

North Texas Tollway Authority  
PS&E Preparations Manual



June 2008

## INTRODUCTION

**Functional Requirements:** Plans, Specifications, and Estimate Preparations Manual

**Date:** June, 2008

**Purpose:**

This guide is prepared to supplement and/or modify the on-line Texas Department of Transportation (TxDOT) Plans, Specifications & Estimate (PS&E) Preparations Manual. The TxDOT PS&E Preparations Manual and other related TxDOT manuals referenced therein will be used as references. This North Texas Tollway Authority (NTTA) Manual, in conjunction with the TxDOT PS&E Preparations Manual should provide uniform communication of information necessary for the compilation of PS&E packages in accordance with NTTA procedures.

**Instruction:**

This is a revised guide and supersedes any previous document.

Projects that have federal or state funds will be under the oversight of TxDOT; therefore, TxDOT will review and approve all submittals in addition to a normal NTTA review and approval process. Refer to the Local Government Project Procedures (LGPP), which are posted on the TxDOT website at <http://www.dot.state.tx.us/business/business.htm>, for requirements for Local Governments (LG) developing transportation projects under the oversight of TxDOT.

All submittals, as required in the TxDOT PS&E Preparations Manual, shall be submitted to the NTTA, specifically the Program Management Office Project Delivery Design Staff.

**Use of term:** In most cases and where logical, any reference in the TxDOT PS&E Preparations Manual to TxDOT, or to its officials, employees, or agents, should be interpreted to mean the NTTA, its officials, employees, or agents where appropriate.

When appropriate and logical, the terms used in the TxDOT PS&E Preparations Manual should be interpreted to mean the following:

<u>Term used in TxDOT PS&amp;E Preparations Manual</u>	<u>Shall be deemed to mean</u>
Department or TxDOT	NTTA
Local TxDOT district office	NTTA
Contract Services Office	NTTA, Legal Department, Procurement
TxDOT Divisions	NTTA
District's Right-of-Way Section or District office	NTTA
District Pavement Engineer	NTTA
District office	NTTA

The following are definitions of terms used in the NTTA PS&E Preparations Manual:

**NTTA Project Delivery Program Management Office (PMO).** The office of the NTTA responsible for delivery of corridor projects.

**NTTA Project Delivery Capital Improvement Program (CIP).** The office of the NTTA responsible for delivery of capital improvement projects.

**NTTA Project Delivery.** Encompasses PMO and CIP offices.

**Corridor Manager/Project Manager.** The consultant to the NTTA or its duly authorized representative providing corridor or capital improvement project management, oversight, coordination and liaison among Section Consultants or Section Engineers and the NTTA.

**Design Section Engineer (DSE).** The roadway design consultant or roadway design engineer to the NTTA for a design contract.

**Construction Manager:** The consultant to the NTTA, or its duly authorized representative, providing construction management, oversight, coordination, and liaison among contractors, the public, local governments, NTTA Project Delivery or its Corridor/Project Managers.

**Bidder.** An individual, partnership, limited liability company (LLC), corporation or any combination thereof submitting a proposal.

**NTTA CAD Guidelines (CAD).** The primary purpose of the guidelines is to ensure uniformity in the development of electronic design files and to provide consistent base files and deliverable sheets.

**NTTA System-wide Design Guidelines (SWDG).** The primary goal of the guidelines is to provide information on design elements required in all engineering and architectural plans to ensure system-wide continuity with individual corridor identity related primarily to aesthetics and architectural enhancements.

**NTTA Sign Policy.** The primary goal of the policy is to achieve consistent and uniform signing throughout the NTTA system that will enable all users to identify and reach their desired destinations easily and safe.

**Capital Soft.** Capital Soft is the NTTA capital project management software. The program operates in a web-based environment and combines the project tracking, contract management, and electronic bidding phases of a project. Capital Soft stores pertinent project data such as project description, cost, schedule, and status, and allows for real-time reporting of this data to project managers and administration. The system also enables project management and contractors to communicate via an electronic interface by using a system of electronic notifications and criteria driven interfaces. The NTTA uses the software to store baseline project data at the beginning of a project, to track the progress of a project, and compare actual project

costs with estimated costs upon project completion.

Cumulative actual costs from consultants doing business with the NTTA are tracked through the software and combined with other phases of the project to monitor total project costs.

**The Peoplesoft Accounts Payable (AP) module.** The Peoplesoft Accounts Payable (AP) module is the NTTA software for tracking all payment requisitions to vendors, consultants, and contractors. The software is linked with the Capital Project Management Software (Capital Soft) so that actual project costs may be tracked for each capital project and compared against estimated costs. Payment requisitions may be paid out of various NTTA funds, and the software tracks total expenditures for funds, and allows the NTTA to query historical information based upon requisition information such as fund, account, department, requisition date, and vendor. Consultants receiving payment from the NTTA will be added to a list of vendors in the Peoplesoft database as having done business with the NTTA.

**The Meridian Systems-R Proliance-R Web-Based Project Management System.** The NTTA is implementing a Web-Based Project Management System (Meridian Systems-R Proliance-R) for all official project communications. This system provides all project team members the following:

- Simplification of communications
- Automated tracking of time-sensitive information
- Automated reporting
- Common document storage and management Audit trail of information
- Secure, real-time 24/7 access and exchange of information

All DSE's shall be required to use this system for all official project communications and interactions including:

- Correspondence
- Meetings
- Design Management
- Request for information (RFIs)
- Submittals
- Schedule submittals
- Nonconformance reporting
- Resident Engineer's Daily Diary
- Daily Activity Reports
- Punch lists
- Budget and Cost management
- Reporting

The software is accessed via the Internet and there is no licensing cost to consultants or contractors. In addition, the NTTA Project Delivery will provide training at no cost to the DSE on the system, all project team members must complete training prior to gaining access to their project websites.

The DSE will be solely responsible for:

- Establishing and furnishing high-speed Internet connectivity to access their project websites, and
- Furnishing all hardware and software required to establish and maintain access to the project websites, including the provision of any small or large format scanning hardware, plotter devices, printers, or means of obtaining scanned or plotted documents from a printing/plotting service, to support the electronic submittal review process via the websites

**Contact:**

For general comments and suggestions for future revisions of this guide, please contact the NTTA Project Delivery Department located at NTTA, 5900 West Plano Parkway, Suite 800, Plano TX 75093.

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# Chapter 1

## Pre-Assembly Activities

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## Section 1

### **Environmental, Design, Right-of-Way and Utility: Requirements, and Value Engineering Studies**

Refer to the TxDOT PS&E Preparations Manual, Chapter 1, Section 1, for information on the following topics:

- ◆ Overview
- ◆ Environmental Requirements
- ◆ Environmental Clearances
- ◆ Design Schematic
- ◆ Design Conference
- ◆ Right-of-Way and Utility Status
- ◆ Value Engineering Studies

## Section 2

### Required Legal Documents

Refer to the TxDOT PS&E Preparations Manual, Chapter 1, Section 2, for information on the following topics:

- ◆ Overview
- ◆ Agreements
- ◆ Agreement Description
- ◆ Agreement Deadline
- ◆ Local Agency Agreements (Inter Local Agreements – ILA)
- ◆ Agreement Information References
- ◆ Memorandum of Understanding or Memorandum of Agreement
- ◆ Permits

## Section 3

### PS&E Submissions Schedules

Refer to the TxDOT PS&E Preparations Manual, Chapter 1, Section 3, for information on the following topic:

- ◆ Overview

**NTTA Construction Letting Schedule:** The [Annual Construction Letting Schedule](#) report provides information on candidate projects to be let in the fiscal year. The report includes the type of work, project description, contract number, letting date, completion date, and estimated construction cost. This report is updated monthly to reflect the latest modifications.

- ◆ General deadlines and categories
- ◆ Detailed deadlines

## Chapter 2

### Plan Set Development

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## Section 1

### Preliminary Review/Coordination

Refer to TxDOT PS&E Preparations Manual Chapter 2, Section 1, for more details on Preliminary Review/Coordination.

Federal-aid projects will require additional reviews and approvals by the TxDOT District, Design Division, Bridge Division, and Traffic Operations Division, as discussed in the TxDOT PS&E Preparations Manual.

#### Basic documents at the Project Kick-off meeting

The DSE receives a set of basic documents at the project kick-off meeting prior to any design. The basic documents include:

- ◆ [30% Design Checklist](#)
- ◆ [60% Design Checklist](#)
- ◆ [90% Design Checklist](#)
- ◆ [100% Design Checklist](#)
- ◆ [NTTA Standard Drawings](#) and Specifications
- ◆ [NTTA Special Specifications, Provisions](#) and General Notes
- ◆ NTTA Maintenance Design Guidelines Manual
- ◆ CAD Guidelines with support document, in electronic format, such as blank level list, project seed files, border files, etc.
- ◆ [Project design criteria](#)
- ◆ ITS criteria
- ◆ [Samples of invoice and progress reports](#)
- ◆ [Project design schedule](#)
- ◆ NTTA PS&E Preparations Manual
- ◆ NTTA System Wide Design Guidelines
- ◆ NTTA Sign Policy
- ◆ Any other miscellaneous information related to the project

Throughout the design of a project, there may be modifications to any of the basic documents. The NTTA Project Delivery or its Corridor/Project Manager will coordinate and provide the latest information to the DSE to incorporate all modifications to the design plans if applicable to the project. It is the DSE's responsibility to update the plans to meet the latest requirements shown in the basic documents.

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## Section 2

### Plan Set Preparation

Refer to TxDOT PS&E Preparations Manual, Chapter 2, Section 2, for more details on Plan Set Preparation.

The **Plan Sheet Sequence** is modified as shown below including additional sections which are listed in italics:

- I. General
- II. Traffic Control Plan
- III. Roadway Details
- IV. Retaining Wall Details
- V. Drainage Details
- VI. Utilities
- VII. Bridges
- VIII. Traffic Items
- IX. Environmental Issues
- X. Miscellaneous Items
- XI. *Toll Plaza Utilities*
- XII. *Cross Sections*

The modifications, supplements, and/or deletions to the subsections in this Section 2 are listed below.

#### **I. General Type of Plan Sheets**

The following topics are modified:

**Title Sheet.** NTTA does not use a “Title Block” per TxDOT.

The **Title Sheet** is supplemented by the additional information:

***Project classification and type of work.*** The project classification text should read, “For the construction of XXXX,” where the XXXX corresponds to the project classification such as “a six lane Tollway in a new urban location”. The type of work text should read, “Consisting of YYYY,” where the YYYY corresponds to the type of work included in the project such as “grading, drainage, bridge structures, retaining walls, soundwalls, concrete pavements, utilities, signing, sign structures, illumination, and pavement markings”.

***Location map.*** Provide a legible map of suitable size showing the location of the project in relation to physical landmarks, other highways, tollways, turnpikes, and/or intersections. In addition, the project limits by contract DNT number(s), county and city boundaries, graphic map scale and north arrow should also be shown. The beginning and end of each project should contain the stations and contract DNT numbers for each contract.

**Index of Sheets.** The Index of Sheets section is shown on a separate sheet called a “SHEET INDEX”. Show sheet numbers and title or abbreviations as they appear on the sheet. All sheets are to be listed, including OMITTED sheet numbers. Show (M) after the abbreviation for metric standard detail sheets. All TxDOT standard sheets, on the index of sheets, will be listed at the end of each type of work, under the title “STANDARD SHEETS - TxDOT”. In similar, the “STANDARD SHEETS - NTTA” will list all NTTA standards used in the project. The “Index of Sheets” is accompanied by the DSE’s approval note for use of TxDOT or NTTA standard sheets included in the plans as shown below.

“The standard sheets specifically identified above have been issued by me or under my responsible supervision, and are applicable to this project.”

See Section 3, Engineer’s Seal and copyright requirements, for more information on the engineer’s approval note for use of modification of TxDOT or NTTA standard sheets.

***Signature block(s).*** Signature blocks are typically required for the Corridor/Project Manager (where applicable), NTTA Project Delivery Director, and NTTA Executive Director. For federal-aid projects, an additional signature block for the TxDOT District Engineer is required.

***Section.*** Show the section of the tollway or turnpike if there is any.

***Volume.*** If a project has more than one volume, the title sheet will show the volume number under the text “VOLUME X OF Y” where the X corresponds to the volume number and the Y corresponds to the total volumes.

The “**General Notes**” section is modified as shown:

### **General Notes**

The [General Notes](#), created as described in Chapter 3, Section 5 of this manual, are placed on plan sheets and included in the PS&E package by the Corridor/Project Manager.

The “**Estimate and Quantity Sheets**” (**E&Q**) is modified as shown:

***References.*** The DSE and the Corridor/Project Manager will work together to finalize the Proposal and the [E&Q sheets](#). The final E&Q Sheet is plotted by the DSE and reflects the same items as shown on the Unit Description and Bid Price Schedule table shown in the Proposal. These sheets are then inserted in corresponding to the section of the index of sheets entitled “Estimate Summaries”.

The “**Summary Sheets**” section is supplemented with the following:

All summary tables must be included in the [Summary Sheets](#), including the Large and Small Sign Summary Tables, listed under Quantity/Item Summaries of the Index Sheet. The toll plaza items are summarized in the utility summary sheets.

## **II. Traffic Control Plan**

There are no modifications to this section.

## **III. Roadway Details**

The following topic is modified from the subsection called “**Plan and Profile (P&P) Sheets**”:

Beginning and ending of project. Show construction contract number, baseline, and begin/end station including station equation if any. Stations should increase from left to right on the plan sheets. When multi-construction contracts occur within the same construction period, the beginning and ending of project should reflect the same information of the adjacent project such as contract number.

## **IV. Retaining Wall Details**

The following topics are modified from the subsection entitled “**Retaining Wall Layouts**”:

**Guidelines.** Show horizontal and vertical controls for retaining walls, in plan and elevation views, with typical wall cross section. Show top-of-wall line, and proposed ground line (typically 2-foot minimum above bottom of wall) in profile view.

The subsection entitled “**Retaining Wall Standards**” is supplemented with the following note:

**Retaining Wall Standards.** In addition to the use of TxDOT standards, the designer shall review the NTTA retaining wall standards and use them if they are applicable to the project. A set of [NTTA CAD standards](#) can be obtained through the NTTA Project Delivery Department.

## **V. Drainage Details**

The subsection called “**Culvert Cross Sections**”, Layout and Detail Sheets is supplemented with the following note:

**Culvert Cross Sections, Layout and Detail Sheets.** The NTTA Project Delivery or its Corridor/Project Manager will request the National Bridge Inventory Number including the permanent structure number (PSN) from the TxDOT District Bridge Section for any new culvert which meets the bridge class structure criteria as specified in the TxDOT Hydraulic Design Manual. The DSE will furnish plan sheets and other required information to the NTTA for their use in obtaining this information.

Three (3) sets of the Culvert Layout Sheets, with the National Bridge Inventory Number shown on the Culvert Layout, will be furnished to the NTTA Project Delivery department, or the Corridor/Project Manager at the final submittal. One set will be submitted to TxDOT for their file.

#### **VI. Utilities**

There are no modifications to this section.

#### **VII. Bridges**

The subsection entitled “**Bridge Layouts**” is supplemented with the following note:

The NTTA Project Delivery department, or the Corridor/Project Manager will request the National Bridge Inventory Number including the permanent structure number (PSN) from the TxDOT District, Bridge Department, for all new bridges. The DSE will furnish plan sheets and other required information to the NTTA for their use in obtaining this information.

Three (3) sets of the bridge layout, with the National Bridge Inventory Number shown, will be furnished to the NTTA Project Delivery department, or the Corridor/Project Manager at the final submittal. One set will be submitted to TxDOT for their file.

#### **VIII. Traffic Items**

The subsection entitled “**Signing and Delineation**” is supplemented with the following note:

All signs should confirm to the latest edition of Texas Manual of Uniform Traffic Control Devices (TxMUTCD), NTTA Sign Policy, and TxDOT and NTTA sign standards.

The DSE has the option of combining the signing, delineation, pavement markings, and markers in the same layout as long as the sheet is clear and understandable.

#### **IX. Environmental Issues**

There is no modification for this section.

#### **X. Miscellaneous Items**

There is no modification for this section.

#### **XI. Toll Plaza Utilities**

The next subsections cover the toll plaza utilities.

- ◆ Fiber Optics Plan and Profile for Toll Plazas

#### **Fiber Optics Plan and Profile for Toll Plazas**

The plan shows the layout and details of fiber optic lines. Typically, the layout shows the conduits (either underground or under bridge structure) and ground boxes.

## **XII. Cross Sections**

The cross sections are considered as part of the plans and consist of cross sections for mainlanes, ramps, frontage roads, and cross streets.

## Section 3

### Engineer’s Seal and TxDOT Copyright Requirements

See TxDOT PS&E Preparations Manual, Chapter 2, Section 3, for more details on the following topics:

- ◆ Overview
- ◆ Changes in the law
- ◆ Policy on signing, sealing, and dating construction documents

The subsection entitled “**Standard Drawing Reliability**” is supplemented with the following note:

Plan sheets of NTTA standard drawings are not required to be signed and sealed by the responsible professional unless modified during the PS&E preparation for a specific project application.

The “Consultant Prepared PS&E” paragraph under the subsection entitled “Plan Sheet Revisions” is modified as follows:

**Consultant Prepared PS&E.** In the event there are any modifications made to the plans after the DSE submits the final PS&E to the NTTA, but prior to letting and during the course of construction, the NTTA Project Delivery department or the Corridor/Project Manager will work with the DSE/TPC for inclusion of mutually agreeable changes or modifications under the current signature, seal, and date on the plan sheets. Plan sheets that do not contain signature, seal, and date such as the Summaries, and Estimate and Quantity sheets can be modified by the NTTA Project Delivery department or the Corridor/Project Manager as long as the Engineer is notified.

Subsection entitled “**Proposal**” is deleted and replaced with the following:

#### **Proposal**

The proposal is a bidding document that is composed of Special Provisions, Special Specifications, General Notes, and other miscellaneous forms for bid submission. The NTTA Project Delivery department or the Corridor/Project Manager will work with the DSE or TPC in preparing the proposal. It is the responsibility of the Corridor/Project Manager to compile the proposal. Each PS&E submission is supported with one set of loose original (8½” x 11”) proposal sheets, including the [Engineer’s Seal Sheet](#), which is signed, sealed and dated by the DSE and contains the following statement:

“The referenced TxDOT Standard Specifications, Special Provisions, and Special Specifications and accompanying NTTA General Notes, Special Provisions, and Special Specifications in this document have been selected by me, or under my responsible supervision, as being applicable to this project.”

The following statement is signed, sealed, and dated by the appropriate NTTA department director.

“The accompanying special provisions to items 1 through 9 were developed by me, or under my responsible supervision, for inclusion in the project contract documents.”

**Changes after submittal.** Changes to the bid proposal information after submittal to the NTTA will be handled in the same manner as described above. The Corridor/Project Manager will work with the DSE for inclusion of mutually agreeable changes or modifications to the bid proposal.

The subsection entitled “**Copyright Requirement Guidelines**” is deleted from this section.

## **Section 4**

### **Drafting Guidelines**

Refer to the latest NTTA CAD Guidelines for all CAD requirements.

In addition, refer to TxDOT PS&E Preparations Manual, Chapter 2, Section 4, for more details on Drafting Guidelines. In case of conflicts among the requirements, the NTTA CAD Guidelines will govern and take precedence over TxDOT PS&E Preparations Manual.

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## Section 5

### General Plan Set Checklist

Refer to the TxDOT PS&E Preparations Manual, Chapter 2, Section 4, for more details on general plan set checklist. The TxDOT general plan set checklist is applied for 95% and final plan submittals.

In addition to the TxDOT general plan set checklist, the NTTA [30%, 60%, 90% and 100% PS&E checklists](#) are provided to assist the SE compiling these PS&E submittals.

The 30%, 60%, 90%, 95% and final PS&E are reviewed by the NTTA Project Delivery design staff and construction manager for format, adequacy, economy of design, consistency with other section submittals, and conformance with the project requirements, system-wide design guidelines, design criteria, master plans, standards, policies, specifications, special provisions, General Notes and constructability.

The PS&E reviewer will use the above checklists to verify the completeness of the submittals.

The DSE shall be responsible to respond to and incorporate Project Delivery comments into plans at each review stage.

At the discretion of the Project Delivery department, the DSE's performance may be evaluated and feedback provided to the DSE at each milestone stage.

## Section 6

### Submittals

Chapter 2, “**Plan Set Development**”, is supplemented with the following Section 6, “**Submittals**”.

#### Plan submittals

Typically, plans are submitted to the Corridor/Project Manager or NTTA Project Delivery department by the DSE or TPC for review at 30%, 60%, 90% and 100%. All plans are submitted in 11”x17” bond bound sets.

The NTTA Project Delivery or the Corridor/Project Manager will distribute the plans to proper agencies for their reviews. The number of plan sets required per project varies from one project to the other, depending on the number of agencies involved. The DSE is responsible for contacting the NTTA Project Delivery department or the Corridor/Project Manager to determine the correct number of plan sets for each project. The following table shows the minimum sets of plans required per each submittal for a roadway project:

<u>Agency</u>	<u>Minimum number of plan sets</u>
Corridor/Project Manager	3
NTTA Project Delivery	4
NTTA Construction Manager	2
TxDOT (local district)	6 (for federal-aid project) 1 (for any project crossing the state highway system)
City	1 per city
County	1 per county
Association of General Contractors	1 at 95% PS&E submittal only

The delivery of plans in electronic format may be required on all contracts for 30%, 60%, 90%, and 100% submittals. When the contract requires electronic submittal, a CD containing all files in \*.DGN format and other supporting documents will be submitted along with hard copies of the plans and estimate for each submittal.

Prior to the final submittal, the DSE will provide the NTTA Project Delivery department or the Corridor/Project Manager the original signed and sealed Title Sheet in 11”x17” Mylar and the [Engineer’s Seal Sheet](#) on 8½”x11” bond paper. The NTTA Project Delivery department or the Corridor/Project Manager will collect these sheets signed by the appropriate parties and return the Title Sheet to the DSE for printing prior to the final submittal. The Engineer’s Seal Sheet will be compiled in the proposal book.

A signed and sealed set of plans on loose 11”x17” heavy bond paper is required at the final submittal in addition to the normal submittal as stated above. The NTTA Project Delivery department will use this loose set to print plans to sell to bidders.

The DSE is responsible for, after the final submittal, maintaining and updating the original white Mylar plans for any changes occurred prior to letting date including plan sheets used in addendum. The original signed and seal white Mylar plans will be delivered 30 days after the project being let.

### **Structural Layout Submittals**

At 30% plan completion, the DSE will submit a minimum of three (3) sets of structural layouts, both bridge and retaining walls, in 11" x 17" hard copy format for review and approval. For a federal-aid project, two (2) additional sets of structural layouts are required for TxDOT review and approval. The NTTA Project Delivery department or the Corridor/Project Manager will forward the layouts to TxDOT and coordinate with TxDOT for the approvals. The approval process may require subsequent re-submittals to TxDOT in order to meet their requirements. Final approved bridge and retaining wall layouts will be submitted with the 60% plans.

### **Deliverables**

An original set of the Proposal Book, a signed and sealed loose plan set in 11"x17" heavy bond paper and Mylar set, and hard copies of the project estimate of construction cost are submitted to the NTTA Project Delivery department or the Corridor/Project Manager at the final submittal. The loose plan set should be in good quality for massive plan reproduction. The NTTA Project Delivery department or the Corridor/Project Manager will print the plans and proposal book and sell to Bidders.

See Chapter 6, Section 6, "**Post-letting Guidelines**", of this Manual for more information on final deliverables.

## Chapter 3

# Specifications

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## Section 1

### Types of Specifications and Provisions

Refer to TxDOT PS&E Preparations Manual, Chapter 3, Section 1, for more details on the following topics:

- ◆ Overview
- ◆ Standard Specifications
- ◆ Special Specifications
- ◆ Special Provisions

The subsection called “**Special Specifications**” is supplemented with the following:

**NTTA Special Specifications.** These Special Specifications are available for the DSE to use and it is the DSE’s responsibility to make sure the Special Specifications are appropriate for the project. If the DSE desires to modify any Special Specification, refer to Section 2, New Special Specification and Special Provision Submission Requirements for detailed information on the submission process.

The Subsection called “**Special Provisions**” is supplemented with the following:

**NTTA Special Provisions.** These Special Provisions are available for the DSE to use and it is the DSE’s responsibility to make sure the Special Provisions are appropriate for the project. If the DSE desires to modify any Special Provision, refer to Section 2, New Special Specification and Special Provision Submission Requirements for detailed information on the submission process.

The NTTA Special Provisions 1-9 are required for all NTTA projects. There are different versions of the Special Provisions for different type of projects; therefore, the DSE should select the appropriate ones.

Contact the NTTA Project Delivery department or the Corridor/Project Manager for the latest [NTTA Special Specifications/Special Provisions Version Number Lists](#) and/or any specific copy of NTTA Special Specifications or Special Provisions.

Note: These should have been provided to the DSE at the Project Kick-off meeting.

## Section 2

### New Special Specification and Special Provision Submission Requirements

For federal-aid projects, refer to the TxDOT PS&E Preparations Manual, Chapter 3, Section 2, for more details on new special specification and special provision submission requirements.

The “When to Submit Completed Form” in subsection entitled “Form 1814” is supplemented with the following:

TxDOT Form 1814 is required for federal-aid projects and NTTA Form 1814NTTA is required for all other projects.

The DSE should complete and submit the [TxDOT Form 1814](#) (for projects with federal-aid) or NTTA [Form 1814NTTA](#), along with the new Special Specification or Special Provision, to the NTTA at the 90% plan completion at the latest. The NTTA Project Delivery department or the Corridor/Project Manager will submit the TxDOT Form 1814 and the new Special Specification or Special Provision to TxDOT for further review and approval.

The proposed Special Provision or Special Specification must be created in Microsoft Word and saved in WORD document (\*.DOC) format. If the proposed Special Provision is created based on modification of an existing special provision, the WORD document file shall have the track change feature turned on to reflect the additions or deletions from the original Special Provision.

Modifications to special provisions 1-9 must receive approval from the NTTA and its General Counsel. All other proposed Special Provisions and Special Specifications must be submitted to the NTTA Project Delivery department or the Corridor/Project Manager, who shall submit it to the NTTA Standards Manager for review and approval.

#### Approval Procedure

The NTTA New Special Provision and Special Specification request must follow NTTA procedures FD-03 and FD-04. This process should be used when the designer wants to use a New Special Provision and Special Specification that is not already included on the TxDOT web site or the NTTA Special Provision/Special Specification Version Number List.

The NTTA Project Delivery Standards Committee will review and if approved, assign a number for the new Special Specification or special provision. The NTTA Project Delivery department or the Corridor/Project Manager will work with the DSE in finalizing the new Special Specification or Special Provision. Depending on the content, the review and approval process may take up to several weeks; therefore, it is

recommended that the DSE submits the new Special Provision or Special Specification as early in the design phase as possible.

Once the Special Specification or Special Provision is approved, the NTTA will update the [NTTA Special Specifications/Special Provisions Version Number Lists](#) and place the new Special Specification or Special Provision on the NTTA centralized library in \*.PDF format. Contact the NTTA Project Delivery department or the Corridor/Project Manager for electronic copies of the Specifications stored in this library.

One purpose of this approval procedure is to carefully screen all Special Provisions and Special Specifications for conformance with NTTA policies and construction practices and to approve only those deemed essential.

## Section 3

### Specification List

Refer to TxDOT PS&E Preparations Manual, Chapter 3, Section 3, for more details on the following topics:

- ◆ Overview
- ◆ Specification List Components
- ◆ Standard Specifications
- ◆ Important Notice to Contractors
- ◆ Special Specifications
- ◆ Reference Items
- ◆ Specification List Review

Reference to Design and Construction Information System (DCIS) and DCIS procedures only apply to internal TxDOT procedures.

#### Specification List Creation

Since the NTTA does not use the TxDOT DCIS system, the following procedure applies to the creation of the NTTA specification list:

The Specification List is created in WORD document (\*.DOC) format. The layout format of the Specification List shall conform to [NTTA's Index of Governing Specifications, Special Provisions and Special Specifications](#). It is the DSE's responsibility to contact the NTTA Project Delivery department or the Corridor/Project Manager to obtain the latest format of the Specifications List. The DSE can request an electronic copy of the existing Specifications List to use it as a template. The Specification List is required in the 90%, 95%, and final Mylar plan set.

#### Required Special Provisions

NTTA Special Provision SP-0.10, Important Notice to Contractors, "R.O.W. and Utility Relocations by Others" replaces TxDOT Special Provisions listed under subsection "Important Notice to Contractors" and it is required for all NTTA projects.

The following NTTA Special Provisions are also required on all NTTA projects:

NTTA Special Provision	R.O.W. and Utility Relocations by Others	(SP-0.02.0 X)
NTTA Special Provision	Sales and Use Tax Exemption	(SP-0.04.0 X)
NTTA Special Provision	Existing Utilities	(SP-0.05.0 X)
NTTA Special Provision to Item 1	Definition of Terms	(SP-1.X)
NTTA Special Provision to Item 2	Instructions to Bidders	(SP-2.X)
NTTA Special Provision to Item 3	Award and Execution of Contract	(SP-3.X)

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NTTA Special Provision to Item 4	Scope of Work	(SP-4.X)
NTTA Special Provision to Item 5	Control of the Work	(SP-5.X)
NTTA Special Provision to Item 6	Control of Materials	(SP-6.X)
NTTA Special Provision to Item 7	Legal Relations and Responsibilities	(SP-7.X)
NTTA Special Provision to Item 8	Prosecution and Progress	(SP-8.X)
NTTA Special Provision to Item 9	Measurement and Payment	(SP-9.X)

Where X denotes the latest version of the Special Provision.

When TxDOT Special Provision(s) and NTTA Special Provision(s) of the same item are being used in the project, it is the Engineer’s responsibility contact the Corridor/Project Manager to resolve any conflicts between the two systems.

## **Section 4**

### **Specification List Checklist**

Refer to TxDOT PS&E Preparations Manual, Chapter 3, Section 4, for more details on specification list checklist.

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## Section 5

### General Notes

See TxDOT PS&E Preparations Manual, Chapter 3, Section 5, for more details on General Notes.

This section is supplemented with the following:

The General Notes must be created in Microsoft Word and saved in WORD document (\*.DOC) format. A version of the [NTTA Master General Notes](#) is available through the NTTA Project Delivery department or the Corridor/Project Manager and is available for use upon request prior to the 90% PS&E submittal.

The NTTA Project Delivery department or the Corridor/Project Manager will compile the General Notes, as part of the bid document, using information provided by the DSE. At the 90% plan submittal, the DSE should provide the NTTA Project Delivery department or the Corridor/Project Manager with a red-marked hardcopy of NTTA master General Notes and Specification Data which indicate the notes and construction data needed to be included in the proposal book. Any addition/modification of notes for the project specific requirements will require review and approval by NTTA Project Delivery department or the Corridor/Project Manager. Addition/modification of notes must be created in Microsoft Word document. The NTTA Project Delivery department or the Corridor/Project Manager will work with the DSE/TPC to finalize the General Notes.

The following information is also required from the DSE/TPC to complete the General Notes:

- ◆ Specification Data Table
- ◆ General: Company name of DSE
- ◆ General: Utility Companies, contact persons and phone numbers
- ◆ General: list of modified TxDOT or NTTA standard sheets
- ◆ General: personnel information for utility coordination in case of emergency including utility company names, contact persons and contact phone numbers for all underground and/or overhead utilities within the project limits.

The design data in the Specification Data tables should be consistent with the quantities listed in the Summary Sheet of the plan set.

The contents of the General Notes are to be included in two places of the PS&E package: the proposal book and the plan sheets. The General Notes in the plan set are called [NTTA Plan General Notes and Specification Data](#) and the set in the proposal book are called [NTTA General Notes and Specification Data](#).

## **Section 6**

### **General Notes Checklist**

Refer to TxDOT PS&E Preparations Manual, Chapter 3, Section 6, for more details on the General Notes checklist.

# Chapter 4

## Plans Estimate

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## **Section 1**

### **Overview**

Refer to the TxDOT PS&E Preparations Manual, Chapter 4, Section 1, for an overview of the Plans Estimate.

If the contract requires, the DSE/TPC will submit the project estimate at 30%, 60%, 90%, 100%, and final completion of the PS&E. The project estimate will be prepared in accordance with the NTTA Cost Estimate Template, [PC-02-F1](#).

The NTTA Project Delivery department or the Corridor/Project Manager will review and work with the DSE/TPC in finalizing the engineer's estimate prior to the project letting.

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## Section 2

### Preparation of Project Estimate

Refer to TxDOT PS&E Preparations Manual, Chapter 4, Section 2, for more details on Preparation of Project Estimate.

The NTTA does not utilize DCIS to generate the project estimate; therefore, subsections “P1 Screen (DCIS)”, “C1 Screen (DCIS)”, and “Computer File Format (P4 Screen/ROSCOE/Estimator® Software)” are not applicable in this Section.

The “Bid Item and Descriptive Code listings” and “Request New Descriptive Codes” shown in subsection “Descriptive Code Numbers” are modified as follow:

***Bid Item and Descriptive Code Listings.*** Use the TxDOT procedure for internet as shown in Table 4-2 of the TxDOT PS&E Preparations Manual, Chapter 4, Section 2 for bid item and descriptive code. Items in NTTA special specifications are listed in the NTTA descriptive codes list. Contact the NTTA Specification Manager for the latest NTTA descriptive codes list. The NTTA items code begins with 100’s series for the 2004 Standard Specification Items such as 132-101 is for EMBANK (DENS CONT)(TY C1)(CL 3).

**Request of New Descriptive Code.** If there are no suitable descriptive codes for bid items in both TxDOT and NTTA descriptive codes lists, the DSE/TPC can submit a new code or modification request through the NTTA Project Delivery department or the Corridor/Project Manager during the course of PS&E processing. The DSE/TPC will fill out the NTTA [Form 1815NTTA Code Revision Form](#) for each item requested. The NTTA Project Delivery department or the Corridor/Project Manager will review and approve the request and a new code will be added to the NTTA descriptive codes list once the request is approved. The NTTA Project Delivery department will also have the new NTTA descriptive code added to the NTTA TeleCentric and Peoplesoft systems for billing and accounting purposes.

Chapter 4, Section 2, “**Preparation of Project Estimate**” is supplemented with the following information.

The project estimate shall be prepared in accordance with the NTTA Cost Estimate Template. The DSE/TPC submits the project estimate in hard copies and electronic copies. The NTTA Project Delivery department or the Corridor/Project Manager will transfer the data into the NTTA Estimate Spreadsheet which will generate the engineer’s estimate and the Unit Description and Bid Price Schedule as shown in the proposal book. The NTTA Project Delivery department or the Corridor/Project Manager will later use this NTTA Estimate Spreadsheet to generate the Project Bid Tab and final Unit Description and Bid Price Schedule with the low bid amount.

## **Section 3**

### **Quantities**

Refer to TxDOT PS&E Preparations Manual, Chapter 4, Section 3, for more details on Quantities except for subsections called “Special Account Codes” and “Special Account Customizing”.

## **Section 4**

### **Prices**

Refer to TxDOT PS&E Preparations Manual, Chapter 4, Section 4, for more details on prices.

Information on low bid prices from previous NTTA projects are also available for use as references. The information can be requested from the NTTA Project Delivery department.

## **Section 5**

### **Funding Program Overruns**

The information under this heading in the TxDOT PS&E Preparations Manual Chapter 4, Section 5 applies primarily to TxDOT internal procedures.

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## Section 6

### Estimate Checklist

The following check list items are added to this section:

- Verify that all descriptive codes, both TxDOT and NTTA, are valid and can still be used.
- Verify that all new descriptive codes have been approved by the NTTA Specification Manager.
- Check estimated unit prices. Use TxDOT and NTTA data for references.
- Check measurement and payment articles of Specifications and Provisions to verify that all necessary bid items have been included in the estimate.
- Verify item code and description match item code and description shown in the TxDOT and NTTA descriptive codes lists.
- Verify at least 15% contingencies are listed in the 30%, 60%, and 90% estimates.
- Verify 30%, 60%, 90% and 100% estimate covers all items used in the project. These items are classified under the following categories: Traffic control plan, roadway, retaining walls, drainage, utility relocation as part of the construction contract, bridges, traffic items, environmental issues, miscellaneous items, and toll plaza items.

## Chapter 5

### PS&E Submissions and Processing

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## **Section 1**

### **Overview**

Refer to TxDOT PS&E Preparations Manual, Chapter 5, Section 1, for more details on Overview.

## Section 2

### PS&E Submission Data Sheet (Form 1002)

Refer to TxDOT PS&E Preparations Manual, Chapter 5, Section 2, for more details on PS&E Submission Data Sheet (Form 1002) for federal-aid projects. Most of Section 2 is not applicable to NTTA projects.

## Section 3

### Supporting Papers Checklist

See TxDOT PS&E Preparations Manual, Chapter 5, Section 3, for more details on Supporting Papers Checklist.

For all NTTA projects, the following checklist should be followed:

- ◆ Plans (half-size prints). See Chapter 2, Section 6, “Submittals” for more information.
- ◆ Proposal book or Specification book. The proposal book contains the front end documents and the Special Provisions and Special Specifications. Electronic files of the front end documents can be obtained through the NTTA Specification Manager. See chapter 3 for more details on specifications.
- ◆ Plan estimate. See Chapter 4, “Plans Estimate” for more information.
- ◆ [NTTA letter requesting for Letter of Authority \(LOA\)](#) from FHWA (for federal-aid projects).
- ◆ Right-of-Way and Utilities Certificates (for federal-aid projects). These will include [Relocation Certificate](#), [Right-of-Way Certificate](#), [Utility Adjustment Certificate](#), and [Encroachment Certificate](#). TxDOT normally requires 2 original signed certificates and 8 hard copies for distribution.

Depending on the funding type of the project, the proposal book is compiled with different requirements. The DSE will furnish all necessary data to the NTTA Project Delivery department or the Corridor/Project Manager, who will in turn prepare the proposal book. The [NTTA Document Checklist for Roadway Construction](#) lists the required items for the NTTA proposal book.

The following topics will help the DSE in completing the required front end documents.

**Proposal.** The **proposal guaranty** amount, as shown in the table below, is determined based on the project’s estimate of each project. Project’s estimate at \$25,000 or less will not require a proposal guaranty. The table serves as a guide only and if it is determined that the proposal guaranty amount requires any modifications, the NTTA Executive Director will determine the amount.

<u>If the project estimate is within</u>	<u>Proposal guaranty amount will be</u>
\$1.00 to \$25,000.00	\$0
\$25,000.01 to \$200,000.00	2% to next \$100
\$200,000.01 to \$400,000.00	\$8,000
\$400,000.01 to \$500,000.00	\$15,000
\$500,000.01 to \$1,000,000.00	\$30,000
\$1,000,000.01 to \$2,000,000.00	\$50,000
\$2,000,000.01 to \$3,000,000.00	\$60,000
\$3,000,000.01 to \$4,000,000.00	\$70,000

\$4,000,000.01 to \$5,000,000.00	\$80,000
\$5,000,000.01 to \$8,000,000.00	\$90,000
Over \$8,000,000	\$100,000

**Payment Bond and Performance Bond.** When the amount of the contract exceeds \$100,000, a performance bond and a payment bond will be required. When the amount of the contract is less than or equal to \$100,000 but greater than \$25,000, only a payment bond will be required. When the amount of the contract is \$25,000 or less, neither a performance bond nor a payment bond will be required.

**Umbrella Insurance in SP-7.** The following table shows the amount of umbrella insurance to be used in corresponding to the range of the project's estimate. The table serves as a guide only and if it is determined that the umbrella insurance amount requires any modifications, the NTTA Executive Director or NTTA Board will determine the amount.

<u>If the project's estimate is within</u>	<u>Umbrella Insurance amount will be</u>
\$1.00 to \$5,000,000.00	\$5,000,000
\$5,000,000.01 to \$8,000,000.00	\$8,000,000
Over \$8,000,000.00	\$10,000,000

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## Section 4

### PS&E Checklists

See TxDOT PS&E Manual Chapter 5, Section 4, for more details on PS&E Checklists.

The following checklist items are added to this section:

#### Checklist

- Check the proposed design to see if any design exceptions and/or design waivers are necessary. If so, check to see if all necessary design exception request(s) have been forwarded to NTTA for approval. For federal-aid project, the design exception requires TxDOT Austin approval.
- Determine if any new Specifications, Provisions or descriptive codes are needed. If so, verify all applicable Forms, [TxDOT 1814](#) or [NTTA 1814NTTA](#), and/or request of new descriptive code, [NTTA 1815NTTA](#), have been sent to the NTTA Specification Manager for processing at least two months prior to final submission.
- Complete proposal book with [General Notes](#), [Specifications List](#), [Sealed Engineer's](#) certifications (1 original), and all front end documents
- [ROW parcel](#), [utility adjustment](#), [encroachment](#) and [relocation](#) certifications (for federal-aid projects)
- Plans tracings (i.e. unbound plans in half size heavy bond paper with all Title Sheet signatures)
- Verify information in the General Notes matches the Plan General Notes and Specification Data
- Verify bid item code, description, unit, and quantity shown in the E&Q sheets match bid item code, description, unit, and quantity shown in the estimate and Unit Description and Bid Price Schedule.

## **Section 5**

### **District Level PS&E Review Process**

Refer to TxDOT PS&E Preparations Manual, Chapter 5, Section 5, for more details on District Level PS&E Review Process. The District performs the review for the federal-aid projects and the NTTA Project Delivery department or the Corridor/Project Manager perform the reviews for all NTTA projects.

## **Section 6**

### **Division Level PS&E Review Process**

Refer to TxDOT PS&E Preparations Manual, Chapter 5, Section 6, for more details on Division Level PS&E Review Process. This section is applied for federal-aid projects only.

## Section 7

### Addendum Process

Refer to TxDOT PS&E Preparations Manual, Chapter 5, Section 7, for more details on the following topics:

- ◆ Need for Addendum
- ◆ Federal Oversight Project Addendum

The subsection entitled “Addendum Notice” applies to TxDOT internal procedures. NTTA PS&E should adhere to the following procedures:

#### **Bid clarification and addendum**

The NTTA Project Delivery department prepares and sends the bid clarification and addendum to every bidder to ensure that all receive the same information. Typically, the bid clarification will be distributed such that it is received by all bidders not less than two (2) business days prior to the scheduled bid opening and the addendum will be distributed not less than four (4) business days prior to the scheduled bid opening.

**Bid Clarifications.** Bid clarifications are responses to contractors’ questions that have arisen during their examination of the contract documents. Each question and response are written down and sent to every bidder to ensure that all receive the same information.

The DSE, when requested by the Corridor/Project Manager, will assist in developing the written responses, in a timely manner, for all technical questions that need further clarifications. The NTTA will use the information provided by the DSE to prepare the bid clarifications.

**Addendum.** If it becomes necessary to issue an addendum to the contract documents, an addendum notice and addendum package content will be prepared by the NTTA Project Delivery department or the Corridor/Project Manager, and the DSE. The addendum notice provides a written summary of all changes that are made to the plans and proposal after the PS&E package has been processed and released to the bidders.

The Corridor/Project Manager will work with the DSE in preparing, in a timely manner, necessary addendum package contents, including but not limited to addendum drawings, narratives, and any other deliverables so identified. The DSE shall submit all required items for addendum to the NTTA Project Delivery department or the Corridor/Project Manager no later than the 6<sup>th</sup> business day prior to the bid date. The NTTA Project Delivery department or the Corridor/Project Manager will review, complete, and submit the addendum package contents to NTTA, for further processing, no later than the 5<sup>th</sup> business day prior to the bid date.

New or revised plan drawing(s) for Addendum requires annotation as follows.

- ◆ The “Revision” frame in the Title Block will indicate the Addendum Number and Addendum Date. The Addendum Number will be enclosed by a triangle.
- ◆ Modified notes, dimensions, titles, etc. will be denoted using the Addendum Numbers with triangles.
- ◆ Modified graphics: line work, patterning, leaders, etc. that are judged discernable will be denoted using the Addendum Numbers with triangles. Modified graphics that are less well discerned will be denoted by clouding the area, and by identifying the clouded area with the Addendum Numbers with triangles.

New or revised specification sheets for Addendum in the proposal book require annotation as follows.

- ◆ Addendum Date
- ◆ Addendum Number

Only affected sheets in the proposal book will be included in the addendum package. If the revision to the General Notes for addendum is minor, the changes can occur on the same sheet as long as it does not cause text shifting to the next sheet. Otherwise, new and/or major revised notes are shown at the end of the General Notes.

## Chapter 6

### Pre-Letting and Post-Letting

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## Section 1

### Overview

#### Pre-Letting Information

TxDOT PS&E Procedure Manual Subsection “**Pre-Letting Information**” is supplemented with the following information:

The following are activities that occur after all PS&E packages have been submitted to and processed through the NTTA Project Delivery department prior to letting.

Activities prior to letting include:

- ◆ Receive Letter of Authority from FHWA (required for federal-aid projects)
- ◆ Publishing of advertisements and release of proposals to prospective bidders. NTTA advertises the projects, releases the proposals, and opens bids.
- ◆ General communications with bidders
- ◆ Pre-bid meeting as required in the proposals or advertisements.
- ◆ Bid clarifications and addenda to bid documents

#### Post-Letting Information

TxDOT PS&E Procedure Manual Subsection “**Post-Letting Information**” is supplemented with the following information:

- ◆ Bid validity and overrun justification
- ◆ Final deliverables
- ◆ Plan revisions
- ◆ Consultant Evaluation Form (completed at the discretion of the NTTA Project Delivery department at interim 30%, 60%, 90%, and final stages)

## **Section 2**

### **Federal Project Authorization and Agreement**

See TxDOT PS&E Preparations Manual, Chapter 6, Section 2, for more details on federal project authorization and agreement. This section applies for federal-aid projects only.

## **Section 3**

### **State Letter of Authority**

Refer to TxDOT PS&E Preparations Manual, Chapter 6, Section 3, for more details on state letter of authority. This section applies for federal-aid projects only.

## **Section 4**

### **Project Financial Clearance**

TxDOT PS&E Preparation Manual Chapter 6, Section 4, “Project Financial Clearance” is not applicable to NTTA projects.

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## Section 5

### Pre-letting Checklist

TxDOT PS&E Preparation Manual Chapter 6, Section 5, “**Pre-letting Checklist**” is modified as shown below:

#### Checklist

- † Check to see if pre-bid conference is shown in the proposal or advertisements.
- † Check to see if the letting schedule shown in the proposal match the letting schedule listed in the annual Project Letting Schedule. The annual Project Letting Schedule contains the letting dates and key dates for the PS&E process which adheres to the NTTA project letting dates. It is essential that the letting dates are strictly followed.
- † Once the estimate is complete and all corrections have been made (including revisions in addenda), the NTTA GEC resubmits the estimate to the NTTA staff for its use.
- † For Federal-Aid projects, the responsible division prepares an FPAA form and submit to DES-Letting Management Section. The project must be environmentally cleared (by the FHWA) and in an approved STIP before this form can be submitted to the FHWA.
- † If the project is Federal-Aid state oversight, the responsible division fills out the state LOA provided by DES-Letting Management Section (through Environmental Affairs Division (ENV) and return to DES-Letting Management Section. Make sure all applicable conditions of approval are included (outstanding ROW, utilities, railroad agreements, etc.).
- † Check to see if all revised or new plan drawings for addendum show engineer’s seal (except for E&Q sheets, Summary sheets, and Plan General Notes), addendum number, and addendum date.

TxDOT PS&E Preparation Manual Chapter 6, Section 5, “**Pre-letting Checklist**” is supplemented with the following information:

#### Advertisement

No public advertisements for bids are allowed prior to the receipt of the Letter of Authority for federal-aid projects. Public advertisements for bids for projects subject to open bidding shall be posted in pertinent newspapers no later than twenty (20) business days prior to the anticipated bid opening date. As a minimum, the advertisement shall contain the following information: NTTA construction contract number; Date & time of the bid opening; Location and address of the bid opening; Brief (one or two sentence) description of project and type(s) of construction involved; and Cost of bid packets.

**General Communications with Bidders**

All communications from the bidders (i.e. questions, requests for clarification, advisories, etc), if any, in regard to bid document are transmitted directly to the NTTA staff as listed in the proposals. Typically, written requests received on or before the 7<sup>th</sup> business day prior to the bid date will be responded formally by the appropriate NTTA department director. Formal responses, included clarifications and/or addenda, will be communicated, in writing, to each of the firms and agencies named on the Plan Holders List no later than the 4<sup>th</sup> business day prior to the bid date.

**Pre-Bid Meeting**

When a pre-bid meeting is required for a project, the Corridor/Project Manager or Construction Manager will establish and administer the pre-bid meeting. The DSE will provide representation and answers to technical questions at the pre-bid meeting. Questions and answers will be summarized in the meeting minutes prepared by the NTTA or the DSE.

All graphics distributed in the pre-bid meeting will have the following information: title block, date, construction project number, corporate logo, and bar scale. The graphics will be issued on a page size: letter, legal, or half size that is folded to letter size.

**Bid Clarifications and Addenda**

See TxDOT PS&E Preparations Manual Chapter 5, Section 7 for information on bid clarification and addendum.

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## Section 6

### Post-letting Guidelines

TxDOT PS&E Preparations Manual Chapter 6, Section 6, “Post-letting Guidelines” is modified and supplemented by the following:

#### **Bid validity and overrun justification**

Once the bids are received, the NTTA staff will enter all bidding information into the NTTA system to determine the validity of the bids. The following items are checked:

- ◆ Adequate competition
- ◆ Indications of collusion among bidders
- ◆ Unbalanced bidding
- ◆ Low bid that is
  - 20% or more over the engineer’s estimate when there are two or more bidders, regardless of project cost
  - 10% or more over the engineer’s estimate when there is one bidder, regardless of project cost

Once these points have been considered, the NTTA Project Delivery department will recommend award or rejection of the bid to the NTTA Board at the monthly Board Meeting.

#### **General Communications with Contractor**

Once the construction contract is awarded, all questions, requests for information, substitution requests, change requests, advisories, and other forms of communication that originate from the Contractor are routed directly to the NTTA Project Delivery department or the Construction Manager. The DSE is not to communicate directly with the Contractor.

#### **Final deliverables**

Thirty (30) calendar days after the project has let, the DSE/TPC will submit one (1) set of plans in full size vellum, one (1) set of original signed and sealed plans in 11” x 17” mylar, and final electronic files. The plans shall consist of original and revised plans for addenda. The NTTA Project Delivery department or the Corridor/Project Manager will provide the NTTA Standards used in the project and the latest Plan General Notes and Specification Data to the DSE/TPC prior to the deliverable package. The Corridor/Project Manager will transmit deliverable package to the NTTA Project Delivery department along with the CD containing all electronic files us

ed in preparing the Proposal Book and Addendum Document.

### **Consultant Evaluation Form**

The NTTA Project Delivery department or the Corridor/Project Manager will fill out NTTA's [Form CA-04-F2 Consultant Performance Evaluation Report](#) for each design contract prior to the closeout of the contract and at interim milestone stages at the discretion of the Project Delivery department.

### **Plan revisions after the design contract being released**

If an error or omission in the plans is suspected, after the design contract has been released and during the construction of the project, the NTTA Project Delivery department, or the Construction Manager will notify the DSE and formally request the DSE to research the condition and modify the documents accordingly, without supplemental compensation. The revised or new plan drawing(s) shall be prepared in accordance with the requirements as shown in Chapter 5, Section 7 under subsection "Addendum", and submitted to the NTTA in the following format: i) one (1) set of revised plan sheets in full size vellum; ii) one (1) set of original signed and sealed revised plan sheets in 11" x 17" Mylar, iii) and final electronic files.

### **Shop drawings or working drawings**

During construction, all shop drawings or working drawings when required by the project, will be submitted to the NTTA Project Delivery department, the Corridor/Project Manager, or the Construction Manager for review and approval. See Special Provision SP-5 for more details on the submittal requirements for shop drawings or working drawings.

## **Chapter 7**

### **Local Public Agency Let Projects**

This chapter is no longer required in the TxDOT PS&E Preparations manual contents. For further information, see the new Local Government Project Procedures, which are posted on TxDOT's website.