



City of Houston Department of Public Works & Engineering

Construction Branch

Construction Management Process Manual

2017





MISSION STATEMENT

Construction Branch, Engineering & Construction Division

Manage the construction of all Public Works capital improvement projects to achieve quality and timely completion with minimum adverse impact on the community.

PROCESSES

CONSTRUCTION MANAGEMENT TEAM

- 1.1- ASSIGNMENT OF PROJECT MANAGEMENT RESPONSIBILITY
- 1.2- PROCESS FOR PREPARING CONTRACT FOR CONSTRUCTION MANAGEMENT FIRMS
- 1.3- FEE NEGOTIATION FOR CONSTRUCTION MANAGEMENT SERVICES
- 1.4- PROVIDE CONSTRUCTABILITY INPUT DURING DESIGN
- 1.5- CM INVOICES

COMMUNICATION AND DOCUMENTATION

- 2.1- RECEIVE TRANSFER OF CONTRACT / PROJECT DOCUMENTS (HANDOFF)
- 2.2- PROJECT DOCUMENTATION
- 2.3- COMMUNITY COMMUNICATIONS
- 2.4- PRE-CONSTRUCTION CONFERENCE
- 2.5- ISSUE NOTICE TO PROCEED (NTP)
- 2.6- PROGRESS MEETING

CONSTRUCTION MANAGEMENT

- 3.1- PROCESS SUBMITTALS
- 3.2- PERFORM INSPECTION
- 3.3- REQUEST FOR INFORMATION (RFI)
- 3.4- REQUEST FOR PROPOSAL (RFP)
- 3.5- CLAIMS
- 3.6- PROCESS WORK CHANGE DIRECTIVE (WCD)
- 3.7- PROCESS CHANGE ORDER
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- 3.9- MINOR CHANGE IN THE WORK

CLOSEOUT AND ACCEPTANCE

- 4.1- SUBSTANTIAL COMPLETION
- 4.2- FINAL COMPLETION CERTIFICATE
- 4.3- PRELIMINARY DRAFT OF THE FINAL CERTIFICATE OF PAYMENT
- 4.4- PREPARE REQUEST FOR COUNCIL ACTION (RCA)
- 4.5- PROCESS FINAL PAYMENT
- 4.6- WARRANTY
- 4.7- ARCHIVE PROJECT DOCUMENTS

SURVEY SUPPORT

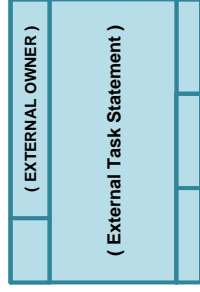
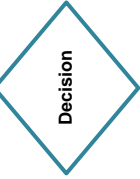
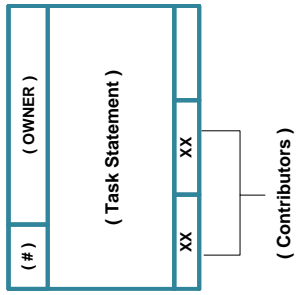
- 5.1- REVIEW AND ROUTE SURVEY REQUEST
- 5.2- RIGHT-OF-WAYS REVIEWS
- 5.3- RIGHT-OF-WAYS DOCUMENT MANAGEMENT
- 5.4- SITE PLAN REVIEW
- 5.5- SITE MONUMENT REVIEW

Glossary of Terms

Process	Organized activities (tasks) with defined input(s) and output(s) conducted to achieve a purpose.
Task	Discrete activity step which is a component of a process; some tasks may be further detailed as sub-process.
Input	Standardized and formatted information which is necessary to complete a process task.
Deliverable	Output of a specific task or the overall process, consisting of required information formatted to a prescribed standard.
Contributor	Branch members (by organizational position) that participate in and contribute to process tasks.
Task Owner	The contributor with primary responsibility for the accomplishment of the task and quality and timeliness of the output.



LEGEND



TASK OWNERS / CONTRIBUTORS	
AA	Administrative Assistant
APM	Assistant Project Manager
AS	Admin Supervisor
DC	Document Control
DM	Design Manager
EOR	Engineer of Record
GIS	GIS Analyst
ME	Managing Engineer
PI	Project Inspector
PM	Project Manager
SAD	Senior Assistant Director
	SURVEY
	Chief Surveyor
	Project Technician
	Project Technician II
	Project Technician III
	Project Technician III
	Superintendent
	Field Crew

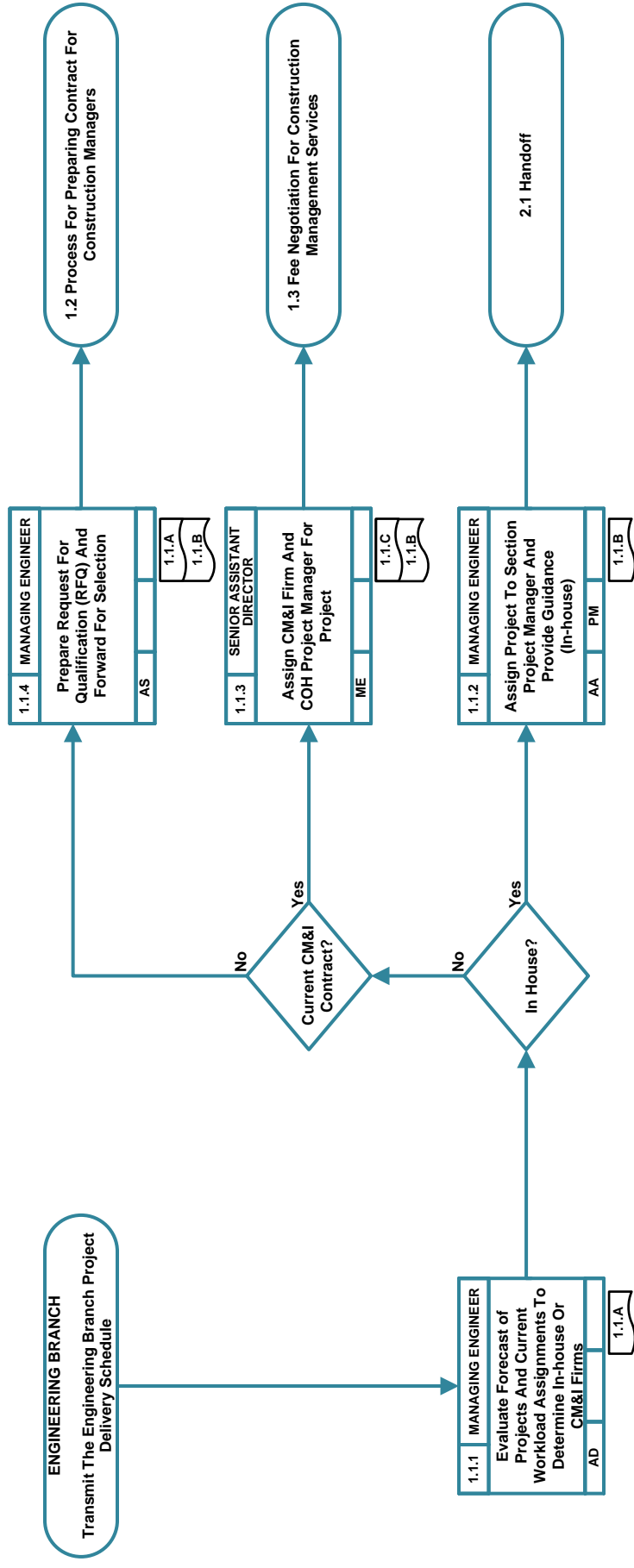
	Exhibit Number	Title	Download ↓	
Group 1	1.1.A	Man Power Projection	Excel	PDF
	1.1.B	Upcoming Workload Projection and Project Assignments	Excel	PDF
	1.1.C	CM&I Assignment Letter	DOC	PDF
	1.2.A	CM&I Kick Off Meeting Letter	DOC	PDF
	1.2.B	CM&I Contract Document Checklist	Excel	PDF
	1.2.C	Request to Prepare CM Contract	DOC	PDF
	1.2.D	Construction Management Contract Information Sheet		PDF
	1.3.A	Letter Requesting Negotiation	DOC	PDF
	1.3.B	Estimated Service Fees	Excel	PDF
	1.3.C	Recommendation Lump Sum Agreement	DOC	PDF
	1.3.D	Confirmation Letter	DOC	PDF
	1.3.E	Work Authorization	DOC	PDF
	1.3.F	CIPMS Security Form request		PDF
	1.3.G	Badge Request Form		PDF
	1.4.A	Constructability Review Spreadsheet	Excel	PDF
	1.4.B	Submittal Review Comments	DOC	PDF
	1.5.A	Consultant Invoice	DOC	PDF
1.5.B	Task Cost Details	DOC	PDF	
1.5.C	Task Cost Summary		PDF	
Group 2	2.1.A	Contract Document Transmittal Checklist	DOC	PDF
	2.1.B	Project Inprocessing Checklist (PIC)	DOC	PDF
	2.2.A	Print Labels		PDF
	2.2.B	CIPMS Contract Information	DOC	PDF
	2.2.C	File Codes	DOC	PDF
	2.3.A	Construction Project Notification	DOC	PDF
	2.3.B	Frequently Asked Questions (FAQ)		PDF
	2.3.C	Door Hanger Form		PDF
	2.4.A	Notice to Proceed Letter	DOC	PDF
	2.4.B	Work Authorization Notification	DOC	PDF
	2.4.C	Pre-Construction Council Member Memo	DOC	PDF
	2.4.D	Rebuild Houston Ground Breaking	DOC	PDF
	2.4.E	Rebuild Houston Project Notification	DOC	PDF
	2.4.F	Utility Pre-Construction Notice Letter	DOC	PDF
	2.5.A	Pre-Construction Agenda	DOC	PDF
	2.5.B	Pre-Construction Meeting Sign-in Sheet	DOC	PDF
	2.5.C	Pre-Construction Meeting Minutes	DOC	PDF
	2.6.A	Monthly Progress Meeting Notice	DOC	PDF
2.6.B	Monthly Progress Meeting Sign-in Sheet	DOC	PDF	
2.6.C	Progress Meeting	DOC	PDF	
Group 3	3.1.A - 3.1.E	Submittal (CIPMS)		PDF
	3.1.F	Submittal to Reviewer (Paper)	DOC	PDF
	3.1.G	Submittal to Contractor (Paper)	DOC	PDF
	3.2.A	Daily Construction Report - Template		PDF
	3.2.B	Advisory Notice (Paper)		PDF
	3.2.C	Non-Compliance Notice (Paper)		PDF
	3.3.A - 3.3.D	Request For Information (CIPMS)		PDF
	3.3.E	RFI (Paper)	DOC	PDF
	3.4.A	Request For Proposal (RFP)	DOC	PDF
	3.4.B	Cost/Time Estimate Form	DOC	PDF
	3.5.A	Claim Consideration Letter	DOC	PDF
	3.5.B	Request for Engineer's Decision	DOC	PDF
	3.6.A	Work Change Directive	DOC	PDF
	3.7.A	Change Order	DOC	PDF
	3.7.B	Fact Sheet - Change Order	DOC	PDF
	3.7.C	Potential Errors & Omissions Letter	DOC	PDF
	3.8.A	Estimate and Certificate for Payment		PDF
	3.8.B	Affidavit of Work Performed		PDF
	3.8.C	Estimate Log	EXCEL	PDF
	3.8.D	Estimate for Payment		PDF
3.8.E	Monthly Sub-Contractor Payment Reporting Form		PDF	
3.8.F	B2G: Audit Summary for Contract		PDF	
3.8.G	Over and Under Run Spreadsheet		PDF	
3.8.H	Utilization Schedule		PDF	
3.8.I	Behind Schedule Letter	DOC	PDF	
3.8.K	Materials on Hand		PDF	
3.9.A	Minor Change In the Work		PDF	

	Exhibit Number	Title	Download ↓	
Group 4	4.1.A	Substantial Completion Inspection Rejection Letter	DOC	PDF
	4.1.B	Substantial Completion Inspection Letter	DOC	PDF
	4.1.C	Punch List	DOC	PDF
	4.1.D	Substantial Completion Inspection Sign In Sheet	DOC	PDF
	4.1.E	Certificate of Substantial Completion Letter	DOC	PDF
	4.1.F	Substantial Completion Granted Letter	DOC	PDF
	4.1.G	Utility Transfer Request Letter	DOC	PDF
	4.1.H	Utility Transfer Data Sheet	DOC	PDF
	4.2.A	Final Completion Checklist	DOC	PDF
	4.2.B	Final Completion Inspection	DOC	PDF
	4.2.C	Final Completion Inspection Memo To Council Member	DOC	PDF
	4.2.D	Ribbon Cutting Memo To Council	DOC	PDF
	4.2.E	O & M Transmittal Memo	DOC	PDF
	4.2.F	Final Completion Inspection Sign-In Sheet	DOC	PDF
	4.2.G	Final Inspection Report	DOC	PDF
	4.2.H	Certificate of Final Completion	DOC	PDF
	4.2.I	Final Completion Granted Letter	DOC	PDF
	4.2.J	Record Drawing Transmittal Memo To Engineering	DOC	PDF
	4.2.K	Contractor Performance Evaluation	DOC	PDF
	4.2.L	Phase III Evaluation Cover Letter	DOC	PDF
	4.2.M	Engineer Phase III Evaluation Form	DOC	PDF
	4.2.N	CM Evaluation	DOC	PDF
	4.2.O	Construction Management Evaluation Letter	DOC	PDF
	4.3.A	Preliminary Draft of Draft of Final Certificate of Payment Letter to Contractor	DOC	PDF
	4.3.B	Intent To Close Project Letter	DOC	PDF
	4.3.C	Final Closeout Information Request to OBO	DOC	PDF
	4.4.A	Checklist for Request for Council Action	Excel	PDF
	4.4.B	Draft of the Request for Council Action	DOC	PDF
	4.4.C	Draft of the Request for Council Action - Routing Form	DOC	PDF
	4.5.A	Final Payment Request Letter	DOC	PDF
4.6.A	Warranty Inspection Letter	DOC	PDF	
4.6.B	Deficiency Letter and List	DOC	PDF	
4.6.C	Warranty Conformance Letter	DOC	PDF	
4.7.A	Authorization for Destruction of Records	DOC	PDF	
Group 5	5.1.A	Survey Work Request	DOC	PDF
	5.2.A	Right-of-Way Checklist		PDF
	5.2.B	Easement Approval - Survey Check List		PDF
	5.2.C	J.R.C - Survey Check List		PDF
	5.3.A	ROW Documents Example	DOC	PDF
	5.3.B	Color Code Chart	DOC	PDF
	5.4.A	Plan Review Checklist	DOC	PDF
	5.5.A	Monument Sheet Template		PDF
5.5.B	Monument Construction		PDF	

CONSTRUCTION MANAGEMENT TEAM



PROCESS 1.1 - ASSIGNMENT OF PROJECT MANAGEMENT RESPONSIBILITY



PROCEDURES

PROCESS 1.1 ASSIGNMENT OF PROJECT MANAGEMENT RESPONSIBILITY

Purpose: Assign responsibility for management of each construction project

- 1.1.1 Engineering Branch forecasts the award and duration of projects. After award, the project typically takes 60 days to transfer the construction package to Construction Branch. Combine projects in design forecasts, and current projects in construction for the entire workload. Projections will be updated at least quarterly.
- 1.1.2 Utilizing these forecasts, the Managing Engineer can assign Project Managers, Senior Inspectors and Inspectors to the execution of the project.
- 1.1.3 If Construction Branch staff cannot cover the work because of workload, consider currently contract CM&I firms into the analysis. Be sure to assign a senior member for oversight of the project a consultant will manage.
- 1.1.4 If the current CM&I firms cannot handle the workload, prepare a Request for Qualification (RFQ) for the upcoming professional services selection. Assign the project to the upcoming RFQ. Be sure to assign a senior member to the project a consultant will manage. Complete a RFQ for the type of project consultants will manage. SAD will submit the request to the deputy director for inclusion in the selection process. Once the consulting firm has been selected and council has awarded the contract, begin assigning projects to the consultant.

Date	Percentage remaining in fiscal year	7.5% effort per project 3 hours per week	20% effort per project 8 hours per week	5% effort per project close 2 hours per week	6% effort per CM project 2 hours per week	10% effort for inhouse project 4 hours per week	50% effort for R,S, Sidewalk, Overlays, Lift Stations, etc Projects 20 Hours per week	100 % effort for M,N, Facility Projects 40 hours per week
	100%							
No. of Weeks Efforts from start to Substantial Completion	No. of Weeks to Close project beyond Substantial Completion	Managerial Efforts XXXX	Project Manager Efforts XXXX	Project Manager Efforts XXXX	Senior Inspector Efforts XXX	Senior Inspector Efforts XXX	Inspector Efforts XXXX	Inspector Efforts XXXX
	Hours / Year							
	FTEs							
	FTEs Req @ 80% Eff.							
	Current Positions							

WBS#	Project Title	District	Key Map	Programmed Constr \$	Bid Date Sched/Actual	Contractor	Award Date Sched/Actual	Contract Amt \$	Duration	Commence	Int/Ext?	PM/CM	Firm	Inspector



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400

<https://www.houstontx.gov>

<<Date>>

<<CM Contact Name>>
<<CM Firm Name>>
<<Firm Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>> Key Map No <<Key Map #>>
CM & I Assignment

Dear <<CM Name>>

I am pleased to inform you that as part of the <<Current FYXX>> Professional Services Selection Package No <<CMXX>> your firm is being assigned to perform Construction Management & Inspection Services for the referenced project. My staff will be in contact with your office to schedule a meeting to begin negotiations. We look forward to working with you.

Should you have any questions, please let me know. If desired, your staff may contact <<Sr. Assistant Director of Construction Branch Name>> at <<Sr. Assistant Director Phone #>>.

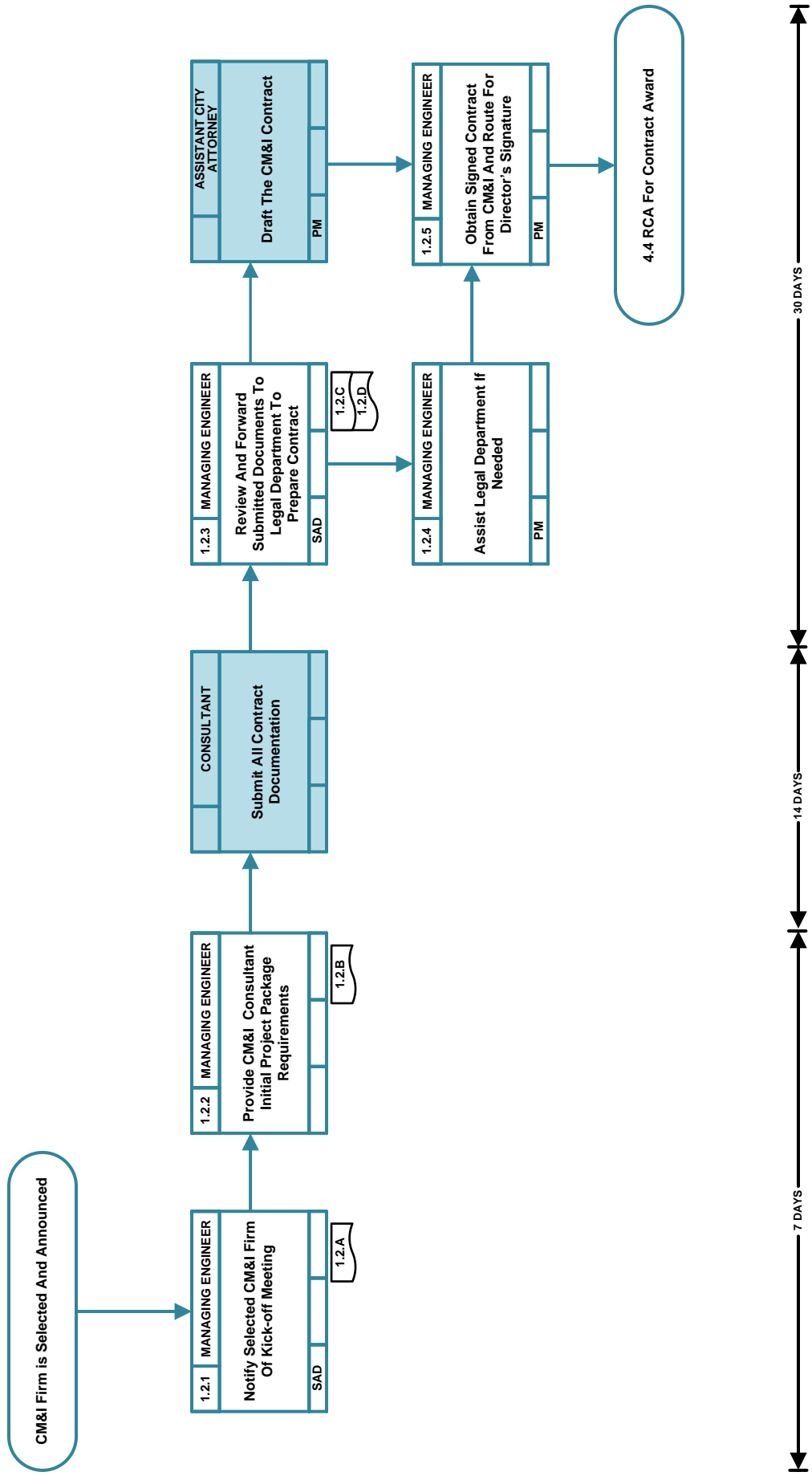
Sincerely,

<<Deputy Director's Name>>
Deputy Director
Engineering & Construction Division

<<DD.SAD:ME xxx>>



PROCESS 1.2 - PREPARE CONTRACT FOR CONSTRUCTION MANAGEMENT FIRMS



PROCEDURES

PROCESS 1.2 PREPARING CONTRACT FOR CONSTRUCTION MANAGEMENT FIRMS

Purpose: Prepare and execute professional services contract with consultant for CM&I services

- 1.2.1 Construction Branch SAD will set a kick off meeting between SAD, ME and consulting firm. The Meeting will congratulate the consulting firm on their selection and provide information utilizing the CM&I checklist required for council's execution and award of the contract. The SAD will also remind the consultant of the urgent need to get them under contract and that the requested information must be returned in two weeks.
- 1.2.2 If CM&I firm does not provide the requested documentation within two weeks, the section lead will call the principal and advise that the City could go in a different direction if the documents are not provided timely.
- 1.2.3 Draft Request for Council Action (RCA) – see 4.4. Once obtained, Managing Engineer will submit to Legal Department Draft RCA, Contract Information Sheet, Raw Salary Wages and Insurance for their preparation of the Contract and review of the consultant's insurance.
- 1.2.4 Legal Department will return a draft CM&I contract after review and concurrence with the consultant's insurance. Managing Engineer will review the draft contract.
- 1.2.5 If Contract is correct, Managing Engineer will forward to the CM&I firm for signature. The CM&I firm will notarize sign and mail two contracts. The Managing Engineer will initial both contracts and forward for SAD's initials. The SAD will then forward for DD's initials and the Director's signature. Submit electronically Document 00603 (Checklist for Drug Policy Submittal), Document 00601 (Drug Policy Compliance Agreement), Consultant's Drug Policy Document 00605 (List of Safety Impact Positions).



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<https://www.houstontx.gov>

<<Date>>

<<CM Contact Name>>
<<CM Firm Name>>
<<Firm Address>>
<<City, State & Zip Code>>

Re Kick-Off Meeting
Contract for CM&I Services for Water and Wastewater Construction Projects -
<<CMXX-XX>>

Dear <<CM Contact Name>>

Congratulations on the selection of <<CM Firm Name>> to provide Construction Management and Inspection (CM&I) Services for the referenced project. The Public Works and Engineering Department intends to negotiate and award the contract in the coming weeks. Therefore the City of Houston (City) will be requesting necessary documents to complete the contract process.

The City intends to move quickly with the preparation of the referenced contract. Your assistance is very much appreciated to complete this task as quickly as possible. The contract manager for the City will be <<Managing Engineer Name>>, Managing Engineer for the <<XXXXXXXXXX Sector>>. You will be contacted soon to set up the Kick-Off Meeting. A packet of contract information will be provided at the meeting to facilitate the submittal of the required contract documents.

Should you have any questions, please contact me at <<Sr. Assistant Director Phone #>> or <<Managing Engineer Name>>, Managing Engineer, at <<Managing Engineer Phone #>>.

Sincerely,

<<Sr. Assistant Director Name>>
Senior Assistant Director
Construction Branch
Engineering & Construction Division

<<DD.SAD:ME xxx>>

1	CM Contract Info Sheets (2 pages)	
2	Hourly Raw Salary Ranges	
3	Affidavit of Ownership or Control (3 pages)	Document 00455
4	COH Fair Campaign Ordinance - Form A (2 pages)	Document 00452
5	Certificate of Insurance (CM submits based upon instruction sheet)	
6	Subcontractor Assignment of Copyright	
7	Equal Employment Opportunity	
8	WBE Subcontractor Terms - Exhibit E	
9	MWBE Letter of intent from prime to subcontractor	
10	MWBE Letter of Commitment	
11	MWBE Certificates	
12	List of Safety Impact Positions (1 page)	Document 00605
13	Drug Policy Compliance Agreement	Document 00601
14	Drug Policy Compliance Declaration	Document 00644
15	CM&I's Drug Policy (CM prepares based upon instruction)	
16	Certification of Agreement to Comply with Pay or Play Program (POP -2)	Document 00630



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: << Name >>
Sr. Assistant City Attorney II

From: <<Deputy Director Name >>
Construction Branch
Engineering and Construction Division

Date: <<Date >>

Subject: Request to Prepare CM Contract <<Contract Name >> Construction Management and Inspection Services for Water and Wastewater System Projects RFQ CM
WBS No <<WBS # >>

Attached, please find a copy of the draft RCA, Contract Information Sheet, and Insurance Certificate for the above referenced project. Please prepare a multiple project lump sum construction management contract for <<CM&I Firm >>, on the above referenced project.

Should you have any questions, please contact <<Sr. Assistant Director Name >> at <<Sr. Assistant Director Phone # >>.

<<Managing Engineer Name >>

ME:xxx

ec Deputy Director
Sr. Assistant Director
CM File No <<Contractor Name >>

CONSTRUCTION MANAGEMENT CONTRACT INFORMATION SHEET

Please provide the information requested below.

1. Check one of the boxes below to indicate the type of contract
 Single Project Multiple Projects
2. Full Legal Name of Construction Manager as it appears in the secretary of state's office of the state of incorporation: _____

Name under which Construction Manager is doing business (if different from above) as it appears on an Assured Name Certificate: _____

3. Check the box below concerning legal organization of Construction Manager:
 Corporation Sole Proprietorship Partnership

4. Address of Construction Manager: _____
_____ and Construction Manager's Facsimile Number: _____

5. Name and title of person executing contract for the Construction Manager (President, Vice President or a person authorized by Construction Manager): _____

6. Construction Manager's Tax Identification No. _____

7. Construction Manager's Raw Salary Multipliers:

- a. _____ if less than 2.65 for field personnel (submitting reports to City directly);
- b. _____ if less than 2.70 for field personnel (submitting reports through Engineer);
- c. _____ if less than 2.75 for nonprofessional staff located at City offices;
- d. _____ if less than 2.85 for professional staff at City offices; and
- e. _____ if less than 3.0 for professional and nonprofessional staff located at the Contractor's offices.

8. Consultant Markup is 0.8%

9. Brief description of Project for the title of the Contract (include WBS No., File No. and location): _____

10. MWBE Goal: 24%

11. Contract Amount: _____

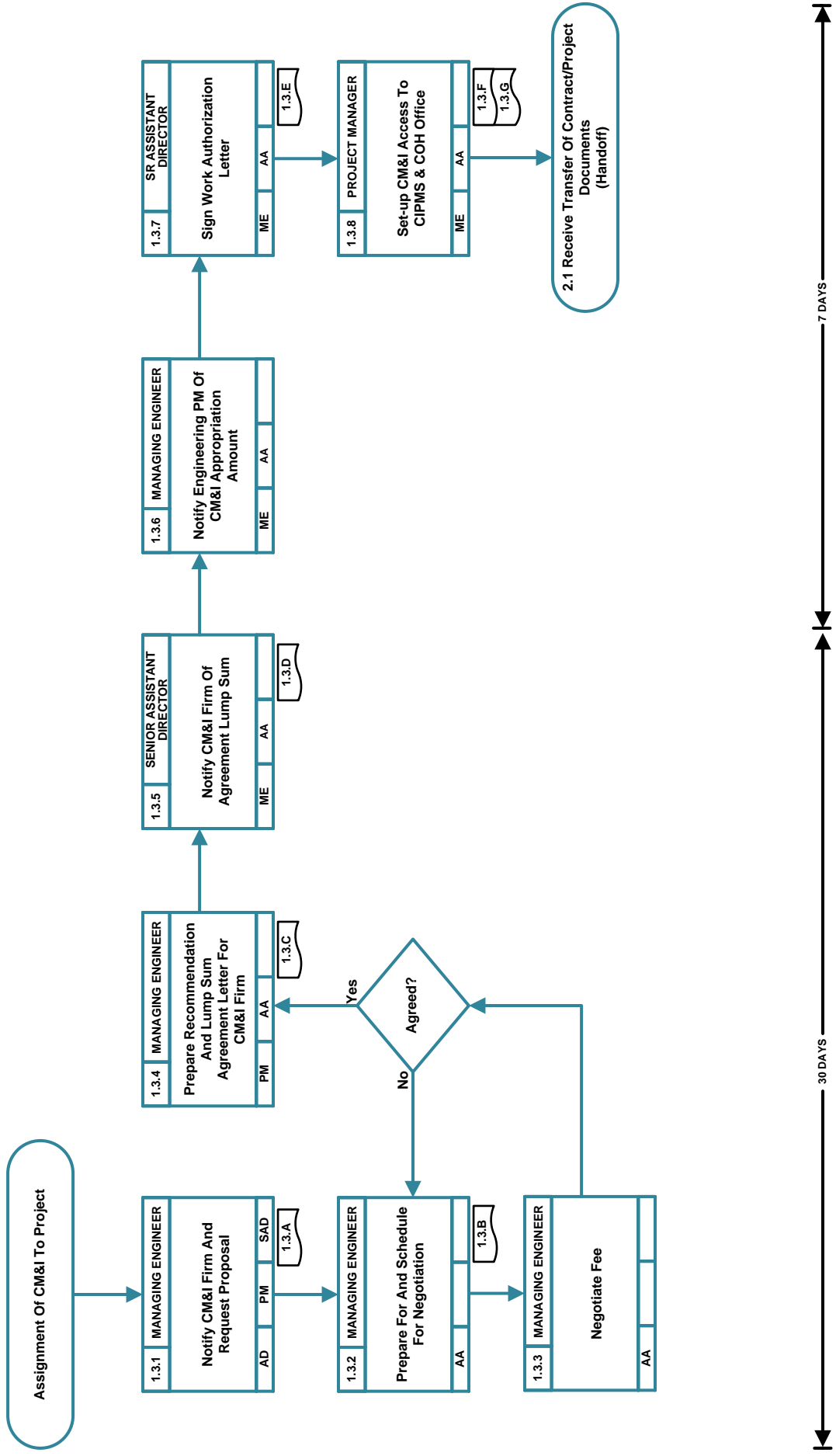
12. Raw Salary Rates: (Attach proposed exhibit using the following format)

Employee Classification:

Maximum Raw Salary Rate:



PROCESS 1.3 - FEE NEGOTIATION FOR CONSTRUCTION MANAGEMENT SERVICES



30 DAYS

7 DAYS

PROCEDURES

PROCESS 1.3 FEE NEGOTIATION FOR CONSTRUCTION MANAGEMENT SERVICES

Purpose: Conclude negotiations with timely agreement of fair and reasonable fee for CM&I services for project

- 1.3.1 Managing Engineer contacts CM&I firm to begin negotiations for a selected project. The Managing Engineer will send the CM&I firm project information and a manpower spreadsheet for negotiation purposes.
- 1.3.2 CM&I firm will provide a recommended lump sum fee to perform construction management and inspection services for the project. Managing Engineer prepares city independent estimate. The Managing Engineer will review the proposal and provide comments, if any.
- 1.3.3 If after negotiation, the Managing Engineer and CM&I firm cannot come to an agreement, the SAD will allow the CM&I firm a final offer and then move to the next firm if an agreement cannot be made.
- 1.3.4 Once the Managing Engineer and CM&I firm agree, the Managing Engineer will submit a lump sum fee recommendation IOC to Construction Branch SAD for concurrence.
- 1.3.5 SAD will initial the IOC if in agreement. The Managing Engineer will then submit a Lump Sum Fee Agreement letter to the CM&I firm.
- 1.3.6 Prior to award of the construction project, Engineering Branch will request, whether management of the construction project, will be in-house or CM&I. If CM&I, Managing Engineer will provide the Company Name, Outline Agreement and amount to appropriate to the CM&I contract to cover the construction management and inspection costs. The appropriation amount should be a minimal 10% higher than the lump sum fee agreement for contingencies.
- 1.3.7 After the construction project is awarded and money appropriated to the CM&I contract, Managing Engineer will provide a work authorization letter for the SAD's signature.
- 1.3.8 After the construction project is awarded, the Managing Engineer will request for the CM&I project team for access (badge) to 611 Walker on regular basis to perform the work.



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<https://www.houstontx.gov>

<<Date>>

<<CM Contact Name>>
<<CM Firm Name>>
<<Firm Address>>
<<City, State & Zip Code>>

Re CM&I SERVICES NOTIFICATION FOR PROJECT NAME
WBS No <<WBS #>>
OUTLINE AGREEMENT NUMBER <<Contract #>>

Dear <<CM Name>>

I am pleased to inform you that as part of the <<Current FYXX>> Professional Services Selection Package No <<CMXX>> your firm is being assigned to perform Construction Management & Inspection Services for the referenced project. My staff will be in contact with your office to schedule a meeting to begin negotiations. We look forward to working with you.

Should you have any questions, please let me know. If desired, your staff may contact <<Sr. Assistant Director of Construction Branch Name>> at <<Sr. Assistant Director Phone #>>.

Sincerely,

<<Deputy Director's Name>>
Deputy Director
Engineering & Construction Division

<<DD.SAD:ME xxx>>

City of Houston

Project:

WSI No.

Estimated Fee for Construction Management and Inspection Services

Project Duration:

Construction Costs:

CM Costs:

CM Costs (Construction Costs):

M/WBE Participation:

Revision Date:

Time Estimate			
Category	dy:wk	hr:wk	Items
PM			
Inspector			
Insp (OT)			
Admin			

	Project Manager	Inspector	Subcontractor, Inspector	Admin
Raw Salary Rate	XX.XX	XX.XX	XX.XX	XX.XX
Multiplier (w/ ins. 21% plus 1% = 22%)	XX.XX	XX.XX	XX.XX	XX.XX
Regular Hrs Billing Rate	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Overtime Hrs Billing Rate	#VALUE!	#VALUE!	#VALUE!	#VALUE!

Description	Monthly Breakdown																
	Construction Duration											Project Setup					
	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16
Project Manager	130	8.54%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Inspector-Regular Hours	120	8.16%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Inspector-Overtime Hours	10	0.69%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Subcontractor, Regular Hours	120	8.16%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Subcontractor, Inspector-Overtime Hours	10	0.69%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Admin	1081	77.49%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Labor Hrs:	1471	100.00%	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Labor Costs:			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Non-Labor Costs: Coping, Printing, Postage, Delivery Fees, etc:			\$0.00	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
% of Subcontractor's costs:			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Total:			#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
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CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<CM Contact Name>>
<<CM&I Firm Name>>
<<Firm Address>>
<<City, State & Zip Code>>

Re: Construction Management and Inspection Services for
<<Project Name>>WBS No <<WBS#>>
Outline Agreement No. <<Outline Agreement #>>

Dear <<CM Contact Name>>

The City of Houston (City) began lump sum fee negotiations with <<CM&I Firm Name>> for the subject project in <<Date>>. <<CM&I Firm Name>> last proposal was for <<Amount>>. The City agrees to the lump sum fee of <<Amount>> to perform Construction Management and Inspection Services for <<Project Name>>. After the project is awarded, the City will issue a work authorization to perform the work.

Should you require additional information, please contact <<Managing Engineer Name>>, Managing Engineer, at <<Managing Engineer Phone #>>.

Sincerely,

<<Sr. Assistant Director Name>>
Senior Assistant Director
Construction Branch
Engineering & Construction Division

<<DD.SAD:ME xxx>>



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: << Sr. Assistant Director >>
Sr. Assistant Director
Construction Branch
Engineering and Construction Division

From: Managing Engineer
Construction Branch
Engineering and Construction Division

Date: <<Date >>

Subject: Construction Management and
Inspection Services for Water Line and
Sanitary Sewer Construction Projects;
Outline Agreement no. <<000000000 >>;
CM Services – Recommended Fee
Proposal

We have requested CM proposal from <<CM&I Firm >> for the <<Project Name >>, WBS
Number <<WBS # >>. The first proposal was submitted in the amount of <<Amount >>. Upon
further review of the proposal, the fee is negotiated to the amount of <<Amount >>.

The contract time of the subject project is __ days, <<CM&I Firm >> proposes __ hours
per month allocated for the project manager because of State Revolving Fund and __ hours
per month allocated for the inspector, respectively. The construction cost for the project is
<<Amount >>. This CM proposal will be __% of the construction cost.

By reviewing the number of contract days and construction budget, it is my opinion that the
proposal is reasonable and hereby requests your approval.

<<Managing Engineer Name >>

ME:xxx

ec Deputy Director
Sr. Assistant Director
CM File No <<Contractor Name >>

1.3.D	9/8/2016	Confirmation Letter
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CITY OF HOUSTON
 Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
 Director
 P.O. Box 1582
 Houston, Texas 77251-1562

T. 832.395.2600
 F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<CM Contact Name>>
 <<CM Firm Name>>
 <<Firm Address>>
 <<City, State & Zip Code>>

Re: Construction Management and Inspection Services for
 <<Project Name>>WBS No <<WBS#>>
 Outline Agreement No. <<Outline Agreement #>>

Dear <<CM Contact Name>>

The City of Houston hereby authorizes <<CM Firm Name>> to begin the Construction Management for the <<Project Name>> under the Contract referenced above. As agreed, <<CM Firm Name>> will be compensated <<Amount>> on a Lump Sum basis in accordance with your Contract. Your services for this project should include all time and expenses beginning on the date of this Authorization Letter.

Work Authorization Number	Task	\$ Authorized
XXXXXXXXXX-XX	Provide Construction Management and Inspection services for <<Project Name>> WBS No. <<WBS No.>>, Construction OA Number <<OA Number>> and Construction Ordinance Number <<XXXX-XXX>>	\$ _____

Immediately upon receiving this letter, <<CM Firm Name>> shall submit for the City's approval a list of all prospective Construction Management and Inspection personnel and sub-consultants including information (or resume) regarding their qualifications responsibilities. Construction Project Manager shall be responsible to ensure proper execution of the project and shall replace any of its personnel or sub-consultants whose work is deemed unsatisfactory by the City.

You shall notify us in writing when your compensation reaches 80 percent of the total value appropriated for your services. Your written notification shall also include your plan and estimate to complete services associated with the remainder of the project.

Should you require additional information, please contact <<Managing Engineer Name>>, Managing Engineer, Construction Branch at (832)-395-2230.

Sincerely,

<<Sr. Assistant Director Name>>
Senior Assistant Director
Construction Branch
Engineering & Construction Division

<<DD.SAD:ME xxx>>

City of Houston

Department of Public Works & Engineering
CIPMS Security Form Request

Type, print, get signatures on the hard copy, and submit the signed form to cipms-help@houstontx.gov
CIPMS Help Desk: (832) 395-2082

Date: 09-07-2016
Request Type: New Account Update Terminate

I. Requester Information (* Required)

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Street:	<input type="text"/>	*City:	<input type="text"/>
*State:	Texas ▼	*Zip Code:	<input type="text"/>
* Job Title:	Administrative Assistant ▼		
* Job Function in CIPMS:	General User ▼		
* Phone:	<input type="text"/>		
Fax:	<input type="text"/>		
* Email:	<input type="text"/>		
City of Houston Employee:			
* Department:	<input type="text"/>		
* Division:	<input type="text"/>		
* Branch:	<input type="text"/>		
<small>(required for Engineering and Construction division employee)</small>			
Non-City Employee:			
* Company:	Select, , , ▼		

II. Project Access - Provide WBS numbers (Separated by comma only)
(Applicable to CM, EOR and Contractor Only)

*** APPROVAL:**
Consultant or users working for a PM must complete Lines 1 and 2.
City Project Manager must complete lines 2 and 3

No.	Title	Name	Signature	Date
1	Project Manager			
2	Manager, CE, or D.A.D.			
3	Assistant Director			



CONFIDENTIAL
 (This information is provided for Security and Law Enforcement Use only)
Badge Request Form
Security Management Division
 611 Walker, Houston, TX 77002, 3rd Floor (3A), (832) 393-8471
 Please scan and email a complete form to: security@houstontx.gov

Application Date: _____ Employee#: _____ Encode#: _____ Employee Type: _____

1. Employee Information Section

Last Name: _____ First Name: _____ MI: _____

Date of Birth: _____ Race: _____ Sex: _____ Hair: _____

Texas Driver's License #: _____ Height: _____ Weight: _____ Eyes: _____

Home Address: _____ City: _____ Zip Code: _____

Home Phone#: _____ Work Phone #: _____

Emergency Contact Name: _____ Emergency Contact Phone#: _____ Relation: _____

2. Employee and Classification Section

Date of Employment: _____ Department: _____ Division: _____

Job Classification: _____ Job Location: _____

3. Internal Use Only

State License#:	Issued Date:	Expiration Date:	CJIS #:
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MOU (Y/N)	I-9 (Y/N)	Background Check (Y/N)
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Employee Signature Date

Approving Authority:

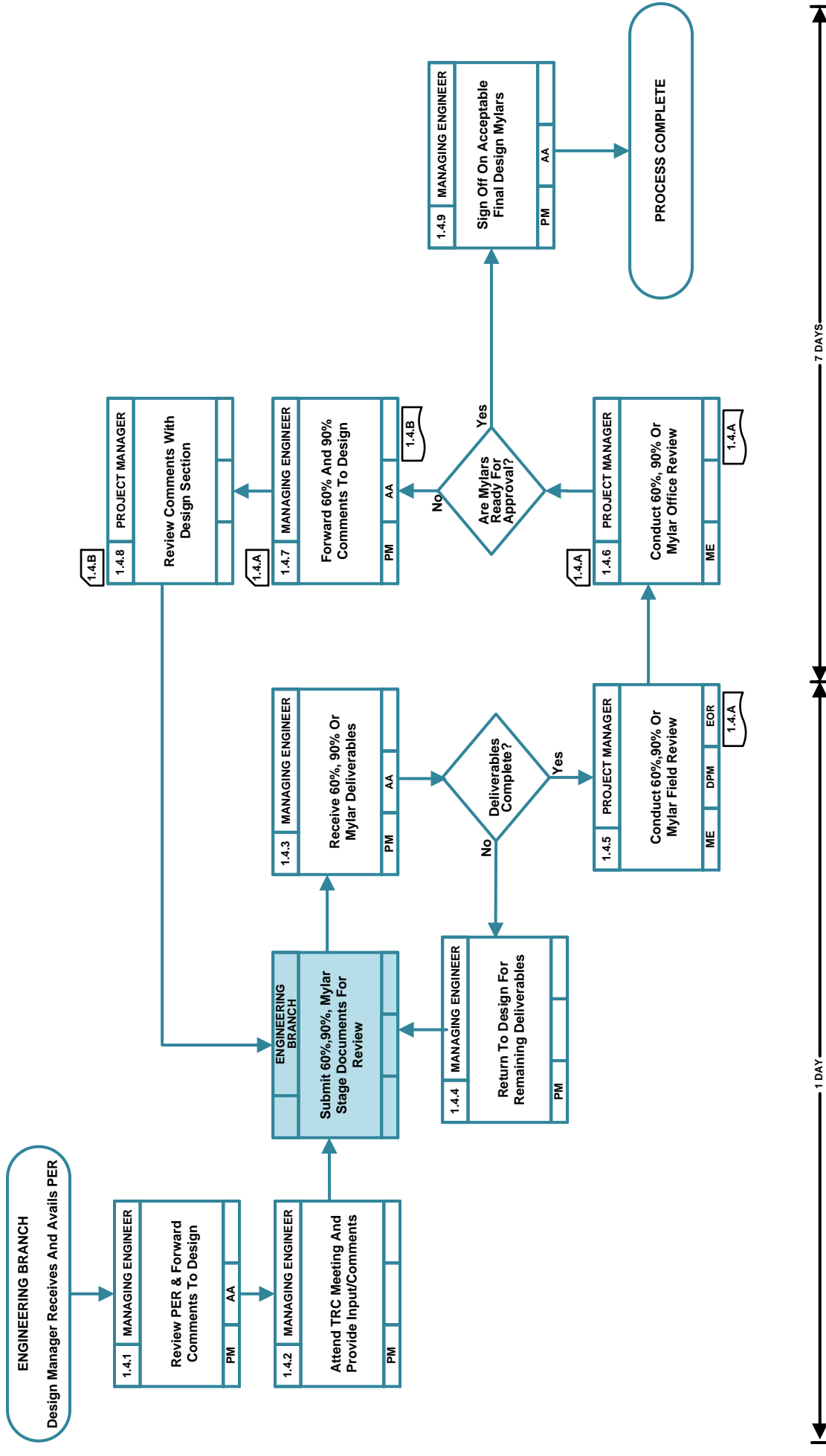
Print Approving Authority Name Title Employee I.D.

Approving Authority Signature Date Phone Number

Note: This information must be completed by the individual employee being photographed for the City ID/Security Access Badge
 Revised 12/21/2015



PROCESS 1.4 - PROVIDE CONSTRUCTABILITY INPUT DURING DESIGN



PROCEDURES

PROCESS 1.4 PROVIDE CONSTRUCTABILITY INPUT DURING DESIGN

Purpose: To provide input during design & facilitate ease of construction

- 1.4.1 Engineering Branch will submit a preliminary Engineering Report (PER) for review. The section will review the PER for any construction issues within the timeline provided by Engineering. Managing Engineering will provide a formal response providing comments or a statement of no comments.
- 1.4.2 The Technical Review Committee (TRC) meeting presents the Engineering Firms findings and recommendations for the project. The Managing Engineer should attend and offer any concerns as it relates to the construction of the project. The construction manager may also attend. The Engineering Firm will incorporate comments from the meeting and compose a Record of Decision and Action Items (RDAI). The RDAI will be distributed for signatures from the TRC members, to include the Construction Branch Managing Engineer.
- 1.4.3 Engineering Branch will submit 60% and 90% plans for review. Once a complete plan set is provided, review the project for constructability issue.
- 1.4.4 If any design deliverables are missing, Managing Engineer should return the package to Engineering Branch requesting for remaining deliverables.
- 1.4.5 Project Manager should conduct the field review of the design and provide comments.
- 1.4.6 Project Manager should consider and continue constructability investigation based on the field review in the office. Provide the comments based on the detailed design review.
- 1.4.7 Managing Engineer reviews Project Manager comments and transmits them by memo to engineering branch.
- 1.4.8 Project Manager reviews comments with Design and Manager
- 1.4.9 At 100% and If no major issues, the Managing Engineer can sign based on Engineering Branch resolving before the advertisement of the project.

Project Title:
WBS No.:
City Design PM:
Submittal Dates:

PER	70%	100%
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CITY OF HOUSTON						
CITY REVIEWER COMMENTS						
Submittal Type	Comment No	Reviewer name	Doc/Spec No.	Sheet No.	Comment	Action Code



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: << Name >>
Supervising Engineer
Engineering Branch

From: <<Managing Engineer Name >>
Construction Branch

Date: <<Date >>

Subject: <<Project Name >>
WBS No <<WBS # >>
___% Submittal Review Comments

The following are submittal review comments for the Project Manual

1. <<COH review comments >>

The following are submittal review comments for the Project Drawings

1. <<COH review comments >>

Should you have any questions, please contact <<Sr. Assistant Director Name >> at <<Sr. Assistant Director Phone # >>.

<<Managing Engineer Name >>

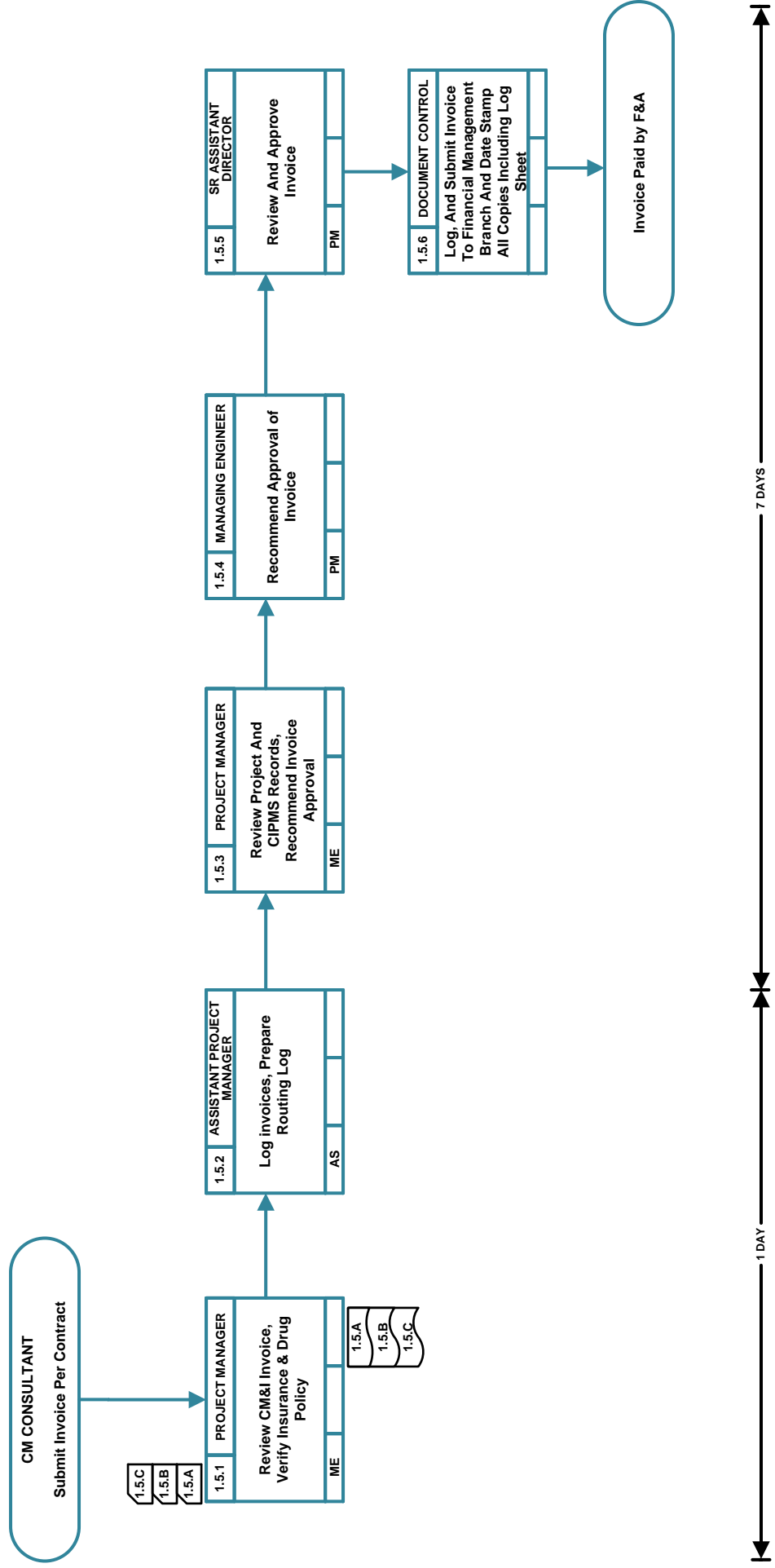
XXX-XXX-xxx

Attachment Submittal Drawings, Project Manual, Construction Cost Estimate and Construction Schedule

ec Sr. Assistant Director
Project Manager
CM File No <<Contractor Name >>



PROCESS 1.5 - CM&I INVOICES



PROCEDURES

PROCESS 1.5 CM INVOICES

Purpose: Pay CM&I consultant the appropriate amount in a timely manner

- 1.5.1 The Project Manager should verify all documents are included in the package before forwarding to the Assistant Project Manager.
- 1.5.2 Assistant Project Manager logs invoice into the document tracking system. APM provides an invoice log sheet and a folder. APM then routes invoice project manager(s) for review.
- 1.5.3 Sometimes, the consultant could work on multiple projects with multiple project managers. Each project manager should review the accuracy of the invoice. Especially, as it relates to their project. Each project manager should capture the invoice for their project on CIPMS in the project information screen of their project. The last project manager to review the invoice should route to the Managing Engineer for review.
- 1.5.4 The Managing Engineer should review the invoice for accuracy and ensure information is up to date in CIPMS.
- 1.5.5 Senior Assistant Director will review and approve the invoice.
- 1.5.6 Document Control will update the document tracking system and deliver to Accounting.



CITY OF HOUSTON
Department of Public Works & Engineering
 Construction Management & Inspection Service Contract
 Estimate for Payment

WBS No:
 File No.:
 Project Description:

City of Houston Estimate No.:
 Date From: To:
 Contract No.:
 Date of Contract:
 Contract Exp. Date:

Consultant's Invoice No.:
 M/WBE % GOAL:
 M/WBE % UTILIZATION:
 Insurance Exp. Date:
 Drug Policy Due Date:

FIRM:
 ADDRESS:
 TELEPHONE NO.: () -

CONTRACT APPROPRIATIONS:

Ordinance Number	Date Passed	WBS Number	Project Name	Amount Appropriated
XXXX-XXXX	XX/XX/XXXX	X-XXXXXX-XXXX-4		\$X,XXX,XXX.XX
TOTAL				\$X,XXX,XXX.XX

CONTRACT AUTHORIZATIONS:

Work Authorization Number	Date Issued	WBS Number	Project Name	Amount Authorized
XXXXXXXXXX	XX/XX/XXXX	X-XXXXXX-XXXX-4		\$X,XXX,XXX.XX
TOTAL				\$X,XXX,XXX.XX

INVOICE INFORMATION (see attached Task Cost Summary):

Total Invoiced To Date: \$X,XXX,XXX.XX
 Previously Invoiced: \$X,XXX,XXX.XX
 Total Amount Due This Invoice \$X,XXX,XXX.XX

Received by: _____
 Contract Administrator Date

Certification by firm: _____
 Signature and Title Date

Reviewed: _____
 Supervising Engineer/Sr. Project Manager Date

Approval: _____
 Recommended Managing Engineer Construction Section Date

Reviewed: _____
 Managing Engineer Design Section Date

Approved: _____
 Director
 Department of Public Works & Engineering Date

1.5.A	9/8/2016	Consultant Invoice
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TASK No. _____
PROJECT DESCRIPTION
TASK COST DETAILS

INVOICE NO: _____	PROJECT NO: _____
ESTIMATE NO: _____	INVOICE DATE: _____
ORDINANCE NO: _____	CONTRACT NO: _____
INVOICE DATE FROM: _____	INVOICE DATE TO: _____

LABOR:

Employee	Title	Hours	Base Rate	Multiplier	Total
					\$ -
					\$ -
					\$ -
Labor Total					\$ -

REIMBURSABLES:

Item	Description	AMOUNT
		\$ -
		\$ -
		\$ -
Reimbursables Total		\$ -

SUBCONSULTANT COST:

Company	Description	Subconsultant Cost	Total Cost with 10% Mark Up
		\$	\$ -

Total Due This Task:	\$ -
----------------------	------

Project Manager Signature



CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Consultant Management Firm:
Outline Agreement No.:
Invoice Date:

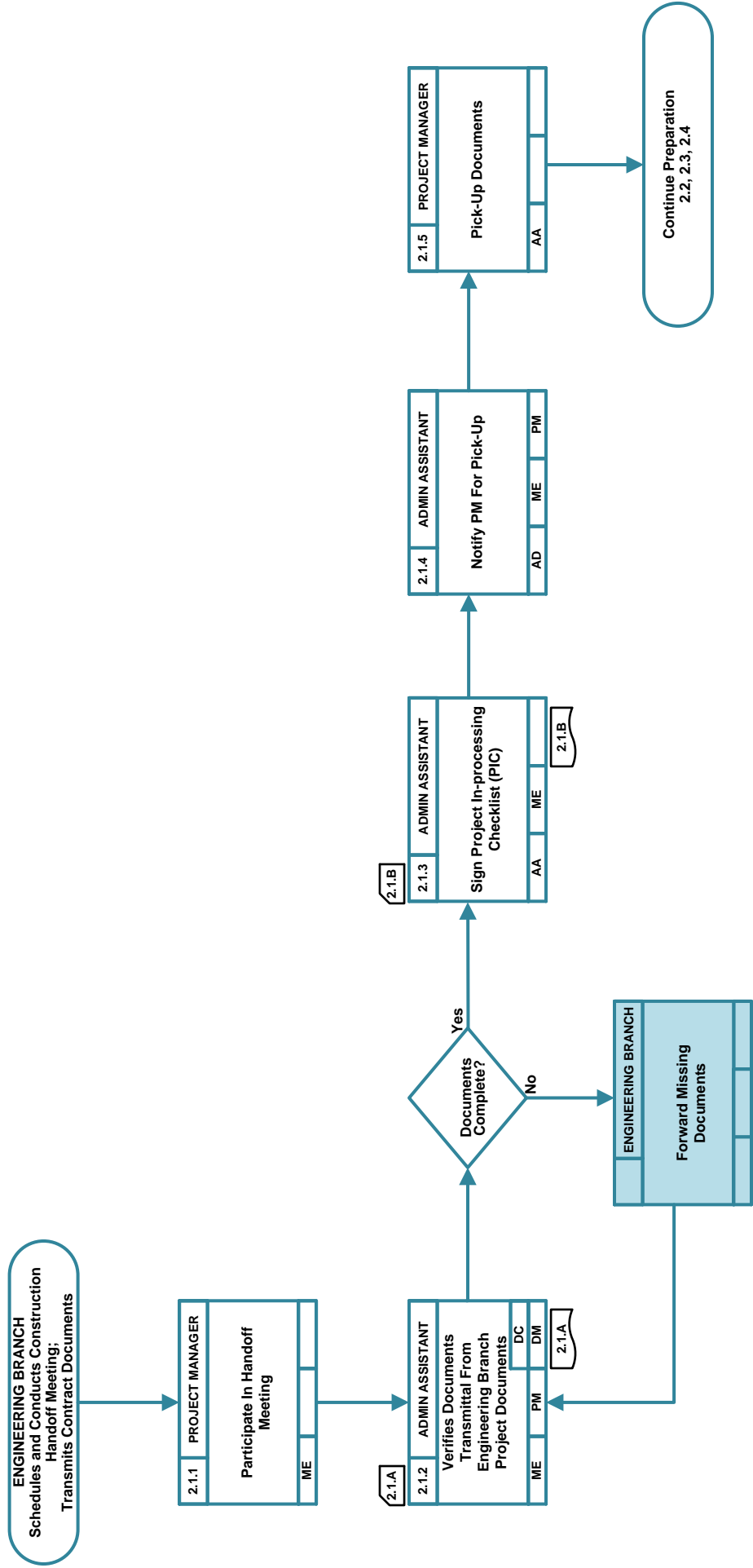
Task Cost Summary

WA No.	Construction WBS No.	Work Authorization Description	Forecasted Project Completion Date	% Cost Expended to Date by Contractor	% Time Expended to Date by Contractor	Authorized Amount	Previously Invoiced	Amount Invoiced This Period	Total Invoiced to Date	Percent Invoiced to Date
XXXXXXXXXX	X-XXXXXX-XXXX-X	(Provide Description in Work Authorization Letter)	XX/XX/XXXX	0.00%	0.00%	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL						\$0.00	\$0.00	\$0.00	\$0.00	#DNV/01

COMMUNICATION AND DOCUMENTATION



PROCESS 2.1 – RECEIVE CONTRACT / PROJECT DOCUMENTS (HANDOFF)



1 DAY

1 DAY

PROCEDURES

PROCESS 2.1 RECEIVE CONTRACT/ PROJECT DOCUMENTS (HANDOFF)

Purpose: Receive all necessary documentation information to start construction

- 2.1.1 After project award, Engineering Branch Project Manager should conduct a construction project hand off meeting. The meeting should discuss any special/Outstanding items related to the project. The project is dropped off by Engineering Branch.
- 2.1.2 Admin Assistant reviews the package using the Project in processing checklist (PIC).
- 2.1.3 Admin Assistant signs Project in processing Checklist (PIC).
- 2.1.4 Admin Assistant Notifies the Project Manager, the project is ready for pickup.
- 2.1.5 Project Manager pick-ups documents.



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Name>>
Senior Assistant Director

From: <<NAME>>
Senior Assistant Director
Engineering

Date: <<Date>>

Subject: Contract Document Transmittal
Checklist: <<ShortPrjName>>
WBS No. <<XXXX-XXXX-X>>

Coordination and verification items included in design process are:

	YES	NO	N/A
Easements, Rights-of-way, or rights-of-entry cleared			
State highway permits have been secured			
Franchise utility relocations have been coordinated:			
Pipeline relocations coordinated /Agreement/ No Objection Letter Obtained			
Railroad permits secured			
Flood Control permits/approvals have been secured			
METRO conflicts/agreements coordinated and/or secured			
New Buildings / Structures permit secured			
Encroachments removal coordinated			
Corps of Engineers approval			
Environmental Protection Agency approval			
TCEQ \TDH requirements			
TWDB release (OK to give NTP)			
Approvals required by any other City Departments			
TDLR Case Number: _____			
NPDES Phase I or Phase II required			
SW3P included			
NOI and payment been submitted to the City Engineer for signature, forward to TCEQ and copied to the construction Branch (for NPDES Phase I only)			

Attached are the following project documents:

	YES	NO	N/A
Executed Contract Documents (1 Original and 1 Copy)			
Permits			
Parks and Recreation Department Tree Permits			
___ 10 ___ Complete set(s) drawings			
___ 6 ___ Complete set(s) reduced sized drawings (11"x17")			
___ 8 ___ Complete set(s) project manual and addenda (Geotechnical and Environmental Reports on CD included)			
Copy of construction award RCA, Appropriation Ordinance and maps			
Funding synopsis			

Approved Drug Policy with Checklist submittal			
Copy of bid tab			
Phase I & Phase II Performance Evaluation of Professional Engineers/Architects			
Pay or Play Program Documents Pay () Play () Both ()			
MW/SBE Letters of Intent (If Applicable)			
Document 00600 (Parts A & B) List of Proposed Subcontractors and Suppliers			
Document 00624 – Affidavit of Compliance with Affirmative Action Program			
Sheet by Sheet Take Off			
Third Party Agreements / Interlocal Agreements			
Utility Coordination Letters and Information (Approval / No Objection Letter)			
Engineer of Record – Professional Services Contract No.			
Other pertinent information requirement for project management			

**CONSTRUCTION BRANCH / E & C
PROJECT INPROCESSING CHECKLIST (PIC)**

Project WBS No. / Description: _____

Transmittal Date: _____

Assigned Managing Engineer: _____

Assigned Project manager: _____

Construction Handoff Directive 13.3 Yes No

		RECEIVED	OUTSTANDING	COMMENT
1	Contract Transmittal Checklist (Original and 1 copy)			
2	Executed Contract Document (Original and 1 copy)			
3	Executed copy of Award RCA and Maps			
4	Copy of Appropriating Ordinance			
5	Funding Synopses			
6	Approved Drug Policy and Routing Sheet			
7	Permits if applicable (list type)			
8	Bid Tabs			
9	Project Manuals (8 complete sets including Addenda) and 10 large sets plus 6 small sets of Drawings (11" X 17") with Geotechnical & Environmental reports (5 ea CD)			
10	TDLR Case No (for ADA compliance)			
11	All Right-of-Entry (if applicable)			
12	Other Pertinent information required for project management			
13	Pay or Play; Program Pay (), Play ()			
14	MBE Letter of intent if applicable			
15	DOC 00600 Forms (List of Proposed Subcontractors &			
16	DOC 00624 (Affidavit of Compliance with Affirmative Action Program)			
17	Sheet by Sheet Take Off			
18	Third Party Agreements / Interlocal Agreements			
19	Utility Coordination Letters and Information			

QUESTIONNAIRE:

RESPONSE (circle one)

- A. Does the project meet NPDES Phase I or Phase II requirements? Yes / No
- B. If the answer to (A) is yes, is the SWP3 included in this package? Yes / No
- C. If this is a Phase I, project has the NOI and payment been submitted to the City Engineer for signature, forwarded to TCEQ and copied to the Construction Branch. Yes / No
- D. Are there any trees which will be required to be removed? Yes / No
- E. If the answer to (D) is yes, has Parks & Recreation Dept. approved? Yes / No
- F. Are there any new building/structures in this project which will require a building permit? Yes / No
- G. Engineer Of Record Professional Services Contract No. : _____

(PRINT) Design Branch Representative

(Signature Construction Branch)

Date

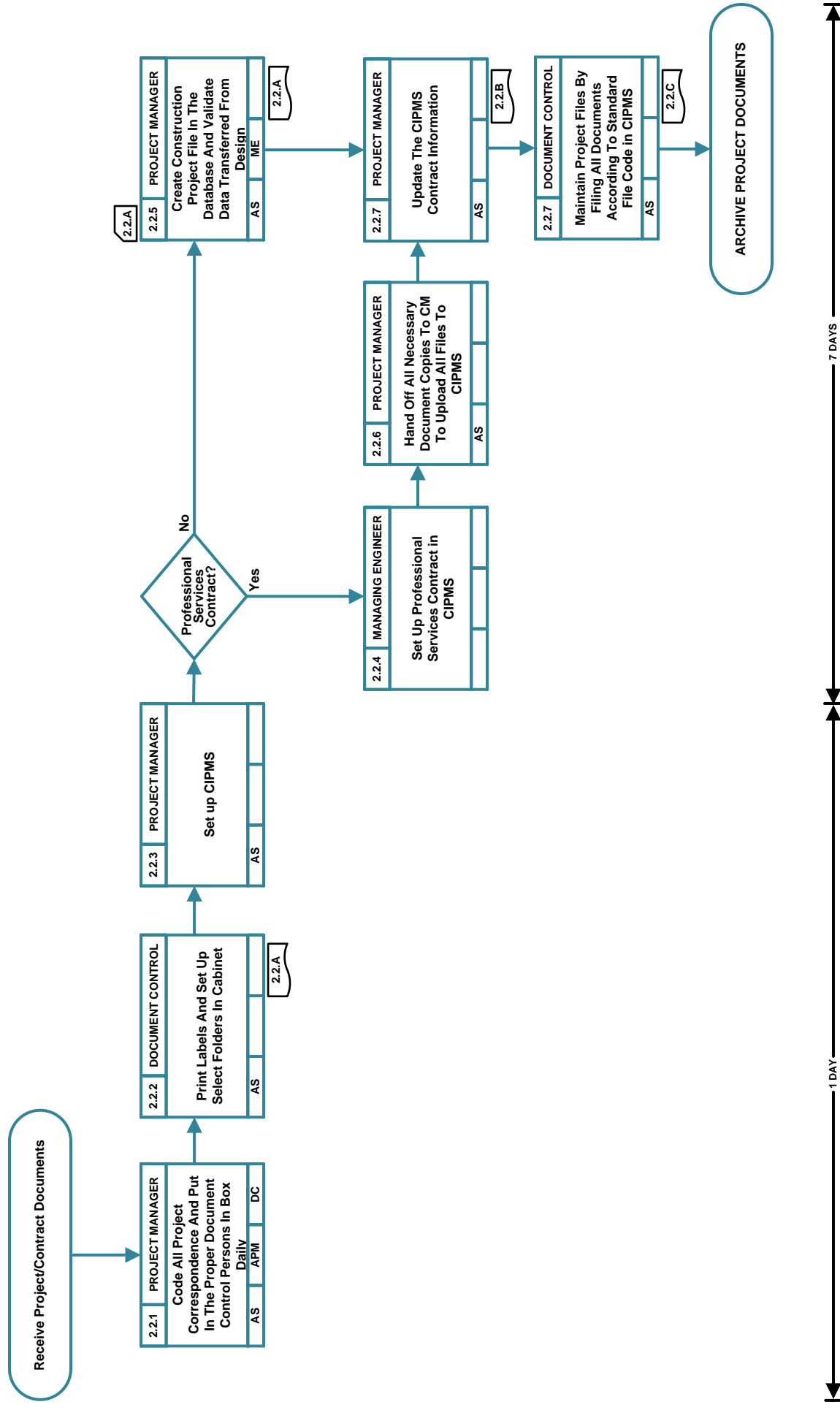
(SIGNATURE) Design Branch Representative

Date

2.1.B	9/8/2016	Project Inprocessing Checklist (PIC)
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PROCESS 2.2 – PROJECT DOCUMENTATION



PROCEDURES

PROCESS 2.2 PROJECT DOCUMENTATION

Purpose: To ensure all documents are in the project folder as per file codes

- 2.2.1 Project Managers will code all documents and put into the proper document control box daily.
- 2.2.2 Document Control will set up the project files for the new project using labels in Exhibit 2.2.A and Exhibit 2.2.B.
- 2.2.3 The file should also be labeled with the CM Name, Contract Number, WBS Number and Contract Title.
- 2.2.4 Project Manager will setup the project file in CIPMS, validate data transferred from Design.
- 2.2.5 Document Control will maintain project files by filling all documents according to standard file codes. Until it is time to archive the project.
- 2.2.6 Paper Copies need to be scanned and uploaded into CIPMS.
- 2.2.7 CM services are to return all hard copies to PM at the end of the project.

- ▲ 📁 CM
 - ▲ 📁 1.0 Contract Documents
 - 📁 1.1 Contract
 - 📁 1.2 Design Deliverables, Insurance
 - ▲ 📁 2.0 Communications
 - 📁 2.1 Contractor
 - 📁 2.2 Laboratories Engineer Design
 - 📁 2.3 Council Member DPW Citizen
 - 📁 2.4 Letter of Transmittal Outgoing
 - 📁 2.5 Utility
 - 📁 2.6 Other
 - 📁 3.0 Construction Schedule
 - 📁 4.0 Inspection Daily Reports
 - 📁 5.0 MBE WBE Reports
 - ▲ 📁 6.0 Contractor's Pay Estimate
 - 📁 6.1 Schedule of Values
 - 📁 6.2 Pay Estimate
 - 📁 7.0 Requests for Information
 - 📁 8.0 Requests for Proposal
 - ▲ 📁 9.0 Change Orders
 - 📁 9.1 Executed Change Orders
 - 📁 9.2 Executed Work Change Directive
 - 📁 10.0 Claims from Subcontractors Suppliers
 - 📁 11.0 Construction Test Results
 - ▲ 📁 12.0 Submittals
 - 📁 1 Pre construction pictures
 - 📁 13.0 Meeting Minutes
 - ▲ 📁 14.0 Photographs and Negatives
 - 📁 Griggs Rd Preconstruction
 - 📁 OST Preconstruction
 - 📁 15.0 Survey Data
 - ▲ 📁 16.0 Geotechnical Reports
 - 📁 16.1 Geotechnical Reports
 - 📁 16.2 Lab Test Invoices
 - 📁 17.0 Record Documents
 - 📁 18.0 Permits Right of Entry
 - 📁 19.0 Safety Accident Reports and Meetings
 - 📁 20.0 Constructability Review
 - 📁 21.0 Close Out Documentation



CITY OF HOUSTON
 Department of Public Works & Engineering
 Street and Bridge/Stormwater Engineering and Construction Branch

Contract Information Sheet

1	WBS No.		2	Project Name	
3	Contract No.		4	Contact Name	
5	Contractor		6	File No.	
7	Contractor Address		8	Contract Date	
9	Award Ordinance No		10	Contract Amount	
11	Award Ordinance Date		12	NTP Date	
13	Source Of Funds		14	Contract Days	
15	Council District		16	Cut Off Date	
17	Drawing No.		18	Bid Date	
19	Submit Subcontractor For Approval		20	Assistant Director	
21	Key Map Page(s)		22	Managing Engineer	
23	M / WBE Goal		24	Project Manager	
25	Design Engineer		26	Senior Inspector	
27	Received Contracts & Clearance from Design		28	Inspector	
29	Assigned Testing Laboratory		30	Estimator	
31	Testing Laboratory Address		32	Original Construction CUIC No.	
33	Liquidated Damages per Day		34	Insurance Included	
35	NTP Letter Date		36	Pre Construction Meeting Date/Time	

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
CONSTRUCTION BRANCH**

FILE CODES

- 1.0 Contract Documents**
 - 1.1 Contract Documents**
 - Contract
 - Contract Addendums
 - Drawings
 - Front end documents
 - CM Contract
 - Work Authorization/Work Order (Doc. 00950)
 - 1.2 Design Deliverables, Insurance**
 - Award RCA
 - Appropriating Ordinance
 - Project Info sheet
 - Funding Synopsis
 - Approved Drug Policy
 - Bid Tabs
 - Insurance
 - Transmittal from Engineering to Construction
 - Project Location Map
- 2.0 Communication**
 - 2.1 Contractor**
 - Correspondence to and from the contractor
 - Letters
 - Emails
 - Notice to Proceed including Work Authorization & Work Order Notices Only
 - Non Compliance
 - Advisory Notice
 - 2.2 Laboratories, Engineer/Design**
 - Correspondence to and from Labs
 - Monthly Site Reports
 - Emails
 - 2.3 Council Members, DPW's, Citizen**
 - Correspondence to and from Council Members
 - DPW's
 - Citizens
 - Emails
 - 311 Requests
 - 2.4 Letter of Transmittal-Outgoing**
 - Transmittal forms sent in and out of our office
 - Cover sheets

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
CONSTRUCTION BRANCH**

FILE CODES

- 2.5** **Utility**
Correspondence to or from Utility regarding Relocation – i.e., Utility bill, Electricity bill, etc.
Utility letters for Pre-Con
Emails
Maps

- 2.6** **Other**
Correspondence to or from any other agency – i.e.; TWDB, PUD, Survey Request, TDLR, TxDot, Harris County Flood Control

- 3.0** **Construction Schedules**
Construction Schedule Only

- 4.0** **Inspection Daily Reports**

- 5.0** **MBE/WBE Reports**
MBE/SBE Participation Reports
Utilization Reports
Monthly Status Reports
Contract Compliance Reports
POP Documents

- 6.0** **Contractor's Pay Estimates**
 - 6.1** Schedule of Values/Quality Analysis
 - 6.2** Pay Estimates
Estimate Logsheet
Estimate and Certificate for Payment Unit Price Work
Affidavit of Work Performed (Doc. 642)
Estimate for Payment
Material on Hands
Contractor Certificate of Payment

- 7.0** **Requests for Information**
RFI's

- 8.0** **Requests for Proposal**
RFP's

- 9.0** **Change Orders**
 - 9.1** Executed Change Orders
 - 9.2** Executed Work Change Directive

**DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
CONSTRUCTION BRANCH**

FILE CODES

- 10.0 Claims from Subcontractors/Suppliers**
 - Claims from Suppliers for non-payment
 - Correspondence to Attorney
 - Correspondence to Contractor
 - Correspondence to Supplier

- 11.0 Construction Test Results**
 - All Test – Chlorination, Concrete, Soil Density & Pressure Tests

- 12.0 Submittals**
 - All Submittals

- 13.0 Meeting Minutes**
 - Pre-Construction
 - Progress
 - Field
 - Meeting Minutes with Council Members, Committees, Citizens and Community
 - Impromptu
 - Sign –In Sheet Included with Meeting Notes

- 14.0 Photographs and Negatives**
 - Pre-Construction CD
 - Pre-Construction Photos
 - Construction Progress Photos

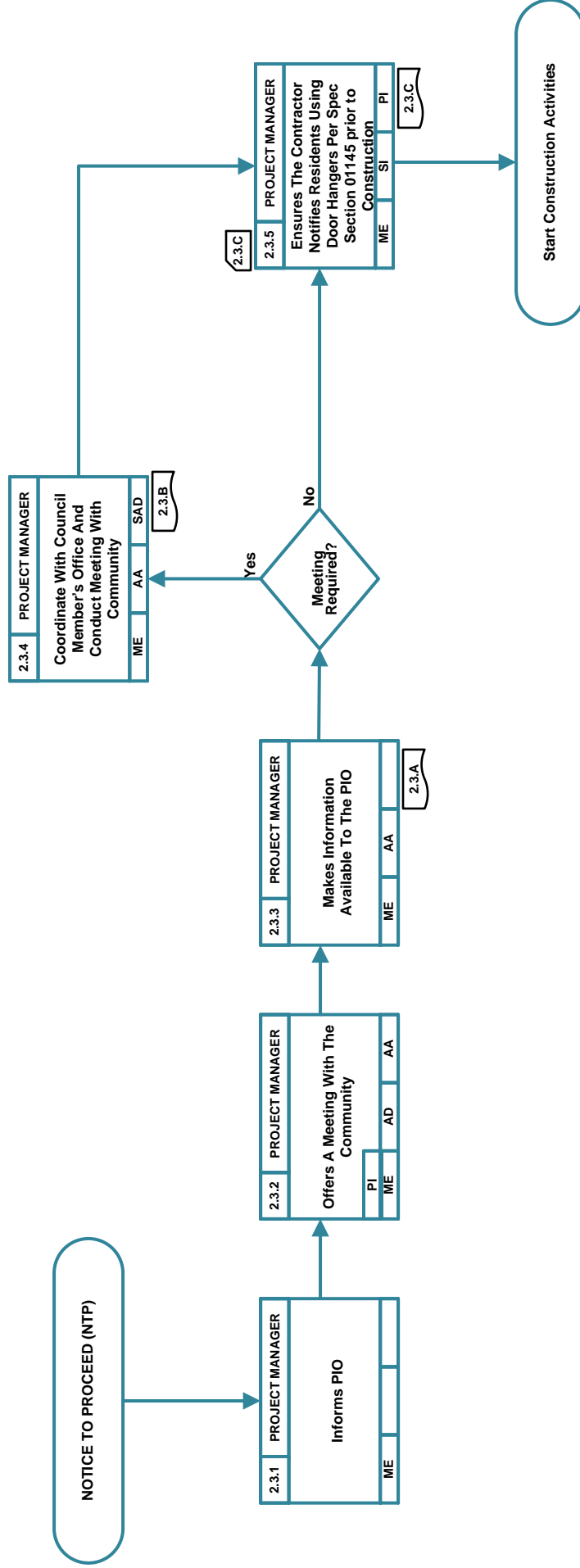
- 15.0 Survey Data**
 - Bid Survey Map
 - Additional Surveys

- 16.0 Geotechnical Reports – These are not lab reports from the geotechnical company, usually they are a bound spirals or books.**
 - 16.1 Geotechnical Reports
 - 16.2 Lab Test Invoices

- 17.0 Record Documents**
 - As-Builts
 - Environmental Site Assessment (ESA)



PROCESS 2.3 – COMMUNITY COMMUNICATIONS



PROCEDURES

PROCESS 2.3 COMMUNITY COMMUNICATIONS

Purpose: To inform the community of construction activities in the neighborhood

- 2.3.1 Project Manager informs about the project in the neighborhood.
- 2.3.2 Project Manager offers a meeting with the community.
- 2.3.3 If a meeting is not required, Project Manager makes the information available to the PIO.
- 2.3.4 If a meeting is required, Managing Engineer or Senior Assistant Director will coordinate with Council Member's Office and conduct meeting with Community.
- 2.3.5 Project Manager needs to ensure the resident door hanger is filled out with appropriate contact information. Project Managers and Project Inspectors should monitor the Contractor's efforts to provide timely notification per Specification Section 01145-105B. Project Manager must be engaged with the community throughout the construction process. If a concern/complaint is received, the Project Manager/Project Inspector should make contact with the citizen and address the issue in a timely manner. The Project Manager/Project Inspector should also follow up with the citizen to ensure the concern was adequately addressed.

Notification of Capital Improvement Plan Construction Project in the XXXXX area

In order to keep pace with the growing needs of the community, the City of Houston Department of Public Works and Engineering will be improving the (XXXXXXXXXX) in the area described below. The contractor for this project is (XXXXXXXXXX) and work will start on (XXXXXXXXXX), and is scheduled to end on (XXXXXXXXXX). You may not see any activity by the contractor for several weeks after the construction time has begun. This is due to the contractor getting prepared to perform work which includes procurement of materials and equipment, setting up staging areas or working in other areas in the project.

(Optional is the work is done on city facilities: The work will take place within the confines of the plant and should not add to significant traffic congestion on street name.)

A detailed description and contact information is listed below:

WBS No.:

Project Description:

Construction Cost:

Streets involved in construction:

Project Location(s):

Construction Firm:

Construction Firm Project Manager: name, phone number [e-mail](#)

City of Houston Inspector: name, phone number [e-mail](#)

City of Houston Project Manager: name, phone number [e-mail](#)

City of Houston Managing Engineer: name, phone number [e-mail](#)

If you have questions about the construction phase please contact the Construction Management and Inspection Project Manager or the City of Houston Project Manager listed above. If the issue is not resolved to your satisfaction please contact the City of Houston Managing Engineer listed above or Joseph Myers, Senior Assistant Director, Construction Branch at (713) 837-7074 or e-mail at Joseph.Myers@houstontx.gov

FREQUENTLY ASKED QUESTIONS (FAQ)

Why are you doing this project in my neighborhood?

The Department of Public Works and Engineering has determined that the infrastructure in your neighborhood requires upgrading and improvements to meet current standards.

Where do I call to report problems?

Prior to construction on your street the contractor is required to give you written notification of the work that is to be performed. In the notification is the contractor's 24 hour emergency contact telephone number.

- *Emergency needs that require immediate response (i.e. water off, toilets not flushing): Contact Contractor's Superintendent or Project Manager*
- *Routine and Non-Emergency needs: Dial 311 - Mention to the operator the following 4 things along with your issue:*
 - *WBS Number of the project (this is on the project sign & door hanger you will receive)*
 - *That this is City of Houston CIP project*
 - *Refer the complaint to the "Engineering & Construction Division".*
 - *General concerns.*

What should residents with sprinkler systems be prepared for?

We recommend that you take pictures of the sprinkler heads in the "on" position and be sure the pictures clearly show the number and the location of the sprinklers/heads that you have in the right-of-way area near the street/curb. The construction company will make the effort to cap off your sprinklers in the right-of-way that will be torn up with the intent to keep your sprinklers working in the rest of the yard. The pictures should help resolve any questions when the construction company restores the sprinkler system. It is entirely possible your system (or at least certain zones) may stop working once work has commenced in the right-of-way as wires and lines do occasionally get cut inadvertently. Be sure to have a garden hose and traditional sprinklers ready to use during this period. If you believe that your sprinkler systems were damaged during construction please contact the project manager.

Why have various markers and protective barriers been placed in some yards around trees, etc.?

For most of the residential streets in the City of Houston, the right-of-way extends about 16 feet into yards from the back of the curb. As a result, the City of Houston and the contractors are granted full access into this right-of-way for this and any related projects. Once complete, the City is required to restore the disturbed areas to City of Houston standards. Both the City of Houston and the contractor are taking precaution to protect existing trees as best as they can. Additional right-of-way markers are in some yards, and removal of these causes added delays and expense. Please do not remove these markers or any projective precautions that have been provided in your yard.

Are they going to dig up my yard, or just my street?

If a waterline installation is required for your project, the contractor is going to use the boring process whenever possible to install the waterlines. This process requires minimal digging within the right-of-way. Once the new lines have been installed, the existing ("old") water lines will be abandoned, thereby avoiding the need to dig them up for removal. Once the new waterlines have been installed, tested, and approved by the City, the contractor will disconnect your water meter from the "old" line and reconnect to the "new". This may require additional boring for the installation of these services.

If the streets are going to be completely reconstructed, construction is usually accomplished by completing reconstruction of one side of the street, then returning to reconstruct the other side of the street. During this process, access to driveways will be maintained as best possible for personal access. On some days, you may be asked to park nearby, but this usually occurs on days that work is in front of, or blocking a given driveway at a given time. Naturally, weather will have some impacts on these occurrences. We suggest that you share your driveways with your neighbors, where possible.

At some point, will I lose my water?

If waterline replacement is a part of the project, you may lose water service periodically during the course of construction. It is the City of Houston's responsibility to notify residents 24-48 hours in advance of a scheduled shut-down for the main line connections. Typically, water is out up to 4 hours. When transferring water service to the new water lines, the process usually takes 2-3 hours.

There may be periods where service is accidentally interrupted due to inaccurate location of existing waterlines. When this occurs, it is the contractor's top priority to restore service quickly as possible and notifications will not be provided.

At some point, will I have issues parking in my driveway or garage?

Yes. As mentioned, for Paving and Storm Sewer Projects, streets will be completely reconstructed. This is typically accomplished by completely reconstructing one side of a street first, then returning to reconstruct the other side of the street. During this process, access to driveways will be maintained as best possible for personal access. On some days, you will be asked not to park in your driveway. However, you will be given ample notification of this condition through door hangers which will be distributed by the contractor. This will only occur on days that construction is being performed in front of your driveway. Naturally, rain and weather will have some impacts on the duration of these occurrences. We suggest that you share your driveways with your neighbors on the opposite side of your street, where possible. Typically, you will be restricted from your driveway for 7-10 days.

What about the new sidewalks?

All reconstructed streets typically receive new sidewalks on both sides of the street. Any street or block that currently does not have sidewalks will typically receive new sidewalks. Sidewalks will be 5-feet wide where possible. The location of the sidewalks may vary due to obstructions.

What about our trees?

The right-of-way extends about 16 feet into yards from the back of the curb into your yard. The City and the contractor will make all attempts to protect existing trees in accordance with the tree protection plan provided. These plans are developed by a certified arborist. The City Arborist will make recommendations where new trees will be planted to compensate for any removed trees. Affected residents will be informed in advance.

What about landscaping near streets, sidewalks and curbs?

While these areas are maintained by the abutting property owners, the right-of-way, extending approximately 16 feet from the back of curbs, grants the City of Houston full access and utilization as deemed necessary for the construction of the project. If you have specific landscaping within the public right-of-way that you would like to save, we suggest you relocate these special items to a projected location. Grass will be restored in yards upon completion of all construction.

What about my driveway?

For paving and drainage projects, new driveway aprons are a necessary part of this project as they are required to meet and connect existing driveways to the new streets. In addition, where sidewalks extend through these aprons, the sidewalks must meet all local and federal regulations for sidewalks. This requires the sidewalks to meet ADA (American with Disabilities) standards. As such, you can expect to have your driveway apron reconstructed with a different entry slope. It may be necessary to obtain a right-of-entry from the property owner to enter your property if this new slope exceeds the maximum allowable design standards. This right-of-entry will allow the City to connect to the existing driveway further away from the street which will lower the slope of the new driveway.

What if I have an improved or special/decorative driveway and/or walkway?

For portions of driveways (and front walkways) located in the right-of-way, the City is only required to return your driveway to City of Houston codes and standards.

What about any school buses that typically drives on the affected streets?

The City of Houston and contractor will work with the local school principals and school transportation coordinator to address the individual needs of the schools.

Will my street be at a different elevation than it is today?

Over the past 40-50 years, the topography of the area has obviously shifted. When reconstructing a street the intent of any project by the City of Houston is to minimize any street elevation change as much as possible. Some change may be required to establish the proper flow of storm-water to ensure proper drainage for years to come.

How can residents feel comforted that all restoration will occur properly?

Restoration of yards, sprinkler system, etc. will occur once all construction is complete. Additionally, the City will not approve of final payment to the contractor until the City completes their own assessment to ensure restoration is sufficient. If you have concerns, please call 311 and document those concerns so that they can be addressed at the end of the project. Do not make the repairs yourself! The contractor will make them at the appropriate time during the course of construction.

On streets under construction, what is the procedure for trash and recycling pick up?

Please put your receptacles on the non-affected side of the street.

What if I perceive that there has been damage to my property?

The Contractor is required to take pre-construction photos of all property prior to commencing work. If you perceive that damage has been done to your property, you may report the damage to the City using the 311 System or by e-mailing PWECIP@houstontx.gov. A City representative will meet with you and will compare your property to the pre-construction photos to determine if any damage has been done. If so, the City will direct the contractor to repair the damage.



CITY OF HOUSTON

Public Works and Engineering Department
Engineering & Construction Division

ReBuild Houston is working for you. The City of Houston's Public Works & Engineering (PWE) Department is constructing the following project in your area:

Project Name: _____
WBS #: _____
Dates of Construction: _____ to _____

The work will include:

- Storm Sewer Street Paving Street Lights
- Water Lines Sidewalks Street Overlay
- Sanitary Sewer Driveways

Your public utility service will:

- Be affected Not be affected

Access to your driveway will:

- Be affected Not be affected

The Contactor performing the work is:

For immediate issues with construction, please contact the contractor's personnel (available 24/7) at:

Foreman: _____ Cell: _____

Superintendent: _____ Cell: _____

Contractor: _____ Office: _____

For more information on this project, please contact the Houston Service Center by dialing 3-1-1 or (713) 827-0311; access www.houstontx.gov and click on the 3-1-1 icon or download our mobile app for Android & Apple iOS. You may also send an e-mail to PWECIP@houstontx.gov.

As in all construction work, there will be designated work areas for excavation and moving equipment. Please be advised to exercise appropriate caution when traveling in or through these areas. Also, there may be times that water and/or sewer service may temporarily be lost. Every effort will be made to inform you of planned shutdowns of service. However, emergency situations may arise which may force the immediate shutdown of service. In these instances, every effort will be made to restore your service as quickly as possible.

Driveway access will be affected as a part of this project. There will be times you may have to share a driveway with your neighbor while pavement/driveways are being replaced in front of your house. All work is to be performed within the City's right-of-way (ROW). This ROW extends 5 to 20 feet from the back of the existing curb, depending on the area.

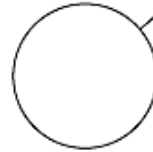
During the design of this project, an arborist was engaged to perform an assessment of the trees in the area and to develop a tree protection plan. This plan will be implemented by the contractor to ensure adequate protection of the trees during construction.

Restoration of yards, sprinkler system, etc. will occur once all construction is complete on the street. If your sprinkler system is broken by the construction, please contact 311 to report the break and PWE will ensure that the contractor makes the repair as quickly as possible.

The contractor has taken pre-construction photos of the project. If you perceive that damage has been done to your property, please report the damage via 3-1-1 and PWE will meet with you to review the damage.

REBUILDHOUSTON.org

better streets. better drainage. better future.



REBUILDHOUSTON.org

better streets. better drainage. better future.

The ReBuild Houston Initiative is the City of Houston's voter-initiated plan to rebuild drainage and street infrastructure. ReBuild Houston will improve the quality of life and mobility for residents through the reconstruction and proper maintenance of drainage and street improvements.

Annise D. Parker, Mayor

Ronald C. Green, City Controller

Council Members

Helena Brown

Jerry Davis

Ellen Cohen

Wanda Adams

Dave Martin

Al Hoang

Oliver Pennington

Ed Gonzalez

James Rodriguez

Mike Laster

Larry Green

Stephen C. Costello

Andrew C. Burkes, Jr.

Melissa Noriega

C.O. "Brad" Bradford

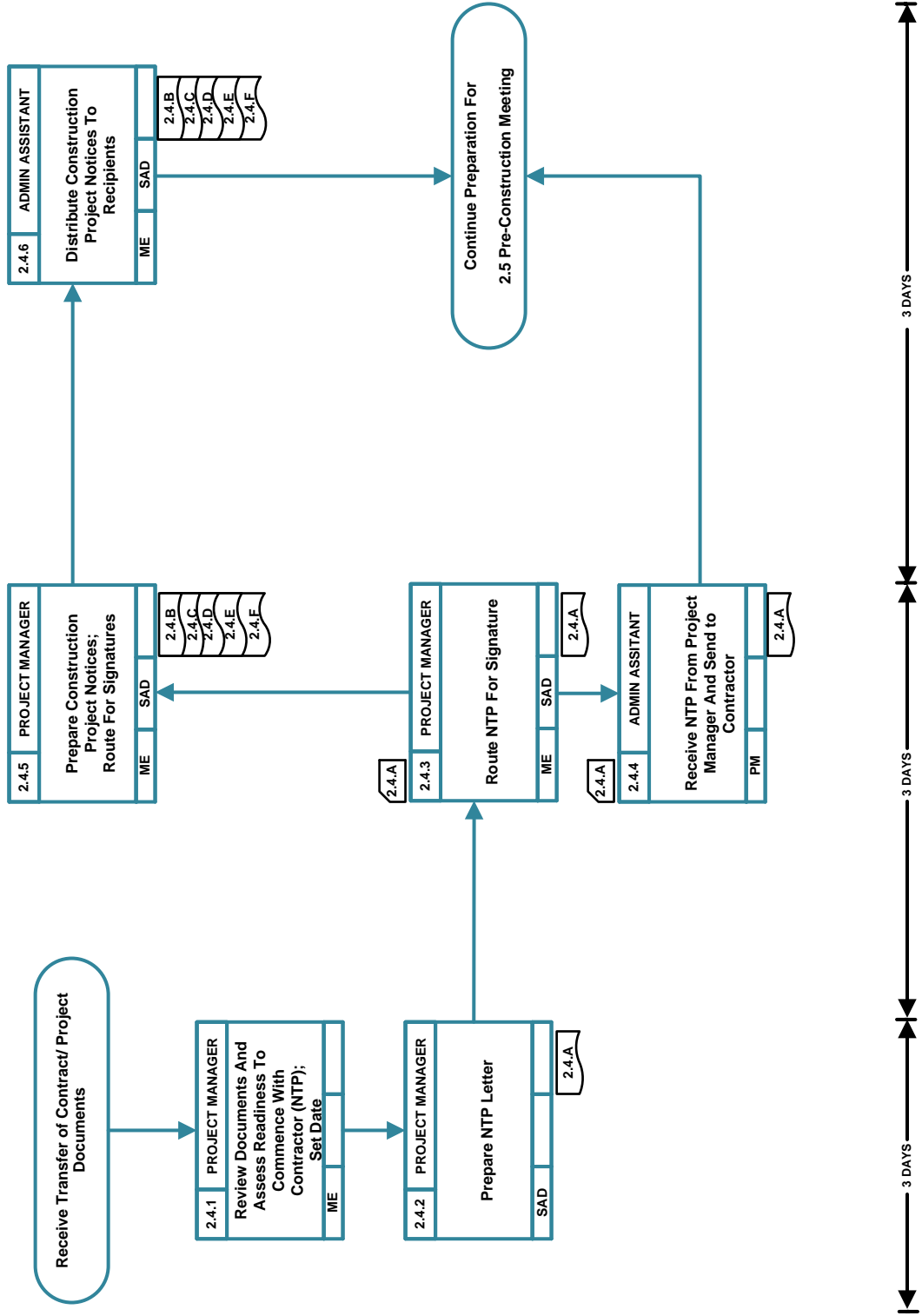
Jack Christie



REBUILD HOUSTON



PROCESS 2.4 – ISSUE NOTICE TO PROCEED (NTP)



PROCEDURES

PROCESS 2.4 ISSUE NOTICE TO PROCEED (NTP)

Purpose: Initiate work progress and Contract time, with notice of start to all stakeholders

- 2.4.1 After receiving the project documents from the Engineering branch, Project manager will review and assess for readiness to commence with Contractor. Discuss and agree a date to start the mobilization and construction activities.
- 2.4.2 Project manager shall prepare a Notice To Proceed letter, in reference to the date that was agreed between the City and Contractor.
- 2.4.3 Project Manager should route the letter for signatures.
- 2.4.4 Project Manager forwards the letter to the Admin Assistant to forward it to the contractor.
- 2.4.5 Project Manager simultaneously prepares construction project notices, and routes them for signatures.
- 2.4.6 Admin Assistant distributes the construction Project Notices to the recipients.

The following documents will be prepared and disseminated to as called for:

- Notice to Proceed Letter
- Work Authorization Notification (if necessary)
- Pre-Construction Meeting Memo to Council Member(s)
- Rebuild Houston- Ground Breaking, if M or N project
- Citizen Net Rebuild Houston, if M or N project.
- Letter to Utility Companies

Note: The Notice to Proceed shall be issued to the Contractor within 45 days after the Construction Branch receives the Contract from the Engineering Branch.



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>> Key Map No <<Key Map #>>
Notice to Proceed

Dear <<Contact Name>>

The City of Houston hereby notifies <<Contractor Name>> that the Date of Commencement of the Work Notice to Proceed is <<Date>>. On this date <<Contractor Name>> is to start performing obligations under the Contract Documents in accordance with Article 2 of the Agreement. The Contract time is <<Number>> days.

A pre-construction conference will be held in the offices of the City of Houston, Department of Public Works and Engineering, 611 Walker, Houston, Texas 77002, 17TH Floor Conference Room No <<Pre-Con Room #>> at <<Pre-Con Time>> on <<Pre-Con Date>>. Please come prepared to present documentation of any possible conflicts, errors, ambiguities, or discrepancies² that you have discovered in the Contract.

Sincerely,

<<Senior Assistant Director>>
Senior Assistant Director
Construction Branch
Engineering & Construction Division

<<SAD:XX xx>>



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Council Member Last Name>>
District <<Letter>>

From: <<NAME>>
Senior Assistant Director
Construction Branch

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<XXXX-XXXXX-X>>
Outline Agreement No. <<Contract #>>
Key Map Number <<Key Map #>>
Work Authorization No <<WA #>>

Please be advised that Work Authorization No <<WA #>> has been issued to Construct << Project Name>> on the <<Location>>.

This Project is located in your District.

Attached is a layout plan for the Work Authorization No <<WA #>>. Construction has been scheduled to commence on <<Day>>, <<Date>> and is anticipated to end by <<Substantial Completion Date>>. The Project contractor is <<Contractor Name>>.

Your staff may coordinate their concerns with Mr. <<Managing Engineer>>, Managing Engineer Construction Branch at << Managing Engineer Phone #>>.

<<Sr. Assistant Director>>

SAD, ME, PM, xxx

Attachment: Construction plan layout for the subject Work Authorization <<WA #>>



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: Council Member<<Last Name>>
District <<Letter>>

From: Sr Assistant Director
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<WBS #>>
Outline Agreement No <<Contract #>>
Pre-Construction Conference

Please be advised the Pre-Construction Conference for the subject project will be conducted at <<Pro-Con Time>>, on <<Pro-Con Date>> in the 17th Floor Conference Room No <<Conf Room #>> at 611 Walker, Department of Public Works and Engineering, Houston, Texas 77002.

This project is located in your District and you and/or members of your staff are invited to attend.

You can download construction plans for the subject project by searching the project name or WBS Number at the following website: <http://bidsets.publicworks.houstontx.gov/index.php/opened-bid-sets>. Click on the desired plan set to download it to your computer. These plans are for your use particularly for any construction inquiries that you may receive from constituents. Construction has been scheduled to commence on <<Date>> and end by <<Date>>. The project contractor is <<Contractor Name>>.

We also recognize that the construction of this infrastructure may impact residents in your district. The Construction Branch would offer to make a presentation with regard to the project and answer project related questions at an appropriate meeting or forum of your choosing, such as with a Civic Club or Home Owner Association representative in the affected areas. If our participation in such a meeting is desired, please have your staff contact me at <<Phone Number>>.

Should you have any questions or comments concerning this Pre-Construction Conference, your staff may coordinate their concerns with <<Managing Engineer Name>> Managing Engineer, Construction Branch at <<Managing Engineer Phone #>>.

<<Sr Assistant Director Name>>

SAD.ME.xxx



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: Council Member<<Last Name>>
District <<Letter>>

From: Deputy Director
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<WBS #>>
Ground Breaking Opportunity

The Department of Public Works and Engineering will soon proceed with construction of <<Project Name>>.

The Department has identified this proposed groundbreaking opportunity for your use in case you decide to pursue this celebratory milestone.

If your office would like to pursue this opportunity, please coordinate with <<Director Name>>, Mayor's Office of Special Events.

<<Deputy Director ECD Name>>

DD.SAD.ME

ReBuild Houston Project Notification

PROJECT NAME (WBS NO. M OR N-XXXX XXXX XX)

ReBuild Houston is the voter approved, pay-as-you go business strategy for reconstructing and maintaining our drainage and street system. This means we will get twice as much product for our dollars. To learn more about ReBuild Houston, please visit our website at <http://www.rebuildhouston.org/>.

This project consist of the construction of a 10 Ft x 10 Ft pre-cast storm sewer trunk and storm sewer relief outfall starting at Buffalo Bayou and within the street rights-of-way of Gillette Street from Allen Parkway to W. Dallas. The project continues on W. Dallas from Gillette Street to Genesee Street and ends on Genesee just past W. Dallas. The project also includes full width pavement reconstruction, water line and sanitary sewer replacement, standard 5-ft wide sidewalks, and an outfall structure at Buffalo Bayou. The total construction contract amount was \$8,948,584.44

The contractor for this project is **Construction Co.** and work began on **DATE**. This project will be completed on **DATE**.

Should you have questions about this project, please call (832) 395-2090 or email pwecip@houstontx.gov.



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832 395-2500
F. 832-395-2480
www.houstrntx.gov

<<Date>>

AT&T Texas

6500 West Loop South, Zone 1.3
Houston, Texas 77401

Attn: <<ATT Contact>>

<<ATT Phone #>>

<<ATT Fax #>>

<<Contact Email Address>>

CenterPoint Energy / Gas

1111 Louisiana, 22nd Floor, Gas Engineering
Houston, Texas 77002

Attn: <<CenterPoint Energy Contact>>

<<CenterPoint Phone #>>

<<CenterPoint Fax #>>

<<Contact Email Address>>

Comcast

7033 Airport Blvd.
Houston, Texas 77061

Attn: <<Comcast Contact>>

<<Comcast Phone #>>

<<Comcast Fax #>>

<<Contact Email Address>>

CenterPoint Energy / Electric

1111 Louisiana – 943A
Houston, Texas 77002

Attn: <<CenterPoint Energy Contact>>

<<CenterPoint Phone #>>

<<CenterPoint Fax #>>

<<Contact Email Address>>

CenterPoint Energy, Street Lighting

4700 S. Shaver, Bldg. I
Houston, Texas 77034

Attn: << CenterPoint Energy Contact>>

<< CenterPoint Energy Phone #>>

<< CenterPoint Energy Fax #>>

<<Contact Email Address>>

CenterPoint Energy / Gas

1111 Louisiana, 22nd Fl., Gas Engineering
Houston, Texas 77002

Attn: <<CenterPoint Energy Contact>>

<<CenterPoint Phone #>>

<<CenterPoint Fax #>>

<<Contact Email Address>>

Re: **(Project Name)**

WBS No. (Number); Outline Agreement No. (Number)

PRE-CONSTRUCTION CONFERENCE

Ladies & Gentlemen:

A contract on the above project has been awarded to (Contractor's Name). A work order has been issued with an effective date of <<Date>>. Copies of preliminary and final plans have been submitted to you for a review of the proposed construction. In the event you have facilities which are in conflict with the proposed construction, it is necessary that you adjust the facilities immediately so as not to delay work on the project. If additional copies of the plans for the proposed construction are needed, please contact this office.

Pre-Construction Conference
Page 2
Date

If a relocation or rearrangement of your facilities is necessitated by this project, please return a copy of this letter to this office indicating the date work was or will be completed.

A Pre-Construction Conference for the subject project is scheduled for <<Time>>, <<Date>>. The conference will be held on the 17th Floor Conference Room No. <<Number>>, 611 Walker, Houston, Texas 77002.

Sincerely,

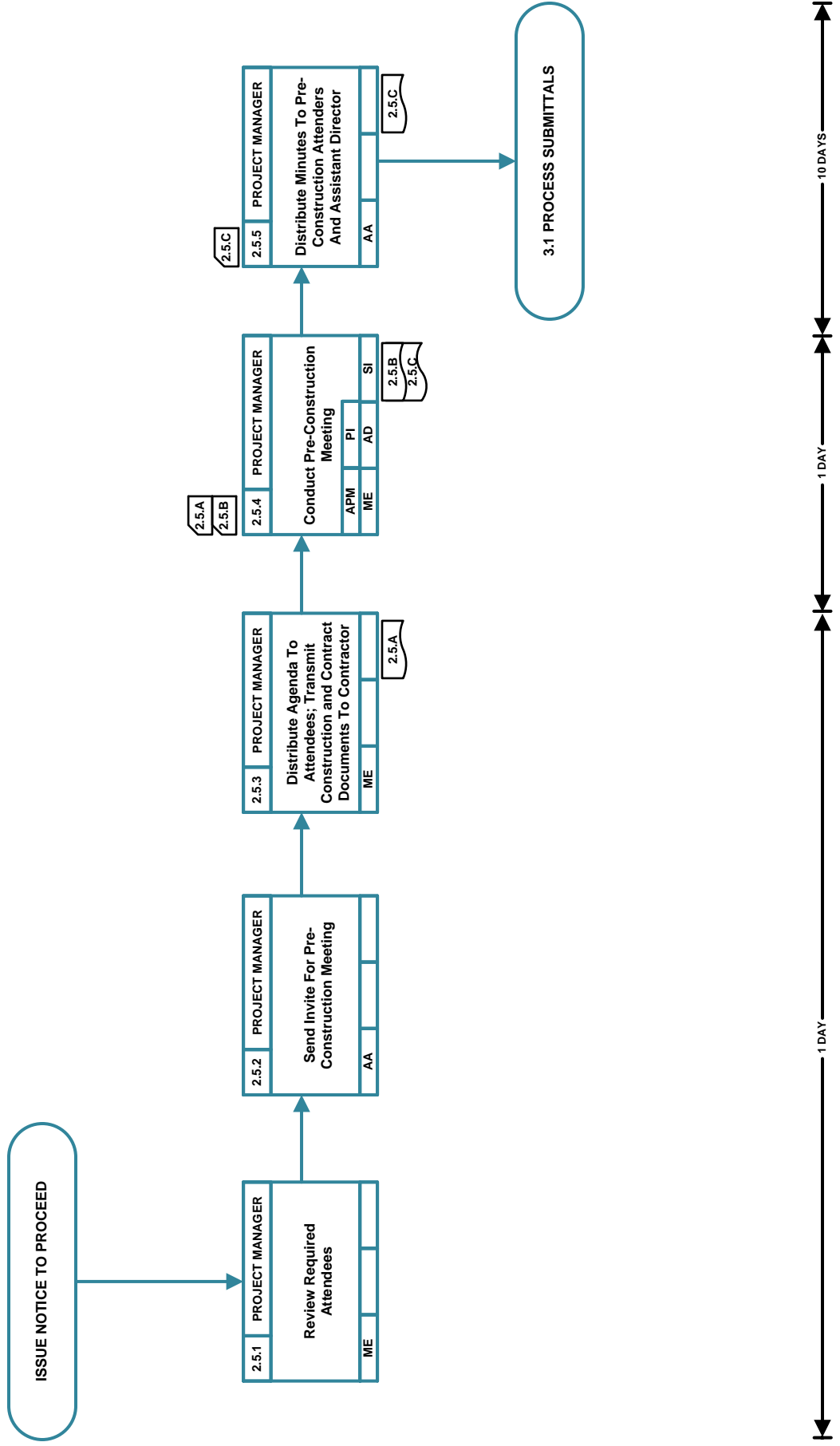
(Sr. Assistant Director's Name)
Sr. Assistant Director
Construction Branch
Engineering and Construction Division

XXX:XXX:xxx

Cc: Construction Project Manager
Administrative Manager COH
Utility Coordinator Project
File (WBS No./Code)



PROCESS 2.5 – PRE-CONSTRUCTION MEETING



PROCEDURES

PROCESS 2.5 PRE-CONSTRUCTION MEETING

Purpose: Initiate the start of construction and meet all team members

- 2.5.1 Contract Documents should be transmitted to Contractor no later than the Pre-Construction Conference.
- 2.5.2 The following documents should be transmitted to the Contractor no later than Pre-Construction Conference:
 - Original Contract
 - Drawing sets (5 minimum)
 - City of Houston sign stickers for Construction Project Sign
 - Any Permits and SWPPP's transmitted from Design
- 2.5.3 Project Manager should distribute Pre-Construction Agenda.
- 2.5.4 The Project Manager should utilize the PM Pre-Construction Notes to help conduct the meeting. Ensure all in attendance sign the Sign in Sheet.
- 2.5.5 Meeting minutes should be distributed within ten days after the Pre-Construction Meeting.

PRE-CONSTRUCTION AGENDA
<<DATE>> , <<TIME>>
611 Walker, 17th Floor, <<Room No.>>

Project Name: _____
WBS No.: _____
Council District: _____
Key Map Nos.: _____

1. Opening – Project Name and General Project Scope

This meeting is the Pre-Construction Meeting for the _____
WBS No. _____. Congratulations to [CONTRACTOR'S NAME]
receiving award of the contract. (Present contractor original contract) The project
provides for the construction of _____.

2. Parties to the Contract and Correspondence

This Contract is between the City of Houston and CONTRACTOR'S COMPANY
NAME. The total contract price is \$X,XXX,XXX.XX.

- All correspondence from the City to the Contractor shall be addressed to:

Contact Information: CONTRACTOR'S CONTACT
CONTRACTOR'S COMPANY NAME
COMPANY ADDRESS
CITY, STATE ZIP CODE

- All correspondence from the Contractor to the City shall be addressed to:

_____, Managing Engineer
Attn: _____, Project Manager
City of Houston
Engineering & Construction Division, Construction Branch
611 Walker Street, 17th Floor
Houston, Texas 77002

3. Notice to Proceed and Contract Time

You have XXX calendar days to complete the project. Your Notice to Proceed indicates
that you are to begin work on DAY, DATE and your completion date thereby is DAY,
DATE. The Contractor must notify the Construction Section seventy-two (72) hours in
advance of start of construction.

4. Office of Business Opportunity

For answers to any affirmative action questions, the Contractor can call the Office of Business Opportunity, 832-393-0600. Please submit a copy of the M/WBE Monthly Utilization Report to the City of Houston Office of Business Opportunity with a copy to the Construction Branch. (MBE ____%, WBE ____% Goal)

5. Play or Pay Program (POP)

The program requires the contractors to offer certain employees a minimal health benefits or contribute to a fund to be used to offset the cost of providing health care to uninsured people in Houston/Harris County. (Doc. 00630)

A. The Contractors that opt to Play

Provide periodic reports to the contract administrator showing proof of coverage. Reporting schedule will be determined by administering department based on the length of contract.

B. The Contractors that opt to Pay

Provide monthly reports to Small Business Development detailing name of employees, hours worked, exemptions (if any) and amount owed. (Form POP-5). Forms will be sent electronically.

6. Document 01110 (Information to be supplied from Document 01110)

A. Detailed Project Scope

- Coordination with Others
- Tree and Plant Protection and Removal
- Geotechnical /ESA Issues

B. Cash Allowances

C. Work Sequences

D. Street Cut Ordinance

All work shall conform to Specification Section 02951. Excavations on or under pavement in the City's right-of-way must have a permit. The Contractor shall refer to Section 4 of Ordinance 2000-1115 for more information. Permit applications shall be filed at the Houston Permitting Center at 1002 Washington Street. A traffic control plan shall be submitted with any Permit application for all proposed work that is to be conducted on a roadway appearing on the City's Major Thoroughfare and Freeway Plan or is otherwise identified by City's Traffic Engineer as having substantial traffic. Fourteen (14) days are allowed for completion of the work, including replacement of pavement and clean-up unless an extension is authorized as provided in the Permit. Any existing traffic markings that are removed must be replaced with the same product or current City standard. Steel plating may be utilized for a period not to exceed four (4) days unless specified in the Permit. A copy of the Permit together

with a sign (not less than 36" x 36" with min. 2" black letters on a white high intensity reflective background) shall be posted at each street entrance to the Excavation area.

7. Testing Lab and Scheduling of Testing Inspection

The Contractor is responsible for the scheduling of inspection and testing activities including cores to be taken. Any re-testing is at the expense of the Contractor. The testing lab is TESTING LAB NAME. The contact person is TESTING LAB CONTACT at TESTING LAB PHONE.

8. Citizen Notification

Two weeks prior to starting construction, the Contractor shall provide all residents and business owners, that will be affected by the proposed work, the name and telephone number of the Contractor and the Construction Foreman on the project. These individuals should be reachable 24 hours a day.

9. Field Office

The Contractor must submit a written contract for field office and staging area locations from property owner. As part of the submittal process, a copy of this contract must be submitted to our office. The contractor must obtain written permission from the Parks & Recreation Department before mobilizing on City Esplanades and medians.

10. Project Sign

The Contractor shall provide the proper sign in accordance with the drawings and specifications. It shall be erected in a location approved by the City.

11. Schedule

Careful scheduling of this project is essential. Milestone dates for the major sections of work should be provided, and every effort made to meet those goals. The Construction activities in the schedule shall be according to all the works indicated in the Schedule of Values. Update the schedule monthly and submit it to the Project Manager to be included with the monthly estimate.

12. Liquidated Damages

The amount of this contract is \$ _____. In accordance with the Contract Documents, the Liquidated Damages will be \$ _____ for each and every calendar day the work remains incomplete beyond the expiration date of the Contract Time.

13. Submittal(s) and Project Start Check List

These submittals must be received and approved before 50% of mobilization can be paid per Section 01502 - Mobilization.

- A. Safety Program (Doc. 00700, Par. 10.1.1)
- B. Site Utilization Plan (Sec. 01145)

- C. Schedule of Values (Sec. 01292)
- D. Pre-Construction Photographs (Sec. 01321)
- E. Construction Schedule (Sec. 01325)
- F. Submittal Schedule (Sec. 01330)
- G. Site specific Storm Water Pollution Prevention Plan (SWPPP) (Sec. 01570) and Notice of Intent (NOI) along with storm water application fee (Sec. 01410)
- H. Contractor's Quality Control Plan (Sec. 01450)
- I. Establishment of a Field Office for Project Manager meeting requirements of Sec. 01520 – Temporary Field Office when required by the contract.
- J. Traffic Control Plan (Sec. 01555)
- K. Plan for Control of Ground and Surface Water (Sec. 01578)
- L. Project Signs Submittal (Sec. 01580)
- M. Trench Safety Program (Sec. 02260)
- N. Dewatering Plan, when required

14. Progress Payments

The monthly estimate cut-off date for the project is _____ (Doc. 00520, Article 4.2). The Contractor is required to provide a Certificate of Payment to Subcontractors and Suppliers (Document 00642) on a monthly basis. Other documents to be included in the monthly estimate include an updated project schedule and M/WBE utilization schedule. The City's Project Manager should receive these 5 days prior to cut off date. City Project Managers will also be including in the monthly estimate a copy of M/WBE monthly utilization summary from B2GNOW to track utilization to date. Failure to provide these documents may result in delays in processing pay estimates.

15. Change Order

All design changes in the field is accomplished by a Request for Information (RFI), initiated by the Contractor. If the RFI results in a Request for Proposal (RFP), the Proposal will be filled out in accordance with the instructions on the RFP. Upon approval of the Proposal, a formal Change Order will be prepared by the City for the Contractor's signature and approval. The City will amend the contract accordingly.

16. Final Payment

The Contractor is advised that upon completion of the project, he will be asked to sign the final estimate indicating that all the quantities and amounts withheld are correct and he agrees with the estimate. His failure to take exception prior to signature shall not entitle him to further payment after he signs such estimate.

17. Utility Coordinating:

The Contractor is advised of the Utility Coordinating Committee one call number, 811 or (713) 223-4567, which he must call 48 hours in advance, if required. Transmittal numbers are to be indicated on the first daily inspection report.

18. Traffic Control

One lane in each direction shall be maintained during working hours unless otherwise directed by the contract. When traffic must be diverted into a single lane, flagmen shall

be utilized. During non-working hours or times when flagmen are not available, traffic must be able to flow in both directions, unless otherwise authorized by the City Engineer. Traffic flow shall not be obstructed from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m. on designated major arterials or as designated by the City Engineer. Local driveways to residential and commercial properties shall be accessible at all times. Vehicular parking shall not interfere with public traffic and parking, access by emergency vehicles, and City's operations. Contractor must obtain prior approval from the City for weekends and after hour work. Traffic Control and "Flagmen" are Lump Sum pay items. These will be paid as per approved "Schedule of Values". The Contractor shall notify the City Engineer one week prior to implementing the next approved traffic control phase.

19. Cleaning

The Contractor shall perform daily clean-up of all dirt, debris, and any other disposable items resulting from Contractor's operations as specified. All streets, access streets, driveways, and walkways shall be kept clean and open at all times, unless otherwise authorized. A written notice of non-compliance may be issued by the City Engineer if Contractor fails to perform daily clean-up. Contractor may also be charged for the cost of clean-up by others for failure to correct any non-compliance notice within 24 hours.

All vegetation, rubble, broken concrete, excess dirt, debris and spoilage shall not be disposed of in any storm drainage conveyance system on or off the job site. The Contractor shall dispose of all undesirable materials off-site and in a lawful manner. If excess soil is deposited on private property, the Contractor must secure written permission to do so. Written permission must include a description of the property on which the soil is deposited and a copy furnished to the City. The property must be outside the flood plain zone.

20. Record Documents, Specifications, Drawings

The Contractor shall keep "As-Built Drawings" in accordance with Document 01720, Project Record Documents. These documents are to be reviewed and discussed at every Monthly Progress Meeting

21. Payments and Completion (Article 9, Document 00700)

The contractor is hereby reminded that per Article 9 of the General Conditions (Document 00700) and the 00410 Document, the Total Bid Price was calculated by bidder, using the unit price items included in base unit price table. Further, the bidder has signed the Bid Form therefore offering to enter into a Contract to perform the Work for the Total Bid Price shown on the signature page of the 00410 Document.

22. Changes in the Work

In accordance with the contract, the City requires the Contractor to notify the City if there are any conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract and the City has been given the opportunity to provide a written resolution to the Contractor.

In the event a there is a change in the work, the Contractor will be required to follow the guidance of the Document 00700, General Conditions Article 7 – Changes in the Work

23. Resolution of Known Issues

The Contractor is hereby recommended to request a written resolution for any known conflicts, errors, ambiguities, or discrepancies at the time of this meeting.

24. Escalation

There is a process or steps all parties should follow to resolve a claim or dispute that arises during the construction of projects being managed by the City of Houston, Department of Public Works, Engineering and Construction Division, Construction Branch. There is always a beginning and end to everything we do. A contractor, City personnel or consultant need to be aware of the "next step" so they do not assume that the answer given is the final answer. Ultimately there is a final answer. However the Construction Branch doesn't always have the authority to give the final answer. There are steps any party can take to resolve an issue. The steps are as follows:

- Inspector
- Senior Inspector
- Project Manager (Construction Manager)
- Managing Engineer
- City Engineer – Engineer's Decision

25. Project Contact Information

Contact information for all parties at this meeting and involved with the project will be sent with the minutes of this meeting. If you have not already signed in, please sign in.

26. Questions?

**SIGN - IN SHEET
PRE-CONSTRUCTION MEETING
PROJECT NAME
PROJECT NUMBER
DATE, TIME, LOCATION**

NAME (PRINT)	AFFILIATION	PHONE NUMBER	MOBILE NUMBER	E-MAIL	SIGNATURE

PRE-CONSTRUCTION MINUTES
<<DATE>>, <<TIME>>
611 Walker, 17th Floor, <<Room No.>>

Project Name: _____
WBS No.: _____
Council District: _____
Key Map Nos.: _____

1. Opening – Project Name and General Project Scope

2. Parties to the Contract and Correspondence

This Contract is between the City of Houston and CONTRACTOR'S COMPANY NAME. The total contract price is \$X,XXX,XXX.XX.

- All correspondence from the City to the Contractor shall be addressed to:

Contact Information: CONTRACTOR'S CONTACT
CONTRACTOR'S COMPANY NAME
COMPANY ADDRESS
CITY, STATE ZIP CODE

- All correspondence from the Contractor to the City shall be addressed to:

_____, Managing Engineer
Attn: _____, Project Manager
City of Houston
Engineering & Construction Division, Construction Branch
611 Walker Street, 17th Floor
Houston, Texas 77002

3. Notice to Proceed and Contract Time

4. Office of Business Opportunity

5. Play or Pay Program (POP)

6. Document 01110 (Information to be supplied from Document 01110)

A. Detailed Project Scope

- Coordination with Others
- Tree and Plant Protection and Removal
- Geotechnical /ESA Issues

B. Cash Allowances

C. Work Sequences

D. Street Cut Ordinance

7. Testing Lab and Scheduling of Testing Inspection

8. Citizen Notification

9. Field Office

10. Project Sign

11. Schedule

12. Liquidated Damages

13. Submittal(s) and Project Start Check List

14. Progress Payments

15. Change Order

16. Final Payment

17. Utility Coordinating:

18. Traffic Control

19. Cleaning

20. Record Documents, Specifications, Drawings

21. Payments and Completion (Article 9, Document 00700)

22. Contractor Representations (Article 5, Document 00520)

23. Changes in the Work

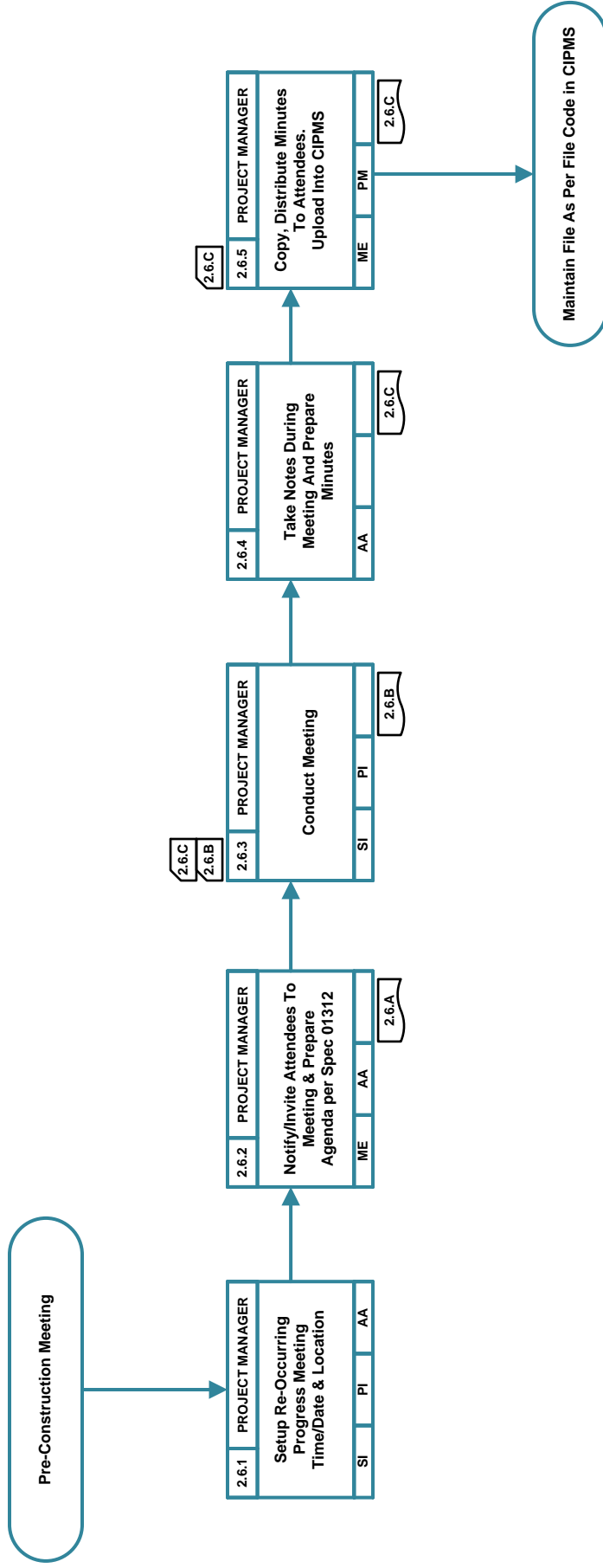
24. Resolution of Known Issues

25. Project Contact Information

26. Questions?



PROCESS 2.6 – PROGRESS MEETING



1 DAY

5 DAYS

PROCEDURES

PROCESS 2.6 PROGRESS MEETING

Purpose: To ensure team communication throughout the project

- 2.6.1 Project Manager will set up re-occurring progress meeting with a consistent time/date and location
- 2.6.2 Project Manager invites attendees to the Meeting and prepares Meeting Agenda.
- 2.6.3 Progress meeting starts with a review of previous meeting minutes to discuss any clarifications.
- 2.6.4 Project Manager prepares the meeting minutes for the progress meeting. Construction Manager prepares minutes for CM&I projects. Construction Manager to review meeting minutes with City PM to ensure completeness, if applicable.
- 2.6.5 Project Manager will distribute meeting minutes to attendees and uploads them into CIPMS, if no comments are made on the minutes.



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<http://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Monthly Progress Meeting Notice

Dear <<Contact Name>>

The purpose of this letter is to notify <<Contractor Name>> of the date and location of the next monthly progress meeting. All interested parties will be notified of the meeting.

The monthly progress meeting will be held at <<Monthly Progress Meeting Date>> at <<Monthly Progress Meeting Time>>. The meeting location will be at <<Monthly Meeting Location>>.

If you have any questions regarding this matter, please contact me at <<Project Manager Phone #>>.

Sincerely,

<<Project Manager Name>>
Project Manager
Construction Branch
Engineering & Construction Division

<<PM, ME:XX xx>>

**SIGN – IN SHEET
MONTHLY PROGRESS MEETING
PROJECT NAME
PROJECT NUMBER
DATE, TIME, LOCATION**

NAME (PRINT)	AFFILIATION	PHONE NUMBER	MOBILE NUMBER	E-MAIL	SIGNATURE

PROGRESS MEETING

<<Project Name>>
<<Date>> at <<Time>>

Location:

Construction Mgr.:

Project Inspector:

EOR:

Project: <<Name>>

WBS No.:

Owner: City of Houston

Contract No.:

Ordinance No.:

General Contractor:

File No.:

Council District:

Key Map:

Project Payment Data as of <<Start of Month Date>>

Time Use Data as of <<Start of Month Date>>

Award Date:

Notice to Proceed:

Original Completion Date:

Adjusted Completion Date:

Original Contract Amount:

Change Orders to Date:

Adjusted Contract Amount

Change Orders this Period:

Total Earned to Date:

Percent in-place Complete:

Orig. Contract Time:

Calendar Days

Approved Extension:

Calendar Days

Total Contract Time:

Calendar Days

Days Used to Date:

Calendar Days

Days Remaining:

Calendar Days

Percent Complete by Time:

Insurance Expiration Date:

Drug Compliance Due Date:

MIWBE Participation (Goal):

M/WBE Payments to Date:

Item 1: Review Project's Progress

Item 2: Report by Inspector on Field Observations, Problems, and Decisions

Item 3: Report by Contractor on Problems which may impede Planned Progress

Item 4: Laboratory Tests

Item 5: Review of Submittal Schedule and Status of Submittals

Item 6: Review of Potential or Actual Claims

Item 7: Review of RFI, RFP, Contractor's Proposal, and Change Order Status

Item 8: Review of Job Safety

Item 9: Review Citizen Complaints

Item 10: Drug Policy and Insurance Status

Item 11: M/WBE Compliance

Item 12: Outstanding Advisory and Non-Compliance Certificates

Item 13: Traffic Control

Item 14: Storm Water Pollution Prevention Plan (SWPPP)

Item 15: General Clean-Up

Item 16: Review Project Record Contract Drawings (to be discussed by Construction PM, Design PM, Design EOR, Sr. Inspector, Project Inspector, and contractor)

Item 17: Other Items Related to the Work

Item 18: Next Meeting

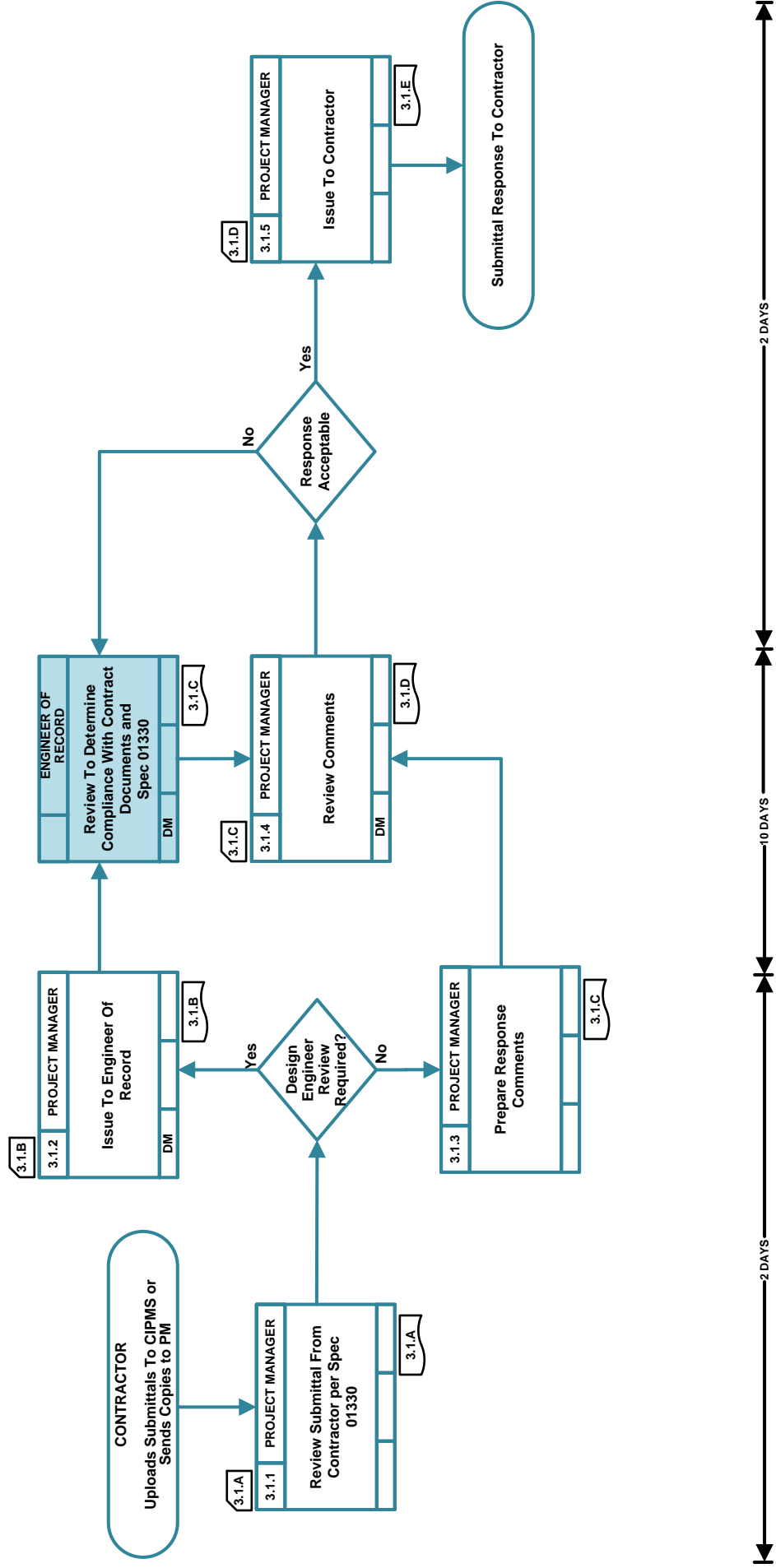
Next Meeting Date:

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CONSTRUCTION MANAGEMENT



PROCESS 3.1 – PROCESS SUBMITTALS



PROCEDURES

PROCESS 3.1 PROCESS SUBMITTALS

Purpose: To track and respond to submittals from Contractor in a timely manner

- 3.1.1 The Contractor prepares the submittal, noting any materials, products, or methods requested as a variance and submit to the Project Manager through CIPMS. Project Manager should review the Submittal to route it accordingly.
- 3.1.2 The PM routes submittals to Engineer of Record, if the submittal involves Division 2-16 they are routed to the EOR.
- 3.1.3 Project Manager prepares response comments.
- 3.1.4 Division 1 submittals usually require response by the Project Manager. If the Submittal is responded by the EOR, Project manager reviews it before issuing it to the Contractor.
- 3.1.5 If Project Manager agrees to the response of EOR, it is issued to the Contractor through CIPMS.

Note: If Submittals are not being done through CIPMS will use Exhibit 3.1.F, 3.1.G

Submittal		Print Reviewer Submittal	Print Contractor Submittal	RFI and Submittal User Guide	
3.1.A	BY CONTRACTOR:				
	*Submittal No:				
	Work Order No:				
	*Subject:				
	Spec. No.:				
	Comments:				
	Attachments:				
	Hard Copy Sent?	<input type="checkbox"/> Note: Hard copies sent in a separate cover			
	Date Submitted:				
	Submitted By:				
3.1.B	BY PROJECT MANAGER (Assigning Responder/Reviewer):				
	*Reviewer Firm:				
	*Reviewer Name:				
	Contact:				
	Reviewer cc:				
	Requested Return Date (Date to reviewer + 10 days):				
	Hard Copy Received Date:				
	<input type="button" value="Save"/> <input type="button" value="Send To Responder"/> <input type="button" value="Close"/>				
COMMUNICATIONS BETWEEN PRIMARY RESPONDER AND PM					
Version No.: 1 Communication History					
3.1.C	PRIMARY RESPONDER SECTION:		PROJECT MANAGER SECTION:		
	Disposition:		Acceptance:	<input type="radio"/> Accept <input type="radio"/> Return/Clarification	
	Comments:		Comments:		
	Attachments:	<input type="button" value="Add Attachment"/>	Date Sent:		
	Responded on:		Responded By:		
	Responded By:		<input type="button" value="Save"/> <input type="button" value="Send To Responder"/> <input type="button" value="Close"/>		
	<input type="button" value="Save"/> <input type="button" value="Send To PM"/> <input type="button" value="Close"/>				
	BY PROJECT MANAGER (Final Action):				
	Disposition:				
	Final Comments: (Email body)				
Email Recipients:	<input type="checkbox"/> Contractor (Type comma separated email addresses)				
Distribution List:					
Docs. to Contractor:	<input type="checkbox"/>				
Date Sent:					
Sent By:					
<input type="button" value="Save"/> <input type="button" value="Send Final Email"/> <input type="button" value="Close"/>					

3.1.D

3.1.A – 3.1.E	9/8/2016	Submittal (CIPMS)
---------------	----------	-------------------



CITY OF HOUSTON
Department of Public Works & Engineering
Construction Branch

Submittal to Reviewer

Project No:

Project Name:

Submittal No:

Work Auth. No:

Item Description:

Contractor:

Date Received:

Date to Reviewer:

Prepared By:

Reviewer Name:

Reviewer Firm:

REQUESTED RETURN DATE:

Circle appropriate disposition:

No Exception

Exceptions as
Noted

Rejected - Resubmit

Acknowledge
Receipt

Exceptions as Noted

COMMENTS: _____

Reviewer's Signature _____ Date: _____



CITY OF HOUSTON
Department of Public Works & Engineering
Construction Branch

Submittal to Contractor

Project No:

Project Name:

Submittal No:

Work Auth. No:

Item Description:

Contractor:

**Date Returned
To Contractor:**

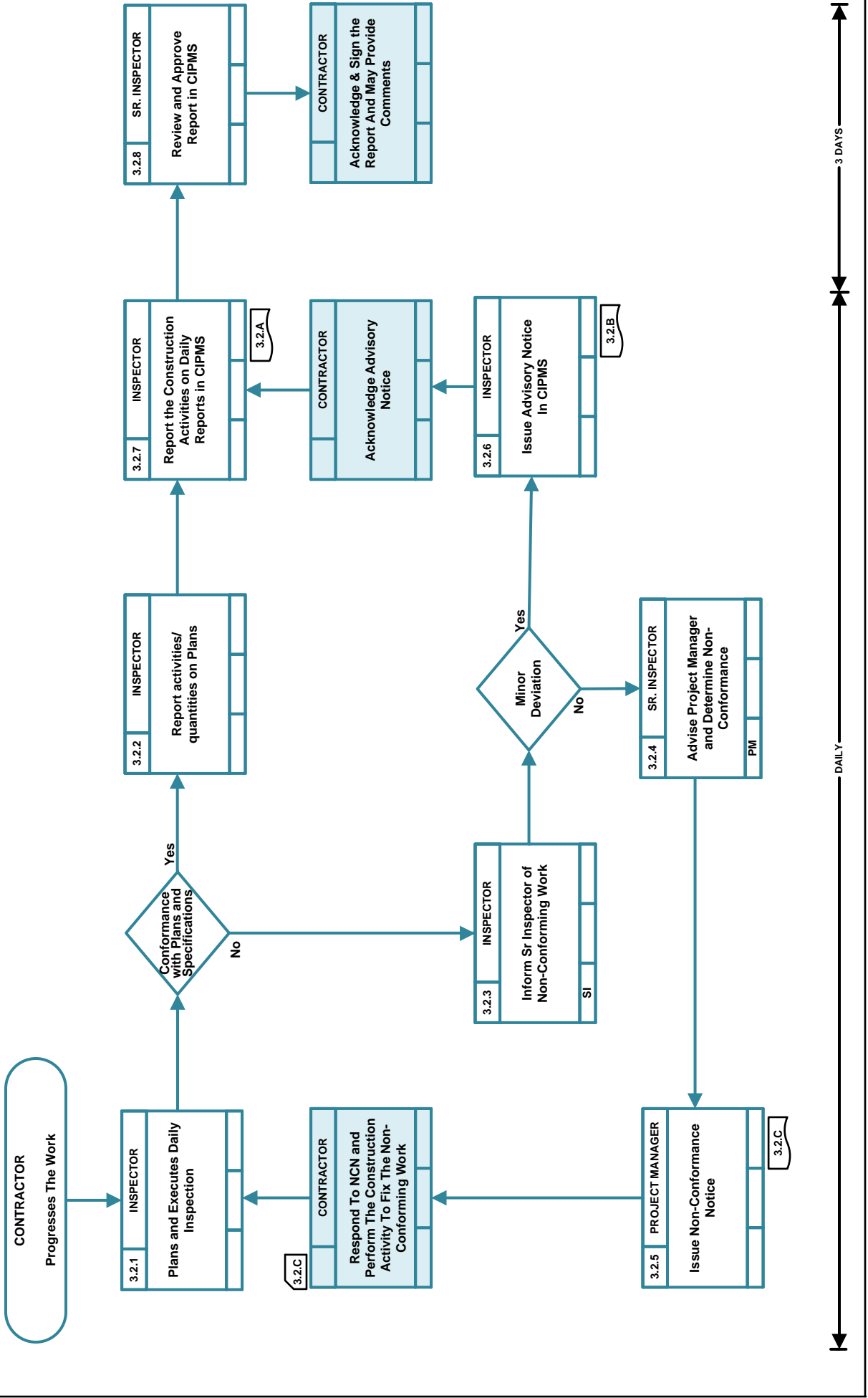
Disposition:

Comment:

Submittal review is only for the general conformance with the concept of the Project and general compliance with the information given in the Contract Documents. Any action shown is subject to the requirements of the Drawings and Specifications. Contractor is responsible for dimensions which shall be confirmed and correlated at the job site; fabrication processes and techniques of construction, coordination of his work with that of all other trades and the satisfactory performances of the work.



PROCESS 3.2 – PERFORM INSPECTION



PROCEDURES

PROCESS 3.2 PERFORM INSPECTION

Purpose: To properly inspect work in progress and provide for correction action if needed

3.2.1 Inspector- Plan and execute Inspection.

If work is in conformance with Plans and Specifications then proceed to 3.2.2.

If the work is not in conformance with plans and specifications then proceed to 3.2.3.

3.2.2 If in conformance proceed with the work and document daily construction quantities on the plans.

3.2.3 Inspector informs Senior Inspector of non-conformance activity.

3.2.4 If it is not a minor deviation of work, Senior Inspector advises City PM and collectively decides to issue a Non Conformance to the contractor.

3.2.5 Project Manager issues a Non-Conformance Notice to the Contractor. And contractor is responsible to respond the non-conformance notice and perform the construction activity to fix the non-conforming work. Inspector is required to inspect the work done by the contractor. (Exhibit 3.2.C)

3.2.6 If it is a minor deviation the inspector will issue an Advisory Notice in CIPMS.

3.2.7 Inspector reports the daily construction activities on the Daily Construction Report (DCR) within CIPMS and submits report electronically to Senior Inspector for review.

3.2.8 Senior Inspector reviews DCR for accuracy and submits report electronically to the Contractor for review and comments. Contractor signs the DCR and submits electronically in CIPMS. Project Manager reviews and submits to the Assistant Project Manager and updates database.



CITY OF HOUSTON
Department of Public Works & Engineering
Construction Branch

Daily Construction Report

Project	Training Construction Report	Work Auth. No.	N/A
Project No.	WBS-000000	Report No.	0
Contract	0	Report Date	01/00/1900
Contractor	Houston Const.,Inc.	High Temperature	00
Weather	xxxx	Low Temperature	00

Weather field- A one word description is sufficient, i.e. Sunny, Clear, Cloudy, Rain, or more if needed such as, Heavy Rain, Partly cloudy, Sunny Hot, etc.
 Temperature- Should be listed as such; Low- 55, High- 85

Daily Work Progress

Item No	Location	Description	Comments	Unit	Quantity
---------	----------	-------------	----------	------	----------

Daily Work Progress field- This field is the primary area for recording the amount of completed work performed by the contractor on that day unless it is lump sum items which could be recorded as a percentage daily or at the end of the month/Cut Off date. The Description field, Item No. field and Unit field are already loaded in the Daily Work Progress module copied from the Scheduled Unit Price Work Document 410. The Location field, the Comments field, and the Quantity field is the information the inspector makes entries into. The inspector chooses the Item no. of the completed activity and enters the following:

Location: Identify location where the item of work is actually being performed by station or sheet number from the Drawings, or by street address. (Station # to Station # 1+25 to 2+50). (Street address, 2121 Pine St.). Plant work should list specific area of work, i.e. (clarifier 1 basin A), (Mix liquor unit), (Lift Station wet well).

Comments: This is where specific information pertaining to the installation, methods or materials and any effect on quality of installation. Calculations should be shown in comments, not in location.

Quantity: Give number of units of work performed. Make sure your entries in this field are whole numbers excluding fractions. Fractions must be shown in decimal form, i.e. 1/2 = .5, 3/2 = 1.5, 1 1/2 = 1.5, 6 inches =.5 not .6 . When entering a percentage for a dollar amount and you have to round to the penny, the numbers past the decimal main run out several numbers, for example; paying contractor \$1,250.35 of a \$5,000 cash allowance would be entered as such, .25007. You can't enter the dollar amount, it has to be calculated as a percentage and entered in decimal form.

Note: The same verbiage in the Description field for each pay item should also be used in describing daily activities in the remarks field, i.e. (Item #25- 12" Water line by trenchless construction....REMARKS: -Contractor installing 12" water line by trenchless using wet bore method along Pine St.)

Labor Force/Subcontractors

Labor Force	Quantity	Hours	Work Type
-------------	----------	-------	-----------

Labor Force Field- This field is where contractor and sub-contractor's workforce is entered for the day. When the project begins and as it progresses the creator of the daily report adds the labor force classification to the Labor Force module based on the classifications provided in our Standard Specifications Wage Scale Engineering Construction Document 00820. Not all labor classifications that we use are listed, however you can use that as standard of how to list others. Once a classification is entered into the module the entry will remain in the module throughout the project.

There are four entries required in this field: Labor force, Quantity, Hours, Work type

Labor Force: Click the ADD/EDIT tab next to LABOR FORCE and scroll through the labor force list and choose the classification that worked on site that day.

Quantity- Enter estimated number of personnel for each classification.

Hours- Enter estimated number of hours worked by each classification.

Work Type- Describe what work was performed each classification.

Note: List all classifications as the General Contractor or the Subcontractor. Also list the subcontractor as MBE if applicable.

Equipment On Project

Model No	Description	Quantity	Hours In Use	Hours Std By
----------	-------------	----------	--------------	--------------

Equipment Field- This field is where contractor and sub-contractor's equipment is entered for the day. When the project begins and as it progresses the creator of the daily report adds the major equipment types to the Equipment module in CIPMS as it mobilizes to the project. Once an equipment type is entered into the module the first time the entry will remain in the module throughout the project.

There are four entries required in this field: Description, Model No. , Quantity, Hours in Use or Hours Standby.

Description- Click the ADD/EDIT tab next to EQUIPMENT and scroll through the equipment list and choose each piece of equipment that is on site for the day.

Model No. - Enter the model number for the type of equipment chosen.

Quantity- Enter the number of pieces of equipment of same type.

Hours in Use/Standby- Estimate the amount of time the equipment was in use and enter, otherwise indicate the time it was present but on standby.

Lab Activities

Lab Activities field- This field is for making entries describing the daily activity of the material testing performed on the project that day.

Example 1-

-11am- Lab tech onsite performing concrete test, mix #___ for paving restoration along Houston St. Contractor poured _x_amount of concrete today. Tech also made plant visit. Arrived at 7am- Departed 4pm

Example 2-

-8am- Lab tech onsite taking density tests on bedding and backfill for 24" open cut water line installation in open trench using bank sand for bedding and select fill for backfill.

Example 3-

-9am- Lab tech onsite taking density tests on c-sand bedding and backfill for 12" sanitary sewer installation. Samples taken back to lab for compressive strength.

Example 4-

-7am- Lab tech onsite for asphalt paving tests on Houston St. taking densities and establishing rolling pattern. Core samples taken at station # 0 + 00 and 0 + 00, etc.

Example 5-

-Lab tech arrived onsite 7am for density testing on water line installation but contractor made no progress. No testing performed. See remarks section for comments.

Note: Always list the tests that the lab performed that day. Include the type material being tested, quantity installed, frequency of test, what process it was used for. Indicate how many technicians were onsite if more than one.

Remarks

Remarks- This field is where the inspector should describe the daily activities of the contractor. Other significant information should be recorded here also, such as factors adversely affecting progress, material delays, unforeseen conditions, plan changes, poor contractor management, severe weather impacting progress or quality of work, unsatisfactory work, or indication by the contractor of his intention of filing a claim.

- The comments should read just as it was performed.
- List the work performed by the prime contractor separate from the sub-contractor.
- Note any condition or situation that could be considered substandard or that produce substandard results, especially any material or method that might not achieve the intent of the Contract Documents.
- Make note of any apparent safety hazard or substandard trench safety.
- Refrain from using ALL CAPS in your entries (that goes for all fields).
- Start each activity or process with a new sentence, as shown in examples below:

Example 1- Water Line Project

- 7am-5pm- Contractor Crew - Installing 12" c-900 waterline by open cut along Elm St. using bank sand bedding with select backfill up to grade. Crew installed 120lf today. Trench shoring in place. See sht 20 of 55.
- 10am-COH DWO onsite for disinfection on completed 12"water line for exhibit B on Pine st.
- 9am-5pm- Sub Contractor- Preparing existing pavement over new waterline for restoration. Crew saw cut exist. pavement edges, drilled and dowel, and placed #5 re steel in east bound lane sta 1+55 to 2+55 as per drawings.
- Traffic Control in place and correct.

Example 2- Safe Sidewalk Project

- Contractor- No activity
- 7:30am- 4pm- Sub Contractor- Placing sod along Elm st. address 2315, 2317, 2319, 2321, total 335sf for the day.
- Certified Flagman onsite

Example 3- Plant 1 & 2 Improvements Project

- 7:30am- Arrive at EWPP- Contractor had two crews working today.
- Crew 1 at plant 1 removing drive units to send out for rebuild in A & B basin clarifiers, sht. 21 of 55. Crew found that the rake arms for A basin clarifier that are to be painted have structural damage . Contractor stated they feel the work to repair the rake arms is outside the original scope of the contract. Contractor is submitting an RFI for clarification as to how to move forward with planned work.
- Crew 2 cleaning out sludge thickner 1 at plant 2, sht. 25 of 55. Crew used trac hoe to remove sludge first part of the day and lowered bobcat with front loader into thickner bottom to clean out remaining sludge.

Inspector

Senior Inspector

Contractor



City of Houston
Department of Public Works and Engineering
Construction Branch
ADVISORY NOTICE NO. _____

Project: _____ WBS No.: _____

Contractor: _____

Contractor Representative: _____

LOCATION: _____ Station From: _____ Station To: _____

Referenced: Dwg. No.: _____ Spec. No.: _____

Daily Report No.: _____ Date: _____

Notice Description:

Date Corrective Action Required: _____

Signed: _____ Date: _____

Inspector

Receipt Acknowledged By: _____ Date: _____

Contractor's Representative

Reply:

Signed: _____ Date: _____

Contractor's Representative

Distribution: Contractor: _____

Managing Engineer: _____

Project Manager: _____

Sr. Inspector: _____

Inspector: _____

File: _____



City of Houston
Department of Public Works and Engineering
Construction Branch
NON-COMPLIANCE NOTICE NO. _____

Project: _____ WBS No.: _____

Contractor: _____

Contractor Representative: _____

LOCATION: _____ Station From: _____ Station To: _____

Reference Dwg. No.: _____ Spec. No.: _____

Notice is hereby given that the [] test(s) and/or [] inspection indicated, as described below, is not in conformance with the Contract Documents.

Non-Compliance Description:

Date Corrective Action Required: _____

Signed: _____ Date: _____
Project Manager

Receipt Acknowledged By: _____ Date: _____
Contractor's Representative

Resolution/Corrective Action:

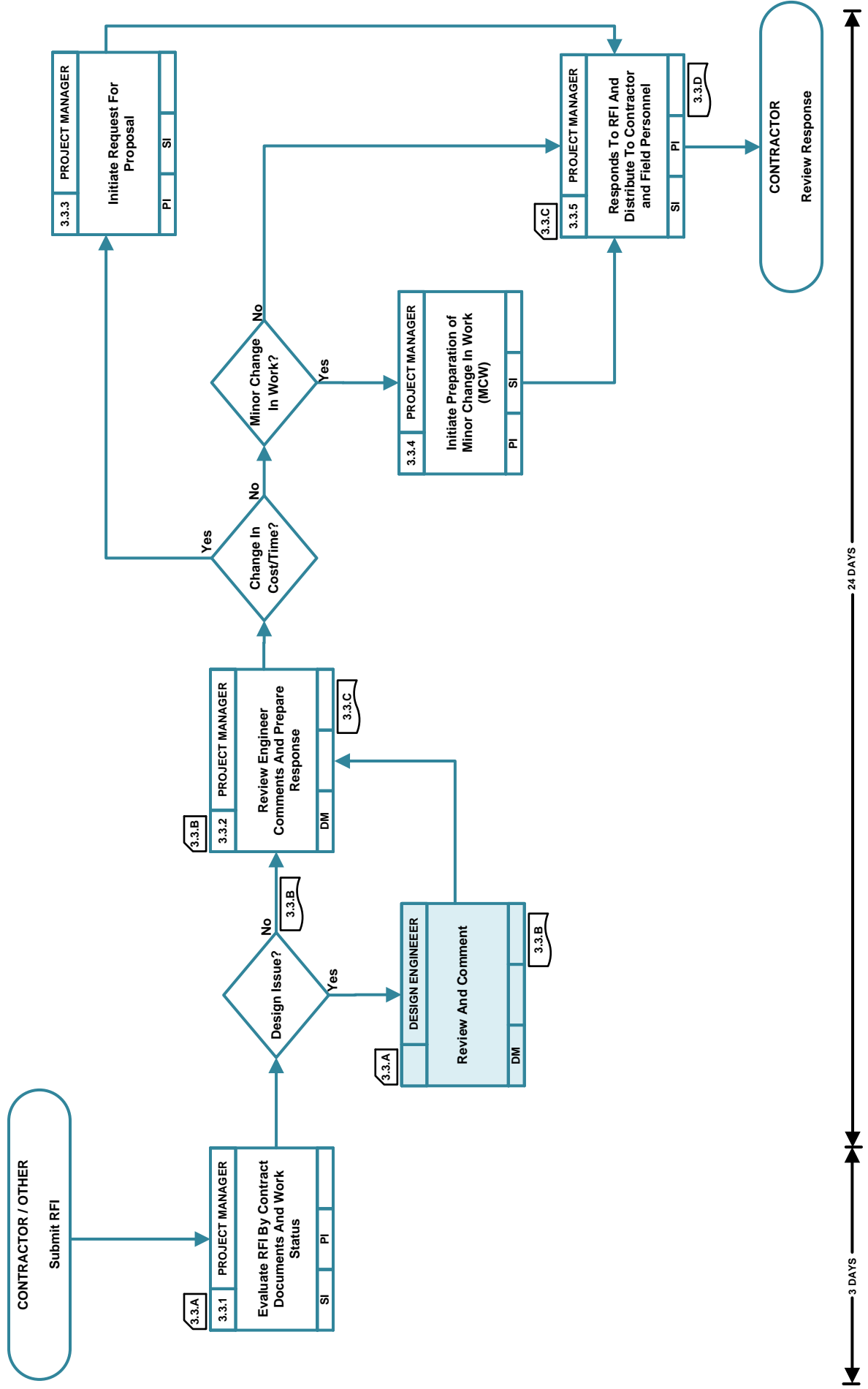
Signed: _____ Date: _____
Contractor's Representative

Accepted By: _____ Date: _____
Project Manager

Distribution: Contractor: _____
Managing Engineer: _____
Project Manager: _____
Sr. Inspector: _____
Inspector: _____
File: _____



PROCESS 3.3 – REQUESTS FOR INFORMATION (RFI)



PROCEDURES

PROCESS 3.3 REQUEST FOR INFORMATION (RFI)

Purpose: To provide the Contractor with required information to complete the Work

- 3.3.1 Project Manager reviews the RFI submitted by the Contractor and evaluates by contract documents to see if it's a design issue. If RFI is a design issue, forward it to the Design Project Manager and the EOR. If it is not a design issue Project Manager will proceed to 3.3.2. An RFI may be initiated by the City Project Manager or other.
- 3.3.2 Project Manager reviews Engineer's comments and prepares response to RFI.
- 3.3.3 If there is a change with time or cost impact, the RFI response will refer to Request For Proposal (Process 3.4)
- 3.3.4 If there is a minor work change with no cost or time impact, Project manager initiates preparation of Minor Change in Work.
- 3.3.5 If there is no work change and no cost or time of impact, the Project Manager will distribute RFI response to contractor and field inspector and update database.

Note: If not processed in CIPMS, use 00931 Request for Information (RFI) at 3.3.E.

A routine response time to an RFI is a maximum of 30 days. If the matter is urgent, potentially imposing immediate delay or work stoppage, an expedited response may be requested. Project Manager should coordinate for timeliness of each response according to the information requested, with goal of responding to each request at soonest.

Request for Information		
3.3.A	BY CONTRACTOR:	
	*RFI No:	
	*Subject:	
	Work Authorization No:	
	Specification No:	
	Drawing No:	
	Response Code (Critical):	
	Critical Response Justification:	
	Date Response Required:	
	*Information Requested:	
Date Submitted To PM:	(auto populated)	
Submitted By:		
Attachments:		
3.3.B	BY PRIMARY RESPONDER:	
	*Response:	Communication History
	Date Responded:	(auto populated)
	By:	
	Attachments:	<input type="button" value="Upload Attachments"/>
	<input type="button" value="Save"/> <input type="button" value="Save & Send To PM"/> <input type="button" value="Close"/>	
3.3.C	BY PROJECT MANAGER:	
	*Primary Responder (Firm Name):	
	*Primary Responder	Select One
	*Responder Name:	
	*Action By PM:	<input type="radio"/> Accept <input type="radio"/> Return/Clarification
	Responder Routing:	
Email Notifications (CC):	(Type comma separated email addresses)	
*Comment To PR:	<input type="button" value="Send To PR"/>	
3.3.D	CLOSING ACTION BY PROJECT MANAGER:	
	*Project Manager's Final Comment:	
	Routing:	
	Email Notifications (CC):	(Type comma separated email addresses)
	Docs. to Contractor:	
	Final Action Date:	(auto populated)
	Final Action By:	
	<input type="button" value="Save"/> <input type="button" value="Send Emails"/> <input type="button" value="Close"/>	

[Short Project Name]
WBS No. [WBS No.]

REQUEST FOR INFORMATION

Document 00931

REQUEST FOR INFORMATION

1. PROJECT No.: [WBS No.] _____
2. RFI No.: _____
3. PROJECT NAME: [Legal Project Name] _____
4. CONTRACTOR: [Contractor Name] _____
5. CONTRACT No.: _____
6. SPECIFICATION Nos.: _____
7. DRAWING Nos.: _____
8. RESPONSE CODE: CRITICAL ROUTINE
9. DATE RESPONSE REQUIRED: _____
10. INFORMATION REQUIRED:

11. _____
CONTRACTOR (Signature) TITLE DATE

12. RESPONSE:

13. _____
PROJECT MANAGER (Signature) DATE

14. If Contractor believes the response given in Item 12 requires an adjustment in Contract Price or Contract Time, Contractor shall submit a timely proposal so as not to delay Contractor's Work in accordance with General Conditions, Article 7 - Changes in the Work.

END OF DOCUMENT

00931-1
02-01-2004

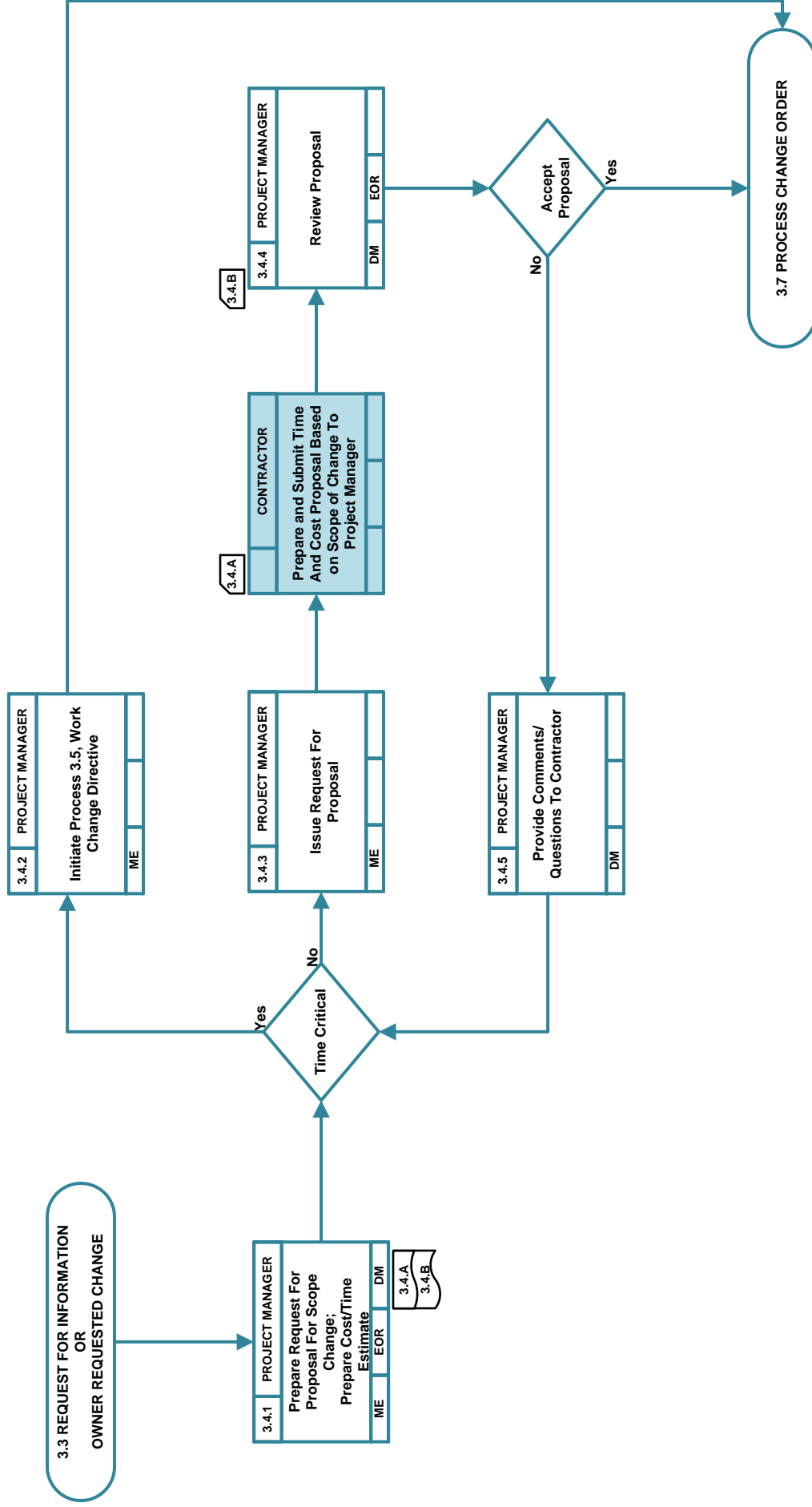
3.3.E

9/8/2016

Request For Information



PROCESS 3.4 – REQUESTS FOR PROPOSAL (RFP)



2 DAYS

10 DAYS

PROCEDURES

PROCESS 3.4 REQUEST FOR PROPOSAL (RFP)

Purpose: Gain timely input from Contractor regarding cost and/or time impacts when change to the Work is necessary or desired.

- 3.4.1 Project Manager prepares Request for Proposal (RFP) with scope of changes in accordance to 01255 and revises drawings specifications as appropriate. Project Manager prepares Independent Estimate for change or reviews and revises EOR's estimate for changed work.
- 3.4.2 If the change is time critical, then Project Manager initiates Work Change Directive.
- 3.4.3 If the change is not time critical, Project manager issues RFP to contractor. Contractor submits proposal with time and cost based on scope of changes to City Project Manager.
- 3.4.4 Project Manager reviews the proposal with input from Design Manager and EOR. If accepted Project Manager proceeds to prepare a change order. (Process 3.7)
- 3.4.5 If the Contractor's proposal is not clear, Project Manager will comment and question the estimate to agree on a reasonable cost/time proposal.

[Short Project Name]
Project No. [GFS/CIP/AIP/File No.]

REQUEST FOR PROPOSAL

Document 00932

REQUEST FOR PROPOSAL

1. PROJECT No.: [GFS/CIP/AIP/File No.] _____ 2. RFP No.: _____
3. PROJECT NAME: [Legal Project Name] _____
4. CONTRACTOR: [Contractor's Company Name] _____
5. CONTRACT No.: _____
6. REFERENCE RFIs: _____
7. Contractor is requested to furnish a price proposal for the work described below. Please complete, sign, and return the proposal at your earliest convenience. Contractor is **NOT** authorized to perform this work until receipt of a duly authorized Change Order or Work Change Directive.

ITEM NO.	DESCRIPTION

8. REQUESTED BY:

[PROJECT MANAGER or CONSTRUCTION MANAGER] (Signature) DATE

END OF DOCUMENT

00932-1
02-01-2004

COST/TIME ESTIMATE FORM

PROJECT NAME:
WBS NO.:
ITEM SCOPE:
RFP NO.:
DESCRIPTION:

COST ESTIMATE

Materials:

Item	Qty.	Unit	Unit Price	Unit Total
	1	XX	\$ -	\$ -
	1	XX	\$ -	\$ -
	1	XX	\$ -	\$ -
Subtotal				\$ -
Total Material				\$ -

Labor:

Name and/or Position	Qty.	Unit	Unit Price	Unit Total
	1	HR	\$ -	\$ -
	1	HR	\$ -	\$ -
	1	HR	\$ -	\$ -
Subtotal				\$ -
Burden 55% per Document 00700 - General Conditions				\$ -
Total Labor				\$ -

Equipment:

Item	Qty	Unit	Unit Price w/Reg. Adj.	Daily Operat. Cost (DOC)	DOC Total w/15% (operating+profit)	Equip't Total	Extension
	1	Day	\$ -	\$ -	\$ -	\$ -	\$ -
	1	Day	\$ -	\$ -	\$ -	\$ -	\$ -
	1	HR	\$ -	\$ -	\$ -	\$ -	\$ -
Total Equipment							\$ -

Other Costs:

Item	Qty.	Unit	Unit Price	Extension
				\$ -
				\$ -
Total Other Costs				\$ -

SUMMARY	TOTAL
Total Equipment, Labor, Material, Misc.	\$ -
Subcontractor's Overhead & Profit (10% to 15%)	\$ -
Prime Contractor's Overhead (10%)	\$ -
Total	\$ -

TIME ANALYSIS

REF: SCHEDULE UPDATE <<DATE>> VER<<No.>>

TIME CHANGE: _____ Days

SCHED ACTIVITIES CHANGED

(NAME): _____ (DUR): _____ (DEP): _____ (TYPE): _____

SCHED ACTIVITIES ADDED

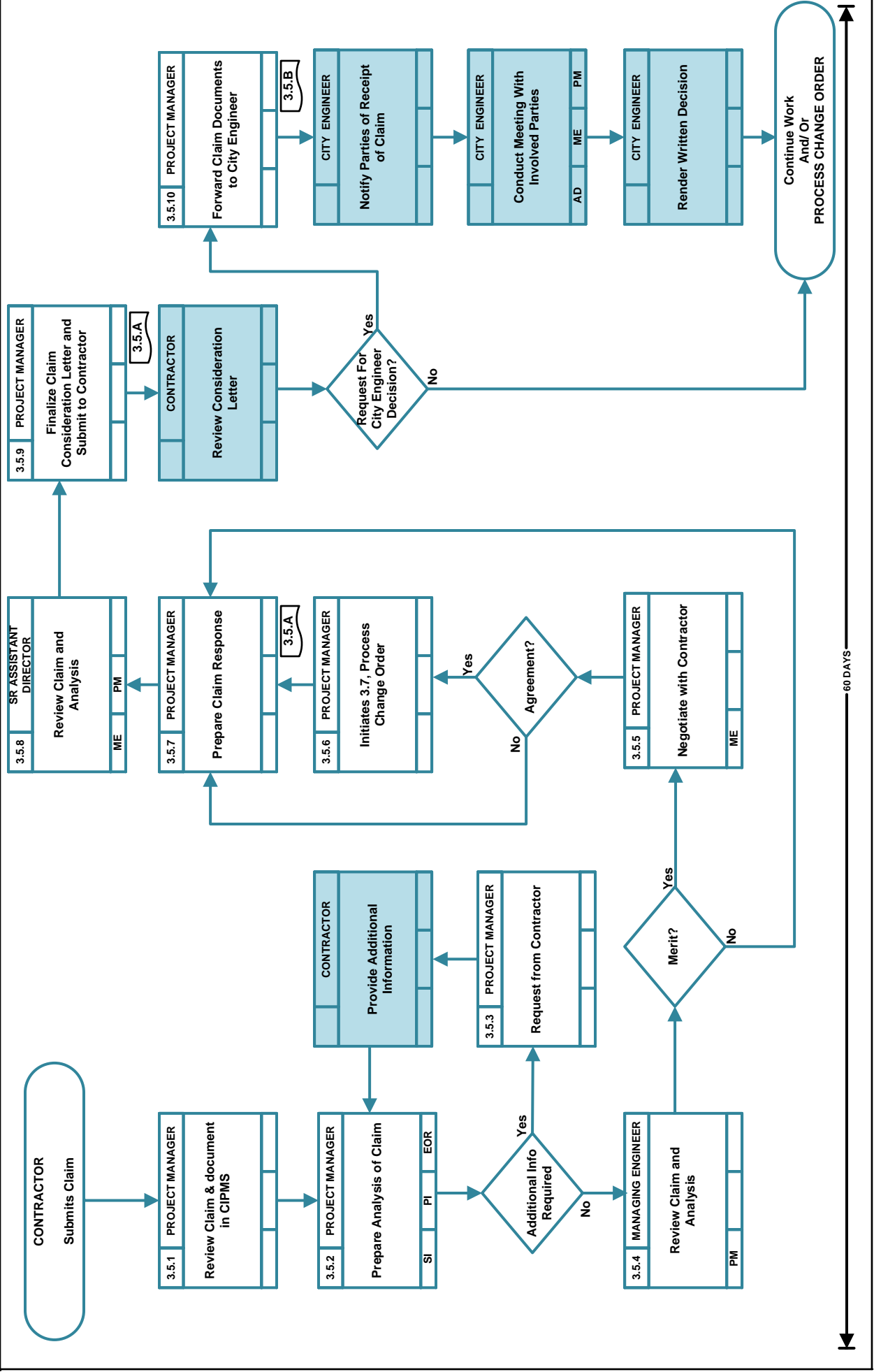
(NAME): _____ (DUR): _____ (DEP): _____ (TYPE): _____

SCHED ACTIVITIES DELETED

(NAME): _____



PROCESS 3.5 – CLAIMS & DISPUTES



60 DAYS

PROCEDURES

PROCESS 3.5 CLAIMS & DISPUTES

Purpose: To analyze and settle claims issued by Contractor

3.5.1 The Contractor shall submit the claim on company letterhead. All appropriate backup documentation shall be attached to the letter. All parties shall adhere to Section 4.3 “Claims and Disputes” of the General Conditions of the Contract.

Project Manager reviews claim and document in CIPMS.

3.5.2 Project Manager prepares an analysis of claim (parallel estimate) and verifies if any additional information is required.

3.5.3 If any additional information is required, Project manager requests it from the Contractor.

3.5.4 If no additional information is required, Project manager routes to Managing Engineer for review. Managing Engineer reviews the claims analysis. If there is no merit, proceed to step 3.5.7.

3.5.5 If there is a merit for the claim, Project Manager will negotiate with the Contractor.

3.5.6 If the issue is resolved, Project Manager will initiate Process 3.7, Change Order.

3.5.7 If there is no agreement or compromise, Project Manager prepares claim response and routes it to the Senior Assistant Director.

3.5.8 Senior Assistant Director reviews the claim analysis and route it back to the Project Manager.

3.5.9 Project Manager prepares claim consideration letter and submit it to the Contractor. If the Contractor agrees to the decision, then proceed to Process 3.7, Change Order.

3.5.10 If the Contractor is not in agreement with the decision, Contractor or City may request for City Engineer Decision. Project Manager prepares recommendation briefing documents, and routes it along with the claim documentation to the City Engineer.

City Engineer notifies the parties of receipt of claim.

City Engineer conducts meeting with involved parties and provides a written decision on the claim.



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.995.2800
F. 832.995.2400

<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Notice of Impending Claim for Additional Cost

Dear <<Contact Name>>

City of Houston (City) is in receipt of your letter dated <<Date>> regarding a Notice of Impending Claim for the cost of <<description>>. Engineer of Record (EOR) has already reviewed<<item>> and provided response to this item on <<date>>.

The Contract Document Section 01110 Part 1.02.C.13 states
<<List Contract Document Section>>

After the review and evaluation of the Contract Documents City concurs with EOR and finds no merit in your claim. Should you require additional information, please do not hesitate to contact me at <<Project Manager Phone #>>.

Sincerely,

<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME:PM xx>>



CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: (City Engineer's Name)
City Engineer

From: Senior Assistant Director
Construction Branch
Engineering and Construction

Date:

Subject: **REQUEST FOR ENGINEER'S DECISION;
CONTRACT # (46000XXXXX);
WBS NO. (X-XXXXXX-XXXX-4);
(PROJECT NAME - ISSUES)**

The enclosed request from (Contractor's Name) is forwarded for decision of the City Engineer per General Conditions, paragraph 4.4. This City's position with regard to the claim, given information available to this point, is that the claim should be denied, with the following basic considerations:

- (Provide all considerations using the Claim Consideration Letter)

Please let me know if you require any further standard data from the project file to support your decision.

(Senior Assistant Director's Name)

XXX:XXX:xxx

H:\E&C Construction\Office Admin\Construction Management Manual\Forms\Chapter 3 - Progress Construction\Process 3.10 - Analyze and Settle Claims\IOC Request for Engineer's Decision.docx

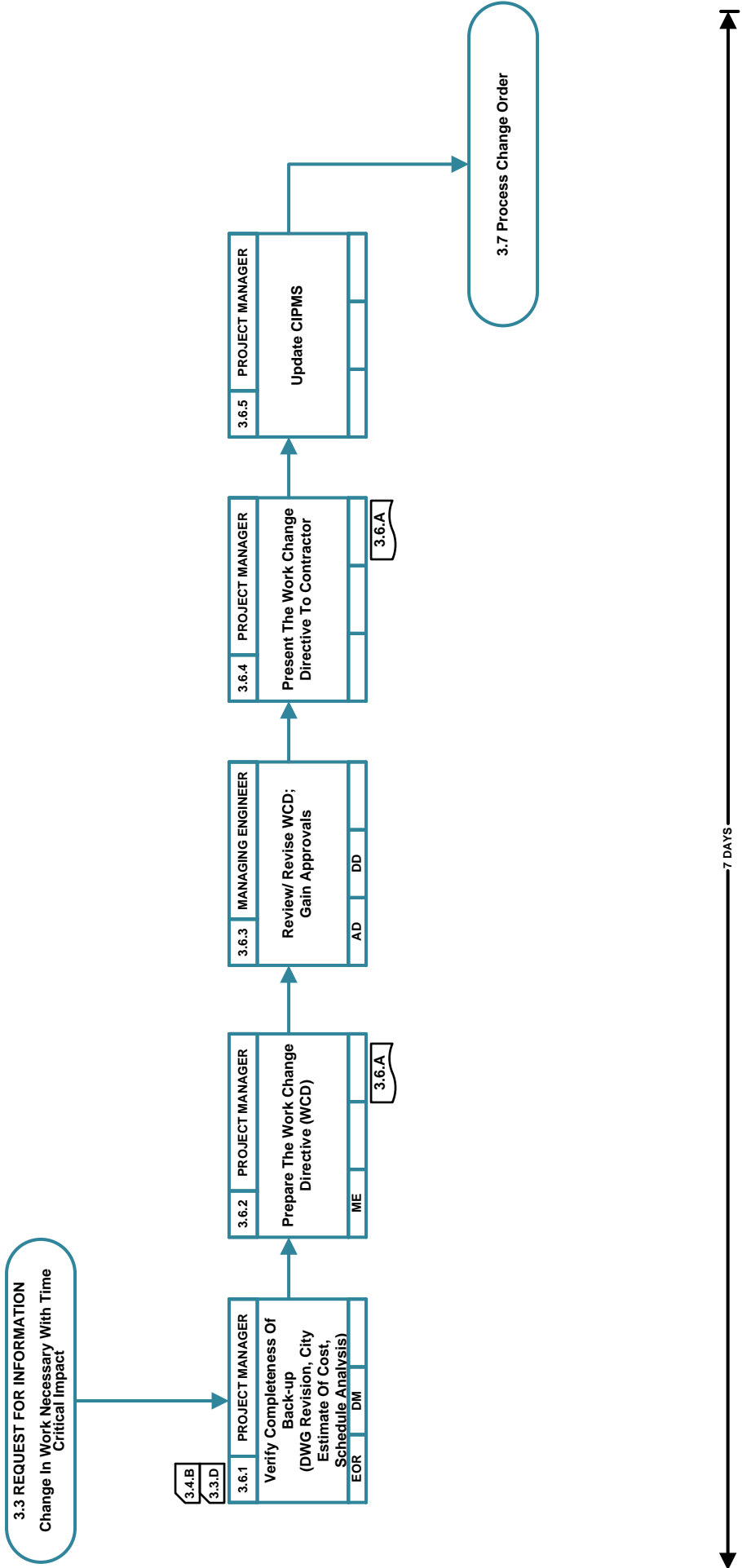
Attachment: xxxxxxxxxxxx

ec: Deputy Director
Managing Engineer
Project File (WBS No./2.1)

Project Manager
Contractor



PROCESS 3.6 – PROCESS WORK CHANGE DIRECTIVE (WCD)



PROCEDURES

PROCESS 3.6 PROCESS WORK CHANGE DIRECTIVE (WCD)

Purpose: Issue authoritative and timely notice of Change to the Work when agreement for cost and/or time impact is yet to be achieved

- 3.6.1 Process 3.4- indicates that the contractor and City are not in agreement on RFP; progress and schedule to make issuance of Work Change urgent.
- 3.6.2 City PM prepares Work Change Directive (WCD) and sends to Managing Engineer for review.
- 3.6.3 When supportive, Managing Engineer walks WCD through to Senior Assistant Director (SAD) for signature.
- 3.6.4 Project Manager presents the WCD to the Contractor.
- 3.6.5 Project Manager updates the database in CIPMS.

[Short Project Name]
Project No. [GFS/CIP/AIP/File No.]

WORK CHANGE DIRECTIVE

Document 00940

WORK CHANGE DIRECTIVE / WCD No. _____

PROJECT: [Legal Project Name]
CONTRACT No.: _____ PROJECT No.: [GFS/CIP/AIP/File No.]

TO: [Contractor's Company Name]
Contractor and [Contractor's Address]
Address for Written Notice _____

REFERENCE RFIs/RFPs: _____

You are hereby directed to make the following changes in the Work, as described below and specified or shown on attachments, if applicable.

1.01 DESCRIPTION OF CHANGES

A. Brief description of changes in the Work:

B. Justification for change(s):

1.02 PROPOSED ADJUSTMENTS

A. Contract Price (Check one):

- Lump sum [increase / decrease] of \$ _____.
- Unit Price of \$ _____ per _____.
- As provided in subparagraph _____ of General Conditions.
- As follows:

B. Contract Time: Contract Time is proposed to [be adjusted / remain unchanged].
Proposed adjustment, if any, is [an increase / a decrease] of _____ days.

00940-1
02-01-2004

3.6.A	9/8/2016	Work Change Directive
-------	----------	-----------------------

[Short Project Name]

Project No. [GFS/CIP/AIP/File No.]

WORK CHANGE DIRECTIVE

1.03 NOTICE TO PROCEED BY THE CITY
Signature by City Engineer indicates notice to proceed to Contractor for the described work and outlines proposed method of adjustment in Contract Price and Contract Time.

Project Manager Date [Intermediate Authority, if needed] Date

[Intermediate Authority, if needed] Date City Engineer Date

1.04 ACCEPTANCE BY CONTRACTOR
Signature by Contractor indicates Contractor's agreement with the above proposed adjustments in Contract Price and Contract Time.

Contractor Signature and Title Date

END OF DOCUMENT

cc: [Design Consultant], [Owning Dept. Director], [Other Copy Addrees], [File(s)]

00940-2
02-01-2004

3.6.A	9/8/2016	Work Change Directive
-------	----------	-----------------------

[Short Project Name]

Project No. [GFS/CIP/AIP/File No.]

WORK CHANGE DIRECTIVE

EXECUTIVE SUMMARY

WCD No. _____ Contract No.: _____ Proj. No.: [GFS/CIP/AIP/File No.] _____

1.01	CONTRACT PRICE SUMMARY	DOLLAR AMOUNT	PERCENT
A.	Original Contract Price	\$1,000,000.00	100.00%
B.	Previous Change Orders	\$0.00	0.00%
C.	This Work Change Directive	\$0.00	0.00%
D.	Revised Contract Price	\$1,000,000.00	100.00%
E.	Projected Contract Modifications*		
F.	Projected Contract Price		

Date of Commencement of the Work:		Monday, September 30, 2002	
1.02	CONTRACT TIME SUMMARY	DURATION	COMPLETION DATE
A.	Original Contract Time	180 Days	Friday, March 28, 2003
B.	Previous Change Orders	0 Days	Friday, March 28, 2003
C.	This Work Change Directive	0 Days	
D.	Revised Contract Time	180 Days	Friday, March 28, 2003
E.	Projected Contract Modifications*		
F.	Projected Contract Time		

1.03 TOTAL VALUE OF INCREASES OUTSIDE OF GENERAL SCOPE OF WORK
A. Including this Work Change Directive, the following table is provided to track conditions related to Paragraph 7.1.2.3 of Document 00700 - General Conditions.

<u>WCD & C.O. Nos.</u>	<u>AMOUNT ADDED</u>	<u>PERCENT OF ORIGINAL CONTRACT PRICE</u>
[1]	[\$0.00]	[0%]
<hr/>		
TOTALS	\$0.00	0.0%

* Based on approved WCDs not yet included in Change Orders and Change Orders not yet issued.

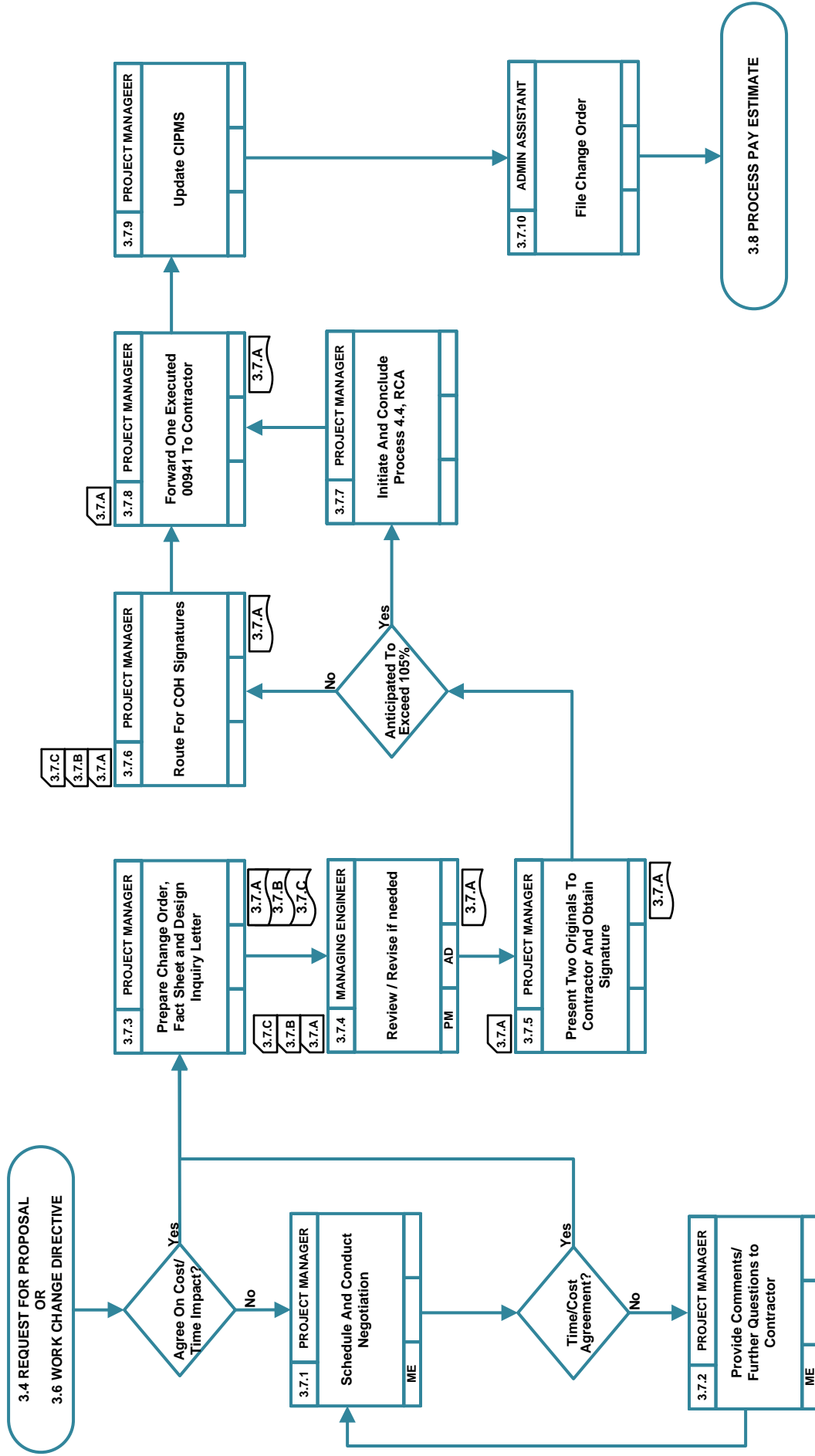
END OF SUMMARY

00940-3
02-01-2004

3.6.A	9/8/2016	Work Change Directive
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PROCESS 3.7 – PROCESS CHANGE ORDER



35 DAYS

7 DAYS

PROCEDURES

PROCESS 3.7 PROCESS CHANGE ORDER

Purpose: To timely and clearly record as a supplement to the Contract all necessary or desired changes to the Work inclusive of cost and/or time adjustment(s)

- 3.7.1 Approach every change order and each item of the change order as an adjustment of the contract that ties work with price and time. Price and time adjustments are always addressed in their respective columns of Block 6. Work must be addressed in the Block 6 descriptions.
- 3.7.2 Describe the change in terms of scope of the change and justification for the change. The scope of the change should address additional work, changed work or required work but under different conditions.
- 3.7.3 Justification should explain why the change is recommended. It should normally attribute the change to one of the following reasons: Error in drawings, Omission in drawings, Owner requested scope change, Concealed or unknown conditions, Failure of City to provide, Action by the City, Delay without fault or negligence.
- 3.7.4 Attach backup documentation for each item of change. Use the following sequence to the extent that it applies and documents are available:
- Fact Sheet
 - RFI
 - RFI response
 - RFP
 - Proposal
 - Contractor's cost back-up for proposal
 - City's parallel estimate
 - Daily Construction Reports
- 3.7.5 Forward with two copies of change order, one cost and time summary, one copy of back-up. Include file, notes, forms, and last progress payments.

[Short Project Name]
Project No. [GFS/CIP/AIP/File No.]

CHANGE ORDER

Document 00941

CHANGE ORDER / C.O. No. _____

PROJECT: [Legal Project Name]
CONTRACT No.: _____ PROJECT No.: [GFS/CIP/AIP/File No.]

TO: [Contractor's Company Name]
Contractor and [Contractor's Address]
Address for Written Notice _____

REFERENCE RFIs/RFPs: _____

1.01 DESCRIPTION OF CHANGES

	CONTRACT CHANGE	
	AMOUNT	TIME
ITEM 1 SCOPE: [Description of first change order item] JUSTIFICATION: [Justification for adding or deleting work described in "Item 1 Scope"]	\$0.00	0 Days
ITEM 2 SCOPE: JUSTIFICATION:	\$0.00	0 Days
ITEM 3 SCOPE: JUSTIFICATION:	\$0.00	6 Days
TOTALS:	\$0.00	6 Days

1.02 ACCEPTANCE BY CONTRACTOR

Contractor agrees to perform change(s) included in this Change Order for the price and time indicated. The prices for changes include all costs associated with this Change Order.

Contractor Signature and Title Date

1.03 ACCEPTANCE BY THE CITY

Project Manager Date [Director – Required for COs to Council] Date

[Intermediate Authority, if needed] Date [Mayor – Required for COs to Council] Date

[Intermediate Authority, if needed] Date City Engineer Date

END OF DOCUMENT

cc: [Design Consultant], [Owning Dept. Director], [Other Copy Addrees], [File(s)]

00941-1
02-01-2004

3.7.A	9/8/2016	Change Order
-------	----------	--------------

[Short Project Name]
 Project No. [GFS/CIP/AIP/File No.]

CHANGE ORDER

EXECUTIVE SUMMARY

C.O. No. _____ Contract No.: _____ Proj. No.: [GFS/CIP/AIP/File No.] _____

1.01	CONTRACT PRICE SUMMARY	DOLLAR AMOUNT	PERCENT
A.	Original Contract Price	\$1,000,000.00	100.00%
B.	Previous Change Orders	\$0.00	0.00%
C.	This Change Order	\$0.00	0.00%
D.	Contract Price	\$1,000,000.00	100.00%

Date of Commencement of the Work:		Monday, September 30, 2002	
1.02	CONTRACT TIME SUMMARY	DURATION	COMPLETION DATE
A.	Original Contract Time	180 Days	Friday, March 28, 2003
B.	Previous Change Orders	0 Days	Friday, March 28, 2003
C.	This Change Order	0 Days	
D.	Contract Time	180 Days	Friday, March 28, 2003

1.03 TOTAL VALUE OF INCREASES OUTSIDE OF GENERAL SCOPE OF WORK
 A. Including this Change Order, the following table is provided to track conditions related to Paragraph 7.1.2.3 of Document 00700 - General Conditions.

CHANGE ORDER No.	AMOUNT ADDED	PERCENT OF ORIGINAL CONTRACT PRICE
[1]	[\$0.00]	[0%]
<hr/>		
TOTALS	\$0.00	0.0%

END OF SUMMARY

00941-2
 02-01-2004

3.7.A	9/8/2016	Change Order
-------	----------	--------------



CITY OF HOUSTON Fact Sheet

Change Order Item No. [XX]

Project Name: [] Contractor: []

WBS No. [X-XXXXXX-XXXX-4] Design Engineer: []

1. When was the need for proposal first discovered and by whom?

2. Why is the work described on the proposal necessary?

3. How was the pricing confirmed and/or negotiated?

4. Why are the additional calendar days required to be added to the contract?

5. Why is the work described on the proposal not covered by the original bid items?

6. Is the proposed work necessary due to: differing site conditions, possible omissions and/or inaccurate designs, or other specific reason(s)?

7. Should this be reviewed by Design Section to be referred to Design Consultant for potential errors/omissions?

8. How will labor charges on the proposal be monitored and isolated from normal charges which are incidental to pay item work?

CITY-CONSTRUCTION PROJECT MGR. [Signature]

DATE

3.7.B

9/8/2016

Fact Sheet



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832 395-2500
F. 832-395-2408
www.houstontx.gov

(Date)

(Consultant Representative)
(Name of Consultant Firm)
(Consultant Address)
(City, State, Zip Code)

Re: (Project Name)
WBS No. (Number)
Outline Agreement No. (Number)
POTENTIAL ERRORS AND OMISSIONS - CHANGE ORDER NO. (Number)

Dear Mr./Mrs. (Consultant Representative Name):

The City of Houston (City) is processing Change Order No. (Number) for the above referenced project for approval. At this time, the City is in the process of determining the cause for this Change Order and its associated cost.

Enclosed for your review is a copy of Change Order No. (Number) and related documents. We request that you review these documents carefully and provide your opinion of the causes that necessitated the Change Order. We will use your information in conjunction with information from the City's staff and the Contractor to determine if any additional analysis or action by the City is warranted. Your response within 30 days of this letter's date will be appreciated.

Should you have any questions concerning this matter, please feel free to contact me at your convenience at (Phone Number) or (Project Manager's Name), (Project Manager's Title), Construction Branch at (Phone Number).

Sincerely,

(Senior Assistant Director's Name)
Senior Assistant Director
Construction Branch
Engineering and Construction Division

XXX:XXX:xx

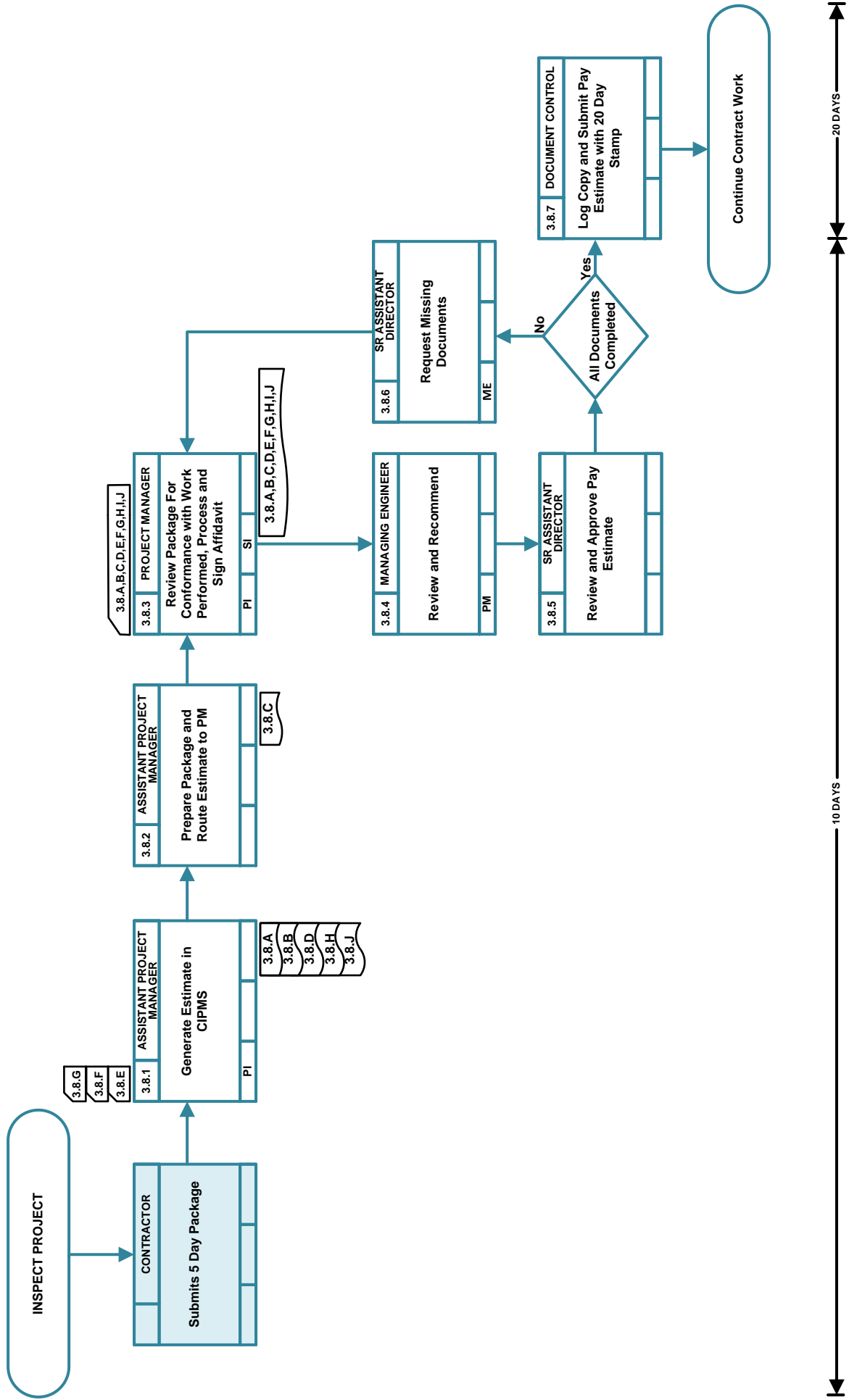
Attachment: A Copy of Change Order No. (Number)

ec: Engineering Sr. Assistant Director Construction Project Manager
Engineering Managing Engineer Engineering Project Manager
Construction Admin. Manager Construction Office Admin.
Project File (WBS No./Code)

3.7.C	9/8/2016	Errors and Omissions Letter
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PROCESS 3.8 – PROCESS PAY ESTIMATES



PROCEDURES

PROCESS 3.8 PROCESS PAY ESTIMATES

Purpose: To pay the Contractor for the work performed during the pay period

3.8.1 Contractor submits Pay Estimate package to City Assistant Project Manager five days prior to cut off date to include Form 00642, MWBE Utilization form updated construction schedule, and drug policy and insurance if necessary.

APM generates estimate in CIPMS.

3.8.2 APM routes PAY Estimate package including affidavit, Form 642, Log Sheet, MWBE, and Form B2G to Project Manager.

3.8.3 Project Manager reviews estimate for conformance with work performed. PM processes and signs affidavit and routes to Managing Engineer.

3.8.4 Managing Engineer reviews and recommends pay estimate and routes to Senior Assistant Director.

3.8.5 SAD reviews and approves estimate and routes to Document Control.

If package is incomplete, the estimate is sent back to the city PM to submit missing documents.

If package is complete it is routed to Document Control.

3.8.6 Document Control logs in estimate and submits with 20 day stamp.

Note: All pay estimates shall be submitted to accounting within 10 days of the cut-off date.



CITY OF HOUSTON
Department of Public Works & Engineering

Estimate No. :
 Cut Off Date :
 Estimate Date :

**ESTIMATE AND CERTIFICATE FOR
 PAYMENT UNIT PRICE WORK**

Project Name : _____ Contract No. : _____
 Contractor Name : _____ File No. : _____
 Address : _____ WBS No. : _____
 Ord. No. : _____

CONTRACT TIME IN CALENDAR DAYS

Contract Date : _____ Original Contract Time : _____
 Start Date : _____ Approved Extensions : _____
 Current Contract Completion Date : _____ Total Contract Time : _____
 Substantial Completion Date : _____ Days Used to Date : _____
 Percentage By Time : % In Place : % Days Remaining to Date : _____
 Date Insurance Exp. : _____ Drug Policy Due Date : _____ Current M/WBE : % Schedule Update Received : _____

CONTRACT AMOUNT TO DATE :

- 1. Original Contract Amount \$0.00
- 2. Approved Change Orders _____

No	Date	Ext. Days	Amount

Total Change Orders to Date \$0.00

- 3. Approved Work Change Directives

No	Date	Ext. Days	Amount

Total Work Change Directives to Date \$0.00

TOTAL CONTRACT AMOUNT \$0.00

A. EARNINGS TO DATE

- 1. Work Completed to Date 0% Complete \$0.00
- 2. Material Stored on Site \$0.00
- 3. Material Stored in Place \$0.00
- 4. Balance-Materials Accepted Not in Place \$0.00 @ 85% \$0.00
- 5. Work Change Directives in Place \$0.00 @ 95% \$0.00
- 6. Advance Allowance \$0.00

TOTAL EARNINGS TO DATE \$0.00

B. DEDUCTIONS

- 1. Retainage 5.00 % Of \$0.00 \$0.00
- 2. Retainage Release 0.00 % Of \$0.00 \$0.00
- 3. Total Retainage \$0.00
- 4. Liquidated Damages 0 Days @ \$1,500.00 \$0.00
- 5. Quality Control Retest Cost \$0.00
- 6. Sunday/Holiday Overtime Cost \$0.00

TOTAL DEDUCTIONS \$0.00

3.8.A	9/8/2016	Pay Estimate
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CITY OF HOUSTON
Department of Public Works & Engineering

Estimate No. :
 Cut Off Date :
 Estimate Date :

**ESTIMATE AND CERTIFICATE FOR
 PAYMENT UNIT PRICE WORK**

C. AMOUNT DUE THIS PERIOD

1. Total Earnings to Date	_____ \$0.00	
2. Total Deductions	_____ \$0.00	
3. Total Payments Due		_____ \$0.00
4. Less Previous Payments		_____ \$0.00
5. Restoration Adjustment		_____ \$0.00

TOTAL AMOUNT DUE CONTRACTOR THIS DATE _____ **\$0.00**

Prepared By _____ Date _____ Checked By _____ Date _____

Reviewed By _____ Date _____ Submitted By _____ Date _____

Approved _____ Date _____
 DIRECTOR OF PUBLIC WORKS
 AND ENGINEERING

3.8.A	9/8/2016	Pay Estimate
-------	----------	--------------

**CITY OF HOUSTON, TEXAS
AFFIDAVIT OF WORK PERFORMED**

THIS IS TO CERTIFY THE REQUEST FOR PAYMENT TO CONTRACTOR

ON ESTIMATE NO.: _____ WBS NO.: _____

REPRESENTS PAYMENTS FOR WORK PERFORMED AND / OR MATERIALS IN PLACE AND FURTHER CERTIFIED THE ABOVE ESTIMATE CONTAINS NO PAYMENTS FOR MATERIALS ON HAND AND NOT IN PLACE AS CITED IN ARTICLE 9.6.1.4 OF THE CITY OF HOUSTON, CONDITIONS OF THE CONTRACT, DOCUMENT 00700, GENERAL CONDITION OTHER THAN THOSE INDICATED ON ATTACHED FORM, REQUEST FOR PAYMENT FOR MATERIALS ON HAND.

PROJECT MANAGER (SIGNATURE)
PRINT NAME

APPROVED:

MANAGING ENGINEER (SIGNATURE)
PRINT NAME

**DEPARTMENT OF PUBLIC WORKS & ENGINEERING
CONSTRUCTION BRANCH- ESTIMATE LOG**

Project/WBS: _____
 Contractor: _____
 Estimate No.: _____ Days Used _____ Approved Additional Days _____
 Amount to Date: _____ Previous Pmt: _____ Amount Due: _____

Pay Estimates	(v)	Initials	Monthly Project Cost Forecast (Project Manager Only)
1. Estimate Log Sheet	(v)		1) Original Contract Amount _____
2. Estimate and Certificate for Payment Unit Price Work	(v)		2) Approved Change Orders _____
3. Affidavit of Work Performed	(v)		3) Forecasted Potential Change Orders _____
4. Estimate for Payment-Unit Price Contract	(v)		4) Forecasted Unit Item Overrun _____
5. Materials on Hand (if applicable)	(v)		5a) Projected Closeout Amount _____
6. Change Order (if applicable)	N.A.		5b) Projected Closeout Percentage _____
7. Work Change Directive (if applicable)	(v)		6) Planned Substantial Completion Date _____
8. Consent of Surety - Reduction of Retainage (if applicable)	N.A.		7) Forecasted/Actual Completion Date _____
9. All daily reports have been signed by Inspector & Contractor			Project Issues/Concerns
10. Certification of Payment (00642)			
11. M/SBE Utilization Projections			
12. Contract Audit from B2G			
13. Behind Schedule Letter			
14. Over & Under Report (at < 50% Complete)			
Items Not Required (Dates Only)	Date	Initials	
15. Construction Schedule			
16. Insurance			
17. Drug Policy			
Assistant Project Manager: _____			
Project Managers: _____			
Cut Off Date: _____ Date Last Report Received: _____			
Pay Items Complete Report Date: _____ Date Final Report Received: _____			



CITY OF HOUSTON
Department of Public Works & Engineering

ESTIMATE FOR PAYMENT
UNIT PRICE CONTRACT

Project Name : _____ Project No. : _____
 Contractor : _____ Contract No. : _____
 Date Range : _____ Estimate No. : _____

ItemNo	Description	Unit	Plan	Mo. Qty	Mo. Amount \$	Qty To Date	Unit Price	AmtToDate \$	% Comp
General Items									
1	Mobilization	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
2	Diversion pumping	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
3	Traffic Control and Regulation	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
4	Traffic Control: Flagmen & Police Officer	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
5	Install Low Profile Concrete Barriers	LF	500.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
6	Relocate Low Profile Concrete Barriers	LF	500.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
7	Remove Low Profile Concrete Barriers	LF	500.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
8	Tree and plant protection	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
9	Remove and relocate special signs and roadside features	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
10	Replace damaged TxDOT signs and pavement markings	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
11	Temporary METRO bus stops including sign, pad, wheelchair accessible surface, and METRO coordination	EA	19.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
12	Temporary drainage connections	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
13	Relocate Traffic Signal Poles and Ground Boxes	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
14	Filter fabric fence	LF	320.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
15	Inlet Protection Barrier	LF	2,604.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
16	Stabilized Construction Exit	SY	3,336.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
17	Ground water control for open-cut construction	LF	4,108.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
18	Site Restoration	LF	2,000.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
19	Preparatory work for sampling and analysis in Potentially Petroleum Contaminated Area (PPCA)	LS	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
20	Transportation and Disposal of Contaminated Groundwater from PPCA	GAL	3,000.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%



CITY OF HOUSTON
Department of Public Works & Engineering

ESTIMATE FOR PAYMENT
UNIT PRICE CONTRACT

Project Name : _____ Project No. : _____
 Contractor : _____ Contract No. : _____
 Date Range : _____ Estimate No. : _____

ItemNo	Description	Unit	Plan	Mo.	Mo. Amount	Qty To	Unit Price \$	AmtToDate \$	% Comp
General Items									
21	Transportation and disposal of Class I soils	CY	2,400.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
22	Transportation and disposal of Class II soils	CY	800.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
23	Clearing & Grubbing	AC	4.80	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
24	Furnish & Install 2-inch PVC Sch. 80	LF	6,355.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
25	Furnish & Install 2-inch PVC Sch. 40	LF	8,045.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
26	Tree Planting	EA	123.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
27	Hydromulch seeding	AC	5.52	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
28	Sodding	SY	8,940.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
				SubTotal	\$0.00			\$0.00	
Paving Items									
29	Furnish and Install Solar School Zone Flashing Beacon & Sign (Including temporary handling and relocate)	EA	4.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
30	Furnish and Install Traffic Signs	EA	124.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
31	Remove Existing Signs	EA	216.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
32	Remove/Dispose Conc driveway 6-inch thick/More	SY	4,097.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
33	Remove/Dispose Conc driveway 6-inch thick/More with asphalt overlay	SY	361.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
34	Remove/Dispose Conc sidewalk 4-inch thick/More	SY	4,353.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
35	Remove/Dispose Reinforced Concrete with Asph Overlay/ with or without Base	SY	66,109.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
36	Remove/Dispose Concrete curb or Concrete curb and Gutter	LF	11,491.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
37	Roadway Excavation	CY	9,034.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
38	Driveway Excavation (subgrade) (including cement stabilized sand)(6-inch thick)	CY	71.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
39	Roadway Excavation (subgrade) (including cement stabilized sand)(8-inch thick)	CY	1,352.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%



CITY OF HOUSTON
Department of Public Works & Engineering

ESTIMATE FOR PAYMENT
UNIT PRICE CONTRACT

Project Name : _____ Project No. : _____
 Contractor : _____ Contract No. : _____
 Date Range : _____ Estimate No. : _____

ItemNo	Description	Unit	Plan	Mo.	Mo. Amount	Qty To	Unit Price. \$	AmtToDate. \$	% Comp
Extra Unit Price Items									
293	Extra Placement of Backfill Material in PPCA	CY	200.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
294	Extra Hand Excavation in PPCA	CY	100.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
295	Extra Machine Excavation in PPCA	CY	100.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
296	6-Inch Over Excavate Trench Bottom in PPCA	LF	500.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
297	Remove miscellaneous concrete and masonry	CY	100.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
298	6-inch over excavate trench bottom	LF	1,000.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
299	Excavation around obstructions	CY	200.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
300	Extra hand excavation	CY	200.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
301	Extra machine excavation	CY	200.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
302	Extra placement of backfill material	CY	400.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
303	Extra granular backfill	CY	500.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
304	Extra stabilized sand	CY	100.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
305	Extra ductile iron compact fittings in place	TON	2.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
306	Extra water fittings in place	TON	2.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
				SubTotal	\$0.00			\$0.00	
Cash Allowance									
307	Street Cut Permit Fee	EA	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
308	Lane Closure/Sidewalk Permit Fee	EA	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
309	Street Lighting Utility Reimbursement	EA	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
310	City of Houston Floodplain Development Permit Fee	EA	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
311	HCPCD Permit Fee	EA	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
312	TDLR Inspections	EA	1.00	0.0000	\$0.00	0.0000	\$0,000.00	\$0.00	0.00%
				SubTotal	\$0.00			\$0.00	
				GrandTotal	\$000,000.00			\$000,000.00	

Document 00642

MONTHLY SUBCONTRACTOR PAYMENT REPORTING FORM

Legal Project Name: _____

Outline Agreement No.: _____ WBS No.: _____

Contractor's Company Name: _____

Address: _____

CERTIFICATION

_____, Contractor's Representative for the above referenced Contract, hereby certifies that (1) Contractor has paid all subcontractors, except those noted below, (2) Contractor made such payments (a) in proportion to the amount City paid Contractor and (b) in accordance and compliance with all applicable Contract Documents and laws; and (3) Contractor withheld no sums from any subcontractor for allegations of deficiency in Work. The term "subcontractor", as used herein, includes all persons or firms furnishing work, materials, services or equipment Contractor ordered incorporated into Work or placed near the Project for which the City made partial payment.

EXCEPTION: Contractor sent Payment Notifications to the following subcontractors explaining why Contractor withheld payment. Copies are attached.

Subcontractor Name: _____ Subcontractor Name: _____

Street Address: _____ Street Address: _____

City, State, and Zip Code: _____ City, State, and Zip Code: _____

Amount of Payment Withheld: _____ Amount of Payment Withheld: _____

Date Payment First Withheld: _____ Date Payment First Withheld: _____

Description of Good Faith Reason: _____ Description of Good Faith Reason: _____

(Signature of Contractor's Representative)

(Print or Type Name of Contractor's Representative)

SWORN TO AND SUBSCRIBED before me on:

Date

Notary Public in and for the State of Texas

My Commission Expires: _____
Expiration Date

Print or Type Name of Notary Public

00642
02-01-2010

Contract Audit: Audit Summary for Total Contract

[? HELP](#)
[VIDEO HELP](#)
[Customer Support](#)

[Contract Main](#) |
 [View Contract](#) |
 [Subcontractors](#) |
 [Change Orders & Task Orders](#) |
 [Comments](#) |
 [Messages](#) |
 [Contract Close](#)

[Compliance Audit List](#) |
 [Compliance Audit Summary](#) |
 [Compliance Audit FY](#) |
 [Reviews](#) |
 [Site Visits](#) |
 [Reports](#)

Contract Number: Contract Title
Prime: Trial Vendor
1/1/2000 - 1/1/2001; Closed 1/1/2001

Status: Closed
Current Award: \$0
Total Paid: \$0
For Credit: \$0
Goal: 20.00%
% Credit: 0.00%

Audit Summary - Total Contract

	Current Award	Award Percent	Payments	Payments Percent	Difference (Payments - Award)
Prime Contract	\$0.00		\$0.00		
For Credit	\$0.00	20.000%	\$0.00	0.000%	
For Credit to DBE Goal	\$0.00	5.000%	\$0.00	0.000%	
For Credit to MBE Goal	\$0.00	5.000%	\$0.00	0.000%	
For Credit to SBE Goal	\$0.00	5.000%	\$0.00	0.000%	
For Credit to WBE Goal	\$0.00	5.000%	\$0.00	0.000%	
Contract Progress	0.0%				
For Credit Progress	0.0%				

Award values may not match due to differences between overall contract goal and subcontractor assignments.

Prime Contractor - Total Contract

Prime Contractor	Cert	Inc. in Goal	Contracted Percent	Actual Percent	Prime's Share of Payments	Actual Payments TO Prime
Trial Vendor [Info] Contact Person P 555-555-1234	No	No	100.000%	0.000%	\$0.00	\$0.00

Click prime name to view payment history for this contract. Click contact person's name to send them a message.

Subcontractors - Total Contract

Subcontractor	Cert	Type	Inc. in Goal	Contracted Percent	Actual Percent	Actual Amount
 Subcontractor 1 [Info] Contact Person	No	Sub	No	3.000%	0.000%	\$0.00

Click subcontractor name to view payment history for this contract. Click contact person's name to send them a message.

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SMWDDBE Utilization Schedule



Status as of: (enter date)
 Project Name: (enter project name)
 WBS Number (enter WBS number)
 Company Name (enter construction Company name)

Month	Total	Sub 1 (Enter Name)	Sub 2 (Enter Name)	Sub 3 (Enter Name)
(enter NTP date)	\$0	\$0	\$0	\$0
(enter NTP date + 1 month)	\$0	\$0	\$0	\$0
(enter NTP date + 2 months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
(continue adding months)	\$0	\$0	\$0	\$0
\$	\$0	\$0	\$0	\$0
%	0.00%	0.00%	0.00%	0.00%

Contract Amount: \$1,000,000
Goal % 24.00%
Goal \$ \$240,000

**CITY OF HOUSTON
DEPARTMENT OF PUBLIC WORKS & ENGINEERING
CONSTRUCTION BRANCH**

Project Over & Under Run Unit Price Items Report

Project: _____ **Report End Date:** _____

Project No: _____

Contract No: _____ **Original Contract Value** \$0.00

Approved Change Orders
Forecast Change Orders

Contractor : _____ **Current Contract Value** \$0.00

Completion Date: _____

Estimate No: _____

PM: _____

% Complete in Place
Amount Earned to Date
Forecast Bid Item Under/Over
Projected Closeout Amount
Projected Closeout %

Item No.	Description	Unit	Plan	Unit Price	QTY To Date	Amount To End Date	% Comp.	Cost Difference	Estimated Over/Under Quantity	Comments



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832 395-2500
F. 832-395-2408
<https://www.houstontx.gov>

(Date)

(Contact Person Name)
(Construction Company)
(Contractor Address)
(City, State & Zip Code)

RE: **Project Name**
WBS No. <<Number>>; Outline Agreement No. (Number)
BEHIND LETTER

Dear (Contact Person Name):

I am writing to express our concern regarding the lack of progress on the referenced project. Progress on the above referenced project has been unsatisfactory to the City of Houston. As of <<Last Estimate Cut-off Date>>, the work was XX.XX% complete with XX.XX% of the Contract Time used. At this rate, it does not appear you will be able to achieve substantial completion within the Contract Time.

Please be advised, in accordance with Document 00800, Paragraph 9.12.1.1, liquidated damages will be imposed at \$X,XXX.00 per calendar day for each and every calendar day of delay beyond the Contract completion date. Please submit your revised construction schedule immediately to reflect your attempts to complete the project on time.

Should you have any questions regarding this matter, please contact me at (832) 395-XXXX.

Sincerely,

<<Construction Project Manager Name>>
<<Construction Project Manager Title>>
Construction Branch
Engineering and Construction Division

ec: **Managing Engineer**
File No. X-XXXXXX-XXXX-4 (2.1)



CITY OF HOUSTON
 Department of Public Works & Engineering
 Street and Bridge/Stormwater Engineering and Construction Branch

Estimate Materials On Hand Summary

Project Name :
 Contractor :

Project No. :
 Contract No. :
 Estimate No. :
 CutOffDate :

Invoice No	Date	Received	Vendor	Description	Stored Materials Amount	Balance Previous Estimate	Placed This Estimate	Balance This Estimate
<u>Total</u>								

Summary

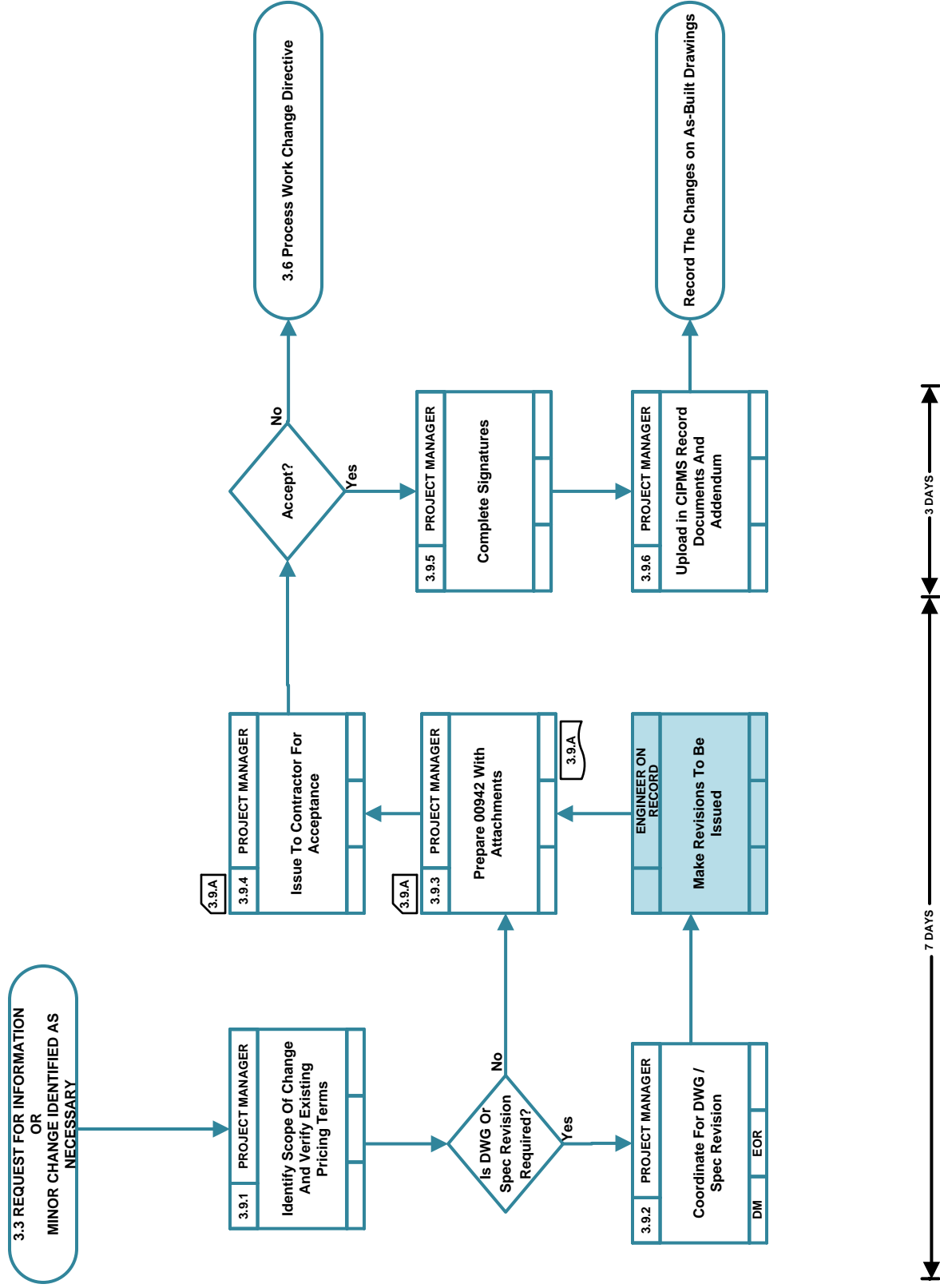
1. Total Stored Materials On Hand
2. Total Placed Materials On Hand
3. Balance Materials On Hand
4. 85% Balance Materials On Hand

3.8.K	9/8/2016	Materials on Hand
-------	----------	-------------------



PROCESS 3.9 – PREPARE AND EXECUTE MINOR CHANGE IN WORK (MCW)

PURPOSE: To document changes to the Scope of Work that do not impact Contract price or time



PROCEDURES

PROCESS 3.9 PREPARE AND EXECUTE MINOR CHANGE IN WORK (MCW)

Purpose: To document changes to the scope of work that do not impact contract price or time

- 3.9.1 Minor Change in Work (MCW) can be identified and initiated either from a RFI process or owner requested change. Project Manager will identify the scope of change and verify existing pricing terms.
- 3.9.2 If there is any drawing or specification revisions required, Project Manager co-ordinates with Design Manager and Engineer on Record, for revise in drawings or specifications. EOR makes the revisions that are to be issued for the work change.
- 3.9.3 Project Manager prepares Minor Change in Work, 00942, with the attachments proposing the change in work.
- 3.9.4 Project Manager issues it to the Contractor and seeks for acceptance of change in work. If the Contractor does not accept, Project Manager initiates the Process Work Change Directive.
- 3.9.5 If the Contractor accepts, Contractor signs, Project Manager routes for the Signatures.
- 3.9.6 After having all the approvals and signatures, Project Manager uploads the MCW with addendum in the CIPMS record documents folder.

[Short Project Name]
Project No. [GFS/CIP/AIP/File No.]

MINOR CHANGE IN THE WORK

Document 00942

MINOR CHANGE IN THE WORK / M.C.W. No.: _____

PROJECT: [Legal Project Name]
CONTRACT No.: _____ PROJECT No.: [GFS / CIP / AIP / File No.]

TO: [Contractor's Company Name]
Contractor and [Contractor's Address]
Address for Written Notice _____

1.01 DESCRIPTION OF CHANGES

1.02 JUSTIFICATION FOR CHANGES

1.03 ACCEPTANCE BY CONTRACTOR
A. Contractor agrees to perform change(s) included in this Minor Change in the Work and that it does not involve any adjustment in Contract Price or Contract Time.

Contractor Signature and Title Date

1.04 ACCEPTANCE BY THE CITY

Project Manager Date

[Intermediate Authority] Date

City Engineer Date

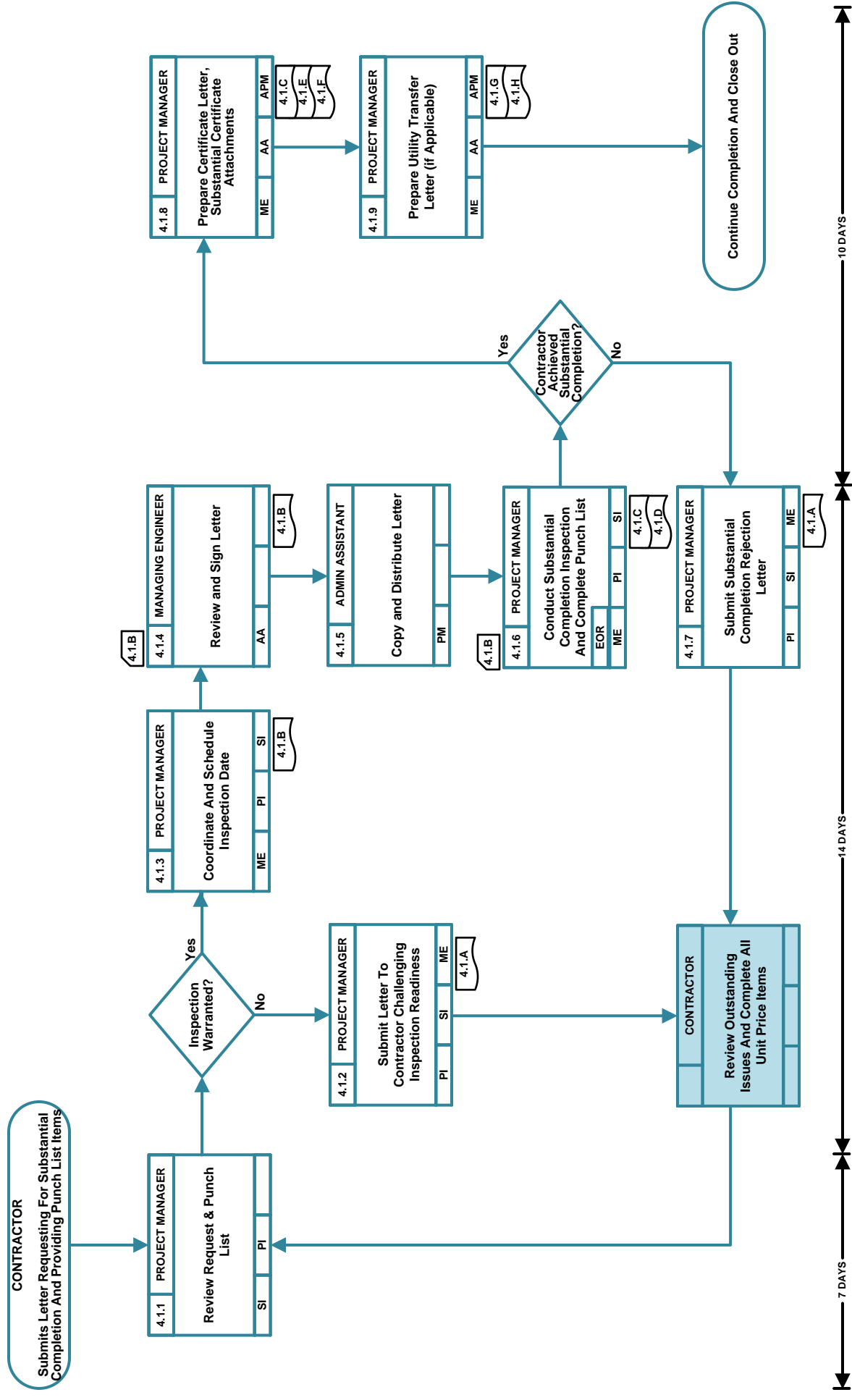
00942-1
02-01-2004

3.9.A	12/05/2016	Minor Change In The Work
-------	------------	--------------------------

CLOSEOUT AND ACCEPTANCE



PROCESS 4.1 – SUBSTANTIAL COMPLETION



PROCEDURES

PROCESS 4.1 SUBSTANTIAL COMPLETION

Purpose: Ensure that all Contract work is complete, any requirements for correction are identified, and that Contract duration is concluded.

- 4.1.1 Project Manager reviews request letter and Punch List. Project Manager seeks input from Project Inspector and Senior Inspector.
- 4.1.2 If inspection is not warranted then Project Manager submits letter to the contractor challenging inspection readiness (Exhibits 4.1.A)
- 4.1.3 If inspection is warranted then Project Manager determines the inspection date, and prepares Substantial Completion Letter (Exhibit 4.1.B)
- 4.1.4 Managing Engineer will verify the CIPMS records, reviews the substantial completion inspection letter and sign it.
- 4.1.5 The Admin Assistant makes copies and distributes letter to parties who have to be notified in writing of inspection. The following individuals should be notified in writing of the inspection:
 - Contractor
 - All City Owners/Operators
 - Engineer of Record
 - Project Testing Lab
 - Design Project Manager
 - Other Involved Agency Representatives
 - Senior Inspector
 - Project Inspector
- 4.1.6 Project Manager along with designing firm, Inspector and Contractor walk through the project and record punch list items.
- 4.1.7 If the Contractor has not achieved Substantial Completion, then Project Manager submits Substantial Completion Rejection Letter to Contractor with a list of outstanding issues required for substantial completion.
- 4.1.8 If the Contractor has achieved Substantial Completion, then Project Manager:
 - Prepares and processes a Substantial Completion Certificate (Exhibit 4.1.E)
 - Prepares Substantial Completion granted Letter (Exhibit 4.1.F) with required attachments.
- 4.1.9 Project Manager Prepares and sends Utility Transfer Letter *if Applicable* (Exhibit 4.1.G)



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2800
F. 832.395.2400
<https://www.houston.tx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Substantial Completion Inspection Rejection

Dear <<Contractor Name>>

The City of Houston (City) is in receipt of your letter dated <<Date>> requesting Substantial Completion Inspection for the above referenced project. The City reviewed your request and found that the project is not substantially complete based on the following reason(s).

.

The City encourages you to resolve this matter and inform the City's Project Manager when the Substantial Completion Inspection may be conducted in order to proceed with the closeout of this project.

If you should have any questions regarding this inspection, please contact <<Project Manager>>, <<Project Manager's Title>> at <<Phone Number>> at your earliest convenience.

Sincerely
<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME PM xx>>



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400

<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Substantial Completion Inspection

Dear <<Contractor Name>>

The purpose of this letter is to inform <<Contractor Name>> and all interested parties of the substantial completion inspection for the referenced project. The Substantial Completion Inspection will be conducted at <<Substantial Completion Time>> on <<Substantial Completion Date>>. If you should have any questions regarding this inspection, please contact <<Project Manager Name>>, Project Manager, at <<Project manager Phone #>> at your earliest convenience.

Sincerely

<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME PM xx>>



CITY OF HOUSTON
 Department of Public Works & Engineering
 Construction Branch

PUNCH LIST

List No. : _____ Sheet ____ of ____ Sheets
 Project : _____ No. : _____
 Location : _____ Date _____
 Inspection was conducted at above project by: _____ at _____

Contractor	Area Const. Mgr.
Owner	Sr. Inspector
Project Manager	Inspector

The following items are to be corrected and/or completed within thirty (30) days to comply with the contract documents.

No.	Item	Value	Spec. Section	DWG. No.	Date Completed	Engr. Sign Off
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

SUBSTANTIAL COMPLETION INSPECTION

PROJECT NAME

WBS No X-XXXXXX-XXXX-X

LIST OF ATTENDEES

DATE: MONTH DAY, YEAR

Name (Print)	Organization	Telephone Number	E-mail or Fax Number	Signature

Document 00645

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: [Legal Project Name]
CONTRACT No.: _____ WBS No.: [DPC No.]

TO: [Contractor's Company Name]
Contractor and [Contractor's Address]
Address for Written Notice _____

- 1.01 DATE OF SUBSTANTIAL COMPLETION
The Work performed under the Contract was inspected on [Date Inspected], and found to be substantially complete. The Date of Substantial Completion of the Work is hereby established as [Date of Substantial Completion].
- 1.02 PUNCH LIST
A list of items to be completed or corrected, prepared by Contractor and verified by Project Manager, (the "Punch List") is attached hereto. Failure to include any items on such list does not alter the responsibility of Contractor to complete the Work in accordance with the Contract. Contractor shall complete or correct the Work on the Punch List attached hereto within [30 or Agreed Time] days from the above Date of Substantial Completion.
- 1.03 OCCUPANCY BY THE CITY
Department of Public Works & Engineering will assume full possession at [Time of Day] on [Date].
- 1.04 CONSENT OF SURETY
Contractor shall obtain consent of Surety for approval of reduction in retainage.
- 1.05 WARRANTY PERIOD
Warranties required by the Contract will commence on the above Date of Substantial Completion.
- 1.06 TRANSITION OF RESPONSIBILITIES
The City and Contractor agree that security, maintenance, heating, ventilating, air conditioning, utilities, damage to the Work, and insurance, during the period prior to Final Completion, transfer to the City unless otherwise stated in the attached Transition of Responsibilities document.
- 1.07 CONTRACTOR'S ACKNOWLEDGEMENT
Signature of Contractor, or its agent, acknowledges attached Punch List, referenced in Paragraph 1.02, and Transition of Responsibilities, referenced in Paragraph 1.06.

_____ Contractor	_____ Signature	_____ Date
_____ Developer's Project Manager	_____ Signature	_____ Date
_____ Inspector, City of Houston	_____ Signature	_____ Date
_____ City Engineer	_____ Signature	_____ Date

END OF DOCUMENT



CITY OF HOUSTON
Department of Public Works & Engineering

Annise D. Parker

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832-395-2500
F. 832-395-2480
www.houstontx.gov

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re: <<Project Name>>
WBS No <<WBS#>>
Outline Agreement No. <<Contract>> Key Map No <<Key Map #>>
SUBSTANTIAL COMPLETION GRANTED

Dear <<Contact Name>>:

As required by General Conditions Article 9.10.2, the City inspected and is hereby issuing the attached Certificate of Substantial Completion for the project referenced above. Attached to this Certificate of Substantial Completion is a list of items which are considered incomplete or incorrect and shall be completed or corrected as stated in the terms of the Certificate. In order to proceed with the closeout of this project, the following items are required to be submitted:

- Certification of Payment to Subcontractors and Suppliers – Document 00642 – 2 Originals
- Contactor's Certificate of Final Completion – Document 00673 – 2 Originals
- Final Payrolls Submitted to Mayor's Office of Business Opportunity
- Record Documents (As-Builts) delivered
- Consent of Surety – 2 Originals of Each:
 - o Retainage Reduction from 5% to 4%
 - o Retainage Reduction from 4% to 1%
 - o Consent to Final Payment

Substantial Completion Granted
Date
Page 2

If you should have any questions concerning this matter, please feel free to contact me at << Phone Number>> or <<Project Manager's Name>>, <<Project Manager's Title>>, at <<Phone Number>> at your earliest convenience.

Sincerely,

(Managing Engineer's Name)
Managing Engineer
Construction Branch
Engineering & Construction Division

XXX:XXX:xxx

ec: Deputy Director
Sr. Assistant Director
Senior Inspector
Utility Operations/Maintenance
Row Maintenance
Project File (WBS No./Code)

Storm Sewer Maintenance
Design Consultant
Design Project Manager
Owner's Representative
Mike Cook (SRF Funding)



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Assistant Director Name>>

Assistant Director
General Services Department
(Electrical & Gas Service)

<<NAME>>

Assistant Director
(Houston Information & Technological Services)
(Telephonic Services)

<<NAME>>

Assistant Director
Resources Management Division - UCS
(Water/Sewer Service)

From: Managing Engineer

Construction Branch
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>

WBS No. <<WBS #>>

Transfer of Power, Water and
Telephone Services

The above referenced project is substantially complete. Please transfer utility and telephone services from <<what will this be called in database>> to the City of Houston. Please take the necessary steps in processing this request transfer and payment in accordance with the following attachments (List as Applicable):

1. Current CenterPoint Energy electricity bill
2. Current CenterPoint Energy gas bill
3. Current ATT bill
4. Transfer of Service Agreement ATT
5. Current City of Houston water/sewer bill
6. Utility Transfer Request Data Sheet(s) also attached with information for each account as applicable.

If you need any further information please call <<Project Manager Name>> of my staff at <<Project Manager Phone #>>

<<Managing Engineer Name>>

<<ME:xx>>

Attachment(s)

Utility Transfer Request Data Sheet

Effective Date of Utility Transfer: _____

Project Manager: _____

Phone #: _____

Facility Information

Facility Name: _____

GFS No.: _____

File No.: _____

Service Area: _____

Contractor Information

Contractor Name: _____

Contractor Phone: _____

Contractor Fax: _____

Contact Individual: _____

Account Information

Electric

Account Name: _____ Attach copy of Contractor's last bill.

Meter No.: _____

Deleting Old Meter No.: _____

Gas

Account Name: _____ Attach copy of Contractor's last bill.

Meter No.: _____

Deleting Old Meter No.: _____

Telephone

Account Name: _____ Attach copy of Contractor's last bill.

Phone No. to be transferred: _____

Water/Sewer

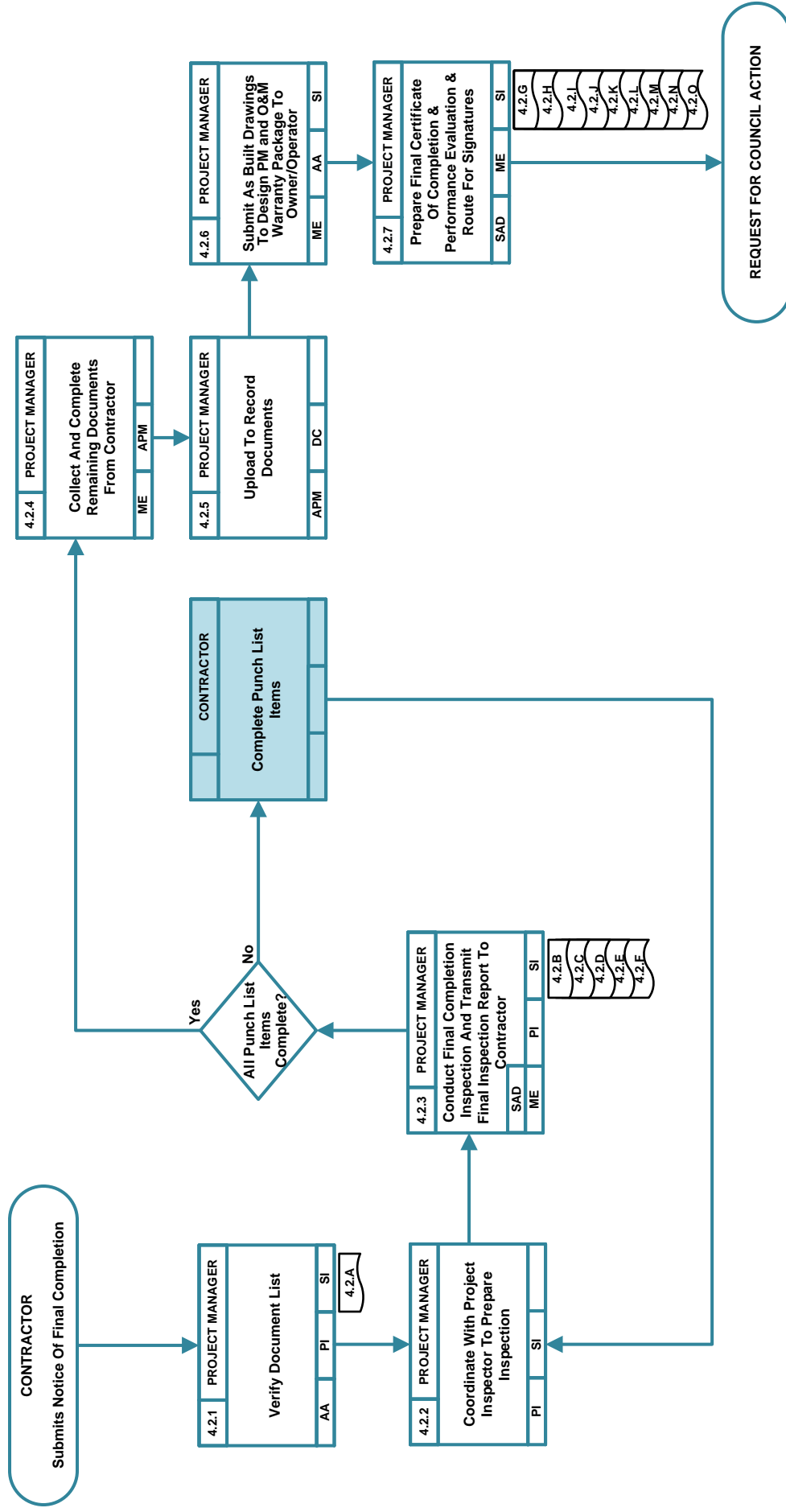
Account Name: _____ Attach copy of Contractor's last bill.

Meter No.: _____

Deleting Old Meter No.: _____



PROCESS 4.2 – FINAL COMPLETION



7 DAYS

21 DAYS

10 DAYS

PROCEDURES

PROCESS 4.2 FINAL COMPLETION

Purpose: To ensure the Work was completed as per Contract

- 4.2.1 After the Contractor submits Notice of Final Completion DOC 00673, Project Manager will verify the document list (Exhibit 4.2.A).
- 4.2.2 Project Manager coordinates with Project Inspector for inspection date.
- 4.2.3 Project Manager conducts final completion inspection and transmits final inspection report to Contractor. Then the Project Manager performs the following:
 - a. Final Completion Inspection Letter
 - b. Final Completion Inspection Memo
 - c. Ribbon Cutting Memo
 - d. O&M Transmittal Memo
 - e. Final Completion Inspection Sign-In Sheet
- 4.2.4 If project is complete then Project Manager collects and completes remaining documents from contractor. If the project is not complete then the Project Manager notify contractor and the contractor completes all the remaining items. After Completing all items contractor will notify Project Manager. Then Project Manager will evaluate if another inspection is needed.
- 4.2.5 Upload and attach all the documents in CIPMS.
- 4.2.6 The Project Manager submits As Built drawings to the Design Project Manager and O&M/Warranty Package to owner.
- 4.2.7 Project Manager prepares final completion certificate and routes with the following:
 - a. Final Inspection Report
 - b. Final Completion Granted Letter
 - c. Record Drawing Transmittal Memo to Engineering
 - d. Contractor Performance Evaluation
 - e. Phase III Evaluation Cover Letter
 - f. Evaluation Phase III Form
 - g. CM Evaluation Phase III
 - h. Construction management Evaluation Letter
 - i. Estimate For Payment

FINAL COMPLETION CHECKLIST

Project Name: _____

WBS No.: _____

Project Manager: _____

PM Initials

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1. Copy of Document 00650 – Certificate of Final Completion | _____ |
| 2. Copy of Document 00673 – Contractor's Certification of Final Completion | _____ |
| 3. Copy of Insurance Certificate showing that insurance is current and has 30 day cancellation clause on certificate | _____ |
| 4. Written statement from Contractor stating no know reason for insurance not to be renewable to cover correction and warranty period | _____ |
| 5. Copy of Consent of Surety to Final Payment | _____ |
| 6. PM Certifies that all record documents, maintenance manuals, Tests, inspections and approvals have been obtained for the project. | _____ |



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2800
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<Project Name>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Final Inspection

Dear <<Contact Name>>

The purpose of this letter is to inform <<Contractor Name>> and all interested parties of the Final Inspection for the referenced project. The Final Inspection will be conducted at <<Final Inspection Time>> on <<Final Inspection Date>>. All Interested parties will meet at the intersection of <<Final Inspection Location>>

If you should have any questions regarding this inspection, please contact me <<Managing Engineer Name>>, at <<Managing Engineer Phone #>> or <<Project Manager Name>>, Project Manager, <<Project Manager Phone #>> at your earliest convenience.

Sincerely,

<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME:PM xx>>



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: Council Member<<Last Name>>
District <<Letter>>

From: Senior Assistant Director
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<WBS#>>
Final Inspection

The purpose of this memorandum is to inform you that the referenced project is considered complete and a Final Completion Inspection has been scheduled. This project is in your District and you may be interested in participating in the inspection. This inspection has been scheduled for <<Final Completion Date>> at <<Final Completion Time>>. All interested parties should be at the intersection of <<Final Completion Location>>.

Should you have any questions concerning this matter, please contact <<Managing Engineer Name>>, Managing Engineer, Construction Branch at <<Managing Engineer Phone #>> at your earliest convenience.

<<Sr Assistant Director Name>>

SAD.ME.xxx



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: Council Member<<Last Name>>
District <<Letter>>

From: Deputy Director
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<WBS#>>
Ribbon Cutting Opportunity

The Department of Public Works and Engineering will soon complete construction on the <<Ribbon Cutting Location>>.

The Department has identified proposed ribbon cutting opportunity for your use in case you decide to pursue the celebratory milestone. The proposed date and time is <<Ribbon Cutting Date>> at <<Ribbon Cutting Time>> at <<Ribbon Cutting Location>>.

If your office would like to pursue this opportunity, please coordinate with the <<Director of Special Events Name>>, Director, Mayor's Office of Special Events

<<Deputy Director Name>>

DD:SAD:ME:xxx



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Operation/Assistant Director>>
Managing Engineer

From: Managing Engineer
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<WBS #>>
O & M Manuals

Attached for your reference are four (4) copies of the Operation & Maintenance Manual for the <<Project Name>> on the subject project.

Please acknowledge receipt by signing and returning this form to the Construction Branch. If you have any questions, you may contact me at <<Managing Engineer Phone #>> or <<Project Manager Name>>, Project Manager at <<Project Manager Phone #>>.

<<Managing Engineer Name>>

Acknowledgment

Print Name

Signature

Date

DD:SAD:ME:xxx

Attachment(s)

FINAL COMPLETION INSPECTION

PROJECT NAME

WBS No X-XXXXXX-XXXX-X

LIST OF ATTENDEES

DATE: MONTH DAY, YEAR

Name (Print)	Organization	Telephone Number	E-mail or Fax Number	Signature

City of Houston
 Department of Public Works and Engineering
 Construction Branch

FINAL INSPECTION REPORT

PROJECT NAME: _____ **WBS No.:** _____
FILE/PROJECT No.: _____ **CONTRACT No.:** _____
CONTRACTOR: _____

In accordance with General Conditions Article 9.12.3 the City Engineer made a Final Inspection of the Work and found the Work acceptable under the Contract Documents and fully performed. The City Engineer hereby states that to the best of the City Engineers knowledge, information, and belief, the Work has been completed in accordance with the terms and conditions of the Contract Documents, and recommends acceptance of the Work by the City Council.

S.No	EXCEPTIONS	DATE COMPLETED
1)		
2)		
3)		
4)		
5)		

DATE OF INSPECTION: _____

CONTRACTORS REPRESENTATIVES

CITY OF HOUSTON REPRESENTATIVES

WORK NOTED IN EXCEPTIONS ABOVE COMPLETED ON _____

CONTRACTORS REPRESENTATIVES

CITY OF HOUSTON REPRESENTATIVES

Document 00650

CERTIFICATE OF FINAL COMPLETION

PROJECT: [Legal Project Name]
CONTRACT No.: _____ PROJECT No.: DPC-[No.]

TO: [Contractor's Company Name]
Contractor and [Contractor's Address]
Address for Written Notice _____

1.01 DATE OF FINAL COMPLETION

The Work performed under the Contract was inspected on [Date Inspected], and found to be complete. The date of final completion of the Work is hereby established as [Date of Final Completion].

1.02 PUNCH LIST

Contractor certified in Document 00641 – Contractor's Certification of Final Completion that all Punch List items were completed or corrected. Failure to identify incomplete work items or requirements of the Contract prior to issuance of this Certificate does not alter the responsibility of Contractor to comply with all provisions of the Contract.

1.03 ACCEPTANCE OF THE WORK

Based on inspection and to the best of our knowledge, information and belief, the Work has been completed in accordance with the terms and conditions of the Contract and we recommend acceptance of the Work by City Council or their delegated authority.

_____ Senior Inspector	_____ Signature	_____ Date
_____ Project Manager	_____ Signature	_____ Date
_____ Managing Engineer	_____ Signature	_____ Date
_____ City Engineer	_____ Signature	_____ Date

END OF DOCUMENT



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Final Completion Granted

Dear <<Contact Name>>

Final Completion has been granted for the above referenced project. Attached for your records is the Certificate of Final Completion.

Should you have any questions concerning this matter, please contact me at << Managing Engineer Phone #>> or <<Project Manager Name>>, Project Manager, <<Project Manager Phone #>> at your earliest convenience.

Sincerely,

<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME:PM xx>>

Attachment: Certificate of Final Completion



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Managing Engineer>>
Engineer Branch

From: Managing Engineer
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Attn: Design Project Manager

Subject: <<Project Name>>
WBS No. <<WBS #>>
Contractor's Record Drawings
Drawing No. <<XX>>

The above referenced project is complete. The Substantial Completion date is <<Date>>. We are transmitting the Record Drawings for your information. After the information has been transferred to the original drawing please return this set so that it may be archived

<<Managing Engineer Name>>

<<ME:PM:xx>>

Attachment(s)

ec Sr Assistant Director
Administrative Manager
Project File, WBS No. <<XXXX-XXXX-XX>>(File No. 2.5)

Document 00653

CONTRACTOR PERFORMANCE EVALUATION

1. Project Name: [Legal Project Name]
2. Project No.: [GFS/CIP/AIP/File No.] 3. Contract No.: [Contract No.]
4. Contractor: [Contractor's Company Name]
5. Contract Price Analysis:

A. Original Contract Price:	\$ <u>[Orig. Contract Price]</u>	(From Agreement)
B. Approved Additional Costs:	\$ <u>[Total COs]</u>	(From Change Orders)
C. Final Contract Price:	\$ <u>[Final Contract Price]</u>	(5A + 5B)
D. Overruns/(underruns):	\$ <u>[Amount or N/A]</u>	(5C – (1.05 x 5A))
6. Contract Time Analysis:

A. Date of Commencement of the Work:	_____ <u>[Date of COW]</u>	(From NTP)
B. Days Allowed by Contract:	<u>[Orig. Contract Time]</u>	(From Agreement)
C. Original Date of Substantial Completion:	_____ <u>[Orig. DSC]</u>	(From NTP or 6A + 6B)
D. Approved Additional Days:	_____ <u>[Add'l Days]</u>	(From Change Orders)
E. Total Days Allowed:	<u>[Rev. Contract Time]</u>	(6B + 6D)
F. Revised Completion Date:	_____ <u>[Auth. DSC]</u>	(6A + 6E)
G. Total Days Used:	_____ <u>[Total Days Used]</u>	(From Daily Reports)
H. Actual Completion Date:	_____ <u>[Actual Comp. Date]</u>	(6A + 6G)
I. Overruns/(underruns) in Days:	_____ <u>[Days]</u>	(6H – 6F)
J. Liquidated Damages Per Day:	\$ _____ <u>[LD Amount]</u>	(From Suppl. Conditions)
K. Amount Assessed:	\$ _____ <u>[LD Assessed]</u>	(6I x 6J or 0, if < 0)
7. Program Monitoring / Contract Compliance Evaluation and Rating:

	<u>Per Contract</u>	<u>Actual</u>		<u>Outstanding</u>	<u>Satisfactory</u>	<u>Unsatisfactory</u>
A. MWBE Goal:	_____	_____	Grade:	_____	_____	_____
B. PDBE Goal:	_____	_____	Grade:	_____	_____	_____
C. DBE Goal:	_____	_____	Grade:	_____	_____	_____
D. Prevailing Wage Rates:			Grade:	_____	_____	_____
E. Reasons for any Outstanding or Unsatisfactory Grades: _____						

[Insert line here after editing]
Contract Compliance Officer
[Affirmative Action/Contract Compliance or
Department of Housing and Community Development]

Director
[Affirmative Action/Contract Compliance or
Department of Housing and Community Development]

00653-1
01-10-2005

8. Construction Section:	Evaluation and Rating			Reason
	Out-standing	Standard	Unsatis-factory	
A. Quality of Work:	_____	<u> X </u>	_____	_____
B. Timely Performance:	_____	<u> X </u>	_____	_____
C. Public Safety:	_____	<u> X </u>	_____	_____
D. Mgmt and Staffing:	_____	<u> X </u>	_____	_____
1. Superintendent: (On site, easy to contact)	_____	<u> X </u>	_____	_____
2. Crew Foreman: (Collectively)	_____	<u> X </u>	_____	_____
E. Resp. & Cooperation:	_____	<u> X </u>	_____	_____
1. w/ City of Houston: (Collectively)	_____	<u> X </u>	_____	_____
2. w/ Private Utilities: (Collectively)	_____	<u> X </u>	_____	_____
3. w/ the Public: (Collectively)	_____	<u> X </u>	_____	_____
F. Site Operations:	_____	<u> X </u>	_____	_____
1. Signage/Traffic: (Overall)	_____	<u> X </u>	_____	_____
2. Works w/i ROW: (If Applicable)	_____	<u> X </u>	_____	_____
3. Collateral Damage: (Keeps Damage to Existing Structures and Lawns to a minimum (e.g. walks, drives, curbs, etc.))	_____	<u> X </u>	_____	_____
G. Site Maintenance:	_____	<u> X </u>	_____	_____
1. During Constr.: (Overall)	_____	<u> X </u>	_____	_____
2. Final Cleanup: (Including surrounding area, affected by Construction)	_____	<u> X </u>	_____	_____

9. Overall Rating: Outstanding _____ Standard X Unsatisfactory _____
Reason: _____

10. Evaluated by:
Name & Title: [Name of Developer's Project Manager, PM's Title]
Signature: _____ Date: _____

11. Evaluation Endorsed by:
Name & Title: _____
Signature: _____ Date: _____

00653-2
01-10-2005

12. Evaluation Reviewed by:

A. Name & Title: _____

Signature: _____ Date: _____

B. Reviewed by Director: _____
(Only required where "Unsatisfactory" in any item or "Outstanding" or "Unsatisfactory" is overall rating.)

Signature: _____ Date: _____

END OF DOCUMENT

00653-3
01-10-2005



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832-395-2500
F. 832-395-2408
www.houstontx.gov

(Date)

(Name of Engineer of Record)
(Company Name)
(Company Address)
(City, State Zip)

Re: (Project Name)
WBS No. (Number)
PHASE III EVALUATION

Dear (Name of EOR),

As part of the closeout procedure, the Construction Branch is required to evaluate design consultants on the Phase III services provided to the City of Houston upon contractor's achievement of substantial completion.

Attached for your review and signature is a copy of your performance evaluation. We request that you sign and provide any comments you may have to us in order to expedite the closure of the subject project. Your response by (Month Day, Year) would be appreciated.

Should you have any questions, please contact me at (Telephone Number) or (Managing Engineer's Name), Managing Engineer at (Telephone Number).

Sincerely,

(Senior Assistant Director's Name)
Senior Assistant Director
Construction Branch
Engineering and Construction Division

XXX:XXX:xxx

Enclosures: Performance Evaluation Form

ec: Deputy Director
Sr. Assistant Director (Engineering)

Administrative Manager
File No. (WBS No./Code)

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
Performance Evaluation
Of
Professional Engineers / Architects

Project Name: _____
Name of A/E: _____
Project / File No.: _____
Project Manager: _____
Contract Period: _____

Phase III - Bidding and Construction

	Score	Comments
1. Timely, Responsive and Cooperative	(0 - 5)	
2. Appropriate Design Staff Remained Involved During Construction	(0 - 10)	
3. Monthly Site Visits Properly Performed and Recorded	(0 - 5)	
4. Accurate and Legible Bid Documents	(0 - 5)	
5. Special Conditions (permit requirements of other special conditions) Adequately Addressed During Effort	(0 - 5)	
6. Final Construction Cost Within 5% of Low Bid excluding scope changes	(0 - 10)	
7. As-Builts Accurately Compiled and Submitted to City Prior to City Council Acceptance of Project	(0 - 5)	
SUB TOTAL =	_____	(0 - 45)
8. Quality of Bid Document passed on overruns and under runs	(0 - 10)	
9. Timely responses to RFI's	(0 - 10)	
10. Change Orders required to correct errors or omissions	(0 - 10)	
TOTAL OVERALL SCORE Phase III	_____	(Max 75)

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
Performance Evaluation
Of
Professional Engineers / Architects

Project Name: _____
Name of A/E: _____
Project / File No.: _____
Project Manager: _____
Contract Period: _____

Phase III - Bidding and Construction

Evaluated by:

Project Manager Date

Managing Engineer Date

Consultant Date (Consultant may submit comments. If submitted, comments will be attached hereto.)

Approved

Sr. Assistant Director Date

Approved

Deputy Director Date
(Required for scores above 45 or below 25)

Approved

Director Date
(Required for scores below 20)

DEPARTMENT OF PUBLIC WORKS AND ENGINEERING
Performance Evaluation of Construction Management and Inspection Services

Name of Firm: _____
 Project File No.: _____
 Project Manager: _____
 Contractor Period: _____

<u>Initiate Construction</u>	Score (0-5)	Comments
1. Prepare, distribute pre construction documents	_____	_____
2. Project planning and organizing includes staffing plan and project briefing	_____	_____
3. Prepare and conduct progress pre-construction meetings And distribute meeting minutes.	_____	_____
SUB TOTAL =	_____	
	(0 - 15)	

<u>Progress Construction</u>	Score (0-5)	Comments
4. Schedule and conduct Monthly Progress Meetings	_____	_____
5. Prepare and process Daily Construction Reports	_____	_____
6. Process and Respond RFI's and Submittals	_____	_____
7. Prepare and process Pay Estimates	_____	_____
8. Prepare and process Requests for Proposals and Change Orders	_____	_____
9. Manage CM resources	_____	_____
10. Implement, utilize and maintain CIPMS	_____	_____
11. Support community relations and resolve Customer Service Requests	_____	_____
12. Verify and enforce the contractors compliance with Contract documents	_____	_____
13. Advise resolve construction conflicts and issues	_____	_____
14. Demonstrate effort to fulfill MWBE goal	_____	_____
SUB TOTAL =	_____	
	(0 - 55)	



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<CM Contact Name>>
<<CM Firm Name>>
<<Firm Address>>
<<City, State & Zip>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Construction Management Evaluation

Dear <<CM Contact Name>>

As part of the closeout procedure, the Construction Branch is required to evaluate construction management firms on services provided to the City upon contractor's achievement of project completion.

Attached for your review and signature is a copy of your performance evaluation. We request that you sign and provide any comments you may have as soon as possible in order to expedite the closure of the subject project. Your response within 10 business days of this letter would be appreciated.

Should you have any questions, please contact me at <<Sr Assistant Director Phone #>> or <<Managing Engineer Name>>, Managing Engineer at <<Managing Engineer Phone #>>.

Sincerely,

<< Sr Assistant Director Name>>
Sr Assistant Director
Construction Branch
Engineering & Construction Division

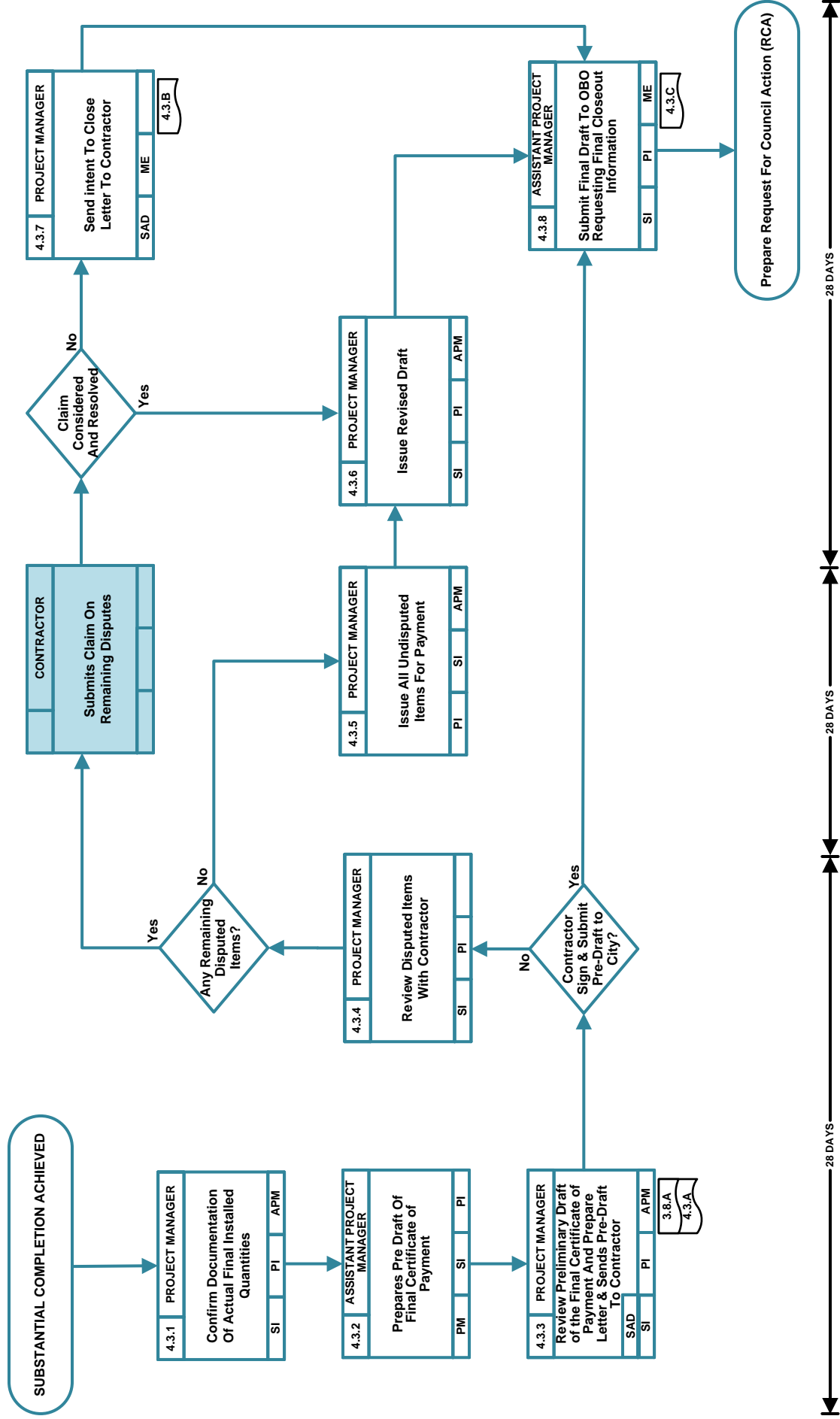
SAD:ME:xx

Attachment: Performance Evaluation

ec Administrative Manager



PROCESS 4.3 – PRELIMINARY DRAFT OF THE FINAL PAYMENT



PROCEDURES

PROCESS 4.3 PRELIMINARY DRAFT OF THE FINAL PAYMENT

Purpose: To pay the Contractor all undisputed amounts for the complete Contract

- 4.3.1 Project Manager confirms documentation of actual final installed quantities with the assistance of the Project Inspector and Senior Inspector.
- 4.3.2 Assistant Project Manager Prepares preliminary draft of the final certificate of payment.
- 4.3.3 Project Manager reviews Preliminary Draft of the Final certificate of Payment. After the review, PM should prepare and send a pre-draft letter to the contractor.
- 4.3.4 If the contractor does not sign it, then Project Manager should review all the disputed items with the contractor.
- 4.3.5 If there is no agreement on any of the disputed items, Contractor should submit the claim in 10 days, on the remaining disputed items. Project Manager will review, reconcile and issue all undisputed items for payment.
- 4.3.6 Project Manager will review the claim forwarded by the contractor and if it is resolved within the reasonable time, a revised draft should be issued.
- 4.3.7 If the claim could not be resolved and still contractor is not signing the pre-draft, the Project manager sends intent to close letter (Exhibit 4.3.B) to contractor. If the Contractor does not respond within requested frame, proceed to step 4.3.8.
- 4.3.8 If the contractor does not respond to the intent to close letter within requested time frame, Assistant Project Manager will Submit Final Draft to OBO requesting final close out information.



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832 395-2500
F. 832-395-2480
www.houstontx.gov

<<Date>>

<<Contact Name>>

<<Contractor Name>>

<<Contractor Address>>

<<City, State & Zip Code>>

**Re: <<Project Name>>
WBS No. <<Number#>>, Contract No. <<Number#>>
PRELIMINARY DRAFT OF THE FINAL ESTIMATE**

Dear <<Contact Name>>

Enclosed herewith for your consideration is the Department of Public Works and Engineering Preliminary Draft of the Final Estimate covering the subject project. Enclosed you will also find an Affidavit of Ownership or Control.

The Preliminary Draft of the Final Estimate was prepared from information in the Construction files, our Inspector's Daily Reports, and our Field Party measurements. It is believed that the final estimate is correct. Your attention is called to the condition that this estimate will represent the final payment due on the subject project. Therefore, additional payments covering both Contract quantities and any Extra items cannot be made subsequent to the issuance of the Final Estimate. The following procedures are required:

1. Please check the Draft of the Final Estimate. Should there be any questionable items, such items should be verified and reviewed with our Project Manager. If acceptable, the Estimate should be signed and returned to this office.
2. The Affidavit of Ownership should be completed, signed, notarized and returned to this office.

These items should be accepted or rejected and returned to this office within ten (10) working days from receipt of this letter. Otherwise, the Final Estimate will be processed for final payment. In addition, please provide the Consent of Surety for the reduction of retainage and final payment.

Preliminary Draft of the Final Estimate

Date

Page 2

Your prompt assistance and cooperation in expediting this matter will be greatly appreciated.

Should you have any questions or require additional information, please contact me at <<Phone Number>> or <<Project Manager Name>>, <<Project Manager's Title>>, Construction Branch at <<Phone Number>>.

Sincerely,

(Managing Engineer's Name)

Managing Engineer

Construction Branch

Engineering and Construction Division

XXX:XXX:xxx

Enclosures

ec: Sr. Assistant Director
Senior Inspector
Assistant Project Manager
File No. (WBS No./Code)



CITY OF HOUSTON
 Department of Public Works & Engineering

Current Mayor
 Mayor

Current Director
 Director
 P.O. Box 1562
 Houston, Texas 77251-1562
 T. 832.395.2600
 F. 832.395.2400
<http://www.houston.tx.gov>

<<Date>>

RETURN RECEIPT REQUESTED

<<Contact Name>>
 <<Contractor Name>>
 <<Contractor Address>>
 <<City, State & Zip>>

Re <<<Project Name>>>
 WBS No <<WBS #>>
 INTENT TO CLOSE OUT

Dear <<Contractor Name>>

The purpose of this letter is to state the intent of the City of Houston (City) to close out the subject project. On <<Date>>, the City of Houston mailed you a copy of the Change Order No. <<#>> based on the City Engineer's decision dated <<Date>>. To date, <<contractor name>>, has not responded to City's request. The City refers you to Document 00700 - General Conditions, Article 9.11.5 which states

"If Contractor fails to submit required items in Paragraph 9.11.4 within 10 days of Project Manager's Inspection of the Work under Paragraph 9.11.2 or Paragraph 9.11.3, City Engineer may, but is not obligated to:

1. Deduct liquidated damages accrued from monies held;
2. Proceed to City Council for acceptance of the Work, minus some or all of the items Contractor fails to submit under Paragraph 9.11.4; and,
3. Upon acceptance by City Council of the portion of the Work completed, make final payment as set out in Paragraph 9.11.8."

If you should have any questions regarding this inspection, please contact <<Project Manager>>, <<Project Manager's Title>> at <<Phone Number>> at your earliest convenience.

Sincerely
 <<Managing Engineer Name>>
 Managing Engineer
 Construction Branch
 Engineering & Construction Division

<<ME PM xx>>

4.3.B	8/30/2017	Intent To Close Project Letter
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CITY OF HOUSTON

Public Works and Engineering
Department

Interoffice

Correspondence

To: **<<NAME>>**
OBO
Division Manager

From: Managing Engineer
Construction Branch
Engineering and Construction Division

Date: DATE

Subject: FINAL CLOSE-OUT INFORMATION

The project listed below is currently in the process of final close-out by the Department of Public Works and Engineering. It is expected that this action will occur within 30 days.

Project Name: **NAME**

Project Number: WBS No. **X-XXXXXXXX-XXXX-4**

Prime Contractor: **NAME**

Work was last performed on this contract: **XX/XX/XXXX**

By copy of this memo, I am requesting a close-out letter pertaining to compliance items and completion of the attached Contract Performance Evaluation.

Please return this form when forwarding the clearance letter to my attention at Construction Branch, 611 Walker, 17th Floor, Houston, Texas 77002. Thank you for your cooperation in this matter.

NAME, P.E.

XXXX:cc

Attachment: Contract Performance Evaluation

cc: **Sr. Assistant Director, P.E.**
File: **X-XXXXXXXX-XXXX-4/21.0**

(DO NOT WRITE IN THIS SPACE)

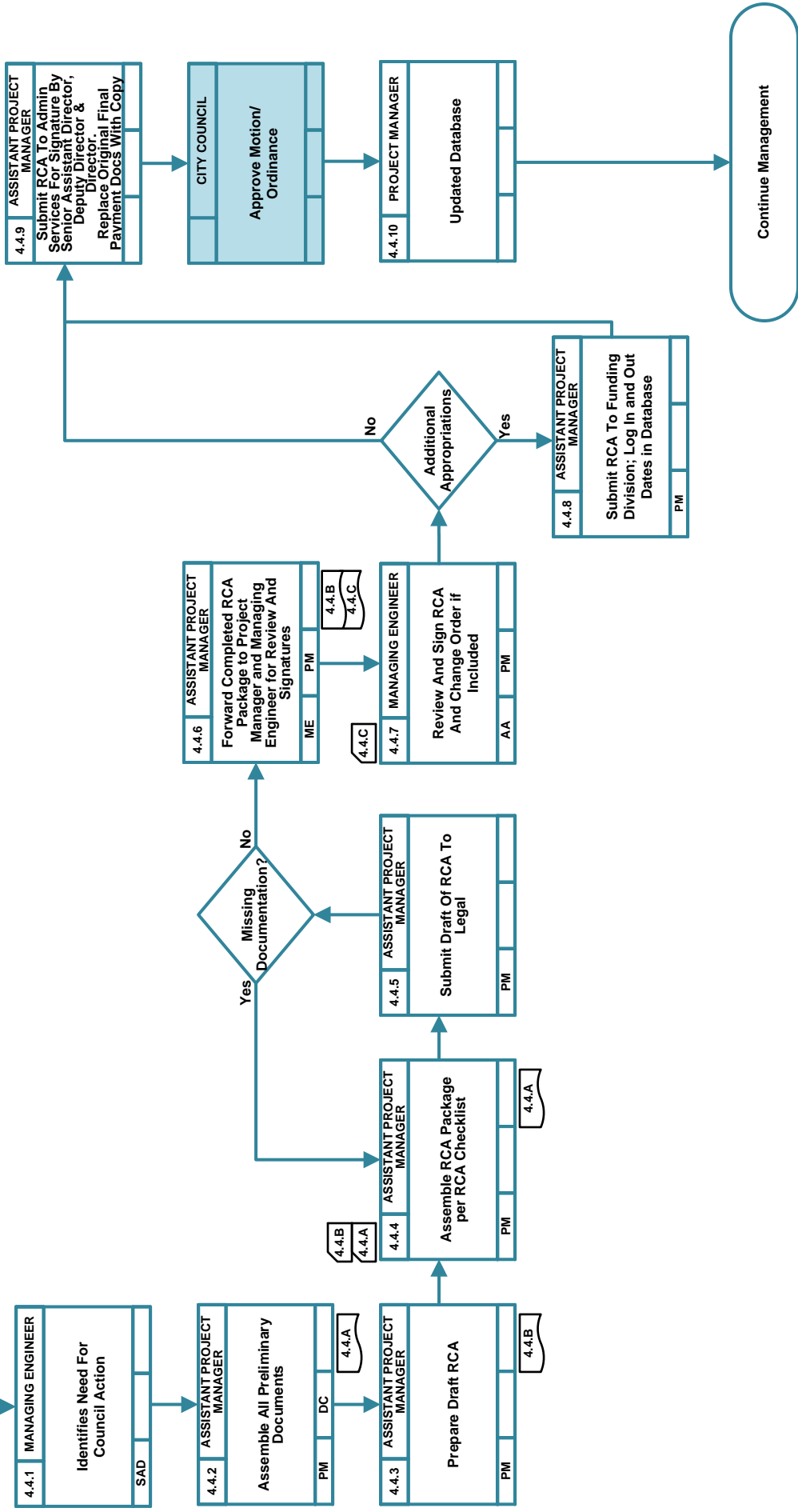
RECEIVED BY (for Affirmative Action):

Date: _____



PROCESS 4.4 – PREPARE REQUEST FOR COUNCIL ACTION (RCA)

- Council Action Required For:**
- CM&I Contract
 - Accept Work
 - Change Order
 - Additional Appropriations
 - Administrative Closing



4 DAYS

14 DAYS

21 DAYS

PROCEDURES

PROCESS 4.4 PREPARE REQUEST FOR COUNCIL ACTION (RCA)

Purpose: Prepare and support requests for Council approval of any motions and/or ordinances required by Construction Branch

- 4.4.1 Managing Engineer evaluates and identifies the need for the Council Action.
- 4.4.2 Assistant Project Manager assembles all Preliminary Documents and RCA Checklist (Exhibit 4.4.A)
- 4.4.3 Assistant Project Manager Prepares Draft RCA (Exhibit 4.4.B)
- 4.4.4 Assistant Project Manager Assembles RCA package per Section A of Accept work RCA checklist
- 4.4.5 Submit draft of RCA to legal for review. If documentation is missing refer to 4.4.4
- 4.4.6 If no missing documentation then the Assistant Project Manager forwards completed RCA package to Project Manager and Managing Engineer for review and signatures.
- 4.4.7 Managing Engineer reviews and signs RCA and Change Order if included.
- 4.4.8 If additional appropriation is needed then Assistant Project Manager submits RCA to Funding Division for review; log in and out dates in database.
- 4.4.9 If additional appropriation is not needed the Assistant Project Manager submits RCA to Admin Services for signature by Senior Assistant Director, Deputy Director & Director; replace original final payment documents with copy.
- 4.4.10 After City Council approves the Motion or Ordinance, the Project Manager will update the database.

CITY OF HOUSTON
Department of Public Works & Engineering
Construction Branch
RCA Checklist

Project No. WBS No.

RCA for:	Accept Work	Change Order	Contract Amendment	CM Contract	Additional Fund(s)
A. With Request for Council Action					
A1 File Notes					
A2 RCA Routing Form (Original on Pink Form)					
A3 Request for Council Action (Original on Blue Form)					
A4 Two Original Change Orders (If RCA appropriates additional funds)					
A5 City Map Showing Affected Council District(s)					
A6 Project Location Map(s)					
A7 All Previously Approved Change Orders (Copies)					
A8 All Previously Approved RCAs, Ordinances/Motions (Copies)					
A9 Form "A" and GFS Documents (If additional funds are associated)					
A10 Blue Backed Original Ordinance and Controller's Certificate with Two Copies Attached to Back					
(If additional funds are associated)					
A11 Fund Reservation Request Form for Additional Appropriation, if any					
B. Supporting Documents					
B1 Certificate of Substantial Completion, Document 00645					
B2 Office of Business Opportunity					
B2.1 Office of Business Opportunity Letter (Copy)					
B2.2 Verification of MWDBE Participation (Copy)					
B2.3 Performance Evaluation - Office of Business Opportunity (Copy)					
B2.4 Correspondences between Contractor and OBO, if Contractor fails to meet the goal					
B3 Contractor Performance Evaluation (Original)					
B4 Final Pay Estimate					
B4.1 Cover (Original)					
B4.2 Final Bid Items (Original)					
B4.3 Change Order (replace copy with original when submit to Accounting for payment)					
B4.4 Other Charges (Chlorination, etc., Original)					
B4.5 Consent of Surety to Final Payment (Original)					
B4.6 Certificate of Payment to Subcontractors & Suppliers, Document 00642 (Original)					
B4.7 Contractor Certificate of Final Completion, Document 00673 (Original)					
B4.8 Final Certificate of Completion					
C. Additional Supporting Documents					
C1 Affidavit of Ownership or Control / Tax Report					
C2 Fair Campaign Ordinance					
C3.1 Performance Evaluation of Professional Engineers / Architects - Phase I & II and Phase III					
C3.2 CM Performance Evaluation					
C4 TCEQ - Phase I Notice of Termination					
C5 TDLR Release Letter for TDLR Project No. (if TDLR inspection required)					
DISTRIBUTION:					

4.4.A

9/8/2016

Checklist for Request for Council Action

TO: Mayor via City Secretary REQUEST FOR COUNCIL ACTION

SUBJECT: Additional Appropriation and Approval of Change Order No. (NUMBER) for (NAME OF PROJECT), WBS No. (NUMBER).		Category #1, 7	Page 1 of 1	Agenda Item #
FROM (Department or other point of origin): Department of Public Works and Engineering		Origination Date	Agenda Date	
DIRECTOR'S SIGNATURE:		Council Districts affected: X		
For additional information contact: Senior Assistant Director Phone: (832)395-2355		Date and Identification of prior authorizing Council Action: Ord. # xxxxxx Ord. # xxxxxx		
RECOMMENDATION: (Summary) Approve an ordinance appropriating an additional \$xxxxxxx, adopt a motion approving Change Order No. --.				
Amount and Source of Funding: \$XXX,XXX.XX from (FUND NAME AND NUMBER). (Previous appropriation; \$XXX,XXX.XX from (FUND NAME AND NUMBER) and \$XXX,XXX.XX from (FUND NAME AND NUMBER).)				
PROJECT NOTICE/JUSTIFICATION: This project is part of the (TYPE OF CIP PROJECT/PROGRAM) and is required to (PROGRAM DESCRIPTION).				
DESCRIPTION/SCOPE: This project consists of construction of (DESCRIPTION OF PROJECT FROM PREVIOUS AWARD RCA). (EOR COMPANY NAME) designed the project with XXX calendar days allowed for construction. The project was awarded to (CONTRACTOR NAME) with a original Contract Amount of \$XXXXXXXX.				
LOCATION: The project area is generally bounded by (PROJECT BOUNDARIES). The project is located in Key Map Grid XXX-X.				
PREVIOUS ACTION(S): Change Order No. XX1 in the amount of XXXXX.XX was for (DESCRIPTION OF CHANGE ORDER WORK). Change Order No. X in the amount of \$XXXXXX was for (DESCRIPTION OF CHANGE ORDER WORK) and Change Order No. XX in the amount of \$XXXXXX was for (DESCRIPTION OF CHANGE ORDER WORK).				
THIS ACTION: Change Order No. XX in the amount of \$XXXXXX.XX is required to increase the Contract quantities. (INSERT REASON FOR NEW CHANGE ORDER). The original scope of work for the project has not changed.				
The requested amount in Change Order No. XX will cover the entire cost of overrun and will leave the contingencies balance for future Change Orders should they become necessary.				
M/WBE PARTICIPATION: The M/WBE goal established for this project is XX%. According to Affirmative Action and Contract Compliance, Contractor's to date M/WBE performance is XXX%.				
REQUIRED AUTHORIZATION				CUIC ID # XXXXXX
Finance Department:	Other Authorization:	Other Authorization: , Deputy Director Engineering and Construction Division		

Request for Council Action Routing Form

(RCA) SUBJECT: Additional Appropriation and Approval of Change Order No. XX for (PROJECT NAME), WBS No. _____.

(RCA) RECOMMENDATION: (Summary) Approve an ordinance appropriating an additional \$ XXX,XXX.XX, adopt a motion approving Change Order No. XX.

COUNCIL AGENDA DATE: _____, 20XX

(Circle One)
Motion
Resolution
Ordinance

CUIC ID# 20HA-

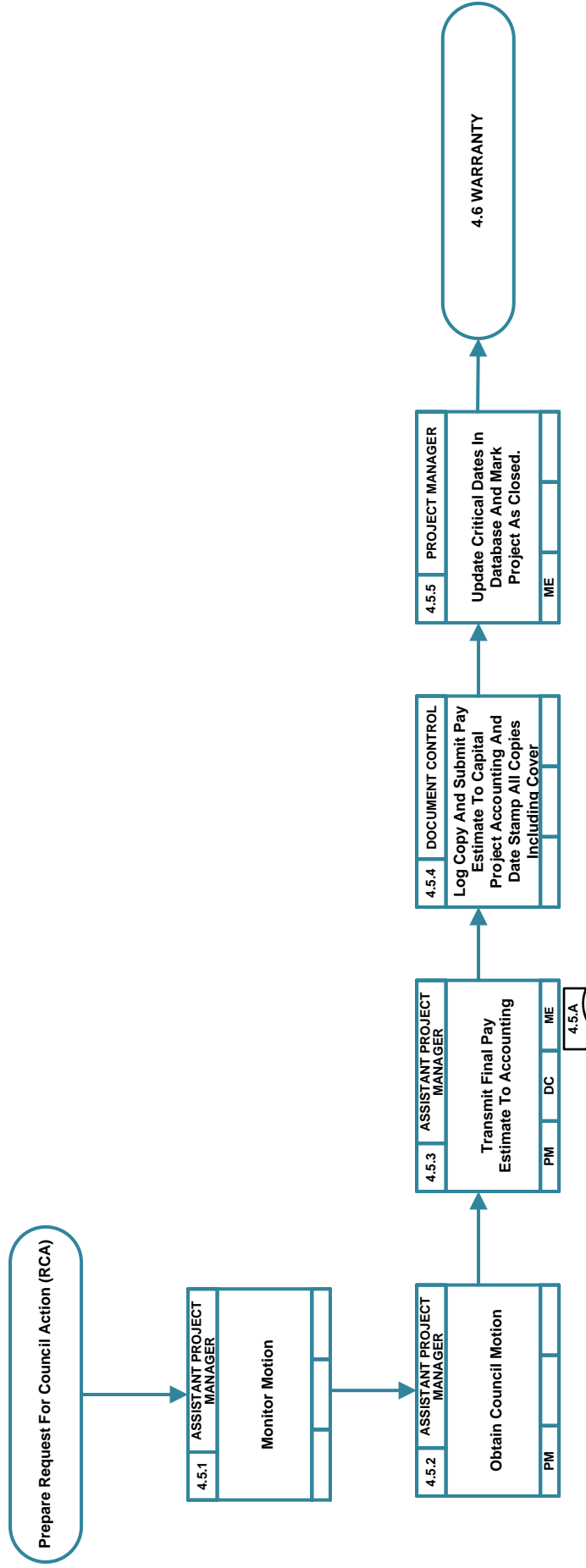
Originator/Prime Author: _____

Phone # (832) 395-____

Routing Order: (Originator/Prime Author specifies by Name)	Date/time Received	Date/time Transmitted	Comments:
Managing Engineer, PW&E <<NAME>>			
Senior Assistant Director, PW&E <<NAME>> (832) 395-2355			
Fiscal Management Division, PU, PW&E <<NAME>> (832) 395-2615			
Deputy Director, EC, PW&E <<NAME>> (832) 395-2201			
Agenda Coordinator <<NAME>> (832) 395-2458			
Chief of Staff, PW&E <<NAME>> (832) 395-2518			
Director, PW&E <<NAME>> (832) 395-2500			
Agenda Director <<NAME>> (832) 393-1091			
City Secretary's Office <<NAME>> (832) 395-1100			



PROCESS 4.5 – PROCESS FINAL PAYMENT



PROCEDURES

PROCESS 4.5 PROCESS FINAL PAYMENT

Purpose: To pay the Contractor all undisputed amounts in a timely manner

- 4.5.1 Assistant Project Manager keeps track of the Council motion to check the date for approval.
- 4.5.2 Assistant Project Manager obtains a copy of the Council Motion.
- 4.5.3 Assistant Project Manager transmits Final Pay Estimate and Final Payment Request Letter (Exhibit 4.5.A) to accounting.
- 4.5.4 Document Control Log, Copy, and submit Pay Estimate to Capital Project Accounting and Date Stamp all Copies including memo cover.
- 4.5.5 Project Manager update critical dates in database and mark project as closed.



CITY OF HOUSTON

Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Resource Management DAD Name>>
Deputy Assistant Director
Resource Management
Fixed Asset Accounting

From: Managing Engineer
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Subject: <<Project Name>>
WBS No. <<WBS#>>
Final Payment

Please process the Final Payment for the referenced project. City Council accepted work on this project on <<DATE>>. The motion number is <<MOTION>>. Details of the project are as follows.

Project Title -
Contractor -
WBS No -
File/Project No -
Contract/Outline Agreement No -

All the relevant documents necessary to process the payment are being forwarded as follows:

1. Cover (Original)
2. Final Unit Price Items (Original)
3. Final Change Order (if applicable)
4. Consent of Surety to Final Payment (Original)
5. Certificate of Payment to Subcontractors & Suppliers Doc.-00642 (Original)
6. Contractor Certification of Final Completion, Doc.-00637 (Original)
7. Final Certification of Completion (Original)
8. Copy of Approved Council Motion No. (NUMBER)

<<Managing Engineer Name, P.E.>>

XXX.XXX.xxx
Attachments

Cc (Sr. Assistant Director) (Administrative Manager) WBS No <<XXXX-XXXX-XX>>
(File No 21.0)

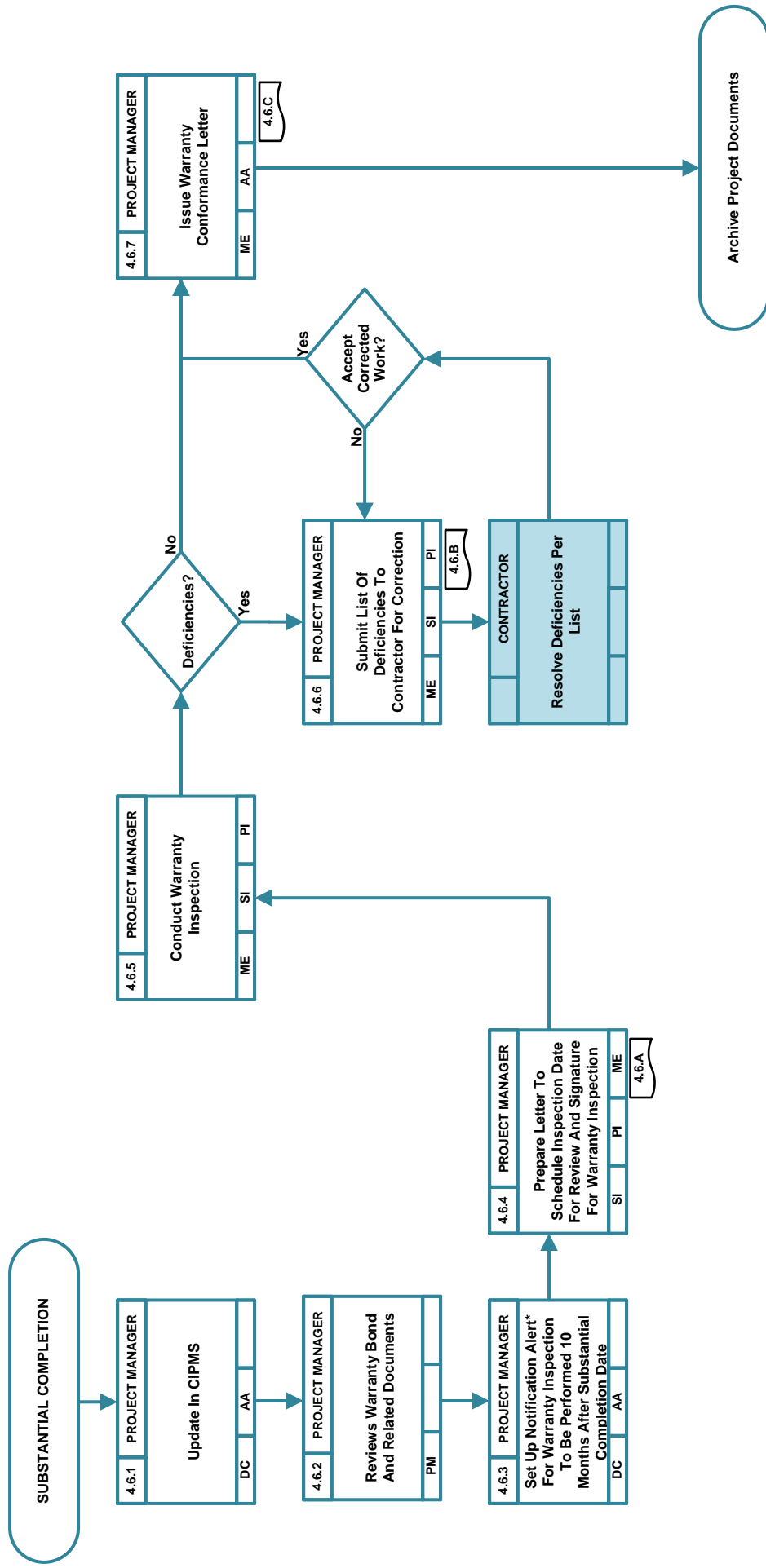
Acknowledgment with attachments:

Project Accounting Section

Date



PROCESS 4.6 – WARRANTY



10 MONTHS

14 DAYS

7 DAYS

PROCEDURES

PROCESS 4.6 WARRANTY

Purpose: To ensure the completed work is still properly functioning prior to the end of the warranty period.

- 4.6.1 After Substantial Completion, Project Manager will update CIPMS.
- 4.6.2 Project Manager will review warranty bond and other contract related documents.
- 4.6.3 Project Manager will be responsible to set up notification alert for warranty inspection procedure to be start 10 months after substantial completion date.
- 4.6.4 Project Manager prepares letter to schedule warranty inspection date for review and signature. Project Manager processes warranty inspection letter (Exhibit 4.6.A).
- 4.6.5 Project Manager conducts warranty inspection along with the Project Inspector and Senior Inspector.
- 4.6.6 If there are deficiencies then the Project Manager submits Deficiencies Letter and List (Exhibit 4.6.B). Contractor is required to resolve list of deficiencies per project plans and specifications.
- 4.6.7 If there are no deficiencies then the Project Manager issues Warranty Conformance Letter (Exhibit 4.6.C).



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400

<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Eleven Month Warranty Inspection

Dear <<Contact Name>>

Be advised that the Eleven Month Warranty Inspection of the referenced project will be conducted at <<Warranty Inspection Time>> on <<Warranty Inspection Date>>. All interested parties will meet at <<Warranty Inspection Location>>

If you should have any questions regarding this inspection, please feel free to contact <<Project Manager Name>>, Project Manager at <<Project Manager Phone #>>

Sincerely,

<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME:PM xx>>

Enclosure



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<<Project Name>>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Warranty Inspection Deficiency

Dear <<Contact Name>>

As required by General Conditions Article 12.2.3, the City has conducted the Eleven Month Warranty Inspection on <<Date>> and has found the work to be in Non-Compliance with the contract documents. Enclosed is the list of deficient items requiring correction. All items listed should be corrected promptly after receipt of this letter.

Should you have any questions concerning this matter, please feel free to contact me at your convenience at <<Managing Engineer Phone Number>> or <<Project Manager Name>>, <<Project Manager's Title>> at <<Project Manager Phone Number>>.

Sincerely,

<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME:PM xx>>

Enclosure



CITY OF HOUSTON
Department of Public Works & Engineering

Current Mayor

Mayor

Current Director
Director
P.O. Box 1562
Houston, Texas 77251-1562

T. 832.395.2600
F. 832.395.2400
<https://www.houstontx.gov>

<<Date>>

<<Contact Name>>
<<Contractor Name>>
<<Contractor Address>>
<<City, State & Zip Code>>

Re <<Project Name>>
WBS No <<WBS #>>
Outline Agreement No <<Contract #>>
Warranty Inspection Compliance

Dear <<Contact Name>>

As required by General Conditions Article 12.2.3, the City has conducted the Eleven Month Warranty Inspection on <<Date>> and has found the work to be in Compliance with the contract documents.

Should you have any questions concerning this matter, please feel free to contact me at your convenience at <<Managing Engineer Phone Number>> or <<Project Manager Name>>, <<Project Manager's Title>> at <<Project Manager Phone Number>>.

Sincerely,

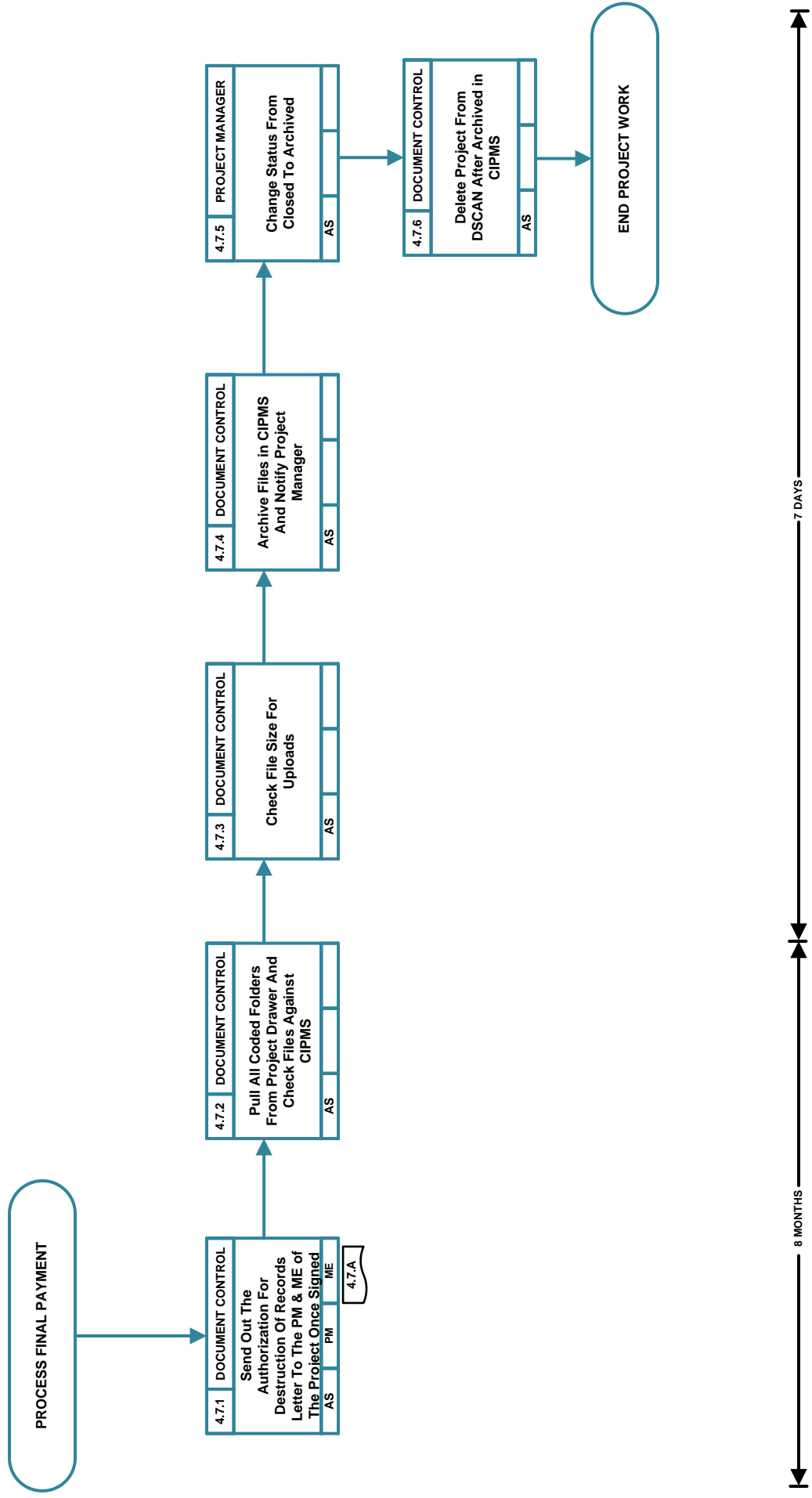
<<Managing Engineer Name>>
Managing Engineer
Construction Branch
Engineering & Construction Division

<<ME:PM xx>>

Enclosure



PROCESS 4.7 – ARCHIVE PROJECT DOCUMENTS



PROCEDURES

PROCESS 4.7 ARCHIVE PROJECT DOCUMENTS

Purpose: To properly close and archive projects in system

- 4.7.1 Document Control sends out the Authorization for Destruction of Records letter (Exhibit 4.7.A) to the Project Manager and Managing Engineer of the Project.
- 4.7.2 Once Signed Document Control pulls all coded folder from project drawer and check files against CIPMS.
- 4.7.3 Document Control needs to look for file sizes to see if the files can be uploaded on CIPMS.
- 4.7.4 Document Control archive files in CIPMS and notifies Project Manager to change status of the project.
- 4.7.5 Project Manager change status from Closed to Archived.
- 4.7.6 Document control delete project from DSCAN after Archived in CIPMS



CITY OF HOUSTON
Public Works & Engineering
Department

Interoffice

Correspondence

To: <<Managing Engineer Name>>
Managing Engineer

From: Administrative Manager
Construction Branch
Engineering and Construction Division

Date: <<Date>>

Attn: <<Project Manager Name>>

Subject: Authorization for Destruction of Records

According to our records PROJECT: <<Project Name>>, CONTRACT NO: <<Contract #>>, WBS NO. <<WBS #>> has been closed. We are in the process of electronically archiving this project. Please confirm that this project is closed, and all records have been sent to the Construction Document Control and all the warranty issues have been addressed.

If all documents have been sent and have been captured in CIPMS the original hard copy file will be destroyed.

<<Administrative Manager Name>>

Project Manager

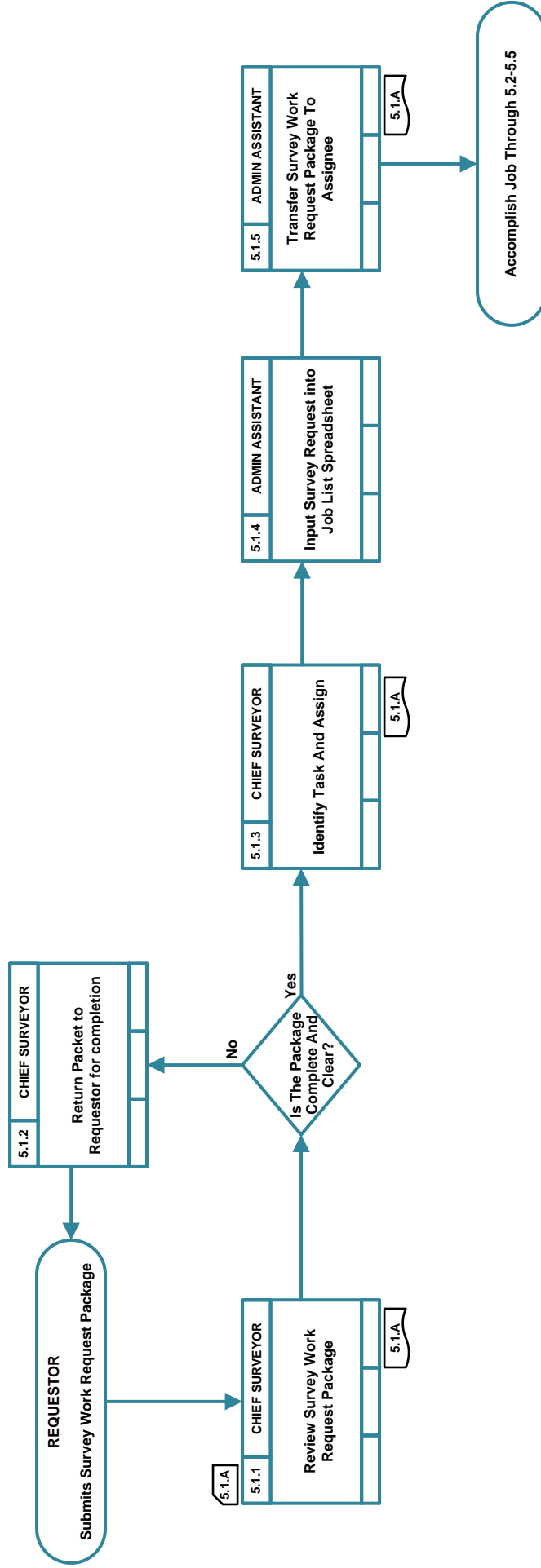
Managing Engineer

ec WBS No <<XXX-XXX-XX>>
File No 21.0

SURVEY SUPPORT



PROCESS 5.1 – REVIEW AND ROUTE SURVEY REQUESTS



2 DAYS

2 DAYS

PROCEDURES

PROCESS 5.1 REVIEW AND ROUTE SURVEY REQUESTS

Purpose: To receive and record required information needed to initiate and complete Survey Section support package

- 5.1.1 Chief Surveyor receives survey work request package.
- 5.1.2 If the package is incomplete, Chief Surveyor returns via email to Requester.
- 5.1.3 If the Package is complete the Chief Surveyor assigns the task and forwards to Admin Assistant to be recorded in the Job List Spreadsheet.
- 5.1.4 Admin Assistant completes to record the Survey Request in the job list spreadsheet.
- 5.1.5 Admin Assistant transfers the Survey Work Package to the Assignee.



Survey Work Request

*Date: _____ Fund Source: _____
 *Requestors Name: _____ Job# (Requestor's): _____
 *Requestors Email: _____ *Requestors Phone No.: _____
 * Dept. /Branch: _____ *Key Map#: _____

TASK		DESCRIPTION
<input type="checkbox"/>	A	CIP Plan Reviews - 50%, 70%, 90%
<input type="checkbox"/>	B	Elevation Investigations; Including Federal Emergency Management Agency (FEMA) Flood Certificates and Bench Mark Checks
<input type="checkbox"/>	C	Right of Way Investigations / Parcel Staking
<input type="checkbox"/>	D	Boundary Surveys
<input type="checkbox"/>	E	Capital Improvement Project Site Control Monument Verifications
<input type="checkbox"/>	F	Asbuilts
<input type="checkbox"/>	G	Centerline Reference Rods
<input type="checkbox"/>	H	Special Request - Topo's (Planemetric Surveys)
<input type="checkbox"/>	R	Parcel Review

Deliverable Product: _____

References (Attached): _____

Requested Start Date: _____ Request Completion Date: _____

Authorized Signature: _____

Print Name: _____

Work Acceptance and Assignment

Work Order # : _____

Task Code : _____

Assigned To : _____

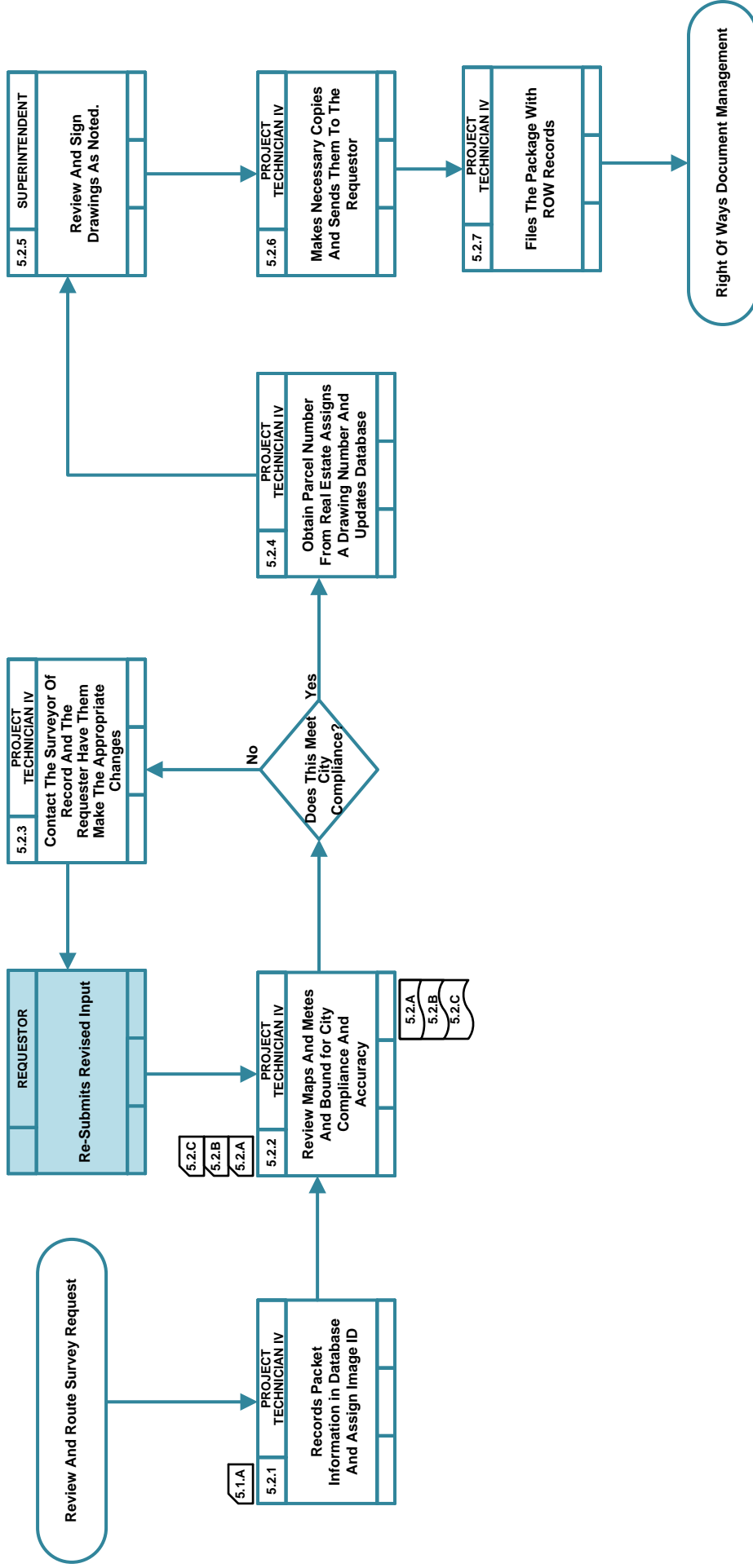
Posted to
Job List (Date): _____

Date Accepted: _____

By (initial) : _____



PROCESS 5.2 – RIGHT-OF-WAYS REVIEWS



2 WEEKS

2-3 DAYS

PROCEDURES

PROCESS 5.2 RIGHT-OF-WAYS REVIEWS

Purpose: To review and record Right-of-Way to meet City of Houston compliance standard

- 5.2.1 Project Technician records packet information in ROW XLSX and assigns image ID number
- 5.2.2 Project Technician reviews submission for compliance with ROW, Easement & JRC checklist.
- 5.2.3 If Non-Compliant Project Technician notifies SOR and Requester via email of issues that need to be addressed for compliance.
- 5.2.4 If compliant Project Technician to obtain parcel number from real estate, assign a Drawing number and update ROW XLSX.
- 5.2.5 Project Technician to forward packet to Superintendent to review and sign as noted. Superintendent to return to Project Technician.
- 5.2.6 Project Technician need to make necessary copies and send them to the Requestor.
- 5.2.7 Project Technician files the package with ROW records.



RIGHT-OF-WAY APPROVAL - SURVEY CHECK LIST

1. ALL SURVEYS SHOULD BE NO OLDER THAN SIX MONTHS
2. Surveys have to be spatially referenced (earth referenced) in the National Spatial Reference System (currently NAD 83, Texas Plane Coordinates), please include Texas plane coordinates in the Metes and Bounds descriptions and on the Mylar drawing/s per City Ordinance 2003-1292, Article IV, Chapter 33, City Surveys of the City of Houston Code of Ordinances. Show grid coordinates at a minimum on POC and POB; also show scale factor
3. If the parcel is located within the 1869 W. E. Woods map the City of Houston Centerline Reference Rods must be used showing rods referenced with offset ties to the reference lines shown on the exhibit and called in the metes and bounds. If the survey falls within the Downtown Centerline Reference Rod System Revitalization maps (City DWG. #46402) these must be used
4. Each parcel will have an individual mylar drawing with metes and bounds descriptions on a separate sheet/s of paper other than the Mylar drawing. Determine how many parcels you need and contact the City of Houston project manager to request a block of parcel numbers corresponding to the type of easements needed (i.e. street, sanitary, sewer, water, etc) and include them on the field notes and Mylar drawings according to project parcel order prior to survey submittal. Please ensure that all parcel numbers coincide on both the Mylar drawing and metes and bounds description.
5. The Mylar drawing and metes and bounds must be signed, dated and ink stamped.
6. Each set of project Mylar drawings and field notes will contain a cover sheet depicting the entire layout of the project reflecting the project limits, parcel numbers and areas of special interest noted on them. Parcel number convention – parcel numbers are to be placed in consecutive order ascending along one side and descending along the other side to maintain numbering consistency.
7. Each Mylar drawing will include a City of Houston signature block. The block can be found at the City of Houston website (You must have Autocad or some other form of drawing application to read/open the file). Title block must be 4 5" X 4 5" to fit City drawing number stamp in lower right side of the Mylar map/s.
 - The template is located at the following link: *Title 11X17 DXF* (JAN. 19, 2012)
 - <http://documents.publicworks.houstontx.gov/document-center>
 - Follow the Categories below:
Engineering and Construction

4/15/2014



EASEMENT APPROVAL - SURVEY CHECK LIST

1. ALL SURVEYS SHOULD BE NO OLDER THAN SIX MONTHS.
2. Surveys have to be spatially referenced (earth referenced) in the National Spatial Reference System (currently NAD 83, State Plane Coordinates), please include state plane coordinates in the Metes and Bounds descriptions and on the Mylar drawing/s per City Ordinance 2003-1292, Article IV, Chapter 33, City Surveys of the City of Houston Code of Ordinances. Show grid coordinates at a minimum on POC and POB; also show scale factor.
3. If the parcel is located within the 1869 W. E. Woods map the City of Houston Centerline Reference Rods must be used showing rods referenced with offset ties to the reference lines shown on the exhibit and called in the metes and bounds. If the survey falls within the Downtown Centerline Reference Rod System Revitalization maps (City DWG. #46402) these must be used.
4. Each parcel will have metes and bounds descriptions on a separate sheet/s of paper other than the Mylar drawing. Determine how many parcels you need and contact the City of Houston project manager to request a block of parcel numbers corresponding to the type of easements needed (i.e. street, sanitary, sewer, water, etc.) and include them on the field notes and Mylar drawings according to project parcel order prior to survey submittal. Please ensure that all parcel numbers coincide on both the Mylar drawing and meets and bounds description.
5. The Mylar drawing and metes and bounds must be signed, dated and ink stamped.
6. Each Mylar drawing will include a City of Houston signature block. The block can be found at the City of Houston website (You must have Autocad or some other form of drawing application to read/open the file). Title block must be 4.5" X 4.5" to fit City drawing number stamp in lower right side of the Mylar map/s.
 - The template is located at the following link: *Title 11X17.DXF* (JAN. 19, 2012)
 - <http://documents.publicworks.houstontx.gov/document-center>
 - Follow the Categories below:
 - Engineering and Construction
 - Drawings
 - Cadd Templates
 - Land Survey
7. Include the Key Map page # and block letter in the title block.
8. Include the Facet/GIMS number in the title block.

4/15/2014

9. The smallest acceptable Mylar drawing size is 11"x17".
10. Each Mylar drawing must depict the entire parent tract in relation to the subject parcel and all visible improvements within parcel area (i.e. trees, signs, fences etc.) and any visible improvements outside of our proposed acquisition area which may be affected by the taking (i.e. buildings, fences, parking areas, etc.). Additionally, building set back lines must be reflected on the mylar drawings.
11. Each easement that affects the parcel area must be listed along with Harris County Clerk File Numbers for all abutting property owner(s) and all easements listed on the Mylar drawing.
12. ALL CALLS AND COORDINATES ON THE METES AND BOUNDS AND MYLAR DRAWINGS MUST MATCH AND MATHEMATICALLY CLOSE.
13. The Point of Beginning (POB) must be reflected in the metes and bounds and on the Mylar drawing. A Point of Commencing is recommended where necessary.
14. Enlarged details of all encroachments must be reflected and encroachments into the City right-of-way must reflect the right-of-way, right-of-way widths and the street/avenue/road name. (Ensure proposed and existing rights-of-way are reflected on the Mylar drawing.)
15. If the project requires TxDOT, Harris County, Metro, CenterPoint approval, the City expects as a deliverable, a final corresponding agency approved, signed and sealed Mylar drawing and a signed and sealed metes and bounds.
16. All metes and bounds and Mylar drawings prepared for a CenterPoint pipeline to be centerline descriptions and drawings (samples are available upon request). Please note that CenterPoint does not permit anyone to run along pipeline/underground easement area but can cross it (approval is necessary see #17).
17. All plan approvals from public and/or private utilities must be obtained prior to submission, if possible.
18. Maps and metes and bounds shall meet Texas Board of Professional Land Surveying requirements.
19. All maps and metes and bounds must conform to the rules and regulations of a Category 1 Land Title Survey per the current Manual of Practice, promulgated by the Texas Society of Professional Surveyors if this standard is called.
20. If you have any further questions concerning Mylar drawings or metes and bounds description issues, please contact George Rodriguez at (832) 395-2380, george.rodriguez2@houstontx.gov or Rodney Sanders at (832) 395-2382, rodney.sanders@houstontx.gov.

4/15/2014



J.R.C. - SURVEY CHECK LIST

1. ALL SURVEYS SHOULD BE NO OLDER THAN SIX MONTHS.
2. Surveys have to be spatially referenced (earth referenced) in the National Spatial Reference System (currently NAD 83, State Plane Coordinates), please include state plane coordinates in the Metes and Bounds descriptions and on the Mylar drawing/s per City Ordinance 2003-1292, Article IV, Chapter 33, City Surveys of the City of Houston Code of Ordinances. Show grid coordinates at a minimum on POC and POB; also show scale factor.
3. If the parcel is located in the area of the City of Houston Centerline Reference Rods there must be ties to the reference lines shown on the map and called in the metes and bounds.
4. Each parcel will have metes and bounds descriptions on a separate sheet/s of paper other than the Mylar drawing.
5. The Mylar drawing and metes and bounds must be signed, dated and ink stamped.
6. Each Mylar drawing will include a City of Houston signature block. The block can be found at the City of Houston website (You must have Autocad or some other form of drawing application to read/open the file). Title block must be 4.5" X 4.5" to fit City drawing number stamp in lower right side of the Mylar map/s.
 - The template is located at the following link: *Title 11X17.DXF* (JAN. 19, 2012)
 - <http://documents.publicworks.houstontx.gov/document-center>
 - Follow the Categories below:
 - Engineering and Construction
 - Drawings
 - Cadd Templates
 - Land Survey
7. Include the Key Map page # and block letter in the title block.
8. Include the Facet/GIMS number in the title block.
9. The smallest acceptable Mylar drawing size is 11"x17".

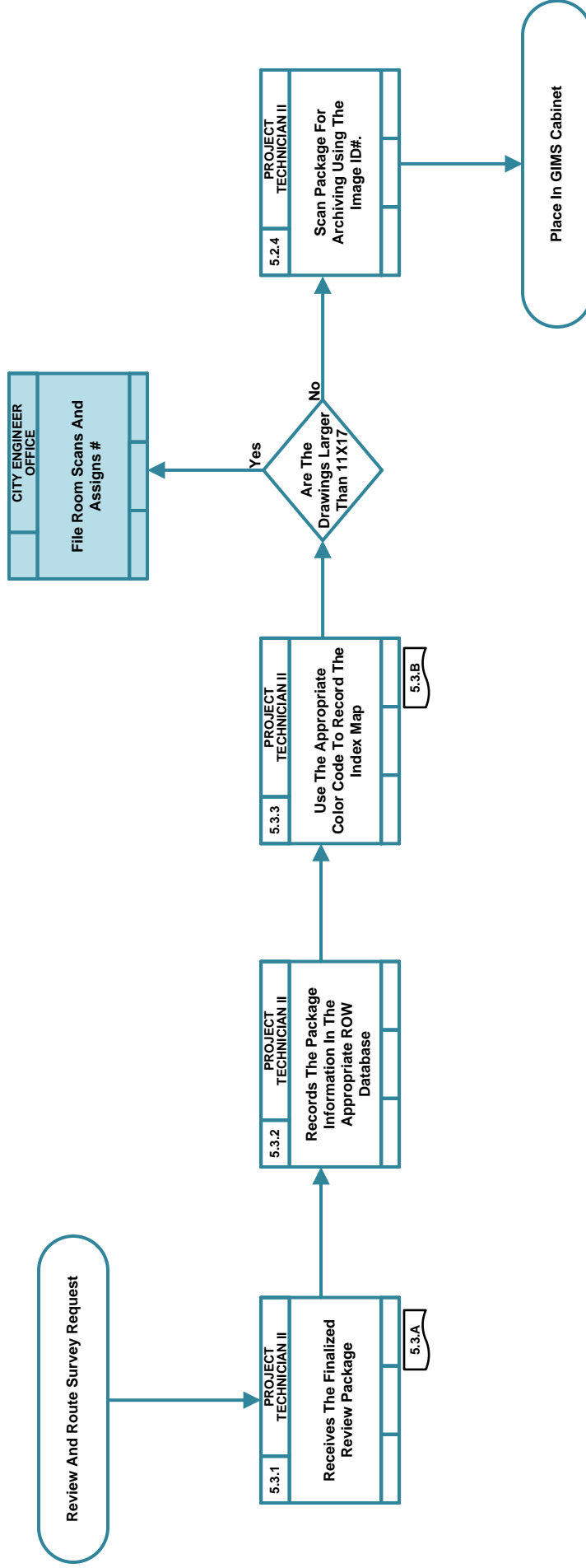
5/07/2012

10. Each easement that affects the parcel area must be listed along with Harris County Clerk File Numbers for all abutting property owner(s) and easements listed on the Mylar drawing.
11. ALL CALLS AND COORDINATES ON THE METES AND BOUNDS AND MYLAR DRAWINGS MUST MATCH AND MATHEMATICALLY CLOSE.
12. The Point of Beginning (POB) must be reflected in the metes and bounds and on the Mylar drawing. A Point of Commencing is recommended where necessary.
13. Enlarged details of all encroachments must be reflected and encroachments into the City right-of-way must reflect the right-of-way, right-of-way widths and the street/avenue/road name. (Ensure proposed and existing rights-of-way are reflected on the Mylar drawing.)
14. If the project requires TxDOT, Harris County, Metro, CenterPoint approval, the City expects as a deliverable, a final corresponding agency approved, signed and sealed Mylar drawing and a signed and sealed metes and bounds.
15. All metes and bounds and Mylar drawings prepared for a CenterPoint pipeline to be centerline descriptions and drawings (samples are available upon request). Please note that CenterPoint does not permit anyone to run along pipeline/underground easement area but can cross it (approval is necessary see #17).
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5/07/2012



PROCESS 5.3 – RIGHT-OF-WAYS DOCUMENT MANAGEMENT



1-2 DAYS

PROCEDURES

PROCESS 5.3 RIGHT-OF-WAYS DOCUMENT MANAGEMENT

Purpose: Fulfill responsibility for input of records into City Engineers Office file room

- 5.3.1 Project Technician receives the finalized ROW package.
- 5.3.2 Project Technician records the package information in 9000R.XLSX or ROWPLAN.XLSX.
- 5.3.3 Project Technician identifies from chart 005.3B color code chart, to assign appropriate color code and records the index map.
- 5.3.4 If drawings are larger than 11X17 PT to forward package to City Engineers file scan and Assign Number.
- 5.3.5 If drawings are 11X17 or smaller Project Technician to scan package for archiving using the image ID number and place in GIMS cabinet.

Job # 15689 EXHIBIT PAGE 1 OF 3 PAGES

County Harris
 Project Brandy
 MAIL No 15 127
 CB Job No 15143

METES AND BOUNDS DESCRIPTION OF A 0046 ACRE WATER METER EASEMENT

Being a tract of land containing 0.0046 acre (200 square feet), located in the Wiley S Powell Survey Abstract Number 822, in Harris County, Texas, said 0.0046 acre being out of Restricted Reserve "C" of Burlington North Industrial District, Section One, a subdivision of record in Volume 321, Page 126, of the Harris County Map Records (H.C.M.R.), same being out of a called 2.850 acre tract of land as recorded in the name of Brandy Manufacturing, Inc. in Harris County Clerk's File Number (H.C.C.F. No.) 20140194682; said 0.0046 acre tract being more particularly described by metes and bounds as follows (all bearings are referenced to the Texas Coordinate System of 1983, South Central Zone, coordinates shown herein are grid to convert to surface apply the combined scale factor of 0.99991291566)

BEARING (X 1075 805 12, Y 13,804 018 01) at a 5/8 inch iron rod found at the westerly corner of said 2.850 acre tract and the herein described tract and the northerly corner of a called 5.0000 acre tract of land recorded in the name of Weyerhaeuser Mill Company in H.C.C.F. No. 2008006785, on the northeast line of said Restricted Reserve "C" and the southerly Right-of-Way (R.O.W.) line of Golden Spike Lane (a half feet wide per Volume 321, Page 126 of the H.C.M.R.)

THENCE South 45° 32' 11" West, through and across said Restricted Reserve "C" and with the line common to said 2.850 acre tract and said 5.0000 acre tract, a distance of 20.00 feet to a point for the southerly corner of the herein described tract

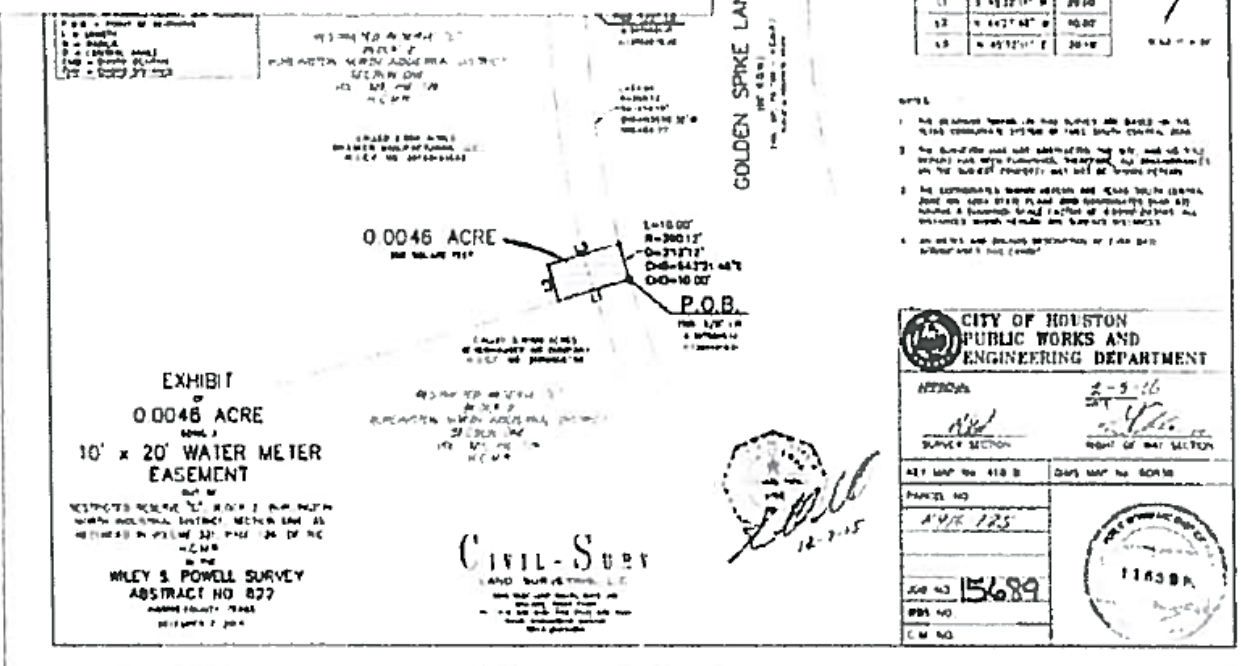
THENCE, continuing through and across said Restricted Reserve "C" and through and across said 2.850 acre tract, the following two (2) courses:

- 1. North 44° 27' 49" West, a distance of 10.00 feet to a point for the westerly corner of the herein described tract







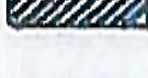




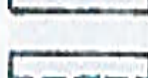
Example Metes & Bounds Description

Example Parcel Plat

RECEIVED
 MC 10 285
 SEARCHED _____ INDEXED _____
 SERIALIZED _____ FILED _____
 11/16/15
 15689
 11530R

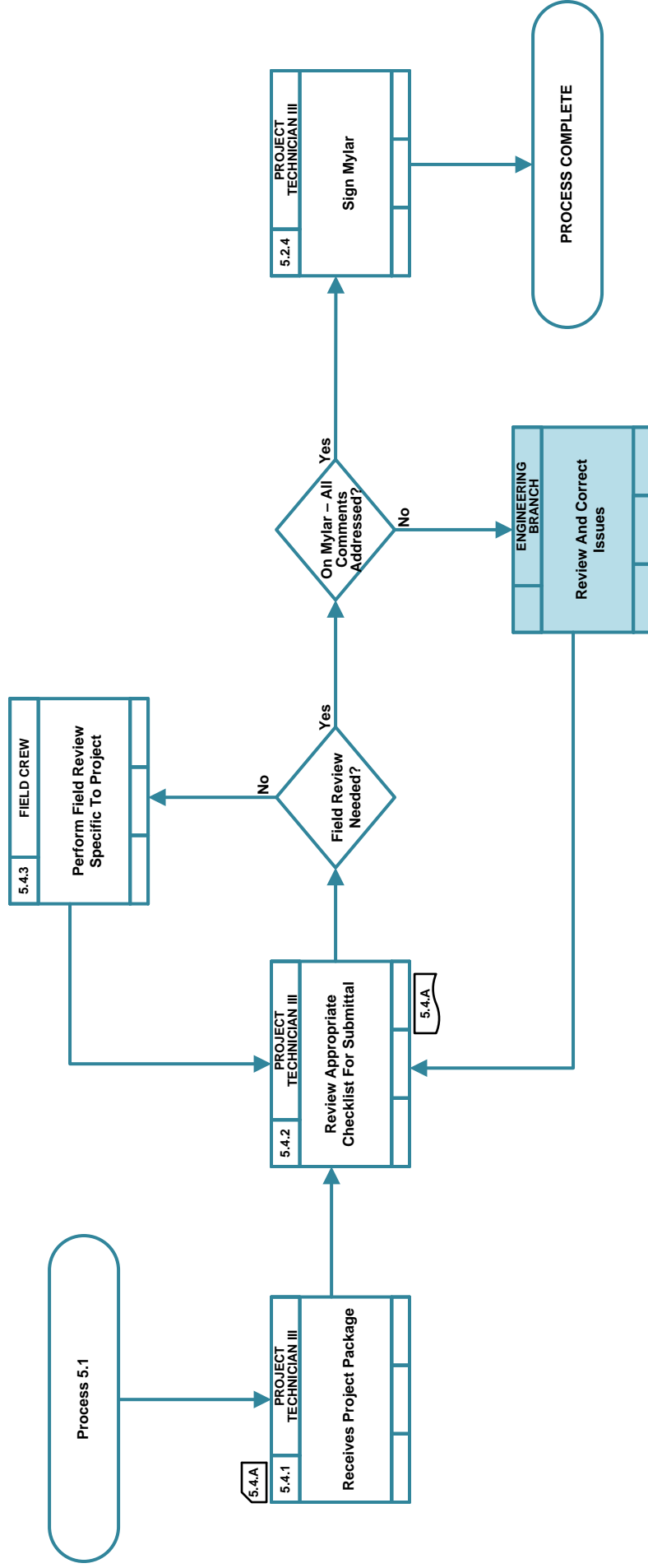


Color Legend

	YELLOW	STREET RIGHT-OF-WAY
	CROSS HATCH YELLOW LINE	SALE PARCELS OF R.O.W.
	LIGHT GREEN	
	CROSS HATCH DARK GREEN LINE	SALE PARCELS OF PARK SITE
	BLUE	OPERATION & MAINTENANCE SITES-WATER WASTE WATER ETC.
	CROSS HATCH BLUE LINE	SALES PARCELS OPERATION & MAINTENANCE SITES
	PINK	POLICE-FIRE-LIBRARY HEALTH-MULTI SERVICE
	CROSS HATCH PINK LINE	SALE PARCELS OF ALL POLICE FIRE-LIBRARY&HEALTH SITE
	BROWN	ALL AIRPORT PROPERTY
	GREEN	HOUSTON LIGHT
	DARK GREEN	ALL UTILITY EASEMENT
	PURPLE	SALES OF PARCELS



PROCESS 5.4 – SITE PLAN REVIEW



7 DAYS

10 DAYS

PROCEDURES

PROCESS 5.4 SITE PLAN REVIEW

Purpose: Ensure standards are met for development of City of Houston properties with public facilities

- 5.4.1 Project Technician receives project package.
- 5.4.2 Project Technician reviews 60%, 90% and Mylar Checklist for compliance.
- 5.4.3 Project Technician confirms FC has completed field review and alerts FC if not completed.
- 5.4.4 If non-compliant or comments exist Project Technician returns to Engineering Branch to review and correct. Project Technician to sign and date Mylar when all comments have been addressed.

Survey Check List

GFS No.: _____ File No.: _____

Project Title: _____

Design Consultant: _____

The materials presented in this checklist are intended for the individual use of the Design Engineers in the performance of their assignments. The contents of the checklist are not all-inclusive nor are they intended to substitute for **sound professional judgment**. The City of Houston reserves the right to delete or add items as necessary. Refer to the latest City of Houston Infrastructure Design Manual, Chapter 2, Survey Requirements and Professional Land Surveying Practice Act of the State of Texas:

- Plant Projects – If only electrical and/or mechanical then Survey would not need to see until 90% review, otherwise normal reviewing procedures apply.
- If any item on Plant Project plans require elevations then a BM and TBM's will need to be designated. Survey will need to see at 60% review.

60% Final Design Submittal Review Requirements:

No.	Description	Complies (1) Yes/No/NA	QC (2) Check	QC (3) Check	Survey Check
	Survey Control Maps				
1.	Section 2.05.C For projects requiring new Site Control Monuments, the surveyor responsible for setting the monuments shall submit signed and sealed City of Houston monuments sheets, with necessary supporting data to the City Survey Office.				
2.	Section 2.06.D.1 For projects in which the Horizontal Control exceeds a distance of 2,000 feet from a found City of Houston monument, a Site Control Monument shall be set. Obtain City monument designation numbers from the City Survey Office.				
3.	Section 2.06.D.2 Additional Site Control Monuments shall be set should the Horizontal Control exceed a radial distance of 2,000 feet from any existing City of Houston monument or newly set Site Control Monument.				

- (1) To be completed by Design Engineer
- (2) To be completed by Design Engineer's Quality Control Reviewer
- (3) To be completed by City's Project Manager
- (4) To be completed by City's Survey Section

Page 1 of 5
Revision Date: 07/16/13

Survey Check List

GFS No.: _____ File No.: _____

Project Title: _____

Design Consultant: _____

No.	Description	Complies (1) Yes/No/NA	QC 2 Check	QC 3 Check	Survey Check
4.	Section 2.06.D.3 If an existing Site Control Monument is used to reference the project, said Site Control monument must be re-observed and re-submitted with the resultant horizontal and vertical coordinates. All recovery ties must be re-observed and present on the new recovery sheets.				
5.	Section 2.07.A For engineering contracts with the City, field work shall be recorded in field books or on total station database printouts. Obtain a field book number from the Survey Section and record this identification in the title block on drawing sheets				
6.	Section 2.07.B The control baseline must be monumented at its beginning, at all points of intersection and at all points of curvature and tangency. Make reference drawings for each baseline control point with recovery ties to planimetric features to allow easy relocation.				
7.	Section 2.07 C. Locate any found monuments and/or property comers and reference them to the design baseline according to the existing City of Houston survey system, as required by Article IV, Chapter 33, City Surveys, of the Code of Ordinances.				
8.	Section 2.07.D Use the City datum (CORS stations) datum as a basis for all elevations. Set temporary bench marks (TBMs) within 200 feet of the beginning and end of each project baseline and at intervals not to exceed 1000 feet throughout the project.				

- (1) To be completed by Design Engineer
- (2) To be completed by Design Engineer's Quality Control Reviewer
- (3) To be completed by City's Project Manager
- (4) To be completed by City's Survey Section

Survey Check List

GFS No.: _____ File No.: _____

Project Title: _____

Design Consultant: _____

No.	Description	Complies (1) Yes/No/NA	QC 2 Check	QC 3 Check	Survey Check
9.	Section 2.07.E Show the main roadway baseline stations at which other street baselines intersect with said main baseline and include either the bearing of the intersecting baselines or the angular relationship of the intersecting baselines to the main roadway design baseline.				
10.	Section 2.08.A Calculate coordinates of proposed right-of-way parcels, control points, found or set monuments, curve data, lengths, stations and offsets to monuments, and proposed improvement features				
11.	Section 2.09.A.1 Found monuments must be plainly shown on the drawings and located by station and distance, right or left from the control line, or construction centerline.				
12.	Section 2.09.A.2 Monuments used to establish the control line must be identified as Control Points, and their relationship to the construction centerline and to the proposed right-of-way lines must be shown.				
13.	Section 2.09.A.3 If the project is dimensioned from a control line, such as construction or design baseline, which is different than the control line referenced in Paragraph 2.07, it must be established and monumented in accordance with the requirements of Paragraph 2.07.				

- (1) To be completed by Design Engineer
- (2) To be completed by Design Engineer's Quality Control Reviewer
- (3) To be completed by City's Project Manager
- (4) To be completed by City's Survey Section

Survey Check List

GFS No.: _____ File No.: _____

Project Title: _____

Design Consultant: _____

No.	Description	Complies (1) Yes/No/NA	QC 2 Check	QC 3 Check	Survey Check
14.	Section 2.09.A.4 Coordinates for transverse control points and all points of curve, points of tangency, and points of intersection along the design baseline shall be shown.				
15.	Section 2.09.B.1 Show location and identification of existing City survey monuments and found monument, by station and distance and whether right or left of control line or centerline.				
16.	Section 2.09.B.2 Show swing ties set for control or centerline control points using the City of Houston Recovery sheet format.				
17.	Section 2.09.C.1 Show and identify location of the City datum monuments and temporary bench marks used for elevation control.				
18.	Section 2.09.C.2 List the TBM located closest to that particular plan and profiles sheet in a station, offset, description and elevation format.				
19.	Section 2.09.H.1 For all horizontal and vertical control monuments, show published coordinates expressed in units of U. S. Survey Feet and as a part of the Texas Coordinate System of 1983. Proper metadata for GPS.				
20.	Section 2.09.H.2 Derived points should include the vertical adjustment, the Geoid used, the ITRF used and the current published coordinates of the base stations at the time of calculation.				

- (1) To be completed by Design Engineer
- (2) To be completed by Design Engineer's Quality Control Reviewer
- (3) To be completed by City's Project Manager
- (4) To be completed by City's Survey Section

Survey Check List

GFS No.: _____ File No.: _____

Project Title: _____

Design Consultant: _____

No.	Description	Complies (1) Yes/No/NA	QC 2 Check	QC 3 Check	Survey Check
21.	Section 2.11 Plats, metes and bounds descriptions and field books shall have the Professional Surveyor's seal, signature and date affixed to the instrument.				
22.	Section 3.04.G Key overall layouts should be drawn at a minimum scale of 1" = 200'.				

90% Final Design Submittal Review Requirements:

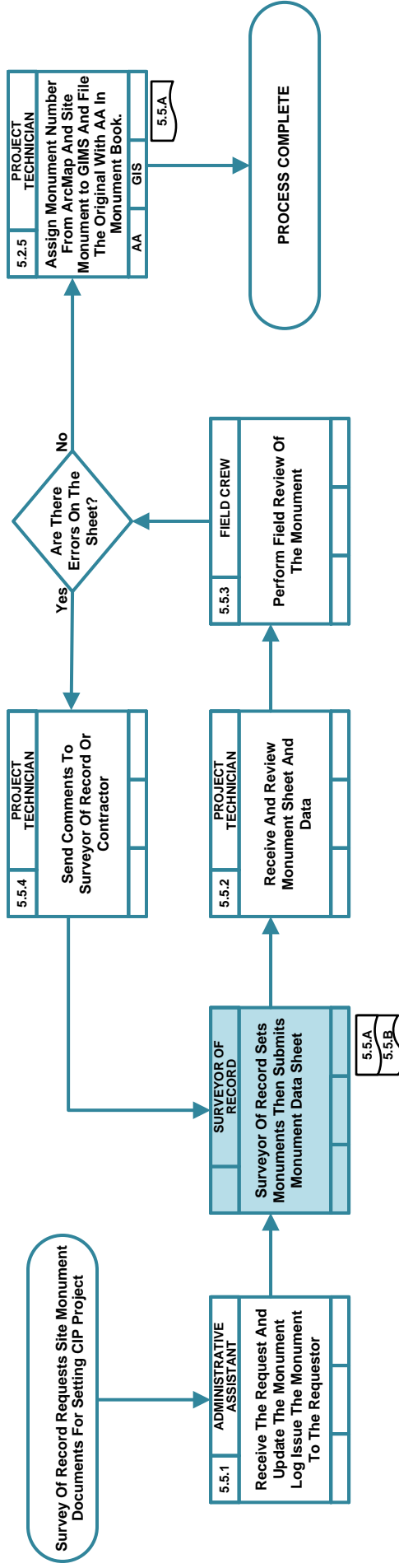
A 90% submittal meets all of the criteria of a 60% submittal,

MAKE SURE THE CORRECT GEOID AND VERTICAL DATUM ARE LISTED ON THE SURVEY CONTROL SHEETS!

- (1) To be completed by Design Engineer
- (2) To be completed by Design Engineer's Quality Control Reviewer
- (3) To be completed by City's Project Manager
- (4) To be completed by City's Survey Section



PROCESS 5.5 – SITE MONUMENT REVIEW



28 DAYS

1 DAY

7 DAYS

PROCEDURES

PROCESS 5.5 SITE MONUMENT REVIEW

Purpose: To establish and record City monuments

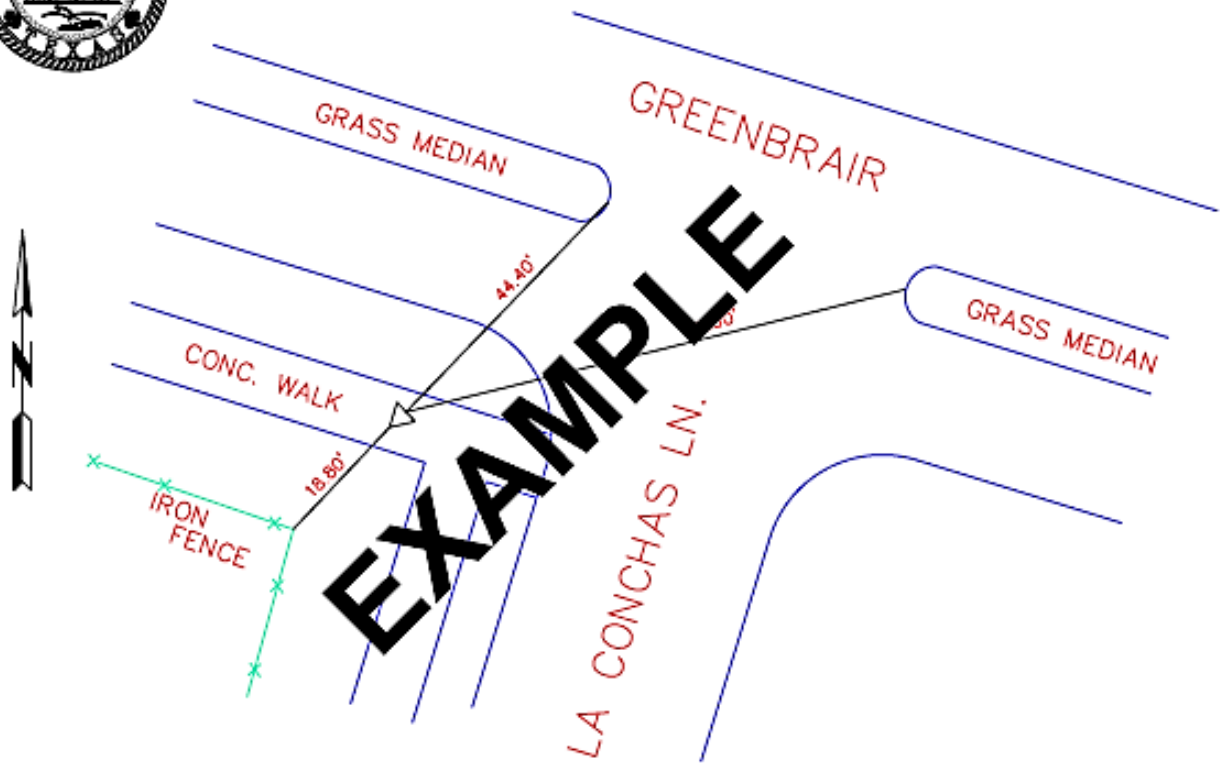
- 5.5.1 SOR requests site monument documents for setting CIP project. AA receives request and updates the appropriate spreadsheet log 9000R.XLSX or ROWPLAN.XLSX
- 5.5.2 SOR sets monuments and submits completed monument data sheet to PT.
- 5.5.3 PT receives and reviews the monument data sheet and forwards to FC to confirm compliance.
- 5.5.4 If non-compliant PT returns via email to SOR for corrections and resubmission.
- 5.5.5 If compliant PT assigns monument number from ArcMap, Site Monument to GIMS and file Original with AA in Monument Book.



CITY OF HOUSTON

CITY SURVEY _____
SITE CONTROL MONUMENT

XXXX
XXXX



EXAMPLE

Project WBS# _____

Texas Coordinate System of 1983,
South Central Zone, U. S. Survey Feet

X= _____

Y= _____

Lat.= _____

Lon.= _____

Reference Frame Used: _____

Vertical Adjustment used: NAVD '88(CORS '96) _____

General Location: _____

Date Set: _____ Type of Mark: _____

3 Nearest project control points (bearings and distances stated below):

NOTE:

- 1. Bearings are grid bearings.
- 2. Scale Factor = (S.F. xxxxxxxx).
- 3. Surface= $\frac{\text{Grid}}{\text{S.F.}}$

Surveyed By: _____

Keymap Page: _____

Orthometric Elevation = _____

Ellipsoid Height= _____

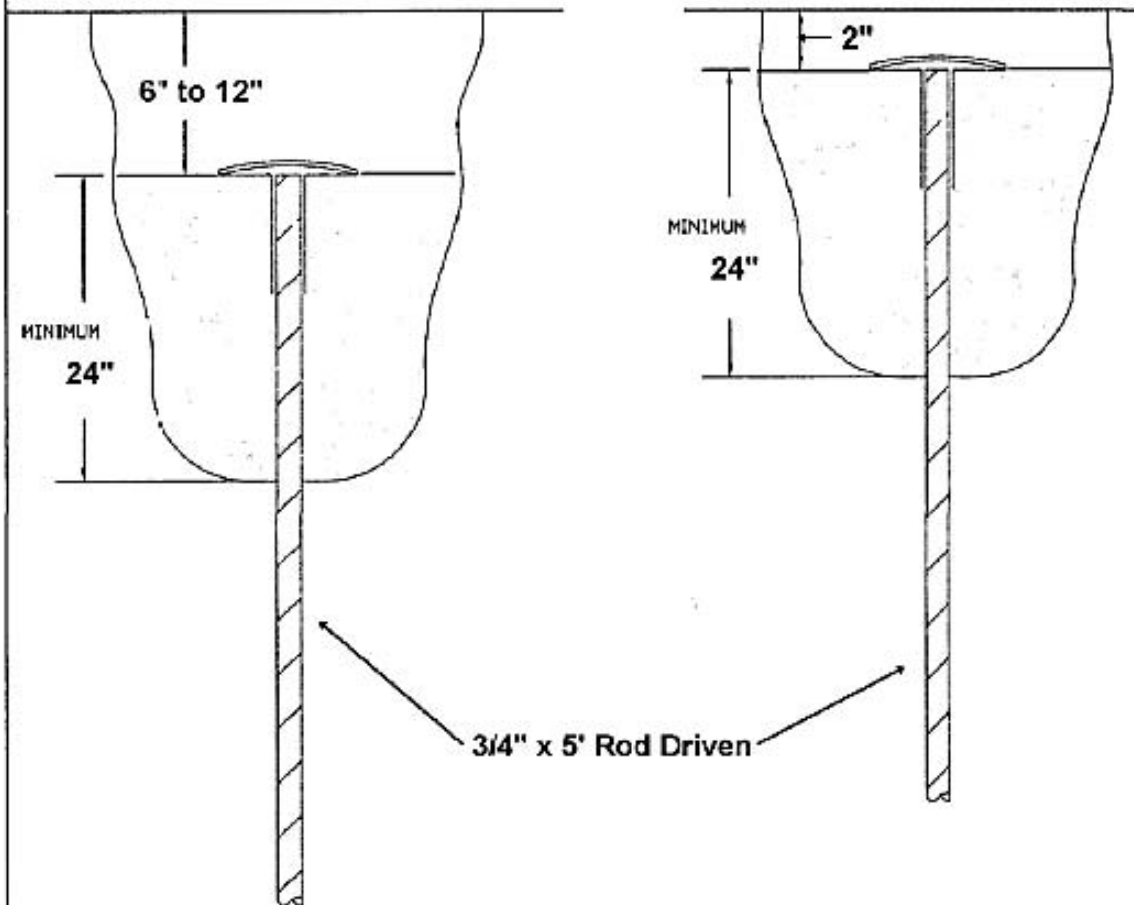
Geoid: MOST CURRENT GEOID

Datum Source & Adjustment: _____

Revision date if applicable

City of Houston, Harris County, Texas

DRAWING NO. 1
Concrete poured around driven rod, cap below surface.



A. BURIED 6" TO 12"
BELOW SURFACE

B. LEFT UNCOVERED
2" BELOW SURFACE

Instructions:

1. Dig hole approximately 12" at top, a minimum of 26" deep.
2. Pour concrete to desired level.
3. Drive rod to 12" above surface of the ground.
4. Crimp cap onto rod.
5. Complete driving with cap protected, until cap is embedded in surface of concrete.
5. Finish off and clean.

PROP TYPE "B-B" INLET A-1
STA 20+80.00, 56.00' LT
TC = 54.7'

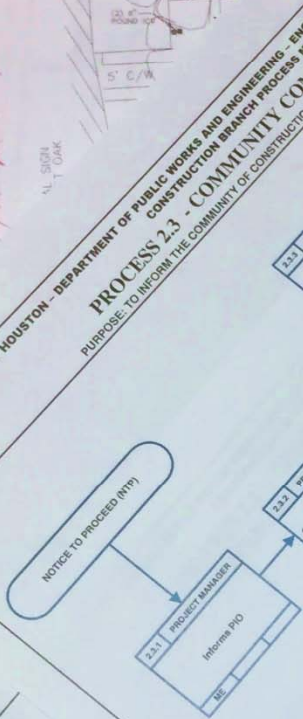
(2) d.d
W/G 281

6 STORY
BROADSTONE POST OAK
STONE, STUCCO & FRAME
FF = 57.85'
F/A N155 79
Ave May 10.0
Layer 7 Turf

PROP BUS PLATFORM
BY OTHERS

PROP ROW

CITY OF HOUSTON - DEPARTMENT OF PUBLIC WORKS AND ENGINEERING - ENGINEERING & CONSTRUCTION DIVISION
PROCESS 2.3 - COMMUNITY COMMUNICATIONS
PURPOSE: TO INFORM THE COMMUNITY OF CONSTRUCTION ACTIVITIES IN THE NEIGHBORHOOD



2.3.1 PROJECT MANAGER Informing PID
Code All the Code Requirements in the Project D1 Control Treatment
231

2.3.2 PROJECT MANAGER Offers a Meeting with the Community
232

2.3.4 PROJECT MANAGER Coordinates With Council Member's Office and Community Meeting With...
234

2.3.3 PROJECT MANAGER Make Information Available to the PID
233

2.3.4 PROJECT MANAGER Coordinates With Council Member's Office and Community Meeting With...
234

2.3.5 PROJECT MANAGER Ensures The Council Member's Office is Using Public Hearing and Using Section 111.10 to Report to the City
235

2.3.6 PROJECT MANAGER Starts Construction Activities
236

Notes:
1) Project Manager offers a meeting with the community
2) If a meeting is required, Managing Engineer or Senior Assistant Director will coordinate with Council Member's Office and conduct meeting with community.
3) Project Manager needs to ensure the treatment door header is filled out with appropriate contact information.

Notes:
1) Project Manager will code all documents and put into the project document control box daily
2) The file should also be labeled with the CM Name, Contract Number, WBS Number and Contract Title.
3) Project Manager will setup the project file in CPMMS, include data transferred from Design.
4) Project Manager will ensure the project file is in CPMMS, include data transferred from Design.

Notes:
1) After project start, Engineering Branch Project Manager should coordinate with Engineering Branch, Admin Assistant review the package using the Project Information Checklist (PIC).
2) Admin Assistant assigns Project Information Checklist (PIC).
3) Admin Assistant notifies the Project Manager, the project is ready for pickup.

Notes:
4) Project Managers and their Inspectors should monitor the Contractor's efforts to provide timely positionings and construction progress. If a contractor is delayed in submitting the Project Manager's progress through the contract with the city and addressing the same in a timely manner, the Project Manager's progress should be addressed to follow up with the contractor to ensure the contract was adequately addressed.

Notes:
5) Document Control will maintain project files by filing all documents according to approved file codes. Initial file name to archive the project.
6) Paper Copies need to be scanned and uploaded into CPMMS.
7) CM services are to return all hard copies to PM at the end of the Project.

Notes:
8) Project Managers should ensure the Contractor's efforts to provide timely positionings and construction progress. If a contractor is delayed in submitting the Project Manager's progress through the contract with the city and addressing the same in a timely manner, the Project Manager's progress should be addressed to follow up with the contractor to ensure the contract was adequately addressed.

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9) Document Control will maintain project files by filling all documents according to approved file codes. Initial file name to archive the project.
10) Paper Copies need to be scanned and uploaded into CPMMS.
11) CM services are to return all hard copies to PM at the end of the Project.

PROP TYPE "C" MH MA-1
STA 20+80.00, 28.50' RT
RIM = 54.98'

EXISTING DETENTION BASIN & LANDSCAPED AREA TO BE RECONSTRUCTED (BY OTHERS)

PROP TYPE "C" MH MA-1
STA 20+80.00, 28.50' RT
RIM = 54.98'

PROP TYPE "C" MH MA-1
STA 20+80.00, 28.50' RT
RIM = 54.98'

PROP TYPE "C" MH MA-1
STA 20+80.00, 28.50' RT
RIM = 54.98'

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STA 20+80.00, 28.50' RT
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STA 20+80.00, 28.50' RT
RIM = 54.98'

PROP TYPE "C" MH MA-1
STA 20+80.00, 28.50' RT
RIM = 54.98'