

Final PS&E Review Checklist

CSJ: County/District:

Letting Mo/Yr: Seq No: Reviewer:

| | | |
|--|-----------------------------------|--|
| Place Submittal in T Drive – Final PS&E – CSJ – “Incoming” folder | | <input type="checkbox"/> Ok |
| TxDOTCONNECT | | |
| <ul style="list-style-type: none"> Letting Tab: Mandatory Pre-Bid Conference (Must Be Approved by DES Director & Include In GN) Contract Type of Work and Contract Limits Filled In | <input type="checkbox"/> Ok | <input type="checkbox"/> N/A <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Engineer's Estimate Tab: Project is in Division Control Bidder Pre-Qualification Waiver Flag NOT Checked for Projects >\$300k | | <input type="checkbox"/> Ok <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Sealing & Summary Tab: All CSJs Have Been Sealed & Estimates are >\$0 If ROW CSJ, Verify Estimate Has Items With Utility Cat. Of Work & Utility ID If No Proposal: DCIS S03 shows “Contract Has Been Completely Sealed” | <input type="checkbox"/> Ok | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Resources Tab: CST Manager Information Filled In | | <input type="checkbox"/> Ok |
| Support Documents | | |
| Certifications: | | |
| <ul style="list-style-type: none"> Header Information Correct | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> ROW Acquisition | <input type="checkbox"/> 000 SP | <input type="checkbox"/> Clear |
| <ul style="list-style-type: none"> ROW Encroachment | <input type="checkbox"/> 000 SP | <input type="checkbox"/> Clear |
| <ul style="list-style-type: none"> Relocation Assistance | <input type="checkbox"/> 000 SP | <input type="checkbox"/> Clear |
| <ul style="list-style-type: none"> Utility Adjustment | <input type="checkbox"/> 000 SP | <input type="checkbox"/> Clear |
| <ul style="list-style-type: none"> Railroad Certification | <input type="checkbox"/> 000 SP | <input type="checkbox"/> Clear |
| <ul style="list-style-type: none"> All Dates After Commission Meeting (The 1st of the Month Following the Letting Month) | <input type="checkbox"/> Ok | <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Signed and Dated | | <input type="checkbox"/> Ok |
| Schedule: | | |
| <ul style="list-style-type: none"> Signed and Dated | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Start Date is 2-3 Months After Letting or SP Included | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Construction End Date | Date: <input type="text"/> | |
| <ul style="list-style-type: none"> Months of Work in Schedule <input type="text"/> Months of Barricades in Est (502-6001) <input type="text"/> | | <input type="checkbox"/> All Match |
| Fill In Certification Tracker | | |
| Delay Start: Days <input type="text"/> Reason (GN, Item 8) <input type="text"/> | <input type="checkbox"/> Ok | <input type="checkbox"/> N/A |
| Form 1002: Current Version (01/20) | | |
| <ul style="list-style-type: none"> Project Information Correct (County, CSJ, Project No., Highway No.) | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Certifications Status Correct on Page 1 | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> STIP Status (Approved & Matches TxDOTCONNECT for all CSJs) | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Environmental Status (Clear & Matches TXDOTCONNECT for all CSJs) | | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Financing & Other Participation: i.e. AFA | <input type="checkbox"/> Executed | <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Railroad Agreements/Notifications (If Needed, Verify Agreements With RRD) | <input type="checkbox"/> Executed | <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Other Agency Agreements, i.e. AFA | <input type="checkbox"/> Executed | <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Working Days: 1002 <input type="text"/> Schedule <input type="text"/> TxDOTCONNECT <input type="text"/> | <input type="checkbox"/> A+B | <input type="checkbox"/> All Match |

| | |
|--|--|
| <ul style="list-style-type: none"> TDLR: If Required, verify RAS Note is Included on Title Sheet If Required, ask District Whether They Want to Include SP 000-025 If Ped Elements>\$0, verify Pedestrian/Bicycle Facilities Section in TxDOTCONNECT is Filled In | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> VE Study: If Applicable, Send Form 2502 to VE_STUDY@txdot.gov | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Liquidated Damages: p.3 of 1002 is PM or 2R (Chap. 5), Form 2699 Not Required p.3 of 1002 is 3R (Chap. 4), 4R (Chap. 3), HSIP, or Bridge, Form 2699 Included If Yes, \$ Amount Matches 2699 and Item 8 GN If No, 2699 has <2 Checkmarks or Justification is Required | <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Pages 1 & 2 of 3: All Other Sections Filled In | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Page 3 of 3: Roadway Design Standard Matches TxDOTCONNECT Engineer's Estimate Tab Signed and Dated Design Exceptions: If Filled In & Roadway is Interstate, Request Paperwork From District | <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| Form 2229 Significant Project Procedures: (Included in Submittal) | <input type="checkbox"/> Ok |
| Specifications (2014) https://www.txdot.gov/business/resources/txdot-specifications.html | <input type="checkbox"/> 100% State <input type="checkbox"/> Federal |
| <ul style="list-style-type: none"> FED: FHWA-1273, 000-003, 000-004, 000-005, 000-006, 000-241, 000-394, 002-009 STATE: 000-008, 000-009 | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> All Projects: Wage Rates, 000-002, 000-658, 000-659, 000-1019, 002-011, 002-013, 003-011, 003-013, 005-002, 005-003, 006-001, 006-012, 007-004, 007-008, 007-011, 008-030, 008-033, 009-010, 009-011 | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> 007-010 (Or 007-009 if Within the City of Grapevine in Dallas, Denton or Tarrant Counties) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> 000-395 or 002-007, Send To ITS_Tech_Qual@txdot.gov 002-012 (Include Only With Railroad Work on Tracks) 003-005 (Include Only With SS6019, 6020, or 6021) | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> SP 506-002 (Less Than 1 Acre Disturbed or Routine Maintenance) or 506-005 (All Other Projects) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Verify All Special Provisions for Pay or Reference Items Are Present Using the Specifications Required Checklists: http://www.dot.state.tx.us/apps-cg/specs/chklist_toc.asp?year=4&type=SP | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Verify All Special Provisions and Special Specifications Are Approved for Project Use | <input type="checkbox"/> Ok |
| General Notes | |
| <ul style="list-style-type: none"> Header Information Correct (Recommend That Project Number Be Left Off) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> General Section: Contractor Questions Note Present (With Working FTP hyperlink) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Temporary: Item 5: Concrete Bridge Elements Note Present (If 420, 422, or 425 Bid Items) | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Item 7: Traffic Generator Note Present | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Item 8: If A+B, Max/Min Working Days and Road User Cost Present; Recommend Pre-Bid Meeting If District Insists No Min Working Days, Send To CST Via FPP Director RUC Calculations Are Included; If Not, Verify Road User Cost Calculator Was Used If A+B For Milestone and Not Entire Contract, GNs Specify # of Additional Days If Notes Included, Verify SPs are in Spec List: Incentives/Disincentives (008-006), Lane Rentals (008-017), Asphalt Season (008-005) | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Item 502: Safety Contingency Note Present | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Item 504: Field Office/Lab - If Note Present, Item 504 Must Be in Spec List | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Item 506: If No SW3P Summary Sheet in project, add SW3P note | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |

| Estimate | |
|---|--|
| <ul style="list-style-type: none"> Estimate Report: No Errors Lump Sum Items Have a Total Quantity of 1 All Valid Bid Codes (Don't use 341 & 344 bid codes) | <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Force Accounts: Erosion Control Force Account (Required On All Projects) Safety Contingency Force Account (Required On All Projects) | <input type="checkbox"/> Ok <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Alternate Bid Items: Verify No Duplicate Items (Regular Group and Base/Alt Group) Verify Base and Alternate Are Within \$1 of Each Other | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> A+B Projects: SP 008-006 Included in Spec List 800 Bid Item Included in Estimate & Matches Max Days in General Notes DCIS P05 Screen Has User Cost Amt Filled In & Matches General Notes DCIS P05 Screen Shows ___* For Working Days | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Maintenance Items: 700 Items (Pothole Repair, Mowing, Litter Removal, Sweeping, Cleaning Existing Culverts, etc.) & 480-6001, 480-6002 (Clean Existing Culverts) Should Have Federally Non-Participating Checked in TxDOTCONNECT | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| Plans: Plan Sheets Are Individual Files, Not Merged PDF | <input type="checkbox"/> Ok |
| Title Sheet: | |
| <input type="checkbox"/> Project No. <input type="checkbox"/> CSJ <input type="checkbox"/> County <input type="checkbox"/> Highway <input type="checkbox"/> Fed/State Spec Note <input type="checkbox"/> Railroad Crossings <input type="checkbox"/> Signatures <input type="checkbox"/> Copyright Included | |
| Plan Sheets: | |
| <ul style="list-style-type: none"> Index Sheet: Plan Sheet Title and Page Numbers Consistent With Title Block and File Name/Bookmark Standard Sheets Note Present Sealed, Signed, and Dated | <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> PE Seal, Signature, & Date Present on all Non-Standard Sheets, Standard Sheets Modified or With Project Specific Information, or District Standards From Other Districts | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Standard Sheets Are Most Recent Versions (http://www.dot.state.tx.us/business/standardplanfiles.htm) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Have 2+ Options of Same Type: Barrier (Steel & Cable) Guardrail End Treatments Attenuators/Crash Cushions | <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Forward PED (MOD) Standards to DES Landscape For Review | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> Railroad Scope of Work & Requirements Sheets (Required if RR agreement/notification & dated 03/2020) | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| <ul style="list-style-type: none"> All Sheets Are the Same Size & Orientation | <input type="checkbox"/> Ok |

| Plans Online: | |
|---|---|
| <ul style="list-style-type: none"> Number of Pages: <input type="text"/> Last Sheet Number: <input type="text"/> | |
| <ul style="list-style-type: none"> District Concurrs with Submittal of Plans to Plans Online | Date: <input type="text"/> |
| <ul style="list-style-type: none"> DES-FPP Reviewer Submits to Plans Online | Date Submitted: <input type="text"/> |
| Proposal: | Date Checked: <input type="text"/> |
| <ul style="list-style-type: none"> Title Page (Page 3): Matches TxDOTCONNECT (Project Number, Type of Work, Working Days, Proposal Guarantee) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Bid Inserts (Proposal Sheet): No Duplicate Items Lump Sum Items Have a Total Quantity of 1 Total Quantity matches "ALL ITEMS" in Pre-Let Report | <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Engineer Seal: Verify It Built Correctly & Matches Signed Project Engineers Seal | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> General Notes: Header Matches TxDOTCONNECT FTP Hyperlink Works Latest Version is Included | <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Specifications List: Verify Against Original Spec List and Review Comment Changes | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> DBE / SBE Goal <input type="text"/> % Date Set: <input type="text"/> | Correct in Proposal <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Wage Rates: Current version (01-01-2021) included | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Proposal Build is Complete (i.e. includes General Notes, Spec List and all SP and SS) | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Proposal Built By District <input type="checkbox"/> Division* <input type="checkbox"/> | Date Built: <input type="text"/> |
| <ul style="list-style-type: none"> *If Proposal Built By DES, notify appropriate FPP Reviewer from Task List T:\DES_FPP\Monthly_Task_Assignments.docx | <input type="checkbox"/> Ok <input type="checkbox"/> N/A |
| Proposal Release: | |
| <ul style="list-style-type: none"> Copy and Paste Proposal to Completed Proposals Folder in Miramo | <input type="checkbox"/> Ok |
| <ul style="list-style-type: none"> Release the Project in CMCS | Date Released: <input type="text"/> |
| Move Final Files to the T Drive – Final PS&E – CSJ – “Review” folder: | |
| <input type="checkbox"/> Comment Emails and Other Correspondence <input type="checkbox"/> Checklist(s) | |
| For FHWA Submittal, Move Final Files to the T Drive – Final PS&E – CSJ – root folder: | |
| <input type="checkbox"/> 1002 <input type="checkbox"/> Certifications <input type="checkbox"/> 2229 <input type="checkbox"/> Estimate <input type="checkbox"/> Schedule | |
| If Applicable: <input type="checkbox"/> Item 7 Notes <input type="checkbox"/> 2502 (VE Study) <input type="checkbox"/> Interstate Design Exceptions | |

Final PS&E Checklist Additional Information

TxDOTCONNECT:

Letting Tab:

Mandatory Pre-Bid Conference: Require approval by the Design Division Director. A memo is submitted to the Final PS&E Processing Section Director addressed to the Director, Design Division to request approval to hold a mandatory pre-bid conference. The memo would explain the need for the mandatory pre-bid conference and the proposed date. Pre-Construction meetings, or "Pre-Cons," don't require approval and are completed for every project.

Engineer's Estimate Tab:

The Bidder Pre-Qualification Waiver Flag should not be checked if the project cost is greater than \$300,000. If the project cost is less than \$300,000, a Pre-Qualification Waiver is preferred (checked) unless the district has a specific need for pre-qualification.

Sealing & Summary Tab:

ROW CSJs can be identified by a Project ID that begins with "R."

Certifications:

Dates should be present for any items that aren't clear.

It is recommended that dates all be pushed back to the month after letting at the earliest.

Schedule:

The first construction activity should be 2-3 months after letting. If it's more than that, either a delay start SP or 008-005 (or a OTU SP to specify a start date) should be included. If it's less than that, the schedule needs to be revised. Sometimes letting, notice to proceed, etc. is included in the schedule, but we are looking for the first activity that is actual work on the project. Usually it's Mobilization or Traffic Control/Barricades.

Compare the months of work shown in the schedule to the quantity of Bid Item 502-6001 in the Estimate or Proposal Bid Inserts. If even one day of work is shown under a particular month in the schedule, consider that an extra month of barricades. Both numbers should match or be within a month of each other at most.

1002:

Railroad Agreement: For notifications, the date used in the 1002 is the date that the Railroad Division sends the notification to the railroad company.

STIP Status:

| | | | |
|--------------------------|----------------------|---------------------|---|
| B. STIP Status | | | |
| Individual or Group CSJ: | <input type="text"/> | All Sub CSJs Clear? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Revision Date: | <input type="text"/> | FHWA Approval Date: | <input type="text"/> 100% State/Local Funds: <input type="checkbox"/> Yes <input type="checkbox"/> No |

This section can be filled out with information from the “Statewide Transportation Improvement Program” section of the “Project Details” page in TxDOT Connect.

- Individual or Group CSJ: type “Individually Listed” or type the Group CSJ number (“Grouped Project ID” field in TxDOT Connect) – if group CSJ, FHWA Approval Date field can be omitted
- Revision Date: add the date of the STIP revision
- FHWA Approval Date: this only needs to be filled out if a project is individually listed (does not have a Group CSJ)
- All Sub CSJ’s Clear: this is included as a reminder that all CSJ’s – not just the Contract CSJ – need to be checked to ensure they have no missing data. All CSJs in a project must be STIP approved, except for ROW CSJs
- 100% State/Local funds: if a project is not in the STIP because it is 100% state/local funded, and is not considered “regionally significant”, check Yes and the rest of the STIP section does not need to be filled out

Environmental Status:

| | | | |
|--------------------------------|----------------------|------------------------|--|
| C. Environmental Status | | | |
| Doc Type: | <input type="text"/> | ENV Clear to Let Date: | <input type="text"/> All Sub CSJs Clear? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

This section can be filled out from data in the “Environmental” Section on the “Project Details” page in TxDOT Connect.

- Doc Type: add CE, EA, EIS, etc. (“Environmental Clearance Type” field in TxDOT Connect)
- ENV Clear to Let Date: date shown in Connect for Letting clearance (not NEPA clearance, which is to the left of the doc type in Connect)
- All Sub CSJ’s clear: same as STIP, just a reminder to review the data for all CSJ’s in the project. All CSJs in a project must be environmentally clear
- If any data is missing, verify in ECOS <https://www.dot.state.tx.us/ECOS/Login.jsp> . If dates are still missing in ECOS, contact ENV to verify approval. (Currently Juan Valera-Lema is our contact).

Pedestrian Elements: If dollar amount is greater than \$0, verify that the Pedestrian/Bicycle Facilities screen is filled out in TxDOTCONNECT. There should be at least one checkmark, at least one length filled in (under Pedestrian Facility Length or Bicycle Facility Length), and if a TDLR Project Number has been assigned, that should be included as well.

TDLR: Inspection required if Pedestrian Elements are greater than \$50k. A note is required on the Title Sheet but the number doesn’t have to be filled in prior to letting.

VE Study: If a VE study was performed, the district should submit Form 2502, which should then be routed to VE_STUDY@txdot.gov.

Liquidated Damages: SP 000-658 is required for all projects, and that is the SP that works with Form 2699. If 2699 dictates the use of additional liquidated damages (more than one checkmark, no other accelerated contract strategies), SP 000-658 allows for the general notes to specify a road user cost that will be used for liquidated damages in addition to the table in the SP.

Spec List:

For ITS projects (Special Provision 000-395 and/or 002-007 are present), send the project files to TRF (ITS_Tech_Qual@txdot.gov). They will ensure that the correct 000 Special Provisions for pre-qualification are included. Record their response/review in the project file on the T drive.

003-005 should only be added if one or more of the Special Specs 6019, 6020, or 6021 are used.

002-012 should only be used when the state contractor is performing the following types of work. If none of these apply to the project, the SP should be removed:

- Trackwork (actual railroad track install/rehab/etc., not roadway work up to the tracks)
- Ballasting and Surfacing
- Timber Rail Bridge Rehab
- Grade Crossing Signal System Installation and Rehab

Per SP 666-007, SS 6291 is only applicable if there are at least 50,000 LF of pavement markings in the project. If there are less than 50,000 LF across all CSJs, it can be added at the district's discretion, but it is not required based on the estimate.

Section 4.5., "Retroreflectivity Measurements.," is voided and replaced by the following:

Use a mobile retroreflectometer to measure retroreflectivity for Contracts totaling more than 50,000 ft. of pavement markings, unless otherwise shown on the plans. For Contracts with less than 50,000 ft. of pavement markings, mobile or portable retroreflectometers may be used at the Contractor's discretion. Coordinate with and obtain authorization from the Engineer before starting any retroreflectivity data collection.

General Notes:

General Section (All Projects):

"Contractor questions on this project are to be addressed to the following individual(s):

| | |
|------|---------------|
| Name | Email address |
| Name | Email Address |

Contractor questions will be accepted through email, phone, and in person by the above individuals.

All contractor questions will be reviewed by the Engineer. Once a response is developed, it will be posted to TxDOT's Public FTP at the following Address:

<https://ftp.dot.state.tx.us/pub/txdot-info/Pre-Letting%20Responses/>

All questions submitted that generate a response will be posted through this site. The site is organized by District, Project Type (Construction or Maintenance), Letting Date, CCSJ/Project Name.”

Note: Hyperlink is required on proposal but not on plans.

General Section (When Applicable):

Mandatory Pre-Bid meeting including location, date and time.

Item 5 (When 420, 422, or 425 bid items in estimate):

“When a precast or cast-in-place concrete element is included in the plans, a precast concrete alternate may be submitted in accordance with “Standard Operating Procedure for Alternate Precast Proposal Submission” found online at <https://www.txdot.gov/inside-txdot/forms-publications/consultants-contractors/publications/bridge.html#design>. Acceptance or denial of an alternate is at the sole discretion of the Engineer. Impacts to the project schedule and any additional costs resulting from the use of alternates are the sole responsibility of the Contractor.”

Item 7 (All Projects):

Include either of the following depending on the location of the project: “No significant traffic generator events identified” or “Roadway closures during the following key dates and/or special events are prohibited:” with a list or table. For more information, see the following link: <https://crossroads.dot.state.tx.us/des/Pages/FPP-SB312.aspx>

Item 8 (When Applicable):

Delayed Start: Include a note listing the reason: e.g. “A 90 day delayed start is included in the project for traffic item procurement.”

A+B Projects:

- Include maximum and minimum working days and road user cost.
- A pre-bid meeting is recommended for A+B projects to educate contractors on how the A+B bid works.
 - A mandatory pre-bid meeting is recommended when no minimum is included.
- If A+B for a milestone rather than the entire contract, include information above and specify the number of additional days in the contract. For example:

Time charges for Milestone 1 begins when traffic control for Phase 3 is implemented. Time charges for Milestone 1 shall end when Phase 3 is substantially complete.

The maximum number of working days that will be accepted as a response bid for completion of Milestone 1 shall be 194. The daily road user cost for completion of Milestone 1 is \$5,750 per day.

The maximum number of working days for computing the incentive credit for Milestone 1 will be 30 days.

The Contract Time will be 486 days plus the duration bid for Milestone 1.

Incentives/Disincentives: Include amounts and add 008-006 to the spec list. If just a disincentive is used, 008-006 is not required (but is optional).

Lane Rentals: Include amounts in the general notes and requires SP 008-017 in the spec list. Notes should include wording that the cost per hour is pro-rated somehow. For example:

Lane Closure Assessment Fee.
The monthly estimate will be deducted a fee per 15-minute interval according to the following schedule for each closure or obstruction that extends beyond the allowable closure time.

| Lane Closure Assessment Fee | | |
|-----------------------------|-------------|---------|
| SH 71 | Time | Charge |
| | 0:00 - 0:15 | \$1,200 |
| | 0:16 - 0:30 | \$2,400 |
| | 0:31 - 0:45 | \$3,600 |
| | 0:46 - 1:00 | \$4,800 |
| Each additional 15 minutes | +0:15 | \$1,200 |

Or the following, with hourly amounts and a list of restricted hours are per day per roadway segment.

The Lane Closure Assessment Fees are shown below. These fees apply to the Contractor for closures or obstructions that overlap into restricted hour traffic for each hour or portion thereof, per lane, regardless of the length of lane closure or obstruction. For Restricted Hours subject to Lane Assessment fees refer to the Item 502 "Barricades, Signs, and Traffic Handling".

The Lane Closure Assessment Fee is \$ 500.00. This fee applies to the Contractor for closures or obstructions that overlap into restricted hour traffic for each hour or portion thereof, per lane, regardless of the length of lane closure or obstruction. For Restricted Hours subject to Lane Assessment Fee refer to Item 502, "Barricades, Signs, and Traffic Handling."

Asphalt Season: Include date.

In accordance with SP 008-005, the latest work start date is the August 1st immediately following the authorization to begin work.

Milestones:

- Include description of work for substantial completion
- Include number of working days. (A latest finish date is acceptable as well, but not preferred. If there is a delay in executing the contract, that will leave less time for the contractor to finish the milestone and the date may need to be adjusted by change order).
- If disincentives and incentives are used:

- Include dollar amount in General Notes
- Include max working days (or max total dollar amount) for computing incentive credit in the General Notes
- Add 008-006 to the spec list
- If just disincentives are used, include dollar amount
 - 008-006 isn't required but is optional

APSLDs: Include note with dollar amount. (e.g. "The Additional Project-Specific Liquidated Damages are \$X per day" or "The road user cost liquidated damages are \$X per day.")

Item 502 (All Projects):

"The Contractor Force Account "Safety Contingency" that has been established for this project is intended to be utilized for work zone enhancements, to improve the effectiveness of the Traffic Control Plan, that could not be foreseen in the project planning and design stage. These enhancements will be mutually agreed upon by the Engineer and the Contractor's Responsible Person based on weekly or more frequent traffic management reviews on the project. The Engineer may choose to use existing bid items if it does not slow the implementation of the enhancement."

Item 504 (When Applicable):

If the General Notes state that a field office or laboratory is required, Item 504 must be included as a Standard Specification without a pay item. Check with the district if the note is present, but not the Standard Spec, because it's possible that the district accidentally left the note in from a previous project.

Item 506 (When Applicable):

If there are no pay items for 506, add one of the following notes under Item 506 in the general notes. Note 1 is preferred since it references both Articles 4.4 and 9.7.

1. ***The Storm Water Pollution Prevention Plan (SWP3) consists of temporary erosion control measures needed and provided for under this Item. The disturbed area is less than one acre and use of erosion control measures is not anticipated. If physical conditions encountered at the job site require necessary controls, BMP installation, maintenance, and removal will be paid as extra work on a force account basis per Articles 4.4 and 9.7.***
2. *It is not anticipated that any erosion, sedimentation, or environmental control devices will be needed on this project. However, in the event that such controls are necessary, the SW3P for this project shall consist of the use of any temporary erosion control measures deemed necessary by the Engineer and as provided under this item. Payment for this work will be determined in accordance with Article 4.4, "Changes in the Work".*
3. *The project is exempt from the Texas Pollutant Discharge Elimination System (TPDES) General Permit (TXR15000). Exempt projects are those that disturb less than one acre or routine maintenance activities that maintain the original line and grade, hydraulic capacity, or original purposes of the site. No temporary erosion control measures or Storm Water Pollution Prevention Plan (SW3P) have been included in the plans.*

Item 6185 (All Projects):

Per the 1/3/2018 memo sent by Bill Hale, all Districts are required to add a note or table detailing the number of Truck Mounted Attenuators (TMA) required for each traffic control set up in each project. Below is an example note and example table:

Example General Note:

In addition to the shadow vehicles with truck mounted attenuator (TMA) that are specified as being required on the traffic control plan for this project, provide ___ additional shadow vehicle(s) with TMA for TCP (___-___)-___ as detailed on General Note ___ of this standard sheet.

Therefore, ___ total shadow vehicles with TMA will be required for this type of work. The contractor will be responsible for determining if one or more of these operations will be ongoing at the same time to determine the total number of TMAs needed for the project.

Example Table:

| Traffic Control Plan | Plan Sheets | TOTAL Number of TMA Required for Each TCP |
|----------------------|-------------|---|
| TCP (1-1b) - 18 | 55 | 1 TMA |
| TCP (1-3b) - 18 | 57 | 3 TMA |
| TCP – Phase 1 | 77-79 | 1 TMA |
| TCP – Phase 2 | 80-84 | 2 TMA |

Estimate:

Estimate Report: In ROSCOE, rjejl 10 2, then option 2 (ESTIMATE), then option 6 (PLANS & COMBINED EST)

Lump Sums: All lump sum items should have a total quantity of 1.0 across all CSJs. Force accounts should preferably be on the controlling CSJ only. If they are needed on multiple CSJs, the Miramo E&Q sheets should be used in the plans rather than the TxDOTCONNECT E&Q sheets. The Miramo version doesn't combine force accounts with the same name across multiple CSJs.

Valid Bid Codes: All 341 (now 3076) and 344 (now 3077) bid items are not getting flagged on the Estimate Report. Verify they are not present in the estimate.

If there are any un-approved or place holder bid items, check the Workflow, Forms & Templates tab in TxDOTCONNECT to see if the request has been submitted and what it's status is.

Alternate Bid Items: A bid item can't be part of the base/alt group and outside of the base/alt group as well. That would allow the contractor to bid two prices on the same bid item and

won't allow the pre-let report to run. Any regular bid items will need to be included in both the base and alt group.

A+B: For the Item 800 bid code in DCIS, the "quantity" should be the Road User Cost and the "price" should be the maximum working days.

Maintenance Items:

- FHWA will not provide reimbursement for pothole repair, mowing, litter removal, sweeping, cleaning existing culverts (480-6001, 480-6002), replacement concrete, or traffic barrier hardware.
- FHWA considers preventative maintenance participating but not routine. The best way to distinguish is if the addition of the work will improve the existing condition.
- 100% state funded projects do not require the Federally Non-Participating check in TxDOTCONNECT.
- Spalling/crack repair are structural and not routine maintenance, so should not be checked.

Plans:

- Title Sheet: Copyright should be current year.
- Correct Federal Specifications note:

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION ON NOVEMBER 1, 2014 AND SPECIFICATION ITEMS LISTED AND DATED AS FOLLOWS, SHALL GOVERN ON THIS PROJECT: REQUIRED CONTRACT PROVISIONS FOR ALL FEDERAL-AID CONSTRUCTION CONTRACTS (FORM FHWA 1273, MAY 2012).

- Correct State Specifications note for title sheet:

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF TRANSPORTATION ON NOVEMBER 1, 2014 AND SPECIFICATION ITEMS LISTED AND DATED AS FOLLOWS, SHALL GOVERN ON THIS PROJECT: SPECIAL LABOR PROVISIONS FOR STATE PROJECTS (000---008).

- Index of Sheets: From the PS&E Preparation Manual (p. 2-8) regarding the Standard Sheets Note:

The responsible engineer will identify, in the Index of Sheets located on the Title Sheet, those standard drawings that he/she issues with the plans and is to add the following note or similar note with signature, seal, and date in the proximity of the Index of Sheets on the Title Sheet:

"The standard sheets specifically identified above, plus sheets ____, ____, ____, ____, ____, have been issued by me and are applicable to this project."

- EPIC and RR Scope of Work sheets **do not** have to be signed and sealed.
- Railroad Requirements sheets are not needed if the line is inactive or if there are no insurance, no flagging, and no Right of Entry required for an active line per the Scope of Work sheet. When in doubt, send to Richard Polansky in RRD to Verify. <https://www.txdot.gov/inside-txdot/division/rail/requirements.html>

- Send modified PED standards to Pete Krause so his team can verify whether they were modified appropriately.

Proposal:

Pre-Let Report: In ROSCOE, rjeicl 10 1, then option 10 (Preletting Update), then enter CCSJ only. Can be used to check alternate bid items .

The General Notes should have just one bookmark, which should be named GENERAL NOTES.

Releasing Plans:

- Create a zip file or a portfolio named *CSJ County F.pdf* with the final plan sheets and place it in the project's root folder on the T drive.
- Use email generator for the proper letting month in the T:\DES_FPP\Email Distribution Lists folder to send Plans Online email, CC Becky, Max, Travis, Renee, and district contacts.

Releasing Proposals:

- Go to the path: Miramo/Processing/Output/***/Month where *** is the district or DES
- Copy (never cut) and paste the proposal from the District or DES folder to the Completed Proposals folder: Miramo/Processing/Output/Completed Proposals/Month
- Log into CMCS, select option B22, then hit Enter, type the letting month and year (formatted as MMYYYY), hit Enter again. Type the District Number. Hit Enter. All CSJ's for the district for that month will be displayed. For any CSJ's that you are ready to release, change the Release Flag from H to A. If there is no H and the card is blank, make sure the project is locked. After typing A, press F9, then type Y to confirm and press Enter.
- Use email generator for the proper letting month in the T:\DES_FPP\Email Distribution Lists folder to send Proposal Release email.