Environmental Permits, Issues and Commitments (EPIC) sheets			A	

Part	Ref	Section	Contents	Required by
2B. Construction Quality Management				
	2B.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the FA Documents	A
	2B.2	Personnel	Resource Plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to construction	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate his activities	A
			Procedures for implementation of the Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4	A
	2B.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during construction	A
	2B.4	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
			Procedures for implementation of Environmental Protection Training Plan (EPTP) for employees of subcontractors in accordance with the Technical Provisions Section 4	A
	2B.5	Interfaces	Interfacing between the Developer, Contractors, including any testing contractor, and the Independent Engineer during construction	A
	2B.6	Procedures	List of Project specific construction procedures	A
			Construction detailed procedure for each major activity whether directly undertaken or subcontracted to include pavement, structures, drainage, communications	A
			Traffic Management Plan	A
	2B.7	Quality Control	Construction Quality Management Plan	A
			Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into construction quality management	A
			Control, identification and traceability of materials, including any material or samples temporarily or otherwise removed from site for testing or other reasons.	A
			Examinations and audit of Construction Work, review of examination and audit, issue of certificates	A
			Observation and reporting of all tests in compliance with the Technical Provisions Section 2	A
			Procedures for tests and inspections for the purpose of the Contractor certifying that prior to burying, each part of the Works is complete and conforms to the FA Documents	A
Quality control procedures including a resource table for monitoring and auditing during construction any work and testing undertaken by Contractors and Suppliers both on and off Site			A	

Part	Ref	Section	Contents	Required by
2. Quality Management				
2B. Construction Quality Management (continued)				
	2B.7	Quality Control	Procedures to establish Developer's hold points in construction	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties	A
			Procedures to establish and encourage continuous improvement	A
	2B.8	Audit	Inspection and test plans that identify the proforma and/or databases to be used for recording the inspection and test results	A
			Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the FMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority.	A
	2B.9	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will us	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
	2C & 2D. Operations and Maintenance Quality Management			
	2C.1 & 2D.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the FA Documents	A
	2C.2 & 2D.2	Personnel	Resource Plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate its activities	A
			Names and contact details, titles, job roles of Key Personnel	A
			Procedures for implementation of the Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4	A
			Procedures for procurement of services, materials and products including methods to ensure best value	A
	2C.3 & 2D.3	Procurement	Procedures for procurement of services, materials and products including methods to ensure best value	A
	2C.4 & 2D.4	Offices and Equipment	Description of the necessary offices and office equipment to be provided by Developer during the Operating Period	A
	2C.5 & 2D.5	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and Affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
			Procedures for implementation of the Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4	A

Part	Ref	Section	Contents	Required by
2. Quality Management				
2C & 2D. Operations and Maintenance Quality Management (continued)				
	2C.6 & 2D.6	Interfaces	Interfacing between the Developer, Contractors and the Independent Engineer during the Operating Period	A
			Coordination with Utility Owners	A
			Procedures to minimize the impact of the Project's operations on neighboring facilities	A
			Procedures to ensure enforcement (permitting) of overloaded/oversized vehicles	A
	2C.7 & 2D.7	Environmental	Coordination of the interface between environmental requirements and the operation and maintenance of the Project	A
			Procedures to implement Storm Water Pollution Prevention Plans (SW3P)	A
			Procedures for the Hazardous Materials Management Plan (HMMP) in accordance with the Technical Provisions Section 4	A
			Detailed procedures to implement the recycling program and waste management in accordance with the Technical Provisions Section 4	A
	2C.8 & 2D.8	Schedule	Renewal Work Schedule	B
	2C.9 & 2D.9	Complaints	Procedures to respond to comments and/or complaints received from Users and others	A
	2C.10 & 2D.10	Equipment	Equipment servicing requirements	A
			Procedures to ensure performance, condition and availability of equipment (including communication equipment, data recording equipment, Project signage and fare collection, tolling and electronic measurement equipment)	A
	2C.11 & 2D.11	Traffic and Ridership	Procedures to collect and verify traffic and ridership data	A
	2C.12 & 2D.12	Procedures	Procedures describing how the principal activities will be performed during the Operating Period: to include routine maintenance, Renewal Work, traffic management, inspections regime, main operational requirements and toll operations	A
			Traffic Management Plan	A
	2C.13 & 2D.13	Quality Control	Examinations and audit of O&M Work, review of examination and audit, issue of certificates of compliance	A
			Observation and reporting of all tests in compliance with the Technical Provisions Section 2	A
			Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into construction quality management	A
			Quality control procedures including a resource table for monitoring and auditing all O&M Work	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties	A
			Procedures to establish and encourage continuous improvement	A
	2C.14 & 2D.14	Audit	Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the FMP	A

Part	Ref	Section	Contents	Required by
2. Quality Management				
2C & 2D. Operations and Maintenance Quality Management (continued)				
	2C.14 & 2D.14	Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	2C.15 & 2D.15	Performance Standards	Procedures to be followed by Developer pursuant to the Technical Provisions Section 19 to comply with all maintenance requirements	A
	2C.16 & 2D.16	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
	2C.17 & 2D.17	Response to maintenance	Procedure setting out Developer's response to maintenance issues that impair use, reliability or availability of the Project in a timely manner	A
	2C.18 & 2D.18	User satisfaction	Procedures to collect and track User satisfaction	A
	2C.19 & 2D.19	Emergency Response	Incident Management Plan	A
			Procedures setting out how Developer will respond to accidents and Incidents on the Project	A
			Procedures to establish protocols with Emergency Services and others in Emergency	A
	2C.20 & 2D.20	Toll Operations	Electronic Toll Collection System (ETCS) Plan	B
3. Environmental Management				
	3.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the FA Documents	A
	3.2	Personnel	Resource Plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for Key Personnel and for other environmental personnel	A
			Implement Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4	A
	3.3	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and Affiliates	A
			Implement Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4	A
	3.4	Environmental	Establishment of the component parts of the Comprehensive Environmental Protection Program (CEPP) and Noise Mitigation and Abatement Plan	A

Part	Ref	Section	Contents	Required by
3. Environmental Management (continued)				
	3.5	Quality Control	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties	A
			Procedures to establish and encourage continuous improvement	A
			Procedures for environmental compliance	A
	3.6	Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	3.7	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Identify environmental documentation and reporting requirements	A
4. Public Information and Communications				
	4.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the FA Documents.	A
	4.2	Personnel	Resource Plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including colocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for Key Personnel and for other principal personnel	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate his activities	A
	4.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during design	A
	4.4	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors. and Affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
			Procedures for implementation of Environmental Protection Training Plan (EPTP) for employees of Contractors	A
	4.5	Interfaces	Procedures for liaison with the public, the media and other Customer Groups in accordance with the Technical Provisions Section 3 and the press media policy of TxDOT	A
			Procedures to coordinate with Project Stakeholders such as Governmental Entities and other Customer Groups	A
	4.6	Procedures	Procedures describing how the principal activities will be performed	A
	4.7	Quality Control	Quality control procedures including a resource table for monitoring and auditing all public information and communication services	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and Customer Groups	A

Part	Ref	Section	Contents	Required by
4. Public Information and Communications (continued)				
	4.7	Quality Control	Procedures to establish and encourage continuous improvement	A
	4.8	Audit	Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on FMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	4.9	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
5. Safety				
	5.1		Policies, plans, training programs, Work Site controls, and Incident response plans to ensure the health and safety of personnel involved in the Project and the general public affected by the Project	A
	5.2		Procedures for notifying TxDOT of Incidents arising out of or in connection with the performance of the Work	A
6. Communications Management				
	6.1		Processes and procedures for communication of Project information between the Developer's organization and TxDOT	A
7. ROW Acquisition Management				
	7.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the FA Documents	A
	7.2	Personnel	Resource Plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to ROW acquisition and Utility Adjustment activities.	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate activities	A
	7.3	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and Affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
			Procedures for implementation of the Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4	A
	7.4	Interfaces	Interfacing between the Developer, Contractors and the Independent Engineer during Project ROW acquisition, including the interfaces between Project ROW acquisition, Project design, and quality review processes	A

Part	Ref	Section	Contents	Required by
7. ROW Acquisition Management (continued)				
	7.4	Interfaces	Coordination with Utility Owners	A
			Procedures for establishing Utility Adjustment Concept Plans and Utility Adjustment Plans	A
	7.5	Relocation	Relocation Plan	A
	7.6	Environmental	Integration of the interface between environmental requirements (including Hazardous Materials and demolition) and Project ROW acquisition activities	A
			Applicable procedures for the Hazardous Materials Management Plan (HMMP) in accordance with the Technical Provisions Section 4	A
			Applicable procedures to implement the Stormwater Pollution Prevention Plan, recycling program and waste management in accordance with the Technical Provisions Section 4	A
			Address Comprehensive Environmental Protection Plan (CEPP) requirements	A
	7.7	Schedule	Logic linked ROW acquisition activities on a parcel-by-parcel basis as part of the Facility Baseline Schedule, including adequate time periods for TxDOT review and condemnation activities in accordance with the Technical Provisions Section 7	A
	7.8	Procedures	Procedures describing how the principal activities will be performed during the Project ROW acquisition, whether directly undertaken or subcontracted	A
	7.9	Quality Control	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and Governmental Entities	A
			Procedures to establish and encourage continuous improvement	A
			Quality control procedures and quality review standards for Project ROW acquisition in accordance with the Technical Provisions Section 7	A
			Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into ROW acquisition management	A
	7.10	Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	7.11	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
Document management procedures in compliance with the Technical Provisions Section 2			A	
Identify environmental documentation and reporting requirements			A	
8. Cost Management				
	8.1		Procedures for cost management and reporting as required by financial institutions and agencies involved in the Project	A