



April 25, 2025

# Project Readiness

What does that mean?



## What is Project Readiness?

- A project that is finalized and ready to move forward into the construction phase without delays.
- A project that contains all the necessary pre-construction elements:
  - Design documents
  - Permits
  - Site surveys
  - Stakeholder approvals
  - All necessary technical information



# Design Summary Report



**Design Summary Report (DSR)**

The DSR summarizes the project since it covers a wide range of information. This report can be used for project development.

Note: This form is to be completed by the District Personnel.

**Programming and Funding Data**

**Advanced Project Development Elements**

**Proposed Right of Way & Utility Elements**

**Proposed Geometric Design Elements**

Note: Design features listed in tables may not apply to every project.

**Proposed Hydraulic Elements**

**Proposed Pavement Structure Elements**

A. Describe existing pavement:

B. Is existing roadway load control? ☐ Yes ☐ No

C. Has pavement design been prepared? ☐ Yes ☐ No

D. Proposed pavement structure (see attached typical sections.)

Pavement Structure Element	Right of Way	Shoulder
Wearing surface		
Base course		
Subgrade		
Drainage		
Other		

- District Personnel fill out this form as the first step in plan development.
- This document helps provide a synopsis of the planned project's development elements.
- Preliminary elements are reviewed to ensure the project meets the necessary requirements for design and construction.

# Stakeholder Engagement



- All entities must be informed about the project and have provided approvals or feedback.
- The entities include:
  - Landowners
  - Community Groups
  - Utility Companies



# Stakeholder Engagement

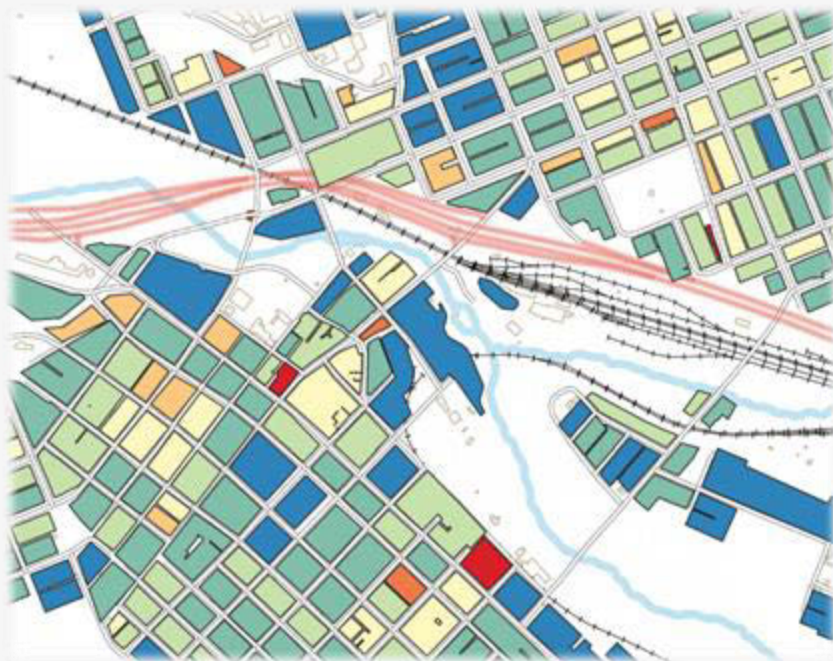


## Site Data

- Comprehensive site surveys are completed.
- This includes:
  - Topography
  - Soil Conditions
  - Existing Utilities
  - Any potential environmental concerns



## Permits and Approvals

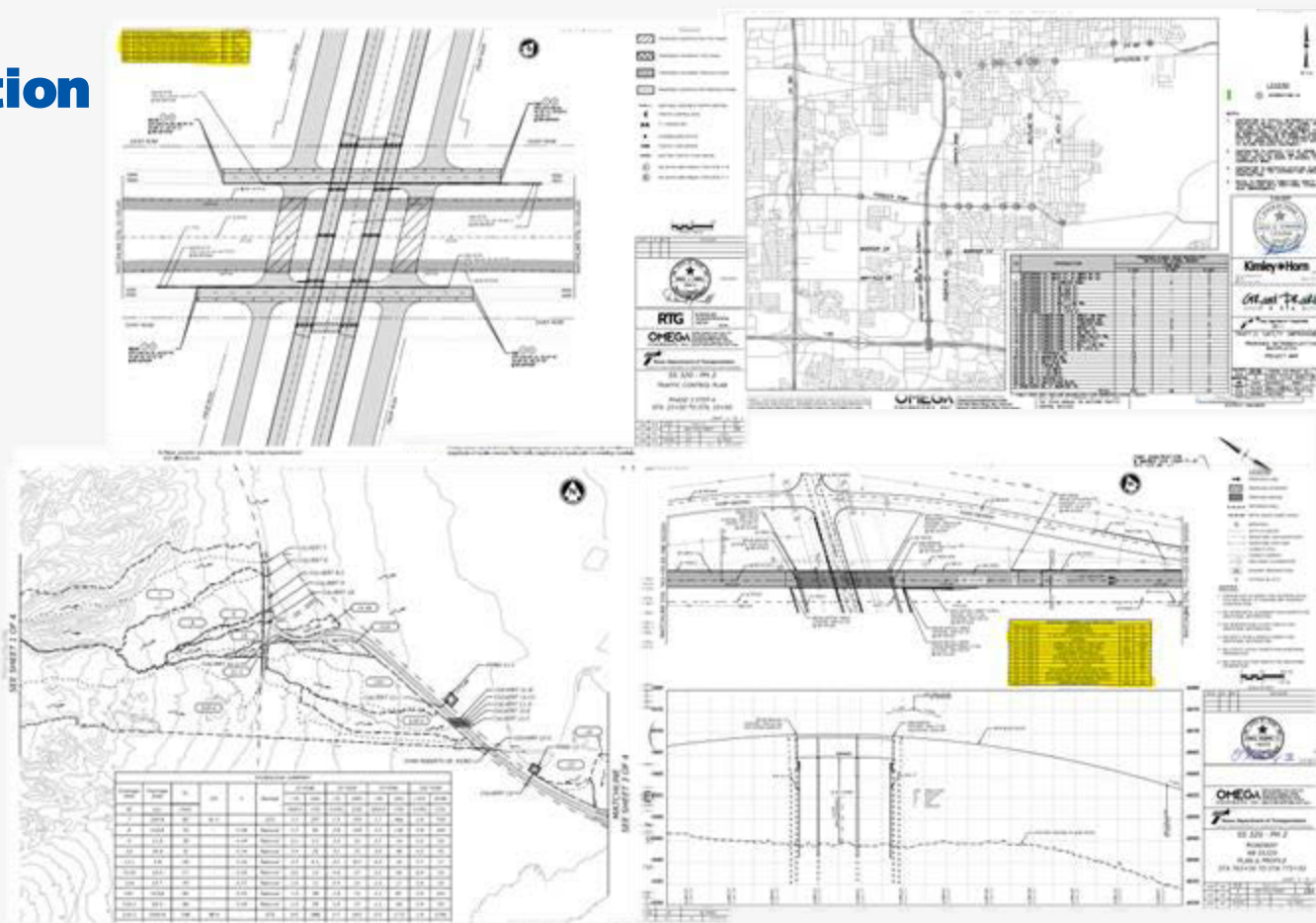


- All permits required from regulatory agencies:
  - Zoning
  - Environmental
  - Railroad
  - Construction Permits
  - FHWA



# Design Completion

- Design drawings
- Calculations
- Specifications
- Site grading plans
- Drainage systems
- Utilities layouts
- Structural details
- Pavement designs



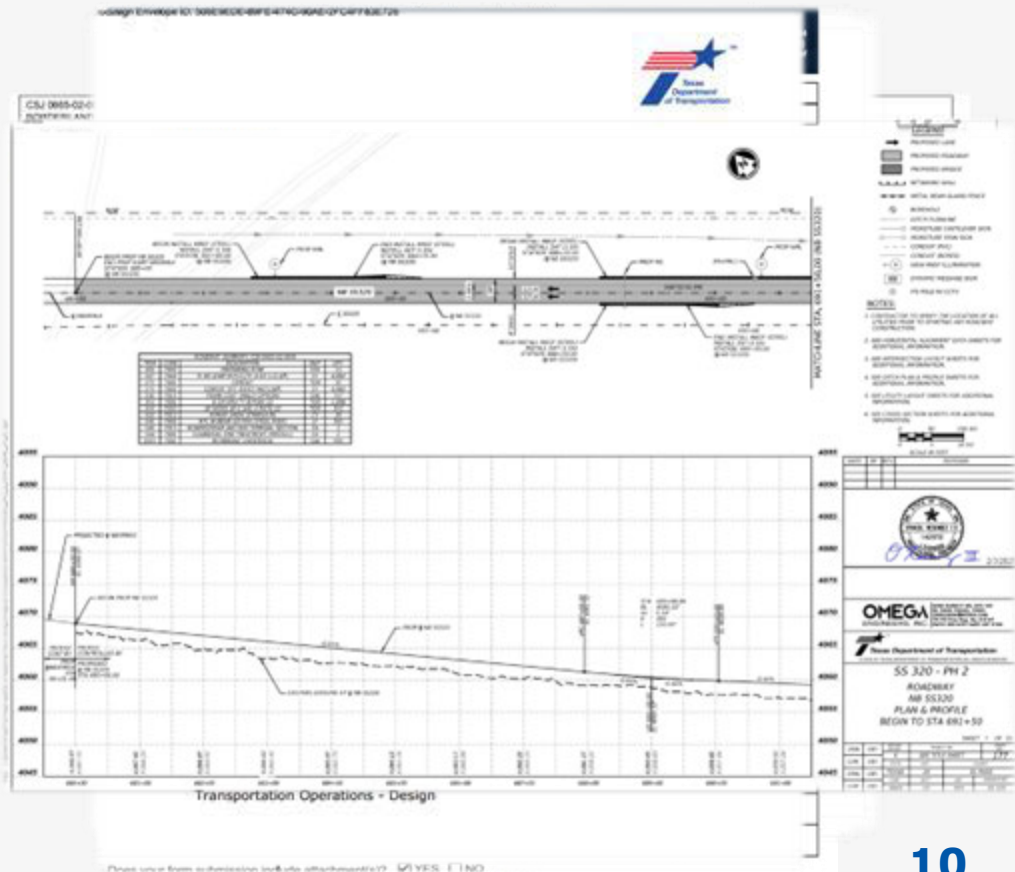


- Detailed cost estimates are developed.
- Contingency planning is generated to ensure the project budget is well-defined.

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# Construction Documents

- Specifications
- Construction Time Schedule
- Proposal
- Construction drawings
- Form 1002
- Certifications
- Form 2229
- General Notes
- Form 2699
- Memo
- Engineer's Estimate
- Other pertinent project documents



# Time Management

P.S. & E. REVIEW AND PROCESSING SCHEDULE FOR FY 2025															
Letting Month	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%	DES / 100% / 100%
	Post Candidate List of Projects for Letting	Confirm Candidate Projects Listing Draft CMTS Due Form 2229 Due to CST	Tentative Monthly Schedule Submitted for Approval	Final Construction Management Plans Due to DES	Final PS&E Due to DES	Begin DBE / SBE Goals Setting	DIST Report Performance End Dates ***** FIR Review Performance End Dates	Latest Possible STIP Revision Changed Due to eSTIP	Earliest Possible STIP Revision Federal Approval	FPAA Submission Deadline ***** Finalized DBE / SBE Goals Set	Authorization Date (FPAA)	Publish Ads in ES&D	Proposal Release to CST	Last day before Addendum is considered late (ADMM approval required after 5pm on this date)	Letting Dates
September	Mon May 6, 2024	Fri May 10, 2024	Mon May 27, 2024 <i>Memorial Day</i>	Fri Jun 7, 2024	Fri Jun 5, 2024	Mon Jul 8, 2024	Wed Jul 31, 2024			Wed Aug 7, 2024	Fri Aug 9, 2024	Mon Aug 12, 2024	Wed Aug 14, 2024	Wed Aug 28, 2024	September 5 & 6
October	Mon Jun 3, 2024	Fri Jun 7, 2024	Mon Jun 24, 2024	Fri Jul 5, 2024	Fri Aug 2, 2024	Mon Aug 5, 2024	Mon Aug 26, 2024			Tue Sep 3, 2024	Fri Sep 6, 2024	Mon Sep 9, 2024	Tue Sep 10, 2024	Mon Sep 23, 2024	October 1 & 2
November	Mon Jul 1, 2024	Fri Jul 5, 2024	Mon Jul 22, 2024	Fri Aug 2, 2024	Fri Sep 6, 2024	Mon Sep 9, 2024	Tue Sep 10, 2024			Tue Sep 17, 2024	Tue Sep 24, 2024	Mon Oct 14, 2024	Tue Oct 15, 2024	Tue Oct 29, 2024	November 6 & 7
December	Mon Jul 29, 2024	Fri Aug 2, 2024	Mon Aug 26, 2024	Fri Sep 6, 2024	Fri Oct 4, 2024	Mon Oct 7, 2024	Mon Oct 28, 2024	Initial STIP 25-28 (July 2024 Revision)	Fri Oct 18, 2024 Approved	Mon Nov 4, 2024	Thu Nov 7, 2024	Fri Nov 8, 2024	Tue Nov 12, 2024	Mon Nov 25, 2024	December 3 & 4
January	Fri Aug 30, 2024	Fri Sep 6, 2024	Mon Sep 23, 2024	Fri Oct 4, 2024	Fri Nov 8, 2024	Mon Nov 11, 2024 <i>Veteran's Day</i>	Mon Dec 2, 2024			Mon Dec 9, 2024	Thu Dec 12, 2024	Fri Dec 13, 2024	Mon Dec 16, 2024	Mon Dec 30, 2024	January 7 & 8
February	Mon Sep 30, 2024	Fri Oct 4, 2024	Mon Oct 21, 2024	Fri Nov 8, 2024	Fri Dec 6, 2024	Mon Dec 9, 2024	Wed Jan 3, 2025 <i>New Year's Day</i>			Wed Jan 8, 2025	Fri Jan 10, 2025	Mon Jan 13, 2025	Wed Jan 15, 2025	Wed Jan 29, 2025	February 6 & 7
March	Mon Nov 4, 2024	Fri Nov 8, 2024	Mon Nov 25, 2024	Fri Dec 6, 2024	Fri Jan 3, 2025	Mon Jan 6, 2025	Mon Jan 27, 2025	Now 2024 Revision Nov 1, 2024	Tue Dec 24, 2024	Mon Feb 3, 2025	Thu Feb 6, 2025	Fri Feb 7, 2025	Mon Feb 10, 2025	Mon Feb 24, 2025	March 4 & 5
April	Mon Dec 2, 2024	Fri Dec 6, 2024	Mon Dec 23, 2024	Fri Jan 3, 2025	Fri Jan 31, 2025	Mon Feb 3, 2025	Wed Feb 26, 2025			Wed Mar 5, 2025	Fri Mar 7, 2025	Mon Mar 10, 2025	Wed Mar 12, 2025	Wed Mar 26, 2025	April 3 & 4
May	Mon Dec 30, 2024	Fri Jan 3, 2025	Mon Jan 27, 2025	Fri Jan 31, 2025	Fri Feb 28, 2025	Mon Mar 3, 2025	Wed Mar 26, 2025			Wed Apr 2, 2025	Fri Apr 4, 2025	Mon Apr 7, 2025	Wed Apr 9, 2025	Wed Apr 23, 2025	May 1 & 2
June	Mon Jan 27, 2025	Fri Jan 31, 2025	Mon Feb 24, 2025	Fri Feb 28, 2025	Fri Apr 4, 2025	Mon Apr 7, 2025	Tue Apr 29, 2025	Feb 2025 Revision Jan 24, 2025	Tue Mar 18, 2025	Tue May 6, 2025	Fri May 9, 2025	Mon May 12, 2025	Tue May 13, 2025	Tue May 27, 2025	June 4 & 5
July	Mon Feb 24, 2025	Fri Feb 28, 2025	Mon Mar 24, 2025	Fri Apr 4, 2025	Fri May 2, 2025	Mon May 5, 2025	Mon May 26, 2025			Mon Jun 2, 2025	Thu Jun 5, 2025	Fri Jun 6, 2025	Mon Jun 9, 2025	Mon Jun 23, 2025	July 1 & 2
August	Mon Mar 31, 2025 <i>Cesar Chavez Day</i>	Fri Apr 4, 2025	Mon Apr 21, 2025 <i>San Jacinto Day</i>	Fri May 2, 2025	Fri Jun 6, 2025	Mon Jun 9, 2025	Wed Jul 2, 2025	May 2025 Revision Apr 25, 2025	Tue Jun 17, 2025	Wed Jul 9, 2025	Fri Jul 11, 2025	Mon Jul 14, 2025	Wed Jul 16, 2025	Wed Jul 30, 2025	August 7 & 8

\* DBE goals due to submission to all states

<https://crossroads/content/dam/crossroads/divisions/financial-management/document/letting-management/pse2025.pdf>

# Time Management



	FIN	District / DES/CST
Letting Month	Post Candidate List of Projects for Letting	Confirm Candidate Projects Listing Draft Certs Due Form 2229 Due to CST
September	Mon May 6, 2024	Fri May 10, 2024
October	Mon Jun 3, 2024	Fri Jun 7, 2024
November	Mon Jul 1, 2024	Fri Jul 5, 2024
December	Mon Jul 29, 2024	Fri Aug 2, 2024
January	Fri Aug 30, 2024	Fri Sep 6, 2024
February	Mon Sep 30, 2024	Fri Oct 4, 2024
March	Mon Nov 4, 2024	Fri Nov 8, 2024
April	Mon Dec 2, 2024	Fri Dec 6, 2024
May	Mon Dec 30, 2024	Fri Jan 3, 2025
June	Mon Jan 27, 2025	Fri Jan 31, 2025

District / DES	District / DES
Final Construction Management Plans Due to DES	Final PS&E Due to DES
Fri Jun 7, 2024	Fri Jul 5, 2024
Fri Jul 5, 2024	Fri Aug 2, 2024
Fri Aug 2, 2024	Fri Sep 6, 2024
Fri Sep 6, 2024	Fri Oct 4, 2024
Fri Oct 4, 2024	Fri Nov 8, 2024
Fri Nov 8, 2024	Fri Dec 6, 2024
Fri Dec 6, 2024	Fri Jan 3, 2025
Fri Jan 3, 2025	Fri Jan 31, 2025
Fri Jan 31, 2025	Fri Feb 28, 2025
Fri Feb 28, 2025	Fri Apr 4, 2025

FIN / CIV	FIN
FPAA Submission Deadline ***** Finalized DBE / SBE Goals Set	Authorization Date (FPAA)
Wed Aug 7, 2024	Fri Aug 9, 2024
Tue Sep 3, 2024	Fri Sep 6, 2024
Tue Sep 17, 2024	Tue Sep 24, 2024
Mon Nov 4, 2024	Thu Nov 7, 2024
Mon Dec 9, 2024	Thu Dec 12, 2024
Wed Jan 8, 2025	Fri Jan 10, 2025
Mon Feb 3, 2025	Thu Feb 6, 2025
Wed Mar 5, 2025	Fri Mar 7, 2025
Wed Apr 2, 2025	Fri Apr 4, 2025
Tue May 6, 2025	Fri May 9, 2025

FIN / DES	District / DES	FIN
Proposal Release to CST	Last day before Addendum is considered late (ADM approval required after 5pm on this date)	Letting Dates
Wed Aug 14, 2024	Wed Aug 28, 2024	September 5 & 6
Tue Sep 10, 2024	Mon Sep 23, 2024	October 1 & 2
Tue Oct 15, 2024	Tue Oct 29, 2024	November 6 & 7
Tue Nov 12, 2024	Mon Nov 25, 2024	December 3 & 4
Mon Dec 16, 2024	Mon Dec 30, 2024	January 7 & 8
Wed Jan 15, 2025	Wed Jan 29, 2025	February 6 & 7
Mon Feb 10, 2025	Mon Feb 24, 2025	March 4 & 5
Wed Mar 12, 2025	Wed Mar 26, 2025	April 3 & 4
Wed Apr 9, 2025	Wed Apr 23, 2025	May 1 & 2
Tue May 13, 2025	Tue May 27, 2025	June 4 & 5



## Why is Project Readiness Important?

- Cost Efficiency
- Improved Quality and Safety
- Smooth Transition to Construction
- Reduce Delays



## Conclusion



- Is my project ready?
- Do I have all forms and documents I need?
- Do I have all the signatures needed?
- Do I have all the approvals needed or pending requests?
- Do my quantities add up and consistently match across all documentation?
- Are all my standards and specifications up to date?



# When to use a Construction Management Plan

and a CMP SOP Overview



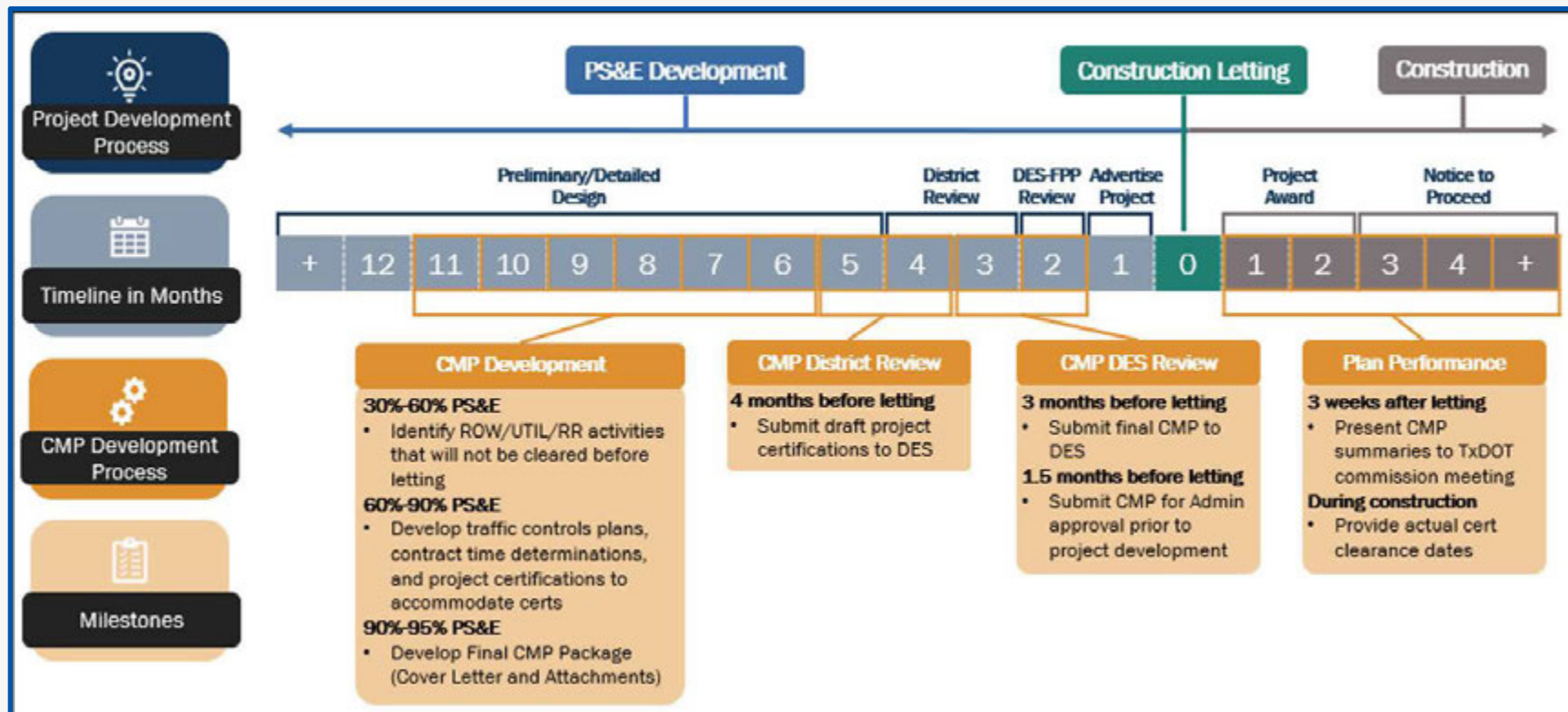
April 25, 2025

## Construction Management Plan Overview

- Required to be compliant with the Code of Federal Regulations (23 CFR § 635.309).
- Needed to mitigate risk associated with unclear conflicts such as: unacquired ROW, pending rail coordination, and non-joint bid utility relocations.
- Is developed early in the PS&E development process.
- Requires collaboration within the district and across several divisions including Right of Way (ROW), Right of Way Utility Portfolio Section (ROW-UPS), Railroad (RRD), Transportation Planning & Programming (TPP), Traffic Safety Division (TRF) and Environmental (ENV).



# Construction Management Plan Development & Submittal Timeline



# Planned vs. Actual Certification Dates



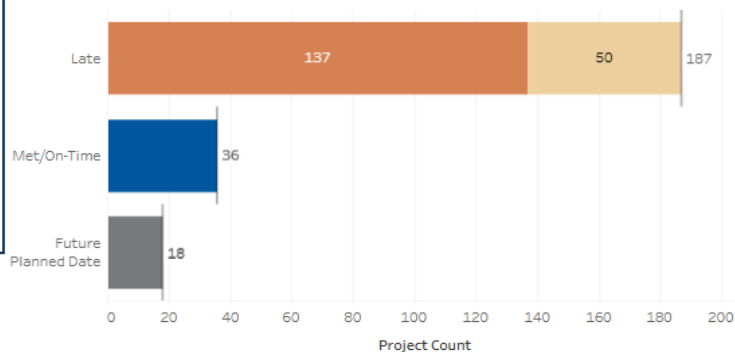
Purpose: Provides detailed breakdowns by fiscal year, month, and district level for projects with Planned vs Actual dates for ROW, Utilities, and Railroad clearance.  
Data Extracted from: Tx/C and Item 8 access database  
Data as of: 3/7/2025 8:29:41 AM

Statewide Let Projects with Unclear ROW/UTIL/RR: September 2019 to January 2025

**4,367** Statewide Let Projects  
**3,629 (83%)** Statewide Let Projects with **Clear** ROW/UTIL/RR  
**738 (17%)** Statewide Let Projects with **Unclear** ROW/UTIL/RR  
**445 (60%)** Did not meet certified planned dates (late)  
**264 (36%)** Met certified planned dates  
**29 (4%)** Future planned dates

## Planned vs. Actual Certification Dates

Unclear ROW/UTIL/RR Projects: **CMP (cert dates 3+ mos)**



### Filters:

Let Fiscal Year

(All)

District

(All)

ROW/UTIL/RR

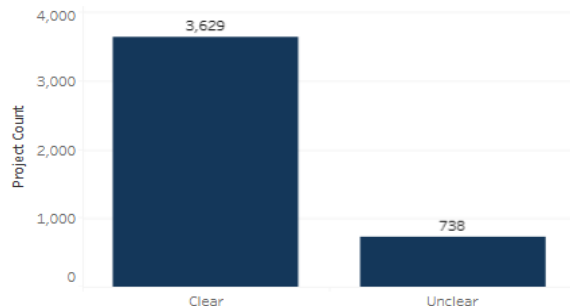
ROW/UTIL/RR

### Legend:

Status

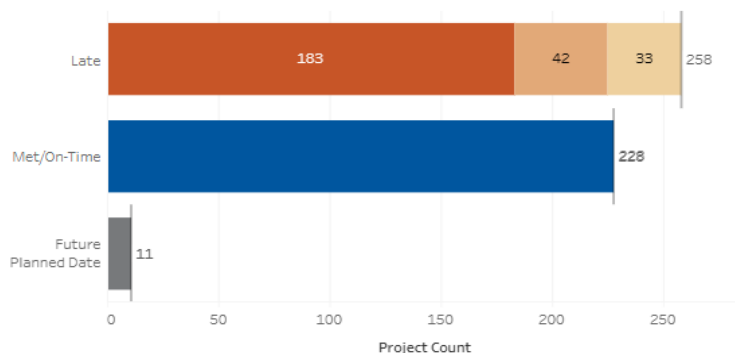
- Met/On-Time
- Future Planned Date
- Late but still within RTL
- Late (Actual Dates Confirmed)
- Late and should have had a CMP

## Clear vs. Unclear ROW/UTIL/RR Projects



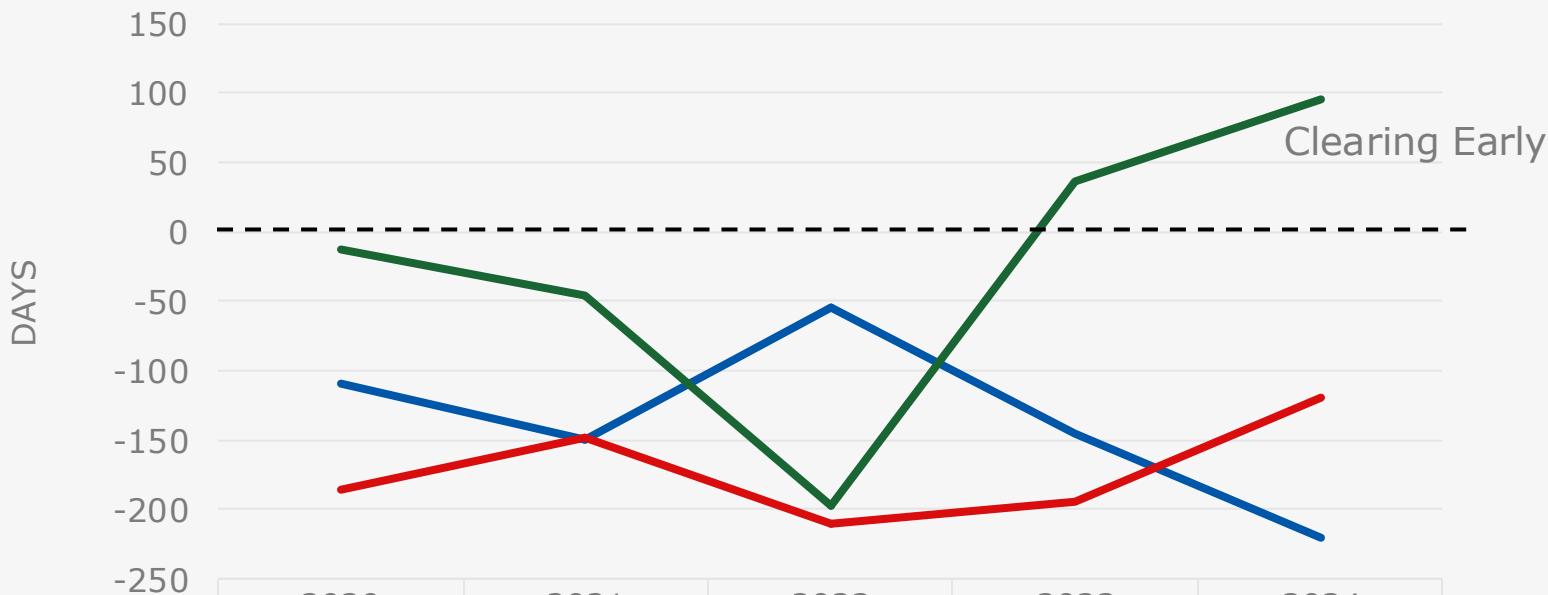
## Planned vs. Actual Certification Dates

Unclear ROW/UTIL/RR Projects: **RTL (cert dates within 3 mos)**



# Projects Clearing Late and Should Have Had CMP

## Average Number of Days Late



— ROW  
— Utilities  
— Railroad

	2020	2021	2022	2023	2024
ROW	-110	-150	-54	-146	-221
Utilities	-186	-148	-211	-194	-120
Railroad	-13	-46	-198	37	95

## Key Updates to CMP SOP

1. Require CMPs for any conflicts clearing after letting.
2. Require additional certifications
3. Exclude convenience delays from buffer calculations.
4. Require a “conflict layout” sheet instead of TCP sheets.
5. CMPs are not required for adjust to grade utilities, when adjust to grade utilities are the only conflicts.



### Standard Operating Procedure for Construction Management Plans

Design Division  
2025



## CMPs are required for any conflicts clearing after letting

- If all conflicts clear within three months of letting, the CMP:
  - Must meet the same documentation requirements as CMPs reviewed by TxDOT Administration.
  - Does not need TxDOT Administration approval
  - Does not need DES-FPP review

## CMP Approval Thresholds

APPROVAL LEVEL REQUIRED	DISTRICT (via CMP Approval Cert)	TXDOT ADMINISTRATION
Conflict(s) clear <u>within 3 months</u> after letting	X	
Conflict(s) clear <u>more than 3 months</u> after letting	X	X

## Additional Certifications

- **Environmental Surveys/Permits**
  - This certification captures any pending environmental activities necessary for construction including:
    - Archaeological Surveys
    - Army Corp of Engineer permits



COUNTY:  
PROJECT:  
CONTROL:  
HIGHWAY:

ENVIRONMENTAL PERMIT CERTIFICATION

These parcel(s) listed below require <an archeological survey> and/or <a U.S. Army Corp of Engineers permit> prior to the start of construction.

PARCEL # AND OWNER	LOCATION	PHASE/STEP IMPACTED	PHASE/STEP START DATE	ESTIMATED CLEARANCE DATE	BUFFER	OTHER CERTIFICATION IMPACTED	DESCRIPTION OF CONSTRUCTION

District Engineer  
XXXXX District

Date:

## Additional Certifications

### • State-Owned Utilities

- A State-Owned Utility certification must list any state-owned utility conflicts that are not cleared.
- Types of Conflicts:
  - Permanent Traffic counters
  - WIMS (weigh-in-motion) stations
  - Illumination & Intelligent Transportation System (ITS)



COUNTY:  
PROJECT:  
CONTROL:  
HIGHWAY:

#### STATE-OWNED UTILITY CERTIFICATION

This is to certify that all state-owned utilities have been adjusted in accordance with the appropriate directives covering the adjustment of utilities, except those state-owned utilities listed below which will be adjusted during construction, according to the plans.

*(Please list conflicts in chronological order by Phase/Step)*

RESPONSIBLE DEPARTMENT	ASSET DESCRIPTION	LOCATION	PHASE/STEP IMPACTED	DESCRIPTION OF CONSTRUCTION

All responsible departments have been contacted and it has been determined that the above listed dates are valid. The adjustment of utilities in accordance with the above dates will not impede or delay the Contractor in construction of this project.



District Engineer  
xxxxx District


Date:



## Additional Certifications

- **CMP Approval**

- A CMP approval certification is required on all projects with unclear certifications.



COUNTY:  
PROJECT:  
CONTROL:  
HIGHWAY:

**CONSTRUCTION MANAGEMENT PLAN  
APPROVAL CERTIFICATION**

By signing this document, the district certifies that all certifications being submitted accurately identify all unclear conflicts clearing after letting.

Unclear Certification Summary: (check the certifications with unclear conflicts)

- ☐ Right of Way
- ☐ Utility
- ☐ State-Owned Utility
- ☐ Railroad
- ☐ Environmental

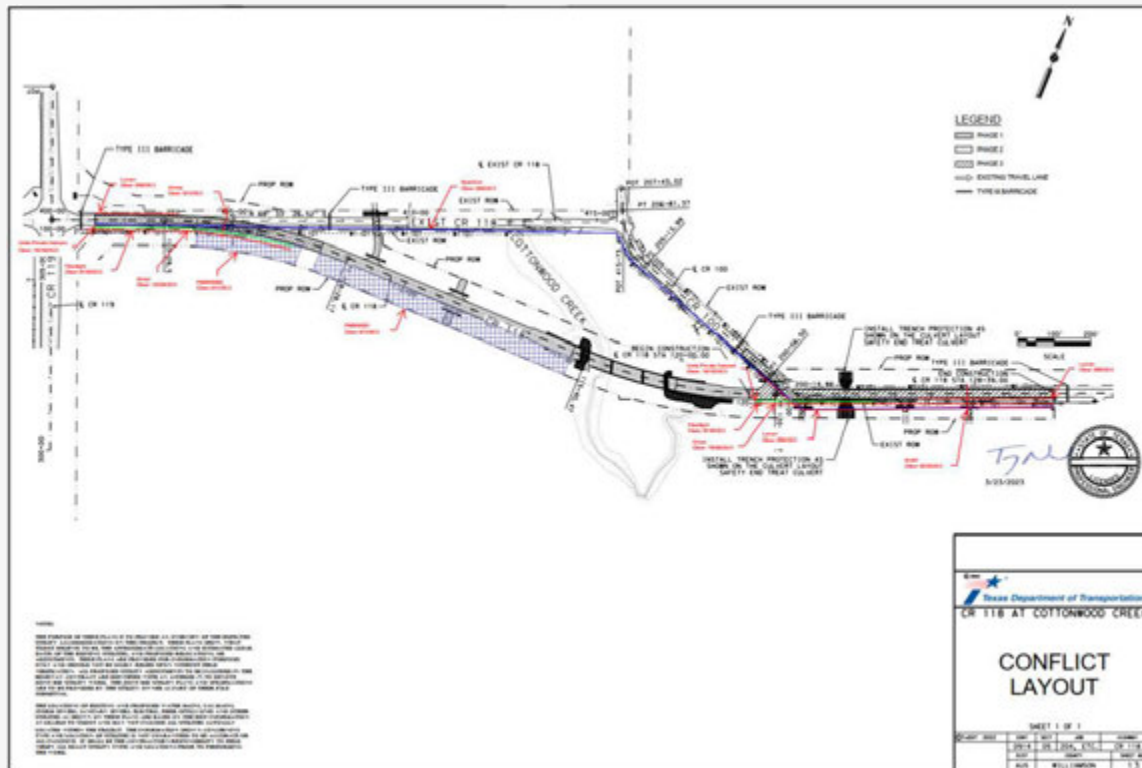
*\*\*\* In the event all conflicts are scheduled to clear within three months of letting, the district accepts full responsibility to manage the CMP and document plan performance. \*\*\**

District Engineer \_\_\_\_\_  
xxxxxx District

Date: \_\_\_\_\_

## Exclude Convenience Delays from Buffer Calculations

Delay Type	CMP Guidelines	Spec Language
<b>Convenience</b>	Delay <u>may not</u> be included in the buffer calculation.	Begin work <u>within</u> 90 calendar days after the authorization date to begin work
<b>Compulsory</b>	Delay <u>may</u> be included in buffer calculation.  *Cannot be used to clear conflicts.	Begin work <u>on the date specified</u> in the plans. Do not begin work before or after this period unless authorized in writing by the Engineer.



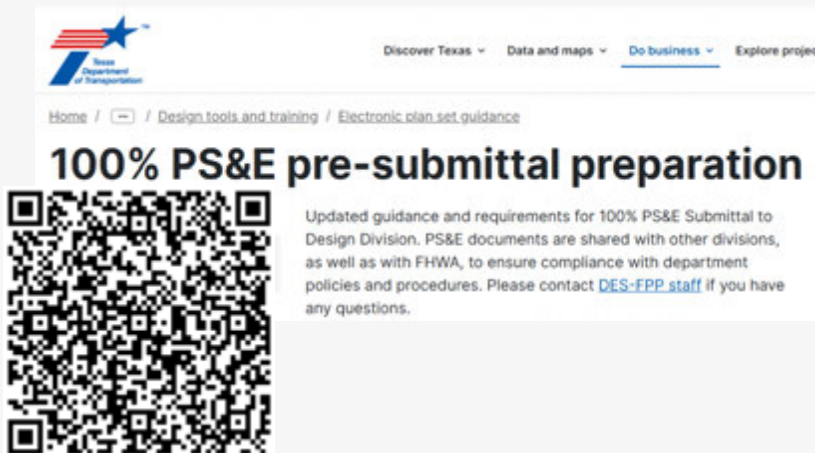
## Adjust to Grade Utility Conflicts

- A CMP is not required for adjust to grade utilities when:
  - Adjust to grade utilities are the only conflicts.
  - There is no chance of a delay in construction.

# CMP Standard Operating Procedures

Documents include:

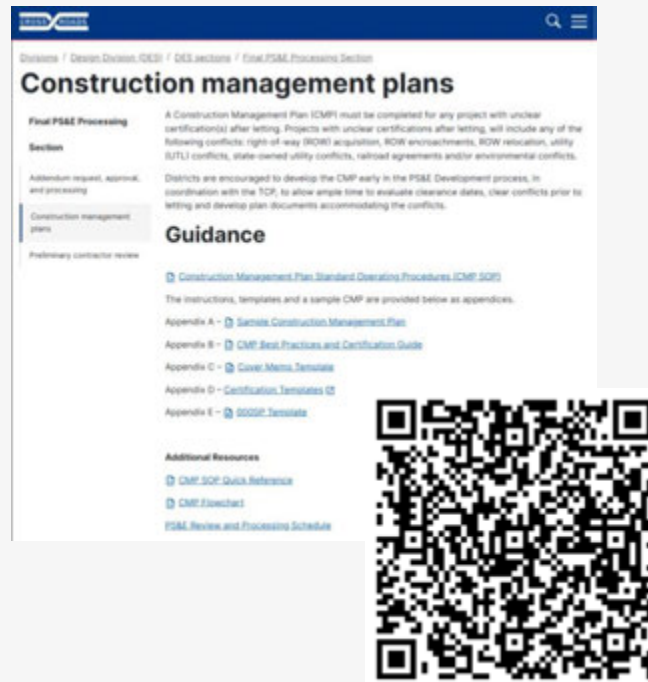
- Standard Operating Procedures
- Certification Templates
- Sample Documents
- Best Practices & Certification Guide



Home / Design tools and training / Electronic plan set guidance

## 100% PS&E pre-submittal preparation

Updated guidance and requirements for 100% PS&E Submittal to Design Division. PS&E documents are shared with other divisions, as well as with FHWA, to ensure compliance with department policies and procedures. Please contact [DES-FPP staff](#) if you have any questions.



## Construction management plans

**Final PS&E Processing**

**Section**

Amendment request, approval, and processing

Construction management plans

Preliminary contractor review

A Construction Management Plan (CMP) must be completed for any project with unclear certification(s) after letting. Projects with unclear certifications after letting, will include any of the following conflicts: right-of-way (ROW) acquisition, ROW encroachments, ROW relocation, utility (UTL) conflicts, state-owned utility conflicts, railroad agreements and/or environmental conflicts.

Districts are encouraged to develop the CMP early in the PS&E Development process, in coordination with the TCP, to allow ample time to evaluate clearance dates, clear conflicts prior to letting and develop plan documents accommodating the conflicts.

### Guidance

- [Construction Management Plan Standard Operating Procedures \(CMP SOP\)](#)

The instructions, templates and a sample CMP are provided below as appendices.

- Appendix A - [Sample Construction Management Plan](#)
- Appendix B - [CMP Best Practices and Certification Guide](#)
- Appendix C - [Cover Memo Template](#)
- Appendix D - [Certification Templates \(C\)](#)
- Appendix E - [SOSOP Template](#)

**Additional Resources**

- [CMP SOP Quick Reference](#)
- [CMP Flowchart](#)
- [PS&E Review and Processing Schedule](#)





April 25, 2025

# Project Readiness Panel Discussion



Kylan Francis  
(LBB)



Diana Rogerio  
(SAT)



Kelly Rodriguez  
(DES)



Dwayne Halbardier  
(DES)



Micah Shaw  
(DES)