

Contractor's Construction Administration Forms

(ALSO PROVIDED ELECTRONICALLY BY TPWD)

Use for eB?	FORM NAME	FORM PURPOSE	DUE
Non eB projects	TPWD Submittal Cover sheet (PWD-1413)	Use 1 submittal cover sheet per submission. Accompanies all submittals and is used to indicate the Contractor, Architect/Engineer of Record and the Project Manager (PM) have verified the accuracy of the submittal's content and to indicate the disposition of the referenced submittal materials.	With each submittal.
eB only	Submittal Import Form (OF_105)	Submittal Import: A pre-populated list created by the A/E and provided to Contractor by KM, organized by specification section, listing all items to be furnished for review and approval by A/E and Owner, as identified in the Contract Documents including anticipated sequence and submittal dates.	1 st – Submittal Register due within 21 calendar days after issuance of the Notice to Proceed (NTP).
Non eB projects	TPWD Submittal/RFI/CCP*/Log (PWD 1412) (*including time extensions)	Submittal Log: A pre-populated list created by the A/E and provided to Contractor by PM, organized by specification section, listing all items to be furnished for review and approval by A/E and Owner, as identified in the Contract Documents including anticipated sequence and submittal dates. RFI Log: Tracks Requests for Information CCP Log: Tracks Contractor's Change Proposals and Time Extension Proposals Note: Submittal Register, RFI, and CCP logs need to be kept up to date and can be used for review at construction progress meetings.	1 st – Submittal Register due within 21 calendar days after issuance of the Notice to Proceed (NTP).
BOTH	Work Progress Schedule (not a TPWD form. Provided by Contractor)	Initial schedule shall indicate the dates for starting and completing the various aspects required to complete the Work, including mobilization, procurement, installation, testing, inspection, delivery of Close-out Documents and acceptance of all the Work of the Contract. Schedule shall differentiate critical path work tasks from non-critical path tasks, showing the beginning and ending dates for each critical and non-critical path work tasks. Work Progress Schedule: continually updated time schedule prepared and monitored by Contractor that accurately indicates all necessary appropriate revisions as required by the conditions of the Work and the Project while maintaining a concise comparison to the Baseline Schedule.	1 st - within 21 calendar days after issuance of the Notice to Proceed (NTP). Updated monthly and submitted with each application for progress payment.
BOTH	Contractor's Change Proposal Over 100K – UGC (OF_035) Under 100K – T&C (OF_034)	Proposal for a Change Order submitted by Contractor in response to a discovery of a needed change. Includes narrative description of the proposed scope of work, schedule impact, price and number of requested days.	Turned in with Contractor's Change Proposal Breakdown.
BOTH	Contractor's Change Proposal Cost Breakdown (OF_059)	Detailed breakdown of the costs associated with the Contractor's Change Proposal, including a detailed labor, equipment, and material cost breakdown and/or a request for extension of calendar days, as well as overhead and profit as applicable. Attach cost substantiation to include quotes from subcontractors and suppliers.	Turned in with Contractor's Change Proposal Turned and prior to Owner's approval of a Change Order
BOTH	Contractor's Time Extension Proposal (OF_036)	Itemized list of time period amounts, narrative of work to be performed, updated critical path method schedule, and justification for which the contractor is requesting time extension due to calendar days lost due to reasons beyond the Contractor's control.	Prior to Owner's approval of a Change Order

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Non eB projects	Request for Information (RFI) (OF_037)	Written request by Contractor directed to A/E and ODR for a clarification of the information provided in the Contract Documents or for direction concerning information necessary to perform the Work that may be omitted from the Contract Documents. May also be initiated by TPWD.	As applicable
BOTH	Application for Payment (PWD-1356) (Construction Voucher)	Submitted by the Contractor to the TPWD Construction Project Manager, who in turn submits it to the Architect/Engineer and the Project Manager, in order to request a progress payment or final payment. Also see Application for Payment (Construction Voucher) FAQ.	Monthly with each application for progress payment and at final payment request.
N/A	Direct Deposit Authorization	Used to receive payments from the State of Texas by direct deposit or to change/cancel existing direct deposit information.	Turn in to Accounts Payable immediately after Notice to Proceed (NTP)
BOTH	Progress Payment Affidavit	Notarized affidavit from Contractor at the time of a progress payment request that affirms all sub-contractors have been paid or will be paid within 10 days from receipt of payment from TPWD.	Monthly with each application for progress payment.
BOTH	Final Payment Affidavit	Notarized affidavit from Contractor at the time of a final payment request that affirms all sub-contractors have been paid or will be paid within 10 days from receipt of payment from TPWD.	With the final payment request.
BOTH	Consent of Surety Company to Final Payment (OF_040)	Agreement that final payment will not relieve the surety of any of its obligations and the owner may preserve its rights under the bond. Also sets approval for TPWD to make a final payment to the Contractor.	With the final payment request.
BOTH	Federal Project Payroll Form (WH347)	For contractors and subcontractors who are required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly certified payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts. Required to be maintained on site if not federally funded.	Submitted weekly by Contractor to Construction Project Manager if project is federally funded.
N/A	Employee Rights (Davis-Bacon Act) -Federal Project Poster (WH-1321 - Government Construction)	Every Contractor performing work covered by the labor standards of The Davis-Bacon and related Acts shall post a notice (including any applicable wage determination) at the site of the work in a prominent and accessible place where it may be easily seen by employees.	Posted by Contractor at work site.
BOTH	Contractor Background Check Request (PWD-1198 (rev 10/19))	Must be completed and submitted by Contractor to TPWD for any jobs performed at Headquarters, Promontory Point and Airport Commerce Park. HQ Police will refuse entry to any contractor or non-employee who has an unacceptable criminal history or at any time a person acquires one.	Turned in to TPWD HR within five (5) business days of receipt of Notice to Proceed (NTP) Must be approved prior to Contractor arriving on site for HQ-complex projects. Update as necessary.
N/A	Substantial Completion or Final Inspection Prep List	May be used as a guide by the Construction Project Manager to confirm receipt of documents and completion of actions upon Contractor's request for substantial completion inspection or final inspection (optional).	Guideline document utilized by TPWD staff.
BOTH	O&M Manual Table of Contents (OF_044)	Standard outline for all O&M Manuals (all sections, except for Section I Project Design Narrative) provided by the Contractor.	Turned in with O&M Manual and treated as a submittal.