

# Legislative Notification Requirements

Recordkeeper Job Aid  
Construction Division

# Construction Recordkeeper Job Aid

## Overview

In accordance with Texas Transportation Code §201.609 "Notice to Legislators of Completed Projects", notification by the Department should be sent for those legislators who would like to receive such. Other District staff may be responsible for corresponding with officials at this level per District Best Practices.

### Resources:

Construction Contract Administration Manual, Chapter 3-Post-Award Activities, Section 2-Legislative Notification Requirements

Construction Division Support, letter templates

Texas Transportation Code §201.609 "Notice to Legislators of Completed Projects"

Texas House of Representatives website, <https://www.house.texas.gov>

The goal of this document is to provide information regarding Notice to Legislators on Completed Projects.

**Applications utilized:** Microsoft Word

### Forms:

Legislator Project Notification Request (REQUIRED)

Legislator Project Completion Notification (IF APPL)

Forms located at: Construction Division, Support, Construction support: letter templates

**Reports:** No Reports used

### TOPIC information

Required Legislature Notice for completed projects should be sent for Legislatures that have agreed to receive notification.

### TOPIC JOB AID APPLICATION INFORMATION

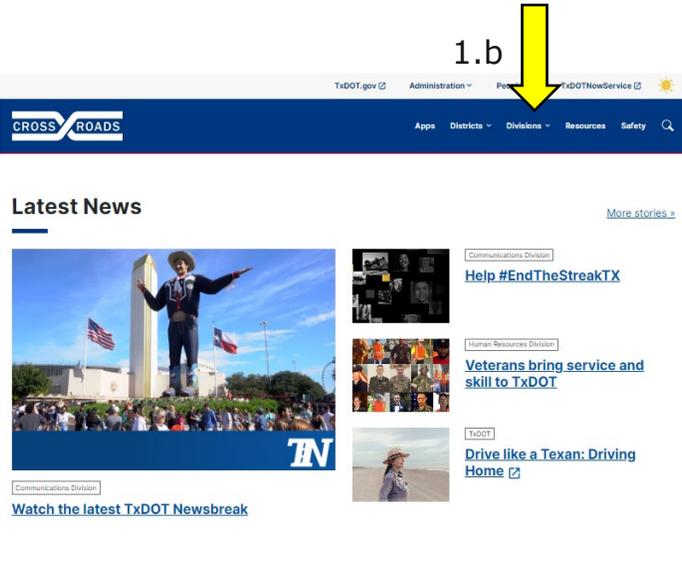
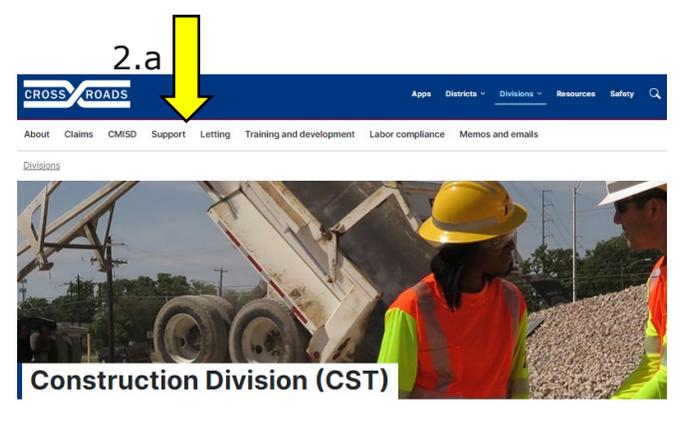
See Recordkeeper Legislative Notification Requirements Job Aid

# Construction Recordkeeper Job Aid

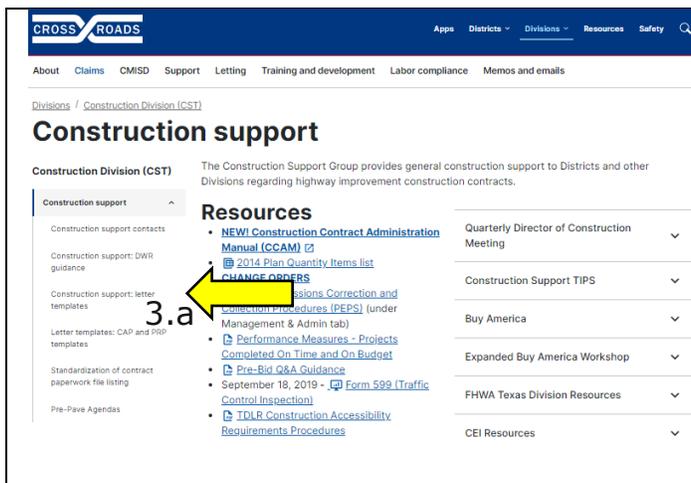
## Best Practice:

Follow Construction Contract Administration Manual, Chapter 3-Post-Award Activities, Section 2-Legislative Notification Requirements and District Best Practices when contacting higher officials. Contact your District Construction Office staff for District Best Practices. District Best Practices may require other District staff, or the District Public Information Officer (PIO) be responsible for communicating with Legislative Officials.

## Application for Legislative Notification Requirements

 <p>1.b</p>	<ol style="list-style-type: none"> <li>1. Locate Construction Division Website             <ol style="list-style-type: none"> <li>a. Log in to Network and connect to <a href="#">Crossroads website</a></li> <li>b. Click Divisions dropdown</li> <li>c. Select Construction Division (CST)</li> </ol> </li> </ol>
 <p>2.a</p>	<ol style="list-style-type: none"> <li>2. Location Construction Support cite             <ol style="list-style-type: none"> <li>a. Click Support</li> </ol> </li> </ol>

# Construction Recordkeeper Job Aid



**CROSSROADS** Apps Districts Divisions Resources Safety

About Claims CMISD Support Letting Training and development Labor compliance Memos and emails

Divisions / Construction Division (CST)

## Construction support

The Construction Support Group provides general construction support to Districts and other Divisions regarding highway improvement construction contracts.

**Construction Division (CST)**

**Resources**

- NEW! Construction Contract Administration Manual (CCAM)
- 2014 Plan Quantity Items list
- CHANGE ORDERS
- Construction Procedures (PEPS) (under Management & Admin tab)
- Performance Measures - Projects Completed On Time and On Budget
- Pre-Bid Q&A Guidance
- September 18, 2019 - Form 599 (Traffic Control Inspection)
- TDLR Construction Accessibility Requirements Procedures

Quarterly Director of Construction Meeting

Construction Support TIPS

Buy America

Expanded Buy America Workshop

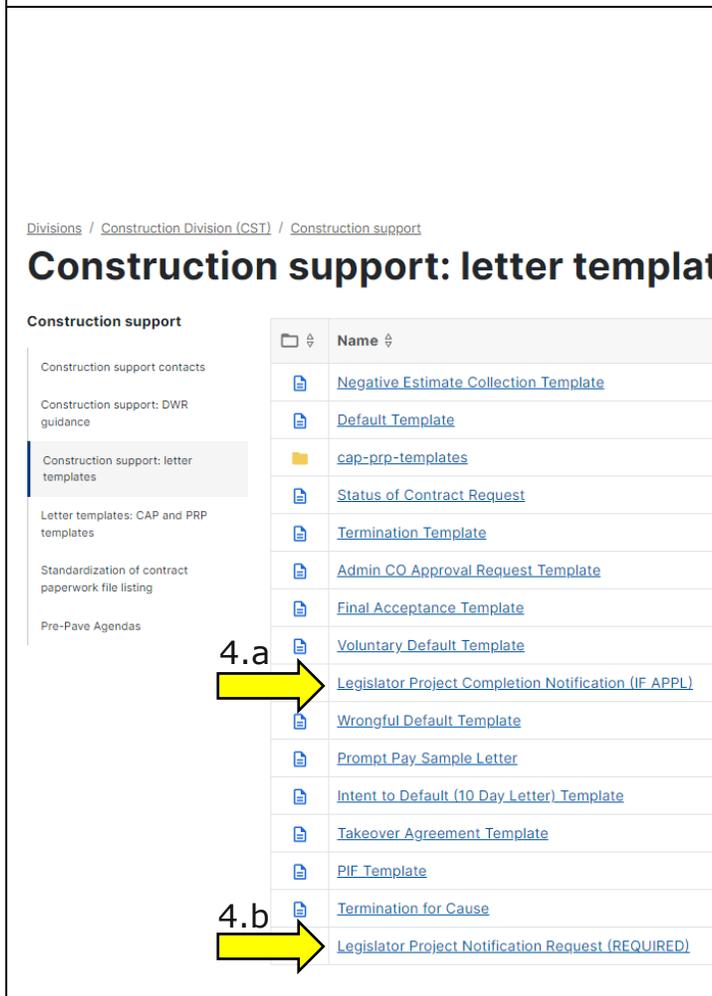
FHWA Texas Division Resources

CEI Resources

**3.a**

### 3. Locate Letter Templates

- Click Construction support: letter templates



Divisions / Construction Division (CST) / Construction support

## Construction support: letter templates

**Construction support**

Construction support contacts

Construction support: DWR guidance

Construction support: letter templates

Letter templates: CAP and PRP templates

Standardization of contract paperwork file listing

Pre-Pave Agendas

Name
Negative Estimate Collection Template
Default Template
cap-prp-templates
Status of Contract Request
Termination Template
Admin CO Approval Request Template
Final Acceptance Template
Voluntary Default Template
Legislator Project Completion Notification (IF APPL)
Wrongful Default Template
Prompt Pay Sample Letter
Intent to Default (10 Day Letter) Template
Takeover Agreement Template
PIF Template
Termination for Cause
Legislator Project Notification Request (REQUIRED)

**4.a**

**4.b**

### 4. Locate and Download Template needed:

- Click and save Legislator Project Completion Notifications (if applicable). Check with District Practices and Public Information Officer (PIO) before communicating with Legislative Representatives.
- Click and save Legislator Project Notification Request (REQUIRED) Check with District Practices and PIO before communicating with Legislative Representatives.

# Construction Recordkeeper Job Aid



88th Legis

TEXAS HOUSE  
of  
REPRESENTATIVES

Members ▾ Committees ▾ Broadcast Events ▾ Research Resources Schedules Help About

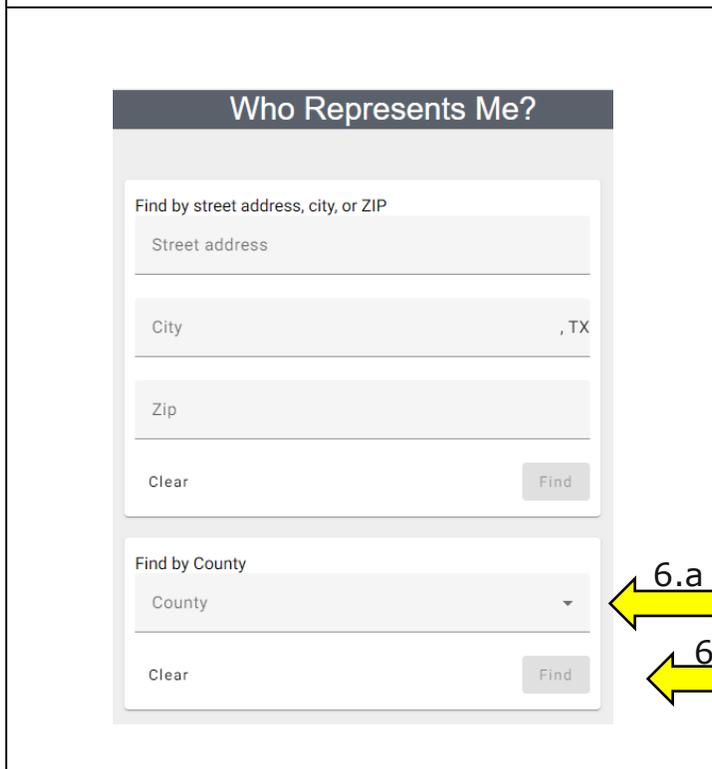
Texas House Members

Search Name  district

5.b

## 5. Locate Texas House Members

- a. Utilize Gov't website <https://www.house.texas.gov> to search for Representative Texas House of Representatives
- b. Click On Members
- c. Select: *Who Represents Me?*



Who Represents Me?

Find by street address, city, or ZIP

Street address

City  , TX

Zip

Clear

Find by County

County

Clear

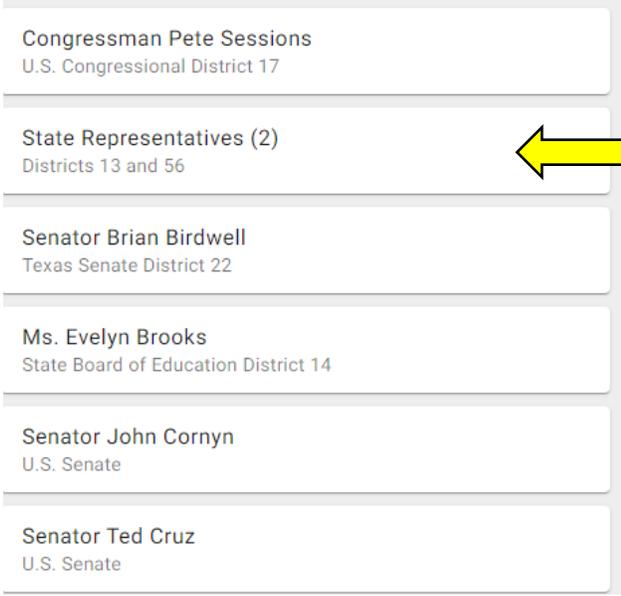
6.a

6.b

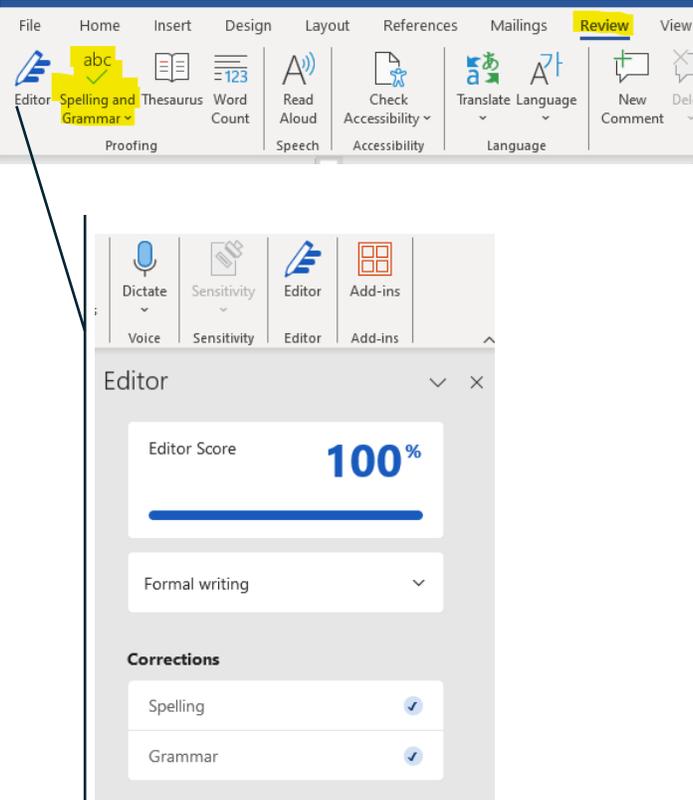
## 6. Find Representative for County:

- a. Enter County of Project.
- \*Note: some projects have more than one County and will require more than one letter.
- b. Click Find

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 <p>Congressman Pete Sessions U.S. Congressional District 17</p> <p>State Representatives (2) Districts 13 and 56</p> <p>Senator Brian Birdwell Texas Senate District 22</p> <p>Ms. Evelyn Brooks State Board of Education District 14</p> <p>Senator John Cornyn U.S. Senate</p> <p>Senator Ted Cruz U.S. Senate</p>	<p>7. Find Representative District Number and Representative Name</p> <p>a. Click the State Representative(s)</p>
 <p>Representative Angelia Orr Texas House District 13</p> <p>Representative District 56 Texas House District 56</p>	<p>8. Click State Representative Name for <b>each District</b></p> <p>9. Find Representative's <b>Mailing Address</b></p> <p>a. Locate local address for letter template completion</p>

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The screenshot shows the Microsoft Word interface with the Review tab selected. The Editor pane is open, displaying an Editor Score of 100%. Below the score, the writing style is set to 'Formal writing'. Under the 'Corrections' section, both 'Spelling' and 'Grammar' are checked, indicating no errors were found.

10. Complete the letter template and use tools such as Spell Check and Grammer or Editor.