

## PEPS Contract Utility Investigation tasks moving from FC130 to FC135 Frequently Asked Questions

**1. What is the change?**

A new Function Code 135 has been created in PeopleSoft.

**2. Why is this change occurring?**

This change is occurring to distinguish between standard Right of Way Surveying services and Utility Engineering Investigation services that were previously combined under Function Code 130. This change will allow for better financial allocation and analysis of Utility Engineering Investigation services being performed in each contract discipline by assigning them to the new Function Code 135.

**3. When is this change occurring?**

This change will take place as of September 1, 2023.

**4. What coordination was done to implement this initiative?**

This initiative originated with the PEPS Division and it was coordinated between ROW Division, Finance Division, and the Contract Services Division. Internal coordination included the PEPS Center of Excellence, Business Operations Center, Service Centers, and the Invoice Center.

**5. What documents will be changing?**

PEPS Work Authorization Budget Projection Form, Function Code Mapping, Invoice Templates as well as Engineering Contract Attachment C - Services to be Provided by the Engineer, will be changing for five different contract scopes including:

- Plans, Specifications, & Estimates
- Utility Engineering and Coordination
- Construction Engineering Inspection (CEI)
- Bridge On-Off System
- Schematic and Environmental

Corresponding Work Breakdown Structures (WBS) will also be changed.

**6. What will the Prime Providers need to revise on future submittals?**

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

**7. Do current invoices need to be corrected in order to reflect this change?**

No, current invoices with work performed before August 31, 2023 should be processed as is. Invoices with work performed after this date will need to reflect that Utility Engineering Investigation is now under Function Code 135 (135)

**8. Will this require Supplemental Agreements and Supplemental Work Authorizations?**

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

**9. Who will need to inform the Prime Providers of this change?**

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

**10. When will scopes for new contracts reflect this change?**

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

**11. How about contracts that are currently in process of negotiation and execution?**

Contracts that are currently being negotiated and executed will stay as is, the prime provider will need to be informed that invoicing after September 1, 2023 will reflect the new FC 135. Contracts advertised after September 1, 2023 will utilize new scopes and WBS templates.