

Plans, Specifications and Estimate Preparation Manual

Manual Notices Archive

Manual Notice 2017-1

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

Manual: *PS&E Preparation Manual*

Effective Date: October 26, 2017

Purpose

Chapter 1 and Chapter 3 are being revised:

- ◆ To comply with SB 312 and Senate SB 82 regarding roadway closures during Key Dates / Special Events.

Contents

Chapter 1, Section 1:

- ◆ Added “Road Closures During Special Events” link under Overview.
- ◆ Added “Key Dates / Special Events when roadway closures are prohibited” as a diamond bullet point under Description for Design Concept Conference.
- ◆ Added “Road Closures During Special Events” section to include language describing the requirements for SB 312 and 82.

Chapter 3, Section 3:

- ◆ Added “Road Closures During Special Events (Special Provision 007-009 and 007-010)” as a diamond bullet point under Special Provisions.
- ◆ Added “Road Closures During Special Events (Special Provision 007-009 and 007-010)” as a section to include language of the requirements of special provision 007-009 and 007-010.

Chapter 3, Section 4:

- ◆ Added “All construction projects must include either special provision 007-009 or 007-010 to include a procedure for handling road closures before, during and after key dates / special events into the contract.” as a diamond bullet to the Specifications List Checklists.

Chapter 3, Section 6:

- ◆ Added “In accordance with special provisions 007-009 and 007-010 all construction projects must include the note “Roadway closures during the following key dates and/or special events are prohibited:” with a list of events and/or dates that road closures are prohibited under Item 7 of the General Notes. If there are no expected road closures involving key dates / special

events, a note indicating “No significant traffic generator events identified” must be included.” as a diamond bullet to the General Notes Checklist.

Contact

Contact the Field Coordination Section staff of the Design Division with any questions or comments.

Archives

Past manual notices are available in a [PDF archive](#) link.

Manual Notice 2016-1

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

Manual: *PS&E Preparation Manual*

Effective Date: August 01, 2016

Purpose

This manual has been completely rewritten to bring it up to date with current practices and procedures.

Contents

All chapters of this manual have been edited either partially or rewritten to provide necessary updates to current policies and procedures.

Supersedes

The revised manual supersedes prior versions of the manual.

Contact

Please direct questions to your Design Division Field Section.

Archives

Past manual notices are available in a [PDF archive](#) link.

Manual Notice 2014-1

From: Gregg Freeby, P.E.

Manual: *PS&E Preparation Manual*

Effective Date: July 01, 2014

Purpose

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

Contents

Page 1-5, **Value Engineering Studies**, the following paragraph 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.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2013-1

From: Mark A. Marek, P.E.

Manual: *PS&E Preparation Manual*

Effective Date: August 12, 2013

Purpose

This revision is intended to update the *PS&E Preparation Manual*, specifically Chapter 1, based on Moving Ahead for Progress in the 21st Century Act (MAP-21) revisions.

Contents

The following changes have been made:

Chapter 1- Pre-Assembly Activities, Value Engineering Studies. This section has been revised to:

- ◆ Update the VE study requirement for all projects on the NHS receiving Federal Assistance with an estimated cost of \$50 million or more.
- ◆ Update the VE study requirement for all bridge projects on the NHS receiving Federal Assistance with an estimated cost of \$40 million or more.
- ◆ Add last paragraph. - Consider a VE study when cost is approximately \$10 million less than required threshold to account for project scope creep in the estimate.

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.

Archives

Past manual notices are available in a [PDF archive](#).

Manual Notice 2012-2

From: Mark A. Marek, P.E.

Manual: *PS&E Preparation Manual*

Effective Date: October 01, 2012

Purpose

The *PS&E Preparation Manual* is being revised:

- ◆ To prevent being in disagreement with the *Bridge Design Manual–LRF*, and
- ◆ To update title sheet requirements.

Contact

For questions regarding this manual please contact Maria Burke in the Design Division, at Maria.Burke@TxDOT.gov or (512) 416-2703.

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Past manual notices are available in a [PDF archive](#).

Manual Notice 2012-1

From: Mark A. Marek, P.E.

Manual: *PS&E Preparation Manual*

Effective Date: May 01, 2012

Purpose

The *PS&E Preparation Manual* is being revised in order to:

- ◆ Address changes in procedures and responsible offices due to organizational changes within TxDOT;
- ◆ Clarify certain processes; and
- ◆ Make editorial and technical corrections.

Contact

For questions regarding this manual please contact Maria G. Burke in the Design Division, at Maria.Burke@TxDOT.gov or (512) 416-2703.

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Past manual notices are available in a [PDF archive](#).

Manual Notice 2011-1

From: Mark A. Marek, P.E.

Manual: PS&E Preparation Manual

Effective Date: January 05, 2011

Purpose

This update brings the department into compliance with the Texas Board of Professional Engineers' rule change which authorizes professional engineers to use electronic signatures on original plan sheets.

Contents

The revised content is in Chapter 2, Plan Set Development, Section 3, Engineer's Seal and TxDOT Copyright Requirements and includes:

- ◆ a link to the Texas Board of Professional Engineers' recent rule change which authorizes professional engineers to use electronic signatures on project plan sheets;
- ◆ a link to step-by-step instructions for professional engineers to create a secure and individual electronic signature; and
- ◆ an explanation of how the department is updating the PS&E compilation, review and approval process to support this authorization.

History

This subject was last addressed in Manual Notice 2005-1. At that time, TxDOT did not have the technology to support the use of electronic signatures and even though the rules allowed for limited use of electronic signatures, an original signature was still required on each original plan sheet.

Contact

Address questions to:

- ◆ the Construction Section of the Construction Division concerning specifications and bid codes, or
- ◆ the appropriate field coordination engineer in the Design Division concerning other information in the manual.

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Manual Notice 2009-2

From: Mark A. Marek, P.E.

Manual: PS&E Preparation Manual

Effective Date: May 01, 2009

Purpose

This revision is intended to update the PS&E Preparation Manual, specifically to reflect the changes in statewide specification responsibilities, from the Design Division to the Construction Division.

Contents

This revised edition supersedes all previous editions. Chapter 3 has been revised to reflect the change in the request process and contact information for statewide specifications and bid codes. Additionally, these revisions include changes to the Specification Committee membership.

Contact

Address questions concerning specifications and bid codes to the Construction Section in the Construction Division. Address questions concerning other information contained in this manual to your field coordination engineer in the Design Division.

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Manual Notice 2009-1

From: Mark A. Marek, P.E.

Manual: PS&E Preparation Manual

Effective Date: March 01, 2009

Purpose

This revision is intended to update the *PS&E Preparation Manual*, specifically to include TxDOT's Nondiscrimination Policy.

Contact

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

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Manual Notice 2007-2

From: Mark A. Marek, P.E.

Manual: PS&E Preparation Manual

Effective Date: May 01, 2007

Purpose

This revision is intended to update the *PS&E Preparation Manual* and, specifically to delete all references to the *Project Development Policy Manual* which has been discontinued. This information had been incorporated into the body of the PS&E Manual and no additional information was added.

Contact

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

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Manual Notice 2007-1

From: Mark A. Marek, P.E.

Manual: PS&E Preparation Manual

Effective Date: February 01, 2007

Purpose

This revision is intended to update the *PS&E Preparation Manual* with new information on survey control data sheets, while continuing to implement department policy with respect to tasks and coordination required to ensure the successful completion of plans, specifications and estimates packages.

Contents

In Chapter 2, Section 2, new subheads have been added explaining Survey Control Index Sheets and Horizontal and Vertical Control Sheets. In addition, minor text edits have been made to clarify information for the users.

Contact

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

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Manual Notice 2005-1

To: Districts and Divisions
From: Mark A. Marek, P.E.
Manual: *PS&E Preparation Manual*
Effective Date: April 1, 2005

Purpose

This revision is intended to update the PS&E Preparation Manual with text edits clarifying information for the users, revising Professional Engineering rules and updating links, while continuing to implement department policy with respect to tasks and coordination required to ensure the successful completion of plans, specifications and estimate packages.

Supersedes

This revised edition supersedes all previous editions.

Contact

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

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Manual Notice 2003-2

To: Districts and Divisions
From: Ken Bohuslav, P.E.
Subject: Manual Revision
Manual: *PS&E Preparation Manual*
Effective Date: July 1, 2003

Purpose

This revision is intended to update the *PS&E Preparation Manual*, on the alternative contracting procedures while continuing to implement department policy with respect to tasks and coordination required to ensure the successful completion of plans, specifications and estimate packages.

Supersedes

This revised edition supersedes all previous editions.

Contents

Supplementary information has been included in Chapter 5, Section 2, to explain the additional page, (page 4) added to Form 1002. This page has been added and must be completed for each project in order to identify construction acceleration provisions used. Specifically, the new text addresses alternative contracting procedures, time determination, strategies for construction acceleration, and tools for minimizing construction time.

Contact

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

Manual Notice 2003-1

To: Districts and Divisions
From: Ken Bohuslav, P.E.
Subject: Manual Revision
Manual: *PS&E Preparation Manual*
Effective Date: January 1, 2003

Purpose

This revision is intended to update the PS&E Preparation Manual, while continuing to implement department policy with respect to the order the plan sheets are organized in the plan sets.

Supersedes

This revised edition supersedes all previous editions.

Contents

The following updates have been made:

- ◆ The contents of Chapter 7, Local Public Agency Let Projects of the *PS&E Preparation Manual* has been deleted and replaced with a link to the new online Local Government Project Procedures.
- ◆ References to Online Extended Text Compiler (OETC) have been deleted and replaced with revised instructions for proposed Special Provisions and Special Specifications.
- ◆ Links have been updated to reflect recent changes to TxDOT's revised Internet system.
- ◆ In addition minor changes have been made to the text for clarity.

Contact

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

Manual Notice 2001-1

To: Districts and Divisions
From: Robert L. Wilson, P.E.
Manual: *PS&E Preparation Manual*
Effective Date: October 1, 2001

Purpose

This revision is intended to update the PS&E Preparation Manual, while continuing to implement department policy with respect to the order the plan sheets are organized in the plan sets. Specifically, the changes are updated links to reflect recently published manuals. In addition, all references to Stand Alone Manual Notices have been deleted, and replaced with the appropriate reference from the Project Development Policy Manual. The Project Development Policy Manual is the current source for all project development related policies, practices and policy related issues/requirements.

Supersedes

This revised edition supersedes the edition published in November of 2000.

Contents

The manual contains activities and tasks grouped into seven chapters - Pre-Assembly Activities, Plan Set Development, Specifications, Plans Estimate, PS&E Submissions and Processing, Pre-Letting and Post-Letting, and Local Public Agency Let Projects. It contains online links to other manuals such as the DCIS Manual, the Policy Manual, the Roadway Design Manual, the Bridge Planning Manual, and the Project Development Process Manual.

Contact

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

Manual Notice 2000-1

To: All Districts and Divisions

From: Kirby W. Pickett, P.E.

Functional Manual: *Plans, Specifications and Estimate Preparations Manual*

Date: September 18, 2000

Purpose

This manual is intended to facilitate uniform communications of information so that districts can avoid overlooking tasks necessary for completion of Plans Specifications & Estimate (PS&E) packages. 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 and more complete PS&E packages and avoid situations that may result in delaying projects scheduled for letting.

Contents

The manual contains activities and tasks grouped into seven chapters – Pre-Assembly Activities, Plan Set Development, Specifications, Plans Estimate, PS&E Submissions and Processing, Pre-Letting and Post-Letting, and Local Public Agency Let Projects. It contains online links to other manuals such as the DCIS Manual, the Policy Manual, the Roadway Design Manual, the Bridge Planning Manual, and the Project Development Process Manual.

Instruction

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.