

**Texas Department of Transportation**  
**TECHNICAL PROVISIONS**

**STATE HIGHWAY 360**

**Attachment 2-1**

**Project Management Plan Contents**

## Attachment 2-1 – Project Management Plan Contents

The Project Management Plan (PMP) Contents and Schedule for provision of the component parts.

**Legend:**

**A = Submitted by DB Contractor within 30 days of NTP 1 and approved by TxDOT prior to Commencement of Design and issuance of NTP 2**

**B = Submitted by DB Contractor within 90 days of NTP 1 and approved by TxDOT prior to Commencement of Construction**

Part	Ref	Section	Contents	Required by
1. Project Administration				
	1.1	Organization	Organization diagram	A
	1.2	Personnel	Names and contract details, titles, and job roles	A
	1.3	Contractors	Procedures to establish how the DB Contractor will manage Contractors	A
	1.4	Schedule	Project Baseline Schedule in accordance with <u>Section 2</u> of the Technical Provisions	A
	1.5	Quality Control	Procedures to establish and encourage continuous improvement	A
	1.6	Audit	Procedures to facilitate review and audit by TxDOT and/or the Independent Reviewers	A
			Auditing and management review of DB Contractor's own activities under the PMP	A
			Auditing and management review of Contractor's activities and management procedures	A
	1.7	PMP Update	Procedures for preparation of amendments and submission of amendments to any part of the PMP	A
	1.8	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems DB Contractor will use.	A
			Document management procedures in compliance with <u>Section 2</u> of the Technical Provisions.	A
			Procedures for documenting all required Plans not specifically stated in this attachment, including but not limited to: Aesthetics and Landscaping Plan, ITS Implementation Plan, Haul Route Plan, Maintenance Management Plan (MMP), Emergency Response Plan, Demolition and Abandonment Plan, etc	A
2. Quality Management Plan				
2A. Design Quality Management				
	2A.1	Organization	DB Contractor's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
	2A.2	Personnel	Resource Plan for the DB Contractor and its subcontractors	A

Part	Ref	Section	Contents	Required by
2A. Design Quality Management (continued)				
	2A.2	Personnel	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 the period of Design Work	A
			Names and contact details, titles, job roles and specific experience required for the principal personnel for Contractors and any third party with which DB Contractor will coordinate activities.	A
	2A.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by DB Contractor during the period of Design Work	A
	2A.4	Contractors	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
	2A.5	Interfaces	Interfacing between the DB Contractor, Contractors and the Independent certifiers during the period of Design Work	A
			Coordination with Utility Owners	A
	2A.6	Environmental	Integration of the interface between environmental requirements (including landscaping) and the design of the Project	A
	2A.7	Procedures	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
	2A.8	Quality Control	Quality Management Plan (QMP), including control procedures including a resource table for monitoring and auditing all design services, design review and certification, and verification of plans	A
			Procedures for environmental compliance	A
			Procedures to establish DB Contractor's hold points in the design process at which checking and review will take place	A
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties.	A
			Procedures to establish and encourage continuous improvement	A
	2A.9	Audit	Name of DB Contractor's representative(s) 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
	2A.10	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems DB Contractor will use	A
			Document management procedures in compliance with <u>Section 2</u> of the Technical Provisions	A
Identify environmental documentation and reporting requirements, including Environmental Permits, Issues and Commitments (EPIC) sheets			A	

Part	Ref	Section	Contents	Required by
2B. Construction Quality Management				
	2B.1	Organization	DB Contractor's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
	2B.2	Personnel	Resource Plan for the DB Contractor 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	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 DB Contractor will coordinate his activities	B
			Procedures for implementation of the Environmental Protection Training Plan (EPTP) for all employees in accordance with <u>Section 4</u> of the Technical Provisions	B
	2B.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by DB Contractor during construction	A
	2B.4	Contractors	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 Plan (EPTP) for employees of subcontractors in accordance with <u>Section 4</u> of the Technical Provisions	B
	2B.5	Interfaces	Interfacing between the DB Contractor, Contractors, including any testing contractor, and the Independent verifiers during construction	A
	2B.6	Procedures	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
			Traffic Management Plan	B
	2B.7	Quality Control/ Quality Assurance	Construction Quality Management Plan (CQMP)	B
			Integration of component parts of the Comprehensive Environmental Protection Program (CEPP) into construction quality management	B
			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 <u>Section 2</u> of the Technical Provisions	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 Contract Documents	B
		Quality control 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	

Part	Ref	Section	Contents	Required by
<b>2B. Construction Quality Management (continued)</b>				
	2B.7 (cont'd.)	Quality Control / Quality Assurance	Procedures to establish DB Contractor's hold points in construction	B
			Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties	B
			Procedures to establish and encourage continuous improvement	A
	2B.8	Audit	Inspection and test plans that identify the proforma and/or databases to be used for recording the inspection and test results and a methodology for transmitting acceptance testing and inspection reports to TxDOT	B
			Name of DB Contractor'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
	2B.9	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems DB Contractor will use	B
			Document management procedures in compliance with <u>Section 2</u> of the Technical Provisions	A
<b>3. Comprehensive Environmental Protection Program (CEPP)</b>				
	3.1	Organization	DB Contractor's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A
			Environmental Contact Tree	A
	3.2	Personnel	Resource Plan for the DB Contractor 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 Plan (EPTP) for all employees in accordance with <u>Section 4</u> of the Technical Provisions	A
<b>3. Comprehensive Environmental Protection Plan (continued)</b>				
	3.3	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and Affiliates	A
			Procedures for implementation of Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with <u>Section 4</u> of the Technical Provisions	A
	3.4	Environmental	Establishment of the component parts of the Environmental Compliance Mitigation Program (ECMP)	B
	3.5	Quality Control	Procedures to ensure accuracy, completion, and quality in submittals to TxDOT, Governmental Entities and other third parties	A
			Procedures to establish and encourage continuous improvement	A

Part	Ref	Section	Contents	Required by
			Procedures for environmental compliance	A
	3.6	Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	B
	3.7	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems DB Contractor will use	A
			Identify environmental documentation and reporting requirements	A
<b>4. Safety and Health Plan</b>				
	4.1		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
	4.2		Procedures for notifying TxDOT of Incidents arising out of or in connection with the performance of the Work	A
<b>5. PICP</b>				
	5.1		The manner in which the DB Contractor's organization will respond to unexpected requests for information, communicate changes or revisions to necessary DB Contractor personnel and support TxDOT in notifying the affected stakeholders before and after the changes are made.	A
	5.2		Processes and procedures for communication of Project information between the DB Contractor's organization and TxDOT	A
<b>6. Risk Management Plan</b>				
	6.1		Approach to identification, management, mitigation, and allocation of Project-specific risks.	A
	6.2		Development of a risk matrix including at a minimum identification and description of potential project risks, consequences of identified risks and appropriate risk mitigation strategies	A