

**Texas Department of Transportation
Book 2 - Technical Provisions**

IH 35E Managed Lanes Project

**Attachment 2-1
Project Management Plan Contents**

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 and issuance of NTP 2

B = Submitted by Developer 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	Orginazation diagram	A
	1.2	Personnel	Names and contract details, titles, and job roles	A
	1.3	Contractors	Procedures to establish how the Developer will manage Contractors	A
	1.4	Schedule	Project Baseline Schedule in accordance with the Technical Provision Section 2	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 Developer'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 Developer will use.	A
			Document management procedures in compliance with the Technical Provisions Section 2.	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, etc	<u>B</u>
2. Quality Management Plan				
2A. Design Quality Management				
	2A.1	Organization	Developer'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 Developer and its subcontractors	A

2. Quality Management Plan				
2A. Design Quality Management				
	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 Developer will coordinate activities.	A
	2A.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer 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 Developer, 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 Developer'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 Developer'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 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	

2B. Construction Quality Management				
2B.7	2B.1	Organization	Developer'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 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	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 the Environmental Protection Training Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4	B
	2B.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer 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 the Technical Provisions Section 4	B
	2B.5	Interfaces	Interfacing between the Developer, 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 the Technical Provisions 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 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	

2B. Construction Quality Management (continued)				
	2B.7	Quality Control	Procedures to establish Developer'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 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
	2B.9	Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Developer will use	B
			Document management procedures in compliance with the Technical Provisions Section 2	A
	2C. Maintenance Management			
	2C.1	Procedures	Procedures describing how the principal activities will be performed during the maintenance period including the general maintenance and operations obligations	A
			Procedures for managing records of inspection and maintenance activities	A
			Procedures setting out Developer's response to maintenance issues such as mitigation of hazards, and defects that require prompt attention or are a safety concern	A
	2C.2	Performance Standards	Procedures to be followed by Developer pursuant to the Technical Provisions to comply with all applicable maintenance requirements for the term of the Agreement	A
	2C.3	Emergency Response	Procedures setting out how Developer will respond to accidents and incidents on the Project	A
3. Comprehensive Environmental Protection Program (CEPP)				
	3.1	Organization	Developer'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 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 Plan (EPTP) for all employees in accordance with the Technical Provisions Section 4	A

3. Comprehensive Environmental Protection Plan (continued)				
	3.3	Contractors	Overall control procedures for Contractors, including consultants and subconsultants	A
			Responsibility of Contractors and Affiliates	A
			Implement Environmental Protection Training Plan (EPTP) for employees of Contractors in accordance with the Technical Provisions Section 4	<u>B</u>
	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
			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 Developer will use	A
			Identify environmental documentation and reporting requirements	A
4. Public Information and Communications Plan				
	4.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents.	A
	4.2	Personnel	Resource Plan for the Developer and its Contractors	A
			Arrangements for coordinating and managing staff interaction with TxDOT and its consultants, including colocation 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
	4.3	Offices and equipment	Description of the necessary offices and office equipment to be provided by Developer during design	A
	4.4	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
			Procedures for implementation of EPTP for employees of Contractors	A

4. Public Information and Communications Plan (continued)				
	4.5	Interfaces	Procedures for liaison with the public, the media and other Customer Groups in accordance with the Technical Provisions Section 3 and the press media policy of TxDOT	A
			Procedures to coordinate with Project Stakeholders such as Governmental Entities and other Customer Groups	A
	4.6	Procedures	Procedures describing how the principal activities will be performed	A
	4.7	Quality Control	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
	4.7	Quality Control	Procedures to establish and encourage continuous improvement	A
	4.8	Audit	Name of Developer's representative with defined authority for establishing, maintaining, auditing and reporting on PMP	A
			Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	4.9	Document Management	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
5. Safety Plan				
	5.1		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
	5.2		Procedures for notifying TxDOT of Incidents arising out of or in connection with the performance of the Work	A
6. TxDOT - Developer Communications Plan				
	6.1		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 the affected stakeholders before and after the changes are made.	A
	6.2		Processes and procedures for communication of Project information between the Developer's organization and TxDOT	A
7. Right-of-Way Acquisition Plan				
	7.1	Organization	Developer's main contractual arrangements	A
			Organizational structure covering the activities to be performed in accordance with the Contract Documents	A

7. ROW Acquisition Plan (continued)				
7.4	7.2	Personnel	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
	7.3	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
			Procedures for implementation of the EPTP for employees of Contractors in accordance with the Technical Provisions Section 4	A
	7.4	Interfaces	Interfacing between the Developer, Contractors and the Independent Reviewers during Project ROW acquisition, including the interfaces between Project ROW acquisition, Project design, and quality review processes	A
		Interfaces	Coordination with Utility Owners	A
			Procedures for establishing Utility Adjustment Concept Plans and Utility Adjustment Plans	B
	7.5	Relocation	Relocation Plan (ROW)	B
	7.6	Environmental	Integration of the interface between environmental requirements (including Hazardous Materials and demolition) and Project ROW acquisition activities	A
			Applicable procedures for the Hazardous Materials Management Plan (HMMP) in accordance with the Technical Provisions Section 4	A
			Applicable procedures to implement the Storm Water Pollution Prevention Plan (SW3P), recycling program and waste management in accordance with the Technical Provisions Section 4	A
			Address CEPP requirements	A
	7.7	Schedule	Logic linked ROW acquisition activities on a parcel-by-parcel basis as part of the Facility Baseline Schedule, including adequate time periods for TxDOT review and condemnation activities in accordance with the Technical Provisions Section 7	A
	7.8	Procedures	Procedures describing how the principal activities will be performed during the Project ROW acquisition, whether directly undertaken or subcontracted	A
	7.9	Quality Control	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 the Technical Provisions Section 7			A	
Integration of component parts of the CEPP into ROW acquisition management			A	

7. ROW Acquisition Plan (continued)				
	7.10	Audit	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	A
	7.11	Document Management	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
8. Risk Management				
	8.1		Procedures for identifying, assessing, analyzing, controlling and managing project risks to meet its obligations under the Agreement.	A
9. Affected Third Parties Plan				
	9.1		Description and procedures on how Developer will mitigate the impact of the Work upon potentially impacted third parties and coordinate Work with other projects along the project corridor.	<u>B</u>
10. Emergency Management Plan				
	10.1		Procedures for Force Majeure events and vehicle accidents that may disrupt construction or damage facilities.	<u>B</u>