Project Evaluations

Recordkeeper Job Aid Construction Division





Project Evaluations

Form 2803 (Rev. 05/24) Project Evaluation Form CSJ: Project: Design: Instructions:	1. Download the current version of Form 2803 from E-forms.
TEXAS DEPARTMENT OF TRANSPORTATION	 2. To find the design information: a. Open the After Letting Plan Set for the project needing evaluation. b. Locate the original seal and information about who built or designed the project. c. Note if it was designed by TxDOT or by a consultant.
Form 2803 (Inc. 06/24) Project Evaluation Form CS: Project: Design: Instructions:	 To find substantial completion date, look in ProjectWise – 02 Contract Administration – 2.1 Project Time. <u>xxxCSJxxx YYYYMMDD ACN</u> Anticipated Completion Notice to DCO triggers DCO final inspections and other reviews as applicable (also known as substantial completion).



Construction Recordkeeper Job Aid

Designet		Form 2803 (Rev. 05/24) Page 1 of 2	4.	4. Complete Form 2803 header information.	
0123-45-678 C 123-45-678	EVALUATION FORM	Nov 11, 2024		 a. CSJ – without dashes (they will autofill) 	
Y]		b. Substantial Completion Date	
ing for each of the criteria by placing a is, and 5 being exceeding expectations.	value of 0-5 in the box for that row. A score of 1 . . Use a score of 0, when the item is not applicab	being insufficient, 3 le.		c. Project Design dropdown – choose TxDOT or Consultant	
0123-4	45-678		5. Save the form as a fillable file and send to the Area Engineer		
C 123-45-	678			for scoring.	
Consultant E TxDOT De:	▼ Design sign			ion beening.	
C iir	Project 0123-45-678 2123-45-678 rg for each of the criteria by placing a t, and 5 being exceeding expectations 0123-4 C 123-45- Consultant I TxDOT De oplicable rating for each	Project Evaluation Form 0123-45-678 Substantial Completion Date: :123-45-678 Image: Completion Date: :123-45-678 Image: Completion Date: 0123-45-678 Ima	Project Evaluation Form Project Evaluation Form Page 1 of 2 Page 1	Project Evaluation Form Page 1 of 2 Page 1	

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.

<u>Best Practice</u>: 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.