



TABLE OF CONTENTS

Chapter 19: Plans, Specifications, and Estimates

Section 19-1 Introduction

- 19-1-1.....General
 - 1.1.....Originator
 - 1.2.....Purpose
 - 1.3.....Composition
 - 1.4.....Timing
 - 1.5.....Processing
- Attachment 1.1.....Abbreviations in FDM Chapter 19
- Attachment 1.2.....Central Office PS&E Contacts
- Attachment 1.3.....Utility Exception Example
- Attachment 1.4.....Real Estate Exception Example
- Attachment 1.5.....Proposal Preparation Process Schedule
- Attachment 1.6.....Central Office Proposal Preparation Process
- 19-1-3.....Project Letting Process (PLP)
 - 3.1.....Guidelines and Definitions
 - 3.2.....The Purpose
 - 3.3.....The Process
- Attachment 3.1.....Project Letting Process for Fiscal Year “X”
- Attachment 3.2.....Schedule for Establishing Annual Letting Implementation Plan (LIP)
- Attachment 3.3.....Sample Letting Restriction List
- Attachment 3.4.....Cumulative Monthly Goals
- 19-1-5.....Proprietary Products
 - 5.1.....General
 - 5.2.....Justification of Proprietary Applications
 - 5.3.....Proprietary Product Documentation
 - 5.4.....Publication of Proprietary Product Lists
 - 5.5.....Approved Product Lists
 - 5.6.....References
- Attachment 5.1.....Example DT1584 Patented or Proprietary Product Justification
- 19-1-7.....Use of Publicly Owned Equipment on Let Contracts
- 19-1-9.....State Owned, Furnished and Designated Materials for Let Contracts
 - 9.1.....Applicability
 - 9.2.....Guidance
 - 9.3.....Mandatory Disposal Sites
- 19-1-11.....Expedited Lettings
 - 11.1.....Selecting an Appropriate Contract Type
 - 11.2.....Expedited Letting Documents
 - 11.3.....Final PS&E Review Process
 - 11.4.....Timing
- Attachment 11.1.....Selecting a Contract Type

Section 19-5 Estimates

- 19-5-1.....General
- 19-5-3.....Bid Item Guidance
 - 3.1.....Updated/Newer Bid Items
 - 3.2.....Usage Guidance for Other Items
 - 3.3.....Quantities

Attachment 3.1.....Quantity Reference Table
Attachment 3.2.....FIIPS Quantities Update Form
19-5-5.....Construction Estimates
 5.1.....Confidential Construction Estimates
 5.2.....Estimate Accuracy Performance Measure
 5.3.....Estimating User Group
 5.4.....Estimate Types and Components
 5.5.....Tools and Resources
 5.6.....Construction Estimate Development
 5.7.....Contract Document Bid Impacts
Attachment 5.1.....Recommended Letting Months by Improvement Strategy
19-5-6.....Construction Estimate Documentation Report
 6.1.....Estimate Documentation Information
 6.2.....Executive Summary
 6.3.....Estimating Tool Parameters
 6.4.....Similar Projects or Proposals
 6.5.....Project Characteristics
 6.6.....Item Level Documentation
 6.7.....Attachments
19-5-7.....Construction Estimate Review
 7.1.....Independent Review
 7.2.....Region Program Controls Review
 7.3.....Central Office Review
19-5-10.....Create Estimate and Proposal
19-5-20.....FHWA Project Authorization Process (Delegated Projects)
 20.1.....Background Information
 20.2.....Corrective Actions for the Cost Estimate Data

Section 19-10 PS&E Transmittal and Composition

19-10-1.....Transmittal of Let Project PS&Es
 1.1.....Accessing eSubmit
19-10-5.....Final Review
 5.1.....Approval of Plans and Grades
 5.2.....Cost Effectiveness Finding
 5.3.....Hazardous Materials
 5.4.....Right of Way and Encroachments
 5.5.....Permits and Environmental Documents
 5.6.....Utilities and Railroads
 5.7.....Justifications
 5.8.....Proprietary Products
 5.9.....Salvaged Material and Public Interest Findings
 5.10.....Constructability Review
 5.11.....Bureau Project Review
 5.12.....PS&E Pre-Submittal Review
Attachment 5.1.....BPD - Quality Review Checklist
Attachment 5.2.....BOS – Quality Review Checklist
Attachment 5.3.....BHM - Quality Review Checklist
Attachment 5.4.....BTS Environmental Section - Quality Review Checklist
Attachment 5.5.....BTLRRH - Quality Review Checklist
Attachment 5.6.....BTS Acquisition & Services Section - Quality Review Checklist
19-10-10.....Transmittal of Let Project PS&E Exhibits
 10.1.....Submitting PSE Exhibits with eSubmit
 10.2.....Naming Exhibits
 10.3.....Submittal
 10.4.....Submitting Structure Plans
 10.5.....Error Messages
19-10-15.....Plan Letter
 15.1.....Plan Letter Contents
19-10-20.....Governors Approval Form (DT25)
 Attachment 20.1.....Sample of Form DT25, Governor’s Approval Form
19-10-25.....Sample Proposal
 25.1.....Completing Form DT1502
 Attachment 25.1.....Sample of Completed DT1502 Form Highway Work Proposal

19-10-30Contract Time for Completion (DT1923)
 30.1.....General
 30.2.....Contract Work Type
 30.3.....Work Time
 30.4.....Factors Influencing Contract Time
 Attachment 30.1.....Sample of Form DT1923, Contract Time for Completion
 Attachment 30.2.....Percentage Factors for Probable Working Days
19-10-35Certificate of Right of Way (DT1899)
 35.1.....Right-of-Way Clearance
 Attachment 35.1.....Certificate of Right of Way
19-10-40Utilities Status Report (DT1080)
 40.1.....Utility Clearance
19-10-42Certification of Railroad Coordination with Highway Construction
19-10-43Digital Data Exchange
 43.1.....General
 43.2.....Construction Data Packet Submittal
 43.3.....Consultant Project Data Submittal
 43.4.....File Formats
 43.5.....Categories of Digital Data Exchange
 43.6.....Guidelines on Data Requirements
 Attachment 43.1.....Civil 3D Specific Design Deliverable Requirements
19-10-45Changes to Consultant Plans
 45.1.....Purpose
 45.2.....Statement of Problem
 45.3.....Project Development
 45.4.....Region Activities
 45.5.....Bureau of Structures Activities
 45.6.....Bureau of Project Development
 45.7.....Post Letting Activities
19-10-50Revisions of PS&E and Resubmittal of Rejected Proposals
 50.1.....Revisions of PS&E
 50.2.....Resubmittal of Rejected Proposals

Section 19-15 Special Provisions

19-15-1.....Introduction
19-15-2.....Alternative Contracting
 2.1.....Introduction
 2.2.....Cost Plus Time Bidding
 2.3.....Lane Rental
 2.4.....Design/Build Contracting
 2.5.....Interim Liquidated Damages
 2.6.....Enhanced Liquidated Damages
 2.7.....Incentives/Disincentives
 2.8.....Flexible Notice-to-Proceed
 2.9....."Low Bid" Design/Build
 Attachment 2.1.....Cost Plus Time (A + B) Bidding
 Attachment 2.2.....Cost Plus Time (A + B1 + B2 + B3) Bidding
 Attachment 2.3.....Cost Plus Time (A + Lane Rental) Bidding
 Attachment 2.4.....Cost Plus Time (Accelerated Bridge Construction) Bidding
 Attachment 2.5.....Lane Rental Fee Assessment (Example for Simple Night Work)
 Attachment 2.6.....Lane Rental Fee Assessment (Example for Multiple Closure Situations)
 Attachment 2.7.....Enhanced Liquidated Damages
 Attachment 2.8.....Incentives/Disincentives for Interim Completion of Work
 Attachment 2.9.....Flexible Notice-to-Proceed
19-15-3.....Guarantees, Warranties, Establishment Periods, and Proving Periods
19-15-5.....General
 5.1.....Sample Special Provision
19-15-10.....Scope of Work
 10.1.....Sample Special Provision

19-15-11Consideration of Proposals
 11.1.....Sample Special Provisions

19-15-12.....Proposal Guaranty
 12.1.....Sample Special Provision

19-15-14.....Coordination and Prosecution and Progress
 14.1.....Factors to Consider

19-15-15.....Prosecution and Progress
 15.1.....Other Considerations
 Attachment 15.1.....Choosing the Appropriate Prosecution & Progress STSP

19-15-20.....Traffic
 20.1.....Sample Special Provision

19-15-23.....Holiday and Weekend Work Restrictions
 23.1.....Independence Day
 23.2.....Memorial and Labor Days
 23.3.....Deer Hunting Season
 23.4.....Non-Holiday Weekends
 23.5.....Other Monday Holidays
 23.6.....Thanksgiving
 23.7.....Christmas and New Years
 23.8.....Easter
 23.9.....Sample Special Provision

19-15-25.....Utilities
 25.1.....Sample Special Provisions

19-15-26.....Other Contracts and Work by Others

19-15-35.....Railroad Special Provisions
 35.1.....Railroad Contact Information
 Attachment 35.1.....Railroad Special Provisions Selection

19-15-45.....Hauling Restrictions
 Attachment 45.1.....Sample Special Provision

19-15-55.....Environmental Protection
 55.1.....Bridge Construction in Streams During Fish Spawning
 55.2.....Migratory Bird Nests on Structures
 55.3.....Other Environmental Protection STSPs

19-15-60.....Erosion Control
 60.1.....Sample Special Provisions

19-15-75.....Specification Modifications
 75.1.....Sample Special Provisions

19-15-80.....Special Provision Bid Items SPV
 80.1.....Assigning Numbers to SPV Items
 80.2.....Writing Special Provision Articles for Non-Standard Bid Items
 80.3.....Using Numbers in Technical Documents
 80.4.....Using Units in Technical Documents
 Attachment 80.1.....Nonstandard Bid Item Sample

19-15-85.....Standardized Special Provisions Bid Items (STSP) ###.####.S
 85.1.....Modifying an Existing STSP
 85.2.....STSP Folder Updates
 85.3.....The Special Provisions Website

19-15-90.....Additional Special Provisions
 90.1.....Coordination with the Region Labor Compliance Coordinator
 90.2.....ASP Descriptions
 90.3.....Buy American Provision

Section 19-21 Quality Management Program

- 19-21-1.....Overview
 - 1.1.....General QMP Information
- 19-21-2.....Use of Standard Specification and Incentives for QMPs
 - 2.1.....Standard Specification QMP Provisions
 - 2.2.....Incentive Items for Standard Specification QMPs
- 19-21-5.....Use of Standard Special Provision and Incentive Item QMPs
 - 5.1.....Standard Special Provisions
 - 5.2.....Standard Special Provisions QMPs

Section 19-22 Post-Advertisement Activities

- 19-22-1.....Addenda
 - 1.1.....Introduction
 - 1.2.....Determining the Need for an Addendum
 - 1.3.....Completing the Addendum Development Form
 - 1.4.....Preparing the Addendum
 - 1.5.....Final Coordination with BPD
 - 1.6.....BPD Processing
 - 1.7.....Measuring Addenda
 - Attachment 1.1.....Addenda Process Flow Chart
 - Attachment 1.2.....Addenda Development Form (blank)
 - Attachment 1.3.....Sample Completed Addenda Development Form
 - Attachment 1.4.....Addendum Form (Blank)
 - Attachment 1.5.....Sample Completed Addendum
- 19-22-5.....Post Advertisement Questions and Answer Process
 - 5.1.....Introduction
 - 5.2.....Process

Section 19-25 Local Force Account Agreements

- 19-25-1.....General
- 19-25-5.....Local Force Account (LFA) Agreements
 - 5.1.....Agreement Contents
 - 5.2.....PS&E Composition
 - 5.3.....PS&E Submittal
 - 5.4.....PS&E Approval
 - Attachment 5.1.....DT2056 Agreement for Construction, Local Force Account
 - Attachment 5.2.....Additional Provisions for Federal-Aid Force Accounts
 - Attachment 5.3.....Item Unit Cost Analysis
 - Attachment 5.4.....Project Unit Cost Analysis
 - Attachment 5.5.....PS& E Exhibit Distribution Chart for Local LFA Contracts
- 19-25-10.....Special Provisions
 - 10.1.....General Requirements
 - Attachment 10.1.....Sample Special Provision for a Local Force Account Agreement
 - Attachment 10.2.....Sample Special Provision for a Local Force Account Agreement
 - Attachment 10.3.....Required Non-discrimination Provision for Federal-Aid Contracts

Section 19-30 Razing and Removal Contracts

- 19-30-1.....General
 - 1.1.....PS&E Submittal
 - 1.2.....BPD Processing
 - Attachment 1.1.....Plan Letter for Razing and Removal
 - Attachment 1.2.....Engineer's Estimate
 - Attachment 1.3.....Governor's Approval Form DT25 for Razing and Removal
 - Attachment 1.4.....Highway Work Proposal DT1502 for Razing and Removal
 - Attachment 1.5.....Special Provisions for Razing and Removal
 - Attachment 1.6.....Exhibits

Attachment 1.7.....Bid Form and Instructions for Razing and Removal

Section 19-35 TEA and EDA Funded Projects

19-35-1.....General

1.1.....TEA Projects -State Administered

1.2.....TEA Projects -Locally Administered

1.3.....EDA Projects -State Administered

1.4.....Special Actions by the Office of Construction

1.5.....Actions Taken by the Consultant or Local Agency.

1.6.....EDA Projects -Locally Administered

Section 19-40 Review

Exhibit 1.1.....PS&E Pre-Submittal Review Guide

Exhibit 1.2.....Standard Detail Drawings (Examiner's List)