



Title: Table of Contents	TOC-1
Original Issue Date: 04/06/2023	Revision <u>3.0</u> Issue Date: <u>10/10/2023</u>

Procedure No.	Procedure Title/Description	Rev No.	Date
TOC-01	Table of Contents	0.0	10/10/2023
Section 1 - Quality Management System Introduction			
ES-01	Program QMS Procedures Executive Summary	0.1	6/16/2023
QMS-01	Program Management Plan	1.0	6/26/2023
QMS-02	Quality Management Plan	1.0	6/16/2023
Section 2 - GEC Organizational Management			
ORM-01	Program Orientation Guide	1.0	5/23/2023
ORM-03	Team Roles and Responsibilities	1.0	6/26/2023
ORM-04	Program Organizational Chart	5.0	10/6/2023
Section 3 - Contract Management			
CSM-01	Contracting Guidance for PDEs		<i>pending</i>
CSM-02	Contracting Checklist		<i>pending</i>
CSM-03	Contracting Definition		<i>pending</i>
CSM-04	Work Authorization Scope Language <i>pending</i>		<i>pending</i>
CSM-04-F01	Work Authorization Fee Spreadsheet (.xlsx) <i>pending</i>		<i>pending</i>
CSM-05	Invoice Procedures	1.0	5/31/2023
CSM-05-T01	PDE Progress Reports		<i>pending</i>
CSM-05-T02	GEC Progress Reports		<i>pending</i>
Section 4 - Communications			
C-01	Program Communication Plan (PCP)	1.2	8/7/2023
C-01-PI01	Program Team	1.4	10/6/2023
C-01-PI02	Stakeholder Communications	1.2	8/7/2023
C-01-PI03	Public Involvement Event Checklist	1.1	8/7/2023
C-01-PI04	Public Meeting Schedule Reference	1.1	10/4/2023
C-01-PI05	Program Media Plan	1.1	9/16/2022
C-01-PI06	Social Media Policy	1.1	9/16/2022
C-01-PI07	Project Level Communications Roadmap	1.1	9/16/2022
C-02	Email MS Teams Channel Content and Naming	2.0	3/24/2023
C-02-R01	MS Teams Tags	0.1	5/17/2023
Section 5 - Document Control			
DC-01	Program Document Control Procedures	2.0	3/24/2023
DC-01-R01	Attachment G – Information and Security Requirements	0.0	N/A
DC-01-R02	CAD Naming Convention	0.0	06/16/2023
DC-01-WF01	Document Control Workflow	0.0	10/4/2022
Section 6- Schedule Management			
SCH-01	Schedule Management	1.0	6/26/2023
SCH-01-F01	Schedule Conformance Checklist	0.0	8/17/2022



Title: Table of Contents	TOC-1
Original Issue Date: 04/06/2023	Revision <u>3.0</u> Issue Date: <u>10/10/2023</u>

Procedure No.	Procedure Title/Description	Rev No.	Date
SCH-01-F02	PDE Schedule Review and Comment Form (xlsx)	0.0	8/17/2022
SCH-01-T01	PDE Schedule Template (pdf)	0.0	8/16/2022
SCH-01-T02	PDE Schedule Template (xer)	N/A	8/16/2022
SCH-02	Schedule Guide for TxDOT Transportation Projects	N/A	5/2023
Section 7 - Risk Management Plan			
R-01	Risk Management Plan		<i>pending</i>
Section 8 - Safety Procedures			
SFTY-01	Safety Procedures	1.0	9/5/2023
Section 9 - Design Management			
DM-01	Design Procedures		<i>pending</i>
DM-01-R01	PDE Deliverables List		<i>pending</i>
DM-01-R02	3D Design Review Kick-off Meeting Example		<i>pending</i>
DM-01-R03	3D Model Element Breakdown		6/16/2023
DM-01-R04	Steps for adding sheet numbers		<i>pending</i>
DM-01-F01	Schematic Layout Checklist (Word & pdf)	0.0	5/17/2023
DM-01-F02	Schematic Public Involvement Exhibit Checklist (Word & pdf)	0.0	5/17/2023
DM-01-F03	Schematic DSR Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F04	Schematic Stage Gate Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F05	Schematic Cross Sections Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F06	Schematic Construction Sequence Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F07	Schematic Cost Estimate Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F08	Schematic Traffic Study Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F09	Schematic Drainage Study Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F10	Schematic DGN Checklist (Word & pdf)	0.0	5/1/2023
DM-01-F11	PSE Review Checklist (Word & pdf)	0.0	5/16/2023
DM-01-F12	Estimate Review Checklist (Word & pdf)	0.0	5/16/2023
DM-01-F13	General Notes Checklist (Word & pdf)	0.0	5/16/2023
DM-01-F14	3D Review Checklist		<i>pending</i>
DM-02	Traffic and Safety Analysis and IAJR Development	0.0	5/5/2023
DM-02-R01	TxDOT Safety Performance Factors and Calibration Factors	0.0	5/5/2023
DM-02-R02	Traffic Growth Rate Recommendation Memo	0.0	7/6/2023
DM-02-R03	Traffic Peak Period Recommendation Memo	0.0	8/8/2023
DM-02-R04	IHSDM Configuration Files Instructions	0.0	<i>pending</i>



Title: Table of Contents	TOC-1
Original Issue Date: 04/06/2023	Revision <u>3.0</u> Issue Date: <u>10/10/2023</u>

Procedure No.	Procedure Title/Description	Rev No.	Date
DM-02-R05	Traffic Data Request Instructions	0.0	8/31/2023
DM-03	LDP GCS Integration into ORD	0.0	8/23/2023
DM-03-R01	Projecting State Plane Files into BRY-45 Low Distortion Geographic Coordinate System	0.0	8/31/2023
DM-XX	Design Review and Approval (for GEC Deliverables)		pending
Section 10 - Quality Assurance			
QA-01	Review of PDE Deliverables non-Bluebeam	0.0	10/3/2022
QA-01-F01	Comment Log (non-Bluebeam)	0.0	10/26/2022
QA-01-F02	Stakeholder and Agency Review Comment Log	0.0	9/30/2022
QA-01-WF01	Review of PDE Deliverables Workflow non-Bluebeam	0.0	10/3/2022
QA-01-WF02	Stakeholder Review Workflow	0.0	10/3/2022
QA-01-WF03	Preliminary Bridge Layout Review Workflow	0.0	9/30/2022
QA-02	Review of PDE Deliverables Bluebeam	1.0	5/16/2023
QA-02-F01	Bluebeam Session Initiation Form	0.0	10/4/2022
QA-02-F02	Comments to be Incorporated Form	0.0	10/4/2022
QA-02-WF01	Review of PDE Deliverables Workflow Bluebeam	0.0	10/3/2022
QA-03	Bluebeam User Guide	1.0	5/16/2023
N/A	Bluebeam Review Profile bpx file	0.0	9/30/2022
QA-04	Quality Spot Check Reviews	0.0	11/15/2022
QA-05	Corrective Action Memo	0.0	11/15/2022
QA-05-F01	Corrective Action Memo Template	0.0	11/15/2022
QA-05-F02	Corrective Action Memo Log	0.0	11/15/2022
QA-05-WF01	Corrective Action Memo Workflow	0.0	11/15/2022
QA-06	Environmental Review Process	0.0	5/3/2022
QA-07	Public Involvement Document Review Procedure	0.1	12/13/2022
QA-07-F01	Public Involvement Document Review Checklist	0.1	12/13/2022
QA-08	Quality Review of GEC Deliverables		pending
QA-10	Review of 3D Model Deliverables - iTwin	0.0	1/6/2023
QA-10-F01	iTwin Review Initiation Form (Word & pdf)	0.0	1/6/2023
QA-10-WF-01	iTwin Review Workflow	0.0	1/6/2023
QA-11	iTwin Review User Guide	0.0	1/6/2023
Section 11 – ROW Procedures			
ROW-01	Right-of-way Surveying and Mapping		pending
ROW-01-F01	Property Description Submittal Checklist (Word & pdf)	1.2	9/25/2023
ROW-01-F02	Abstract Map Submittal Checklist (Word & pdf)	0.0	9/25/2023
ROW-01-F03	Right-of-Way Map Submittal Checklist (Word & pdf)	0.0	9/25/2023
ROW-01-F04	GIS Data Submittal Checklist (Word & pdf)	0.0	6/26/2023



Title: Table of Contents		TOC-1
Original Issue Date: 04/06/2023		Revision <u>3.0</u> Issue Date: <u>10/10/2023</u>

Procedure No.	Procedure Title/Description	Rev No.	Date
ROW-01-F05	Final Submittal Checklist (Word & pdf)	0.0	9/25/2023
Section 12 – Utility Procedures			
UTIL-01	Utility Management	0.0	5/3/2023
UTIL-01-R01	Utility Investigation Checklist (Word & pdf)	0.0	5/3/2023
UTIL-01-R02	Utility Design Phase Checklist (Word & pdf)	0.0	5/3/2023
UTIL-01-R03	Utility UIR Checklist (Word & pdf)	0.0	5/3/2023
UTIL-01-R04	Utility PSE Checklist (Word & pdf)	0.0	5/3/2023
UTIL-01-R05	Utility Field Verification Report	0.0	5/3/2023
UTIL-01-R06	Utility Exception Guidelines Checklist (Word & pdf)	0.0	5/3/2023
UTIL-01-R07	Notice of Utility Coordination for Upcoming Project	0.0	5/3/2023

Revision	Revised by:	Date Issued	Reason for Revision
1.0	Connie Klose	5/8/2023	Additional SOPs and checklists have been published since April 6, 2023. Hyperlinks were revised and added to link to published documents.
2.0	Billie McVay	6/16/2023	Invoice SOP, PSE checklists, and additional Schematic checklists have been published. Hyperlinks were revised and added to link to published documents.
3.0	Connie Klose	10/10/2023	PMP, QMP, Executive Summary, Program Orientation Guide, Team Roles and Responsibilities and Organizational Chart updated, ROW checklists updated and added, Bluebeam SOP and User Guide updated, Traffic Peak Period and Growth Rate references added, Document control updated. Hyperlinks revised and links added for newly published documents.