



# PEPS Initiatives

## 2023 PEPS Conference

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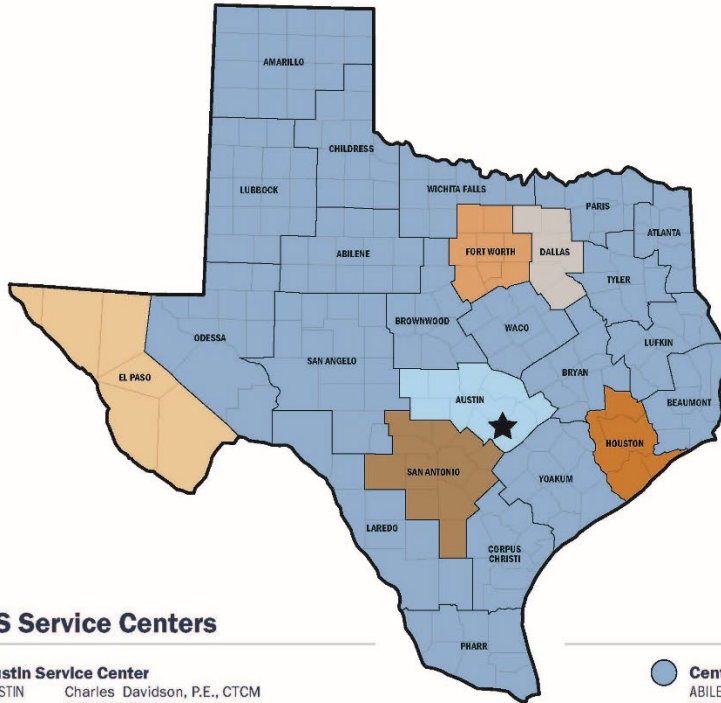
# Presentation Topics



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# **Current Work Groups**



Meal receipt requirements for invoice and audits

Environmental Management System (EMS) training requirements

CEI scope improvements

PS&E scope improvements

Impediments in invoicing

Cyber Security

LOE tool development

Errors & omissions policy

New execution plan

Discipline-specific plan

Preclusion policy

Escalation policy

# **Meal Receipts for Invoice and Audit**



## TxDOT modified requirements:

- Meal receipts must be maintained for audit purposes
- Meal receipts do not have to be submitted with an invoice
- PEPS ODE Guidance  
<https://ftp.dot.state.tx.us/pub/txdot/ppd/ode-guide.pdf>

# **Environmental Management System Training Requirements**





## Environmental Affairs Division clarification:

- The training is to focus on “Each key staff member of the Engineer’s project team...”
- EMS training matrix:  
<https://ftp.txdot.gov/pub/txdot-info/env/ems/070-04-fig.pdf>

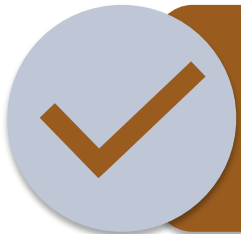
# **CEI Scope Revisions**



Revised scope language that all could agree to use for future CEI work



Addressed concerns identified by General Counsel and Contract Services Divisions



Changes will be piloted during next procurement wave (FY23 Wave 2 - December 2022)

### LEGAL RELATIONS & RESPONSIBILITIES

- ❑ As a representative of TxDOT, the Engineer shall notify the State and the contractor of the contractor's failure to comply with the construction plans, standard specifications, special specifications, and special provisions.
- ❑ The Engineer is obligated to notify the State and contractor of compliance issues.
- ❑ The Engineer does not have the authority to direct the contractor's operations.

# **PS&E Scope Revisions**

# PS&E SCOPE - Project Status



Review the Standard PS&E Scope



Mark text that states requirements



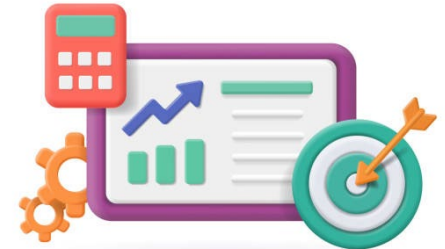
Pull out requirements and compile master list of requirements

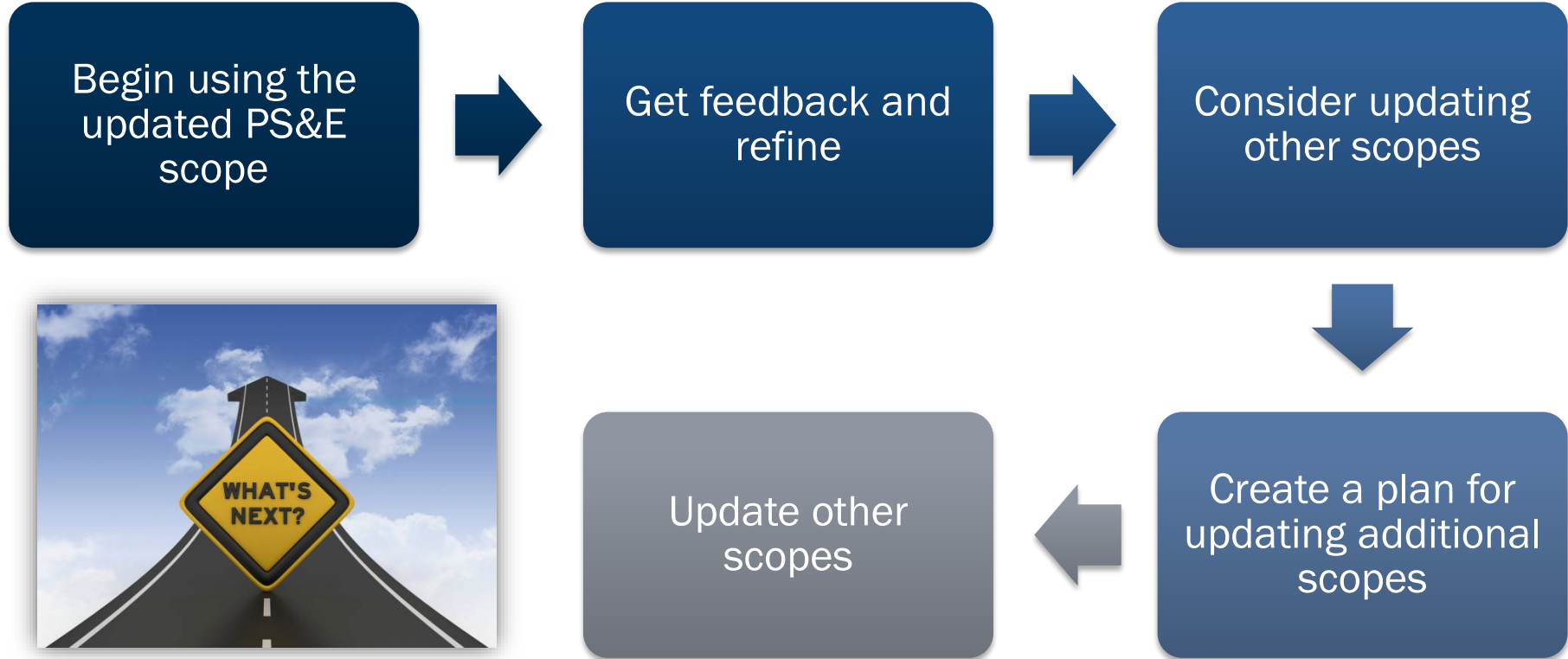


Edit the FC sections to show only "billable" tasks



Publish the updated PS&E scope template





# Cyber Security

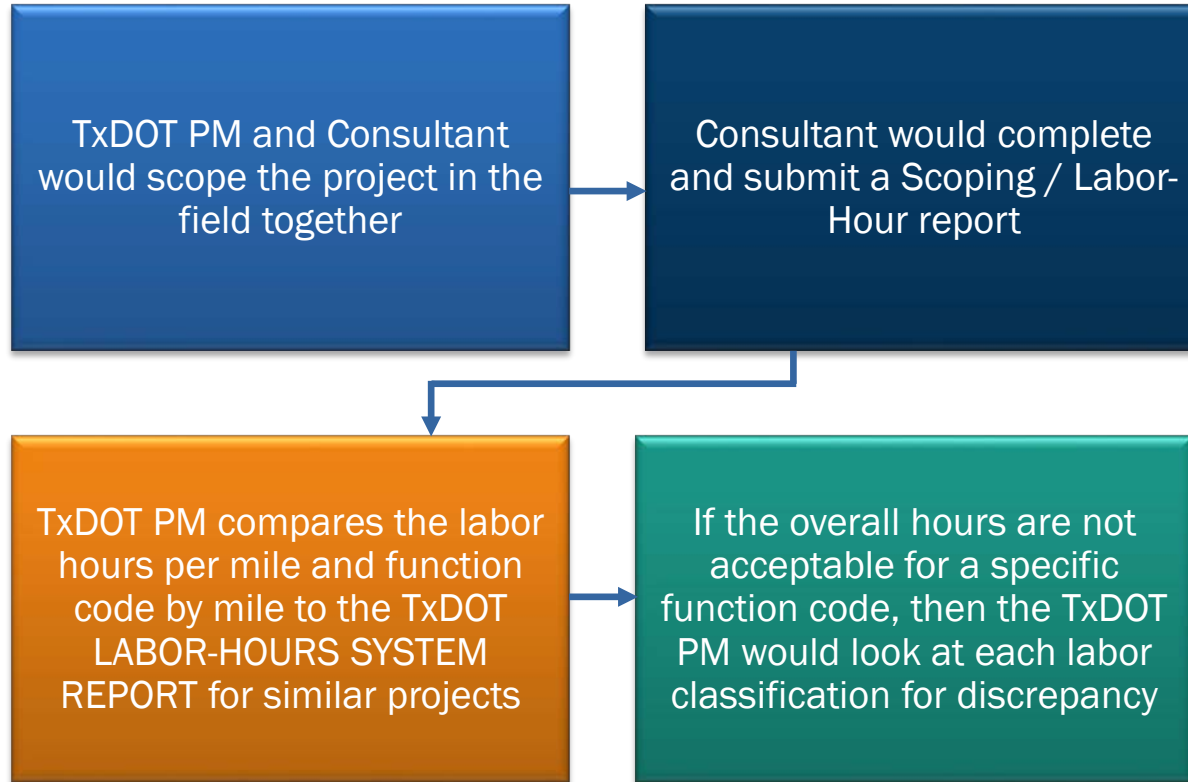




## Areas of concern:

- Smaller firms cannot afford to meet Texas cybersecurity requirements
- TxDOT Security Questionnaire (TSQ) questions are sometimes confusing and are answered “yes” without understanding

# **Level of Effort (LOE) Tool**



# **Errors & Omissions Policy and Dashboard**



Conducted August 23, 2022, with PEPS, CST, and FIN

Rolled out the updates to the E&O process and new E&O tracking module in PS-CAMS

All 1E change orders identified after September 1<sup>st</sup> are input into the new PS-CAMS E&O module for tracking

PEPS, CST, and FIN are developing E&O reporting dashboard and cross checking with SiteManager to ensure each 1E change order is resolved

# Invoice Impediments



## Goal

Decrease problems  
concerning the  
rejection of invoices



Development of a frequently asked question document

To be posted on our PEPS internal and external web pages



TxDOT and Provider training

PEPS will be updating CST training and holding joint training sessions with ACEC



Potential policy changes

Evaluating opportunity to use a percent based, schedule driven system in place of TOD



Pilot projects in AUS District to replace the table of deliverables

Mid-year improvements to the invoice and process and template



# **New Execution Plan**



1

- Formalizing a procurement planning period with a fixed start date

2

- Improving lines of communication with District and Division Leaders

3

- Communicate the procurement schedule, milestones, and deadlines

4

- Biweekly PEPS Procurement meetings

5

- Published procurement dashboard for managers

# **Discipline Specific Plan**

# Plan to utilize Discipline Specific DBE Contracts



- ❑ Request approval from FHWA and Transportation Commission for a two-year contract extension from FHWA on all 66 contracts
- ❑ Promote use of Complex Traffic Control contracts with potential to develop full PS&E
- ❑ Promote use of DBE contracts through visits to District/Division offices by PEPS Director
- ❑ Track contracts to make sure everyone receives at least one or more work authorizations
- ❑ Track contract spending to ensure funds are used in proportion to the two-year extension

# **Preclusion Policy**

# The general approach considered by the work group



A consultant must notify TxDOT when performing engineering services for the same project, location, or assignment for TxDOT and another client, without violating its duty to maintain confidentiality of the other client

In assessing the conflict TxDOT will consider,

- Whether the firm will perform tasks on the same element of the project or assignment
- Whether the tasks to be performed are separate and distinct

If determined to be separate and distinct then no conflict may exist

If the conflict exists and there is no mitigation, the firm may be precluded from the conflicting element

The firm may appeal a determination to the PEPS Division Director, or the PEPS Director's decision to the Executive Director or his designee.

# **Escalation Policy**



# Escalation

Rates

Indices

Frequency



# Questions and Discussion



# HELP #EndTheStreakTX

End the streak of daily deaths on Texas roadways.

[TxDOT.gov](https://www.txdot.gov) (Keyword: #EndTheStreakTX)



#EndTheStreakTX Toolkit





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