

A banner featuring a blue cable with a burst of golden sparks emanating from its center, set against a red background. The text "TxDOT ROW" is displayed in large white letters, and "UTILITY WEEK" is in red letters within a white box. Below this, the phrase "Partners in Coordination" is written in a white script font.

TxDOT ROW

UTILITY WEEK

Partners in Coordination

ROW UPS – Utility Reimbursement Guide Workshop

Day 2 – December 3rd

Track Rm 2, Session 2

2:30PM – 3:15PM

Presenter: Russell Johnson



Russell Johnson serves as the Business Operations Project Manager for TXDOT ROW. He is responsible for managing the health of the statewide Utility Portfolio – focusing on business process improvements that will increase operational efficiencies. He also is the Lead Worker for the Portfolio Management Section which processes the UACV Invoicing, release of Purchase orders, and payments (Utility Relocation)/Audits. He has been with TxDOT for 5 years and before TXDOT he has more than 10 years of business management experience in the areas of retail, restaurant, and sales. Russell holds a Bachelor of Arts degree in Business Administration from Huston-Tillotson University and is a proud veteran of the US Navy.

In his free time, Russell loves to travel – frequenting the Virgin Islands. He also volunteers his time with his organizations, Rishon Lodge #1 A.F. & A.M and Epsilon Iota Chapter of Omega Psi Phi Fraternity Inc. Russell enjoys sports and loves the Dallas Cowboys.

Presenter: Shereen McKenzie



Shereen McKenzie was born in Kingston Jamaica but currently resides in Austin, Texas. She is a proud member of Delta Sigma Theta Sorority Incorporated and a graduate of Huston-Tillotson University where she obtained her Bachelor of Science Degree in Biology and a Master's Degree in Educational Leadership. Shereen spent the last 10 years in the educational field in a variety of roles such as a Science teacher, District trainer, Adjunct Professor and Assistant Principal before coming on board to TxDOT's ROW Division Utility Portfolio Section as a Utility Portfolio Coordinator. Shereen enjoys traveling to different countries, shopping, reading books, hiking, and spending time with her family, friends, and her dog Bella.





GOALS

By the end of the workshop,
one will be able to apply
knowledge, understanding, and
skills to review and assemble
the TxDOT Utility
Reimbursement Package for
processing.



- ☐ Welcome
- ☐ Goals
- ☐ Preparing for a payment
- ☐ Prompt Payment Law
- ☐ Types of Billing Packages
- ☐ Standard Utility Agreement & Attachments
- ☐ Prior to Billing Needs
- ☐ Types of Supporting Documentation

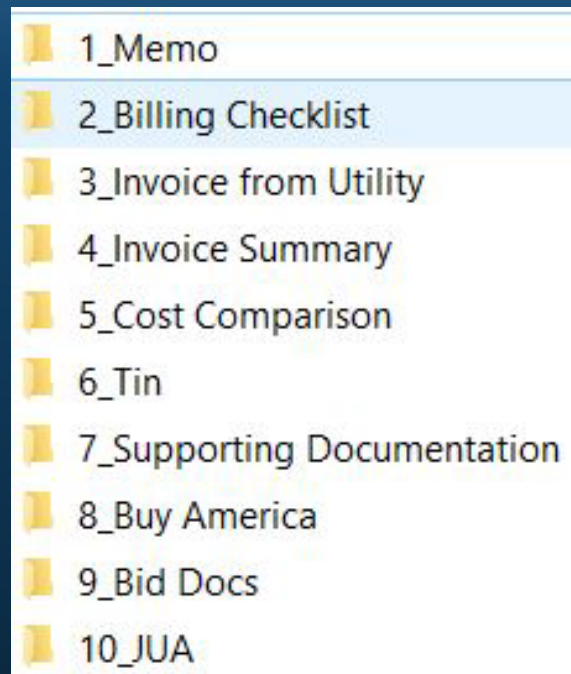


- ☐ Reimbursement Guide Attachments
- ☐ Payment Submittal Memo
- ☐ Response to Division Compliance Memo
- ☐ Billing Checklists
- ☐ CPA Screenshot
- ☐ Partial Payments
- ☐ Utility Invoice
- ☐ Cost Comparison Sheet
- ☐ Supporting invoices/Certified Ledger
- ☐ Contract Work
- ☐ Buy America
- ☐ Recorded Quitclaim/Easements/ JUA's
- ☐ Assembly of Payment Package
- ☐ Additional Resources- External
- ☐ Q&A

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Before you begin the payment process...

- Gather, organize, and file information throughout the relocation process.
 - (Buy America, AP-152, W-9, quitclaims, etc.)



Communication with the Utility

- It makes the process much easier if the Utility and the Utility Coordinator communicate... a lot!
- That means communications starts @ 30% plans, and continues on throughout to 60%, 90%, final plans, utility relocation, and the billing process!

TxDOT wants to work with the utility and see that they get paid!

30 Day



Prompt Payment Law

Prompt Payment Law

Government
Code
2251.021

Payment due within
30 days of receipt
of invoice

Time starts the date
TXDOT receives a
complete invoice
package

District must date
stamp the invoice

Government
Code
2251.042

TxDOT has 21 days
from receipt of
date stamped
invoice to reject
payment

Additional
information

Prompt Payment
Law does not apply
to payments
undergoing audit





1. Begin creation of payment package as documents are being received.

2. Request invoice when all documentation needs have been met.

3. Receive invoice – Date of DISTRICT DATE STAMP - GO!


WARNING!!!!

Payment must be accepted or returned within 21 days

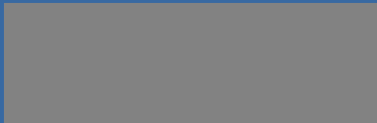
4. DAY 1 -7 District completes Payment Package and emails, in single PDF, to ROW_Utilityrequests, recommending payment.

5. DAY 7 -14 ROW Division, UPS Section reviews package and makes request to District for any missing documentation.


6. DAY 14 - 21 ROW Division, UPS Section, must forward approved package to FIN for processing, or return.




- Partial Payments




- Final Billings 90%



- Desk Audit 100%



- Lump Sum



- LPA Payments (Local Utility Procedure)



Standard Utility Agreement



STANDARD UTILITY AGREEMENT



U Number: [REDACTED] Utility ID: [REDACTED]

District: [REDACTED]
Federal Project No.: [REDACTED]
ROW CSJ: [REDACTED]
Highway Project Letting Date: [REDACTED]

County: [REDACTED]
Highway: [REDACTED]
From: [REDACTED]
To: [REDACTED]

This Agreement by and between the State of Texas, acting by and through the Texas Transportation Commission, ("State"), and [REDACTED] ("Utility"), acting by and through its duly authorized representative, shall be effective on the date of approval and execution by and on behalf of the State.

WHEREAS, the State has deemed it necessary to make certain highway improvements as designated by the State and approved by the Federal Highway Administration within the limits of the highway as indicated above (the "Highway Project");

WHEREAS, the proposed Highway Project will necessitate the adjustment, removal, and/or relocation of certain facilities of the Utility as indicated in the following statement of work: [Enter scope of work here or submission will not be complete]; and more specifically as shown in the Utility's plans, specifications and estimated costs, which are attached hereto as Attachment "A".

WHEREAS, the State will participate in the costs of the adjustment, removal, and relocation of certain facilities to the extent as may be eligible for State and/or Federal participation.

WHEREAS, the State, upon receipt of evidence it deems sufficient, acknowledges the Utility's interest in certain lands and facilities that entitle it to reimbursement for the adjustment, removal, and relocation of certain of its facilities located upon the lands as indicated in the statement of work above.

NOW, THEREFORE, BE IT AGREED:

The State will pay to the Utility the costs incurred in adjustment, removal, and relocation of the Utility's facilities up to the amount said costs may be eligible for State participation.

All conduct under this agreement, including but not limited to the adjustment, removal, and relocation of the facility, the development and reimbursement of costs, any environmental requirements, and retention of records will be in accordance with all applicable federal and state laws, rules and regulations, including, without limitation, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act, 42 U.S.C. §§ 4601, et seq., the National Environmental Policy Act, 42 U.S.C. §§ 4321, et seq., the Buy America provisions of 23 U.S.C. § 313 and 23 CFR 635.410, as amended, Texas Transportation Code § 223.045, the Utility Relocations, Adjustments, and Reimbursements provisions of 23 CFR 645, Subpart A, and the Utility Accommodation provisions of 23 CFR 645, Subpart B.

The Utility shall supply, upon request by the State, proof of compliance with the aforementioned laws, rules, regulations, and guidelines prior to the commencement of the adjustment, removal, and relocation of the facility.

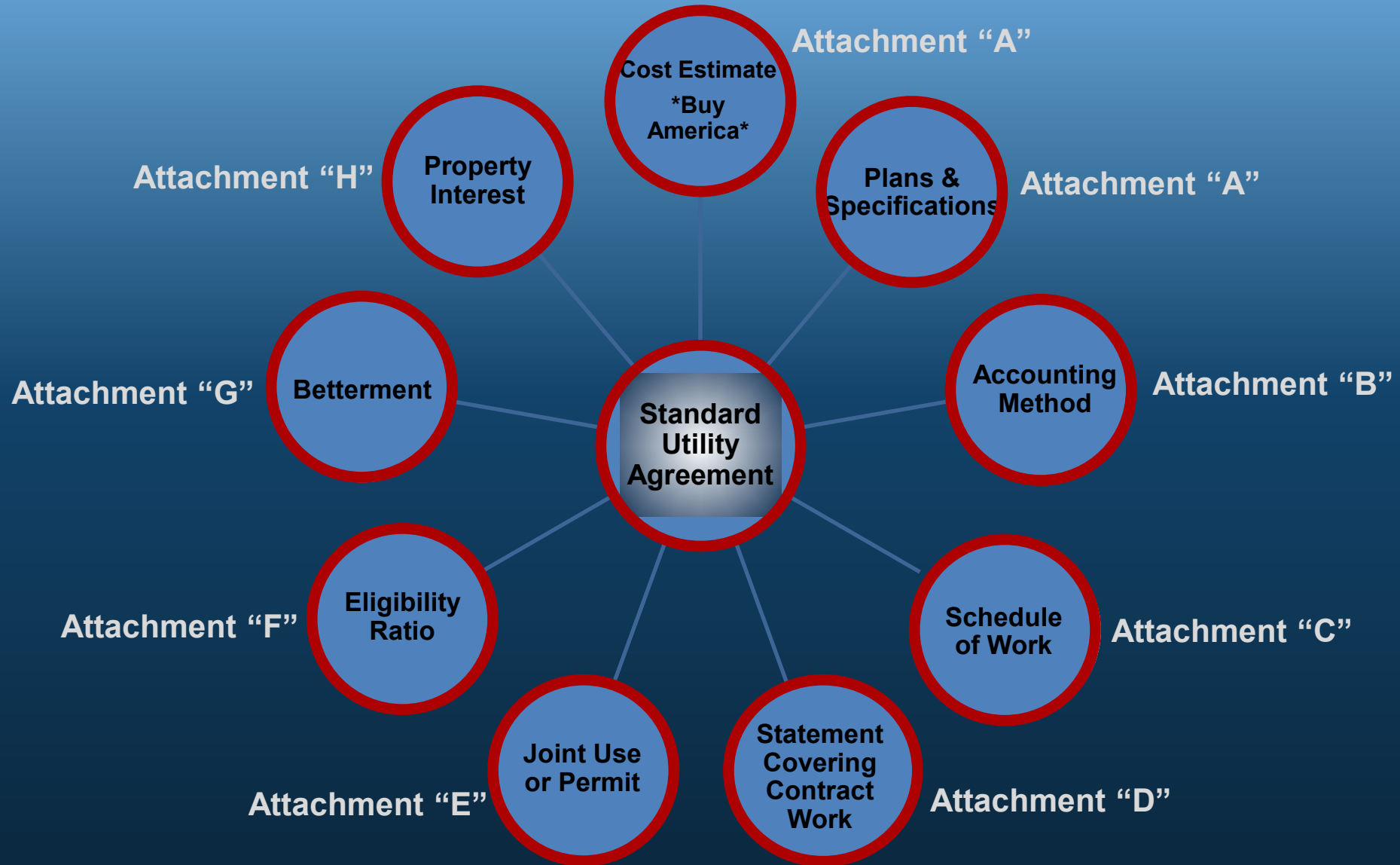
The Utility shall not commence any physical work, including without limitation site preparation, on the State's right of way or future right of way, until TxDOT provides the Utility with written authorization to proceed with the physical work upon TxDOT's completion and clearance of its environmental review of the Highway Project. Any such work by the Utility prior to TxDOT's written authorization to proceed will not be eligible for reimbursement and the Utility is responsible for entering any property within the proposed limits of the Highway Project that has not yet been

Initial Date Initial Date
TxDOT Utility

The Standard Utility Agreement outlines the plan set, estimate, and legal requirements of a specific accommodation.

The documentation that is required at billing is designated within the Standard Utility Agreement.

Each Standard Utility Agreement, and thus each payment package vary slightly in the documents that are required to fulfill all legal requirements.





What documents may be needed prior to or at billing?



General Documents:

(If Applicable)

Buy America
Continuing Contract Rate Sheet
(Engineering and Construction)
Bid Tabulations
Engineering Rate Sheets
Quitclaim
Joint Use Agreement
Chain of Ownership
ROW PM Easement Valuation
Permit
TINS record (Utility Organization)
AP-152, W-9
ROW-U-27

Cost Documentation:

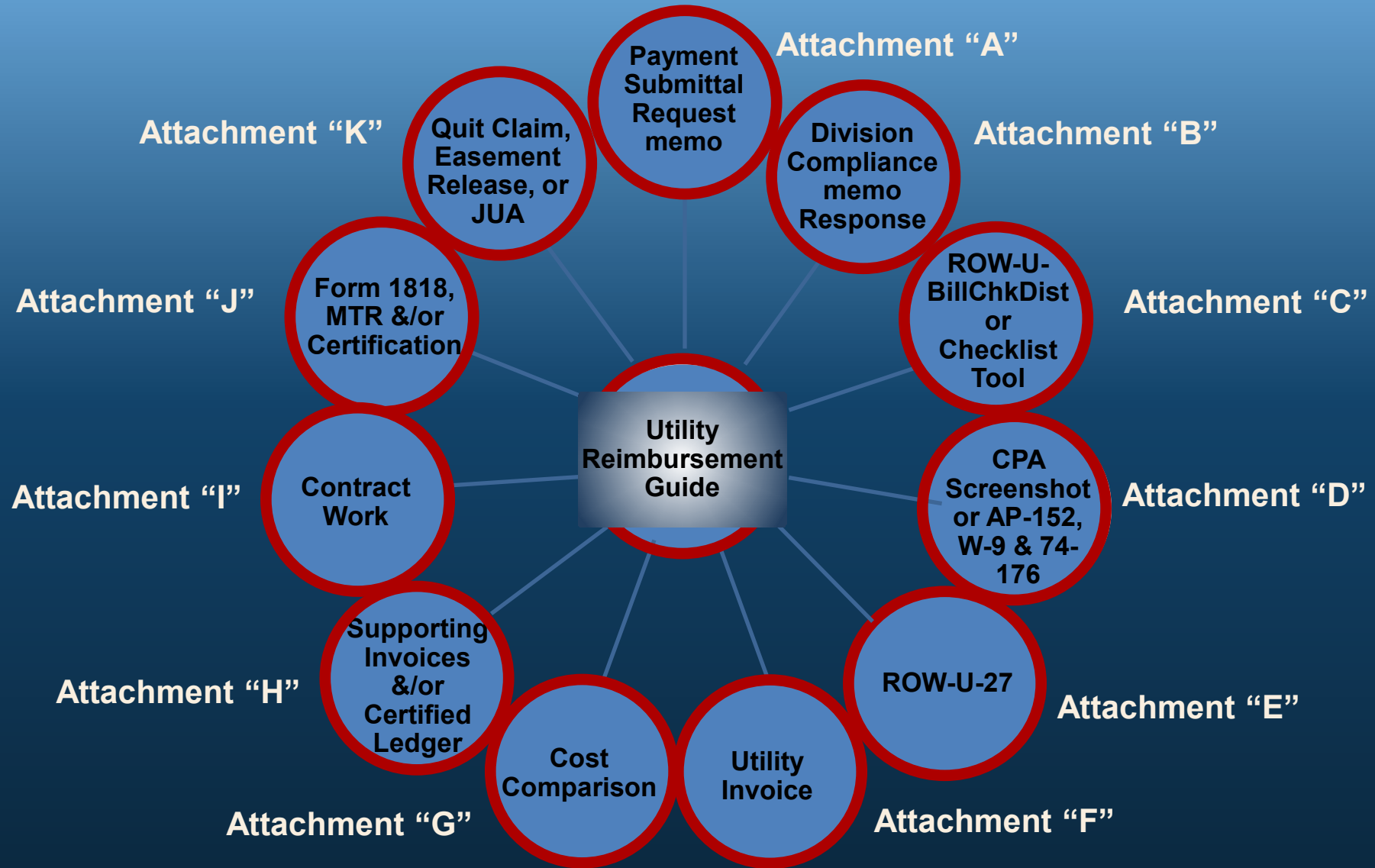
(If Applicable)

Invoices for externally acquired materials
Invoices for external labor costs
Certified Time Sheets (Payroll) for internal labor
Certified Ledger for internal materials

The Estimate from the SUA will provide the breakdown of the cost documentation.

The ROW Compliance Memo will list the documents required prior to or at billing, but you should also review the SUA.

Cost Type	Preferred Documentation	Acceptable Documentation
Utility Labor	Certified Time Sheets	Certified Utility Company's accounting ledger
Utility's Equipment	Certified Time Sheets	Certified Utility Company's accounting ledger
Materials and Supplies	Invoice from Supplier	Inspector's diary of material on hand or installed and the Certified Utility Company's accounting ledger
Consultant Engineering	Invoice from Consultant	Completed Plan Sets and Certified Utility Company's accounting ledger
Contractor Services	Invoice from Contractor	Inspector's diary or approval of work and the Certified Utility Company's accounting ledger



Attachm
“A”

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Attachment “A”
Payment Submittal Request Memo
(District use only)

The district will create a memo to the division to submit the payment package. This will provide a summary of the package and any pertinent information needed to process the payment.

Header

- ☐ Date: (of submission)
- ☐ To: (ROW Division Director or ROW Utility Portfolio Section Director)
- ☐ Through: (TxDOT district representative)
- ☐ From: (TxDOT district engineer)
TxDOT district engineer signature or initials
- ☐ Subject: Payment stage (must match TxC), U#/UID, M#
 - ☐ Payment ID # (M000000) provided once payment is created in TxC)
 - ☐ Project information: (must match TxC)

Example:

Subject: 90% Payment, U00000/U00000000, M0000000
Utility Name:
County:
RCSJ:
CCSJ:
HWY ##: from abc to xyz

Memo Body

Provide a summary of the invoice package and state any unusual circumstances that are important for the processing of the invoice.

- ☐ Amount of payment (deduct 10% retainage from utility invoice)
- ☐ List of the supporting documents included in the package
- ☐ Notes (Compliance memo responses or out-of-the-ordinary situations addressed)
- ☐ Save the invoice package as a single PDF document and electronically signed by the district engineer.



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Attachment “A”
Payment Submittal Request Memo

(District use only)

The district will create a memo to the division to submit the payment package. This will provide a summary of the package and any pertinent information needed to process the payment.

To: (ROW Division Director or ROW Utility Portfolio Section Director)
Through: (TxDOT district representative)
From: (TxDOT district engineer)
Signature or initials
Subject: Payment stage (must match TxC), U#/UID, M#
Payment ID # (M000000) provided once payment is created in TxC)
Project information: (must match TxC)
Example:
Subject: 90% Payment, U00000/U00000000, M0000000
Utility Name:
County:
RCSJ:
CCSJ:
HWY ##: from abc to xyz

Provide a summary of the invoice package and state any unusual circumstances that are important for the processing of the invoice.
Amount of payment (deduct 10% retainage from utility invoice)
List of the supporting documents included in the package
Notes (Compliance memo responses or out-of-the-ordinary situations addressed)
Save the invoice package as a single PDF document and electronically signed by the district engineer.

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MEMO
May 21, 2024

To: Kyle Madsen, JD, CTCM
Director, Right of Way Division

Through: Steve Warren, P.E.
DE, Lubbock District, Lubbock-05 District

From: Kylan Francis
TP&D Director, Lubbock-05 District

Subject: City of Plainview Water, Partial Payment #4

Utility ID #: U00014851
RCSJ: 0439-05-027
CCSJ: 0439-05-026
From: IH 27

ROWIS U#: n/a
County: Hale
HWY: SH194
To: FM 3466

Amount of Payment: \$702,268.99
Due Date: 7/6/2024

The District has reviewed this request and the documents within and recommends payment.
Attached are the following documents of this payment request:

- 1 This Memo and Check
- 2 TINS record
- 3 Invoice from the Utility with date stamp from District
- 4 Copy of original or supplemental estimate
- 5 Documentation of costs
- 6 ROW-U-27

In addition the following is attached:

<input checked="" type="checkbox"/> Form 1818 and Supporting Documentation	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Consultant Engineering Rate Sheet	
<input checked="" type="checkbox"/> Bid Tabulations	
<input type="checkbox"/> Continuing Contract Rate Sheet	
<input type="checkbox"/> Joint Use Agreement	
<input type="checkbox"/> Quit Claim	
<input checked="" type="checkbox"/> Permit	

Should there be any questions regarding this request, please contact: Terry Baker
Utility Coordinator
806-748-4401
terry.baker@txdot.gov

Notes:
No Quick Claim Deed or UJUA was required as per Jana Walling, Attorney ROW Division

Our Values: People • Accountability • Trust • Honesty
Our Mission: Connecting You With Texas
An Equal Opportunity Employer

Memo Body

- Project information matches TxC
- The correct amount is referenced in memo and TxC
- Notes (Compliance memo responses or out-of-the-ordinary situations addressed)
- Ensure the district engineer Electronically initials
- List every document contained in correct order



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Attachment “B” Response to the Division Compliance Memo

(District use only) (If applicable)

Provide responses, answers, and documents that address the deficiencies and/or the general notes from the division compliance review memo for the standard utility agreement or the supplemental agreement.

- ☐ The standard utility agreement/supplemental agreement compliance memo comments and deficiencies have been addressed and are included in the packet.
 - ☐ Provide answers and documents if required.

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f Way 2024



The El Paso District recommends approval on NuStar’s request for a second partial on invoice CA_2024009, dated March 11, 2024, in the total amount of \$3,079,218.11.

Right of Way Division’s memo dated April 11, 2023, includes the following deficiencies:

1. The utility agreement information is incomplete in TxC.
 - Information has been updated in TxDOTCONNECT.
2. There is a contract engineering cost in the cost estimate. The checklist identifies the district review of the consultant engineering contract as (no). Does the cost listed in the agreement match the consultant contract? Please attest before billing that the consultant engineering contract has been reviewed and a copy has been obtained by your office.
 - The district has reviewed the consultant engineering contract and the agreement matches the consultant contract.



Responses to the compliance memo- (may be provided on the below methods)

- Memo
- Billing checklist notes
- Email



Attachment “C”

- ROW-U-BillChkDist
- Checklist Tool

Attachment “C”
ROW-U-BillChkDist or Checklist Tool
(ROW-U-BillChkDist or District Checklist/Memo Tool)
(District use only)

The district will complete a checklist either Form ROW-U-BillChkDist or the Checklist and Memo Tool and include it with the payment submittal package to the division.

ROW-U-BillChkDist

- ☐ Completed: All “Project/Agreement information” fields.
- ☐ Completed: All “Checklist” fields.
- ☐ Completed: “Remittance and Audit” information.
- ☐ Completed: “District Notes” with any additional information as needed.

District Checklist and Memo Tool

Note: The information entered and the questions answered will populate the memo request. It is recommended that you use the generated memo.

- ☐ Ensure there are no red highlighted fields.
All red highlighted fields need to be addressed in the comments or the memo.
- ☐ The Cost analysis tab will verify that the supporting invoices/documents equal the amount requested for reimbursement.

Attachment “C”
ROW-U-BillChkDist or Checklist Tool

(ROW-U-BillChkDist or District Checklist/Memo Tool)
(District use only)
The district will complete a checklist either Form ROW-U-BillChkDist or the Checklist and Memo Tool and include it with the payment submittal package to the division.

- Completed: All “Project/Agreement information” fields.
 - Completed: All “Checklist” fields.
 - Completed: “Remittance and Audit” information as needed.
 - Completed: “District Notes” with any additional information as needed.
- Note:** The information entered and the questions answered will populate the memo request. It is recommended that you use the generated memo.
- Ensure there are no red highlighted fields.
All red highlighted fields need to be addressed in the comments or the memo.
 - The Cost analysis tab will verify that the supporting invoices/documents equal the amount requested for reimbursement.



Attachment “C” ROW-U-BILLChkDist or Checklist Tool



UTILITY PAYMENT/BILLING CHECKLIST
(to be included with submittal)

Form ROW-U-BILLChkDist (Rev. 04/23)
Page 1 of 1

Ensure all info entered matches TxC

Use most up to date form

Amount Billed: \$

Amount with 10% Retainage

U No.: _____ Utility ID: _____ District: _____

Utility Co.: _____ County: _____ Highway: _____

ROW CSJ No.: _____ Const CSJ No.: _____ ROW Project ID: _____

Highway Limits: _____ Full Authority Date: _____

Agreement Execution Date: _____ Emergency Work Authorization Date (if applicable): _____

Payment assembled by: ☐ TxDOT Utility Coordinator ☐ TxDOT Consultant

Dates of Work (from/to): _____ to _____

Funding: ☐ State ☐ County ☐ City ☐ Federal ☐ L.P.A.(s) (if applicable): _____

The Billing Package Contains: ☐ District Memo to ROW Division ☐ Invoice

☐ Yes ☐ No ☐ N/A TxDOTCONNECT Payment Voucher created and correct (PIN/VID/TIN, Delivery Date, Partial Payments credit applied if applicable, final audit citations reflected if applicable, final or partial wording present, accounting distribution coding correct, correct mail code used, correct utility name shown)

☐ Yes ☐ No ☐ N/A Field verification of charges performed? Inspectors diary used?

☐ Yes ☐ No ☐ N/A Pay pending determination of costs

☐ Yes ☐ No ☐ N/A Materials identified as subject to BuyAmerica compliance have the appropriate documentation (if applicable)

☐ Yes ☐ No ☐ N/A Work billed agrees with work approved / executed agreement

☐ Yes ☐ No ☐ N/A Changes in work approved by District/Division

☐ Yes ☐ No ☐ N/A Consultant engineering contract approved by District/Division

☐ Yes ☐ No ☐ N/A Consultant engineering charges agree with approved contract and do not exceed maximum amount payable clause

☐ Yes ☐ No ☐ N/A Low bid contractor used

☐ Yes ☐ No ☐ N/A Continuing contractor used

☐ Yes ☐ No ☐ N/A Bid tabulation/continuing contract rate sheet included

☐ Yes ☐ No ☐ N/A Established eligibility ratio applied correctly

☐ Yes ☐ No ☐ N/A Established betterment credit applied correctly

☐ Yes ☐ No ☐ N/A Established accrued depreciation applied correctly

☐ Yes ☐ No ☐ N/A Salvage credit given

☐ Yes ☐ No ☐ N/A Extensions and Totals are correct

☐ Yes ☐ No ☐ N/A Utility Joint Use Agreement already executed (if applicable) or is submitted with final billing assembly

☐ Yes ☐ No ☐ N/A Quitclaim executed and recorded (if applicable)

☐ Yes ☐ No ☐ N/A Location/address of records shown

☐ Yes ☐ No ☐ N/A Start of work, work completion, dates of work for billing shown

☐ Yes ☐ No ☐ N/A Conditions applied at time of approval satisfied/addressed

☐ Yes ☐ No ☐ N/A Partial Payments Completed Form ROW-U-27

☐ Yes ☐ No ☐ N/A Database entries made (ROW Division only)

Comments: _____

Notate special considerations (ex. Addressing compliance memo)

Signature _____ Date _____

Prepared By: _____ Date: _____

ROW-U-BillChkDist

- Completed: All “Project/Agreement information” fields.
- Completed: All “Checklist” fields.
- Completed: “District Notes” with any additional information as needed.

Attachment "C" Checklist & Memo Tool



Complete all fields and ensure matches TxC

Ensure there are no red highlighted fields. All red fields must address in comment of memo.

CKLIST

Project / Agreement Information		Checklist
District Utility Coordinator:	Justin Feeney	Does TxDOTCONNECT TIN match CPA screenshot record? YES
DUC Phone:	361-806-3576	Does TxDOTCONNECT Mail code match CPA screenshot record? YES
DUC Email:	Justin.feeney@txdot.gov	Does TxDOTCONNECT Address match CPA screenshot record? YES
Supervisors Name:	Paula Sales-Evens	Does TxDOTCONNECT Address match Invoice remittance address? YES
Supervisors Title:	Director of TP&D, CRP District	Does TxDOTCONNECT "Date Received" match District Date Stamp? YES
Supervisors Email:		Does TxDOTCONNECT "Payment Type" match Type of Payment request? YES
District Engineer:	Valente Olivarez	Has the TxDOTCONNECT Utility page, including utility status, been updated? YES
District Engineers Email:	Valente.Olivarez@txdot.gov	Is this a Partial Payment request and form ROW-U-27 is attached? N/A
District:	CRP	Has the District confirmed invoiced costs are for completed work? YES
Utility Name:	Energy Transfer	Are Buy America compliance documents attached? SUA A YES
ROWIS U#:	U15536	Does the documentation of costs correspond to the agreement? SUA A YES
Utility ID#:	U00000734	Were changes in work pre-approved by the District? YES
CSJ:	0102-03-082	Is the consultant engineering rate sheet approved and attached? SUA A YES
RCSJ:	0102-03-086	Was the lowest cost qualified bidder used and are the bid tabs attached? SUA D YES
Highway:	US77	Was a continuing contractor used and rate sheet is attached? SUA D YES
Type of Payment Request:	90% Stage Payment	Have the line items of costs, documentation, and sub-totals been checked for accuracy? YES
Accounting Method (SUA B):	Actual Costs	Was the joint use agreement submitted earlier? SUA E N/A
Reimbursement Justification:	Property Interest - Easement	Is the joint use agreement attached and does it include location information? N/A
Payment Assembled By:	TxDOT Utility Coordinator	Is the quit claim executed, recorded, and attached? ROW MEMO N/A
Payment ID#:	M00315598	Is the permit approval page attached? SUA E N/A
Full Authority Date:	12/05/12	Has the ROW Memo been reviewed and all requirements and requests fulfilled? YES
Agreement Execution Date:		Are all pages upright and legible? YES
Supplemental Execution Date:		
Emergency Work Authorization Date:		
Dates of Work: Start Date:	06/10/19	
End Date:	07/14/19	
District Date Stamp on Invoice:	12/22/23	
Currently on Day (<14):	187	
Estimated Total Accommodation Cost:	\$571,180.81	
Gross Estimated Utility Costs:	\$571,180.81	
Gross Actual Costs:	\$433,844.45	
Betterment %:	0.00%	
Salvage Credit:	\$0.00	
Depreciation:	\$0.00	
Eligibility Ratio:	100.00%	
Amount Retained:	\$43,384.45	
Partial Payments (if Applicable):	1	
	2	
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Any Remaining Partial Payments:	\$0.00	
Previous Partial Payments:		
Amount of this Payment Request:	\$390,460.00	

Remittance and Audit Information:

Location of Records for Audit:

Contact: _____

Street Address/PO Box: PO BOX 204317

City: Dallas

State: Tx

Zip: 75320-4317

Utility Primary Contact Information:

Name: _____

Street: _____

City, State, Zip: _____

Notes to Auditor:

BA, UJUA, and bid docs. Verify Buy America (*)

District Checklist and Memo Tool

- Complete all fields with accurate project information and ensure it matches TxC.
- Ensure there are no red highlighted fields. If there are any that will be left red please address why in the notes.



Utility Coordinator's Cost Documentation Analysis		
Type or Source	Amount	Amount populated from the checklist
Documentation total should be:	\$433,844.45	
Current Documentation Total:	\$433,844.45	
Difference:	\$0.00	
Low Construction LLC, Contract Labor	\$5,135.00	
Surveying & Mapping LLC, Survey	\$6,505.06	
Corlis G Stewart, Inspection	\$1,063.94	
Corlis G Stewart, Inspection	\$2,529.90	
Surveying & Mapping LLC, Survey	\$783.59	
Low Construction LLC, Contract Labor	\$24,949.68	
LA-TEX ASSOC LLC, Inspection	\$10,166.00	
Low Construction LLC, Contract Labor	\$153,262.32	
LA-TEX ASSOC LLC, Inspection	\$13,697.56	
Low Construction LLC, Contract Labor	\$93,966.00	
Surveying & Mapping LLC, Survey	\$7,307.72	
PERC Engineering LLC, Engineering	\$400.00	
LA-TEX ASSOC LLC, Engineering	\$1,522.03	
Corlis G Stewart, Engineering	\$834.50	
PERC Engineering LLC, Engineering	\$5,650.00	
Maverick Brothers INC- Material	\$11,008.87	
Overhead	\$95,062.28	

2. Cost Documentation Analysis

District Checklist/Memo Tool

- Enter all supporting invoice amounts
- Verify the “Difference” is \$0.00
- Highlight dates on each invoice or certified ledger
- Note in packet *Service Date (last date in packet)

Attachment “D”

- CPA S
- AP-152
- W-9
- 74-17

Attachment “D” Texas Identification Verification (TIN#) CPA Screenshot or AP-152 and W-9

(District use only)

The district should acquire the CPA screenshot from USAS to verify the utility account is active, the TIN# and the address match the invoice. The district may need to update the information by submittal through OnBase with an AP-152 and W-9 from the utility.

Acquire the CPA screenshot of the utility’s TIN# and address from USAS

- ☐ Taxpayer number (TIN#) captured (matches what is on the utility invoice or provided by the utility in writing)
- ☐ Mail code (must be listed for the utility (organization) in TxC)
- ☐ Securing Source: 601
- ☐ Status: (A) Active (Ensure TIN# is active with TxDOT before submitting a payment request.)
- ☐ Name (matches utility invoice)
- ☐ Address (matches remit to address on utility invoice)

If the TINS# is NOT Active (If applicable) (must be submitted through OnBase)

AP-152

- ☐ Name (matches W-9)
- ☐ Taxpayer number (matches W-9)
- ☐ Address (matches remit address on invoice)

W-9

- ☐ First name (matches AP-152)
- ☐ Taxpayer number (matches AP-152)
- ☐ Address

If the Utility has changed names or ownership.

- ☐ Chain of Ownership (If the current payee differs from the agreement then a “Chain of Ownership” will need to be included in the payment packet)

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Attachment “D” Texas Identification Verification (TIN#) CPA Screenshot or AP-152 and W-9

(District use only)

The district should acquire the CPA screenshot from USAS to verify the utility account is active, the TIN# and the address match the invoice. The district may need to update the information by submittal through OnBase with an AP-152 and W-9 from the utility.

Acquire the CPA screenshot of the utility’s TIN# and address from USAS

- ☐ Taxpayer number (TIN#) captured (matches what is on the utility invoice or provided by the utility in writing)
- ☐ Mail code (must be listed for the utility (organization) in TxC)
- ☐ Securing Source: 601
- ☐ Status: (A) Active (Ensure TIN# is active with TxDOT before submitting a payment request.)
- ☐ Name (matches utility invoice)
- ☐ Address (matches remit to address on utility invoice)

(If applicable)

If the current payee differs from the agreement then a “Chain of Ownership” will need to be included in the payment packet

© TxDOT Right of Way 2024

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Attachment “D” - CPA Screenshot (TIN Verification)



CPA Screenshot

PYADDR: [REDACTED] 01/11/24
PAYEE NUMBER: [REDACTED] TAXPAYER NUMBER: [REDACTED]
OWNERSHIP TYPE: OUT OF STATE CORP. IAT IND:
ACTIVE MC CNT: 1 1099 MC LOOKUP: PF12 NEXT AVAILABLE MC: 001
MAIL CODE: 000 SIC CODE: 9999 SECURITY TYPE: 1 SECURING SOURCE: 601
STATUS: A ON HOLD TELEPHONE: 469-646-2000
NAME: [REDACTED] ADDRESS IND: S
ADDRESS: [REDACTED]
CITY: DALLAS STATE: TX ZIPCODE: [REDACTED] ZONE CODE: 057

Check USAS system to see if the following items are met. If any of the following items are answered by NO, then will need to have utility fill out and submit to District AP-152 and W9. District will then upload AP-152 and W-9 into ONBASE.

1. Is TIN# **ACTIVE**?
2. Is Securing Source blank or **601**? (No letters or other numbers).
3. Does the invoice name and address **match the USAS name and address**?

END OF DISPLAY - PF1=HELP, PF3=QUIT, PF4=INQMEN

- Status: (A)
- Name matches utility invoice
- Address matches remit to address on utility invoice

- Taxpayer number (TIN#) captured from USAS matches what is on the utility invoice and TxC
- Mail code listed for the utility under “Organization” matches in TxC
- Securing Source: 601

PYADDR: [REDACTED] 01/11/24
PAYEE NUMBER: [REDACTED] TAXPAYER NUMBER: [REDACTED]
OWNERSHIP TYPE: OUT OF STATE CORP. IAT IND:
MC CNT: 1 1099 MC LOOKUP: PF12 NEXT AVAILABLE MC: 001
MAIL CODE: 000 SIC CODE: 9999 SECURITY TYPE: 1 SECURING SOURCE: 601
STATUS: A ON HOLD TELEPHONE: 469-646-2000
NAME: [REDACTED] ADDRESS IND: S
ADDRESS: [REDACTED]
CITY: DALLAS STATE: TX ZIPCODE: [REDACTED] ZONE CODE: 057

Check USAS system to see if the following items are met. If any of the following items are answered by NO, then will need to have utility fill out and submit to District AP-152 and W9. District will then upload AP-152 and W-9 into ONBASE.

1. Is TIN# **ACTIVE**?
2. Is Securing Source blank or **601**? (No letters or other numbers).
3. Does the invoice name and address **match the USAS name and address**?

END OF DISPLAY - PF1=HELP, PF3=QUIT, PF4=INQMEN

Annotations:

- Status is “A” Active (If “I” Inactive submit AP-152 with W9 to OnBase)
- TIN matches Utility Invoice
- Mail code matches TxC
- Must have “601” Source Code
- Search date is recent
- Name and remit to address matches utility invoice

Attachment "D" – AP-152 & W-9

AP-152
(Rev. 8-21-18) **TX**

Application for Texas Identification Number
• See instructions on back

Section 1

1. Is this a new account? ☐ YES Mail Code 000 Complete Sections 1 - 5 ☐ NO Enter Mail Code Complete Sections 1, 2 & 5

2. Texas Identification Number (TIN) Indicate the type of number you are providing to be used for your TIN.

☐ Employer Identification Number (EIN) (9 digits)
☐ Social Security number (SSN) (9 digits)
☐ Individual Taxpayer Identification Number (ITIN) (9 digits)
☐ Comptroller's assigned number (FOR STATE AGENCY USE ONLY) (11 digits)
☐ Current Texas Identification Number (FOR STATE AGENCY USE ONLY) (11 digits)

Enter the number indicated _____

3. Are you currently reporting any Texas tax to the Comptroller's office such as sales tax or franchise tax? ☐ YES ☐ NO If "YES," enter Texas Taxpayer Number _____

Section 2

Payee Information (Please type or print)

4. Name of payee (individual or business to be paid) _____

5. Mailing address where you want to receive payments _____

6. (Optional) _____

7. (Optional) _____

8. (Optional) _____

9. City _____ State _____ ZIP code _____

10. Payee telephone number (Area code and number) _____ SIC code _____ Security type code (0, 1, 2) _____ Zone code _____

Section 3

11. **Ownership Codes** Check only one code by the appropriate ownership type that applies to you or your business.

☐ I - Individual Recipient (not owning a business)
☐ S - Sole Ownership (Individual owning a business): If checked, enter the owner's name and Social Security number (SSN)
Owner's name _____
SSN / ITIN (9 digits) _____
☐ P - Partnership: If checked, enter two partner's names and Social Security numbers (SSN). If a partner is a corporation, use the corporation's Employer Identification Number (EIN).
Name _____
SSN / ITIN / EIN (9 digits) _____
Name _____
SSN / ITIN / EIN (9 digits) _____
☐ N - Other: If checked, explain. _____

☐ L - Texas Limited Partnership: If checked, enter the Texas File Number _____
☐ T - Texas Corporation: If checked, enter the Texas File Number _____
☐ A - Professional Association: If checked, enter the Texas File Number _____
☐ C - Professional Corporation: If checked, enter the Texas File Number _____
☐ O - Out-of-State Corporation
☐ G - Governmental Entity
☐ U - State agency / University
☐ F - Financial Institution
☐ R - Foreign (out of U.S.A.)

Section 4

12. **Payment Assignment?** ☐ YES ☐ NO Note: A copy of the assignment agreement between payees must be attached.
Assignee name _____
Assignee TIN _____ Assignment date _____

Section 5

13. Comments _____

14. **Authorized signature (Applicant or authorized agent)**
sign here _____ Date _____

15. Agency name _____ Prepared by _____ Phone (Area code and number) _____

PRINT FORM **CLEAR FORM**

For Comptroller's use only

Click on "Print Form" and print doc before sending it through the TINS Portal

Payee name must exactly match the name on Line 1 of the W-9

Must check "Yes" or "No"

Must check "Yes" or "No"

W-9
Form (Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification
Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1. Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2. Business name/disregarded entity name, if different from above.

3a. Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
☐ Other (see instructions)

3b. If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" for its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) _____
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____
(Applies to accounts maintained outside the United States.)

5. Address (number, street, and apt. or suite no.). See instructions. Requester's name and address (optional)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Ca. No. 10231X Form **W-9** (Rev. 3-2024)

Attachment "D" – 74-176

Form 74-176 (Rev. 12-09/7)		CLEAR ALL FIELDS	
Vendor Direct Deposit Authorization/ Advance Payment Notification Authorization			
TRANSACTION TYPE			
SECTION 1			
<input type="checkbox"/> New setup (Sections 2, 3 & 4)		<input type="checkbox"/> Change financial institution (Sections 2, 3 & 4)	
<input type="checkbox"/> Cancellation (Sections 2, 3, 5 & 7)		<input type="checkbox"/> Change account number (Sections 2, 3 & 4)	
<input type="checkbox"/> Interagency transfer (Sections 2, 3, 4 & 7)		<input type="checkbox"/> Change account type (Sections 2, 3 & 4)	
PAYEE IDENTIFICATION			
SECTION 2			
1. Social Security or Employer Identification Number (EIN)		2. Mail code (If not known, will be completed by Paying State Agency)	
3. Name		4. Phone number	
5. Mailing address		6. City	
7. State		8. ZIP code	
AUTHORIZATION FOR SETUP, CHANGES OR CANCELLATION			
SECTION 3			
9. I authorize the Texas Comptroller of Public Accounts to deposit my payments from the state of Texas to my financial institution electronically. I understand that the Comptroller of Public Accounts will reverse any payments made to my account in error.			
I further understand that the Comptroller's office will comply at all times with the National Automated Clearing House Association's rules. For further information on these rules, please contact your financial institution.			
Will these payments be forwarded to a financial institution outside the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
10. Authorized signature		11. Printed name	
12. Date			
FINANCIAL INSTITUTION (Completion by financial institution is recommended.)			
SECTION 4			
13. Name		14. City	
15. State			
16. Routing transit number		17. Customer account number (Dashes required <input type="checkbox"/> YES)	
18. Type of account <input type="checkbox"/> Checking <input type="checkbox"/> Savings			
19. Representative name (Please print)		20. Title	
21. Representative signature (Optional)		22. Phone number	
23. Date			
CANCELLATION BY AGENCY			
SEC 5			
24. Reason		25. Date	
AUTHORIZATION FOR ADVANCE PAYMENT NOTIFICATION SETUP			
SECTION 6			
26. By completing this section, I authorize the Texas Comptroller of Public Accounts to send a notification via e-mail address or FAX one business day prior to the payment setting in my account. I understand that notifications may include payment information that is considered confidential public disclosure.			
Method you want to receive payment notification by providing either an e-mail address or FAX number.			
FAX number: ()			
Do you want to receive payment notification by providing either an e-mail address or FAX number? <input type="checkbox"/> YES <input type="checkbox"/> NO			
AUTHORIZED SIGNATURE			
SECTION 7			
27. Authorized signature (Applicant or authorized agent - Required)		28. Phone number (Required)	
29. Date (Required)			
30. Agency name		31. Agency number	
32. Comments			

District will upload completed form to OnBase prior to receiving invoice

Form 74-176 (Back) (Rev. 9-21/21)

Instructions for Direct Deposit Authorization

You have certain rights under Chapters 552 and 553, Government Code, to review, request and correct information we have on file about you. To request information for review or to request error correction, use the contact information on this form.

Section 1: Transaction Type(s)

1. Select the appropriate transaction type(s) and complete the corresponding sections.

Note: Requests to change custodial agency number are processed based on Payment Services research and guidelines.

Section 2: Payee Identification (Required)

2. Payee type: Indicate whether the payee is a state employee or a vendor/recipient.

Note: Agencies must complete box 34 with the appropriate agency's return address for the selected payee type.

3. Identification number: Indicate the type of identification number and provide the associated 9- or 11-digit number.

4. Mail code: Enter the 3-digit mail code.

5. Payee name: Enter the payee's name.

6. Phone: Enter the payee's area code, phone number (and extension, if applicable).

7. Mailing address: Enter the payee's mailing address, city, state and ZIP code.

Section 3: New Account Information (Setups and changes) (Completion by financial institution is recommended)

8. Financial institution name: Enter the name of the payee's financial institution.

9. City: Enter the city of the payee's financial institution.

10. State: Enter the 2-character abbreviation for state of the payee's financial institution.

11. Routing number: Enter the 9-digit routing number of the payee's financial institution.

12. Customer account number: Enter the payee's account number (maximum 17 characters).

13. Type of account: Indicate whether the payee's account type is a checking account or a savings account.

14. Financial representative name: (optional) Enter the name of the financial representative.

15. Title: (optional) Enter the title of the financial institution representative.

16. Financial representative signature: (optional) Original signature of the financial representative.

17. Phone: (optional) Enter the area code, phone number (and extension, if applicable) of the financial representative.

18. Date: (optional) Enter the date the financial representative signed the form.

Section 4: Existing Account Information (Changes only)

19. Routing number: Enter the 9-digit routing number currently on file with the Comptroller's office.

20. Customer account number: Enter the payee's account number currently on file with the Comptroller's office.

21. Account type: Select the payee's account type currently on file with the Comptroller's office.

Section 5: International Payments Verification (Required)

22. Payment Destination: Select YES or NO to indicate if state payments will be forwarded to a financial institution outside the U.S.

Note: If YES, the payee must also complete the ACH (Direct Deposit) Payment Destination Confirmation (Form 74-227).

Section 6: Authorization for Setup, Changes or Cancellation (Required)

23. Authorized signature: Original signature of the payee is required.

24. Printed name: Enter or print the name of the payee or vendor/recipient signing the form.

25. Date: Enter or print the date the form was signed.

Section 7: Cancellation by Agency (for state agency use)

26. Reason: Enter the reason for cancellation of the payee's direct deposit information.

27. Date: Enter the date the cancellation was determined.

Section 8: State Agency Contact (for state agency use)

28. Authorized signature: Original signature of the agency's authorized representative is required.

29. Date: Enter the date the agency's representative signed the form.

30. Phone: Enter the area code, phone number and extension (if applicable) of the agency's representative.

31. Agency number: Enter the 3-digit agency number.

32. Agency name: Enter the agency's name.

33. Comments: (optional) Enter comments, if needed.

34. Return to Paying State Agency: This area autopopulates with the name and address of the paying state agency to which this form will be returned.

Questions?

State Employees: Contact your agency's Human Resource department or payroll staff.
Vendors/Recipients: Contact the paying agency's accounts payable staff.
State Agencies: Contact Fiscal Management, Payment Services at 512-936-8138.

*Federal Privacy Act Statement: Disclosure of your Social Security number is required and authorized under law for the purpose of tax administration and identification of any individual affected by applicable law. 42 U.S.C. § 405(c)(2)(C)(i) and Tex. Gov't Code §§ 403.011, 403.015, 403.055, 403.056 and 403.078. The Public Information Act, Tex. Gov't Code Ch. 552, and applicable federal law shall govern release of information on this form in response to a public information request.

Attachment “E” ROW-U-27 (Partial Payment) (If applicable)

If the utility requests partial payment form ROW-U-27 must be completed. A request can be made every 30 days. All Buy America documents must be submitted and approved before any partial payment can be made for anything other than preliminary engineering charges.

- ☐ Completed header information (must match TxC)
- ☐ Description of item (match the categories as noted from the SUA cost estimate summary)
Example: Construction, Materials, Engineering, etc.
- ☐ Estimate amount
- ☐ Actual cost incurred to date
- ☐ Percentage of estimate invoiced (auto populates)
- ☐ Percent of actual work completed
- ☐ Utility signature, title, and date
- ☐ Ensure the “total” percentage of payment requests is less than 90% of the total costs of the executed standard utility agreement/supplemental agreement.

Note: The final partial payment will be created and entered as a 90% payment request. Include previous partial payment documents (Memo, Checklist, ROW-U-27, utility invoice with supporting documents) for the “Final Payment” packet.

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nd entered as a 90% payment documents (Memo, Checklist, documents) for the “Final

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Attachment “E” - ROW-U-27



Support for Certificate of Partial Payment for Utility Current form is used Form ROW-U-27 (10/24)

Partial Payment 2
ROW CSJ: 0000-00-000
Utility ID#: U00000111
U No.: U00222
Utility Co.: The Utility Company Name

Certificate Period:
From: start date
To: end date
Agreement Date: 2/1/2020
District: SAT

Amount of:
☐ ORIGINAL ESTIMATE
☒ SUPPLEMENTAL ESTIMATE
\$225,000.00

All fields must be completed

Item	Description of Item	Estimate Amount	Actual Cost Incurred To-Date	Percent of Estimate Invoiced	Percent of Actual Work Completed
1	Materials and Supplies	\$25,000.00	\$5,000.00	20%	25%
2	Labor	\$30,000.00	\$10,000.00	33%	35%
3	Engineering	\$35,000.00	\$15,000.00	43%	40%
4	Survey	\$40,000.00	\$20,000.00	50%	50%
5	Inspection	\$45,000.00	\$25,000.00	56%	50%
6	Administration	\$50,000.00	\$30,000.00	60%	50%
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TOTALS		\$225,000.00	\$105,000.00	47%	

List categories & AMNTs as shown on SUA cost estimate

All categories must be listed throughout all partial

Current amounts invoiced per category to date

Cells that include instruction/comments

Will match "Amount of"

Not to exceed 89%

Total Cost Incurred:	\$105,000.00	
Less Betterment Ratio Percentage:		
Less Salvage Credit:		
Difference:	\$105,000.00	
Eligibility Ratio:	100.00%	
Eligibility Amount:	\$105,000.00	
Less 10% Retained:	\$10,500.00	
Difference:	\$94,500.00	
Less Previous Payments:		
AMOUNT DUE THIS CERTIFICATE:	\$94,500.00	

Application is hereby made for payment of labor and materials furnished to date in accordance with the above-mentioned agreement.

Signature
Utility Company Representative
Title
Date

- Completed header information (must match TxC)
- Description of item (match the categories as noted from the SUA cost estimate summary)
- Estimate amount
- Actual cost incurred to date
- The percentage of estimate invoiced is auto-populated
- Percent of actual work completed
- Utility signature, title, and date
- Ensure the “total” percentage of payment requests is less than 85% of the total costs of the executed standard utility agreement/supplemental agreement.



Attachment “E” - ROW-U-27



Support for Certificate of Partial Payment for Utility Accommodation

From ROW-U-27
04/2019

INSTRUCTIONS	
General:	This form should be submitted with every partial payment request. BUY AMERICA documentation is required with Partial Payment #1, and a note regarding its submission may be included thereafter. All required documentation, as outlined in the Standard Utility Agreement is required with Partial Payment #1. (QuitClaim, Joint Use Agreement, Permit, etc.) Subsequent partial payments may then only note the previous submissions. The FINAL PARTIAL PAYMENT will also include this form, and in addition to documentation for that payment must include all previous partial payments in the single submitted PDF document. The FINAL PARTIAL PAYMENT will be a 90% Stage Payment.
Partial Payment Number:	Enter the number of the Partial Payment. Numbering starts with 1 and progresses as needed. The Final payment after a series of Partial Payments is also a Partial Payment, the only difference being the type of payment request, which should be 90% Stage Payment.
District:	Select your District.
ROW CSJ:	Enter the ROW CSJ for the project. The numbers may be entered without hyphens, as the cell will auto-format.
U NUMBER:	Enter the U Number for this Agreement. The numbers may be entered alone, as the cell will auto-format.
Utility Co.:	Enter the name of the Utility Company.
Certificate Period:	Enter the certificate period, which is the from and to dates represented by this invoice and documentation. If the "from" date precedes the Agreement date, explanation should be supplied within the attached payment request memo.
Amount of Original or Revised Estimate:	Select either ORIGINAL ESTIMATE indicating the Estimate within the Standard Utility Agreement, or REVISED ESTIMATE if there has been an executed Supplemental Agreement. In the case of Joint Bid Agreements this amount is the amount payable directly to the utility.
ENTER THE AMOUNT:	Enter the dollar amount of the current estimate as described above in Amount of Original or Revised Estimate.
Description of Item:	Enter the Description of Items as they appear on the Estimate within the Standard Utility Agreement. In the case of Joint Bid installations, these will only be items that are directly payable to the utility.
Estimate Amount:	This the amount estimated for this line item on the estimate within the Standard Utility Agreement.
Actual Cost incurred to date:	Enter the cumulative cost to date of each line item. The amounts should correspond to the estimate amount in the column to the left.
Percent of Estimate Invoiced:	THIS CELL IS AUTO-CALCULATED. This value is the percentage of the initial or supplemental revised estimate that has been invoiced up through this invoice. Caution should be used when this value exceeds the estimate (greater than 100%) or the value is significantly higher than the "Percent of Actual Work Complete" in the column to the right.
Percent of Actual Work Completed:	Enter the percent of actual work completed. This represents an installation inspectors estimation of the percent of work that has been completed. This is an opinion, not a calculation. Certain line items may show a low invoiced level, but a high % of actual work complete. This would indicate that attention may need to be given to these line items. If there is a relative high invoiced amount to actual, then evaluation of need for supplemental may be appropriate.
Total Cost Incurred:	THIS CELL IS AUTO-CALCULATED. This value represents the sum of invoices of all partial payments through the current partial payment.
Less Betterment Ratio Percentage:	Enter the Betterment Ratio as stated within the Standard Utility Agreement, or subsequent Supplemental Agreements if applicable.
Less Salvage Credit:	Enter the Salvage Credit as stated within the Standard Utility Agreement. Preferably the actual salvage credit documentation is provided with Partial Payment #1.
Difference:	THIS CELL IS AUTO-CALCULATED. The value represents the total cost incurred less the betterment ratio, less the salvage credit.
Eligibility Ratio:	Enter the Eligibility Ratio as stated within the Standard Utility Agreement.
Eligibility Amount:	THIS CELL IS AUTO-CALCULATED. The value represents the calculation of the eligible amount based on the previously entered Eligibility Ratio.
Less 10% Retained:	THIS CELL IS AUTO-CALCULATED.
Difference:	THIS CELL IS AUTO-CALCULATED.
Less Previous Payments:	Enter the sum of all previous partial payments. EX: The amount on partial payment #3 will be the sum of the "Amount Due this Certificate" from partial payments #1 and #2.
AMOUNT DUE THIS CERTIFICATE:	THIS CELL IS AUTO-CALCULATED. This amount should match the amount of the payment request.

U27- with help comments.xlsx



Attachment
“F”

- Utility Invoice

Attachment “F”
Utility Invoice

The utility will submit an invoice with supporting documents to the district for reimbursement. After a thorough review by the district, the district will submit the request to the division for processing.

Must Include:

- ☐ District date stamp
 - Note: The best practice is to include the email thread in which the invoice was received.**
 - ☐ Utility letterhead/logo
 - ☐ Utility name
 - ☐ Utility address
 - ☐ Utility phone # (Recommended to include a point of contact)
 - ☐ The invoice states “Final invoice” or “Partial invoice”
 - ☐ Invoice number (if applicable)
 - ☐ Invoice date
 - ☐ TIN # (must match CPA screenshot and is active with sourcing code 601)
 - ☐ Utility’s mailing address for remitting the payment to (must match CPA screenshot)
 - ☐ Utility # (ROWIS)/Utility ID # (TxC)
 - ☐ Project RCSJ # or ROW Project ID
 - ☐ Project CSJ # or Construction Project ID
 - ☐ Project info (HWY, County, limits: to and from)
 - ☐ Project start and end date (end date is the latest billable date)
- Billable date: This is the last date of eligible costs incurred related to the proposed roadway project. Examples of eligible costs beyond costs for the physical accommodation are administrative hours for working on the project, hours for completing documents, etc. Supporting documentation may consist of invoices from the vendor for work performed (invoice date), certified timesheets, or certified ledger. **Note: Highlight the latest billable date within the documentation.**
- ☐ Major category expense breakdown (cost summary) (Engineering, Construction, Labor, etc...)
 - ☐ Salvage credit stated (if applicable)
 - ☐ Betterment % stated (if applicable)
 - ☐ Eligibility ratio % is stated

Attachment “F”
Utility Invoice

Submit an invoice with supporting documents to the district for reimbursement. After a thorough review by the district, the district will submit the request to the division for processing.

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- ☐ District date stamp
 - Note: The best practice is to include the email thread in which the invoice was received.**
 - ☐ Utility letterhead/logo
 - ☐ Utility name
 - ☐ Utility address
 - ☐ Utility phone # (Recommended to include a point of contact)
 - ☐ The invoice states “Final invoice” or “Partial invoice”
 - ☐ Invoice number (if applicable)
 - ☐ Invoice date
 - ☐ TIN # (must match CPA screenshot and is active with sourcing code 601)
 - ☐ Utility’s mailing address for remitting the payment to (must match CPA screenshot)
 - ☐ Utility # (ROWIS)/Utility ID # (TxC)
 - ☐ Project RCSJ # or ROW Project ID
 - ☐ Project CSJ # or Construction Project ID
 - ☐ Project info (HWY, County, limits: to and from)
 - ☐ Project start and end date (end date is the latest billable date)
- Billable date: This is the last date of eligible costs incurred related to the proposed roadway project. Examples of eligible costs beyond costs for the physical accommodation are administrative hours for working on the project, hours for completing documents, etc. Supporting documentation may consist of invoices from the vendor for work performed (invoice date), certified timesheets, or certified ledger. **Note: Highlight the latest billable date within the documentation.**
- ☐ Major category expense breakdown (cost summary) (Engineering, Construction, Labor, etc...)
 - ☐ Salvage credit stated (if applicable)
 - ☐ Betterment % stated (if applicable)
 - ☐ Eligibility ratio % is stated

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Attachment “F” – Utility Invoice



FINAL INVOICE

INVOICE # (PON): 22608
BILLING DATE: 6/1/2024

Letterhead & Name
Utility address & phone #
Project Info
Tax ID 34-2042346, Construction Start Date: 11/03/2020, Construction End Date: 08/31/2022

RCVD & APPROVED by TxDOT
District Office
06/07/2024

TIN (matches CPA screenshot)
Rockport Contracting, LLC.
Major Category breakdown
Surveying and Mapping, LLC Contract Engineering
Billable date matches "End Date" (highlight in supporting documents)
Eligibility Ratio
Eligibility: 100.00%

Invoice dated	Category	Amount
12/3/2020	Labor	\$20,540.70
01/28/2021	Retainage	\$2,282.30
03/16/2021	Labor	\$5,500.00
03/21/2019	Labor	\$16,155.00
12/20/2019	Labor	\$21,970.80
08/31/2022	Labor	\$4,742.50
	Salvage	\$0.00
	Betterment Percentage: 0.00%	\$0.00
	Eligibility: 100.00%	\$71,191.30
	Less Prior Partial Payment	\$0.00
SUBTOTAL		\$71,191.30
TOTAL		\$71,191.30

Make all checks payable to [Redacted]
Remit to address for Payment
Wiring Instructions:

Include:

- District date stamp
- Utility letterhead/logo
- Utility name, address, and phone #
- Invoice states “Final invoice” or “Partial invoice”
- Invoice date
- TIN # (matches CPA screenshot)
- Project info
- Major category expense breakdown (Engineering, Construction, Labor, etc...)
- Eligibility ratio %
- Salvage credit and Betterment %



Attachment
“G”

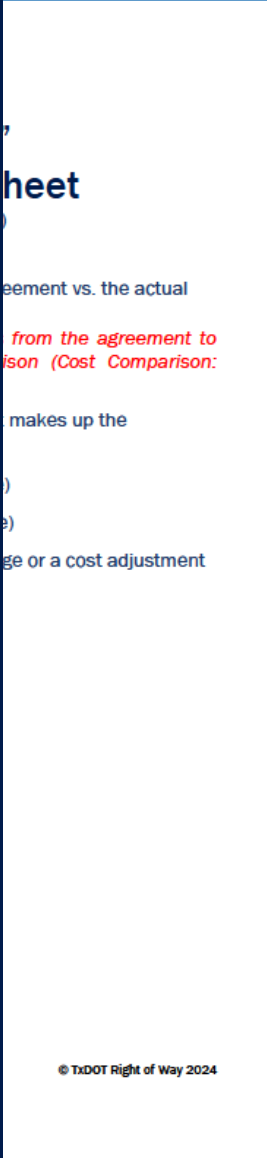
- Cost Comparison Sheet

Attachment “G”
Cost Comparison Sheet
(Estimated cost vs Actual cost)

- ☐ Estimated costs as listed in the standard utility agreement vs. the actual costs incurred on the project.
Note: The utility can utilize the cost estimate sheets from the agreement to compare to the actual cost for the comparison (Cost Comparison: approved total estimated cost vs actual cost)
- ☐ Overhead percentage stated & explanation of what makes up the overhead. (overhead is subject to audit)
- ☐ Percent of difference from estimated. (if applicable)
- ☐ Buy America items marked with an “*” (if applicable)
- ☐ A supplemental agreement for a major scope change or a cost adjustment of +/- 25% or \$100,000.00 will be required.

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Attachment "G" - Cost Comparison Sheet



Cost Comparison: approved total estimated cost vs actual cost

Cost Estimate vs. Actual Cost												
Date: 12/20/2022												
Job Description: [REDACTED]												
Location: [REDACTED]												
LABOR AND MATERIAL COSTS												
No.	Description	Estimate Cost				Actual Cost				Difference		Notes
		Units	QTY	Unit Price	Total	Units	QTY	Unit Price	Total	Cost	Percent	
1	3/8" Strand	LF	4559	\$0.36	\$1,641.24	LF	0	\$0.00	\$0.00	-\$1,641.24	-100.00%	This material was not used in construction efforts
2	Aerial Crew for Fiber Reroute	LF	0	\$0.00	\$0.00	LF	11	\$500.00	\$5,500.00	\$5,500.00	100.00%	This material provided by Contractor and not indicated in executed agreement
3	Aerial Strand and Lash	LF	0	\$0.00	\$0.00	LF	2470	\$3.50	\$8,645.00	\$8,645.00	100.00%	This material provided by Contractor and not indicated in executed agreement
4	Anchors	EA	16	\$250.00	\$4,000.00	EA	0	\$0.00	\$0.00	-\$4,000.00	-100.00%	This material was not used in construction efforts
5	Bore	LF	0	\$0.00	\$0.00	LF	565	\$10.00	\$5,650.00	\$5,650.00	100.00%	This material provided by Contractor and not indicated in executed agreement
6	Delash/Relash Off Poles	LF	1149	\$3.00	\$3,447.00	LF	0	\$0.00	\$0.00	-\$3,447.00	-100.00%	This material was not used in construction efforts
7	Fiber Optic Cable (24 ct) (Aerial)	LF	5703	\$0.45	\$2,566.35	LF	0	\$0.00	\$0.00	-\$2,566.35	-100.00%	This material was not used in construction efforts
8	Install Anchors	EA	16	\$250.00	\$4,000.00	EA	0	\$0.00	\$0.00	-\$4,000.00	-100.00%	This material was not used in construction efforts
9	Install Fiber Optic Cable (24 ct) (Aerial)	LF	5703	\$4.00	\$22,812.00	LF	0	\$0.00	\$0.00	-\$22,812.00	-100.00%	This material was not used in construction efforts
10	Lash 2nd cable	LF	0	\$0.00	\$0.00	LF	1460	\$1.00	\$1,460.00	\$1,460.00	100.00%	This material provided by Contractor and not indicated in executed agreement
11	Mobilization	EA	0	\$0.00	\$0.00	EA	1	\$2,000.00	\$2,000.00	\$2,000.00	100.00%	This material provided by Contractor and not indicated in executed agreement
12	Place 48CT Fiber UG	LF	0	\$0.00	\$0.00	LF	993	\$1.00	\$993.00	\$993.00	100.00%	This material provided by Contractor and not indicated in executed agreement
13	Relocate Facilities to New Concrete Poles	EA	2	\$125.00	\$250.00	EA	0	\$0.00	\$0.00	-\$250.00	-100.00%	This material was not used in construction efforts
14	Riser	EA	7	\$100.00	\$700.00	EA	0	\$0.00	\$0.00	-\$700.00	-100.00%	This material was not used in construction efforts
15	Snowshoes (Pairs)	EA	2	\$200.00	\$400.00	EA	0	\$0.00	\$0.00	-\$400.00	-100.00%	This material was not used in construction efforts
16	Splice Cases	EA	5641	\$0.71	\$4,005.11	EA	0	\$0.00	\$0.00	-\$4,005.11	-100.00%	This material was not used in construction efforts
17	Splices (24 ct.)	EA	0	\$0.00	\$0.00	EA	1	\$500.00	\$500.00	\$500.00	100.00%	This material provided by Contractor and not indicated in executed agreement
18	Trench	EA	0	\$0.00	\$0.00	EA	1	\$500.00	\$500.00	\$500.00	100.00%	This material provided by Contractor and not indicated in executed agreement
19	Wreck Out 48CT Fiber	EA	1	\$75.00	\$75.00	EA	1	\$75.00	\$75.00	\$75.00	100.00%	This material provided by Contractor and not indicated in executed agreement
20	Wreck Out Aerial Plant	EA	2	\$250.00	\$500.00	EA	0	\$0.00	\$0.00	-\$500.00	-100.00%	This material was not used in construction efforts
21	Splice Cases	EA	4	\$500.00	\$2,000.00	EA	0	\$0.00	\$0.00	-\$2,000.00	-100.00%	This material was not used in construction efforts
22	Splices (24 ct.)	EA	5	\$1,500.00	\$7,500.00	EA	0	\$0.00	\$0.00	-\$7,500.00	-100.00%	This material was not used in construction efforts
23	Trench	LF	0	\$0.00	\$0.00	LF	20	\$5.00	\$100.00	\$100.00	100.00%	This material provided by Contractor and not indicated in executed agreement
24	Wreck Out 48CT Fiber	LF	0	\$0.00	\$0.00	LF	490	\$1.00	\$490.00	\$490.00	100.00%	This material provided by Contractor and not indicated in executed agreement
25	Wreck Out Aerial Plant	LF	0	\$0.00	\$0.00	LF	2410	\$1.00	\$2,410.00	\$2,410.00	100.00%	This material provided by Contractor and not indicated in executed agreement
LABOR AND MATERIAL SUBTOTAL:		\$52,871.70				\$28,323.00				-\$24,548.70	-46.43%	Estimated Cost total miscalculated on executed agreement and has been modified accordingly to match
CONTRACT ENGINEERING/VERIFICATION COSTS												
No.	Description	Estimate Cost				Actual Cost				Difference		Notes
		Units	QTY	Unit Price	Total	Units	QTY	Unit Price	Total	Cost	Percent	
1	Utility Coordination	EA	1	\$31,990.00	\$26,670.00	EA	1	\$30,055.80	\$30,055.80	\$3,385.80	12.70%	12.70% increase in Engineering effort required than estimated
2	Utility Design	EA	1	\$10,760.00	\$10,760.00	EA	1	\$8,070.00	\$8,070.00	-\$2,690.00	-25.00%	Less Engineering effort required than estimated
3	Project Invoicing	EA	1	\$5,320.00	\$5,320.00	EA	1	\$850.00	\$850.00	-\$4,470.00	-84.02%	Less Engineering effort required than estimated
4	Utility Field Inspection	EA	1	\$21,870.00	\$21,870.00	EA	1	\$3,892.50	\$3,892.50	-\$17,977.50	-82.20%	Less Engineering effort required than estimated
CONTRACT ENGINEERING/VERIFICATION SUBTOTAL:		\$64,620.00				\$42,868.30				-\$21,751.70	-33.66%	
TOTAL RELOCATION COST:		\$117,491.70				\$71,191.30				-\$46,300.40	-39.41%	

Estimated cost as listed in SUA or Supplemental vs Actual Cost

Cost Estimate vs. Actual Cost

Note line item # on Form 1818 in Description

Buy America items - mark with Asterisk (*)

If cost difference is more/less than 25% or \$100,000 then ensure a Supplemental was executed

- Estimated costs as listed in the standard utility agreement vs. the actual costs incurred on the project.
- Buy America items marked with an '*'
- Percent of difference
- Reference cost estimate line item/ insert on Form 1818 in Description

A supplemental agreement is required for a cost adjustment of +/- 25% or \$100,000.00. Or for a major scope change.



Attachment
“H”

- Supporting Invoices
- Certified

Attachment “H”
Supporting Invoices and/or
Certified Ledger

The utility will include supporting documents to the actual costs incurred for the project. Invoices and/or a certified ledger should be totaled and the total calculation must equal the amount invoiced.

Supporting Invoices - *Note: Highlight the latest billable date (invoice date).*

- ☐ Construction invoices
- ☐ Material invoices
- ☐ Material inventory (If "in-house inventory" is used, include a certified inventory ledger or include costs on a certified ledger and provide the inhouse supporting documentation such as inventory log/report)
- ☐ Engineering, Surveying, ROW invoices
- ☐ Inspections invoices
- ☐ Labor invoices
- ☐ Overhead invoice (Explanation of charges. Subject to audit)
- ☐ Legal invoices
- ☐ Utility’s internal labor by certified timesheets (Must have a letterhead/logo and certifying statement with authorized signature and title.)

Certified Ledger - *Note: A detailed certified ledger may serve as acceptable documentation for missing invoices. Highlight the latest billable date (ledger).*

- ☐ Utility letterhead/logo
- ☐ Labeled “Certified Ledger”
- ☐ Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from)
- ☐ Ledger will include: vendor paid, invoice #, invoice date, invoice amount, project deductions (salvage credit, etc), betterment calculation, eligibility ratio, and total calculations
- ☐ Certifying statement with authorized signature, title, and date
- ☐ Pages are numbered and grouped as a single document (if applicable)

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Attachment “H”
Supporting Invoices and/or
Certified Ledger

The utility will include supporting documents to the actual costs incurred for the project. Invoices and/or a certified ledger should be totaled and the total calculation must equal the amount invoiced.

Note: Highlight the latest billable date (invoice date).

If "in-house inventory" is used, include a certified inventory ledger or include costs on a certified ledger and provide the inhouse supporting documentation such as inventory log/report (e.g., ROW invoices)

Explanation of charges. Subject to audit)

by certified timesheets (Must have a letterhead/logo and certifying statement with authorized signature and title.)

A detailed certified ledger may serve as acceptable documentation for missing invoices. Highlight the latest billable date (ledger).

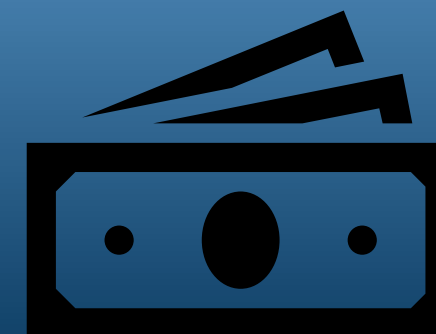
“Certified Ledger”
Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from
Vendor paid, invoice #, invoice date, invoice amount, project deductions (salvage credit, etc), betterment calculation, eligibility ratio, and total calculations
Certifying statement with authorized signature, title, and date
Pages are numbered and grouped as a single document (if applicable)

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What do you look for on supporting Invoices?



Kimley»Horn Invoice for Professional Services

Contractor Name:
Address:

Please send payments to:
Utility Name:
Address:

Federal Tax ID

COST PLUS MAX
KHA Ref # 068614002

Invoice No: 068614002-0920
Invoice Date: Sep 30, 2020
Invoice Amount: \$7,465.00

Project Name: NJU - TXDOT RELOCATIONS
Project Manager: MASON, SEAN
Client Reference:

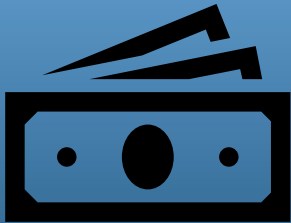
For Services Rendered through September 30, 2020

Cost Breakdown	Contract Value	Amount Earned to Date	Previous Amount Billed	Current Amount Due
TASK 1 - DESIGN MANAGEMENT, COORDINATION, DATA COLLECTION, & SURVEY	46,000.00	29,334.80	24,604.80	4,730.00
TASK 2 - DESIGN	125,000.00	13,620.00	10,992.50	2,627.50
TASK 3 - BIDDING SERVICES	14,000.00	107.50	0.00	107.50
TASK 4 - CONSTRUCTION PHASE SERVICES	40,000.00	0.00	0.00	0.00
TASK 5 - SUPPLEMENTAL SERVICES	22,500.00	0.00	0.00	0.00
Subtotal	247,500.00	43,062.30	35,597.30	7,465.00
Total COST PLUS MAX				7,465.00

TOTAL \$ 7,465.00



Beware of:



FERGUSON | **WOLSELEY** INDUSTRIAL GROUP

FERGUSON ENTERPRISES LLC #215
WOLSELEY INDUSTRIAL GROUP
PO BOX 802817
CHICAGO, IL 60680-2817
PH: 314-522-3300 Fax: 314-522-3340

ORDER NO. PA478610 REQUIRED DATE 03/18/21 SHIP WHSE 564 SELL WHSE 564 PAYMENT ON ACCOUNT

CUSTOMER NO. 356721	CUSTOMER ALPHA AONE	CONTRACT NO.	BID NO.	ORDER DATE	ORDERED BY	INSTRUCTIONS					
AONE PIPELINE 100 MANDA CT TROY, MO 63379 636-775-2663		SHIP TO									
CUSTOMER P.O. NO.		JOB NAME		ATTN		DELIVERED BY					
OIML CONTACT		WRITER Katie Knobbe		SALESMAN		ACCEPT B/O SHOWB					
VENDOR		TAG PO NUM		SOURCE =		DEPART TIME					
VENDOR PO NO.		PACKED BY		CHECKED BY		ROUTE DESC.					
LINE	ORDER QTY	SHIP QTY	BO QTY	ITEM CODE	DESCRIPTION	UNIT PRICE	U/M	TOTAL	P.O. NO.	LINE WT	ASLE LOC
					Received as Payment on Account			\$186.25			
					REF ORDER 8184040						
TOTAL WEIGHT OF ORDER:											

This is not an invoice. It is a bill of lading. Again, it is good to include all documentation in the payment package, as it may be useful to the auditor, but this is not cost documentation.

Attachment “H” - Inhouse Material Certified Ledger



Labeled “Certified Ledger”

Company Letterhead

Project Information

Certified Ledger

Water Relocation
U00010598
RCSJ: 0128-01-114
US 377; FM 2524 to 18th Street

LINE ITEM	QTY	\$/QTY	TOTAL
8" C900 Water Pipe	10	\$	\$
6" MJ Restraint	10	\$	\$
6" expansion coupling	1	\$	\$
2" corporation	1	\$	\$
2" gate valve	1	\$	\$
2x8" brass nipple	1	\$	\$
2" midco restraint	2	\$	\$
2" CTS PVC Adapter	1	\$	\$
2" E-Series Meter	1	\$	\$
1.5" Angle Stop	1	\$	\$
1.5" E-Series Meter	1	\$	\$
1" E-Series Meter	1	\$	\$
3/4" E-Series Meter	1	\$	\$
Pipe Tracing Wire	2080	\$	\$
Tracing Wire Connectors	14	\$	\$
Concrete Blocks	28	\$	\$
Small Meter Box	8	\$	\$
Large Meter Box	1	\$	\$
Chat	170	\$	\$
Base	350	\$	\$
Asphalt	2296	\$	\$
TOTAL			\$

Material descriptions

Statement certifying the information

I certify the above to be true and correct for materials used by the City of Brownwood to complete the relocation of our water facilities on the US 377 & FM 2524 project.

Signed by an Authorized rep. includes title of signer

Signed: _____ Date: 10-19-22

Page is numbered as a single document

Page 1 of 1

City of Brownwood | PO Box 1389 | Brownwood, Texas 76804 | brownwoodtexas.gov | 325.646.5775

- Utility Letterhead/logo
- Labeled “Certified Ledger”
- Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from)
- Ledger will include Material descriptions as described in the cost estimate.
- Certifying statement with authorized signature, title, and date.
- Pages are numbered and grouped as a single document (if applicable)

Attachment “H” - Certified Timesheet



DTC
DELLTELEPHONE.COM

P.O. Box 67
Dell City, Texas 79837-0067
(915) 964-2352

Company Letterhead

Limits: Hwy IH-10: 8.5 Miles East of Van Horn to Evergreen Road
County: Culberson
ROW CSJ: 003-01-056
U-Number: U-15653
Federal Project: STP 2019(990)TAPS

Project Info

Labeled “Certified Time-sheet”

Units and Rates

Certified Timesheet

DTC Department	Staff	Description of Task Performed by DTC	Date	Hours	Rate	Extension
Outside Plant Engineer Supervisor	MM/DM	Site Survey and Field Prep ENG Stakes	11/4/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Site Survey and Field Prep ENG Stakes	11/5/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Site Survey and Field Prep ENG Stakes	11/6/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Site Survey and Field Prep ENG Stakes	11/7/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Site Survey and Field Prep ENG Stakes	11/8/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM	On-site Meetings with Crew Personell	11/25/2019	8.00	\$	\$
Outside Plant Engineer Supervisor	MM	On-site Equipment deliveries	11/26/2019	8.00	\$	\$
Outside Plant Engineer Supervisor	MM	On-site Equipment deliveries	12/3/2019	8.00	\$	\$
Outside Plant Engineer Supervisor	MM	Pre Con Meetings with crew Staff	12/4/2019	8.00	\$	\$
Outside Plant Engineer Supervisor	MM	Pre Con Meetings with crew Staff	12/5/2019	8.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Construction Inspections supervise and assist	12/17/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Construction Inspections supervise and assist	12/18/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM/DM	Construction Inspections supervise and assist	12/19/2019	16.00	\$	\$
Outside Plant Engineer Supervisor	MM	Final Inspeptions and GPS	1/9/2020	8.00	\$	\$
Inside Plant Engineer	MM/DM	Recorded As built Information	1/13/2020	16.00	\$	\$
Inside Plant Engineer	MM/DM	Recorded As built Information	1/14/2020	16.00	\$	\$
Inside Plant Engineer	MM/DM	Updated Map Records	1/15/2020	16.00	\$	\$
Inside Plant Engineer	MM/DM	Updated Map Records	1/16/2020	16.00	\$	\$
Inside Plant Engineer	MM/DM	Finalization of Map Records	1/17/2020	16.00	\$	\$
TOTAL				256.00		\$

MM-Marcos Morales
DM-David M

Certifying Statement

Outside Plant Engineer Supervisor 176.00 \$
Inside Plant Engineer 80.00 \$

By signing this Inspectors Jorنال, I certify to the best of my knowledge and belief that this document is true, complete, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Standard Utility Agreement.

Signature
Name and Title of Person
Date

Signature and title

General Manager
Jun 21, 2023

Page 1 of 1

- Utility letterhead/logo
- Labeled “Certified Ledger”
- Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from)
- Timesheet ledger will include: date, qty of hours, rate, and classification.
- Certifying statement with authorized signature, title, and date
- Pages are numbered and grouped as a single document (if applicable)

Attachment “H” - Certified Ledger



Company Letterhead

Invoice No. 2200000820
 Date: 1/19/2022

Texas Department of Transportation
 Houston District
 WBS: C-19038-GL-21400016

Project Info

Invoice #

Invoice date

Invoice amount

Labeled “Certified Ledger”

Certified Ledger

Name of Account	Account Number	Document Text	Description	Invoice #	Posting Date	Document Date	Use Tax Added (Exhibit)	Total
SURVEYING & MAPPING LLC	565108	CAP-SURVEY		41503	6/8/2015	2/27/2015	Use Tax Added (1)	
SURVEYING & MAPPING LLC	565108	CAP-SURVEY		43339	7/30/2015	6/25/2015		
SURVEYING & MAPPING LLC	565108	CAP-SURVEY	As-built Survey	48721	5/20/2016	5/18/2016	Use Tax Added (2)	
SURVEYING & MAPPING LLC	565108	CAP-SURVEY	Preliminary Survey	49156	12/1/2016	6/17/2016		
CORLIS G STEWART	565107	CAP-INSPECTION-CONST	Inspection Services	7451	8/18/2016	7/31/2016		
EAGLE NDT LLC	565104	CAP-X-RAY	X-Ray Services	25600310	9/1/2016	8/13/2016		
CORLIS G STEWART	565107	CAP-INSPECTION-CONST	Inspection Services	7475	8/22/2016	8/15/2016		
EAGLE NDT LLC	565104	CAP-X-RAY	X-Ray Services	25600324	9/30/2016	9/8/2016		
SURVEYING & MAPPING LLC	565108	CAP-SURVEY	Topographic Survey	50818	11/3/2016	9/21/2016		
EAGLE NDT LLC	565104	CAP-X-RAY	X-Ray Services	25600337	11/3/2016	9/28/2016		
EAGLE NDT LLC	565104	CAP-X-RAY	X-Ray Services	25600341	11/3/2016	9/30/2016		
EAGLE NDT LLC	565104	CAP-X-RAY	X-Ray Services	25600348	11/3/2016	10/8/2016		
CORLIS G STEWART	565107	CAP-INSPECTION-CONST	Inspection Services	7555	10/23/2016	10/15/2016		
SURVEYING & MAPPING LLC	565108	CAP-SURVEY	Preliminary Topo	51278	10/23/2016	10/17/2016	Use Tax Added (3)	
STONE RIDGE PIPELINE INTEGRITY INC	565100	CAP-CONTRACT LABOR	Construction Services	0700	11/7/2016	10/18/2016		
SURVEYING & MAPPING LLC	565108	CAP-SURVEY	Preliminary Survey	51703	11/16/2016	11/12/2016		
TOTAL FIELD DIRECT COST								\$
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN		7529	8/1/2015	8/18/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING		7616	9/1/2015	6/30/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN		7616	9/1/2015	6/30/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING		7715	8/1/2015	7/14/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN		7715	8/1/2015	7/14/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING		7809	9/10/2015	7/28/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN		7809	9/10/2015	7/28/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING		7931	9/10/2015	8/12/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN		7931	9/10/2015	8/12/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	8012	9/1/2015	8/25/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	8012	9/1/2015	8/25/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services Services	8117	9/15/2015	9/9/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	8117	9/15/2015	9/9/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design/Drafting Services	8304	10/13/2015	10/7/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	8304	10/13/2015	10/7/2015		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	8622	11/20/2015	11/18/2015		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	9273	2/26/2016	2/24/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	9273	2/26/2016	2/24/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Design Services	9538	4/14/2016	4/6/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	9637	4/25/2016	4/20/2016		
GILCREASE & PARTNERS LLC	569140	CAP-ROW LANDMEN	Right of Way Landmen	19985	5/5/2016	5/3/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	9751	5/20/2016	5/4/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	9802	5/25/2016	5/18/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	9802	5/25/2016	5/18/2016		
JESSE CAVAZOS	565109	CAP-CONSULTING&ENGIN	Procurement Services	4059	6/1/2016	5/27/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	9911	6/7/2016	6/1/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	9911	6/7/2016	6/1/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	10073	7/1/2016	6/29/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	10073	7/1/2016	6/29/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	10157	7/20/2016	7/13/2016		

Page is numbered as a single document

Page 1 of 2

- Utility letterhead/logo
- Labeled “Certified Ledger”
- Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from)
- Ledger will include: invoice #, invoice date, invoice amount, project deductions (salvage credit, etc), betterment calculation, eligibility ratio, and total calculations

Attachment "H" - Certified Ledger



Name of Account	Account Number	Document Text	Description	Invoice #	Posting Date	Document Date	Use Tax Added (Exhibit)	Total
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	10157	7/20/2016	7/13/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	10266	8/18/2016	7/27/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	10266	8/18/2016	7/27/2016		
GILCREASE & PARTNERS LLC	568140	CAP-ROW LANDMEN	Right of Way Landman Services	20554	8/18/2016	8/3/2016		
CASH ADVANCES	561120	CAP-LABOR-DIRECT	Payroll Interface		8/8/2016	8/8/2016		
CASH ADVANCES	561140	CAP-LABOR-PAYROLL TX	Payroll Interface		8/8/2016	8/8/2016		
HEALTH CARE	561110	CAP-LABOR-BENEFITS	AFE BENEFIT LOAD Pay Date 8.5.16		8/10/2016	8/10/2016		
EAGLE NDT LLC	568140	CAP-ROW LANDMEN	X-Ray Services	25600308	8/18/2016	8/12/2016		
GILCREASE & PARTNERS LLC	568140	CAP-ROW LANDMEN	Right of Way Landman Services	20676	8/22/2016	8/18/2016		
CASH ADVANCES	561120	CAP-LABOR-DIRECT	Payroll Interface		8/23/2016	8/23/2016		
CASH ADVANCES	561140	CAP-LABOR-PAYROLL TX	Payroll Interface		8/23/2016	8/23/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services	10428	8/29/2016	8/24/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services	10428	8/29/2016	8/24/2016		
HEALTH CARE	561110	CAP-LABOR-BENEFITS	AFE BENEFIT LOAD Pay Date 8.19.16		8/24/2016	8/24/2016		
WAGGONERS TRUCKING	566210	CAP-EASEMENTS/LEASES	MT.HARRIS,CK7883,EASEMENTS	7883	9/21/2016	9/16/2016		
GILCREASE & PARTNERS LLC	568140	CAP-ROW LANDMEN	Right of Way Agent Services	120877	9/21/2016	9/19/2016		
CASH ADVANCES	561120	CAP-LABOR-DIRECT	Payroll Interface		10/17/2016	10/17/2016		
CASH ADVANCES	561140	CAP-LABOR-PAYROLL TX	Payroll Interface		10/17/2016	10/17/2016		
HEALTH CARE	561110	CAP-LABOR-BENEFITS	AFE BENEFIT LOAD Pay Date 10.14.16		10/18/2016	10/18/2016		
GILCREASE & PARTNERS LLC	568140	CAP-ROW LANDMEN	Right of Way Agent Services	21193	11/2/2016	11/1/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	As-Built Drawings	10655	11/28/2016	11/16/2016		
PERC ENGINEERING LLC	565105	CAP-DRAFTING	Design Services for As-Built Drawing Preparation	11127	12/19/2016	12/14/2016		
PERC ENGINEERING LLC	565109	CAP-CONSULTING&ENGIN	Engineering Services As-Built Drawing Preparation	11127	12/19/2016	12/14/2016		
LA-TEX ASSOC LLC	565109	CAP-CONSULTING&ENGIN	Completion Package Preparation	9142	12/27/2019	12/17/2019		
TOTAL PROJECT SUPPORT COST								\$ 93,877.26
MAMMOTH CARBON PRODUCTS LLC	564016	CAP-PIPE	Pipe Material	M-0724-B	6/27/2016	5/18/2016	Use Tax Added (4)	
INDUSTRIAL PIPING SPECIALISTS INC	564017	CAP-FITTINGS, VALVES	Material - Weld Ells	11172130	8/18/2016	8/2/2016	Use Tax Added (5)	
TOTAL MATERIAL AND EQUIPMENT COST								\$ 71,294.42
Project Costs								\$ 475,370.00
ALLOCATED INDIRECT COST	599700	Overhead	Allocated Indirect Cost 21.4%					102,371.18
TOTAL GENERAL OVERHEAD COSTS								\$ 102,371.18
TOTAL PROJECT COST								\$ 580,741.18
TXDOT'S RESPONSIBILITY @ 100%								\$ 580,741.18
SUB TOTAL								\$ 580,741.18
AMOUNT DUE								\$ 580,741.18

*** Overhead for Construction Projects**

In accordance with FERC/GAAP guidelines and generally accepted practice, a overhead rate is used to allocate appropriate costs to projects.

Costs that are included in the overhead rate include but are not limited to the following:

- Corporate support services (Accounting, Legal, Human Resources, IT, etc.)
- Engineering, Estimating, Drafting, Project Management and support
- Right of Way & Project Permitting
- Operations Support
- Procurement activities
- Payroll taxes and benefits on indirect labor
- Insurance

I certify that all of the information provided as part of this document is true and correct to the best of my knowledge.

Signature: _____ Date: 11/17/2022

Title: Accountant

Page is numbered as a single document

- Latest billable date matches the Utility Invoice
- Ledger will include any project deductions (salvage credit, etc), betterment calculation, eligibility ratio, and total calculations.
- Certifying statement with authorized signature, title, and date
- Pages are numbered and grouped as a single document (if applicable)



Attachment “I”

- Contract Work

Attachment “I” Contract Work

(If applicable)

The utility will address the contract work of the project if not addressed properly in the standard utility agreement. This may include bid documents, bid tabs, and continuing contract rate/fee schedules.

Construction

- ☐ Bid Tabs: A minimum of three qualified bidders (lowest qualified bidder awarded) (A justification statement is required if the lowest qualified bidder was not selected.)
- ☐ Continuing contract rates provided by the utility are attached.
- ☐ A TxDOT employee or representative reviewed and verified the continuing contract rate sheet. (Must include a statement of verification in writing.)
Statement Example: (The District has reviewed and verified the contract rates/fee schedule against the amounts charged.)
- ☐ TxDOT’s roadway contractor performed the construction.

Engineering

- ☐ The engineering fee schedule provided by the utility is attached.
- ☐ A TxDOT employee or representative reviewed and verified the engineering fee schedule. (Must include a statement of verification in writing.)
Statement Example: The district has reviewed and verified the contract rates/fee schedule against the amounts charged on “month, day, year” with “the utility representative”. Signed by the reviewer.
- ☐ Joint Bid:
 - ☐ Engineering
 - ☐ Construction
- ☐ Engineering performed by an approved TxDOT contractor.

Attachment “I” Contract Work

(If applicable)

act work of the project if not addressed properly in the
may include bid documents, bid tabs, and continuing

three qualified bidders (lowest qualified bidder
n statement is required if the lowest qualified
d.)

es provided by the utility are attached.

representative reviewed and verified the continuing
st include a statement of verification in writing.)
The District has reviewed and verified the contract
against the amounts charged.”)

ctor performed the construction.

edule provided by the utility is attached.

representative reviewed and verified the engineering
ude a statement of verification in writing.)
The district has reviewed and verified the contract
against the amounts charged on “month, day, year”
entative”. Signed by the reviewer.

by an approved TxDOT contractor.



Bid Tabs: A minimum of three qualified bidders (*A justification statement is required if the lowest qualified bidder was not selected.*)

BID TABULATION

KIMLEY-HORN AND ASSOCIATES, INC.

Owner: New Braunfels Utilities

KH Job No.: 068614002

Project: TxDOT Relocates and Improvements Project

Date: March 26, 2021

BIDDER 1

BIDDER 2

BIDDER 3

TxDOT Relocations - FM 725 Fire Hydrant Relocations

Base Bid Items

Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost
1	Mobilization	1	LS						
2	Remove Existing Fire Hydrants	2	EA						
3	Remove Existing Gate Valves	1	EA						
4	Abandon Existing Water Lines	10	LF						
5	6-in DIA x 6-in DIA, cut-in-tee	1	EA						
6	8-in DIA x 6-in DIA, cut-in-tee	1	EA						
7	Ductile Iron Fittings	0.2	TON						
8	Pipe, 6-in DIA Ductile iron	15	LF						
9	Gate Valve, Resilient Seated, 6-in DIA	2	EA						
10	Fire Hydrant Assemblies	2	EA						
11	6-in Line Stopper	2	EA						
12	8-in Line Stopper	2	EA						
13	Asphalt Pavement Surface Repair	5	SY						
14	Concrete Sidewalk Repair	5	SY						
15	Seeding for Erosion Control	18	SY						
16	Curb and Gutter Repair	8	LF						
17	Erosion and Sediment Control	1	LS						
18	Trench Safety Systems	25	LF						
TOTAL BASE BID (ITEMS 1-18)					\$75,268.00		\$78,683.78		\$128,415.00

Confirm the lowest qualified bidder was selected in the supporting documents

Lowest Bidder

Engineering Contract Sheets

Attachment I – Rate Schedule

Description	Hourly Rate (\$)
Team Leader	
Senior Project Manager	
Project Manager	
Engineer IV	
Engineer III	
Engineer II	
Engineer I	
Utility Coordinator II	
Utility Coordinator I	
SUE Manager II	
SUE Manager I	
SUE Field Manager	
Designating (Utility Locating) (QL-B) (1-man crew)	
Designating (Utility Locating) (QL-B) (2-man crew)	
Spar designating (Utility Locating) (QL-B) (2-man crew)	
Potholing (Vacuum Excavation) (QL-A) (2-man crew)	
RPLS II	
RPLS I	
Survey Tech IV	
Survey Tech III	
Survey Tech II	
Survey Tech I	
CADD Tech III	
CADD Tech II	
CADD Tech I	
2-Man Survey Crew Robotic	
2-Man Survey Crew	
1-Man Survey Crew Robotic	
Contract Administrator	
Clerical II	
Clerical I	
3D Laser Scanner Equipment (Daily Rate)	

Units and rates must match SUA cost estimate and cost documentation at billing

Mileage: Current IRS standard rate per mile

Engineering

- The engineering fee schedule provided by the utility is attached.
- A TxDOT employee or representative reviewed and verified the engineering fee schedule. (Must include a statement of verification in writing.)
Statement Example: The district has reviewed and verified the contract rates/fee schedule against the amounts charged on “month, day, year” with “the utility representative”. Signed by the reviewer.



Attachment “I” - Contract Work



Continuing Contract Rate Sheet

30 Joints/40 Welds	REV 4 w/Bore				
TASK	ADDTL COST	DAYS REQUIRED	ESTIMATE COST	UNIT/HOURS	UNIT COST
Haul Pipe From Tampa		5		50	
Move-In/Move-Out (Crew)		4		400	
Move-In/Move-Out (Bore Crew)					
Porta Potties x4		30		EACH	
Bore Price (1120ft)				FOOT	
Silt Fence (500 ft) \$4.25/ft				FOOT	
Grade R.O.W (2 Days w/o Welder)		2 w/o welder		120	
Assist Bore Crew (4 Days) (Bore+op+labor)		4		80	
Welding Bore Pipe (4 Days w/ Welder)		4 w/ welding		400	
Test Bore Pipe (2 Days w/ Test Crew)		2 w/ test crew		60	
Coat Welds (40 ea.) \$42.60/ea.				40	
Assist w/ Pull Back (1 Day w/ welding)				100	
Weld up Tie-In Sections (2 Days)		2		200	
Test Pipe (3 Days w/ Test Crew)		3 w/ test crew		90	
Tie-In (1 Day w/ Welder)		1 w/ welding		100	
Backfill		1 w/o welder		60	
Excavate Old Line		2 w/o welder		120	
Take Up Old Line		2 w/ welding		200	
Haul Pipe to Station				10	
Backfill Old Line		2 w/o welder		120	
Fill Line w/N2				30	
Seed & Straw (Acre)				ACRE	
Buy Pigs (6 ea.) \$82/ea.				EACH	
X-Ray				40	
TOTAL(\$)		32		2180	
	ADDITIONAL COST	DAYS	TOTAL ESTIMATE	MAN HOURS	

- Continuing contract rates provided by the utility are attached.
- A TxDOT employee or representative reviewed and verified the continuing contract rate sheet. (Must include a statement of verification in writing.)
 - Statement Example: (The “Name” District has reviewed and verified the contract rates/fee schedule against the amounts charged and they agree.)



Attachment
“J”

- Buy America

Attachment “J”
Buy America

Buy America items must be marked on the cost estimate. All Buy America items should be verified before permanent placement on the project. No payments can be made without all documentation submitted and approved. It is recommended to submit the documentation to the district when received so that it can be reviewed/approved early.

Materials Statement (Form 1818)

- ☐ Verify all fields are completed.
- ☐ Verify the form is signed and notarized (ensure the notary is not expired at the time of signing)
- ☐ Label and cross reference cost estimate (Buy America items should be marked with an asterisk (*)) with the form 1818

Materials Test Reports (MTR)

- ☐ Verify manufacturer’s (Mill) name matches form 1818
- ☐ Highlight the heat numbers on the MTRs (must match form 1818)
- ☐ Highlight and verify the material description (must match form 1818)
- ☐ Highlight and verify the material quantity (must at a minimum cover what is stated on form 1818)
- ☐ Highlight the “Melted and Manufactured in the USA” statement or the “Country of origin: USA”.

Material Certifications

- ☐ Verify the letter is on company letterhead
- ☐ Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from) (Must be able to tie the certification to the project)
- ☐ Material being certified is listed with the quantity stated
- ☐ Verify the certifying letter references the materials meet the requirement of Buy America 23 CFR 635.410 and “Melted and Manufactured in the USA”
- ☐ Verify an authorized company representative has signed the letter
- ☐ Highlight the “Melted and Manufactured in the USA” Statement

Attachment “J”
Buy America

Buy America items must be marked on the cost estimate. All Buy America items should be verified before permanent placement on the project. No payments can be made without all documentation submitted and approved. It is recommended to submit the documentation to the district when received so that it can be reviewed/approved early.

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- ☐ Verify manufacturer’s (Mill) name matches form 1818
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- ☐ Highlight and verify the material quantity (must at a minimum cover what is stated on form 1818)
- ☐ Highlight the “Melted and Manufactured in the USA” statement or the “Country of origin: USA”.

Material Certifications

- ☐ Verify the letter is on company letterhead
- ☐ Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from) (Must be able to tie the certification to the project)
- ☐ Material being certified is listed with the quantity stated
- ☐ Verify the certifying letter references the materials meet the requirement of Buy America 23 CFR 635.410 and “Melted and Manufactured in the USA”
- ☐ Verify an authorized company representative has signed the letter
- ☐ Highlight the “Melted and Manufactured in the USA” Statement

Attachment "J" - Buy America



Material Statement

Form 1818
Rev. 08/12
(a.k.a. Form D-9-USA-1)

Sheet 1 of 2

Supplier: QFC Services, LLC County: Hale
Address: PO Box 441 Project: Municipal Water Utilities Reconstruction - Plainview, SH 194
Weatherford, Texas 76086 Control: RCSI 0439_05_027
Contract No.: Contractor: Utility Contractors of America

Purchase Order No.	Quantity (Amt./Units)	Material Description	Mill Name	Heat No.	Material Use	Required Spec.	Documentation MTR	Cert.
3209-366	136/ft	6 5/8" x 280w Steel Encasement Pipe		N/A	Casing	A500	N/A	X
3209-366	224/ft	8 5/8" x 322w Steel Encasement Pipe		N/A	Casing	A500	N/A	X
3209-366	280/ft	10 3/4" x 250w Steel Encasement Pipe		N/A	Casing	A500	N/A	X
3209-366	550/ft	16" x .375w Steel Encasement Pipe		N/A	Casing	A500	N/A	X
3209-366	280/ft	18" x .375w Steel Encasement Pipe		N/A	Casing	A500	N/A	X

Subscribed and sworn to before me this 28 day of September, 2023
Notary Public Lisette Herrera
My Commission expires 01-27-2026

I declare under penalty of perjury under the laws of the United States of America and the State of Texas that the foregoing is true and correct and that I am authorized to sign for the Firm listed below.
[Signature] 09/28/23
(Authorized Corporate Official Signature) Date
[Signature] - Sales
(Type Name and Title)
QFC Services, LLC
(Firm Name)

LISETTE HERRERA
Notary Public, State of Texas
Comm. Expires 01-27-2026
Notary ID 13357113

Materials Statement (Form 1818)

- Verify all fields are completed.
- Verify the form is signed and notarized (ensure the notary is not expired at the time of signing)
- Label and cross reference cost estimate (Buy America items should be marked with an asterisk (*) with the form 1818
- Reference cost estimate line item/ insert on Form 1818 in Description



Verify manufacturer's name matches "Mill name" on Form 1818

Mill Certification
08/18/2021

MTR#: 787657-3
Lot #: 110002623520
8812 HWY 79 W
Jewett, TX 75846 US
903 626-4461
Fax: 903 626-6290

Sold To: O NEAL STEEL INC
PO BOX 2623
BIRMINGHAM, AL 35202-0098 US

Ship To: O NEAL STEEL - GRAND PRAIRIE
C/O BRANCH/PLANT #227
4005 GRAND LAKES WAY
GRAND PRAIRIE, TX 75050 US

Customer PO	000002526	Sales Order #	11035309 - 1.1
Product Group	Hot Roll - Merchant Bar Quality	Product #	3016340
Grade	A36/A529 Gr 50, CSA 44W/50W	Lot #	110002623520
Size	0.25" x 2"	Heat #	1100026235
BOL #	BOL-896805	Load #	787657
Description	Hot Roll - Merchant Bar Quality Flat 1/4" x 2" A36/A529 Gr 50, CSA 44W/50W 20' 0" [240"] 4001-8000 lbs	Customer Part #	773169
Production Date	08/11/2021	Qty Shipped LBS	25515
Product Country Of Origin	United States	Qty Shipped EA	750
Original Item Description	Hot Roll - Merchant Bar Quality Flat 1/4" x 2" A36/A529 Gr 50, CSA 44W/50W 20' 0" [240"] 4001-8000 lbs	Original Item Number	1136092

I hereby certify that the material described herein has been produced in accordance with the specifications and standards listed above and that it is the property of the United States.

C (%)	Mn (%)	P (%)	S (%)	Si (%)	Ni (%)	Cr (%)	Mo (%)	Cu (%)
0.11	0.85	0.017	0.018	0.209	0.15	0.28	0.07	0.28

Reduction Ratio 77.99 : 1

Tensile testing

	Yield (PSI)	Tensile (PSI)	Elongation in 8" (%)
(1)	52000	73500	26.0
(2)	53800	73700	26.0

Comments:
MEETS THE REQUIREMENTS OF: ASTM A36/A36M-14; A529/A529-05 GR50(345); A572/572M-07 GR50(345); A709/A709-07 GR44W(300W)&GR50W(350W); AASHTO M270/270M-10 GR36(270); ASME SA36/SA36M-10; MEETS REQUIREMENTS OF EN10204 SEC 3.1

1. All manufacturing processes of the steel, including melting, casting & hot rolling, have been performed in U.S.A.

2. Mercury not intentionally added at any point during manufacturing or testing of this material.

3. Welding or weld repair was not performed on this material.

4. This material conforms to the specifications described on this document and may not be reproduced, except in full, without written approval of Nucor Corporation.

5. Results reported ASTM E45 (Inclusion content) and ASTM E381 (Macro-etch) are provided as interpretation of ASTM procedures.

Heat number is highlighted and matches Form 1818

Material description matches Form 1818 and Sua cost estimate

Qty. amount is at least what is listed on Form 1818 and SUA cost estimate


"Melted and Manufactured in the USA" Statement is highlighted

Materials Test Reports (MTR)

- Verify manufacturer's (Mill) name matches form 1818
- Highlight the heat numbers on the MTRs (must match form 1818)
- Highlight and verify the material description (must match form 1818)
- Highlight and verify the material quantity (must at a minimum cover what is stated on form 1818)
- Highlight the “Melted and Manufactured in the USA” statement or the “Country of origin: USA”.

Material Certifications

- Verify the letter is on company letterhead
- Project information: (Utility#/Utility ID#, RCSJ, CSJ, HWY, County, limits: to and from)
- Material being certified is listed with the quantity stated
- Verify the certifying letter references the materials meet the requirement of Buy America 23 CFR 635.410 and “Melted and Manufactured in the USA”
- Verify an authorized company representative has signed the letter


Buy America Certification


September 28, 2023

Customer: Ferguson Waterworks/Utility Contractors of America
Attention: Colton Draper
Project: Municipal Water Utilities Reconstruction
Material: Steel Encasement Pipe
Customer Order: 3209-366 for City of Plainview SHI 94 [CSJ 0439-05-026]

The following products, provided by QFC Services, LLC for the above order, are fabricated from steel or iron that is melted/manufactured and any coating applied, in the United States and meet the requirements of Buy America 23 CFR 635.410:

1. 136' 6 5/8" x .280w Steel Encasement Pipe
2. 224' 8 5/8" x .322w Steel Encasement Pipe
3. 280' 10 3/4" x .250w Steel Encasement Pipe
4. 550' 16" x .375w Steel Encasement Pipe
5. 280' 18" x .375w Steel Encasement Pipe

This certification has been issued for only the products listed above for domestic compliance. Alterations to this document by any agency other than QFC Services, LLC will void the certification. Please contact me if you have any questions regarding this certification.

Sincerely,

Bennett Boone
QFC Services, LLC
Manager
Office (817) 565-3800
Mobile (254) 592-9298
Bboone@qfcpipe.com

Item description and qty matches Form 1818 and SUA cost estimate

Authorized company rep signed the letter

Included on a Company Letterhead

Statement for "Melted/Manufactured in US and meet requirement of BA 23 CFR 635.410 is provided"

Project info is present

Attachment
“K”

- Quitclaim
- Easement Release
- Joint Use A

Attachment “K”
Recorded Quitclaim,
Easement Release or Joint Use
and As-Built Plans
(If applicable)

The utility’s property interest must be addressed within the state’s ROW. As-built plans should be submitted to record the actual placement of the utility facilities.

Recorded Quitclaim Deed or Easement Release is

- ☐ Recorded (must have recorded stamp from the courthouse)
- ☐ Notarized with Stamp, Signature, and Date

Joint Use Agreement

- ☐ Executed Joint Use Agreement (with a map/plan sheet showing the joint use area highlighted)

As-built plans (if applicable)

- ☐ Plans are clear and legible
- ☐ Signed and sealed by an engineering firm

R
E
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Attachment “K”
Recorded Quitclaim,
Easement Release or Joint Use
and As-Built Plans
(If applicable)

The utility’s property interest must be addressed within the state’s ROW. As-built plans should be submitted to record the actual placement of the utility facilities.

Recorded Quitclaim Deed or Easement Release is

- ☐ Recorded (must have recorded stamp from the courthouse)
- ☐ Notarized with Stamp, Signature, and Date

Joint Use Agreement

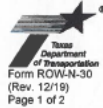
- ☐ Executed Joint Use Agreement (with a map/plan sheet showing the joint use area highlighted)

As-built plans (if applicable)

- ☐ Plans are clear and legible
- ☐ Signed and sealed by an engineering firm

Attachment "K" - Quitclaim

Notice of Confidentiality Rights: If you are a natural person, you may remove or strike any of the following information from this instrument before it is filed for record in the public records: your Social Security Number or your Driver's License Number.



NOTE: THIS FORM IS INTENDED SOLELY FOR USE BY THE TEXAS DEPARTMENT OF TRANSPORTATION. USE OF THIS FORM BY PRIVATE PARTIES ATTEMPTING TO QUITCLAIM OR CONVEY PROPERTY MAY RESULT IN THE UNINTENDED CO OF THE GRANTOR'S INTEREST TO THE STATE OF TEXAS.

QUITCLAIM DEED

THE STATE OF TEXAS § ROW CSJ: 0522-04-035
COUNTY OF SMITH § KNOW ALL MEN BY THESE PRE

That, Crystal Systems Texas Inc. of the County of Smith, State of Texas, hereinafter Grantors, whether one or more, for and in consideration of the sum of One and No One Hundred (\$1.00) and other good and valuable consideration to Grantors in hand paid by the State of by and through the Texas Transportation Commission, the receipt of which is hereby acknowledged for which no lien is retained, either expressed or implied, have Quitclaimed and do by Bargain, Sell, Release and forever Quitclaim unto the State of Texas all of Grantors' right, claim and demand in and to that certain tract or parcel of land, including any improvement situated in the County of Smith, State of Texas, more particularly described in Exhibit hereto and incorporated herein for any and all purposes.

TO HAVE AND TO HOLD for said purposes together with all and singular the rights, appurtenances thereto in any manner belonging unto the said State of Texas forever.

IN WITNESS WHEREOF, this instrument is executed on this 11th day of October.

CRYSTAL SYSTEMS TEXAS, INC., a Texas corporation

ATTEST:

By: John R. Garrett, President

Kathy Baker, Secretary

Grantee's Address:

Form ROW-N-30
(Rev. 12/19)
Page 2 of 2

Acknowledgement

State of Texas
County of Smith

This instrument was acknowledged before me on _____
by _____

The acknowledging person(s) personally appeared by:

- ☐ physically appearing before me.
- ☐ appearing by an interactive two-way audio and video communication that meets the requirements for online notarization under Texas Government Code chapter 406, subchapter C.

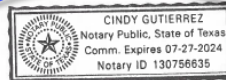
Notary Public's Signature

Corporate Acknowledgment

State of Texas
County of Smith

This instrument was acknowledged before me on OCTOBER 11, 2022 by JOHN R. GARRETT, PRESIDENT of CRYSTAL SYSTEMS TEXAS, INC., a TEXAS corporation, on behalf of said corporation. The acknowledging person(s) personally appeared by:

- ☒ physically appearing before me.
- ☐ appearing by an interactive two-way audio and video communication that meets the requirements for online notarization under Texas Government Code chapter 406, subchapter C.



Cindy Gutierrez
Notary Public's Signature

After recording, please return to:

David Wicks, P.E.
Texas Department of Transportation
2709 West Front Street
Tyler, Texas 75702-7712



Smith County
Karen Phillips
Smith County Clerk

Document Number: 202401002054

Recorded
Quit Claim

Real Property Recordings
DEED

Recorded On: January 24, 2024 02:57 PM

Number of Pages: 4

Billable Pages: 3

"Examined and Charged as Follows: "

Total Recording: \$33.00



This page has been added by the Guadalupe County Clerk's office to comply with the statutory requirement that the recording information shall be placed at the foot of the record.

202199030664
I certify this instrument was FILED and RECORDED
in the OFFICIAL PUBLIC RECORDS
of Guadalupe County, Texas on
09/03/2021 10:54:35 AM PAGES: 5 JERINNE
TERESA KIEL, COUNTY CLERK



Teresa Kiel

Recorded
Quit Claim



20220PR0002002 REW
 02/11/2022 02:10 PM Total Pages: 3
 Julie Smith, County Clerk - Potter County, Texas

234
Recorded

PARTIAL RELEASE OF EASEMENT AND RIGHT-OF-WAY

SOUTHWESTERN PUBLIC SERVICE COMPANY, a New Mexico corporation, has abandoned in part and does hereby release that certain parts of an easement and right-of-way granted to Southwestern Public Service Company by W Q BUDD and wife ROSYLENE VAUGHAN BUDD, dated September 23, 1956, and recorded in volume 725, page 341, Deed Records of Potter County, Texas. The easement areas to be released are located in Section 46, Block 9, B S & F Survey, Potter County, Texas, and more particularly described in the attached Exhibit A.

EXECUTED this 9 day of February, 2022.

SOUTHWESTERN PUBLIC SERVICE COMPANY

BY: David Hudson
 David Hudson, President Southwestern Public Service Company

STATE OF TEXAS §
 COUNTY OF POTTER §

This instrument was acknowledged before me on the 9 day of February, 2022, by David Hudson, President of Southwestern Public Service Company, a New Mexico Corporation, on behalf of said corporation.

Mary C. Johnson
 Notary Public, State of Texas

Return Recorded Instrument to:
 Kelly J. Thompson
 Senior Siting and Land Rights Agent
 Xcel Energy
 790 South Buchanan
 Amarillo, Texas 79101

FILED and RECORDED

Instrument Number: 20220PR0002002
 Filing and Recording Date: 02/11/2022 02:10:19 PM Pages: 3 Recording Fee: \$20.00
 I hereby certify that this instrument was FILED on the date and time stamped hereon and RECORDED in the OFFICIAL PUBLIC RECORDS of Potter County, Texas.

Julie Smith
 Julie Smith, County Clerk
 Potter County, Texas

↑
 Recorded
 Easement
 release

DO NOT DESTROY - This document is part of the Official Public Record.

Jponce

Form ROW-U-JUA
 Replaces ROW-U-JUAA
 (rev. 10/20)
 Page 1 of 2

UTILITY JOINT USE AGREEMENT

U-Number: _____ Utility ID: U00010067

ROW CSJ: 0535-01-076 County: Guadalupe

District: San Antonio Highway: IH-10

Federal Project No.: NH () From: FM 464

Projected Highway Letting Date: 01/2022 To: SH 123

WHEREAS, the State of Texas, ("State"), acting by and through the Texas Department of Transportation ("TxDOT"), proposes to make certain highway improvements on that section of the above-indicated highway; and

WHEREAS, the MarkWest Energy Partners, L.P. ("Utility"), proposes to adjust or relocate certain of its facilities, if applicable, and retain title to any property rights it may have on, along or across, and within or over such limits of the highway right of way as indicated by the location map attached hereto.

NOW, THEREFORE, in consideration of the covenants and acknowledgements herein contained, the parties mutually agree as follows:

It is agreed that joint usage for both highway and utility purposes will be made of the area within the highway right of way limits as such area is defined and to the extent indicated on the aforementioned plans or sketches. Nothing in this Agreement shall serve to modify or extinguish any compensable property interest vested in the Utility within the above described area. If the facilities shown in the aforementioned plans need to be altered or modified or new facilities constructed to either accommodate the proposed highway improvements or as part of Utility's future proposed changes to its own facilities, Utility agrees to notify TxDOT at least 30 days prior thereto, and to furnish necessary plans showing location and type of construction, unless an emergency situation occurs and immediate action is required. If an emergency situation occurs and immediate action is required, Utility agrees to notify TxDOT promptly. If such alteration, modification or new construction is in conflict with the current highway or planned future highway improvements, or could endanger the traveling public using said highway, TxDOT shall have the right, after receipt of such notice, to prescribe such regulations as necessary for the protection of the highway facility and the traveling public using said highway. Such regulations shall not extend, however, to requiring the placement of intended overhead lines underground or the routing of any lines outside of the area of joint usage above described.

If Utility's facilities are located along a controlled access highway, Utility agrees that ingress and egress for servicing its facilities will be limited to frontage roads where provided, nearby or adjacent public roads and streets, or trails along or near the highway right of way lines which only connect to an intersecting road. Entry may be made to the outer portion of the highway right of way from any one or all access points. Where supports, manholes or other appurtenances of the Utility's facilities are located in medians or interchange areas, access from the through-traffic roadways or ramps will be allowed by permit issued by the State to the Utility setting forth the conditions for policing and other controls to protect highway users. In an emergency situation, if the means of access or service operations as herein provided will not permit emergency repairs as required for the safety and welfare of the public, the Utility shall have a temporary right of access to and from the through-traffic roadways and ramps as necessary to accomplish the required repairs, provided TxDOT is notified immediately when such repairs are initiated and adequate provision is made by Utility for the convenience and safety of highway traffic. Except as expressly provided herein, the Utility's rights of access to the through-traffic roadways and/or ramps shall be subject to the same rules and regulations as apply to the general public.

66 6/22/2021
Initial Date
TxDOT

66 6/22/2021
Initial Date
Utility

Form ROW-U-JUA (rev. 10/20), Replaces ROW-U-JUAA
 Page 2 of 2

If Utility's facilities are located along a non-controlled access highway, the Utility's rights of ingress and egress to the through-traffic roadways and/or ramps are subject to the same rules and regulations as apply to the general public.

Participation in actual costs incurred by the Utility for any future adjustment, removal or relocation of utility facilities required by highway construction shall be in accordance with applicable laws of the State of Texas.

Utility will, by written notice, advise TxDOT of the beginning and completion dates of the adjustment, removal, or relocation, and, thereafter, agrees to perform such work diligently, and to conclude said adjustment, removal, or relocation by the stated completion date. The completion date shall be extended for delays caused by events outside Utility's control, including an event of Force Majeure, which shall include a strike, war or act of war (whether an actual declaration of war is made or not), insurrection, riot, act of public enemy, accident, fire, flood or other act of God, sabotage, or other events, interference by the State or any other party with Utility's ability to proceed with the relocation, or any other event in which Utility has exercised all due care in the prevention thereof so that the causes or other events are beyond the control and without the fault or negligence of Utility.

It is expressly understood that Utility conducts the new installation, adjustment, removal, and/or relocation at its own risk, and that TxDOT makes no warranties or representations regarding the existence or location of utilities currently within its right of way.

The Utility and the State, by execution of this Agreement, do not waive or relinquish any right that they may have under the law.

The signatories to this Agreement warrant that each has the authority to enter into this Agreement on behalf of the party represented.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures.

UTILITY

Utility: MarkWest Energy Partners, L.P.

Name of Utility _____

By: _____
 Authorized Signatory _____
 Kevin Thompson
 Print or Type Name

Title: Regional Director - Oklahoma/East Texas

Date: 6/22/2021

EXECUTION RECOMMENDED:

 Director of TxDOT - San Antonio District

THE STATE OF TEXAS

Executed and approved for the Texas Transportation Commission for the purpose and effect of activating and/or carrying out the orders, established policies or work programs heretofore approved and authorized by the Texas Transportation Commission.

By: _____
 District Engineer

Date: 6/22/2021

66 6/22/2021
Initial Date
TxDOT

66 6/22/2021
Initial Date
Utility



Submit the full package in a single PDF. Review to ensure pages are in order, upright, and legible.



Memo

List every document contained in correct order

Checklist

Should be completed by the District

ROW-U-BillChkDist, or Checklist and Memo Tool

TINS Record

Required at billing to confirm all payment information

Invoice

Must have District Date Stamp

Estimate

Copy of approved Estimate from SUA or Supplemental

Cost Documentation

Invoices

Certified Timesheets/Ledgers

ROW-U-27

Other Documents

Quit Claim

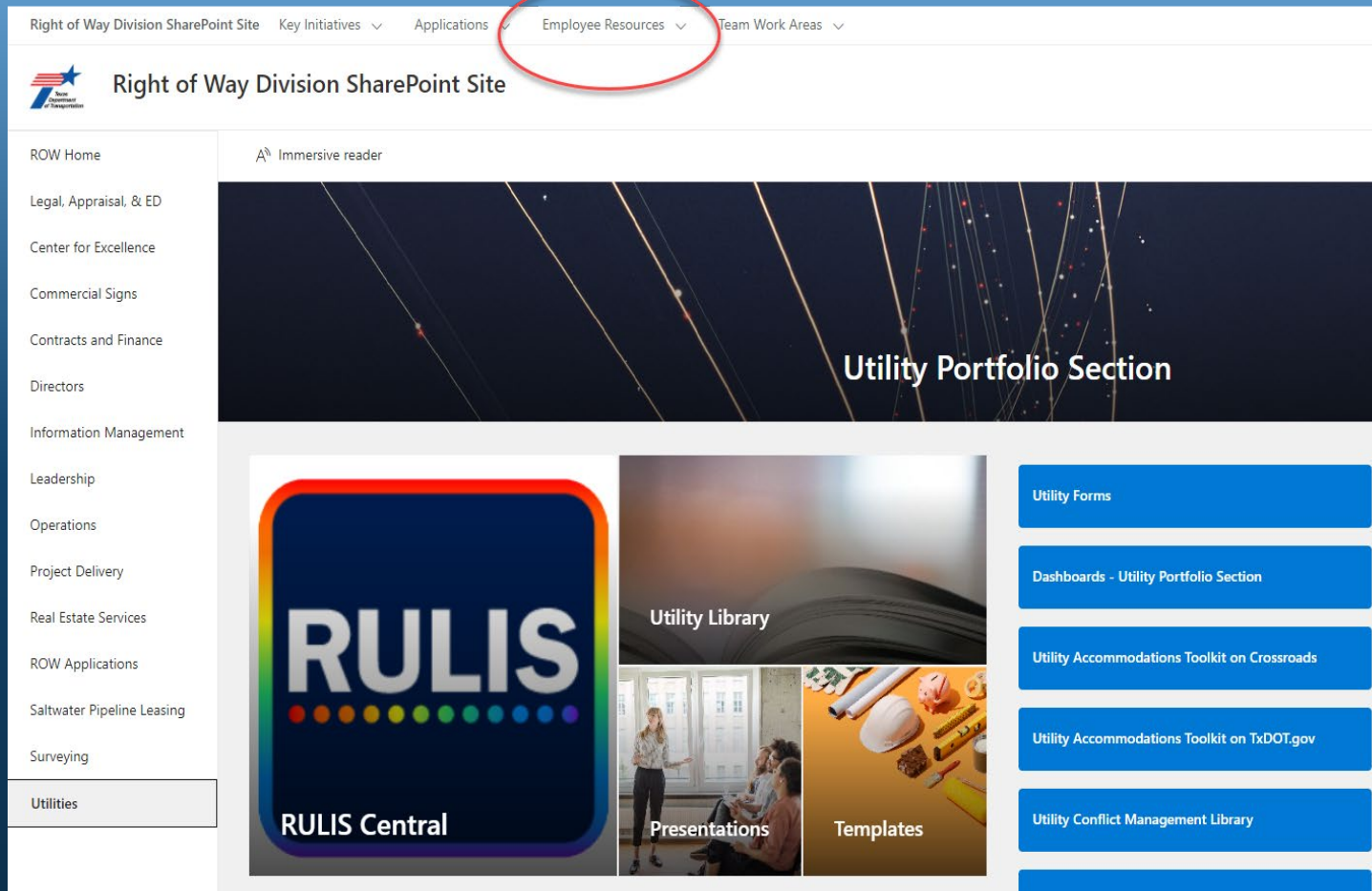
Buy America

Bid Tabs

Permit

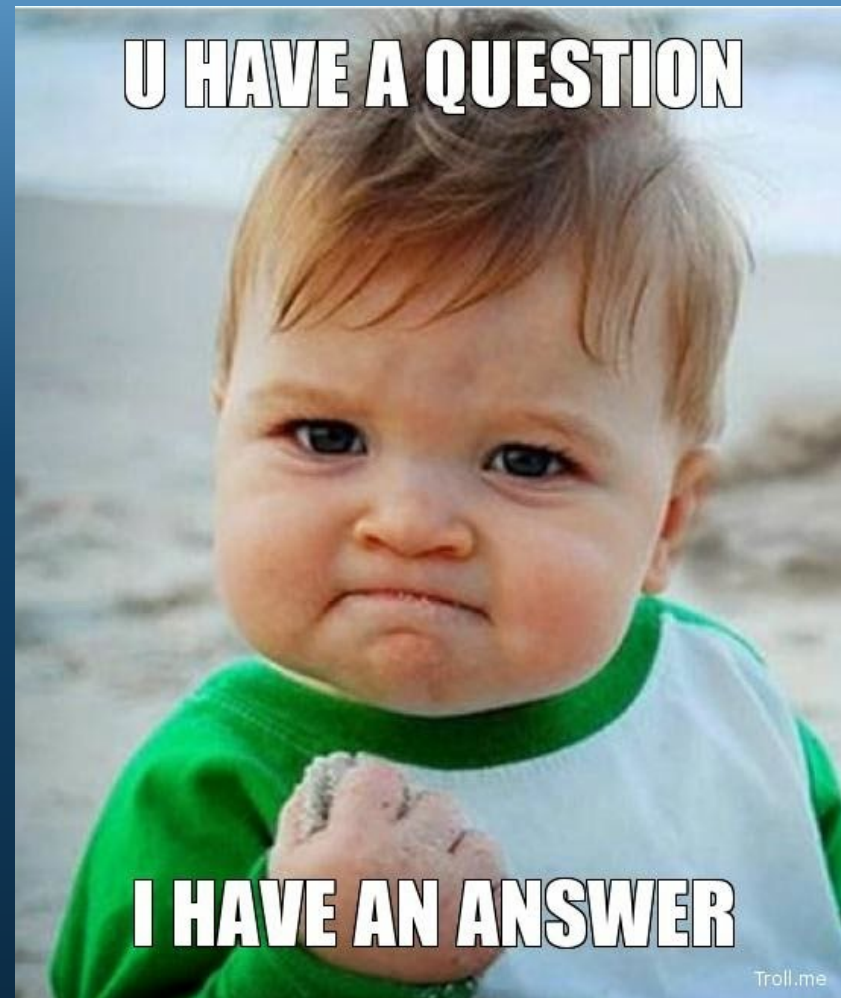
JUA

Continuing Contract and/or Engineering Rate Sheet



- Employee Resources
- Job Aid/Guidance Documents
- Topic: Utilities (4)
- Utility Reimbursement Guide with Examples

[txdot.sharepoint.com/sites/division-ROW/Job Aids/Forms/AllItems.aspx?id=%2Fsites%2Fdivision-ROW%2FJob Aids%2FUtility Reimbursement Guide with Examples%2Epdf&parent=%2Fsites%2Fdivision-ROW%2FJob Aids](https://txdot.sharepoint.com/sites/division-ROW/Job%20Aids/Forms/AllItems.aspx?id=%2Fsites%2Fdivision-ROW%2FJob%20Aids%2FUtility%20Reimbursement%20Guide%20with%20Examples%2Epdf&parent=%2Fsites%2Fdivision-ROW%2FJob%20Aids)





Thank
You!



<https://www.surveymonkey.com/r/VSB3M3S>