



Errors & Omissions

2022 PEPS Conference

Jason Duncan, P.E.

Dan Neal, P.E.

December 1, 2022



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Background



MEMORANDUM

TO: District Engineers
Division Directors
Office Directors
Directors of TP&D
Janice Mullenix, OGC-CSS
Lea Burnett, OGC-CSS

DATE: August 10, 2007

FROM: Michael W. Behrens, P.E. *M.W.B.*

SUBJECT: Errors and Omissions Policy Statement

It is Texas Department of Transportation (TxDOT) policy to enforce its contracts with engineering, architectural, and surveying consultants to ensure the delivery of quality professional services, the prudent expenditure of public funds, and the preservation of cooperative business relationships. To that end, TxDOT will devote the necessary resources to negotiating clear and fair professional services contracts. Even with the best of contracts, however, services will sometimes contain errors or omissions. When a dispute arises under one of those contracts regarding apparent errors or omissions in the work provided to TxDOT, every effort will be made to resolve that dispute in a way ensuring that the public receives the services for which it has paid and that the consultant is treated with respect and fairness.

When an apparent error or omission is identified in work provided by a consultant, the first step must be to notify the consultant of the problem and to involve the consultant in efforts to resolve it. These efforts must include consideration of the totality of relevant facts, including the level of services provided, the consultant's overall performance, the cost to TxDOT of the services provided and of the apparent error or omission, and the value of the services provided. If these efforts do not succeed, the consultant must be given an opportunity to raise the issue with TxDOT's Administration before any effort is made by TxDOT to institute legal proceedings to collect damages.

To implement this policy, the Design Division is directed to issue procedural guidelines to the districts for handling claims arising out of apparent errors and omissions. These procedural guidelines must include instructions for coding construction change orders that will make clear when a change order results from an error or omission and when it does not; whether an error or omission resulted from work performed by a consultant, by a TxDOT employee, or from some other cause; and a process for determining the cost of an error or omission. These procedural guidelines may be updated from time to time in accordance with this policy.

This policy is in compliance with Senate Bill 924. Procedural guidelines, developed by the Design Division in support of this policy, will be forthcoming.

If you have any questions concerning this policy, contact Mark A. Marek at (512) 416-2576 or Camille Thomason at (512) 416-2263.

cc: Mark A. Marek, P.E., DES
Camille Thomason, P.E., DES

TxDOT policy issued regarding errors and omissions on August 10, 2007

Policy references S.B. 924, 80st Leg., effective Sept 7, 2007

Codified in Tex Gov Code Chapter, 2252, Section 2252.905



What?

Why?

When?

What?

Standardization of the errors and omissions process



Includes partnership with Construction, PEPS, and Finance



Goal to address identified deficiencies and improve the efficiency and effectiveness of the E&O process

Why?

Compliance Monitoring Review: Change Orders Related to PS&E



Compliance Division



Sept 2021

Why?

MAPS

- CST & PEPS will re-evaluate E&O cost recovery procedures and identify areas to be strengthened and improved
- CST, FIN, and PEPS will develop additional training and guidance on federal participation in changes orders and correct coding
- PEPS and CST will develop a Tableau Dashboard to capture 1E change orders, associated costs of the E&O, resolution, and the collection of funds

When?

New processes started on September 1, 2022

- Addressed deficiencies identified during the compliance review
 - Workgroup revised the existing process. Guidance released in October
 - Workflow diagram published in September
- New tools to improve efficiency and effectiveness of the process
 - New E&O tracking system in PS-CAMS
 - Dashboard following a few months later

Change Orders



- Follow standard procedures for completing COs
- When an apparent error and omission is identified that may result in a change order notify the provider and give them an opportunity to assist in addressing the problem
- Before selecting a change order code, such as 1B or 1E, consider all appropriate factors

Table 9-1: Reason Codes Applicable to TxDOT Provider Plans

Reason Code	No Additional Cost	Recoverable Additional Cost	Responsibility cannot be identified and no basis for negotiating distribution of responsibility
1B Incorrect PS&E	X		
1E Delay/rework		X	
1C Other			X



Change order costs resulting from an error and omission are not automatically the responsibility of the provider

Development of the change order cost may reveal two different cost categories:

- Costs TxDOT would have incurred if plans had been correct
- Costs TxDOT would not have incurred had construction plans been correct

If a change order is identified as including recoverable additional cost to TxDOT (Reason code 1E), the resulting additional cost **must** be pursued according to the procedures described later in this section.

Getting the Consultant Involved



- TxDOT must:
 - Notify consultant of the problem
 - Allow consultant to be part of the process
- Start when the problem occurs, not at Change Order stage

This is both a
requirement and a best
practice





Consultant should have the opportunity to:

understand
what the
error or
omission is

assist in
addressing
the problem

address the
issue

share their
perspective
on what lead
to the error or
omission

Process for Errors and Omissions



Each District is required to have an E&O Coordinator



Duties include:

- Updating PEPS tracking system
- Coordinating with Finance Division and PEPS
- Assembling documentation from District Construction Office, Area Office, and Design PM
- Assuring the District notifies the Consultant of the Final Resolution

*PEPS Contracting: Contract
Management for the Project Manager*
Manual

Chapter 9 Errors and Omissions



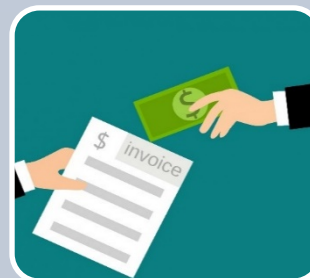
TxDOT
Errors and
Omissions
Policy



Errors and
Omissions
Procedure



Appeals
Process



Collection
Procedure
and
Settlement
Agreement



Division
Contact
Information

Where to find the Errors and Omissions Guidance External Webpage

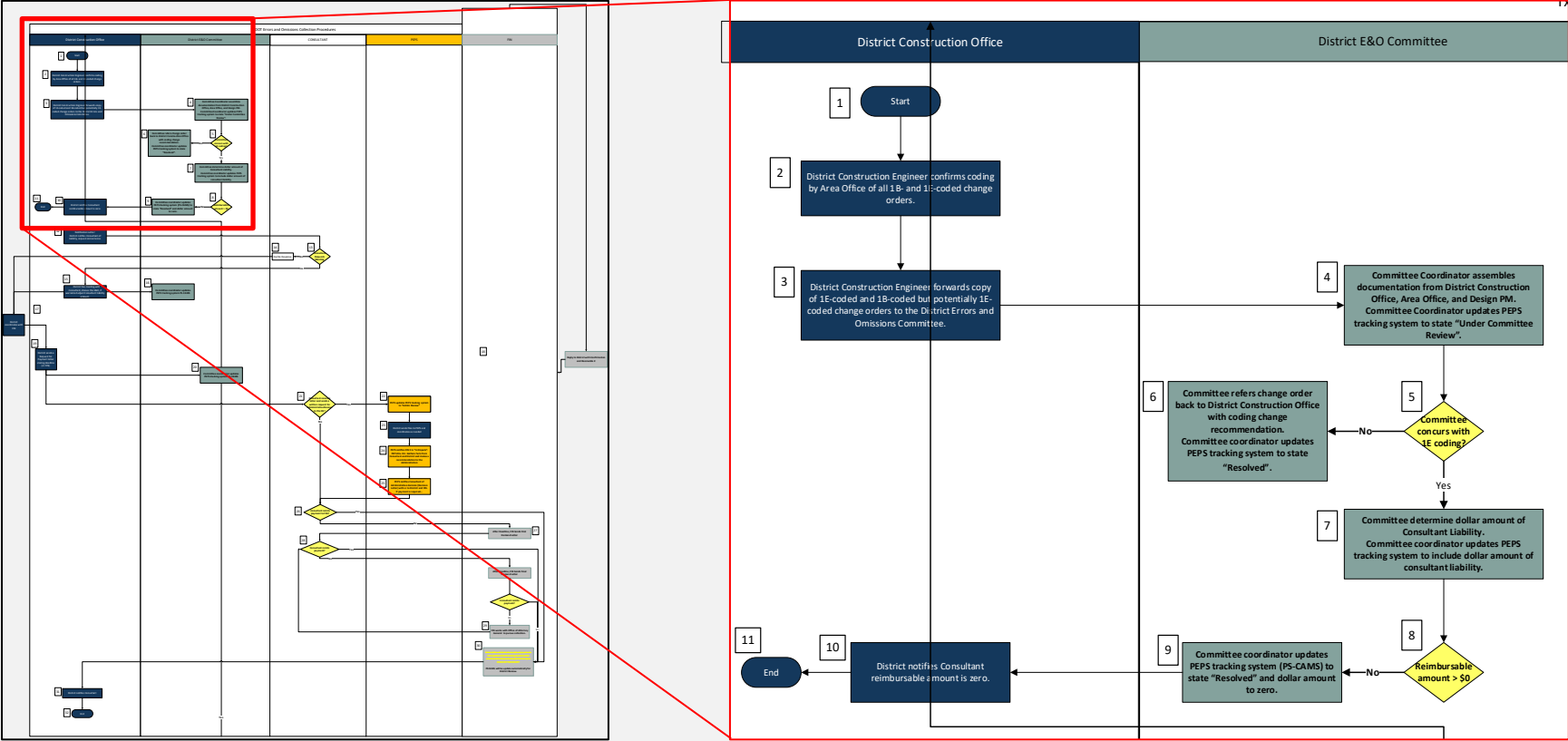
- PEPS Landing Page on TxDOT Website:
<https://www.txdot.gov/business/peps.html>
- Resources Page:
<https://www.txdot.gov/business/peps/resources.html>
- Errors and Omissions Guidance:
<https://ftp.txdot.gov/pub/txdot/ppd/errors-omissions.pdf>

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Workflow Diagram

Workflow Diagram



E&O Letter Templates



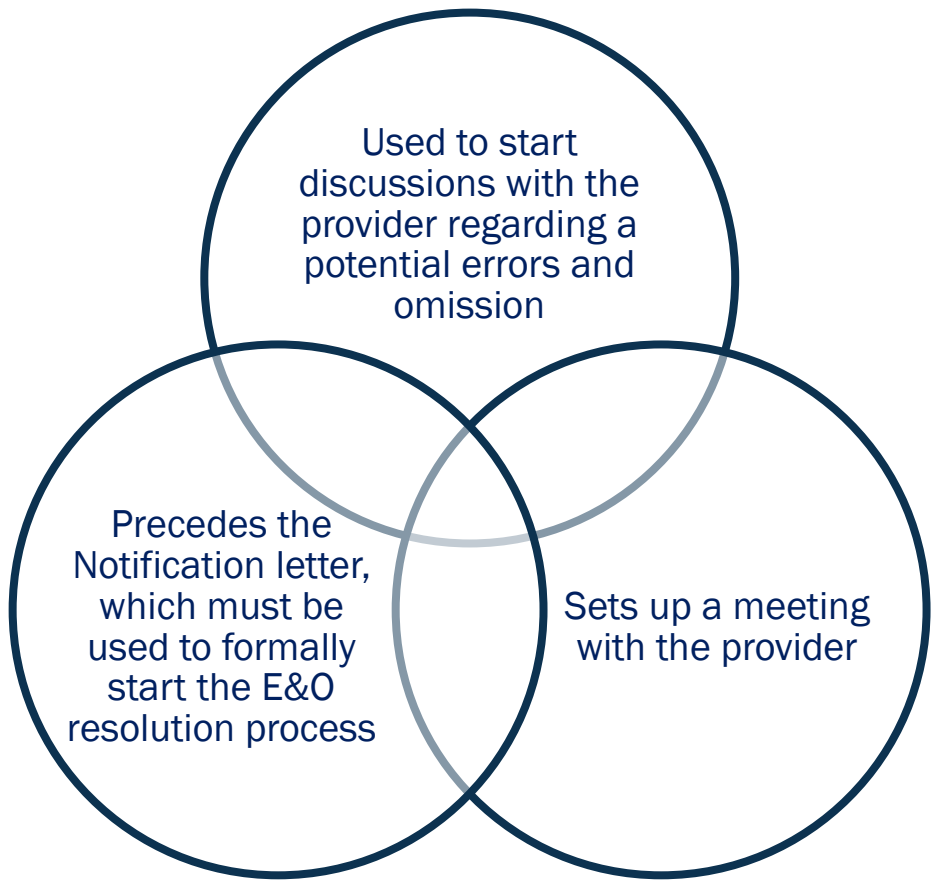
Notice of Potential E&O


Issues Resolved

Notification of E&O

Request for Payment

Notice of Potential E&O Letter




125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2485 | 512.463.8588 | WWW.TXDOT.GOV

[This letter is used to start discussions with the provider regarding a potential errors and omission. It precedes the Notification Letter, which must be used to formally start the E&O resolution process. This Letter can be used for: Engineering, Architecture, and Surveying Contracts]

[Edit yellow highlighted text and delete instructions in grey.]

Date

Mr./Ms. Consultant
Firm
Address
City, State Zip

Re: Legacy Contract No. XX
PeopleSoft Contract No. XX
Work Authorization No. XX
CCSJ or Project ID: XX
Notice of Potential Discovery of Error or Omission

Dear Mr./Ms. Consultant:

The purpose of this letter is to confirm our telephone conversation on Date concerning the discovery of a problem that may be a result of an error or omission on the project developed under the referenced contract.

The Texas Department of Transportation (TxDOT) is providing [firm name] with an opportunity to assist in addressing the identified problem. [Use one of the following sentences and delete the other.] Please contact ____ at (xxx)xxx-xxxx to set up a meeting to discuss this issue. or This is to confirm our meeting on date to discuss this issue. For more information about TxDOT's Errors and Omissions Policy and Procedures, refer to that document on the TxDOT webpage at <https://ftp.dot.state.tx.us/pub/txdot/ppd/errors-omissions.pdf>.

Should you have any questions, please contact xxxxxxxx of the xxxxxxxx District or Division at (xxx) xxx-xxxx.

Sincerely,

Name
Title

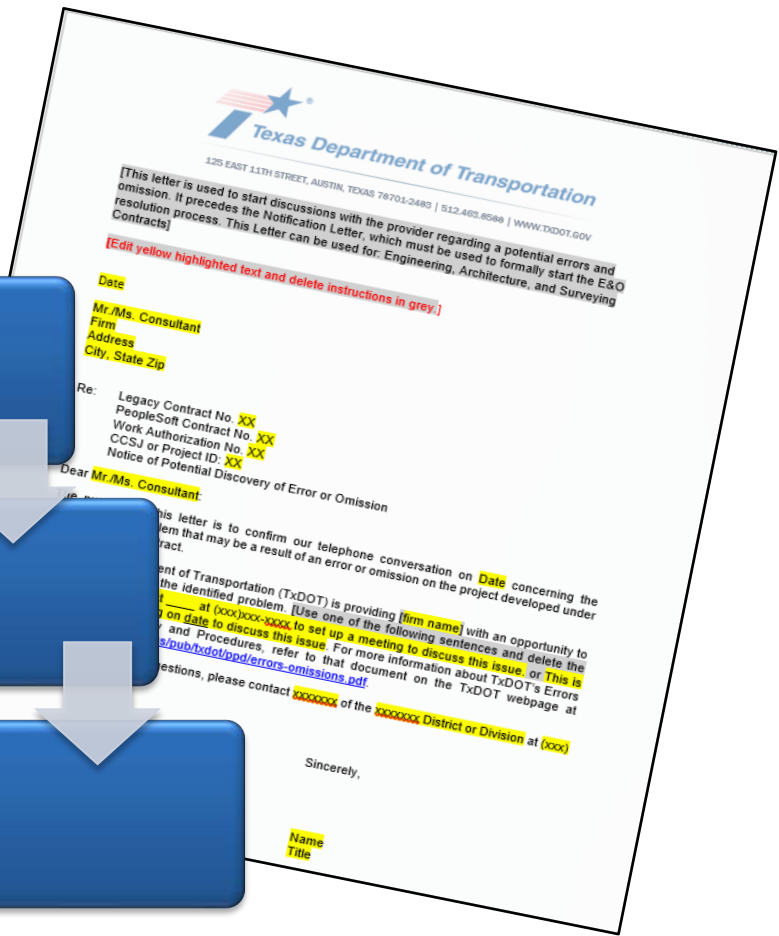
Notice of Potential E&O Letter – Consultant Perspective

Don't Panic

Meet with the District

Be a part of the solution to address the problem

Internally assess what led to the situation



Issues Resolved Letter



Sent after the Notice of Potential E&O Letter and after meeting with provider



Used to notify the provider that the E&O has been reviewed by the D/D E&O committee and the issue is resolved with no payment due



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

[This letter is sent after the Notice of Potential Discovery of Error or Omission and after the resultant meeting(s) with the provider. It is used by the District/Division to notify the provider that a potential error and omission has been reviewed by the District/Division E&O Committee and has been determined to have no provider liability. This Letter can be used for: Engineering, Architecture, and Surveying Contracts.]

[Edit yellow highlighted text and delete instructions in grey.]

Date

Mr./Ms. Consultant

Firm

Address (not a PO Box)

City, State Zip

Re: Legacy Contract No. XX
PeopleSoft Contract No. XX
Work Authorization No. XX
CCSJ or Project ID: XX
Issues Resolved Letter

Dear Mr./Ms. Consultant:

On date the District or Division notified XYZ of a potential error or omission and provided your firm with the opportunity to assist the Texas Department of Transportation (TxDOT) to address the identified problem. [If no discussions have been held to address the E&O, delete the next sentence.] Since that notification, we have been able to meet and discuss the problem as well as solutions to address the issue.

The purpose of this letter is to notify you that the potential error or omission identified for the referenced contract has been reviewed by the District or Division Errors and Omission Committee. The Committee has determined that the issue is resolved and that the reimbursable amount due to TxDOT is zero. No further action will be taken on this issue.


Please confirm your receipt of this letter. Should you have any questions, please contact xxxxxx of the District or Division at (xxx) xxx-xxxx.

Sincerely,

Name
Title

Issues Resolved Letter – Consultant Perspective

- The discussions of the issues have occurred
- The error may have been resolved with minimal or no cost
- The error may have been a shared issue
- No further action will be taken on the issue



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2485 | 512.465.8569 | WWW.TXDOT.GOV

[This letter is sent after the Notice of Potential Discovery of Error or Omission and after the resultant meeting(s) with the provider. It is used by the District/Division to notify the provider that a potential error and omission has been reviewed by the District/Division E&O Committee and has been determined to have no provider liability. This Letter can be used for: Engineering, Architecture, and Surveying Contracts.]

[Edit yellow highlighted text and delete instructions in grey.]

Date

Mr./Ms. Consultant
Firm
Address (not a PO Box)
City, State Zip

Re: Legacy Contract No. XX
PeopleSoft Contract No. XX
Work Authorization No. XX
CCSJ or Project ID: XX
Issues Resolved Letter

Dear Mr./Ms. Consultant:

On date the District or Division notified XYZ of a potential error or omission and provided your firm with the opportunity to assist the Texas Department of Transportation (TxDOT) to address the identified problem. [If no discussions have been held to address the E&O, delete the next sentence.] Since that notification, we have been able to meet and discuss the problem as well as solutions to address the issue.

The purpose of this letter is to notify you that the potential error or omission identified for the referenced contract has been reviewed by the xxxxxx District or Division Errors and Omission Committee. The Committee has determined that the issue is resolved and that the reimbursable amount due to TxDOT is zero. No further action will be taken on this issue.

Please confirm your receipt of this letter. Should you have any questions, please contact xxxxxxx of the xxxxxx District or Division at (xxx) xxx-xxxx.

Sincerely,

Name
Title



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

[The Notification Letter starts the formal Error & Omission process. The letter should be coordinated by the E&O Coordinator with the District/Division E&O Committee. This Letter can be used for: Engineering, Architecture, and Surveying Contracts.]

[Edit yellow highlighted text and delete instructions in grey.]

Date

Mr./Ms. Consultant
Firm
Address
City, State Zip

Re: Legacy Contract No. XX
PeopleSoft Contract No. XX
Work Authorization No. XX
CCSJ or Project ID: XX
Notification Letter

Dear Mr./Ms. Consultant:

The purpose of this Notification Letter is to provide XYZ Corporation (XYZ) notice of the completion of our evaluation of the error or omission and associated costs on the project developed under the referenced contract number, and to formally start the errors and omission resolution process.

On date the [] District or Division notified XYZ of the potential error or omission and provided your firm with the opportunity to assist the Texas Department of Transportation (TxDOT) to address the identified problem. [If no discussions have been held to address the E&O, delete the next sentence.] Since that notification, we have been able to meet and discuss the problem as well as solutions to address the issue.

[Include the next sentence if a workable solution was provided and used.] While the agreed upon solution did mitigate some of the costs associated with the error or omission, there are still additional costs that TxDOT has incurred to address the problem and for which XYZ is accountable.

The following is a summary of the error or omission and the associated additional costs: outline the error or omission and detail the additional costs associated with the change order

Prior to formally requesting payment for these costs, TxDOT is providing XYZ with the opportunity to meet to address any questions about the costs or questions about next steps in the errors and omissions resolution process. Within the next 30 days, please contact our E&O Coordinator, XY at [] to set up a meeting to discuss this issue. If a meeting is not requested within this timeframe, then TxDOT will proceed with making the formal request for payment.

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OUR MISSION: Connecting You With Texas
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Enter name of Recipient

Date

Should you have any questions, please contact [] of the [] District or Division at []

Sincerely,

Name
Title


[Area Engineer, Director of Construction, District Engineer, or
Division Director]

cc: District or Division CC
Martin L. Rodin, P.E., Director, PEPS Division
Dan M. Neal, P.E., COE Section Director, PEPS Division
Jason C. Duncan, P.E., Deputy Division Director, Construction Division
Amanda Landry, Director, Financial Management Division
PEPS Service Center Manager name and title

- Starts the formal E&O process
- Coordinated by the E&O Coordinator and the D/D E&O Committee
- Summarizes E&O and gives the provider 30 days to respond

Notification Letter – Consultant Perspective




125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

[The Notification Letter starts the formal Error & Omission process. The letter should be coordinated by the E&O Coordinator with the District/Division E&O Committee. This Letter can be used for: Engineering, Architecture, and Surveying Contracts.]

[Edit yellow highlighted text and delete instructions in grey.]

Date

Mr./Ms. Consultant
Firm
Address
City, State Zip

Re: Legacy Contract No. XX
PeopleSoft
Work Auth
CCSJ or F
Notification

Dear Mr./Ms. Con

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completion of ou
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resolution proces

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your firm with th
address the ident
next sentence.] S
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[Include the next
solution did miti
additional costs
accountable.

The following is a summary of the error or omission and the associated additional costs: outline the error or omission and detail the additional costs associated with the change order

Prior to formally requesting payment for these costs, TxDOT is providing XYZ with the opportunity to meet to address any questions about the costs or questions about next steps in the errors and omissions resolution process. Within the next 30 days, please contact our E&O Coordinator XX at xxx-xxx-xxxx to set up a meeting to discuss this issue. If a meeting is not requested within this timeframe, then TxDOT will proceed with making the formal request for payment.

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OUR MISSION: Connecting You With Texas
An Equal Opportunity Employer

Enter name of Recipient Date

Should you have any questions, please contact xxxxxxx of the xxxxxxx District or Division at xxx-xxx-xxxx.

Sincerely,

Name
Title
[Area Engineer, Director of Construction, District Engineer, or
Division Director]

cc: District or Division CC

- Meet with the District
- Discuss what led to the error
- Discuss what has been done to minimize the impact

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Request for Payment Letter



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

[The Request for Payment Letter is the second letter in the formal Errors & Omissions process and serves as the formal request for payment after the Notification Letter. The letter must be sent as a certified letter for signature by the District Engineer or Division Director. The E&O Coordinator needs to coordinate with FIN to establish the receivable prior to sending this letter.]

[Edit yellow highlighted text and delete instructions in grey.]

Date

Mr./Ms. Consultant

Firm

Address (not a PO Box)

City, State Zip

Certified Mail Number:

Re: Legacy Contract No. **XX**
PeopleSoft Contract No. **XX**
Work Authorization No. **XX**
CCSJ or Project ID: **XX**
Request for Payment Letter

Dear **Mr./Ms. Consultant**:

This Request for Payment Letter is requesting payment for costs associated with the error or omission on the project developed under the referenced contract number.

On **date**, the **_____ District or Division** sent a Notification Letter which notified **XYZ Corporation (XYZ)** of the error or omission and provided your firm with the opportunity to meet to discuss resolution of the error or omission.

The following is a summary of the error or omission and the associated additional costs: **[outline the error or omission and detail the additional costs associated with the change order]**

[If meetings were held, include the following:] Meetings have been held on **dates with names of attendees**. Choose one of the following sentences and delete the other. The following agreements were reached: **describe preliminary agreements or results of the meetings**, or The following is the result of the meeting(s): **describe what happened if no mutual agreements were reached; however, the department is upholding the error or omission.**

TxDOT is requesting payment in the amount of \$ **_____**. Please reference item ID **XX**. The payment should be sent to

TxDOT, Attn. Accounts Receivable
Item ID: **XX**
P.O. Box 149001,
Austin, TX 78714-9001.

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- Formal request for payment after Notification Letter and any meetings with provider
- Summarizes E&O and request \$ payment
- Provides process for appeal
- Signed by DE or DD

Request for Payment Letter – Consultant Perspective



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2485 | 512.463.8588 | WWW.TDOTT.GOV

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Mr./Ms. Consultant
Firm
Address (not a PO Box)
City, State Zip

Certified Mail Number:

Re: Legacy Contract No. XX
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Work Authorization No. XX
CCSJ or Project ID: XX
Request for Payment Letter

Dear Mr./Ms. Consultant:

This Request for Payment Letter is requesting payment for costs associated with the error or omission on the project developed under the referenced contract number.

On date, the _____ District or Division sent a Notification Letter which notified XYZ Corporation (XYZ) of the error or omission and provided your firm with the opportunity to meet to discuss resolution of the error or omission.

The following is a summary of the error or omission and the associated additional costs: outline the error or omission and detail the additional costs associated with the change order

[If meetings were held, include the following:] Meetings have been held on dates with names of attendees. Choose one of the following sentences and delete the other. The following agreements were reached: describe preliminary agreements or results of the meetings, or The following is the result of the meeting(s): describe what happened if no mutual agreements were reached; however, the department is upholding the error or omission.

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TxDOT, Attn. Accounts Receivable
Item ID: XX
P.O. Box 149001,
Austin, TX 78714-9001.

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OUR MISSION: Connecting You With Texas
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- Payment
- Make a request for consideration in the appeals process

Where can the E&O Letter Templates be Found?



Errors and Omissions Procedures

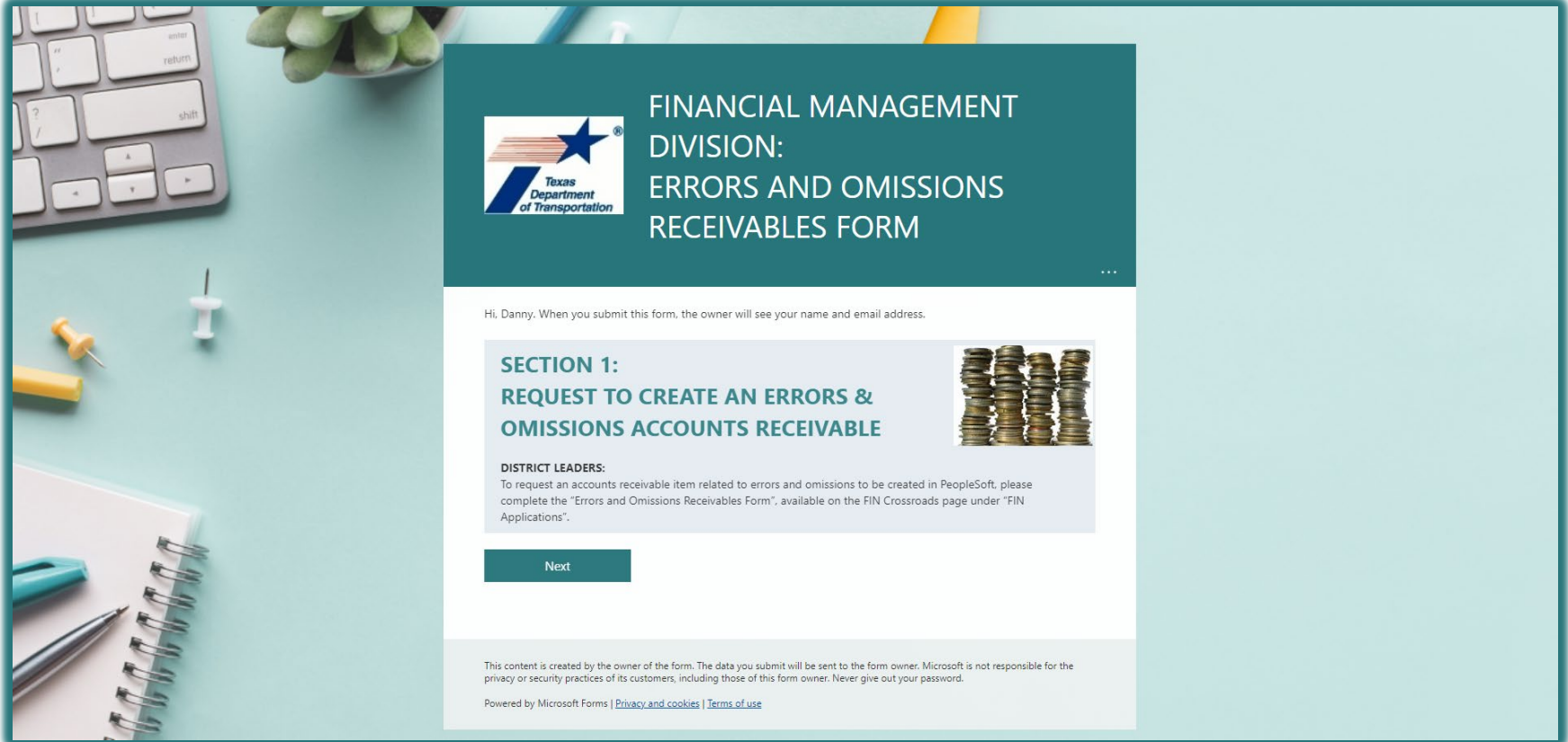
[Back to Top](#)


Revision History (click on date)	Title
10-19-22	E&O Guidance - Updated
08-22-22	TxDOT E&O Collection Process - NEW
	Errors and Omissions Standardization Process Workshop - NEW
	FIN E&O Receivables Form Portal
Errors and Omissions Letter Templates	
08-19-22	Notice of Potential Errors and Omissions - Updated
08-19-22	Errors and Omissions Notification - NEW
08-19-22	Errors and Omissions Request for Payment - NEW
08-19-22	Errors and Omissions Issues Resolved - NEW

[Crossroads](#) > [PEPS](#) > [Management & Administration](#) > [Errors and Omissions Procedures section](#)

Coordination with FIN

Errors and Omissions Receivable Request






Texas
Department
of Transportation

FINANCIAL MANAGEMENT DIVISION: ERRORS AND OMISSIONS RECEIVABLES FORM

Hi, Danny. When you submit this form, the owner will see your name and email address.

SECTION 1: REQUEST TO CREATE AN ERRORS & OMISSIONS ACCOUNTS RECEIVABLE



DISTRICT LEADERS:
To request an accounts receivable item related to errors and omissions to be created in PeopleSoft, please complete the "Errors and Omissions Receivables Form", available on the FIN Crossroads page under "FIN Applications".

Next

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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The required data below is needed to create the receivable in our financial records:

- DD-Code – District/Division Name
- District/Division Contact
- Contact Email
- Primary CSJ/Project ID#
- Provider TX Identification Number (TIN)#
- Provider Name
- Provider Contact Name
- Provider Contact Number
- Provider Contact Email
- Street Address
- City
- State
- Zip Code
- Receivable Amount
- *Attach supporting documentation to accompany the invoice i.e. the signed DD request for payment letter*



Where can the FIN E&O Receivables Form Portal be Found?

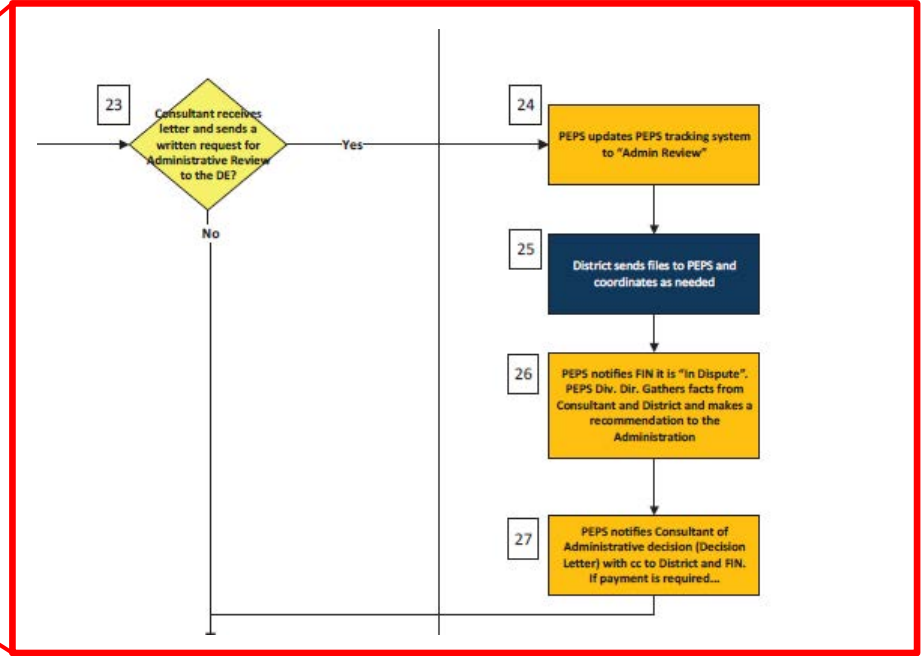
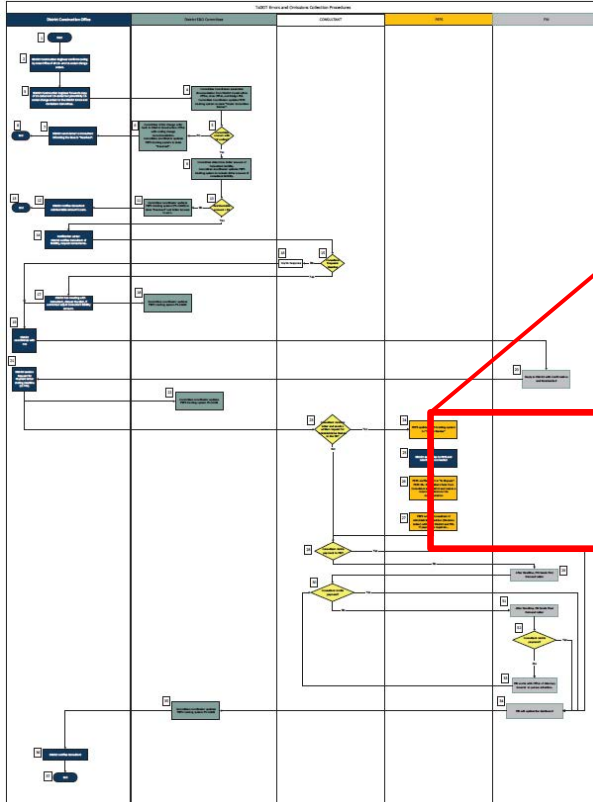


Errors and Omissions Procedures	
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08-19-22	Errors and Omissions Request for Payment - NEW
08-19-22	Errors and Omissions Issues Resolved - NEW

Crossroads > PEPS > Management & Administration > Errors and Omissions Procedures section > [FIN E&O Receivable Form Portal](#)

Appeals Process

Appeals Process





Once the provider receives the Request for Payment letter, they have the option to:

- Pay the requested amount for the error or omission, or
- Submit a written request for consideration by TxDOT Administration to the District Engineer or Division Director.

The written request must include a detailed explanation of the disagreement.

The District/Division must contact the PEPS Division, provide a copy of the Appeal, and the Request for Payment letter.



The PEPS Division will coordinate directly with the D/D for any additional information needed during the appeal

The PEPS Division will notify FIN that an appeal has been filed

The PEPS Division Director will review the submitted information.

- Minor issues may be handled through the review of the submitted information
- Larger issues may involve meetings with the D/D and the provider.

The PEPS Division Director will submit a summary and recommendation to the Chief Engineer for review and decision.



With Chief Engineer approval, the PEPS Division will prepare and send a Decision Letter to the provider, D/D, and FIN.



If payment is required, the letter will include:

- Specific instructions for how to remit payment, within 30 calendar days of the Decision Letter
- If payment is not received, TxDOT will consider legal action.

Database and Dashboard



PEPS, CST, and FIN are working together to provide a database to assist the Districts and Division to track and report the 1E change orders through to resolution.

These change orders will be tracked in a new module in the PEPS PS-CAMS system in an Errors & Omissions Module.

The purpose is to track all 1E change orders that are identified on or after 9/1/2022.

PS-CAMS Errors & Omissions Database Screen

PS-CAMS

Track Firm RFP Contract Report Control Maintain Help

Manage Contracts

Contract Search (Hide Search...)

Results Filter

- Preliminary
- Executed
- Completed
- Terminated
- Suspended

D/D/O: 01 PARIS

Work Type: Architectural

Firm: ARCHITEXAS

Contract: _____

PS Contract: _____

PS PO: _____

Invoice: _____

01 PARIS, Architectural

- ARCHITEXAS
 - 01745P8006
 - 01745P8006 - 18
 - HALFF ASSOCIATES, INC.
 - 01745P8007

Contract Errors & Omissions

Contract No: 01745P8007 Prime Firm: HALFF ASSO... Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: _____

Errors and Omissions

CCS1	CS1	Change Order	Comment

Insert Errors and Omissions Information

Project Id: _____ CCS1: _____ CS1: _____ Change Ord #: _____

Firm Contact Name: _____ Phone: _____ Email: _____

PS A/R Item Id: _____ TxDOT EO Coord: _____

District E&O Committee Meeting

- Reimburs Required:
- Comit Decision Date: _____
- Notif Letter Amnt: _____
- Notif Letter Date: _____

District Meeting with Consultant

- District Mtg Reqst:
- District Mtg Date: _____
- Notif Letter Amnt: _____
- Notif Letter Date: _____

Administrative Review

- Admin Revw Reqst:
- Admin Revw Date: _____
- Notif Letter Amnt: _____
- Notif Letter Date: _____

Accounts Receivable Activities

- FIN Notif: _____
- Demnd Letter: _____
- Finl Demnd Let: _____
- Print Recvd: _____
- Collection Am: _____
- Deposit Nbr: _____
- Dist Notif: _____

Comment: _____

Closeout Dt: _____ Status: Preliminary

Error and Omission Phases

Phase Nbr	Phase Name	Phase Comment

Insert Errors and Omissions Phase Information

Phase Type: Under Committee Review Start Date: _____ End Date: _____

Comment: _____

TxDOT Cntct: _____

Contract Search

(Hide Search...)

Results Filter

- Preliminary
- Executed
- Completed
- Terminated
- Suspended

D/D/O: 01 PARIS

Work Type: Architectural

Firm: ARCHITEXAS

Contract: _____

PS Contract: _____

PS PO: _____

Invoice: _____

01 PARIS, Architectural

- ARCHITEXAS
- 01745P8006
- 01745P8006 - 18
- HALFF ASSOCIATES, INC.
- 01745P8006

Contract Errors & Omissions

Contract No: 01745P8007 Prime Firm: HALFF ASSO Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: _____

Errors and Omissions	CSJ	Change Order	Comment
<input type="checkbox"/>			
<input type="checkbox"/>			

District Errors and Omissions Information

Project Id: _____ CCSJ: _____ CSJ: _____ Change Ord #: _____

Firm Contact Name: _____ Phone: _____ Email: _____

PS A/R Item Id: _____ TxDOT EO Coord: _____

District E&O Committee Meeting	District Meeting with Consultant	Administrative Review
Reimburs Required: <input type="checkbox"/>	District Mtg Reqst: <input type="checkbox"/>	Admin Revw Reqst: <input type="checkbox"/>
Comit Decision Date: _____	District Mtg Date: _____	Admin Revw Date: _____
Notif Letter Amnt: _____	Notif Letter Amnt: _____	Notif Letter Amnt: _____
Notif Letter Date: _____	Notif Letter Date: _____	Notif Letter Date: _____

Accounts Receivable Activities

FIN Notif: _____ Dmnd Letter: _____ Fnl Dmnd Let: _____ Print Recvd: _____

Collection Am: _____ Deposit Nbr: _____ Dist Notif: _____

Comment: _____

Closeout Dt: _____ Status: Preliminary

Error and Omission Phases	Phase Name	Phase Comment
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Insert Errors and Omissions Phase Information

Phase Type: Under Committee Review Start Date: _____ End Date: _____

Comment: _____

TxDOT Cntct: _____



Change Order E&O Viewing Pane

Manage Contracts

[Hide Search...]

Contract Search

Results Filter

- Preliminary
- Executed
- Completed
- Terminated
- Suspended

D/D/O: 01 PARIS

Work Type: Architectural

Firm: ARCHITEXAS

Contract: []

PS Contract: []

PS PO: []

Invoice: []

01 PARIS , Architectural

- ARCHITEXAS
 - 01745P8006
 - 01745P8006 - 18
 - HALFF ASSOCIATES, INC.
 - 01745P8007

Contract | Errors & Omissions

Contract No: 01745P8007 Prime Firm: HALFF ASSO(Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: []

Errors and Omissions	CCSJ	CSJ	Change Order	Comment
[]				
[]				

Project Id: [] CCSJ: [] CSJ: [] Change Ord #: []

Firm Contact Name: [] Phone: [] Email: []

PS A/R Item Id: [] TxDOT EO Coord: []

Reimburs Required: District Mtg Recd: Admin Revw Recd:

Comit Decision Date: [] District Mtg Date: [] Admin Revw Date: []

Notif Letter Amnt: [] Notif Letter Amnt: [] Notif Letter Amnt: []

Notif Letter Date: [] Notif Letter Date: [] Notif Letter Date: []

Accounts Receivable Activities

FIN Notif: [] Dmnd Letter: [] Fnl Dmnd Let: [] Pmnt Recvd: []

Collection Am: [] Deposit Nbr: [] Dist Notif: []

Comment: []

Closeout Dt: [] Status: Preliminary

Error and Omission Phases	Phase Nbr	Phase Name	Phase Comment
[]			
[]			
[]			

Insert Errors and Omissions Phase Information

Phase Type: Under Committee Review Start Date: [] End Date: []

Comment: []

TxDOT Cntct: []



Identification of the change order and the E&O Contact

(Hide Search...)

Contract Search

Results Filter

Preliminary Terminated
 Executed Suspended
 Completed

D/D/O: 01 PARIS
 Work Type: Architectural
 Firm: ARCHITEXAS

Contract: _____
 PS Contract: _____
 PS PO: _____
 Invoice: _____

01 PARIS , Architectural

- ARCHITEXAS
 - 01745P8006
 - 01745P8006 - 18
- HALFF ASSOCIATES, INC.
 - 01745P8007

Contract Errors & Omissions

Contract No: 01745P8007 Prime Firm: HALFF ASSO Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: _____

CCSJ	CSJ	Change Order	Comment

Insert Errors and Omissions Information

Project Id: _____ CCSJ: _____ CSJ: _____ Change Ord #: _____

Firm Contact Name: _____ Phone: _____ Email: _____

PS A/R Item Id: _____ TxDOT EO Coord: _____

District E&O Committee Meeting Reimburs Required: <input type="checkbox"/> Comit Decision Date: _____ Notif Letter Amnt: _____ Notif Letter Date: _____	District Meeting with Consultant District Mtg Reqst: <input type="checkbox"/> District Mtg Date: _____ Notif Letter Amnt: _____ Notif Letter Date: _____	Administrative Review Admin Revw Reqst: <input type="checkbox"/> Admin Revw Date: _____ Notif Letter Amnt: _____ Notif Letter Date: _____
---	--	---

FIN Notif: _____ Dmnd Letter: _____ Fnl Dmnd Let: _____ Pmt Recvd: _____
 Collection Am: _____ Deposit Nbr: _____ Dist Notif: _____

Comment: _____

Closeout Dt: _____ Status: Preliminary

Phase Nbr	Phase Name	Phase Comment

Insert Errors and Omissions Phase Information

Phase Type: Under Committee Review Start Date: _____ End Date: _____

Comment: _____

TxDOT Cntct: _____

Documenting Meetings, Letters, or Appeals Review

Manage Contracts

[Hide Search...]

Contract Search

Results Filter

- Preliminary
- Executed
- Completed
- Terminated
- Suspended

D/D/O: 01 PARIS

Work Type: Architectural

Firm: ARCHITEXAS

Contract: _____

PS Contract: _____

PS PO: _____

Invoice: _____

01 PARIS , Architectural

- ARCHITEXAS
 - 01745P8006
 - 01745P8006 - 18
- HALFF ASSOCIATES, INC.
 - 01745P8007

Contract Errors & Omissions

Contract No: 01745P8007 Prime Firm: HALFF ASSO: Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: _____

CCSJ	CSJ	Change Order	Comment
<input type="checkbox"/>			
<input type="checkbox"/>			

Insert Errors and Omissions Information

Project Id: _____ CCSJ: _____ CSJ: _____ Change Ord #: _____

Firm Contact Name: _____ Phone: _____ Email: _____

PS A/R Item Id: _____ TxDOT EO Coord: _____

District E&O Committee Meeting	District Meeting with Consultant	Administrative Review
Reimburs Required: <input type="checkbox"/>	District Mtg Requt: <input type="checkbox"/>	Admin Revw Recst: <input type="checkbox"/>
Comit Decision Date: _____	District Mtg Date: _____	Admin Revw Date: _____
Notif Letter Amnt: _____	Notif Letter Date: _____	Notif Letter Amnt: _____
Notif Letter Date: _____	Notif Letter Date: _____	Notif Letter Date: _____

Accounts Receivable Activities
FIN Notif: _____ Dmnd Letter: _____ Fnl Dmnd Let: _____ Pmnt Recvd: _____
Collection Amt: _____ Deposit Nbr: _____ Dist Notif: _____

Comment: _____

Closeout Dt: _____ Status: Preliminary

Phase Nbr	Phase Name	Phase Comment
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Insert Errors and Omissions Phase Information

Phase Type: Under Committee Review Start Date: _____ End Date: _____

Comment: _____

TxDOT Critic: _____



Invoicing of the E&O Cost, Collections, and Payment Information

Manage Contracts

[Hide Search...]

Contract Search

Results Filter

- Preliminary
- Executed
- Completed
- Terminated
- Suspended

D/D/O: 01 PARIS

Work Type: Architectural

Firm: ARCHITEXAS

Contract: []

PS Contract: []

PS PO: []

Invoice: []

01 PARIS , Architectural

- ARCHITEXAS
 - 01745P8006
 - 01745P8006 - 18
- HALFF ASSOCIATES, INC.
 - 01745P8007

Contract: Errors & Omissions

Contract No: 01745P8007 Prime Firm: HALFF ASSO; Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: []

CCSJ	CSJ	Change Order	Comment
[]	[]	[]	[]

Insert Errors and Omissions Information

Project Id: [] CCSJ: [] CSJ: [] Change Ord #: []

Firm Contact Name: [] Phone: [] Email: []

PS A/R Item Id: [] TxDOT EO Coord: []

District E&O Committee Meeting Reimburs Required: <input type="checkbox"/> Comit Decision Date: [] Notif Letter Amnt: [] Notif Letter Date: []	District Meeting with Consultant District Mtg Reqit: <input type="checkbox"/> District Mtg Date: [] Notif Letter Amnt: [] Notif Letter Date: []	Administrative Review Admin Revw Reqit: <input type="checkbox"/> Admin Revw Date: [] Notif Letter Amnt: [] Notif Letter Date: []
---	--	---

Accounts Receivable Activities

FIN Notif: [] Dmnd Letter: [] Fnl Dmnd Let: [] Pmnt Recvd: []

Collection Am: [] Deposit Nbr: [] Dist Notif: []

Comment: []

Closeout Dt: [] Status: Preliminary

Phase Nbr	Phase Name	Phase Comment
[]	[]	[]

Insert Errors and Omissions Phase Information

Phase Type: Under Committee Review Start Date: [] End Date: []

Comment: []

TxDOT Crct: []

Status:

1. Preliminary
2. In Process
3. Complete

Comments, Record Status, and Function Buttons

[Hide Search...]

Contract Search

Results Filter

- Preliminary
- Executed
- Completed
- Terminated
- Suspended

D/D/O: 01 PARIS

Work Type: Architectural

Firm: ARCHITEXAS

Contract: []

PS Contract: []

PS PO: []

Invoice: []

01 PARIS , Architectural

- ARCHITEXAS
 - 01745P8006
 - 01745P8006 - 18
 - HALFF ASSOCIATES, INC.
 - 01745P8007

Contract: 01745P8007 Prime Firm: HALFF ASSO: Firm Project Mgr: [Not set] TxDOT Project Mgr: [Not set] TxDOT Admin: [Not set]

ERP No: []

CCSJ	CSJ	Change Order	Comment
[]	[]	[]	[]
[]	[]	[]	[]

Insert Errors and Omissions Information

Project Id: [] CCSJ: [] CSJ: [] Change Ord #: []

Firm Contact Name: [] Phone: [] Email: []

PS A/R Item Id: [] TxDOT EO Coord: []

<p>District E&O Committee Meeting</p> <p>Reimburs Required: <input type="checkbox"/></p> <p>Comit Decision Date: []</p> <p>Notif Letter Amnt: []</p> <p>Notif Letter Date: []</p>	<p>District Meeting with Consultant</p> <p>District Mtg Reqst: <input type="checkbox"/></p> <p>District Mtg Date: []</p> <p>Notif Letter Amnt: []</p> <p>Notif Letter Date: []</p>	<p>Administrative Review</p> <p>Admin Revw Recst: <input type="checkbox"/></p> <p>Admin Revw Date: []</p> <p>Notif Letter Amnt: []</p> <p>Notif Letter Date: []</p>
--	---	--

Accounts Receivable Activities

FIN Notif: [] Dmnd Letter: [] Fnl Dmnd Let: [] Pmnt Recvd: []

Collection Am: [] Deposit Nbr: [] Dist Notif: []

Comment: []

Closeout Dt: [] Status: Preliminary

Error and Omission Phases

Phase Nbr	Phase Name	Phase Comment
[]	[]	[]
[]	[]	[]
[]	[]	[]

Insert Errors and Omissions Phase Information

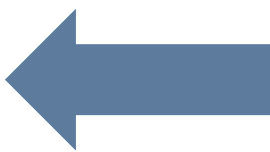
Phase Type: Under Committee Review Start Date: [] End Date: []

Comment: []

TxDOT Critct: []

Phases:

1. Under Committee Review
2. Resolved – No Reimbursement Required
3. Notification Letter Sent
4. Request for Payment Sent
5. Administrative Review Requested
6. In Collection
7. Resolved – Payment Received



Phases Pane and Phase Information Input





Questions and Answer Discussion

Contact Information

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CST Deputy Division Director



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254-749-1925

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PEPS COE Section Director



Dan.Neal@txdot.gov



512-416-2667

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FIN_ACCTREC@txdot.gov

CS_Contract_Review@txdot.gov