



Construction Division 2024 Annual Recordkeeper Meeting



July 16, 2024

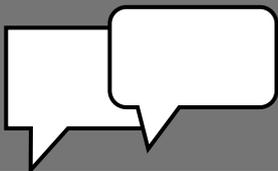
Construction Recordkeeper Meeting



Participant microphones are muted for the meeting.



Participant cameras are turned off for the meeting.



Use the chat function to ask questions to presenters. Please refrain from answering questions asked to presenters.

July 16, 2024 AGENDA		
8:00 AM	Welcome/Opening Remarks FY2024 Year in Review	Duane Milligan
8:15 AM	Construction Division Highlights	Jason Duncan
8:30 AM	FHWA Updates	Eduardo Acosta
9:00 AM	Labor & Payroll Subcontractor Requirements	Melissa Daniels
9:20 AM	MTD-PSTR Project Records & Material Codes for Buy America	Miranda Unruh
9:40 AM	Construction Stage Gate Checklist Documentation Requirements	Tracey Janus
10:00 AM	Break	
10:15 AM	Review of RKP Audit Workgroups	Amy Slaughter
10:30 AM	RKP Training Matrix RKP Job Responsibilities RKP Job Aid Creation	Jennifer Keller
11:00 AM	SM Checklist Events, Key Dates & Critical Dates	Kasha Radlicki Varick
11:15 AM	Interim Project Review Schedule & Checklist	Jackie Benavides
11:30 AM	CCAM Updates Construction Form and Process Updates	Cindi Watson
11:45 AM	Q&A	

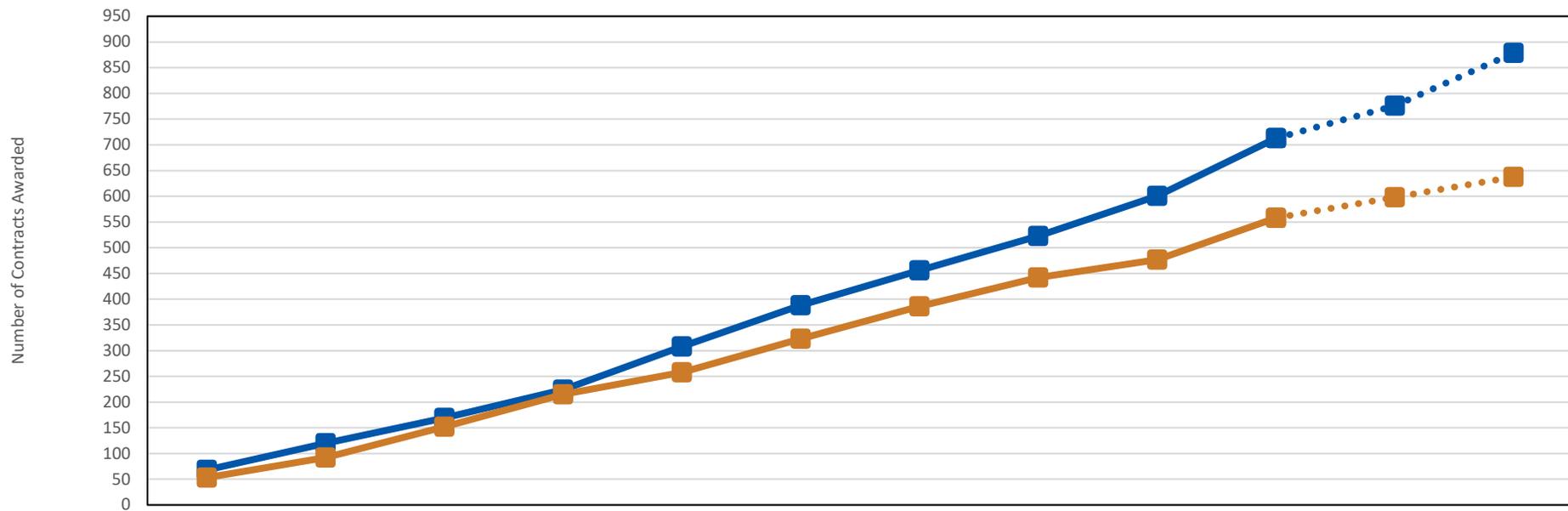
July 17, 2024 AGENDA

1:00 PM	Welcome/Opening Remarks FY2024 Year in Review	Duane Milligan
1:15 PM	Construction Division Highlights	Jason Duncan
1:30 PM	FHWA Updates	Eduardo Acosta
2:00 PM	Labor & Payroll Subcontractor Requirements	Melissa Daniels
2:20 PM	MTD-PSTR Project Records & Material Codes for Buy America	Miranda Unruh
2:40 PM	Construction Stage Gate Checklist Documentation Requirements	Tracey Janus
3:00 PM	BREAK	
3:15 PM	Review of RKP Audit Workgroups	Amy Slaughter
3:30 PM	RKP Training Matrix RKP Job Responsibilities RKP Job Aid Creation	Jennifer Keller
4:00 PM	SM Checklist Events, Key Dates & Critical Dates	Kasha Radlicki Varick
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FY2024 Year in Review

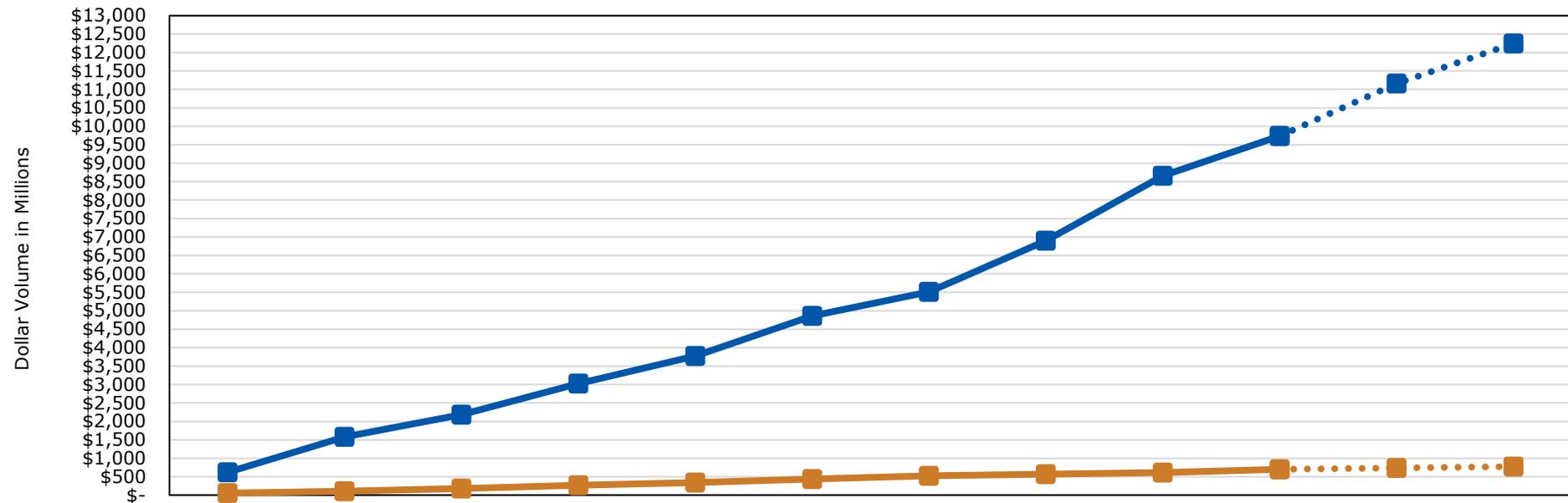


Cumulative Number of Construction & Maintenance Projects – FY 2024

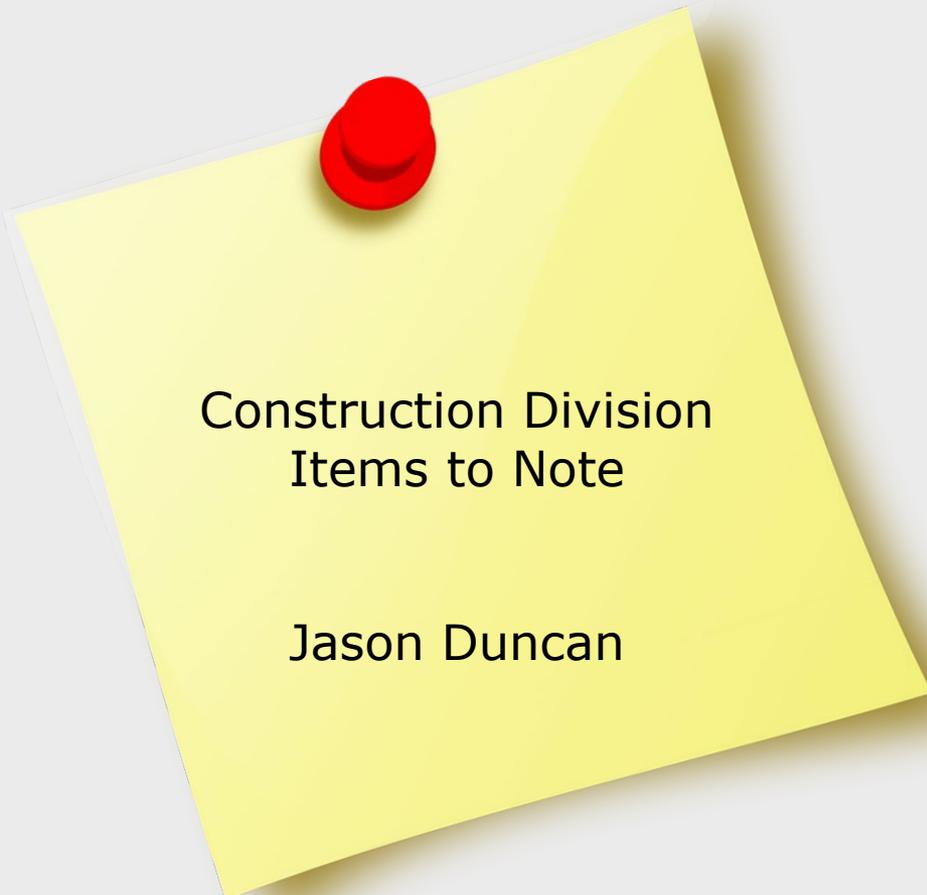


	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
—■— CST Actual	68	120	169	224	308	388	456	523	601	713		
••• CST Forecasted										713	776	879
—■— MNT Actual	53	92	152	215	258	323	386	442	477	558		
••• MNT Forecasted										558	598	638

Cumulative Letting Dollar Volume for Construction & Maintenance Projects FY 2024



	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
CST Actual	\$624.20	\$1,579.15	\$2,181.30	\$3,029.47	\$3,775.80	\$4,860.75	\$5,513.39	\$6,897.84	\$8,658.63	\$9,737.75		
CST Forecasted										\$9,737.75	\$11,157.90	\$12,242.13
MNT Actual	\$56.99	\$108.18	\$180.16	\$269.10	\$341.13	\$437.05	\$524.12	\$569.40	\$613.59	\$701.95		
MNT Forecasted										\$701.95	\$740.18	\$778.41



Construction Division
Items to Note

Jason Duncan



FHWA Updates

Construction Division



July 16, 2024

Takeaways:

- Buy America Iron/Steel Refresher.
- De Minis Form
- Tip and Tricks to make Buy America easier.

What is required?

- Iron and Steel Certifications – **ALL PROJECTS**
- Construction Materials Certifications - **SOME PROJECTS**
 - Determined by Buy America Material Classification sheet.
 - Non-ferrous Metals, Plastics & Polymers, Glass, Drywall, Lumber,
 - **(SP6-30;SP6-39)**
 - **Above Plus** Fiber Optic Cable, Optical Fiber, and Engineered Wood.
 - **(SP6-40)**



Iron and Steel Refresher

What is required?

- Certification and Testing for all predominantly iron and steel products **permanently** installed.
- For Certification
 - 1818 → TxDOT's Certification form.
 - Material Certification letter (covers miscellaneous iron or steel)
- For Testing:
 - MTRs – Mill Test Reports
 - Contains Buy America certification statement

What is required?

- Refer to the Project Records Checklist.
 - Search txdot.gov under materials
 - Standard Specifications only

CONT_ID	LN_ITM_NBR	ITM_CD	ITM_DESCRIPTION	ITM	Required Records	Buy America Documentation Required	Minimum Information Needed in SiteManager and/or Project Files	Iron/Steel
004511045	0285	06106214	IN RD IL (TY SA) 40T-8 (250W EQ) LED	EA	<ul style="list-style-type: none"> ■ Pipe: Obtain manufacturer's ■ Galvanizing: Refer to item 0445 "Galvanizing" in the Non-Pay Items tab. Obtain material source verification documents for these materials received: <ul style="list-style-type: none"> ■ Poles: <ul style="list-style-type: none"> - MTD enters test report into SiteManager. - Verify the producer is on the Material Producer List for "Roadway Illumination Pole and Luminaire Arm Fabrication Plants." - Check for the fabricator approval stamp. ■ Anchor Bolts: Refer to Item 0449 "Anchor Bolts" in the Non-Pay Items tab. Field verify these materials (taking photos is highly recommended): ■ Lighting Fixtures: Verify the 	<p>Poles: MTD retains Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) and Certifications for any steel components.</p> <p>Anchor Bolts, Brackets, Structural Hardware: District obtain Material Statement Form 1818 (D-9-USA-1) with corresponding Mill Test Reports (MTR's) or Certifications as indicated on the Form 1818.</p> <p>For incidental hardware: At a minimum, accept the Manufacturer's Certification that material meets Buy America requirements.</p> <p>Poles & luminaire arms (if not steel or iron) District will obtain Form 2806 from contractor (only required when SP006-030, SP6-39, or SP6-40 is included in the contract).</p> <p>T-Bases (if not iron or steel) District will obtain Form 2806 from contractor (only required when SP006-030, SP6-39, or SP6-40 is included in the contract).</p> <p>Electrical Conductor -bare District will obtain Form 2806 from contractor (only required when SP006-030, SP6-39, or SP6-40 is included in the contract).</p>	<p>Show Illumination Reference ID#, Refer to plan sheet, summary sheet</p> <p>Verify Buy America documentation was received and/or verified.</p>	<ul style="list-style-type: none"> ■ Poles & Arms ■ Anchor ■ Galvan

Documentation – Office of Record

Scenario 1) Structural Tested Steel

- Structural (MTD) obtains the documentation and is the office of record.
- **SEE MTD presentation later today.**

Scenario 2) MPL Steel items not rebar

Project Sample Sent to MTD - District/Area Office obtains the documentation and submits with each sample.

AE Inspected – District/Area Office obtains the documentation and is the office of record. This requirement applies if the material is tracked in SiteManager or not.

Scenario 3) Reinforcing Steel

- 3a) Precast – MPL
- 3b) Cast in Place - Field Verification
 - In addition, inspectors are to review tags and marks on all steel received, including MTD inspected and QM materials, to ensure that the materials received correspond with the test reports and are not from a foreign source.

2) District obtains Certification

- Mechanical Couplers
- Multi-Piece Tie Bars
- Steel Piling
- Anchor Rods
- Anchor Bolts
- Corrugated Metal Pipe
- Frame, Grates, & Ring Covers
- Chain Link Fence
- Wire or Ornamental Fence
- Pipe Runners
- Slotted Drains
- Steel Shoes (Components)
- MBGF rail, steel post, hardware
- Cable Barrier and post
- End Treatments
- Crash Cushions (permanent)
- Steel pipe
- Steel Earth Reinforcement
- Permanent metal decking
- Mail Box Assemblies
- Small Roadside Sign Post, Wing channel post.
- Roadside Flashing Beacons
- Pedestrian Pole Assemblies
- Gabion Mattress **18**

2) District obtains Certification & MTR

DDB Materials, LLC
 807 8TH ST STE 1107
 Wichita Falls, TX 76301
 940-631-3684

INVOICE

DATE: February 13, 2024
 INVOICE # 1506
 FOR: Bosque FM219
 F 2023(363)
 1054-02-023
 PO# 361345
 DUE DATE: March 14, 2024

BILL TO:
 Big Creek Construction
 P.O. Box 249
 Hewitt, TX 76643

DESCRIPTION	QTY	PRICE	AMOUNT
467-6105 SET (TY I)(S=3 FT)(HW=3FT)(3:1)(C)	4.00	\$210.00	\$ 840.00
467-6137 SET (TY I)(S= 4 FT)(HW= 3 FT)(3:1)(C)	4.00	\$204.00	\$ 816.00
467-6139 SET (TY I)(S= 4 FT)(HW= 3 FT)(4:1)(C)	1.00	\$259.00	\$ 259.00
467-6142 SET (TY I)(S= 4 FT)(HW= 3 FT)(6:1)(P)	6.00	\$1,134.00	\$ 6,804.00
467-6143 SET (TY I)(S= 4 FT)(HW= 4 FT)(3:1)(C)	2.00	\$255.00	\$ 510.00
467-6144 SET (TY I)(S= 4 FT)(HW= 4 FT)(4:1)(C)	1.00	\$222.00	\$ 222.00
467-6181 SET (TY I)(S= 5 FT)(HW= 5 FT)(3:1)(C)	1.00	\$440.00	\$ 440.00
467-6185 SET (TY I)(S= 5 FT)(HW= 6 FT)(3:1)(C)	1.00	\$466.00	\$ 466.00
467-6193 SET (TY I)(S= 5 FT)(HW= 8 FT)(3:1)(C)	2.00	\$797.00	\$ 1,594.00
467-6212 SET (TY I)(S= 6 FT)(HW= 4 FT)(4:1)(C)	2.00	\$699.00	\$ 1,398.00
467-6597 SET (TY I)(S= 7.5 FT)(HW= 6 FT)(3:1)(C)	2.00	\$860.00	\$ 1,720.00
SUBTOTAL			\$ 15,069.00
TAX RATE			
SALES TAX			
OTHER			
TOTAL			\$ 15,069.00

Make all checks payable to DDB Materials, LLC.

THANK YOU FOR YOUR BUSINESS!



Material Statement

Supplier: DDB MATERIALS, LLC
 Address: 807 8TH STREET SUITE 1107
 WICHITA FALLS, TX 76301
 Contract No.:

County: BOSQUE COUNTY
 Project: FM219
 Control: 1054-02-023
 Contractor: BIG CREEK CONSTRUCTION

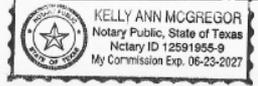
Sheet 1 of 1

Purchase Order No.	Quantity (Amt./Units)	Material Description	MILL Name	Heat No.	Material Use	Required Spec.	Documentation MTR	Cert.
	26	PIPE RUNNER ASSEMBLY	NUCOR	SN2971	PIPE	A500	X	X
			NUCOR	NN5322	PIPE	A500	X	X
			NUCOR	SN5174	PIPE	A500	X	X
			NUCOR	NN5639	PIPE	A500	X	X
			NUCOR	NN6437	PIPE	A500	X	X

This is to certify that the materials listed above and on the attached supplement (if attached) are in conformance with the governing specification(s). This is to also certify that all manufacturing processes for steel and iron materials or for the application of coatings (epoxy, galvanizing, painting or any other coating that protects or enhances the value of the steel or iron metal) to these materials occurred in the United States of America. Manufacturing processes are defined as all processes required to change the raw ore or scrap metal into the finished in-place steel or iron product. The attached mill test reports (MTRs) and Certifications (Cert.) are offered as proof of Domestic Origin.

Subscribed and sworn to before me this 9 day of February, 2024
 Notary Public Kelly Ann McGregor
 My Commission expires: 6-23, 2027

I declare under penalty of perjury under the laws of the United States of America and the State of Texas that the foregoing is true and correct and that I am authorized to sign for the Firm listed below.
Derek Birkenfeld 02/09/24
 (Authorized Corporate Official Signature) Date
 DEREK BIRKENFELD / PRESIDENT
 (Type Name and Title)
 DDB MATERIALS, LLC
 (Firm Name)



2) District obtains Certification & MTR

22Jun23 12:38 TEST CERTIFICATE No: BHM 13535

NUCOR TUBULAR PRODUCTS INC.
BIRMINGHAM DIVISION
3525 RICHARD ARRINGTON JR. BLVD N
BIRMINGHAM, AL 35201
Tel: 205 251-1884 Fax: 205 251-1553

P/O No verbal-derek
Rel
S/O No BHM 607907-001
B/L No BHM 58761-001
Inv No

Shp 22Jun23
Inv

Sold To: (20135)
DDB MATERIAL LLC
807 8TH STREET, SUITE 1107
WICHITA FALLS, TX 76301

Ship To: (1)
DDB MATERIAL LLC
2005 E.SCOTT
940-631-3684
WICHITA FALLS, TX 76301

Tel: 940-631-3684

CERTIFICATE of ANALYSIS and TESTS Cert. No: BHM 13535
19Jun23

Part No
ROUND A500 GRADE B(C)
3.75"OD (1" NPS) X SCH40 X 21'

Heat Number SN2971 Tag No 275113
YLD=71700/TEN=82300/ELG=23.9/RWB=84

*** Chemical Analysis ***
C=0.2000 Mn=0.3700 P=0.0060 S=0.0050 Si=0.0250 Al=0.0360
Cu=0.1300 Cr=0.0500 Mo=0.0100 V=0.0020 Ni=0.0300 Nb=0.0070
Cb=0.0050 Sh=0.0000 Mg=0.0030 B=0.0002 Ti=0.0000 Ca=0.0016
MELTED AND MANUFACTURED IN THE USA

Pcs Wgt
37 2,836

Pcs Wgt
37 2,836

WE PROUDLY MANUFACTURE ALL OUR PRODUCTS IN THE USA.
NUCOR TUBULAR PRODUCTS ARE MANUFACTURED, TESTED,
AND INSPECTED IN ACCORDANCE WITH ASTM STANDARDS.
MATERIAL IDENTIFIED AS A500 GRADE B(C) MEETS BOTH
ASTM A500 GRADE B AND A500 GRADE C SPECIFICATIONS

THE SPECIFICATIONS LISTED BELOW REPRESENT THE
CURRENT ISSUED DATES OF THESE STANDARDS. THIS
DOES NOT INDICATE THAT THE MATERIAL ABOVE CONFORMS
TO EACH OR ALL OF THE STANDARDS. WE CERTIFY THE
MATERIAL ABOVE TO THE SPECIFICATION LISTED IN THE
LINE DESCRIPTION.

CURRENT STANDARDS:
A252-19
A500/A500M-21
A513/A513M-21
ASTM A53/A53M-20 | ASME SA-53/SA-53M-21
A847/A847M-14
A1085/A1085M-15
IN COMPLIANCE WITH EN 10204 SECTION 4.1
INSPECTION CERTIFICATE TYPE 3.1

Material Statement

Supplier: DDB MATERIALS, LLC County: BOSQUE COUNTY
Address: 807 8TH STREET SUITE 1107 Project: FM219
WICHITA FALLS, TX 76301 Control: 1054-02-023
Contract No.: Contractor: BIG CREEK CONSTRUCTION

Sheet 1 of 1

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			NUCOR	NN5322	PIPE	A500	X	X
			NUCOR	SN5174	PIPE	A500	X	X
			NUCOR	NN5639	PIPE	A500	X	X
			NUCOR	NN6437	PIPE	A500	X	X

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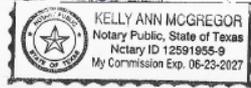
Notary Public: Kelly Ann McGregor

My Commission expires: 6-23, 2027

I declare under penalty of perjury under the laws of the United States of America and the State of Texas that the foregoing is true and correct and that I am authorized to sign for the Firm listed below.

Derek Birkenfeld 02/09/24
(Authorized Corporate Official Signature) Date

DEREK BIRKENFELD / PRESIDENT
(Type Name and Title)
DDB MATERIALS, LLC
(Firm Name)



2) District obtains Certification of Compliance

Project Information

Product description name from approved estimate, invoice and Form 1818

Signed by an authorized representative

Company Logo
Address

BUY AMERICA CERTIFICATION

January 29, 2019

Project: |
Location: San Antonio, TX
Quote Nr.: 42749
Letter Ref. Nr.: 4250 – Buy America – DOT – Provisional Certificate

Please accept this letter as certification that the following products are manufactured in the United States. All gate valve components are cast, machined, assembled, and tested in the U.S. with the exception of fasteners, which represent a minimal amount of the manufacturing cost of the product. All hydrant components are cast, machined, painted, assembled and tested in the United States with the exception of bolts, nuts, chains and one casting (stem coupling), which represent a minimal amount of the manufacturing cost of the product. The manufacturing locations are noted below.

In accordance with the requirements contained in 23 CFR 635.410, a minimal use of foreign steel and iron materials is allowed, provided the cost of such materials does not exceed 0.1 percent of the contract price \$2500 whichever is greater.

Product	Size	Quantity	Manufacturing Location
A-2361-23RN E364, MJ x MJ Resilient Wedge Gate Valve	4", 6", 8"	1, 32, 1	Chattanooga, TN
A-2361-23RN E364, MJ x MJ Resilient Wedge Gate Valve	12"	18	Chattanooga, TN
DA-2361-23RN E364, MJ x MJ Resilient Wedge Gate Valve	16"	16	Chattanooga, TN
423-526975, Super Centurion Fire Hydrant	5" Bury	32	Albertville, AL

Sincerely,

Name and Signature

Actual Certifications will be provided after the order is placed. Please contact your Customer Service Representative with your Order Number and Letter Reference Number (noted in the header above).

GB.

Company Letterhead

Buy America
23 CFR 635.410

Notarize as required by 1818

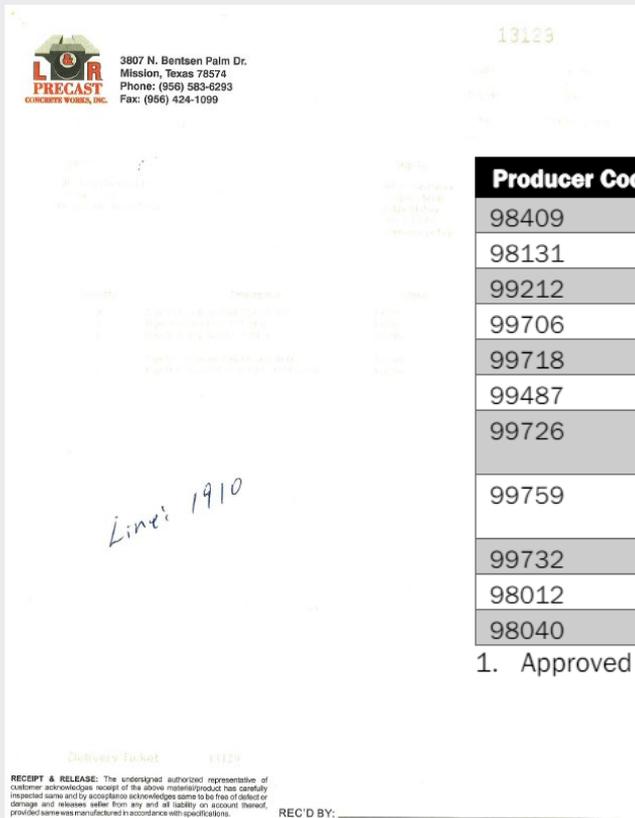


3) Reinforcing Steel

3a) Precast Concrete Products:

- District verifies source (MTR at plant):
 - Manholes, Inlets, and Junction Boxes, (rings, cover, and grates require 1818)
 - RC Pipe,
 - Box Culverts,
 - Concrete Railing,
 - Traffic Barriers,
 - Piling,
 - Retaining Wall Panels and Coping, and
 - Sound/Noise Wall Panels and Coping.

3a) Precast- example (not acceptable)



Producer Code	Fabricator	Location
98409	Ameritex Pipe & Products LLC-Precast	Conroe, TX
98131	Del Zotto Products of Texas, Inc.	Gladewater, TX
99212	L&R Precast Concrete Works, Inc.	Mission, TX
99706	Oldcastle Infrastructure	Brookshire, TX
99718	Oldcastle Infrastructure	Houston, TX
99487	Oldcastle Infrastructure	Mansfield, TX
99726	Rinker Materials – Grand Prairie Plant (formerly Forterra)	Grand Prairie, TX
99759	Rinker Materials – Jersey Village Plant (formerly Forterra)	Jersey Village, TX
99732	Rinker Materials – Waco Plant (formerly Forterra)	Waco, TX
98012	Thompson Pipe Group Dallas ¹	Alvarado, TX
98040	Western Precast Inc	El Paso, TX

1. Approved to fabricate junction boxes and inlets only.

3b) Cast in Place Rebar – To Do

1. Verify Source on MPL. (May be multiple sources!)
2. Request MTRs to pair up with Bill of Lading/invoice/supplier documentation.
 1. Also request to tie to line items steel
3. Field Verification – Take pictures of Rebar Markings
4. Field Verification – Verify Mill tags to where rebar is going if possible.
5. Record verification in DWRs.

3b) Request MTRs matchup with Bill of Lading



CMC STEEL TEXAS
1 STEEL MILL DRIVE
SEGUIN TX 78155-7510

CERTIFIED MILL TEST REPORT
For additional copies call
800-227-6489

We hereby certify that the test results presented here
are accurate and conform to the reported grade specification



Drew M Fischer
Quality Assurance Manager

HEAT NO.: 3125201 SECTION: REBAR 13MM (#4) 40" 420/60 GRADE: ASTM A615-22 Gr 420/60 ROLL DATE: 09/07/2023 MELT DATE: 09/02/2023 Cert. No.: 85558705 / 125201A371	S O L D T O	Regal Metals International Inc 207 SENTRY DR MANSFIELD TX US 76063-3609 8174772568 8174730641	S H I P T O	Regal Metals International Inc 207 SENTRY DR MANSFIELD TX US 76063-3609 8174772568 8174730641	Delivery#: 85558705 BOL#: 75582523 CUST PO#: BS918-08 CUST P/N: DLVRY LBS / HEAT: 46389.000 LB DLVRY PCS / HEAT: 1736 EA
---	----------------------------	--	----------------------------	--	---

Characteristic	Value	Characteristic	Value	Characteristic	Value
C	0.44%	Bend Test Diameter	1.750IN		
Mn	0.85%				
P	0.012%				
S	0.056%				
Si	0.20%				
Cu	0.33%				
Cr	0.10%				
Ni	0.17%				
Mo	0.059%				
V	0.000%				
Cb	0.000%				
Sn	0.014%				
Al	0.005%				
Yield Strength test 1	67.5ksi				
Tensile Strength test 1	106.0ksi				
Elongation test 1	13%				
Elongation Gage Lgth test 1	8IN				
Tensile to Yield ratio test1	1.57				
Bend Test 1	Passed				

The Following is true of the material represented by this MTR:

- *Material Is fully killed and is Hot Rolled Steel
- *100% melted, rolled, and manufactured in the USA
- *EN10204:2004 3.1 compliant
- *Contains no weld repair
- *Contains no mercury contamination
- *Manufactured in accordance with the latest version of the plant quality manual
- *Meets the "Buy America" requirements of 23 CFR636.410, 49 CFR 661
- *Warning: This product can expose you to chemicals which are known to the State of California to cause cancer, birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov

REMARKS :

3b) Request MTRs matchup with Bill of Lading

SENTRY PROCESSING, LP BILL OF LADING

207 SENTRY DRIVE N. MANSFIELD, TX. 76063 817-477-2568

CONSIGNEE TO: (Name and Address)	SALES ORDER AUTOMATIC: 38698
SHIP TO STREET ADDRESS:	RECORD ID: 37565
SHIP TO CITY:	SALE DATE:
SHIP TO STATE:	SALESMAN:
SHIP TO ZIP CODE:	CUST PO: Hopkins FM 900
SHIP TO NOTES:	SHIPPED DATE: 10/23/2023

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of lading, at: 207 Sentry Drive North, Mansfield, Texas 76063 FROM: SENTRY PROCESSING, LP

SHIPPER:	CARRIER'S NO:						
DOMESTIC W/ CERTS Hopkins FM 900 STP 2823 (053) HES 0680-05-014							
ITEM DESCRIPTION	# of units	QTY	UNIT	WT / PC	TOTAL	SHIPPED WT	LOADED AT
1: S38698-01THRU16		1		18787.000	18,787	18,787	
2:		0		0.000	0	0	
3:		0		0.000	0	0	
4:		0		0.000	0	0	
5:		0		0.000	0	0	
6:		0		0.000	0	0	
7:		0		0.000	0	0	
8:		0		0.000	0	0	
9:		0		0.000	0	0	
10:		0		0.000	0	0	

TTL WEIGHT SHIPPED: >>>> 18787

I certify that the weights shown above are correct and that the axle weights and total gross weight of the transport vehicle are in compliance with local, state and federal regulations.

SHIPPER / DRIVER SIGNATURE

Sign:  DATE: 10/23/25

RECEIVER SIGNATURE:

Sign: _____ DATE: _____

The property described above, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, cartographed and declared as shown below, which said company (the, word company being understood throughout the contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery or said destination, if on its own railroad, water line, highway route, or route, or within the territory of its highway operations, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed as to each carrier of all or any of said property over all or any portion of said route to destination, and as to each party as any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Freight Bill of Lading set forth (2) in the Uniform Freight Classification in effect on the date hereof, if file is rail or all water shipments, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classification or tariff which governs the transportation of this shipment and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. This is to certify that the above articles are property described by name and are packed and marked and are in proper condition for transportation according to regulations by the Interstate Commerce Commission.

NOTE: Where the rate is dependent on value, shippers are required to state specifically in writing the declared value of property. The agreed or declared value of the property is hereby specifically stated by the shipper to be exceeding \$50,000.00

RM/SD

SENTRY PROCESSING, LP PO BOX 819 MANSFIELD, TX 76063
207 Sentry Drive Mansfield, TX 76063

DATE INVOICE #
10/23/2023 38698

BILL TO:
Bahena Construction Company, Inc.
P.O. Box 939
Paris, TX 75461

SHIP TO:
Hopkins FM 900
STP 2823 (053) HES
0680-05-014

P.O. NUMBER	TERMS	REP	SHIP	VIA	F.O.B.	PROJECT
Hopkins FM 900	Net 30	JBB	turbo		TX	
QUANTITY	ITEM CODE	DESCRIPTION		PRICE EACH	AMOUNT	
18,787	FD	Fabricated Rebar ASTM A615 Grade 60 Domestic		0.73	13,714.51	
				Tax:	\$0.00	
				Total:	\$13,714.51	

3b) Request MTRs matchup with Bill of Lading

09/25/23 LOAD LIST FOR RECENT TAGS **K02** Page 1 of 2
 Contractor : BAHENA CONSTRUCTION Job # : S38698
 Project Name: HOPKINS FM 900 Release: S38698-02
 Material For : FW-0 STA #138+99 BOTH Total Wt: 905 LBS
 Location :
 Material: BLACK, GRADE 60

TAG	QTY	SIZE	LENGTH	MARK	TYPE	LBS
1	8	#6	8-11	G	—	107
2	16	#5	4-00	D	4 : 	67
3	12	#5	4-00	R	4 : 	50
4	12	#4	11-03	P	—	90
5	16	#4	8-07	E	—	92
6	8	#4	8-07	M	—	46
7	8	#4	8-01	F1	—	43
8	8	#4	6-00	F2	—	32
9	4	#4	5-03	J1-01	2 	14
10	4	#4	4-11	H	—	13
11	2	#4	4-11	Q	—	7
12	4	#4	4-10	J1-02	2 	13
13	4	#4	4-05	J1-03	2 	12
14	40	#4	4-04	J2	2 	116
15	4	#4	4-02	V01	—	11
16	4	#4	4-01	J1-04	2 	11
17	8	#4	4-00	F3	—	21
18	10	#4	4-00	L	2 	27
19	4	#4	3-09	V02	—	10
20	4	#4	3-08	J1-05	2 	10
21	4	#4	3-05	V03	—	9
22	4	#4	3-03	J1-06	2 	9
23	12	#4	3-02	K-CURB	47 	25
24	4	#4	3-00	V04	—	8
25	4	#4	2-10	J1-07	2 	8

09/25/23 LOAD LIST FOR RECENT TAGS **K01** Page 1 of 1
 Contractor : BAHENA CONSTRUCTION Job # : S38698
 Project Name: HOPKINS FM 900 Release: S38698-01
 Material For : SCC-3&4 STA #138+99 BOTH Total Wt: 642 LBS
 Location :
 Material: BLACK, GRADE 60

10-23

TAG	QTY	SIZE	LENGTH	MARK	TYPE	LBS
1	24	#5	4-11	B	—	123
2	36	#4	6-08	C	2 	160
3	36	#4	5-05	D	2 	130
4	56	#4	4-10	F	—	181
5	24	#4	3-00	M	—	48

3b) Not acceptable MTR



CMC STEEL TENNESSEE
1919 Tennessee Avenue
Knoxville TN 37921-2696

CERTIFIED MILL TEST REPORT

For additional copies call

865-202-5972/888-870-0766

We hereby certify that the test results presented here are accurate and conform to the reported grade specification



Quality Assurance Manager

<p>HEAT NO.: 2993452 SECTION: REBAR 1904 (#4) 30" 420/60 GRADE: ASTM A615-23 C 420/60 ROLL DATE: 02/03/2023 MILL DATE: 01/06/2023 Cert. No.: / 093452-053</p>	<p>S O L D T O</p>		<p>S R T P T O</p>	<p>Delivery: ROL: CUST POW: CUST P/N: DLVRT LBS / HEAT: 0.000 LB DLVRT PCS / HEAT:</p>
---	--	--	--	--

Characteristic	Value	Characteristic	Value	Characteristic	Value
C	0.29%	Bend Test 1	Passed		
Mn	0.67%	Rebar Deformation Avg. Spaci	0.476IN		
P	0.014%	Rebar Deformation Avg. Reigh	0.009IN		
S	0.031%	Rebar Deformation Max. Gap	0.116IN		
Si	0.17%				
Cu	0.43%				
Cr	0.11%				
Ni	0.11%				
Mo	0.027%				
V	0.000%				
Sn	0.013%				
Carbon Eq A6	0.45%				
Yield Strength test 1	81.3ksi				
Yield Strength test 1 (metri	561MPa				
Tensile Strength test 1	98.6ksi				
Tensile Strength 1 (metric)	680MPa				
Elongation test 1	18%				
Elongation Gage Lgth test 1	8IN				
Tensile to Yield ratio test1	1.21				
Elongation Gage Lgth 1(metri	200mm				

The Following is true of the material represented by this MTR:

- *Material is fully killed
- *100% melted and rolled in the USA
- *EN10204-2004 3.1 compliant
- *Contains no weld repair
- *Contains no Mercury contamination
- *Manufactured in accordance with the latest version of the plant quality manual
- *Meets the "Buy America" requirements of 23 CFR635.410, 49 CFR 661
- *Warning: This product can expose you to chemicals which are known to the State of California to cause cancer, birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov

3b) Field Verification – Verify Rebar Markings



CMC Steel Texas 99661

(Seguin, TX) (ASTM A706 markings not shown)



Bar sizes #3 through #11



Bar sizes #14 and #18

Evraz Rocky Mountain Steel 99017

(Pueblo, CO) (ASTM A706 markings not shown)



Bar sizes #3 through #5



Bar sizes #6





De Minimis

What is De Minimis

- Allows contractors to use Foreign products up to a limit.
 - Contractor to provide documentation prior.
 - Construction Materials:
 - **no more than the lesser of \$1,000,000 or 5% of Total Applicable Costs** for the project... Contractor must provide documentation showing under threshold in advance for Engineer's consideration.
 - Iron/Steel products:
 - cost, including delivery, **does not exceed 0.1% of the total Contract cost or \$2,500....** Contractor must provide documentation showing under threshold in advance for Engineer's consideration.



Tips and Tricks

How to make this easier?

- Discuss at Pre-Con → No ticket, no payment
- Review Material Sourcing letter for required items.
- Verify for Material on Hand payment.
- Try to match up Heat Numbers/MTRs with Items in field
 - Require notification and line numbers on MTRs
- Request 1818 with item or line number identification
 - Example: "467 – Pipe Runners"
- Share Project Record Checklist with all parties (subs and vendors)
- Set clear expectations

Any questions?



Eduardo.Acosta@txdot.gov
Construction Division



Labor & Payroll Subcontractor Requirements

Melissa Daniels

Construction Division

SUBCONTRACTING AND PAYROLL REQUIREMENTS

Prime Contractor
Must Submit Weekly Certified Payrolls

MATERIAL SUPPLIER:
(Off-Site) *
Mary Lou Mines
Sylvia's Steel Company
Connie's Concrete
Jack's Lumber Company
Nancy's Barricades

Not Submitted as subcontractors
Payrolls not required

MATERIAL SUPPLIERS
(On-Site)
Mary Lou Mines
Sylvia's Steel Company
Connie's Concrete
Jack's Lumber Company
Nancy's Barricades

Submitted as subcontractor
Must submit payrolls

SUBCONTRACTOR
(See Examples Below)

DAVIS BACON AND RELATED ACTS (DBRA)
EXEMPT ACTIVITIES:
Tim's Tire Service Alan's Auto Parts
Jill's Security Rick's Rentals ***

Not Submitted as subcontractors. Payrolls not required
*** For questions and clarifications email CST_LaborCompliance@txdot.gov

Bill's Hauling
"Owner Operator"

Owns and operates one hauling truck

Not submitted as subcontractor

Must be submitted on a payroll **

Sue's Trucking

Hauls within Project limits

Submitted as subcontractor

Must submit payrolls

John's Hauling

Hauls from a commercial source to the project, dumps, then departs

Not submitted as subcontractor

Payrolls not required

Pete's Trucking

Hauls from a dedicated source to the project, dumps, then departs

Submitted as subcontractor

Must submit payrolls

Linda's Barricades

Set-up or maintain barricades; working onsite

Submitted as subcontractor

Must submit payrolls

Bob's Landscapes

Furnish and install sprinkler system

Submitted as subcontractor

Must submit payrolls

Robert's Construction

Install sidewalks

Submitted as subcontractor

Must submit payrolls

* *Supplying and delivering only or removing and hauling-off only; no work performed onsite*

** *Name of truck owner-operator appears on contractor or subcontractors payroll with the designation "Truck Owner-Operator." No other information is required.*

Note: *"Do not sublet any portion of a construction Contract without the Engineer's written approval," in accordance with Article 8.2., "Subcontracting," of the Texas Department of Transportation's 2014 Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges, (Spec. Book).*

The requirements listed above also apply to any tiered agreements with subcontractors and material suppliers.

A **Subcontractor** is defined as an individual, partnership, limited liability company, corporation, or any combination thereof that the Contractor sublets, or proposes to sublet, any portion of a Contract, excluding a material supplier, a hauling firm hauling only from a commercial source to the project, truck owner-operator, wholly-owned subsidiary, or specialty-type businesses such as security companies and rental companies.

Updates Pending



❖ Revise existing (pictured here)

Driving Forces

- ❖ Accurately represent USDOL regulations
- ❖ Address FAQs
- ❖ Clarify gray areas
- ❖ Identify inconsistencies

Active Engagement & Action Items

- ❖ Partner with USDOL, FHWA, Industry, and District personnel



Structural Materials Office of Records

MTD – Prefabricated Structural Materials Section



July 16, 2024

MTD Responsibilities

- Perform inspection of materials at approved fabrication plants.
- Create test reports within SiteManager.
- Maintain project records for inspected materials per the retention schedule.

PSTR is the Office of Record for all inspected materials. If records are needed for an audit, please contact Miranda Unruh or Jennifer Warnick for a convenience copy.

Structural Materials Inspected & Test Reported

Material Code	Description	UOM
Precast Concrete Products		
0420PCABUT	PRECAST CONCRETE ABUTMENT	EACH
0420PCAP00	PRECAST CONCRETE CAP	EACH
0420PCCOLM	PRECAST CONCRETE COLUMN	LF
0420PCARCH	PRECAST CONCRETE ARCH UNIT	LF
0420PCSPAN	PRECAST CONCRETE C-SPAN UNIT	LF
PCRDWAYPNL	PRECAST ROADWAY PANEL	SF
0425PCBEAM	PRECAST/PRESTR BEAM	LF
0425PNL000	PRECAST CONCRETE DECK PANEL	SF
Miscellaneous Products		
0435PADS00	BEARING PADS	EACH
0441BRBEAR	BEARING ASSEMBLY	EACH

Material Code	Description	UOM
Steel Products		
0407PIPLNG	STEEL PIPE PILING	LF
0441MISCST	MISCELLANEOUS STEEL (NON-BID) *	LB
0442MISCST	MISCELLANEOUS STEEL (BID)	LB
0442BRGSTL	MAIN MEMBER STEEL FOR BRIDGE STRUCTRES	LB
0450RAIL00	FABRICATED STEEL RAILING	LF
0450RLPOST	POSTS FOR RAILING *	EACH
0450TUBE00	STRUC TUBING FOR RAILING	LF
0540TRANPL	MBGF TRANSITION ANCHOR PLATE ASSEMBLIES	EACH
0647SPTS00	STEEL SIGN SUPPORTS	LB
0650OSS000	OVERHEAD SIGN SUPPORT	EACH
0654WLKWY0	SIGN WALKWAY	LF
0686POLE00	ILL/SG/CM POLES	EACH
0614RINGS0	HIGH MAST ILLUMINATION RINGS	EACH
4007PEDBRG	PEDESTRIAN STEEL BRIDGE	EACH

Recordkeeper Responsibilities

PSTR Inspected & Test Reported Materials

- Obtain material source verification documents for all materials received.
- Verify test report from MTD-PSTR in SiteManager.

How do I check for a test report?

- XiteReport
- XiteManager
- Sampling Checklist
- 26 Report

Recordkeeper Responsibilities

PSTR QM Materials

- Obtain material source verification documents for all materials received.
“Proof”
- Check that supplier is on the appropriate Material Producer List (MPL).
- Attach SiteManager QM test report.



Construction Stage Gate Checklist Documentation Requirements

Form 2448



July 16, 2024

CSGC Requirements - 2448

- Must be completed in accordance with the instructions on the form (if you are auditing projects, you need to read the instructions and be familiar with the inspection schedule requirements)
- Must be stored and retained as part of the project record!
 - Not required to be kept with the SWP3, but must be accessible and made available upon request by anyone, including ENV
- Available for download from e-Forms and on the [EMS Website](#)
- CON816 – Construction Stage Gate Checklist (eLearning)

 Environmental Management System Construction Stage Gate Checklist (CSGC)				
Highway			Project Number	Project CCSJ
		County	Area Office	
Project Personnel Completing CSGC (Joint Inspection)				
TxDOT Representative			Contractor Representative	
Print Name:			Print Name:	
Signature:			Signature:	
Date:			Date:	
CSGC Inspection Period				
From	Date of beginning initial construction activities, or Date of previous CSGC Inspection		To	Date of this CSGC Inspection
Stormwater Resources				
Yes	No	1. Does the project require a Construction Site Notice (CSN)?		
Yes	No	N/A	2. Does the project require the Contractor and TxDOT Construction Site Notice (CSN)?	
Yes	No	N/A	3. Is the CSN(s) posted in a publicly accessible location near where the construction activity is underway?	
Yes	No	N/A	4. Does the CSN(s) contain all required information?	
Yes	No	5. Does the project require a Notice of Intent(s) (NOI)?		
Yes	No	N/A	6. Has the Contractor's NOI been received and placed in the Stormwater Pollution Prevention Plan (SWP3)?	
Yes	No	7. Does the project have a (SWP3)?		
Yes	No	8. Is there a copy of the TCEQ Construction General Permit onsite or with the SWP3?		
Yes	No	9. Is there a copy of a Delegation of Authority Letter authorizing the signing of inspection reports in the SWP3 file?		
Yes	No	10. Is the SWP3 retained and available for inspection at the work site that generates the stormwater? If no, where is the SW3P located? Insert location here:		
Yes	No	11. Are the SWP3 drawings updated for changes to BMPs based on site conditions, and are those measures installed properly? (i.e. type, location and install/remove dates)		
Yes	No	N/A	12. Is the description of construction and waste materials stored on-site updated with the Contractor?	
Yes	No	13. Are the dates when major grading activities occur updated on SWP3?		
Yes	No	14. Are the dates when construction activities temporarily or permanently ceased on a portion of the site updated on SWP3?		
Yes	No	15. Have construction activities permanently ceased, or temporarily ceased and are not expected to resume for 14 or more days, on a disturbed portion of the site?		
Yes	No	16. Have erosion control and stabilization measures been initiated immediately, except as allowed by Part III.F.2 (b) (iii) (A) through (D) of the CGP (page 28)?		

CSGC Purpose

Purpose

The CSGC is intended to be a construction project inspection and communication tool. It should be completed with both designated TxDOT and Contractor personnel present to help facilitate communication between project personnel. The CSGC helps ensure that TxDOT and the Contractor meet their commitment to environmental compliance by providing a comprehensive overview of all environmental requirements and identifying areas where improvements, additional attention and/or actions are needed.

CSGC Usage

Suggested Usage

Each District will be responsible for determining their representative for completing the CSGC, preferably, an experienced employee such as the DEQC, Project Engineer, Project Manager or Chief Inspector. TxDOT and Contractor should present their representatives at the pre-construction meeting. It is recommended that these representatives communicate with project managers, construction inspectors and contractor personnel during the completion of the CSGC to communicate findings. It is expected that needed action(s) should occur early in the process for any issue including those which could be potentially noncompliant. Input and/or action(s) may be needed by other parties (i.e. AE, DEQC, AP&D, ENV Coordinator, etc.) to resolve issue(s).

CSGC Applicability

Applicability

The CSGC should be completed on construction and maintenance contracts that have soil disturbing activities and/or environmental permit requirements. Types of projects include new location, existing pavement rehabilitations/widening, culvert work, bridge rehabilitation/ replacement. Districts should determine whether the CSGC should be completed on minimal soil disturbance type projects such as MBSF upgrade, landscaping, or ACP overlays. Typical projects not requiring the CSGC would be signal installation, crack sealing, retrace striping, seal coating, bridge joint repair.

CSGC Frequency

Frequency

The initial CSGC inspection should occur within one month of beginning initial construction activities and at minimum annually, or if project is less than one year when 50% of work has been completed. Annual DEQC inspections cannot be used in place of this inspection requirement unless the TxDOT inspector and Contractor representative are present and involved during inspection. Frequency for completing additional CSGC inspections by TxDOT and Contractor CRPE will be determined at the pre-construction. Factors influencing frequency include permit requirements, duration/complexity of the project. It is recommended that completed CSGC be reviewed by another TxDOT representative for quality monitoring of the environmental process.

EMS Summit, Self-Assessment, Project Review

It's That Time of Year

- **EMS Summit** will be done by **December 31, 2024**
- **CSGC 2448 Review** due to Division by **December 2, 2024**
 - This date is critical for MS4 reporting requirements; **if you are late, you could cause the entire report to be late for the whole state which would be a violation**
- **EMS Self-Assessment & Summit Minutes** due to Division by **March 1, 2025**
 - Reporting period will be January 1 – December 31
- <https://txdot.sharepoint.com/sites/division-ENV1/EMS/SitePages/EMS-Summit-and-Self-Assessment.aspx>

CSGC Inventory



Construction Stage Gate Checklist (CSGC) 2448 Inventory Job Aid 6/14/2024

Requirements:

- Complete the spreadsheet for Construction Stage Gate Checklists (Form 2448) for FY24 (September 1, 2023- August 31, 2024), the FY referenced in this document, only. You will need to review all projects active during the FY timeframe, even if they are already concluded at the time you start your review.
- This spreadsheet is due to ENV by Monday December 2, 2024. The rest of the EMS Summit & Self-Assessment information is due March 1, 2025. This is critical data for the MS4 Annual Report due to TCEQ by February 2025.
- You will need to reach out to Area Offices for assistance. Recordkeepers, Construction Auditors, and whoever else might manage the files will need to assist you to gather the data. You can have recordkeeper and auditor staff assist you with this. But ALL data must be compiled into one final spreadsheet per the template.
- You will need to read the instructions on the Form 2448 to determine applicability and frequency requirements.

Contact Information

Tracey Janus, Environmental Program Manager, Operations Compliance, ENV

You can also reach out to my team:

- Heather Carman, Environmental Specialist, Operations Compliance, ENV
- Kyle Honnerlaw, Environmental Specialist, Operations Compliance, ENV
- David Nuckels, Environmental Specialist, Operations Compliance, ENV

Helpful ENV Links

- TxDOT Stormwater Program landing page:
<https://www.txdot.gov/business/resources/environmental/stormwater.html>
- TxDOT EMS website:
<https://www.txdot.gov/business/resources/environmental/environmental-management-system.html>
- TxDOT ENV Crossroads Page:
<https://tntoday.dot.state.tx.us/env/Pages/Homepage.aspx#>
- DEQC Resources SharePoint Site: <https://txdot.sharepoint.com/sites/division-ENV/DEQC/SitePages/Home.aspx>

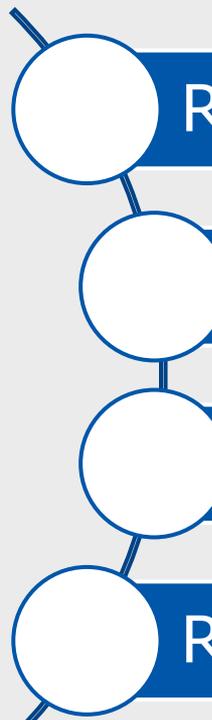




Recordkeeper Development Program: Workgroup Updates

Amy Slaughter – Construction Division

Construction Project Management – Recordkeeper Development



RDP Audit Report Issued September 2023

CST creates workgroups 1-7 September 2023

Workgroup meetings September - April*

RDP Audit MAPs Due January - July*

*Does not include Workgroup 4

Workgroup #	CST MAP #
Workgroup 1 - Standardized Folder Structure	1.1
Workgroup 2 - Checklist Events, Key Dates, and Critical Dates	1.2
Workgroup 3 - Project Management Job Duties	1.2
Workgroup 4 - Create Recordkeeper Job Aids	1.3
Workgroup 5 - Project Audit Checklist and Audit Schedule	2.1
Workgroup 6 - Review of Project Management Job Descriptions	3.2
Workgroup 7 - Recordkeeper Training Matrix	4.1

Workgroup 1 - Standardized Folder Structure

- CST and the workgroup developed a standard folder structure for construction project records retention.
- The new folder structure is required on all projects beginning with the January 2024 letting.
- Workshops held on 12/14/23 and 12/15/23 to introduce the Project file index.
- Project file index and slides are posted to Crossroads.

Workgroup 2 – Checklist Events, Key Dates, and Critical Dates

- CST and the workgroup developed required SiteManager Checklist Events, Key Dates, and Critical Dates.
- Districts will utilize the list of required checklist events, key dates and critical dates (as applicable) when activating the project starting with September 2024 let projects.
- Currently working with CMISD to implement changes into SiteManager.
- Guidance Document posted to Crossroads.

Workgroup 3 – Project Management Job Duties

- CST and the workgroup developed project management job duties for recordkeepers, inspectors, and project managers.
- Workgroup completed review of project management job duties based on CCAM Project Documents.
- This document will be used to create job aids in Workgroup 4.
- The Construction Project Management Job Duties document is posted to Crossroads

Workgroup 4 – Create Recordkeeper Job Aids

- CST and the workgroup will develop job aids for each documented recordkeeper job duty.
- CST will request volunteers from each District to sign up for specific job aids.
- Job aids will be posted and available for use.
- Districts will share job aids with employees responsible for performing recordkeeper duties and/or training employees on recordkeeper duties.

Workgroup 5 –Project Audit Checklist and Audit Schedule

- CST and the workgroup developed a required interim project audit checklist and interim project audit schedule based on project duration.
- The audit checklist and schedule will be effective starting with September 2024 let projects.
- The audit checklist and schedule are posted on Crossroads.

Workgroup 6 – Review of Project Management Job Descriptions

- CST and the workgroup reviewed Recordkeeper and Auditor job profiles to ensure alignment with job duties.
- CST sent recommended revisions to Human Resources.

Workgroup 7 – Recordkeeper Training Matrix

- CST and the workgroup developed a training matrix with mandatory training and resources for new TxDOT Recordkeepers.
- Updates will be made as new resources become available.
- Training Matrix is posted on Crossroads.

Workgroup #	CST MAP #	Status
Workgroup 1 - Standardized Folder Structure	1.1	Complete
Workgroup 2 – Checklist Events, Key Dates, and Critical Dates	1.2	Complete
Workgroup 3 – Project Management Job Duties	1.2	Complete. Will meet annually for updates
Workgroup 4 – Create Recordkeeper Job Aids	1.3	In progress - Due June 2025
Workgroup 5 – Project Audit Checklist and Audit Schedule	2.1	Complete
Workgroup 6 – Review of Project Management Job Descriptions	3.2	Complete
Workgroup 7 – Recordkeeper Training Matrix	4.1	Complete. CST will update the matrix as new resources are identified



RKP Training Matrix

RKP Job Responsibilities

RKP Job Aid Creation

Recordkeeper Development Program

Jennifer Keller

Construction Division



Recordkeeper Training Matrix

Recordkeeper Training Matrix

Construction Recordkeepers



This learning path was created to help you identify professional learning and development opportunities (internal and external) available.

Please note:

- This is not an all inclusive and is subject to change
- These are suggestions for developing your career at TxDOT
- Course descriptions and enrollment details can be found in [PeopleSoft](#)
- Supervisors/leadership are encouraged to recommend other opportunities
- All external opportunities may require supervisor approval and/or fees
- For additional eLearning opportunities, check [LinkedIn Learning](#) which offers over 10,000 courses

Instructor Led

CON320 CST Recordkeeper Bootcamp	DES761 PW Training for Users
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E-Learning

ENV414 Environmental Management System	CON118 Construction Contract Admin	CON501 SiteManager Contract Admin
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Resources

Generating SM Estimates & Review	Estimate Roll Back	Material on Hand Review	Buy America SP 006- 040	Buy America SP 006- 030 or 006-039	Civil Rights DBE CUF Slides 42-61	Estimates (Finance Division) slides 23-33
Construction Division Annual Recordkeeper Meeting	Project Closeout Slides 127-142	DBE Joint Checks slides 93-104	Project Records Checklist slides 64- 87	Civil Rights OJT Slides 34-41	Labor Compliance Slides 80-90	DBE Prompt Payment Slides 55-70
Subcontractor and Subcontract Requirements slides 40-56						

Key

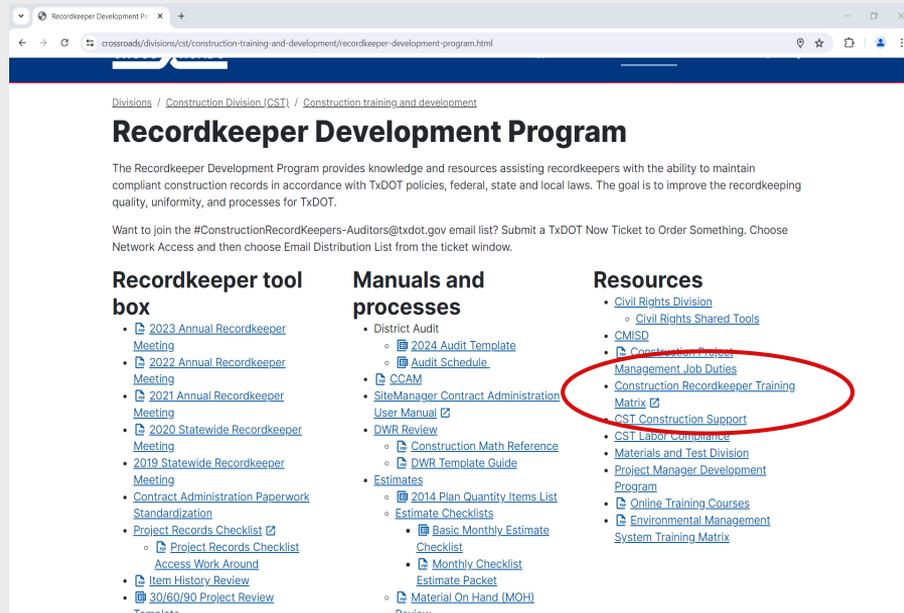
Instructor-led ONLY	* = prerequisite required Instructor-led or Virtual Instructor-led	** = offered in Spanish eLearning	→ = series LinkedIn Learning Course/Learning Path
Mandatory	Virtual Instructor-led ONLY	Virtual Instructor-led or eLearning	Other Resources

TxDOT Career
Development

Need assistance? Contact us at development@txdot.gov.

Recordkeeper Training Matrix

- The training matrix identifies existing trainings that should be mandatory for new TxDOT recordkeepers and provides links to additional information related to processes.
- As new job aids and new trainings are developed, the training matrix will be updated.
- Published to the Crossroads/Divisions/Construction Division/Construction training and development/Recordkeeper Development Program.



Recordkeeper Development Program

Divisions / Construction Division (CST) / Construction training and development

Recordkeeper Development Program

The Recordkeeper Development Program provides knowledge and resources assisting recordkeepers with the ability to maintain compliant construction records in accordance with TxDOT policies, federal, state and local laws. The goal is to improve the recordkeeping quality, uniformity, and processes for TxDOT.

Want to join the #ConstructionRecordKeepers-Auditors@txdot.gov email list? Submit a TxDOT Now Ticket to Order Something. Choose Network Access and then choose Email Distribution List from the ticket window.

Recordkeeper tool box

- 2023 Annual Recordkeeper Meeting
- 2022 Annual Recordkeeper Meeting
- 2021 Annual Recordkeeper Meeting
- 2020 Statewide Recordkeeper Meeting
- 2019 Statewide Recordkeeper Meeting
- Contract Administration Paperwork Standardization
- Project Records Checklist
 - Project Records Checklist Access Work Around
- Item History Review
- 30/60/90 Project Review Template

Manuals and processes

- District Audit
 - 2024 Audit Template
 - Audit Schedule
- CCAM
- SiteManager Contract Administration User Manual
- DWR Review
 - Construction Math Reference
 - DWR Template Guide
- Estimates
 - 2014 Plan Quantity Items List
 - Estimate Checklists
 - Basic Monthly Estimate Checklist
 - Monthly Checklist Estimate Packet
 - Material On Hand (MOH) Review

Resources

- Civil Rights Division
 - Civil Rights Shared Tools
- CMISD
- Construction Project Management Job Duties
- Construction Recordkeeper Training Matrix**
- CST Construction Support
- CST Labor communities
- Materials and Test Division
- Project Manager Development Program
- Online Training Courses
- Environmental Management System Training Matrix



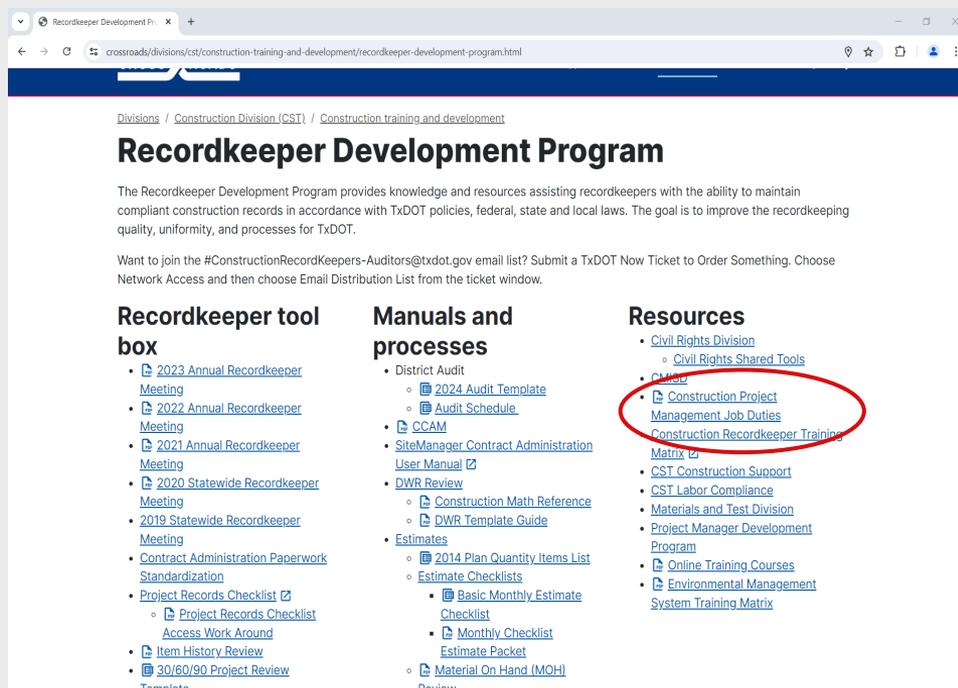
Recordkeeper Job Responsibilities Construction Project Management Job Duties

Recordkeeper Job Responsibilities

	Recordkeeper (RKP)	Inspector	Project Manager (PM)
Topic	Ensures contract documentation is in compliance	Ensure contractor field work is in compliance	Ensures contract documentation and field work is in compliance
Pre-Bid Conference (CCAM Chapter 2.3)	No action by RKP		
Press Release (if applicable) (CCAM Chapter 3.1)	Files press release (if applicable)		
Legislative Notification Requirements (CCAM Chapter 3.2)	Files notification		
Pre-Bid Q&A (CCAM Chapter 2.1)	Prints (or obtains) and files PreBid Q&A	Review PreBid Q&A for questions and responses provided	Review PreBid Q&A for questions and responses provided
Project Activation (CCAM Chapter 3.3)	No responsibilities for RKP		
Bid Tabulations	Prints (or obtains) and files Bid Tabs		
Project File Index/Structure	Review created file structure from DCO Establish project files needed for project including specific project needs	Identify specific project needs for folder structure and share with RKP	Identify specific project needs for folder structure and share with RKP

Recordkeeper Job Responsibilities

- The Construction Project Management Job Duties document provides a baseline of job duties and allows for creation of training documents that match up with each role.
- The document will be reviewed yearly and revised by a statewide workgroup.
- Districts are allowed to adjust job duties as they find appropriate. Example Create As-Built Plans - the document has Create As-Built Plans in the PM column, but the District can assign this job duty to Record Keepers in their District.



Recordkeeper Development Program

The Recordkeeper Development Program provides knowledge and resources assisting recordkeepers with the ability to maintain compliant construction records in accordance with TxDOT policies, federal, state and local laws. The goal is to improve the recordkeeping quality, uniformity, and processes for TxDOT.

Want to join the #ConstructionRecordKeepers-Auditors@txdot.gov email list? Submit a TxDOT Now Ticket to Order Something. Choose Network Access and then choose Email Distribution List from the ticket window.

Recordkeeper tool box

- 2023 Annual Recordkeeper Meeting
- 2022 Annual Recordkeeper Meeting
- 2021 Annual Recordkeeper Meeting
- 2020 Statewide Recordkeeper Meeting
- 2019 Statewide Recordkeeper Meeting
- Contract Administration Paperwork Standardization
- Project Records Checklist
 - Project Records Checklist Access Work Around
- Item History Review
- 30/60/90 Project Review Template

Manuals and processes

- District Audit
 - 2024 Audit Template
 - Audit Schedule
- CCAM
- SiteManager Contract Administration User Manual
- DWR Review
 - Construction Math Reference
 - DWR Template Guide
- Estimates
 - 2014 Plan Quantity Items List
 - Estimate Checklists
 - Basic Monthly Estimate Checklist
 - Monthly Checklist Estimate Packet
 - Material On Hand (MOH) Review

Resources

- Civil Rights Division
 - Civil Rights Shared Tools
- Construction Project Management Job Duties
- Construction Recordkeeper Training Matrix
- CST Construction Support
- CST Labor Compliance
- Materials and Test Division
- Project Manager Development Program
- Online Training Courses
- Environmental Management System Training Matrix



Recordkeeper Job Aids

Recordkeeper Job Aid Creation

- Workgroup volunteer signup was sent in May 2024 for updates
- Job Aids will be created based on the Construction Project Management Job Duties Recordkeeper (RKP) Column, except those that indicate filing only
- Collection of existing guidance and procedures to be used as a reference was requested from the workgroup volunteers
- Volunteer signup for individual job aids within the workgroup will be shared.
- As completed, job aids will be posted on CST Recordkeeper Development page and will be shared with the Directors of Construction to be used.

	Recordkeeper (RKP)
Topic	Ensures contract documentation is in compliance
Subcontracts (CCAM Chapter 10.3)	<ul style="list-style-type: none"> Processes Form 2802 for compliance Files completed Form 2802 Informs contractor of subcontractor approval status Files correspondence Investigate Discrepancies Monitors subcontractor requirements Reviews subcontract agreements for compliance (all DBE and at least one non DBE) Addresses noncompliance issues with Prime Data entry of Subs into SM/DMS (DBE); verification into LCP Tracker Communication with subs regarding software

Recordkeeper Job Aid Creation

Construction Recordkeeper Job Aid

Generating a Progress Estimate



Construction Recordkeeper Job Aid

Generating a Progress Estimate

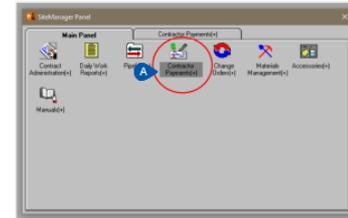


1 Log into the SiteManager application:

A. Type your TxDOT User ID for SiteManager

B. Type your password

C. Click Logon



2 From the Main Panel:

A. Choose Contractor Payments and double click



3 From the Contractor Payments menu:

A. Choose Estimates and double click

Recordkeeper Development Program

Do you have an existing job aid, checklist or guidance document to assist with a Construction Recordkeeper process? Consider sharing to assist in the development of the Recordkeeper Job Aids.

- Send to your District DOC offices
- Upload directly to the CST SharePoint Site: [Existing District Recordkeeper documents](#)
- Email to CST_Training@txdot.gov

Name	Document Class	Record Type
Audits_Project Reviews	Administrative	Program Records
Bid Tabulations	Administrative	Program Records
Bulletin Board Compliance	Administrative	Program Records
Buy America	Administrative	Program Records
Change Orders	Administrative	Program Records
Contract Documents	Administrative	Program Records
Contractor Employee Certifications	Administrative	Program Records
Contractor Equipment	Administrative	Program Records
Contractor Evaluations	Administrative	Program Records
Daily Work Report (DWR)	Administrative	Program Records
DBE	Administrative	Program Records
Diary Entries	Administrative	Program Records
Environmental	Administrative	Program Records



Recordkeeper Development Program

CON320 Construction Recordkeeper Bootcamp

Are you interested in becoming an adjunct instructor for the Construction Division Recordkeeper Bootcamp course?

Are you able to:

- relate to participants through previous or current job experiences and knowledge regarding the subject?
- create a positive learning environment?
- utilize your presentation skills with the provided CST course materials?
- engage class participants to benefit their learning?

Contact Jennifer Keller or CST_Training@txdot.gov





SiteManager Checklist Events Key Dates and Critical Dates

CST DIV, Training and Development

Kasha Radlicki Varick

Overview

SiteManager (SM) Checklist Events, Key Dates, and Critical Dates provide entries of important dates in the life of a contract and can be used as a project management tool in documenting and tracking vital records and activities.

- The CST Division's guidance document outlines the minimum requirements for SiteManager entries, supporting the verification of construction project records for compliance through to final closeout.
- Checklist Scheduled Events for Contracts based on some system defaults (for example, Barricade Inspections event dates).
 - These dates should be entered for the day of actual occurrence.
 - Generally, these dates are the routine contract admin activities or closeout activities so they may signal a discrepancy when they were not met.

Responsibilities and Monitoring

District Construction Office (DCO):

- Reviews and establishes the necessary or applicable entries at contract activation.
- Deletes the non-applicable events for the contract.
- Performs audits to ensure the identified events and dates for contracts are managed effectively.

Recordkeeping and Monitoring:

- The recordkeeper is responsible for tracking and monitoring routine activities and inspection completions.
- It is highly recommended for the Area Office (AO) utilize the Audit template and review the Closeout Checklist tab as tools for ensuring all necessary items are addressed.
- Checklist events are part of auditable items; self-assessments are considered good practice and encouraged, but the recordkeeper cannot act as their own auditor.

Continuous Improvement and Compliance

As we proceed with the September 2024 Letting, SM Checklist Guidance review will be part of the ongoing processes for Audits effective for all Construction Projects.

- CST Support Group will perform reviews of Districts' implementation and utilization of the required events and dates.
- SM Checklist Guidance is integrated into District Construction Office (DCO) Audit schedule of the initial audit, performed at 6 months from when time starts, annually and then at Final Closeout Audit.

Upon Activation, Checklist Events Needed to Populate

Checklist Event	Standardized Entry
BARR INSP - DAY	Date of inspection
BARR INSP - NIGHT	Date of inspection
BARR INSP - QUART	Date of inspection
BULLETIN BOARD INSPECTIONS	Date of inspection
DATE TIME CHARGES BEGIN	Date entry should align with the date per contract. Time charges begin within 30 calendar days after the Authorization to Begin Work, unless otherwise shown in the contract, the contractor has the option to begin work any time within the 30 calendar days. In some cases, the contract will include a provision to allow for extending the beginning of time charges on the contract beyond the standard 30 calendar days. When the contract includes a delayed start time provision, act in accordance with the contract provisions. For contracts with work orders, such as a traffic signal project, begin working day charges as established for each individual work order. CCAM Chapter 10, section 4.
INTERIM CONTRACTOR EVALUATION	Date of Annual Prime Contractor Evaluation
PROJECT RECORDS AUDIT	Date project review/audit was completed.
PROJECT SCHEDULE	Date received
PROMPT PYMNT CERT-FORM 2177	Date of Form 2177. Identify estimate period from Form 2177 in notes
PROMPT PYMT CERT-QUARTERLY AUDIT	Date audit complete (Form 2177A)

- These items will be identified by District and activated for SiteManager entry; currently none of these are automatically populated on contract load, but that is something we will be working towards for future enhancements.

Checklist Events for Environmental Requirements in Contracts

Checklist Event	Standardized Entry
Construction Stage Gate Checklist	Date of inspection
DEQC Inspection	Date of inspection
SW3P Inspection Report	Date of inspection

- Districts are aware if Contracts have Environmental Requirements and if applicable can activate these three necessary for capture.

Checklist Events for federal funding/DBE Requirements

Checklist Event	Standardized Entry
LABOR INTERVIEWS	Date of completed interview by inspector
DBE / CUF REVIEWS	Date of inspector observation of DBE work
DBE/HUB FINAL CLEARANCE	Entry identifies date all paperwork complete and payments made. DOC, DDC or AO entry.

- Projects with federal funding with DBE requirements or DBE identified prime contractors, districts will activate these three date entries to be tracked in SiteManager.

Checklist Event for a State Funded Project

Checklist Event	Standardized Entry
SBE Annual Report	Date on Form

- For State Funded Projects, Districts will activate SBE report for completed date.

Key Dates

- TxDOT uses Standardized Key Dates to record the occurrence date for significant events, edited prior to activation.
 - Unless it is not applicable based on project requirements.
 - May include projection dates if applicable.
- DCO is responsible for establishing the necessary or required event Key Dates at contract activation, the guidance lists the standardized entries for contracts activations.
- Despite projected dates, the actual occurrence dates must be entered for Key Dates, with the indicator “Required to Finalize”.

Key Dates

- The following should be established at activation:

Key Date	Standardized Entry	Suggested responsible office for entry
DATE OF FINAL PAYMENT TO CONTRACTOR	Date of Finance voucher as identified in SM Contract and Estimate Status by District	N/A (if auto populated) or DCO (if needed)
ESTIMATED COMPLETION DATE - ADJUSTED	Monthly updated entry according to schedule	AO
ESTIMATED COMPLETION DATE - ORIGINAL	One time entry based on first submitted schedule by contractor	AO
FINAL AUDIT OF CONTRACT RECORDS	Date of final DCO audit	DCO
GENERATION OF CONTRACT S&T	Auto populated	N/A

Key Dates

- These are generally used **as applicable** based on contract requirements:

Key Date	Standardized Entry	Suggested responsible office for entry
CE&I PROJECT	Date of Work Authorization or Contract with CEI	DCO
CONTRACT TAKEOVER AGREEMENT	Date of signed takeover agreement	DCO
CONTRACT TERMINATED	Date of termination letter	DCO
DATE OF TDLR INSPECTION	Date of TDLR inspection if applicable for contract.	AO
INTENT TO DEFAULT (No. 1- 10 Day Letter)	Date entry is date of letter	AO
INTENT TO DEFAULT (No. 2- 10 Day Letter)	Date entry is date of letter	AO
INTENT TO DEFAULT (No. 3- 10 Day Letter)	Date entry is date of letter	AO
INTENT TO DEFAULT (No. 4- 10 Day Letter)	Date entry is date of letter	AO
NOTICE OF INTENT SUBMISSION	One time entry if required for project for Environmental requirements	AO

Critical Dates

- The Critical Dates Tab within Contracts in Site Manager lists important dates in the life of the Contract. Some may be left defaulted on contract load, but many are edited prior to activation.
- Often the Critical Date is needed in SiteManager to activate the contract or to then change the Contract status.
- Some critical dates entries are changed to actual occurrence dates necessary to “Complete” requirement to finalize.

Critical Dates

The following Critical Dates should be established for the contract by CMISD at contract load.

Critical Dates	Standardized Entry
AWARD DATE	Auto populated
CONTRACT ACTIVATION DATE	Auto populated
EXECUTION DATE	Auto populated
LETTING DATE	Auto populated
NOTICE TO PROCEED DATE	Auto populated

- These critical dates are auto populated when contract is loaded into SiteManager.

Critical Dates entered or auto populated by the Districts Construction Office (DCO)

Critical Dates	Standardized Entry
ACCEPTED DATE *	Date of Final Acceptance letter
CONTRACT ITEMS COMPLETE DATE	Continue with current District practice; CMISD reviewing.
CONTRACTOR BANKRUPTCY DATE	Date of correspondence identifying contractor bankruptcy
CONTRACTOR DEFAULT DATE	Date of the default letter
CONTRACTOR FINAL RELEASE DATE *	Continue with current District practice; CMISD reviewing
PHYSICAL WORK COMPLETE DATE *	Date entered one year after the final estimate is generated
WORK BEGIN DATE	AO will provide date barricades placed OR first date of dirt moved

- The asterisks identify critical dates that will be required to finalize the contract

Critical Dates and Final Acceptance

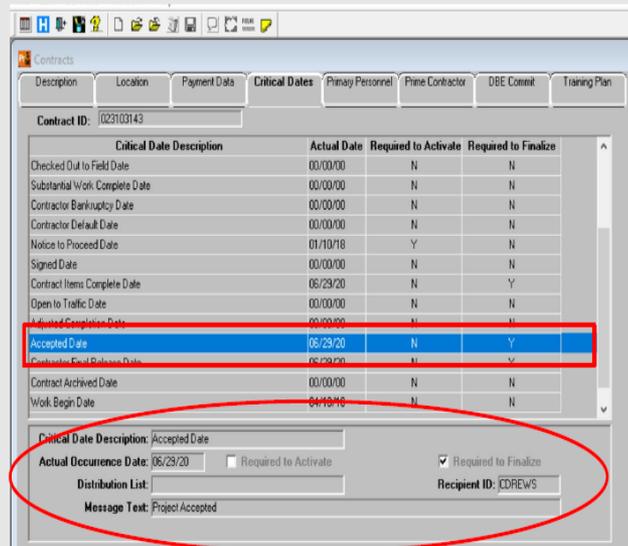
- DCO accepts the Contract work after notification of Contract completion by the area engineer and will enter 'Required to Finalize' Dates.

4. WORK COMPLETED AND ACCEPTED (DCO)

Work Completed and Accepted (DCO)

DCO Identifies Work Completed and Accepted. The Area Office is notified of the same. This begins the 60 (sixty) day timeline for closeout of the project identified in CCAM Chapter 4, Section 5.

- The identified date must be noted in SM by the DCO or AO through the critical dates as the Accepted Date.



Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Checked Out to Field Date	00/00/00	N	N
Substantial Work Complete Date	00/00/00	N	N
Contractor Bankruptcy Date	00/00/00	N	N
Contractor Default Date	00/00/00	N	N
Notice to Proceed Date	01/10/18	Y	N
Signed Date	00/00/00	N	N
Contract Items Complete Date	06/29/20	N	Y
Open to Traffic Date	00/00/00	N	N
Adjusted Completion Date	00/00/00	N	N
Accepted Date	06/29/20	N	Y
Contractor Final Release Date	00/00/00	N	Y
Contract Archived Date	00/00/00	N	N
Work Begin Date	04/10/18	N	N

Critical Date Description: Accepted Date
 Actual Occurrence Date: 06/29/20 Required to Activate Required to Finalize
 Distribution List: Recipient ID: CDPREWS
 Message Text: Project Accepted

* The identified date is also noted as a diary entry credit reason

The SiteManager Reports

- View Tracked Events and Dates:
 - Checklist Events** by District – Report displays Checklist Events by District or by CSJ – separate report to view events by the CSJ.
 - Key Dates** Contract Key Dates by District or CSJ – Report in which you select district then filter by CSJ for Key Dates for complete, pending or active contracts.
 - Critical Dates** Contract Dates – Report that displays Critical dates by CSJ, enter district number, filter by CSJ.
- Navigate to all on CST CMISD Page for SiteManager Reports:
<https://crossroads/divisions/cst/cmisd/sitemanager/sitemanager-reports.html>

DUP TYPE	FREQUENCY TYPE	NBR OCCURENCE	EVENT DATE	PROJECTED DATE	ACTUAL DATE	NEXT PROJECTED DATE
I REQ	Monthly	75	15	12/19/2022	02/07/2023	07/01/2024

Summary

- Guidance provides minimum standard Checklist Events, Key and Critical Dates for the SiteManager.
- Districts review, remove and activate events for contracts as applicable and perform audits according to schedule.
- Contracts may have provisions or exceptional events that must be tracked in addition to the SiteManager's Checklist Events, Key Dates and Critical Dates.
 - Guidance use does not replace or negate the other events and auditable items if specified per contract.
 - Previous SM Checklist Events, Key Dates and Critical Dates will remain available for existing projects to be used to record entries per original established contract until completion.
- Recordkeepers enter/validate checklist event entries, Key and Critical dates.
- CST provides the Checklist items guidance on CST webpage to aid with contract events tracking.
- Checklist items are included in the 2024 Project Audit Template, found on the Recordkeeper Development Program page.

Recordkeeper Development Program

The Recordkeeper Development Program provides knowledge and resources assisting recordkeepers with the ability to maintain compliant construction records in accordance with TxDOT policies, federal, state and local laws. The goal is to improve the recordkeeping quality, uniformity, and processes for TxDOT.

Want to join the #ConstructionRecordKeepers-Auditors@txdot.gov email list? Submit a TxDOT Now Ticket to Order Something. Choose Network Access and then choose Email Distribution List from the ticket window.

Recordkeeper tool box

- [2023 Annual Recordkeeper Meeting](#)
- [2022 Annual Recordkeeper Meeting](#)
- [2021 Annual Recordkeeper Meeting](#)
- [2020 Statewide Recordkeeper Meeting](#)
- [2019 Statewide Recordkeeper Meeting](#)
- [Contract Administration Paperwork Standardization](#)
- [Project Records Checklist](#)
 - [Project Records Checklist Access Work Around](#)
- [Item History Review](#)
- [30/60/90 Project Review Template](#)
- Various Checklists
 - [Contract Administration Paperwork Standardization Checklist](#)

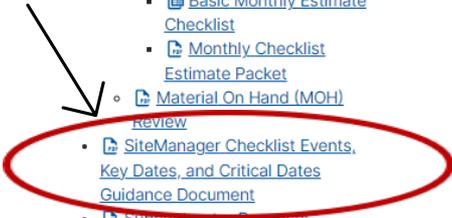
Manuals and processes

- District Audit
 - [2024 Audit Template](#)
 - [Audit Schedule](#)
- [CCAM](#)
- [SiteManager Contract Administration User Manual](#)
- [DWR Review](#)
 - [Construction Math Reference](#)
 - [DWR Template Guide](#)
- [Estimates](#)
 - [2014 Plan Quantity Items List](#)
 - [Estimate Checklists](#)
 - [Basic Monthly Estimate Checklist](#)
 - [Monthly Checklist Estimate Packet](#)
 - [Material On Hand \(MOH\) Review](#)
- [SiteManager Checklist Events, Key Dates, and Critical Dates Guidance Document](#)

Resources

- [Civil Rights Division](#)
 - [Civil Rights Shared Tools](#)
- [CMISD](#)
- [Construction Project Management Job Duties](#)
- [Construction Recordkeeper Training Matrix](#)
- [CST Construction Support](#)
- [CST Labor Compliance](#)
- [Materials and Test Division](#)
- [Project Manager Development Program](#)
- [Online Training Courses](#)
- [Environmental Management System Training Matrix](#)

Guidance Location:



Resources

The following resources provides additional TxDOT procedures for entries of SM Checklist Events, Key Dates and Critical Dates:

- SiteManager Contract Administration Manual
 - Chapter 2, Section 5, "Editing Key Dates and Checklist Scheduled Events"
 - Chapter 3, Section 2, "Maintaining Critical Dates", Section 3, "Maintaining Key Dates", Section 4, "Maintaining Checklist Events"
- Internal Audit Division Report – Construction Project Management – Recordkeeper Development Report.
- 2024 Project Audit template found on the Recordkeeper Development Program page.





Audit Schedule & Template

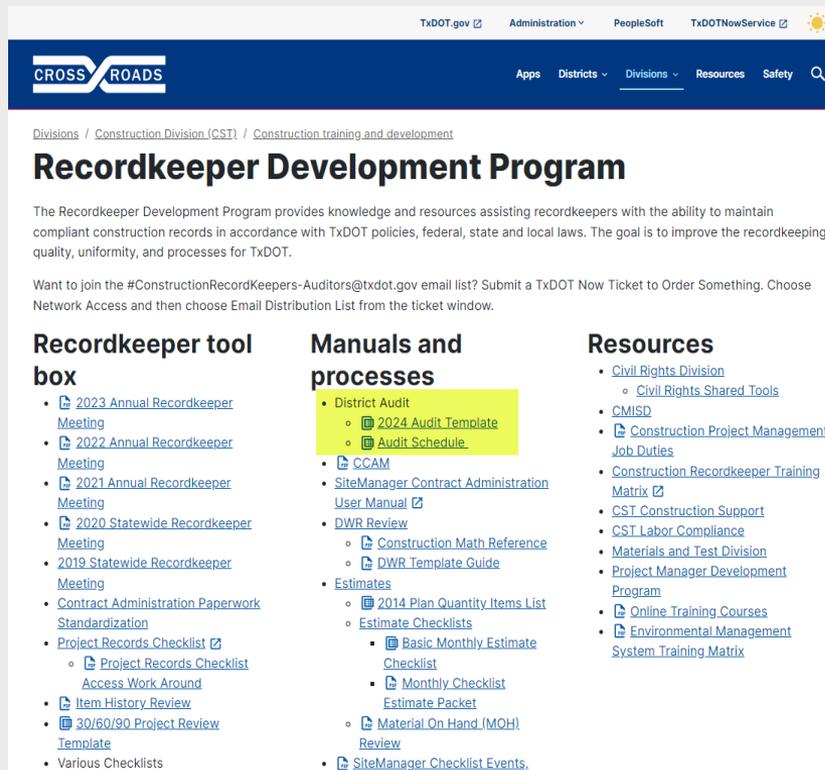
Construction Division



July 16, 2024

Project Records Audit

- Schedule and Audit was shared at Quarterly DOC meeting in June
- Posted to the [Recordkeeper Development Program](#)
- Effective on all Construction Projects Let September 2024 **going forward**
- Audit is to be completed by District Construction Office Staff



The screenshot shows the 'Recordkeeper Development Program' page on the CROSSROADS portal. The page includes a navigation bar with 'Apps', 'Districts', 'Divisions', 'Resources', and 'Safety'. The main content area features a breadcrumb trail: 'Divisions / Construction Division (CST) / Construction training and development'. The title is 'Recordkeeper Development Program'. Below the title, there is a paragraph explaining the program's purpose: 'The Recordkeeper Development Program provides knowledge and resources assisting recordkeepers with the ability to maintain compliant construction records in accordance with TxDOT policies, federal, state and local laws. The goal is to improve the recordkeeping quality, uniformity, and processes for TxDOT.' A call to action follows: 'Want to join the #ConstructionRecordKeepers-Auditors@txdot.gov email list? Submit a TxDOT Now Ticket to Order Something. Choose Network Access and then choose Email Distribution List from the ticket window.'

The page is organized into three columns:

- Recordkeeper tool box**
 - [2023 Annual Recordkeeper Meeting](#)
 - [2022 Annual Recordkeeper Meeting](#)
 - [2021 Annual Recordkeeper Meeting](#)
 - [2020 Statewide Recordkeeper Meeting](#)
 - [2019 Statewide Recordkeeper Meeting](#)
 - [Contract Administration Paperwork Standardization](#)
 - [Project Records Checklist](#)
 - [Project Records Checklist Access Work Around](#)
 - [Item History Review](#)
 - [30/60/90 Project Review Template](#)
 - Various Checklists
- Manuals and processes**
 - District Audit
 - [2024 Audit Template](#)
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 - [Monthly Checklist Estimate Packet](#)
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 - [SiteManager Checklist Events](#)
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 - [Civil Rights Division](#)
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 - [CST Labor Compliance](#)
 - [Materials and Test Division](#)
 - [Project Manager Development Program](#)
 - [Online Training Courses](#)
 - [Environmental Management System Training Matrix](#)

Schedule

Audit Schedule																					
Months	i Audit	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	0	F																			
2	0		F																		
3	0			F																	
4	0				F																
5	0					F															
6	0						F														
7	0							F													
8	1								F												
9	1									F											
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34	3																				
35	3																				
36	3																				
37	3																				
38	3																				

Project Audits

- Excel file
 - Instructions
 - 6 Month Initial
 - Annual
 - Final
 - Closeout Checklist
- Enter the Time Start Date
auto populates when 6 month
and first annual audit is due
- General instruction & Additional
Resources available

Project Audit Template

This Audit template is formatted to align with the numbering system of the Project File Index Folder Structure.

Per CCAM Chapter 4, Section 1, all project records are required to be reviewed to verify project compliance with federal regulations (as applicable) and performance of work according to plans and specifications. Audits will be performed by the **District Construction Office** and based on a set schedule. Initial audit will be performed 6 months from when time starts, annually, and at Final.

Time Start Date:	11/10/2024	Make copies of green tab "Annual (Blank)" by right clicking on the sheet below and select Move or Copy; once created, rename the new copy as YYYYMMDD Annual
6 month Initial Due:	5/31/2025	
Annual Due:	5/31/2026	

continue annual audits until Final

The day to day activity of the construction project records is the responsibility of the assigned Area Office and project staff. Self audits and reviews can be completed by the Area Office using the Line Item Review Form. During monthly estimate processing, review all pay quantities are accurate. It is highly recommended for the Area Office to use this Audit template as a tool prior to the scheduled audit.

Once an audit is completed by the District Construction Office, ensure to complete the following:
(save the Excel file as a working copy at the DCO level)

- 1 Save as a PDF to add signatures
- 2 DCO forward a copy to AE so discrepancies can be addressed (make any updates to PDF doc)
- 3 AO save Audit and supporting correspondence to project folder 2.8 Audits and Reviews

Additional Resources:
PROJECT RECORDS CHECKLIST
[Chapter 6 – Control of Materials Section 2 – Materials Testing page 6-8 for the Project Records Checklist](#)

Project File Index & Item History Review form can be found on the Record Keeper Development page
[Recordkeeper Development Program \(state.tx.us\)](#)

>
Instructions
6 Month Initial
Annual (Blank)
Final
Closeout Checklist
+

Annual (Blank) Copy

Included instructions to assist when creating copies for additional years.

Annual

CSJ: Project: Highway: County:

District: Area Office: Audited by: Date:

1 INDEX and CONTRACT DOCUMENTS

1.1 Does project have any **NEW** Advance Funding Agreements (AFAs)?

If yes, list the party below and date of agreement.

Name: <input type="text"/>	Date of Agreement: <input type="text"/>
Name: <input type="text"/>	Date of Agreement: <input type="text"/>
Name: <input type="text"/>	Date of Agreement: <input type="text"/>

1.2 Has there been any modification to the 2795? If yes, list latest update date:

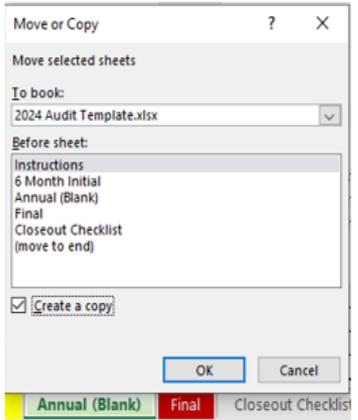
(modifications or updates to Form 2795 may be submitted in email format)

1.3 Number of APPROVED Subcontractors for Project?

Is Form 2802 on file for all subcontractors?

Are there any unapproved Subcontractors at this time?

Use this blank copy to create a new template each year by right clicking on the sheet tab below and select Move or Copy, select create a copy; once created, rename the new copy as YYYYMMDD Annual



The screenshot shows the 'Move or Copy' dialog box in Excel. The 'To book' dropdown is set to '2024 Audit Template.xlsx'. The 'Before sheet' list includes 'Instructions', '6 Month Initial', 'Annual (Blank)', 'Final', and 'Closeout Checklist (move to end)'. The 'Create a copy' checkbox is checked. At the bottom, the sheet tabs are visible: 'Annual (Blank)' (highlighted in green), 'Final', and 'Closeout Checklist'.

Closeout Checklist

- Removing the Project Closeout Checklist section from the CCAM.
- This list is included in with the 2024 Audit Template

Project Closeout Checklist	
Project Event List - A chronological list of all the major events on the project.	
Checklist Events	
Critical Dates	
Key Dates	
Preconstruction Contract Correspondence	
Contract	
Advanced Funding Agreement (AFA)	
Bid Tabulation	
Utility or ROW Conflicts	
New utility account connections and to disconnect for each project.	
Railroad Right of Entry (ROE)	
Railroad Insurance Information	
TDLR Inspections	
Preconstruction Meeting, Notes, Sign-In Sheets, etc.	
Partnering Meeting, Invoice, etc.	
Preconstruction Safety meeting Notes	
DBE/SBE Subcontractors	
Subcontract Agreements	
Purchase Orders	
Monthly /Final Payouts (DMS reporting)	
Completed CUFs	
Goal Shortfall explanations and analysis if applicable	
Subcontract Approval	
Subcontract Agreements (Form 2802 Contractor Request for Sub Approval for projects let May 2020)	
Monthly/Final Prompt Pay Certification	
Prompt Pay Audits (Form 2177A)	



Any Questions?



July 16, 2024



Form Updates & 2024 CCAM Major Updates

By the Construction Division/CST Support Group



July 16, 2024

Form Updates

- Form 2146 – Change Order Checklist
 - Removed the reason code page and third party notification sheet.
- Form 2146-RC
 - Revised all reason code descriptions for clarity and consistency.
 - Added Reason Code 3U SAFETY CONTINGENCY (safety contingency work items that may require plan sheets added to the contract).
 - Removed Reason Code 3L REVISING SAFETY MEASURE (removed to avoid confusion with 3U).
- Form 2146-AFA
 - Stand alone form; include as needed
 - Guidance added on how to obtain the E&C percentage value.

CCAM - Overall Changes

With the Management Action Plan (MAP)

- ProjectWise & Standard Folder Structure
- Checklist Events
- Interim Project Review Checklist and Schedule
- Segregation of Duties
- Closeout Checklist

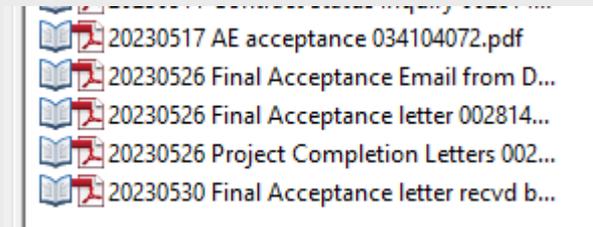


Project Audits

All project records are required to be reviewed to verify project compliance with federal regulations (as applicable) and performance of work according to plans and specifications. Audits will be performed by the District Construction Office and based on a set schedule. The project record keeper and project auditor are required to be two different people. Initial audit will be performed 6 months from when time starts, annually and a Final Closeout Audit. Audits are to be completed using the Project Audit template found on the Recordkeeper Development Program page. Construction Division will monitor to ensure project audits are completed as required and notify the Districts of any issues identified.

Electronic Records

CST's recommendation is for emails to be saved as a PDF when saving in ProjectWise as part of the Construction Project Records.



Project Closeout

- Removing the Project Closeout Checklist from the CCAM.
- This list is included in with the 2024 Audit Template

	A	B
1	Project Closeout Checklist (CCAM 2023)	
2		
3	Project Event List - A chronological list of all the major events on the project.	
4	Checklist Events	
5	Critical Dates	
6	Key Dates	
7	Preconstruction Contract Correspondence	
8	Contract	
9	Advanced Funding Agreement (AFA)	
10	Bid Tabulation	
11	Utility or ROW Conflicts	
12	New utility account connections and to disconnect for each project.	
13	Railroad Right of Entry (ROE)	
14	Railroad Insurance Information	
15	TDLR Inspections	
16	Preconstruction Meeting, Notes, Sign-In Sheets, etc.	
17	Partnering Meeting, Invoice, etc.	
18	Preconstruction Safety meeting Notes	
19	DBE/SBE Subcontractors	
20	Subcontract Agreements	

← → Instructions | 6 Month Initial | Annual | Final | Closeout Checklist +

Changes to the Contract

- Moving sections that are referring to Change Orders from other Chapters to be included all in one Chapter.
- Removing Terminations from Chapter 7 and moving to Chapter 10



Prosecution and Progress

Contract Time was updated to include:

- Temporary Suspension of Work or Work Day Charges
- Construction Project Timelines
- Holiday Periods for Best Practices



Default of Contract

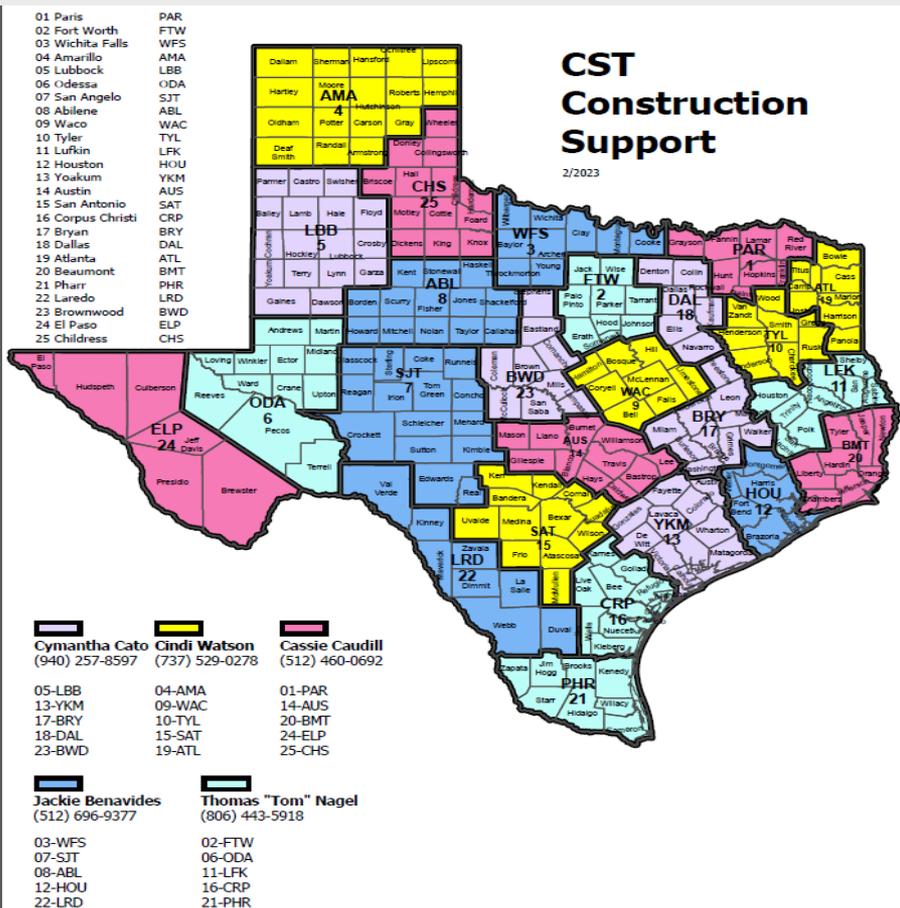
Adding clarification on process after Default has happened.

- Takeover Agreements
- Tender Agreements
- Penal Sum



CST Support Group

cst-constructionsupport@txdot.gov



Questions?



Use the chat function to ask questions and provide comments. Please allow for presenters to provide the responses to questions.

Moderator will pull questions and ask presenter(s).

Responses will be provided as time allows.



Thank you for attending the Construction Division Annual Recordkeeper Meeting

- Please complete the survey provided in the chat
<https://www.surveymonkey.com/r/9KLSPKD>
- Presentations will be posted on the CST Recordkeeper Development Program page.
- Questions? Email CST_Training@txdot.gov