



# Function Code 135 & PS&E Scope Template Update

## PEPS Fireside Chats

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Professional Engineering Procurement Services

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# Function Code 135

**What is Function Code 135?**



The new function code that has been created in Peoplesoft for Utility Engineering Investigation



This includes SUE Services A,B,C,D as well as utility adjustment coordination



Currently these services are part of function code 130 Right of Way Data



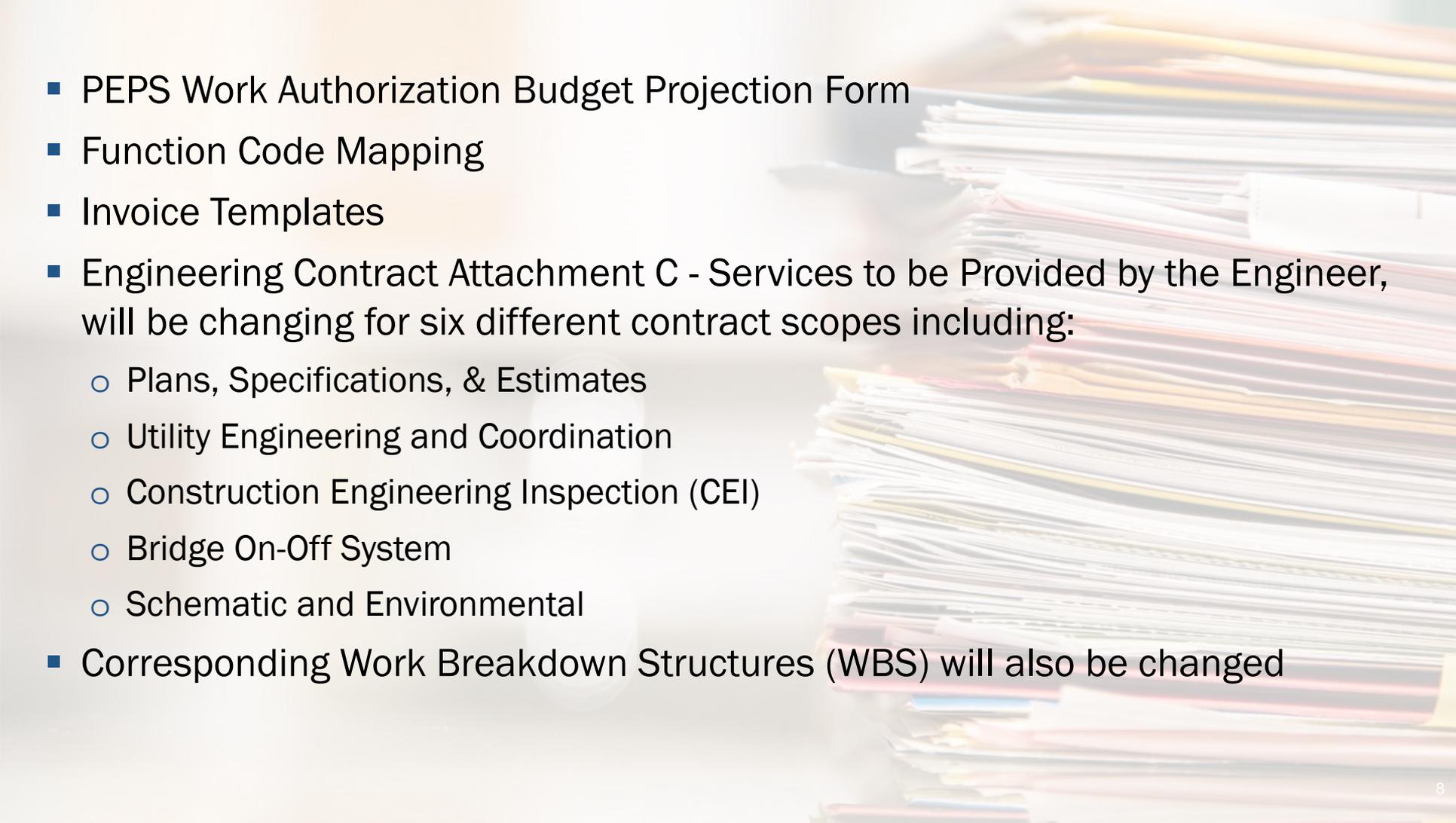
## The change is occurring to distinguish between ROW and Utility Engineering

- FC 130 ROW – Survey
- FC 135 ROW – Utility Activities



This change will allow for better financial allocation and analysis of Utility Engineering Investigation services being performed in each contract discipline by assigning the new function code

**Which documents will be impacted?**

- 
- PEPS Work Authorization Budget Projection Form
  - Function Code Mapping
  - Invoice Templates
  - Engineering Contract Attachment C - Services to be Provided by the Engineer, will be changing for six different contract scopes including:
    - Plans, Specifications, & Estimates
    - Utility Engineering and Coordination
    - Construction Engineering Inspection (CEI)
    - Bridge On-Off System
    - Schematic and Environmental
  - Corresponding Work Breakdown Structures (WBS) will also be changed

# Process and Procedure

## What will the Prime Providers need to revise on future submittals?

- Invoices and progress reports will need to reflect that Utility Engineering Investigation is now under Function Code 135 (135).

## Will this require Supplemental Agreements and Supplemental Work Authorizations?

- No. Supplemental Agreements or Supplemental Work Authorizations will not be processed. The function code is for administrative purposes related to how TxDOT budgeting or accounting classifies the project costs. Therefore, changing the function code does not change the nature of the work, and Supplementals are not required.

## Who will need to inform the Prime Providers of this change?

- PEPS Service Centers and TxDOT Project Managers will inform Providers for future invoices and progress reports. PEPS also conducted briefings to internal and external customers as this change was rolled out.

## When will scopes for new contracts reflect this change?

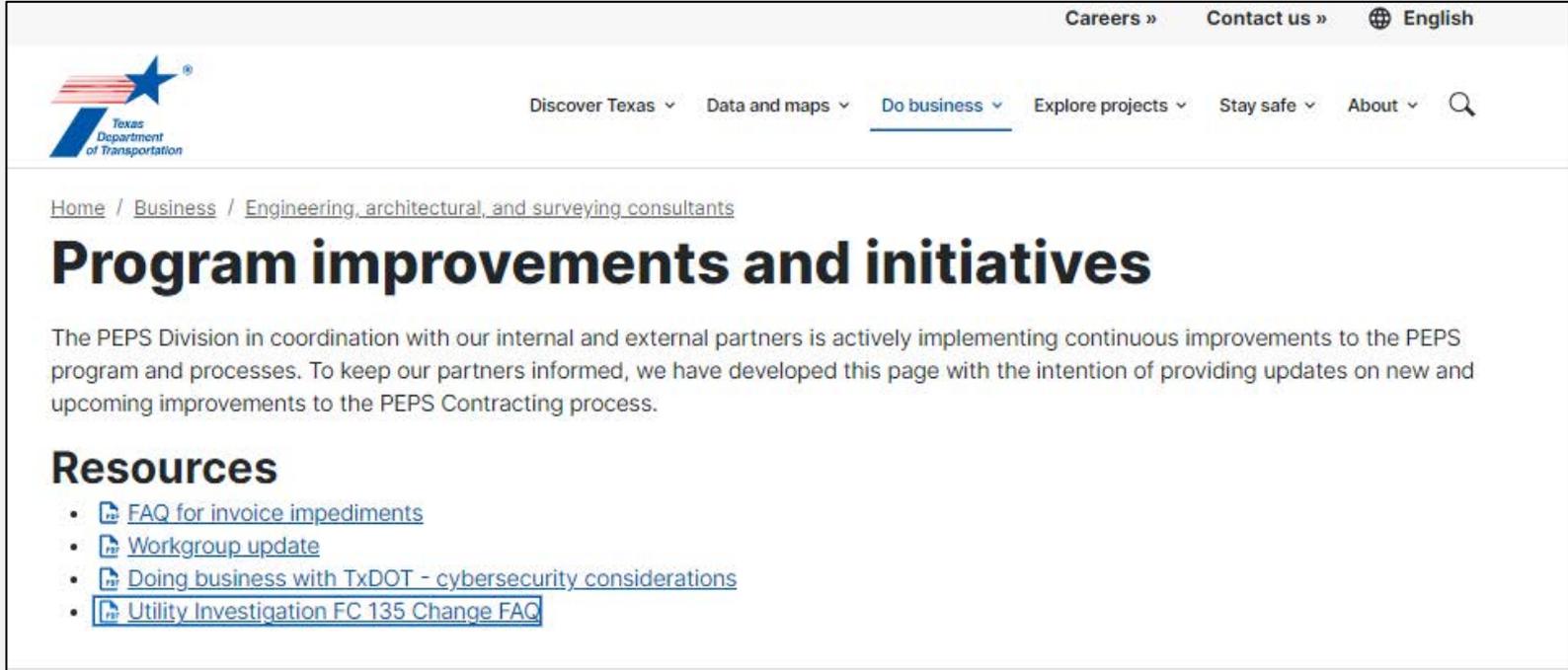
- New scopes will be available by the end of September 1, 2023, and be ready for any future contracts.



# Who will need to update PeopleSoft for encumbrance?

- PEPS Service Centers will need to update PeopleSoft to include FC 135 and an estimate of dollars moving forward. There is no need to account for prior expenditures.

# Link to Frequently Asked Questions



The screenshot shows the Texas Department of Transportation website. At the top right, there are links for 'Careers »', 'Contact us »', and a globe icon labeled 'English'. Below this is a navigation bar with 'Discover Texas', 'Data and maps', 'Do business' (which is underlined), 'Explore projects', 'Stay safe', and 'About', along with a search icon. The breadcrumb trail reads 'Home / Business / Engineering, architectural, and surveying consultants'. The main heading is 'Program improvements and initiatives'. The text below states: 'The PEPS Division in coordination with our internal and external partners is actively implementing continuous improvements to the PEPS program and processes. To keep our partners informed, we have developed this page with the intention of providing updates on new and upcoming improvements to the PEPS Contracting process.' Under the heading 'Resources', there is a list of four links, each with a document icon: 'FAQ for invoice impediments', 'Workgroup update', 'Doing business with TxDOT - cybersecurity considerations', and 'Utility Investigation FC 135 Change FAQ'.

<https://www.txdot.gov/business/peps/program-improvements-initiatives.html>

# PS&E Scope Template Update

**Why update the scope?**



## What was the issue?

- Requirements are mixed in with “billable” tasks
- Lengthy Work Authorization (WA) Scopes

## What is the solution?

- Revise the contract scope to move the requirements out of the Function Code (FC) sections
- WA scope will reference requirements, but only contain the FC sections

**What is changing?**

# Contract Scope

## General Requirements by Function Code

Sections  
related to  
each FC

Numbered  
as X.X

How tasks  
must be  
done

Organized  
by FC

Numbered  
as XXX.X

What  
tasks must  
be done

## Task Descriptions and Function Codes

# Work Authorization(WA) Scope

Will reference the  
General Requirements  
by Function Code in the  
Contract

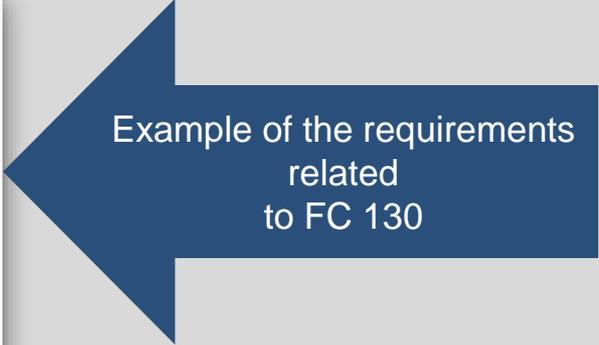
Will include the Task  
Descriptions and  
Function Codes to be  
used in the WA

**3. GENERAL REQUIREMENTS FOR FUNCTION CODE 130(130) – RIGHT-OF-WAY – SURVEY ACTIVITIES.**

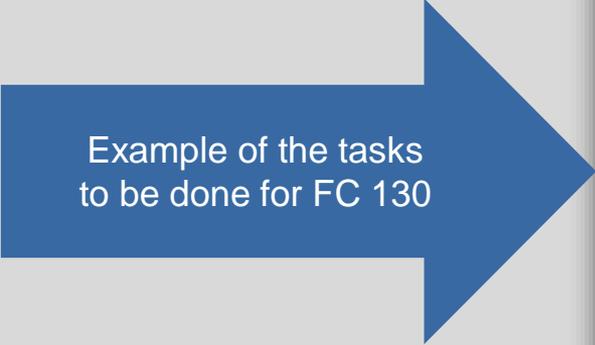
**3.1. Right of Way Mapping Requirements.**

Traditional ROW mapping includes ground surveying and preparation of parcel maps, legal descriptions also known as metes and bounds descriptions, and ROW maps.

Standards and deliverables are detailed in the *TxDOT Survey Manual* and the TxDOT Surveyor's Toolkit. The latest versions of the *TxDOT Survey Manual* and the TxDOT Surveyor's Toolkit at the time the work authorization or supplemental work authorization is executed are applicable to that work authorization and the Engineer shall comply with those versions unless a written exception is provided by the TxDOT ROW Division Survey Section Director. The Engineer shall provide the services of a licensed state land surveyor (LSLS) to locate the boundary of any lands controlled by the Texas General Land Office. The Engineer remains ultimately responsible and shall ensure that the work is performed as required.



Example of the requirements  
related  
to FC 130



Example of the tasks  
to be done for FC 130

**FUNCTION CODE 130 (130) – RIGHT-OF-WAY – SURVEY ACTIVITIES.**

**RIGHT-OF-WAY SURVEY DATA**

**130.1. Right of way Map Review.**

The Engineer shall review and evaluate the proposed or existing right of way map to verify that all construction staging and alignment considerations have been taken into account. The Engineer shall notify the State in writing if it is necessary to obtain additional construction easements or rights of entry and shall provide justification for such action. The Engineer shall identify and delineate any temporary construction easements in areas outside the State's right of way.

**130.2. Right of Way (ROW) Mapping.**

The Engineer shall provide ROW mapping services including the following tasks.

**A. Abstracting**

The Engineer shall obtain copies of all existing ownership documents for the parent tracts along with all subdivision plats and recorded documents defining existing easements within, along or intersecting the existing ROW, and prepare an abstract map.

**When will the new scope be  
used?**

# When will the new scope be used?



The updated PS&E scope has been posted internally and is available for use starting in Fiscal Year 2024, Wave 1, in September 2023.



# Wrap-up



Communicate the change with prime providers.



Ensure that all invoices and progress reports on or after September 1, 2023, reflect FC135.



Utilize the most up-to-date version of documents.





Updated PS&E scope will be used for new contracts



WAs will refer to requirements in the contract and include FC tasks

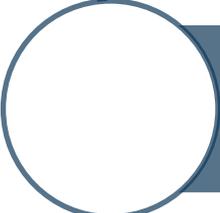


Use the most up-to-date version of scope

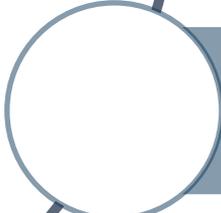




Refer to the updated Bonfire FAQ posted on the TxDOT Webpage at <https://ftp.txdot.gov/pub/txdot/ppd/architectural-engineering/faq-bonfire.pdf>



Do not wait until the last minute to submit your proposal in Bonfire. If you wait until an hour before closing, you won't have enough time to address issues



Make sure to upload files to Bonfire in the correct format. Don't use another spreadsheet program to edit an Excel file.

# Questions and Discussion



**Send questions to  
PEPS\_COE\_Process@txdot.gov**



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