

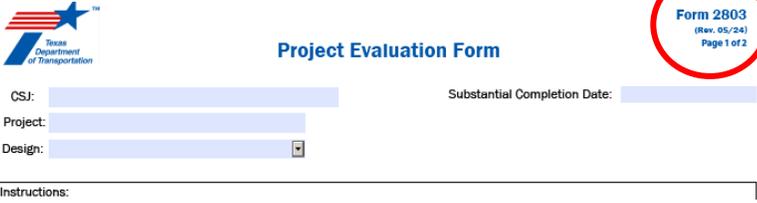
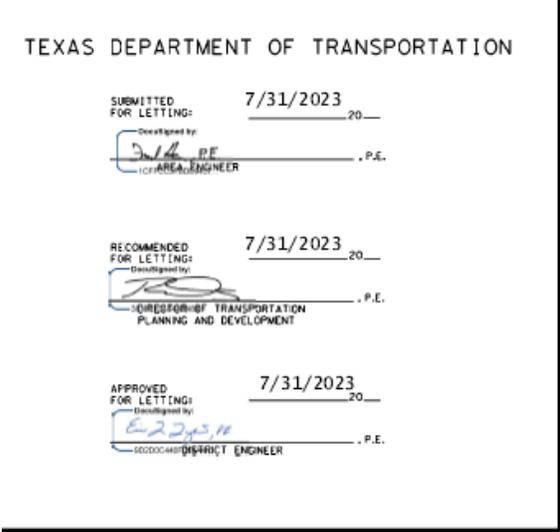
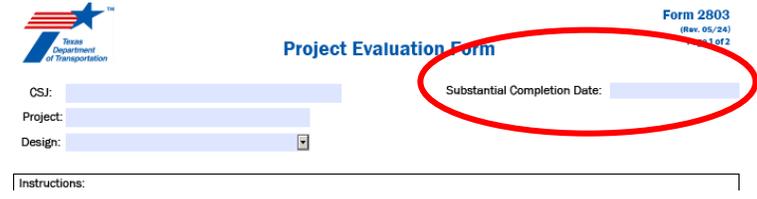
Project Evaluations

Recordkeeper Job Aid

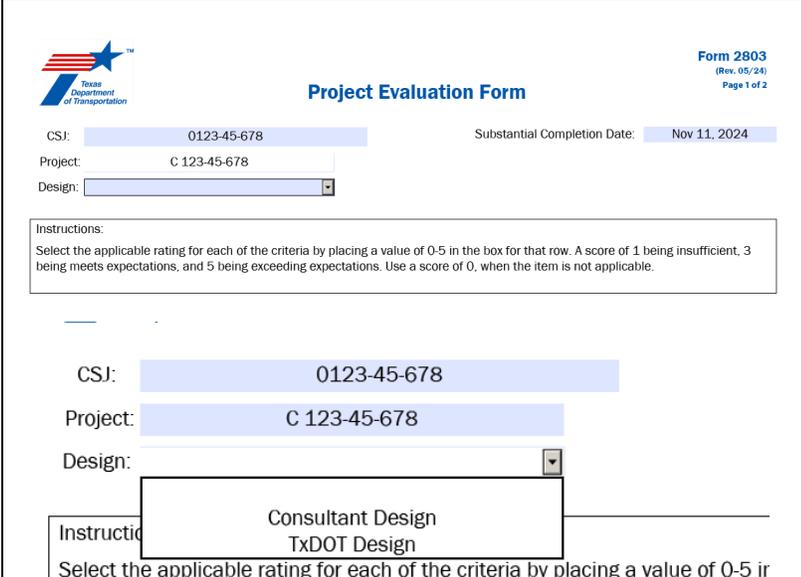
Construction Division

Construction Recordkeeper Job Aid

Project Evaluations

 <p>Form 2803 (Rev. 05/24) Page 1 of 2</p>	<p>1. Download the current version of Form 2803 from E-forms.</p>
	<p>2. To find the design information:</p> <ol style="list-style-type: none"> Open the After Letting Plan Set for the project needing evaluation. Locate the original seal and information about who built or designed the project. Note if it was designed by TxDOT or by a consultant.
	<p>3. To find substantial completion date, look in ProjectWise – 02 Contract Administration – 2.1 Project Time.</p> <p>xxxCSJxxx YYYYMMDD ACN <i>Anticipated Completion Notice to DCO triggers DCO final inspections and other reviews as applicable (also known as substantial completion).</i></p>

Construction Recordkeeper Job Aid

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