

# **Texas Department of Transportation Technical Provisions**

## **Attachment 2.1 – Project Management Plan Contents**

**The Project Management Plan -Contents and Schedule for provision of the component parts**

**Legend**

**A= Submitted by Developer within 30 days of NTP 1 and approved by TxDOT prior to Commencement of Design**

**B= Submitted by Developer within 90Approved by TxDOT at prior to Commencement of Construction**

Note – in this PMP Contents the term “Contractor” shall be taken to mean “Subcontractor”

Part	Ref	Section	Contents	Required by
<b>1. Project Administration</b>				
		<b>Organization</b>	Organizational diagram	A
		<b>Personnel</b>	Names and contact details, titles, and job roles	A
		<b>Contractors</b>	Contracting Plan	A
		<b>Schedule</b>	Baseline Schedule in accordance with Section 2	A
		<b>Quality Control</b>	Procedures to establish and encourage continuous improvement	A
		<b>Audit</b>	Procedures to facilitate review and audit by TxDOT	A
			Auditing and management review of Developer's own activities under the PMP	A
			Auditing and management review of Contractor's activities and management procedures	A
		<b>PMP Update</b>	Procedures for preparation of amendments and submission of amendments to any part of the PMP	A
		<b>Document Management</b>	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A

Part	Ref	Section	Contents	Required by
<b>2. Quality Management</b>				
<b>2A. Design Quality Program</b>				
		<b>Organization</b>	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the CDA Documents	A
		<b>Personnel</b>	Resource plan for the Developer and its subcontractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for the Key Personnel and for other principal personnel during design	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate activities	A
		<b>Offices and equipment</b>	Description of the necessary offices and office equipment to be provided by Developer during design	A
		<b>Contractors</b>	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
		<b>Interfaces</b>	Interfacing between the Developer, Contractors and independent certifiers during design including interfaces between the structural design auditor, the safety auditor, and any quality reviewer	A
			Coordination with Utility Owners	A
		<b>Environmental</b>	Control of the interface between environmental requirements (including landscaping) and the design of the Project	A

Part	Ref	Section	Contents	Required by
<b>2. Quality Management</b>				
<b>2A. Professional Services Quality Program (con't.)</b>				
		<b>Procedures</b>	Procedures describing how the principal activities will be performed during the design stage: to include geotechnical site investigation, surveys and mapping, environmental management, safety audit, structural audit, and checking	A
		<b>Quality Control/Quality Assurance</b>	Quality control and quality assurance procedures including a resource table for monitoring and auditing all design services, design review and certification, verification of plans	A
			Procedures for environmental compliance	A
			Procedures to establish Developer's hold points in design process where checking and review will take place	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and Governmental Entities	A
			Procedures to establish and encourage continuous improvement	A
			<b>Audit</b>	Name of Developer's representative(s) with defined authority for establishing, maintaining, auditing and reporting on the PMP
		<b>Document Management</b>	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
			The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
			Identify environmental documentation and reporting requirements, including Environmental Permits, Issues and Commitments (EPIC) sheets	A
<b>2B. Construction Quality Program (CQP)</b>				
		<b>Organization</b>	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the CDA Documents	A
		<b>Personnel</b>	Resource plan for the Developer and its Contractors	B

Part	Ref	Section	Contents	Required by
<b>2. Quality Management</b>				
<b>2B. Construction Quality Program (CQP) (con't.)</b>				
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	B
			Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to construction	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate his activities	B
			Procedures for implementation of Environmental Protection Training Program for all employees in accordance with Section 4	B
		<b>Offices and equipment</b>	Description of the necessary offices and office equipment to be provided by Developer during construction	A
		<b>Contractors</b>	Overall control procedures for Contractors, including consultants and subconsultants	B
			Responsibility of Contractors and affiliates	B
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	B
			Procedures for implementation of Environmental Protection Training Program for employees of subcontractors in accordance with Section 4	B
		<b>Interfaces</b>	Interfacing between the Developer, Contractors and independent certifiers during construction, including any testing contractor	A
		<b>Procedures</b>	List of Project specific construction procedures	B
			Construction detailed procedure for each major activity whether directly undertaken or subcontracted to include pavement, structures, drainage, communications	B
			Construction Traffic Management Plan	B
		<b>Quality Control/Quality Assurance</b>	Construction Monitoring Plan	B

Part	Ref	Section	Contents	Required by
<b>2. Quality Management</b>				
<b>2B. Construction Quality Program (CQP) (con't.)</b>				
			Construction Monitoring Program (Environmental)	B
			Procedures for environmental compliance	
			Control, identification and traceability of materials, including any material or samples temporarily or otherwise removed from site for testing or other reasons.	B
			Examinations and audit of Construction Work, review of examination and audit, issue of certificates	B
			Observation and reporting of all tests in compliance with Section 2	B
			Procedures for tests and inspections for the purpose of the Contractor certifying that prior to burying, each part of the Works is complete and conforms to the CDA Documents.	B
			Quality control and quality acceptance procedures including a resource table for monitoring and auditing during construction any work and testing undertaken by Contractors and Suppliers both on and off Site	B
			Procedures to establish Developer's hold points in construction	B
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and Governmental Entities	B
			Procedures to establish and encourage continuous improvement	A
		<b>Audit</b>	Inspection and test plans that identify the proforma and/or databases to be used for recording the inspection and test results and methodology for transmitting acceptance testing and inspection reports to TxDOT	B
			Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	B
		<b>Document Management</b>	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use.	B

Part	Ref	Section	Contents	Required by
<b>2. Quality Management</b>				
<b>2B. Construction Quality Program (CQP) (con't.)</b>				
			Document management procedures in compliance with the Technical Provisions Section 2	A

Part	Ref	Section	Contents	Required by
<b>3. Environmental Management</b>				
		<b>Organization</b>	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the CDA Documents	A
			Environmental Contact Tree	A
		<b>Personnel</b>	Resource plan for the Developer and its Contractors	B
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for Key Personnel and for other environmental personnel	A
			Implement Environmental Protection Training Program for all employees in accordance with Section 4	A
		<b>Contractors</b>	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and affiliates	A
		<b>Environmental</b>	Comprehensive Environmental Protection Program (CEPP)	B
		<b>Quality Control and Quality Acceptance</b>	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and Governmental Entities	A
			Procedures to establish and encourage continuous improvement	A
			Procedures for environmental compliance	A
		<b>Audit</b>	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	B
		<b>Document Management</b>	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Identify environmental documentation and reporting requirements	A



Part	Ref	Section	Contents	Required by
<b>4. Public Information and Communications</b>				
		<b>Organization</b>	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the CDA Documents	A
		<b>Personnel</b>	Resource plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for Key Personnel and for other principal personnel	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate his activities	A
		<b>Offices and equipment</b>	Description of the necessary offices and office equipment to be provided by Developer during design	A
		<b>Contractors</b>	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
			Procedures for implementation of Environmental Protection Training Program for employees of Contractors	A
		<b>Interfaces</b>	Procedures for liaison with the public, the media and other Customer Groups in accordance with Section 3 and the press media policy of TxDOT	A
			Procedures to coordinate with Project stakeholders such as municipalities, counties, MPOs, RMAs and other Customer Groups	A
		<b>Procedures</b>	Procedures describing how the principal activities will be performed	A

Part	Ref	Section	Contents	Required by
<b>4. Public Information and Communications (con't)</b>				
		<b>Quality Control</b>	Quality control procedures including a resource table for monitoring and auditing all public information and communication services	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and Customer Groups	A
			Procedures to establish and encourage continuous improvement	A
		<b>Audit</b>	Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
		<b>Document Management</b>	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
			Identify environmental documentation and reporting requirements	A

Part	Ref	Section	Contents	Required by
<b>5. Health &amp; Safety</b>				
			Policies, plans, training programs, Work Site controls, and Incident response plans to ensure the health and safety of personnel involved in the Project and the general public affected by the Project	A
			Procedures for immediately notifying TxDOT of all incidents arising out of or in connection with the performance of the Work	A

Part	Ref	Section	Contents	Required by
<b>6. Communications Plan</b>				
			The manner in which the Developer's organization will respond to unexpected requests for information, communicate changes or revisions to necessary Developer personnel, and notify affected stakeholders before and after changes are made	A
			Processes and procedures for communication of Project information between the Developer's organization and TxDOT.	A

Part	Ref	Section	Contents	Required by
<b>7. ROW Acquisition Management</b>				
		<b>Organization</b>	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the CDA Documents	A
		<b>Personnel</b>	Resource plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel	A
			Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to ROW acquisition and utility adjustment activities.	A
			Names and contact details, titles, job roles of principal personnel for Contractors and any third party with which Developer will coordinate activities	A
		<b>Contractors</b>	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and affiliates	A
			Steps taken to ensure Contractors and Suppliers meet the obligations imposed by their respective Contracts	A
			Procedures for implementation of Environmental Protection Training Program for employees of Contractors in accordance with Section 4	A
			<b>Interfaces</b>	Interfacing between the Developer, Contractors and independent certifiers during Project ROW acquisition including the interfaces between the Project ROW acquisition, Project design, and any quality reviewer
			Coordination with Utility Owners	A
			Utility Adjustment Plan	B
		<b>Relocation</b>	Relocation Plan (Right of Way)	B
		<b>Environmental</b>	Control of the interface between environmental requirements (including Hazardous Materials and demolition) and Project ROW acquisition activities	A

Part	Ref	Section	Contents	Required by
<b>7. ROW Acquisition Management (con't)</b>				
			Applicable procedures for the Hazardous Materials Management Plan in accordance with Section 4	A
			Applicable procedures to implement the Pollution Prevention Plan (P2 Plan), recycling program and waste management in accordance with Section 4	A
			Address Project Environmental Mitigation Plan (PEMP) requirements	A
		<b>Schedule Procedures</b>	Logic linked ROW acquisition activities on a parcel-by-parcel basis as part of the Project Baseline Schedule, including adequate time periods for TxDOT review and condemnation activities in accordance with Section 7	A
			Procedures describing how the principal activities will be performed during the Project ROW acquisition, whether directly undertaken or subcontracted	A
		<b>Quality Control</b>	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT and Governmental Entities	A
			Procedures to establish and encourage continuous improvement	A
			Quality control procedures and quality review standards for Project ROW acquisition in accordance with Section 7	A
			Procedures for environmental compliance	A
		<b>Audit</b>	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
		<b>Document Management</b>	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	A
			Document management procedures in compliance with the Technical Provisions Section 2	A
			Identify environmental documentation and reporting requirements	A

Part	Ref	Section	Contents	Required by
<b>8. Cost Management</b>				
	2.10		Procedures for cost management and reporting as required by Stakeholders involved in the Project	A