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Manual Notice 2010-1

From: Brian Ragland, director, Finance Division

Manual: *Transportation Programming and Scheduling Manual*

Effective Date: September 01, 2010

Purpose

Two revisions to clarify records retention and the method that signifies approvals of the monthly contract obligation schedule.

Contents

The monthly contract obligation schedule requires the coordination of the Finance Division, and approval by the Chief Financial Officer (CFO) and the Assistant Executive Director for Engineering Operations.

Changes

The two revisions occur in Chapter 6, Section 3, Subsection, *Monthly Contract Obligation Schedule*:

- ◆ A sentence was added after the subsection's introductory paragraph to notify readers that approvals of the monthly contract obligation schedule will be maintained in accordance with the department's records retention schedule.
- ◆ A second "Responsible Party" was added to Step 5, clarifying that the Assistant Executive Director for Engineering Operations also signifies approval of a particular month's schedule by submitting an e-mail to the Programming and Letting Branch Manager.

Contact

Please direct questions or comments to Wayne Wells at 512-416-2252 or wayne.wells@txdot.gov.

Archives

Past manual notices for the *Transportation Programming and Scheduling Manual* are available in a [pdf archive](#).

Manual Notice 2009-1

From: Brian Ragland, director, Finance Division
Manual: Transportation Programming and Scheduling Manual
Effective Date: December 28, 2009

Purpose

In August 2008, the State Auditor's Office (SAO) published recommendations in Report 08-045 entitled, "The Department of Transportation's Financial Forecasting and Fund Allocation." With this manual update, the Finance Division is addressing one of the SAO recommendations for a documented policy on reviewing, approving, and maintaining records of monthly, contract dollar volumes.

Changes

The content of the *Transportation Programming and Scheduling Manual* has been changed to include a coordination process for the monthly contract obligation schedule.

Contact

For additional information about this process or any portion of the *Transportation Programming and Scheduling Manual*, contact Wayne Wells at 512-416-2252 or wwells@dot.state.tx.us.

Archives

Past manual notices are available in a [pdf archive](#).

Manual Notice 2001-1

From: Kirby W. Pickett, P.E.

Manual: *Transportation Programming and Scheduling Manual*

Effective Date: June 01, 2001

Purpose

To issue the *Transportation Programming and Scheduling Manual*. This manual is contained in the Planning and Programming Collection of the TxDOT Online Manual System.

Changes

The *Transportation Programming and Scheduling Manual* contains the following chapters:

- ◆ Programming and Scheduling Overview
- ◆ Funding Considerations
- ◆ Project Selection
- ◆ Elements of the Unified Transportation Program
- ◆ Unified Transportation Program Categories (UTP)
- ◆ Development and Implementation of the Unified Transportation Program.

Instructions

Please remove and recycle the *Transportation Planning Division Operations Manual* dated April 4, 1985.

The *Transportation Programming and Scheduling Manual* will be distributed online only. Manual distributors may print and distribute a hardcopy from the PDF online version for employees not on the TxDOT wide-area-network or those preferring to retain a hardcopy. In this case, manual distributors must retain a distribution list and must also print and distribute all revisions.

Contact

Refer questions or suggestions to the Special Projects and Policy Analysis Branch of the Administration Section of the Transportation Planning and Programming Division (TPP).

Archives

Past manual notices are available in a [pdf archive](#).

Manual Notice 2005-2

To: Holders of the *SiteManager Contract Administration User Manual*

From: Thomas R. Bohuslav, P.E., Director, Construction Division

Manual: *SiteManager Contract Administration User Manual*

Effective Date: October 1, 2005

Purpose

This manual notice is intended to transmit changes to the content of the *SiteManager Contract Administration User Manual*.

Contents

The following chapters have been revised to reflect changes:

- ◆ Chapter 1, “Introduction”
 - added a new section, Section 2, ‘Hardware/Software’
- ◆ Chapter 8, “Contractor Payments”
 - under Section 2, ‘General Estimate Process’ added ‘NOTE’ under subheading ‘Generating Estimates’

Supersedes

The revised manual supersedes prior versions of the manual.

Contact

Contact CST – SiteManager Support Section of the Construction Division at 512/416-2524 for further information regarding the contents of this manual.

Manual Notice 2005-1

To: Holders of the *SiteManager Contract Administration Manual*

From: Thomas R. Bohuslav, P.E., Director, Construction Division

Manual: *SiteManager Contract Administration User Manual*

Effective Date: July 1, 2005

Purpose

This manual notice is intended to transmit changes to the content of *the SiteManager Contract Administration User Manual*.

Contents

The title of the manual changed to *SiteManager Contract Administration User Manual*.

References to the Business Development Branch in the Construction Division, Construction Section (CST-C) changed to CST-SiteManager Support.

The following chapters have been revised to reflect changes*:

- ◆ Chapter 1, “Introduction”
- ◆ Chapter 2, “Contract Conversion”
 - Section 3, ‘Special Payments’ – significant changes made to table ‘Payment Items for Replacing CIS Unique Items and Payment Methods’
- ◆ Chapter 3, “Contract Activation”
 - Section 2, ‘Manually Adding Payment Items to the Contract’ – significant changes to table ‘Payment Items to be Added Prior to Contract Activation’
 - Section 3, ‘Setting Pay Plan Quantity (PPQ) and Major Item Indicators’ – added table ‘2004 Plan Quantity Items’
 - Section 8, ‘Granting Contract Authority’ – significant changes to table ‘Granting Contract Authority to a User’
- ◆ Chapter 4, “Contract & Contractor Maintenance”
 - Section 12, ‘Using Custom Reports’
- ◆ Chapter 5, “Subcontracts”
- ◆ Chapter 6, “Daily Work Report & Diary”
 - Section 4, ‘Diary Adjustment’ – significant changes to table ‘Creating Diary Adjustments/Changing Reason Code for a “No Charge” Day’
 - Section 6, ‘SitePad’
- ◆ Chapter 7, “Change Orders”

- Section 4, ‘Adding Change Order Items’ – significant changes to table ‘Payment Items Added by Change Order’
- Section 13, ‘Change Order Denial’ – added subhead ‘Change Order Denial’
- ◆ Chapter 8, “Contractor Payments”
 - Section 7, ‘Stock Account Material Purchase’ – steps 7 and 11 of table ‘Stock Account Material Purchase Procedure’ changed
- ◆ Chapter 9, “District Contract Closeout”
 - Section 5, ‘Generating and Processing the Final Estimate’ – significant changes to table ‘Generating and Processing the Final Estimate’
 - Section 10, ‘SiteManager Contract Closeout Steps’ – significant changes to table ‘Contract Closeout’
- ◆ Chapter 10, “Division Contract Closeout”
 - Section 2, ‘Construction and Materials Information Systems Development Section’ – added new title and corresponding content
 - Section 3, ‘Materials and Pavements Section’ moved from Section 4 to take the place of deleted section, ‘Business Management Section’
 - Section 4, ‘Construction Section’ – moved from Section 2. Significant content changes made.
- ◆ Chapter 11, “Finance”
 - Section 5, ‘Special Funding Indicator’
 - Section 6, ‘Project Close-out’
 - Section 7, ‘Contractor Check Receipt’
 - Section 8 title change to ‘Contractor Default/Failure to Execute’ – content changes

*NOTE: The changes described above are not a complete listing of all the changes in the manual.

Supersedes

The revised manual supersedes prior versions of the manual.

Contact

Contact CST – SiteManager Support Section of the Construction Division at 512/416-2524 for further information regarding the contents of this manual.

Manual Notice 2002-1

To: Users of the *SiteManager Contract Administration Manual*
From: Thomas R. Bohuslav, P.E., Construction Division Director
Subject: Users of the *SiteManager Contract Administration Manual*
Manual: Users of the *SiteManager Contract Administration Manual*
Effective Date: September 1, 2002

Purpose

To make the *SiteManager Contract Administration Manual* available through the TxDOT Online Manual System.

Instructions

Add the *SiteManager Contract Administration Manual* to the TxDOT Online Manual System.

Contents

All chapters and sections of the *SiteManager Contract Administration Manual*.

Contact

Questions regarding the contents may be addressed to Henry Carrales of the Business Development Branch of the Construction Division.