



TEXAS DEPARTMENT OF TRANSPORTATION

LOCAL GOVERNMENT PROJECT PROCEDURES – UPDATE 2013

Advisory Committee Meeting
October 16, 2013

Recent Accomplishments

- Updated laws, rules and regulations
 - *Completed Aug. 31*
 - *Identified state and federal law, rule and regulation changes*
 - *Summary spreadsheet includes:*
 - *Current regulatory reference, any change(?)*
 - *Brief description of changes*
 - *New applicable laws/rules identified*
 - *Comments*

Recent Accomplishments

- Released Update
 - *LGPP (online)*
 - *Summary of Best Practices (online and CD)*
- Project List Status
- Online Notice of LG Bidding Opportunities
- Final PS&E review and SLOA changes
 - *Checklists*

- Reference to “qualified person” in LGPP
- Requirement for TxDOT pre-approval of selection process for professional services procurement requirements if requesting reimbursement
- Child support bid submittal requirements
- DBE goal language consistent with MOU
- EEO/Title VI clarifications

- Assessment of liquidated damages
- Process to request additional Davis Bacon wage classifications
- Reimbursement of progress payments is only after LG payment to contractor and requests should be done monthly when work is performed
- Quality Assurance Plan requirements
- Available online through txdot.gov

Summary of Best Practices Update

- LGPP Updates
- Additional checklists
- QAP template and sample
- Available online through txdot.gov and on CD

- Added field to DCIS to code local projects
 - *Not LG*
 - *On state highway system LG*
 - *Off state highway system LG*
 - *Non-construction LG*
- Will allow creation/updates of LG project lists for multiple purposes to better manage program statewide

Online Notice of LG Bidding Opportunities

- Added Pop-up Screen in DCIS
 - *LG contact name, bid date, contact info for bidding*
 - *This information will be posted on TxDOT-CST website once State Letter of Authority has been issued through bid opening date*

- PS&E approval at District level
- Project development checklists
 - *AFA through Contract Execution*
- Must be filled out by LG along with submittals for approval
- District will sign State Letter of Authority to LG

PS&E Final Approval and SLOA Process

- For LG/District use during Engineering and Architectural Design

Item	Not Applicable	Plans or Project Manual Page No.	Task Completion Verified By LG (insert name below):	LG Date Verified	Task Completion Verified By TxDOT (insert name below):	TxDOT Date Verified
Engineering and Architectural Design Checklist						
DESIGN REVIEW						
Verify if TxDOT or federal oversight project.						
Drainage complies with TxDOT's Hydraulic Design Manual.						
Coordination with FEMA performed, if necessary.						
Bridge designs reviewed by TxDOT (complies with TxDOT Bridge Design Manual).						
Bridges over waterway approved by USCOE or other agencies.						
LG has constructability review performed.						
Construction sequencing reviewed and approved by TxDOT.						
Traffic design complies with design criteria.						
Traffic design complies with TMUTCD.						
Traffic control plans (maintenance of traffic) reviewed and approved by TxDOT.						
Pavement design based upon traffic data from district reviewed and approved by TxDOT.						
Geotechnical Investigation report reviewed and approved by TxDOT.						
Landscape design in accordance with TxDOT Landscape and Aesthetics Design Manual.						
Longitudinal barriers, including bridge rail, in accordance with TxDOT manuals and standards.						
Road closure/detour plans reviewed and approved by TxDOT.						
Includes TxDOT Standard Specifications, Special Specifications and required Special Provisions as required in funding agreement or previously approved by TxDOT.						
Special Provisions or alternate specifications, if allowed by state regulation, have TxDOT approval.						
No propriety materials or processes specified, unless approved by TxDOT.						
Environmental Permits Issues and Commitments (EPIC) sheet in plans.						
Storm Water Pollution Prevention Plans included in plans.						
Existing and proposed ROW lines (including control of access lines) shown on plans.						
Existing and proposed utility locations shown on plans.						
District obtains plan and estimate approval from TRF on Safe Routes to Schools projects						
Value engineering study completed for project >\$50M or bridge cost >\$40M.						

PS&E Final Approval and SLOA Process

- For LG/District use during Bid Document Review

Item	Not Applicable	Plans or Project Manual Page No.	Task Completion Verified By LG (insert name below):	LG Date Verified	Task Completion Verified By TxDOT (insert name below):	TxDOT Date Verified
Bid Document Checklist						
BID DOCUMENT REVIEW						
<u>Bonding</u>						
1. TxDOT approval of LG submitted pre-qualification/qualification/licensing procedures. Approved provisions included in bid document.						
2. Bid document indicate performance bonds are required if the contract is in excess of \$100,000.						
3. Bid document indicate payment bonds are required if the contract is in excess of \$25,000 (\$50,000 for municipalities).						
<u>Buy America</u>						
1. If there are federal funds, LG includes contract provisions in bid document addressing Buy America.						
2. Assurance that, if there are federal funds, LG prepared any requests for waivers and submitted the request through TxDOT to FHWA for approval prior to advertisement for receipt of bids.						
<u>Child Support Documentation</u>						
1. LG includes certification of Child Support Statement and form for Business Ownership (list of names and Social Security numbers of all individuals owning 25% or more of company) required by Family Code §231.006 in all bid documents.						
<u>Contract Time</u>						
1. TxDOT reviews and concurs in LG time determination. Calendar days or work days clearly defined.						
<u>Debarment Certification</u>						
1. LG includes debarment certification in all bid documents for projects with federal funds.						
<u>Designated Material Sources/Disposal Sites</u>						
1. If LG wants to furnish material to a contractor, designate a source of material for the contractor or require the contractor to use designated disposal sites, LG makes a formal finding that it is in the public's interest to do so.						
2. Public interest determination must have TxDOT concurrence. For federal oversight projects, FHWA approval required.						
3. All materials specifications approved by TxDOT, including any designated source. For federal oversight projects, FHWA approval required.						

PS&E Final Approval and SLOA Process

- For LG/District use during Contract Execution

Item	Not Applicable	Plans or Project Manual Page No.	Task Completion Verified By LG (insert name below):	LG Date Verified	Task Completion Verified By TxDOT (insert name below):	TxDOT Date Verified
Contract Execution Checklist						
CONTRACT EXECUTION						
Bonding						
1. Verify contractor performance bonds meet minimum requirements.						
2. Verify contractor payment bonds meet minimum requirements.						
Disadvantaged Business Enterprises (DBEs), Historically Underutilized Businesses (HUBs) and Small Business Enterprises (SBEs)						
1. Review of DBE participation plan to ensure contract goals are committed to in accordance with provisions contained in bid document prior to contract execution or evaluate and document "Good Faith Effort."						
2. Ensure DBEs certified under Texas Unified Certification Program.						
Railroad Insurance Provisions						
1. Verify contractor submitted required insurance, if required.						
2. Verify railroad agreement executed prior to contract execution, if required.						
Workers' Compensation Insurance						
1. Written certification from contractor that workers' compensation insurance coverage is provided to each contractor and subcontractor employee working on the project.						

- Do LGs fully understand federal requirements which will be added to their project when they seek federal funding?
 - If not, how do we overcome this?
- From LG perspective, what are advantages and disadvantages of having to use TxDOT specs and bid docs vs. using LG specs and bid docs?

Advisory Committee Meeting Dates

Date	Time	Location
Thurs., June 20	10 a.m.-12 noon	Austin
Thurs., Aug. 15	10 a.m.-12 noon	Austin
Wed., Oct. 16	1-2 p.m.	Bryan Dist.
Tues., Dec. 17	10 a.m.-12 noon	Austin

