

CONSTRUCTION CHECKLIST FOR TEXAS PUBLIC GOVERNMENT ENTITIES WHEN UTILIZING COOPERATIVE CONSTRUCTION JOB ORDER CONTRACTING (JOC)

TIPS is not providing legal advice with this document but is alerting TIPS Members of statutory requirements that could be applicable to a TIPS Member's purchase when utilizing a cooperative JOC contract. TIPS recommends that you consult your legal counsel when entering into a contract.

Job Order Contracting is the only delivery method included in Texas Government Code § 2269 which can functionally be procured through a cooperative contract.¹ When contracting for construction services the following actions should be considered:

The Texas Government Entity's Governing Body Must:

- a. Select the Construction Delivery Method of Job Order Contract as the method which provides the best value for the governmental entity, when required.²
- b. Ensure that your entity has entered into an interlocal agreement with, or has otherwise become a member of, the selected purchasing cooperative.³
- c. Certify determination of need for Architect or Engineer. Per Texas Government Code 791.011(j), local governments procuring "construction related goods or services" greater than \$50,000.00 through an interlocal agreement, must have written certification determining the need for and/or engagement of a project Architect or Engineer.⁴ Please see attached forms and charts for reference and assistance.
- d. Select *independent* design professionals, Architects and Engineers, as appropriate pursuant to the Texas Occupations Code. ***The selected contractor cannot provide these services.*** Generally, Architects are required for renovations to buildings costing \$50,000.00 or more and for new buildings costing \$100,000.00 or more. Generally, Engineers are required for projects costing \$8,000.00 or more which include electrical or mechanical modifications and if no electrical or mechanical modifications, then any project of \$20,000.00 or more. These are basic descriptions and there are more complex rules and considerations in determining the need for independent design professionals.⁵
- e. For any contract for a public work awarded by a political subdivision of the state, one must determine the prevailing wage rate for the geographic area which is typically done by determining the Davis Bacon Wage Rates. The current Davis-Bacon Wage Rates can be found at <https://wdolhome.sam.gov/>. This is required by FEMA, The Texas Department of Agriculture in relation to Child Nutrition Funds, and EDGAR funds. Texas law provides an alternative survey method which is not commonly used but can be found described in Texas Government Code Chapter 2258.⁶
- f. Make any delegations of authority to authorized representative, committee, or other person related to the construction procurement process. Notice of any delegation, the limits of the delegation, and the name or title of each person designated must be provided in notice by rule or through the published solicitation. This is often done through a resolution prepared by legal counsel and approved by the governing body.⁷
- g. The governing body of a governmental entity shall approve each job, task, or purchase order that exceeds \$500,000.00 for JOC procured through a cooperative contract.⁸

¹ See Texas Government Code Chapter 2269; § 2269.406-407. Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2269.htm>.

² See Texas Government Code Chapter 2269; § 2269.056(a). Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2269.htm>.

³ See Texas Government Code Chapter 791; § 791.011(d)(1). Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.791.htm>.

⁴ See Texas Government Code Chapter 791; § 791.011(j). Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.791.htm>.

⁵ See Texas Occupations Code §§ 1001.053 & 1051.703. Found at <https://statutes.capitol.texas.gov/Docs/OC/htm/OC.1001.htm#1001> and <https://statutes.capitol.texas.gov/Docs/OC/htm/OC.1051.htm#1051.703>.

⁶ See Texas Government Code Chapter 2258; § 2258.022. Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2258.htm>.

⁷ See Texas Government Code Chapter 2269; § 2269.053. Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2269.htm>.

⁸ See Texas Government Code Chapter 2269; § 2269.403. Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2269.htm>.

The Entity Must (*which may or may not require the governing body's approval depending on local policy*):

- a. Prior to beginning the project, obtain proper Payment Bonds (generally required for projects valued at \$25,000.00 and greater) and Performance Bonds (generally required for projects valued at \$100,000.00 and greater) for public works contracts.⁹
- b. Obtain documentation that the contractor is providing workers compensation, general liability, and other insurance certificates for any project regardless of the size of the project.
- c. Work with your attorney to draft and review contracts for public work construction.
- d. If the project requires governing body approval **OR** exceeds \$1,000,000.00, obtain the Form 1295 Disclosures from the entity with which your entity is contracting and acknowledge that receipt with the State **BEFORE** signing any contracts.¹⁰
- e. When required, include written verification in the contract that the contracting party does not boycott Israel.¹¹
- f. Confirm that the contract provides that it will be governed and interpreted in accordance with the laws of the State of Texas as required by the Texas Business and Commerce Code. A provision providing exclusive venue of state district courts in your county is recommended.¹²
- g. Check the Texas Comptroller's website located at: <https://comptroller.texas.gov/purchasing/publications/divestment.php> and document that the Vendor not listed on any of the Comptroller's divestment lists in connection with Tex. Govt. Code 808.051, Tex. Govt. Code 2252.153, and Tex. Govt. Code 2270.0209, and for compliance with contracting requirements referenced in Tex. Govt. Code 2252.152, and Tex. Govt. Code 2270.002.¹³
- h. Ensure contractor and subcontractor compliance with Texas Education Code § 22.08341 et. seq. regarding criminal history information review by certain public works contractors and subcontractors.¹⁴
- i. Carefully review your entity's governing body's policies, specifically CV and CH Local for Texas School Districts.

⁹ See Texas Government Code Chapter 2253; § 2253.021. Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2253.htm>.

¹⁰ See Texas Government Code § 2252.908 found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2252.htm>. See also, <https://www.ethics.state.tx.us/filinginfo/1295/>.

¹¹ See Texas Government Code Chapter 2271; § 2271.002. Found at <https://statutes.capitol.texas.gov/Docs/GV/htm/GV.2253.htm>.

¹² See Texas Business and Commerce Code Chapter 272; § 272.001. Found at <https://statutes.capitol.texas.gov/Docs/BC/htm/BC.272.htm>.

¹³ See <https://comptroller.texas.gov/purchasing/publications/divestment.php>.

¹⁴ See Texas Education Code Chapter 22; § 22.08341. Found at <https://statutes.capitol.texas.gov/Docs/ED/htm/ED.22.htm#22.08341>.

CERTIFICATION OF DETERMINATION OF NEED FOR ARCHITECT OR ENGINEER

Texas Govt Code 791.011(j) requires the following written certification determining the need for and/or engagement of a project Architect or Engineer when a Texas local government utilizes an Interlocal Agreement to procure construction related services utilizing a Job Order Contract.

I, _____, have been designated by the Texas
(insert name)

local government entity _____
(insert name)

located at _____
(insert address)

to determine whether or not an Architect or Engineer is required for the project described here
(insert project description on the next two lines)

I have determined that an Architect or Engineer is required. Type YES or NO here _____

If it is determined that an Architect or Engineer is required for the above referenced project, the following firm or firms were engaged for the project described herein.

(insert names and addresses of firm(s) below)

Signature of designee listed above _____

Date _____

Below are helpful guides to when an Architect or Engineer are required in Texas. If you are unsure, please consult your legal counsel or an Architect or Engineer that is licensed in Texas.

TX Govt Code 791.011(j)

(j) For the purposes of this subsection, the term "purchasing cooperative" means a group purchasing organization that governmental entities join as members and the managing entity of which receives fees from members or vendors. A local government may not enter into a contract to purchase construction-related goods or services through a purchasing cooperative under this chapter in an amount greater than \$50,000 unless a person designated by the local government certifies in writing that:

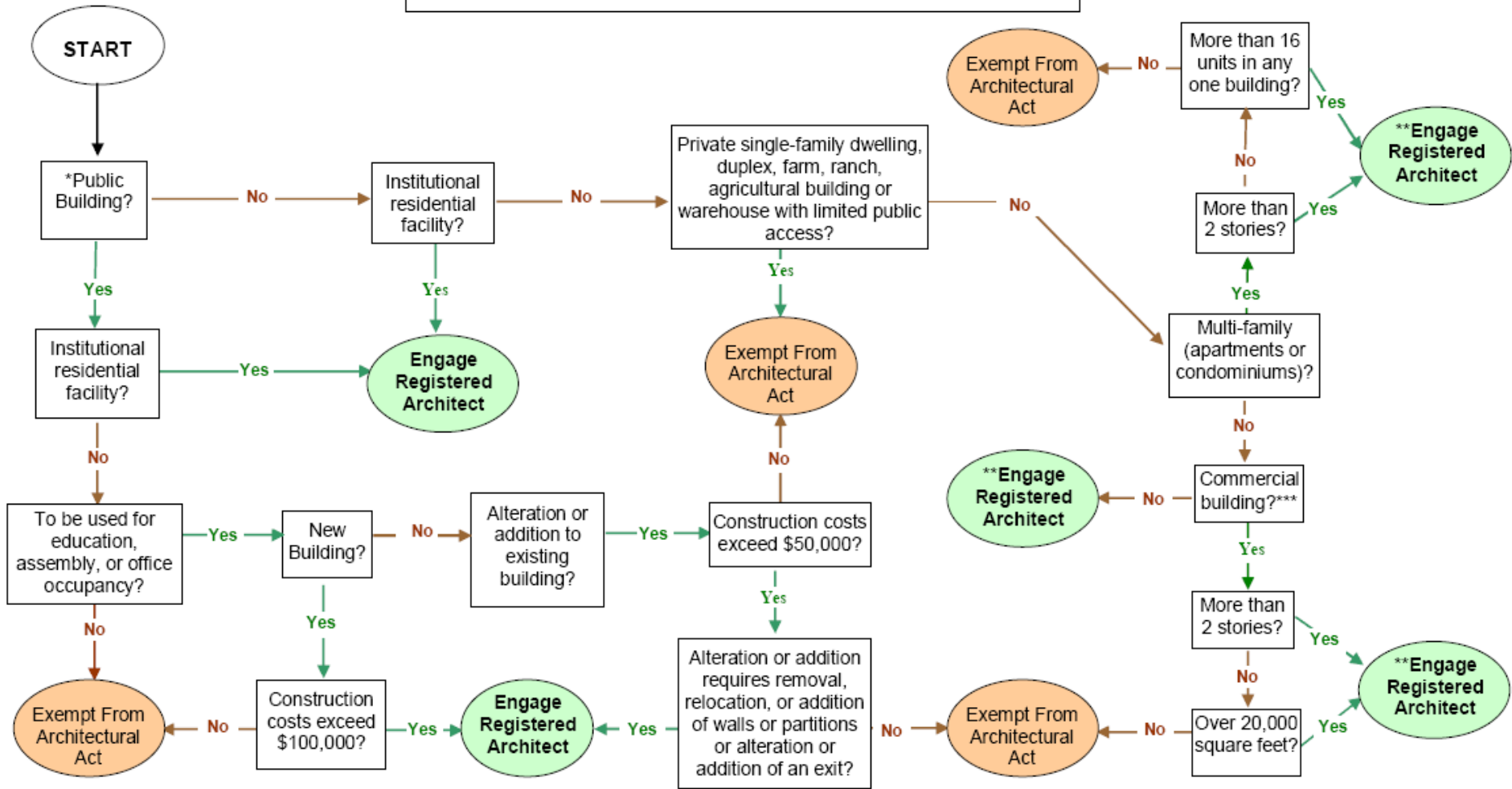
(1) the project for which the construction-related goods or services are being procured does not require the preparation of plans and specifications under Chapter [1001](#) or [1051](#), Occupations Code; or

(2) the plans and specifications required under Chapters [1001](#) and [1051](#), Occupations Code, have been prepared.

Architect Required: When to Engage an Architect for Design and Construction Observation

P.O. Box 12337
Austin, Texas 78711-2337
512-305-9000
www.tbae.state.tx.us

NOTE: An unlicensed person who wishes to offer or perform design services pursuant to any of the exemptions **must not use any form of the word "architect"** in connection with the offer or performance of design services.



* "Public Building" means any building that is owned by a State agency, a political subdivision of the State, or any other public entity in Texas.

** If a project involves only the alteration of an existing building and the alteration does not involve a substantial structural or exitway change to the building, the project is exempt from the architectural act.

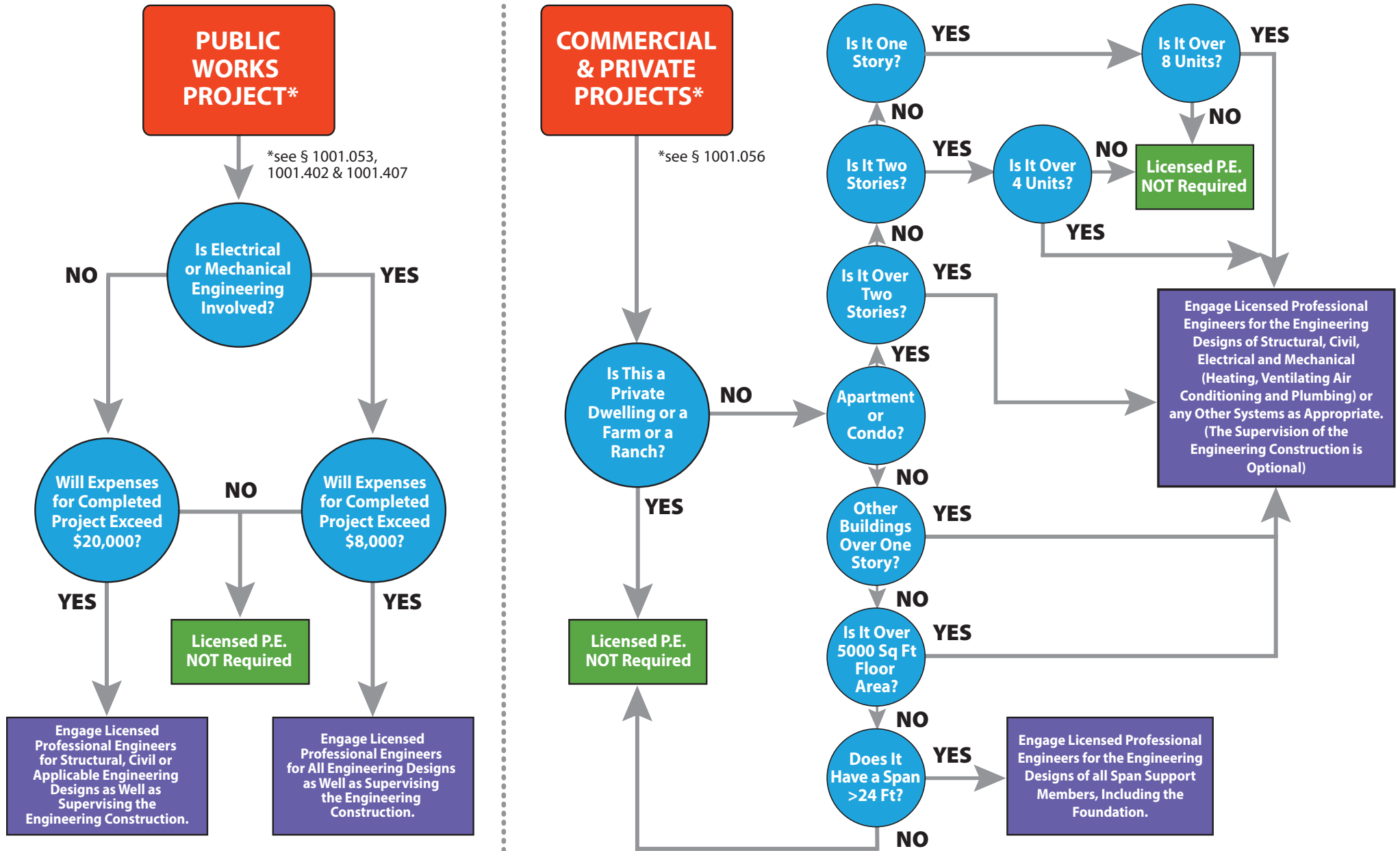
*** "Commercial building" means an enclosed structure primarily used for the purchase, sale, or exchange of commodities or services.

Additional copies of this flowchart may be downloaded from our website at: www.tbae.state.tx.us/LawsEnforcement/BuildingOfficials.shtml.
To verify the registration status of an architect, landscape architect, or interior designer, please visit: www.tbae.state.tx.us/PublicInfo/FindProfessional.shtml.

When is a Professional Engineer required on a project?



Texas Board of Professional Engineers
Engineering For A Better Texas



This flowchart is intended for guidance purposes only and the Texas Engineering Practice Act and Rules govern final interpretation. Local codes and ordinances may be more restrictive as long as not in conflict with the Texas Engineering Practice Act and Rules.

Visit <http://engineers.texas.gov/downloads.htm> for a copy of the Texas Engineering Practice Act and Board Rules and download this diagram.