

Project Development Process Manual

Manual Notices Archive

Manual Notice 2019-1

From: Camille Thomason, P.E.
Director, Design Division

Manual: *Project Development Process Manual*

Effective Date: July 15, 2019

Purpose

The *Project Development Process Manual* has been revised to update Chapter 1 Planning and Programming, specifically Section 5 Design and Construction Funding Identification to include comprehensive new content and reorganization on preparing and executing project funding agreements. In addition, Appendix B was added to the manual which includes the Participation Chart and definitions specific to the chart.

Contents

Chapter 1

- ◆ 10100: Added "Project Development Process" and made other minor edits to the Description.
- ◆ Section 2/Overview: Added Statewide Transportation Improvement Plan (STIP)
- ◆ 10200: Deleted reference to obsolete Estimator Converter Program.
- ◆ 10200: Listed "Separately list Federal "Non-Participating" items in the estimate", under Helpful Suggestions.
- ◆ 10460: Changed "Toll Operations" to Project Finance Division (PFD) and the Strategic Contracts Management (SCM) section.
- ◆ 10470: Under Resource Material, added "Strategic Contracts Section of Project Finance Division for assistance in evaluating major project feasibility".
- ◆ Section 5: Changed title.
- ◆ Overview: Minor text edits.
- ◆ 10510: Added comprehensive new content and reorganization to preparing and executing project funding agreements.
- ◆ 10510: Added "Available Agreement Types for Third-Party Improvements on State Right of Way" chart.
- ◆ 10510: Added "Recommended Funding Type Chart".
- ◆ 10510: Added "...or Division Director depending upon project type", under Responsible Party.

- ◆ 10510: Added "Prepare local government Risk Assessment and set oversight level (if required)", under Subtasks.
- ◆ 10510: Added content on submitting Funding Special Approval form and Oversight Level Special Approval form to Contract Services under Subtasks.
- ◆ 10510: Added content upon obtaining CSD approval and local government signature under Subtasks.
- ◆ 10510: Added miscellaneous text edits to Subtasks.
- ◆ 10510: Added "...or division (depending upon project type)", under Helpful Suggestions.
- ◆ 10510: Added "...and the funding responsibilities of each party" and "Execute LOSA..." under Critical Sequencing.
- ◆ 10530: Deleted duplicate text "TxDOT Unified Transportation Program".

Appendix B

Added a new Appendix B to the manual which includes the Participation Chart and definitions specific to the chart.

Contact

Contact the Project Development Section Director of the Design Division at (512) 416-2673 with any questions or comments.

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Manual Notice 2017-1

From: Rene Garcia, P.E.
Director, Design Division

Manual: *Project Development Process Manual*

Effective Date: April 01, 2017

Purpose

This manual is a systematic series of actions supporting the continuing development process of a project from PLAN to LET. It is intended to facilitate uniform information and communication to avoid overlooking critical tasks for timely project development. Chapters in this manual provide an outline for a project's progress and essential documentation of development.

Contents

There are six chapters in this manual: Planning and Programming, Preliminary Design, Environmental, Right of Way and Utilities, PS&E Development, and Letting. Each chapter contains information for each task as well as regulation authority, person(s) responsible, and reference resources.

Supersedes

This manual has been completely rewritten to bring it up-to-date with latest state and federal practices and procedures.

This revised manual supersedes prior versions of the manual.

Contact

For additional information regarding any chapter, section, or task in this manual, please contact the division office responsible for the section of your interest. For general comments and suggestions for future revisions of this manual, please contact your Design Division Field Section representative.

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Manual Notice 2014-1

From: Gregg A. Freeby, P.E.

Manual: *Project Development Process Manual*

Effective Date: July 01, 2014

Purpose

The manual is being revised to reflect a change made in the Roadway Design Manual.

Contents

Page 2-59, **Pertinent Project Types**, the following bullet was added:

- ◆ A VE Study is not required on design-build projects. If the Project Manager chooses to conduct a study, this should be performed prior to the release of the Request for Proposal (RFP).

Contact

Questions can be directed to Rory Meza of the Roadway Design Section of the Design Division at (512) 416-2678 or Rory.Meza@TxDOT.gov.

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Manual Notice 2013-1

From: Mark Marek, P.E.

Manual: *Project Development Process Manual*

Effective Date: August 08, 2013

Purpose

This revision is intended to update the *Project Development Process Manual*, specifically Chapter 2, Section 6, based on Moving Ahead for Progress in the 21st Century Act (MAP-21) revisions.

Contents

The following changes have been made:

Chapter 2, Section 6. This section has been revised to:

- ◆ Update **Pertinent Project Types** - A Value Engineering (VE) study requirement for all projects on the NHS receiving Federal Assistance with an estimated cost of \$50 million or more.
- ◆ Update **Pertinent Project Types** - A VE study requirement for all bridge projects on the NHS receiving Federal Assistance with an estimated cost of \$40 million or more.
- ◆ Add Item to **Helpful Suggestions** - Consider a VE study when cost is approximately \$10 million less than required threshold to account for project scope creep in the estimate.
- ◆ Add Item to **Critical Sequencing** - Reevaluate project scope and cost as it nears construction letting to determine if a VE study would be required or beneficial.
- ◆ Add Item to Subsection 2710, sub-tasks - Document design changes resulting from VE recommendation on Executive Summary Form.

Instructions

This revision will be distributed online only.

This manual, and all revisions, applies to all highway and street project development, whether developed by the department or with consultant staff. This manual, and all revisions, will be effective for all projects beginning with the publication of this manual.

Contact

For general comments and suggestions for future revisions of this manual, contact the Design Division, Roadway Design Section.

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Manual Notice 2012-1

From: Mark Marek, P.E.

Manual: *Project Development Process Manual*

Effective Date: October 26, 2012

Purpose

The *Project Development Process Manual* is being revised:

- ◆ To comply with an administrative rule change.

Contents

The Texas Transportation Commission has revised rules-9.13 and 9.33--regarding the use of newspaper advertising for issuance of bid forms, notice of letting, and notice of intent to contract for professional services.

Rules no longer require newspaper advertising for these notices, leaving the Electronic Business Daily as the sole required method of advertisement. TxDOT personnel, however, retain the option of using newspaper advertisements where they deem appropriate.

This affects Chapter 3, Section 4 - Public Hearing, and Chapter 6, Section 1 - Final Processing and Letting.

Contact

You may contact Rory Meza of the Design Division at (512) 416-2678 or by email at rory.meza@txdot.gov if you have any questions.

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Manual Notice 2009-1

From: Mark Marek, P.E.
Manual: Project Development Process Manual
Effective Date: June 01, 2009

Purpose

This revision is intended to update the *Project Development Process Manual*, specifically to reflect the goal of the department in encouraging that local and regional planning and policy goals are incorporated into the project development process as early as possible with ongoing local partnership feedback mechanisms to achieve sustainable urban contexts around roadways and transportation networks for appropriate corridors or projects.

Contents

This revised edition supersedes all previous editions. The process flow chart, available in the Preface, has been revised. In addition, the corresponding text in Chapter 1, Sections 1 and 3 has been revised to reflect the changes in the flow chart.

Contact

Since the manual covers functions coordinated by various divisions, contact the division office responsible for the general task of interest. For general comments and suggestions for future revisions of this manual, contact the Roadway Design Sections of the Design Division at (512) 416-2678.

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Manual Notice 2008-1

From: Mark Marek, P.E.

Manual: Project Development Process Manual

Effective Date: May 01, 2008

Purpose

This manual is intended to facilitate uniform communication of information so that districts can avoid overlooking tasks necessary for timely project development. It provides the tasks that need to be performed, who is responsible for them and when they should be performed. It should result in improved coordination to avoid situations that may result in delaying projects scheduled for letting.

Contents

This revised edition supersedes all previous editions. The entire manual has been modified to revise links, update references, and to reflect changes to TxDOT policy and organizational structure.

In addition, the following more substantial revisions were made:

- ◆ The process flow chart was revised to reflect the current UTP language regarding levels or project authority.
- ◆ Additional information regarding project scoping was added to Task 1200, Prepare Cost Estimate.
- ◆ Information on the Advance Planning Risk Analysis (APRA) Tool developed under TxDOT research project 0-5478 was added to several tasks.
- ◆ Additional guidance on the use of the Design Summary Report (DSR) form was added to Task 2000, Conduct Design Concept Conference and Task 5020, Conduct Design Conference.
- ◆ Task 2190, Obtain Traffic Crash Data, was revised to reflect changes in the way TxDOT obtains and manages crash data.
- ◆ New Task 5110, Develop Environmental Permits, Issues and Commitments (EPIC) sheet was added.
- ◆ The documentation requirements in Task 5740, Obtain Approval of Road Closure/Detour Plans, were revised.
- ◆ New Task 6133, Provide Earthwork Construction Cross Section Data to Contractors (if requested) was added.

Contact

Since the manual covers functions coordinated by various divisions, contact the division office responsible for the general task of interest. For general comments and suggestions for future revisions of this manual, contact the Plan Development Sections of the Design Division at (512) 416-2689.

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Manual Notice 2003-1

To: Districts and Divisions
From: Ken Bohuslav, P.E.
Subject: Manual Revision
Manual: *Project Development Process Manual*
Effective Date: August 1, 2003

Purpose

This manual is intended to facilitate uniform communication of information so that districts can avoid overlooking tasks necessary for timely project development. It provides the tasks that need to be performed, who is responsible for them and when they should be performed. It should result in improved coordination to avoid situations that may result in delaying projects scheduled for letting.

Supersedes

This revised edition supersedes all previous editions.

Contents

The entire manual been modified to activate links to the Bridge Collection, Right of Way Collection, Traffic Operations Collection, and the Planning, Programming and Environmental Collection. Internal links have been updated as well due to TxDOT's recent changes to the Internet system. In addition, minor editorial errors have been corrected.

Contact

Address questions concerning the information contained in this manual to your field coordination engineer in the Design Division.

Manual Notice 2001-1

To: All Districts and Divisions
From: Robert L. Wilson, P.E.
Subject: Revisions
Manual: Project Development Process Manual
Effective Date: July 1, 2001

Purpose

To revise Chapters 1-6 of the *Project Development Process Manual* as described below.

Contents

The entire manual been modified to activate links to the *Roadway Design Manual*, the *Plans, Specifications and Estimate Preparation Manual*, the *Landscape and Aesthetics Design Manual*, and the *Project Development Policy Manual*. Minor editorial errors have been corrected throughout. References have been changed throughout to reflect changes to the department's organizational structure — particularly the recreation of the Bridge Division and the relocation of the Pavements Section from the Design Division to the Construction Division. Revisions also reflect changes to the Federal Oversight Agreement.

Specific Revisions to Individual Tasks

- a. Task 1610 is revised to reflect changes to the advance funding agreement process, including the use of the Master Advance Funding Agreement (MAFA)
- b. Emphasis is added to Tasks 2110, 2310 and 2350 to actively seek out stakeholder input early in the project development process.
- c. Task 2870 is revised to discuss the design exception process for park roads not on the state highway system and to add a link to the Request for Design Exception form to use for justification.
- d. Task 4425 is revised to clarify the difference between joint-use and multiple-use agreements.
- e. Task 5330 is revised to discourage the use of coatings on concrete structures.
- f. Task 5830 is revised to include the cost estimation for pedestrian elements in the list of Sub-tasks.
- g. Task 5910 is revised to reflect that general notes, special specifications and special provisions are now prepared in Microsoft® Word.
- h. Task 6130 is revised to describe the revised process for advertising projects for letting.

Contact

Since the manual covers functions coordinated by various divisions, contact the division office responsible for the general task of interest. For general comments and suggestions for future revisions of this manual, contact your Field Coordination representative in the Design Division.

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Manual Notice 99-1

To: All Districts and Divisions

From: Kirby W. Pickett, P.E.

Functional Manual: Project Development Process Manual

Effective Date: August 1, 1999

Purpose

This manual is intended to facilitate uniform communication of information so that districts can avoid overlooking tasks necessary for timely project development. It provides the tasks that need to be performed, who is responsible for them and when they should be performed. It should result in improved coordination to avoid situations that may result in delaying projects scheduled for letting.

Contents

The manual contains activities and tasks grouped into six chapters - Planning and Programming, Preliminary Design, Environmental, Right of Way and Utilities, PS&E Development, and Letting. It contains online links to numerous procedural manuals currently available online as well as those under development, such as the Roadway Design Manual, the Hydraulic Design Manual and the Bridge Planning Manual. It also contains a flow chart depicting the project development process from project conception through letting.

Instructions

This is a new manual and does not supersede any previous document.

Contact

For more information regarding any chapter or section in this manual, please contact the division office responsible for the section of your interest. For general comments and suggestions for future revisions of this manual, please contact your Field Coordination representative in the Design Division.