

# Project Evaluations



Recordkeeper Job Aid

Construction Division

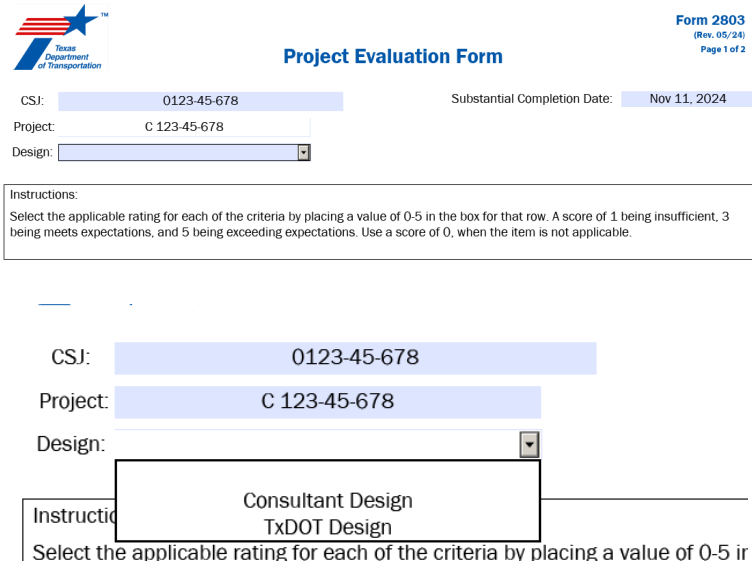


# Construction Recordkeeper Job Aid

## Project Evaluations

 <p><b>Form 2803</b> (Rev. 05/24) Page 1 of 2</p> <p><b>Project Evaluation Form</b></p> <p>CSJ: _____ Substantial Completion Date: _____</p> <p>Project: _____</p> <p>Design: _____</p> <p>Instructions: _____</p>	<p>1. Download the current version of Form 2803 from E-forms.</p>
<p>TEXAS DEPARTMENT OF TRANSPORTATION</p> <p>SUBMITTED FOR LETTING: 7/31/2023</p> <p>Designed by: <u>[Signature]</u> P.E. AREA ENGINEER</p> <p>RECOMMENDED FOR LETTING: 7/31/2023</p> <p>Designed by: <u>[Signature]</u> P.E. DIRECTOR OF TRANSPORTATION PLANNING AND DEVELOPMENT</p> <p>APPROVED FOR LETTING: 7/31/2023</p> <p>Designed by: <u>[Signature]</u> P.E. DISTRICT ENGINEER</p>	<p>2. To find the design information:</p> <ol style="list-style-type: none"> <li>Open the After Letting Plan Set for the project needing evaluation.</li> <li>Locate the original seal and information about who built or designed the project.</li> <li>Note if it was designed by TxDOT or by a consultant.</li> </ol>
 <p><b>Form 2803</b> (Rev. 05/24) Page 1 of 2</p> <p><b>Project Evaluation Form</b></p> <p>CSJ: _____ Substantial Completion Date: _____</p> <p>Project: _____</p> <p>Design: _____</p> <p>Instructions: _____</p>	<p>3. To find substantial completion date, look in ProjectWise –02 Contract Administration – 2.1 Project Time.</p> <p><b><u>xxxCSJxxx YYYYMMDD</u></b></p> <p><b><u>ACN</u></b> Anticipated Completion Notice to DCO triggers DCO final inspections and other</p>

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	reviews as applicable (also known as substantial completion).
	<p>4. Complete Form 2803 header information.</p> <ul style="list-style-type: none"> <li>a. CSJ – without dashes (they will autofill)</li> <li>b. Substantial Completion Date</li> <li>c. Project Design dropdown – choose TxDOT or Consultant</li> </ul> <p>5. Save the form as a fillable file and send to the Area Engineer for scoring.</p>

After the Area Engineer has performed the evaluation and entered the score in SiteManager, document the complete project evaluation in the project files in ProjectWise (7. Final Documentation #9 Project Evaluation) and share or store in accordance with District procedures.

The Project Evaluation and Contractor Evaluation scores **must** be entered in SiteManager before a final estimate can be run.

**Best Practice:** Prepare and send the Project Evaluation form to the Area Engineer as soon as the substantial completion notice is sent. This will prevent delays to running the final estimate pending entry of the score.