

2023 PEPS Conference

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December 6, 2023

What is the difference between deleting and replacing a work schedule and amending by adding a work schedule?

Why is one preferred over the other?



Reasons for needing to extend the termination date for a contract and/or work authorization:



> Modifies the existing work schedule

Changes will not alter the existing nature of the original work authorization

 \Rightarrow Does not repeat existing provisions

Will not include tasks that have already been completed

Delete and Replace

If multiple time extensions exist for a WA, then delete and replace is highly recommended to capture a complete work schedule



Change the existing work schedule entirely

Will need to include all tasks, including tasks already completed, from previous work schedule(s)

Examples

ORIGINAL

Start Date: Execution Date	Start Date	Finish Date
Termination Date: 2/28/2023		
FUNCTION CODE 102(119)	1	
Review of Previous Studies	1/18/2020	1/31/20020
Data Collection	1/18/2020	1/31/2022
Existing Condition Analysis	1/18/2020	2/28/2023
FUNCTION CODE 120(120)		
Environmental Fatal Flaw Evaluation	1/18/2020	2/28/2022
Environmental Constraints Map	3/1/2020	2/28/2022
Public Involvement Plan	1/18/2020	2/28/2022
Agency Coordination	1/18/2020	2/28/2022
Stakeholder Outreach and Coordination	1/18/2020	2/28/2022
FUNCTION CODE 145(145)		
Project Management Plan	1/18/2020	2/28/2023
Project Adminstration	1/18/2020	2/28/2023

	Start Date	Finish Date
Termination Date: 9/30/2024		
FUNCTION CODE 102(110)		
Existing Condition Analysis	3/1/2023	8/31/2023
FUNCTION CODE 120(120)		
Environmental Constraints Map	3/1/2023	3/31/2023
Public Involvement Plan	3/1/2023	5/31/2023
Agency Coordination	3/1/2023	6/30/2024
Stakeholder Outreach and Coordination	3/1/2023	8/31/2024
FUNCTION CODE 145(145)		
Project Management Plan	3/1/2023	9/30/2024
Project Adminstration	3/1/2023	9/30/2024

	6	Start Date: 1/18/2020	Start Date	Finish Date
ш		Termination Date: 9/30/2024		
9		FUNCTION CODE 102(110)		· · · · · · · · · · · · · · · · · · ·
		Review of Previous Studies	1/18/2020	1/31/2020
<u> </u>		Data Collection	1/18/2020	1/31/2022
REPLACE		Existing Condition Analysis	1/18/2020	3/31/2023
		FUNCTION CODE 120(120)		
and		Environmental Fatal Flaw Evaluation	1/18/2020	2/28/2022
		Environmental Constraints Map	3/1/2020	3/31/2023
Ш		Public Involvement Plan	1/18/2020	5/31/2023
DELETI		Agency Coordination	1/18/2020	6/30/2024
님		Stakeholder Outreach and Coordination	1/18/2020	8/31/2024
ö		FUNCTION CODE 145(145)		
		Project Management Plan	1/18/2020	9/30/2024
		Project Adminstration	1/18/2020	9/30/2024

AMEND by ADDING

2023 PEPS Conference

Exam	ples
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2 Locate existing Horizontal & Vertical Control 8/15/2022 9/5/2022 0	FC 130 (13															-													
3 Locate Existing TXDOT ROW Corners / Improvement within parcel areas 8/15/2022 9/5/2022 I	1	Prepare Right-of-Entry Letters, ROE Database	8/15/2022	8/22/2022																			0, 10						
4 Research/Abstracting 8/15/2022 8/15/2022 9/2/2022 0	2	Locate existing Horizontal & Vertical Control	8/15/2022	9/5/2022	-		-										1				1						Т		
5 Abstract Mapping 8/22/202 9/5/2022 0 <	3	Locate Existing TxDOT ROW Corners / improvement within parcel areas	8/15/2022	9/5/2022																									
6 Proliminary ROW Mapping 9/30/2022 10/32/022	4	Research/Abstracting	8/15/2022	8/22/2022																									_
7 Initial ROW Mapping 10/3/2022 <td>5</td> <td></td> <td>8/22/2022</td> <td>9/5/2022</td> <td></td> <td></td> <td>_</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1 1</td> <td></td> <td></td> <td>1</td> <td>0 - P</td> <td>1</td> <td>1 1</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td><u> </u></td>	5		8/22/2022	9/5/2022			_										1 1			1	0 - P	1	1 1	1					<u> </u>
8 Prepare Initial Exhibits (Property Descriptions, Parcel Plats) 10//2022 11/28/2022 I <tdi< td=""><td>6</td><td>Preliminary ROW Mapping</td><td>8/29/2022</td><td>10/3/2022</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>- 1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tdi<>	6	Preliminary ROW Mapping	8/29/2022	10/3/2022											- 1														
9 Set: Parcel Corners and missing ROW Monuments. 11//2022	7	Initial ROW Mapping	10/3/2022	10/31/2022															- (j										
10 Finalize and Deliver ROW Maps, Property Descriptions, Parcel Plats 10/17/202 11/28/2022 I <tdi< td=""> I I</tdi<>	8	Prepare Initial Exhibits (Property Descriptions, Parcel Plats)	10/3/2022	11/28/2022																	8 3								
11 Prepare QA/QC Surveyor's Report, Checklists 8/15/202 1/31/2023 0<	9	Set Parcel Corners and missing ROW Monuments	11/7/2022	11/28/2022																				1 1					
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TERMINATION DATE FOR WANG 2	-	STATE PROJECT EVALUATION	12/26/2072	1/31/2023				_											L. J.		2								
		TERMINATION DATE FOR WA No. 2		1/31/2023												T					0 O								-

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				2023																					
Task	Description	Start	Finish	1	February		February		March			г	A	nil	т		Ma	ay	102	June					July
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C 130 Righ	nt-of-Way (ROW) Data					n 24	2012				990 - S	101-01	1674			1.0		- 617		- C	10 - 2 		- 20		
6	Preliminary ROW Mapping	2/1/2023	3/6/2023			2 - O																			
7	Initial ROW Mapping	2/1/2023	4/3/2023																						
8	Prepare Initial Exhibits (Property Descriptions, Parcel Plats)	an inner	4/3/2023																						
9	Set Parcel Corners and missing ROW Monuments	4/24/2023	5/15/2023			- 10																	-		
10	Finalize and Deliver ROW Maps, Property Descriptions, Parcel Plats	4/24/2023	5/15/2023									1													
11	Prepare QA/QC Surveyor's Report, Checklists	2/1/2023	7/31/2023			()		1					1			1							1		
						1. NY						71. 1													
	First Interim Submittal	2/1/2023	3/6/2023																						
	STATE REVIEW OF FIRST INTERIM SUBMITTAL	3/6/2023	4/3/2023		-2	3	1							_	- 6	_									
	Second Interim Submittal	2/1/2023	4/3/2023															1							
	STATE REVIEW OF SECOND INTERIM SUBMITTAL	4/3/2023	5/1/2023								1														
	FINAL SUBMITTAL	515/2023	5/15/2023		- 8	8 B I		- 3							5	•		1							
	STATE REVIEW	5/15/2023	6/12/2022		1.1	1																			
	STATE PROJECT EVALUATION	6/12/2023	7/31/2023																						
				-	_		_		_	_	-	-			_		_	_	-	_	_	_		_	
	PREVIOUS TERMINATION DATE FOR WA No. 2		1/31/2023	💌 I																	L I		_		

Required Documents

CONSULTANT PM

Revised Work Schedule (submit to TxDOT PM)

Provide/confirm signature authority

TxDOT PM \star ICN Update Risk Analysis **T** BCM (if WA \geq \$1M)

Termination date cannot extend past the contract termination date.

Best to end the work schedule on the last day of the month, unless it's the contract termination date.

Prefer not to have termination date on August 31 (FY end) or December 31 (calendar year end), unless it aligns with the contract termination date.

All tasks must align with the tasks and deliverables specified in the scope and fee schedule.

Recommend to include State review time in the work schedule, if applicable.

Amend/Add work schedule - Include only incomplete tasks.

Amend/Add work schedule – Start Date must be the next calendar date after current termination date.

DBE contracts cannot be extended beyond five (5) years.

Common Issues

Overlapping milestones on amend by add schedules.

Minimum 6 months extension recommended.

All tasks/milestones from previous schedule(s) not included on delete/replace schedules.

Business Case Justification and Impacts of Non-Approval statements not providing enough information.

Signature Authority for consultants not updated.

Risk Analysis not completed at all or not completed correctly.

Sending Requests for time extensions at the last minute.



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TxDOT.gov (Keyword: #EndTheStreakTX)

#EndTheStreakTX Toolkit

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