| | STATEWIDE BEST PRACTICES RESULTS |
|---|---|
| | |
| ABL | In both area offices reviewed, the record keepers use a Payroll Log to monitor Compliance Statements discrepancies and corrective measures taken. A Labor Interview Log is also used to monitor Labor Interviews and the wage rate verifications. This practice enhances the controls associated with Payrolls, Labor Interviews and Compliance Statements. |
| | The District Construction Office has centralized the monitoring of railroad insurance. They use emails to coordinate communication among personnel at the District, Area, Field and Contractor's offices. This practice enhances the control associated with railroad insurance. |
| | The Construction Compliance Coordinator uses a schedule to monitor the due dates of quarterly and monthly barricade inspections, the discrepancies and the corrective action dates. He also uses maps of construction projects to plan the site visits. These practices enhance the controls associated with monitoring barricade inspections. |
| | The District Construction Office uses a standard checklist to perform interim and final project reviews. This practice enhances the post construction audits by assuring that all reviews are performed in conformity and at the same time prevents any area from being inadvertently omitted in the review. |
| | |
| AMA | The district has a process in place to monitor railroad insurance for construction projects. This process contributes to complying with the insurance requirements. |
| | The District Construction Office reviews active projects on a scheduled basis to assist the area offices. This allows the district to provide assistance to the area offices, ensure projects are proceeding according to plans and in compliance with policy. |
| | |
| ATL | In both area offices reviewed, lockable filing cabinets are used to store the payroll records of the Prime and Subcontractors in order to protect confidential information. |
| | The District Construction Office has centralized the monitoring of railroad insurance. They use emails to coordinate communication among personnel at the District, Area, Field and Contractor's offices. This practice enhances the control associated with railroad insurance. |
| | The District Construction Office uses a standard checklist to perform interim and final project reviews. This practice enhances the post construction audits by assuring that all reviews are performed in conformity and at the same time prevents any area from being inadvertently omitted in the review. |
| | |
| AUS | The district is exceeding the minimum requirements in various areas. For example, the district requires an additional monthly barricade inspection in the urban areas (this practice should enhance safety in those construction zones), the SW3P inspections for one project are conducted every 7 days rather than the 14 day option (this practice should enhance the project's environmental controls) and the CUF reviews are being conducted on federal projects as of April 2006 rather than the minimum requirement of federal projects let on or after April 2006 (this practice enhances the controls associated with the DBE program). |

| | STATEWIDE BEST PRACTICES RESULTS |
|---|---|
| | |
| BMT (test district ) | The Liberty AO was performing CUF reviews on all their projects which exceeds the requirement for projects let since April 2006. This practice enhances the controls associated with DBE contractors. |
| | The Beaumont AO record keeper was requesting the prime contractor to supply a letter describing the location of all MOH stored off site. The practice augments the accountability of the contractors. |
| | |
| BWD | No Best Practices were identified. |
| | |
| BRY | The Bryan AO created a CO checklist for their review process which is used in addition to the district's CO checklist. These practices enhance the monitoring and control over CO utilization. |
| | The Bryan AO created a time schedule checklist for their quarterly labor reviews and a checklist for their weekly payroll submission. The checklist helps the area office monitor submission of quarterly labor reviews and weekly payrolls. |
| | |
| CHS | The AOs use a checklist in the preparation of COs. This is a good tool to ensure that COs are consistently prepared. |
| | District scans documents for each project into SiteManager. This permits easy access throughout the district to information about the project. |
| | Childress AE shares physical inventories of aggregate at asphalt plant with other AOs. |
| | District construction auditor performs an interim SiteManager desk audit of projects periodically. |
| | |
| CRP | The District Office is performing CUF reviews on all their projects which exceeds the requirement for projects let since April 2006. This practice enhances the controls associated with DBE contractors. |
| | |
| DAL | The district has implemented standard operating procedures (SOP) for many different activities. Included in the construction SOPs are Job Diaries, COs and Partnering for construction projects as well as other construction related SOPs. |
| | The district has modified the Form 1914 and 1915 Requests for Material on Hand (MOH) to show the addition and subtraction of MOH quantities and dollars. This helps the district monitor and track MOH. |
| | |

| | STATEWIDE BEST PRACTICES RESULTS |
|---|---|
| ELP | All COs over $50,000 must be approved by the CO Committee prior to final approval or contractor signatures. COs under $50,000 must also be submitted within one estimate period of the area engineer's approval for informational purposes. The committee review assures that the COs are complete and accurate, and keeps the district informed of pending issues and proposed resolutions prior to final resolution. |
| | The Alpine Area Engineer encourages the record keepers to make periodic visits to the job sites as a way to improve their understanding of the construction process. For example, if an inspector is particularly busy, the record keeper will go to the job site to confirm the material on hand information submitted for payment. The record keepers in the Alpine Area Office also periodically review each other's work to assure the accuracy of project records. |
| | The district has implemented a pipeline program (for department owned and monitored laptops) which allows for remote management of laptops; eliminates unmonitored internet connections; assures critical updates and uniformity to other department devices; and provides communication between the investigators and their supervisors. The Information Resources Administrator is also researching monitoring tools for wireless Internet connections. |
| | |
| FTW | No Best Practices were identified. |
| | |
| HOU | The District Construction Office (DCO) monitors environmental compliance for construction, maintenance and facilities projects. The additional oversight ensures a consistent and timely independent review regarding environmental concerns throughout the district. |
| | Personnel from the DCO assist the area offices by monitoring the contract Daily Work Report summaries for Disadvantaged Business Enterprise work that should be assessed under the Commercially Useful Function (CUF) criteria. Since assurance of CUF activities was made a requirement for projects let after April 06, the DCO's involvement acts as an additional tracking mechanism. |
| | The Harris County AO has developed a checklist as a guide for completing the processing of COs. By following the evolution of a CO from the draft stage to the final approval, the area office personnel can spot delays and identify participants needed to augment project changes. |
| | The Harris and Galveston County AO record keepers have created a final records checklist. The checklist is used to ensure that the project records are complete before submission to the DCO for the final records audit. |
| | |
| LRD | District construction office developed a spreadsheet to track bi-monthly and quarterly inspections by project, and confirm that the appropriate corrections have been made and forms submitted. |
| | Record keepers perform comprehensive audits of every project at routine intervals to identify and resolve issues as they arise to minimize the amount of time spent on post-construction audits. |

| | STATEWIDE BEST PRACTICES RESULTS |
|---|---|
| | AOs are required to send an e-mail to environmental, record keepers, TP&D, and the DO when a CO is initiated. This serves as a tracking mechanism and minimizes the need to renegotiate. |
| | |
| LBB | For all impending COs, the district developed a CO Request Form which is distributed to pertinent district offices for review and comment. |
| | Lubbock AO uses a CO Action Tracking form to monitor the status of the processing of CO documentation. The tracking form is a good mechanism to gauge the timeliness of COs in progress. |
| | District utilizes a standard agenda to guide the area offices in conducting and documenting their preconstruction meetings. The standardization provides for a consistent and recognized manner of conducting and documenting the meetings. |
| | On a quarterly basis, inspectors perform reviews of bulletin boards using the EEO Poster/Notice Checklist in CCAM. It is used to provide a thorough and regular examination of the posters/notices displayed. |
| | Lubbock AO forms 2118 (SW3P) provide meticulous information regarding the status of corrective actions. |
| | |
| LFK | No Best Practices were identified. |
| | |
| ODA | No Best Practices were identified. |
| | |
| PAR | The district is performing the Commercially Useful Function reviews on all Disadvantaged Business Enterprises (DBE) whether or not they are being counted toward the DBE goal. This is above the minimum requirement of federal projects let on or after April 2006. |
| | The district brought back a retiree to mentor other inspectors. |
| | |
| PHR | District construction auditor conducts monthly audits of MOH. |
| | One area office includes TCP inspections in each inspector's performance evaluation. |
| | |
| SJT | The district engineer monitors and approves all COs regardless of the amount which enhances the district's accountability of the changes. |
| | The district's construction Highway Insight newsletter stressed that inspection of the Storm Water Pollution Plan is just as important as any other work on the project and encourages anyone responsible to take time to review their projects and assure that they are placing and maintaining their Best Management Practices. |
| | |

| | STATEWIDE BEST PRACTICES RESULTS |
|---|---|
| SAT | District policy requires that invoices for Material On Hand (MOH) accompany the Forms 1914 and 1915 and if support documentation is not provided, the MOH will be taken off the next estimate. Also, the District requires each area office to do quarterly MOH audits. These practices enhance the monitoring and control over MOH. |
| | The District has a standard agenda for pre-construction meetings that lists the minimal items which should be covered in the meeting. This assures that each project meets the minimum communication requirements among TxDOT, the Contractor and various entities. |
| | The District has a standard checklist for "Interim, Pre-Final, and Final" reviews for construction projects. This places emphases on monitoring and controlling the project. |
| | |
| TYL | Material On Hand (MOH) location is being recorded on Form 1915. This helps the district monitor and track MOH. |
| | The district has a centralized process in place to monitor railroad insurance for construction projects. This practice enhances the control associated with railroad insurance. |
| | |
| WAC | District developed CO Guidelines, a transmittal sheet and a CO Supplemental Log. |
| | |
| WFS | The District has standard construction Operating Procedures (O & P's) to enhance monitoring and control of construction projects. The following list indicates an example of the District's O & Ps: Change Orders; Material on Hand; Commercially Useful Function; Diaries, Start Work & Contract Time; Additional Classification & Wage Rate Request; Payrolls & Wage Rate; Bulletin Board/EEO; Traffic Control Plan; Pre-Construction Meetings; Storm Water Pollution Prevention Plan; and Receipt of Materials. |
| | The US 380 Area Office record keeper uses the Daily Road Report, Form 124WS, and an excel spreadsheet to keep track of haul tickets. This assures that the payment of haul tickets for each project is monitored and controlled. |
| | One of the components of an Area Engineer's performance evaluation is based on the number of COs created on their projects. |
| | |
| YKM | The district issues a wireless enabled laptop to each inspector and requires the contractor on each project to provide the wireless card as a subsidiary cost. All but one area office has converted to this system and the district is researching monitoring software. Use of department owned laptops eliminates any potential appearance of conflict of interest and provides the department with the ability to monitor for personal use. |
| | The district construction office performs quarterly reviews of every project. The review includes items such as bulletin boards, diary entries, and contract time, in addition to performance of barricade inspections. The construction auditor also monitors payments for mobilization, prep ROW, and barricades throughout the project. The quarterly reviews are effective in identifying deficiencies before the final audit, while they can still be adequately addressed. |

| | STATEWIDE BEST PRACTICES RESULTS |
|---|---|
| | The La Grange AO record keeper enters the haul tickets into an Excel spreadsheet as they are received from the inspectors to track for running totals, control sequences number, etc. The La Grange AO staff has also developed Excel spreadsheets to track specific information regarding multiple materials (e.g., flex base, hot mix, lime, cement) and measurement quantities (e.g., truck quantity calculation tools). The spreadsheets are helpful tools for distinguishing technical details for the record keeper, who might not have specific knowledge regarding distinguishing characteristics of load measurements for multiple types of material. |
| | |