

SiteManager Checklist Events, Key Dates and Critical Dates

Construction Division



Texas Department of Transportation

Overview

The use of the SiteManager Checklist Events, Key Dates and Critical Dates provides entries of important dates in the life of the Contract and can be used as a project management tool.

The following resources provides additional TxDOT procedures for entries of Checklist Events, Key Dates and Critical Dates:

- SiteManager Contract Administration Manual Chapter 2, Section 5, "Editing Key Dates and Checklist Scheduled Events"
- SiteManager Contract Administration Manual Chapter 3, Section 2, "Maintaining Critical Dates", Section 3, "Maintaining Key Dates", Section 4, "Maintaining Checklist Events"
- Internal Audit Division Report – Construction Project Management – Recordkeeper Development Report

This guide provides the list of required SiteManager Checklist Events, Key Dates and Critical Dates for contracts and standardized entries for each contract. The District Construction Office (DCO) is responsible for establishing the necessary events and dates at contract activation.

Previously utilized SiteManager Checklist Events, Key Dates and Critical Dates

Previously used SM Checklist Events, Key Dates and Critical Dates will continue to be available for existing projects and should be used to record entries as originally established until contract completion.

This document will be updated as needed.

General Guidelines

Checklist Events

The following Checklist Events should be established for contracts at activation:

Checklist Event	Standardized Entry
BARR INSP - DAY	Date of inspection
BARR INSP - NIGHT	Date of inspection
BARR INSP - QUART	Date of inspection
BULLETIN BOARD INSPECTIONS	Date of inspection
INTERIM CONTRACTOR EVALUATION	Date of Annual Prime Contractor Evaluation
PERFORMANCE INTERIM CONTRACTOR EVALUATION	Date of Performance Interim Contractor Evaluation (not annual), if applicable.
PROJECT RECORDS AUDIT	Date project review/audit was completed.
PROJECT SCHEDULE	Date received
PROMPT PYMNT CERT-FORM 2177	Date of Form 2177. Identify estimate period from Form 2177 in notes
PROMPT PYMT CERT-QUARTERLY AUDIT	Date audit complete (Form 2177A)

The following Checklist Events are to be used as applicable based on contract requirements:

For projects with environmental requirements:

Checklist Event	Standardized Entry
Construction Stage Gate Checklist	Date of inspection
DEQC Inspection	Date of inspection
SW3P Inspection Report	Date of inspection

For projects with federal funding/DBE requirements and DBE prime contractors:

Checklist Event	Standardized Entry
LABOR INTERVIEWS	Date of completed interview by inspector
DBE / CUF REVIEWS	Date of inspector observation of DBE work

For projects with state funding:

Checklist Event	Standardized Entry
SBE Annual Report	Date on Form

All other SiteManager Checklist Events will be noted as obsolete and are not to be used on newly activated contracts.

Key Dates

The following Key Dates should be established for contracts at activation as applicable to the contract:

Key Date	Standardized Entry	Suggested responsible office for entry
DATE OF FINAL PAYMENT TO CONTRACTOR	Final Estimate payment date (Voucher Date) as identified in SM Contract Estimate Status by District Report	DCO
ESTIMATED COMPLETION DATE - ADJUSTED	Monthly updated entry according to schedule	AO
ESTIMATED COMPLETION DATE - ORIGINAL	One time entry based on first submitted schedule by contractor	AO

FINAL AUDIT OF CONTRACT RECORDS	Date of final DCO audit	DCO
GENERATION OF CONTRACT S&T	Auto populated	N/A
TIME CHARGES BEGIN DATE	Date entry should align with the date per contract. Time charges begin within 30 calendar days after the Authorization to Begin Work, unless otherwise shown in the contract, the contractor has the option to begin work any time within the 30 calendar days. In some cases, the contract will include a provision to allow for extending the beginning of time charges on the contract beyond the standard 30 calendar days. When the contract includes a delayed start time provision, act in accordance with the contract provisions. For contracts with work orders, such as a traffic signal project, begin working day charges as established for each individual work order. CCAM Chapter 10, section 4.	DCO

The following Key Dates are to be used as applicable based on contract requirements.

Key Date	Standardized Entry	Suggested responsible office for entry
CE&I PROJECT	Date of Work Authorization or Contract with CEI	DCO
CONTRACT TAKEOVER AGREEMENT	Date of signed takeover agreement	DCO
CONTRACT TERMINATED	Date of termination letter	DCO
DATE OF TDLR INSPECTION	Date of TDLR inspection if applicable for contract.	AO
DBE/HUB FINAL CLEARANCE DATE	Date of clearance for final reporting of all DBE compliance.	DCO or AO
INTENT TO DEFAULT (No. 1- 10 Day Letter)	Date entry is date of letter	AO
INTENT TO DEFAULT (No. 2- 10 Day Letter)	Date entry is date of letter	AO
INTENT TO DEFAULT (No. 3- 10 Day Letter)	Date entry is date of letter	AO
INTENT TO DEFAULT (No. 4- 10 Day Letter)	Date entry is date of letter	AO
NOTICE OF INTENT SUBMISSION	One time entry if required for project for Environmental requirements	AO

All other SiteManager Key Dates will be noted as obsolete and are not to be used on newly activated contracts.

Critical Dates

The following Critical Dates should be established for the contract by CMISD at contract load. The following entries are auto-populated as indicated on the following table:

Critical Dates	Standardized Entry
AWARD DATE	Auto populated
CONTRACT ACTIVATION DATE	Auto populated
EXECUTION DATE	Auto populated
LETTING DATE	Auto populated
NOTICE TO PROCEED DATE	Auto populated

The following critical date entries are to be made by the District Construction office or auto populated as identified in the following table:

Critical Dates	Standardized Entry
ACCEPTED DATE *	Date of Final Acceptance letter
CONTRACT ITEMS COMPLETE DATE	Continue with current District practice.
CONTRACTOR BANKRUPTCY DATE	Date of correspondence identifying contractor bankruptcy
CONTRACTOR DEFAULT DATE	Date of the default letter
CONTRACTOR FINAL RELEASE DATE *	Continue with current District practice.
PHYSICAL WORK COMPLETE DATE *	Date entered one year after the final estimate is generated
WORK BEGIN DATE	AO will provide date barricades placed OR first date of dirt moved

* Identified as required to finalize the contract

SiteManager Reports

The following SiteManager reports are available on the SiteManager Reports page available here:

<https://crossroads/divisions/cst/cmisd/sitemanager/sitemanager-reports.html>

- Checklist Events-District - Displays Checklist Events by District
<https://crossroads/content/dam/crossroads/divisions/construction/documents/reports/checklist-events-district.xlsm>
- Contract Key Dates by District or CSJ - Displays Key Dates by District
<https://crossroads/content/dam/crossroads/divisions/construction/documents/reports/key-dates.xlsm>
- Contract Dates - Displays critical dates by CSJ
<https://crossroads/content/dam/crossroads/divisions/construction/documents/reports/contract-dates.xlsm>
- Checklist Events by CSJ - Displays checklist events by CSJ
<https://crossroads/content/dam/crossroads/divisions/construction/documents/reports/sitemanager-checklist-events.xlsm>