TxDOTCONNECT

Reference Guide:

Project Information

v 2.0.2

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1. Introduction

1.1. Purpose of this Document

TxDOTCONNECT is an information technology solution to automate the delivery of TxDOT's programs and replace up to 40 Engineering Operations systems. It will impact many stakeholders, both internal and external to the agency. This includes individuals who use current systems to input data regarding TxDOT projects, as well as those individuals that rely on that information for decision-making purposes.

This document is your guide to navigating **TxDOTCONNECT** and performing tasks according to your security roles. The scope of this document is limited to functionality delivered in Release 1.

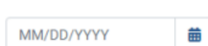
1.2. Reference Guide Key

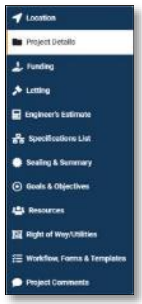
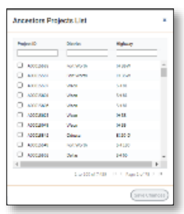
This reference guide uses symbols and color to emphasize certain points. These are described below.

Tips This symbol identifies tips and benefits.	**1. Ordered Lists** Processes are presented with blue numbers.
Important This symbol indicates you should read carefully.	**Unordered Lists** Lists are presented with blue bullets.
*** Red Stars** Required fields are identified with a red star (*). These fields must be completed in a new project before you can save a project.	**Bold Text** Where possible, buttons and fields are identified with images of the button or field. Otherwise, they're identified with bold text.

1.3. Feature Key

TxDOTCONNECT contains several types of buttons and fields. These are described below.

Feature	Example	Description
Button		An interactive part of the screen that provides quick and basic functions. It is usually labeled with its purpose.
Add from List		A button that allows you to select one or more options from a Pop-Up Window.
Check Box		A small box that, when selected, enables or selects a certain feature.
Date Picker		A button that allows you to select any date from any year.
Drop-Down Menu		A field that allows you to select from predefined values. You may also begin typing to skip to a specific value.

Expand/Collapse		A button that, when clicked, expands or collapses a section of a page.
Field		An interactive part of the screen where you may type any value. Remember to follow the guidelines for your business area.
Icon		An image, usually a clickable button, that represents a specific entity.
Left Navigation Menu		A menu that appears to the left of all project pages. Click an option to display that page. The menu also expands to show all available sections on the selected page.
Pop-Up Window		A small screen that displays information relevant to an area being edited or viewed. The popup window remains on the screen until an action has been completed.
Page		The full screen of detailed information displayed after a project or page option has been selected. These are often divided into multiple selections.
Radio Button		A small, interactive button that allows you to select from one of a few options.
Section		A part of a page that contains information specific to a certain topic or area. These are clearly titled, with the ability to expand or collapse.

2. Login Screen

The login screen is the first screen that appears when accessing the TxDOTCONNECT web address.

2.1. Sign In

Internal users can sign in with their TxDOT credentials.

1. Navigate to TxDOTCONNECT in your internet browser.
2. Enter your TxDOT **User Name** in the Username field.
3. Enter your TxDOT **Password** in the Password field.
4. Click 

.

TxDOTCONNECT works best in **Google Chrome** for most purposes but will also function in Internet Explorer 11 and FireFox.

2.2. Forgotten Passwords

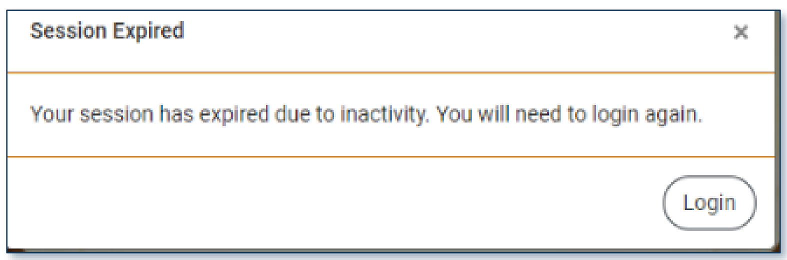
If you have issues logging in to TxDOTCONNECT, contact **TxDOTNOW (512) 302-HELP (4357)** for assistance or open a **TxDOTNow ticket** using the link on the screen.

Requesting a password reset for the application resets the network password.

2.3. Idle Session Security Timeout

For security purposes, once a session in TxDOTCONNECT is idle for 20 minutes, you will be logged out.

You will see the **Session Expired** message.



2.4. Extended Session Security Logout

For security purposes:

If a session in TxDOTCONNECT has lasted longer than four hours, TxDOTCONNECT will log the user out and require the user to log back into TxDOTCONNECT, before continuing to work.

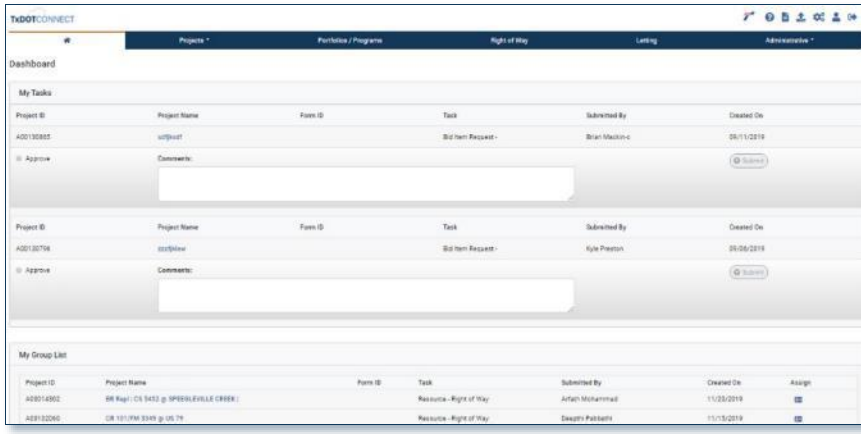
3. Home Page

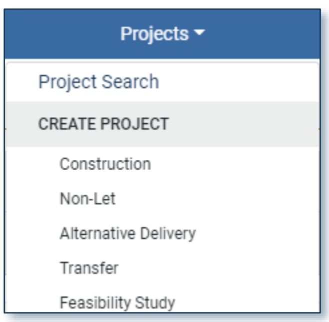
The TxDOTCONNECT **Home Page** contains the **Top Menu Bar** and the **Dashboard**, which includes **My Tasks** and **My Group List**.

3.1. Top Menu Bar

The **Top Menu Bar** appears at the top of every page, and includes these features:

- Click on any page to return to the **Home Page**.
- Click Projects to search for or create a project.
- Click Portfolios / Programs to review [Planning Targets](#).
- Click Letting to perform a Contract Inquiry.
- Click Administrative to navigate to the Administrative functionality.





- Select **Project Search** to search for a project.
  See **[Project Search](#)**.

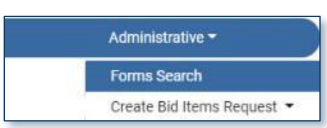
Users with certain security roles have the ability to create projects. Users without these security roles will not see the options listed below.

- Select **Construction** to create a new Construction project.
- Select **Non-Let** to create a new Non-Let project.
- Select **Alternative Delivery** to create a new Alternative Delivery project.
- Select **Transfer** to create a new Transfer project.
- Select **Feasibility Study** to create a new Feasibility Study project.

Your ability to create a project and the types of projects you can create depends on your **Security Role**. You can check your security role in your **User Profile**.

- **Project Manager - Initiate (District)** can create all Project Types.
- **Division Project Managers** can only create Non-Let projects, with some exceptions:
  - **Project Manager - Design** can create Construction projects.
  - **Corridor Planning Coordinator (TPP)** can create Feasibility Study projects.

If you need to change your Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** for assistance or open a **TxDOTNow ticket.**

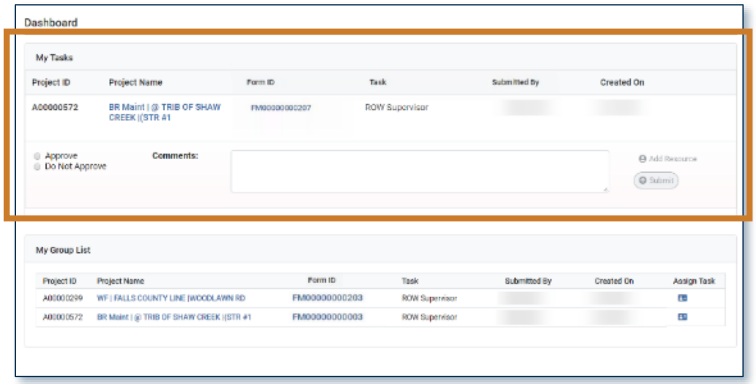


- Select **Forms Search** to search for a specific form by Form Type and Form ID.

  Your ability to perform a **Forms Search** depends on your **Security Role.** You can check your security role in your **User Profile**.

3.2. My Tasks

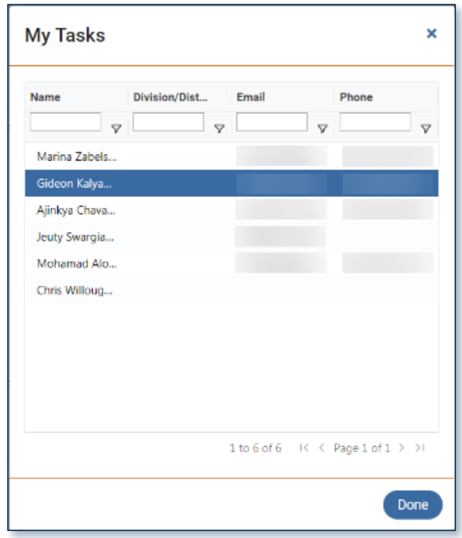
My Tasks contains information if you are assigned a task in TxDOTCONNECT. Tasks include review and approval of decisions for workflow items, such as Resource Requests. You can review and respond to the request within My Tasks.



This section displays the following information:

Field	Description
Project ID	The project identifier for which the request was submitted.
Project Name	The project name for which the request was submitted. Click the project name to navigate to the project.
Form ID	The unique form identifier for the request.
Task	The name of the task (example: Resources – ROW) being requested.
Submitted By	The person who submitted the request.
Created On	The date the request was submitted.
Response Selection Approve Return Do Not Approve	Radio buttons where you select your response. ■ **Approve** – the request will be approved and move forward in the workflow. ■ **Return** – the request will be returned to the submitter to make changes and resubmit. Note: Resource Requests do not include this option. ■ **Do Not Approve** – the request will be canceled and will not move forward in the workflow.
***Comments**	This field allows you to leave comments to clarify your response. This field is required if you select **Return** or **Do Not Approve**.
Add Resource	This button only appears on Resource Requests. Click to open the Resource Assignment window shown below.
Submit	Click Submit to submit your response and finalize the request.

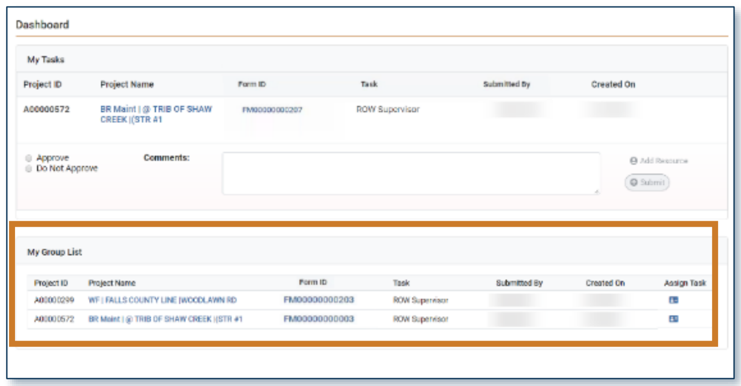
3.3. Resource Assignment



Click Add Resource on a Resource Request to open the Resource Assignment window.

1. Use the column headers to filter the list of available resources.
2. Select a Resource.
3. Click Done to save the resource and add them to the resource request.

3.4. My Group List



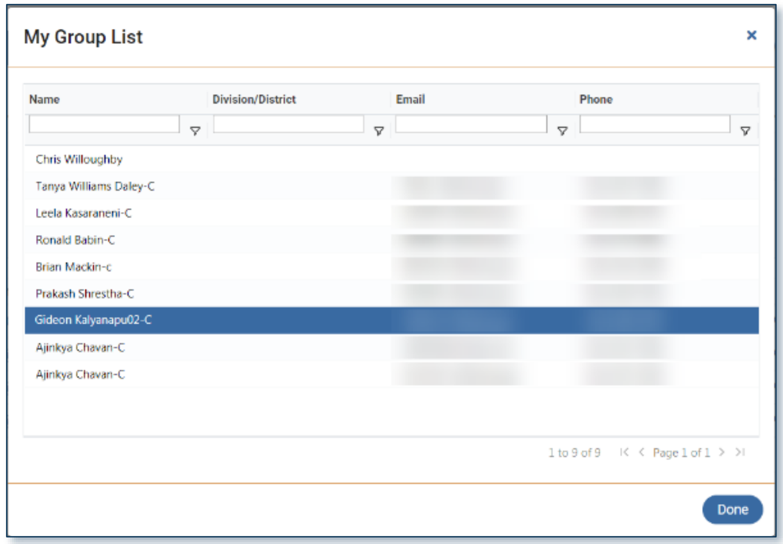
My Group List allows supervisors and coordinators to assign tasks to individuals within their workgroup. The individual to whom the task is assigned will then see the task in their My Tasks list.

If a workflow item is routed to a single individual (for example the only utility coordinator in a district), it will bypass the My Group list and go directly to the individual's My Tasks list.

This section displays the following information:

Field	Description
Project ID	The project identifier for which the request was submitted.
Project Name	The project name for which the request was submitted. Click the project name to navigate to the project.
Task	The name of the task (example: Resources – ROW) being requested.
Submitted By	The person who submitted the request.
Created On	The date the request was submitted.
Assign Task	Click to select a team member to assign the request.

3.5. Task Assignment



Click on a task in My Group List to open the Task Assignment window.

1. Use the column headers to filter or sort the list of available resources.
2. Select an individual to whom you wish to assign the task.
3. Click Done to complete the assignment.

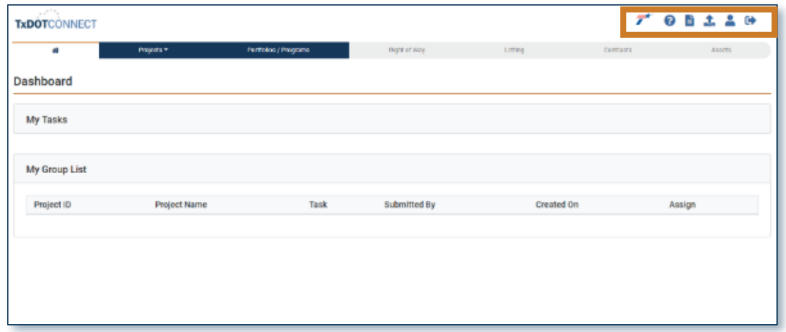
The task will disappear from the My Group List section of the Dashboard, and the individual you have chosen will now see the task in My Tasks.

4. Tools Menu

The **Tools Menu** appears in the upper right corner of every page in TxDOTCONNECT.

The Tools Menu consists of the following features:

- Click to navigate to www.txdot.gov.
- Click to access **Help** for any page in TxDOTCONNECT.
- Click to access the **Reporting** feature.
- Click to access the **Bulk Upload** page.
- Click to access your **Profile** page.
- Click to **Log Out** of TxDOTCONNECT.



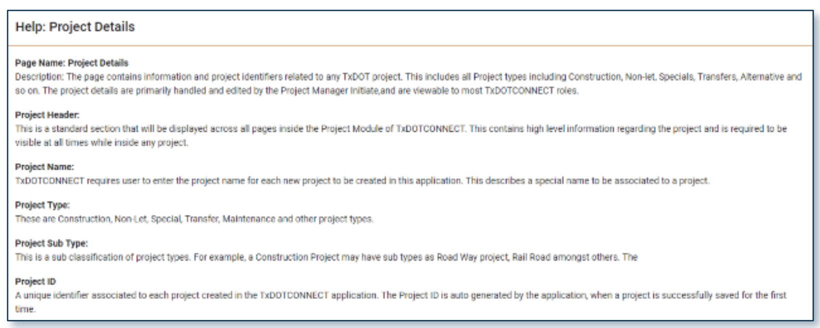
These and other buttons in TxDOTCONNECT have **Tool Tips** available. Hover over them if you need a reminder of their function.

4.1. Help

The **Help Page** displays information about the sections and fields on the current page. Click to open the Help page.

Help opens in a separate browser window, to prevent replacing the page you're on.

Sections and fields are described in the order they appear on the page in question, not in alphabetical order.

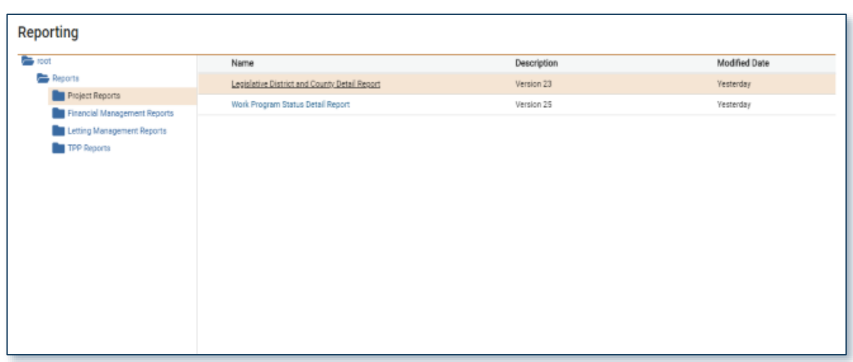


4.2. Reporting

The Reporting Page allows you to access and export automated reports.

1. Click to open the Reporting Page.
2. Double-click the **Root** folder (if it is not already open).
3. Double-click the **Reports** folder (if it is not already open) to display the Report Categories.
4. Select the desired **Report Category**.
5. Select the desired **Report Name**.

The **Report Options** window will open.



The Financial Management, Letting Management, and TPP Reports are restricted by role.

6. Select one or multiple values for each of the criteria.

There are several buttons on the **Report Options** window:

- Click ✔ Select All to select all values in the list.
- Click ✖ Deselect All to de-select all values in the list.
- Click Invert to select all values *except* your current selections.
- Click the ═ symbol underneath these buttons, then drag to resize the list of criteria.

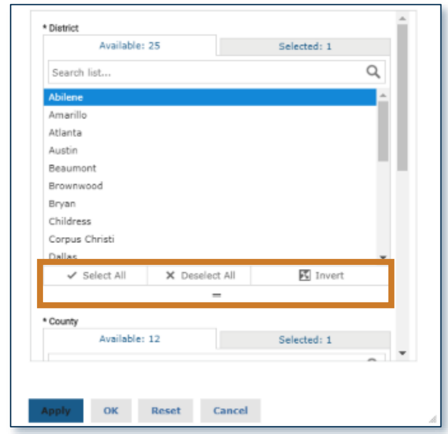
To select all but a few values, click ✔ Select All, then de-select the ones you don't want.

- Click Apply to apply your criteria to the current report without closing **Report Options**.
- Click OK to generate the report based on your current criteria.
- Click Reset to remove all criteria selections.
- Click Cancel to cancel your report selection.

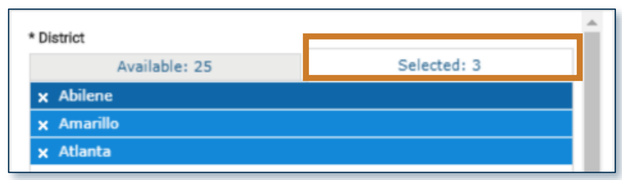
Once you have made your selections,

7. Click OK.

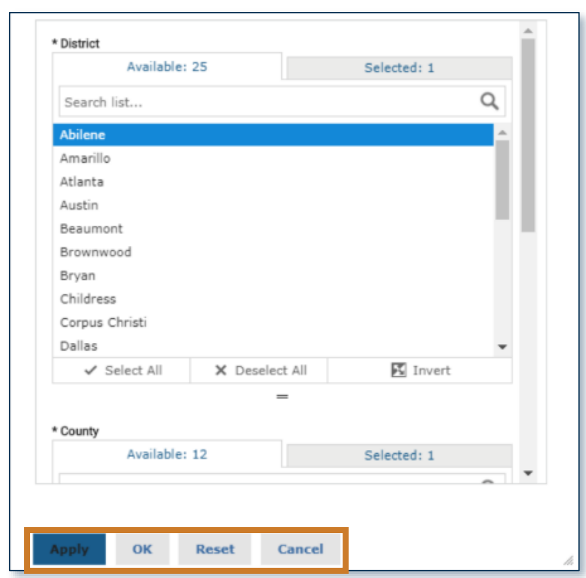
Your report will display.



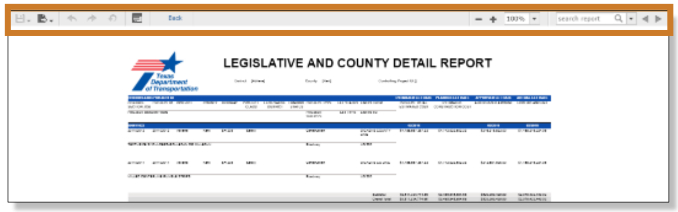
There are multiple criteria depending on the Report type. Make sure you complete all criteria with an asterisk (*).



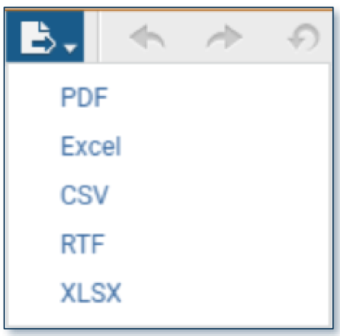
You can review all the criteria you have selected by clicking on the **Selected** tab in the Report Options window.



You have several options in the Reporting Toolbar.



- Click to export your report. We describe this in more detail below.
- Click to **undo**, **redo**, or **undo all actions.**
- Click to open the Report Options window and select your criteria again.
- Use to zoom in, zoom out, or select a zoom level.
- Use to search for terms within your report. The arrow keys allow you to navigate through the search results within the report.
- Use to navigate to the first, previous, next, or last page in the report.



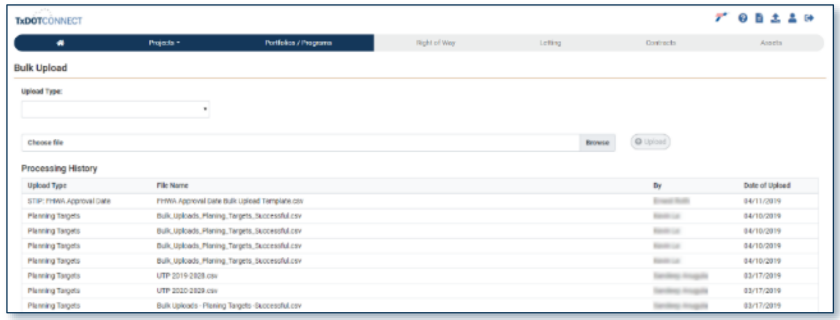
In most cases, you'll use **XLSX** for Excel reports.

You have the following options for exporting your report

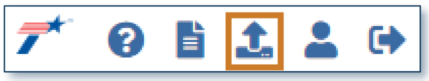
- **Portable Document Format (.pdf)**
  This produces a nicely formatted document that can't be edited.
- **Excel Spreadsheet (.xls)**
  This produces a spreadsheet that is compatible with versions of Excel prior to Excel 2007. **This is not common.**
- **Comma Separated (.csv)**
  This produces a spreadsheet without formatting, which can be useful for uploading into other software.
- **Rich Text Format (.rtf)**
  This produces a text file with minimal formatting, that can be edited further.
- **XLSX Excel Spreadsheet (.xlsx)**
  This produces a spreadsheet that is compatible with versions of Excel from Excel 2007 and after. **This is much more common than .xls.**

4.3. Bulk Upload

The **Bulk Upload** feature allows users with certain roles to update data on many projects at once by uploading a single spreadsheet.



1. Click **Bulk Upload** in the Tools Menu to navigate to the **Bulk Upload** Page.



2. Populate a template with the data you wish to use to update projects in TxDOTCONNECT.

You must use the proper template according to the type of data being uploaded (see table below for links).

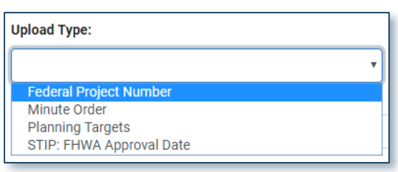
The template must be saved as a .CSV file or the upload will not be accepted.

The data types that can be updated in this way, as well as the security roles that can upload them, are shown at right.

Use the links in the table at right to access the proper template for the data type you are uploading.

3. Select the desired **Upload Type** once on the Bulk Upload Page.

You will only be able to see the upload type(s) for which you have permission.

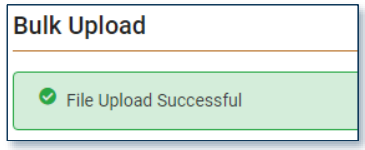


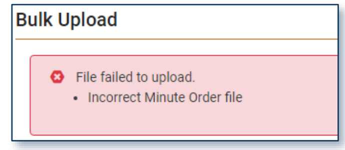
4. Click Browse to browse for the correct file.
5. Select the desired Excel spreadsheet saved as a .CSV file.
6. Click Upload to upload the file.

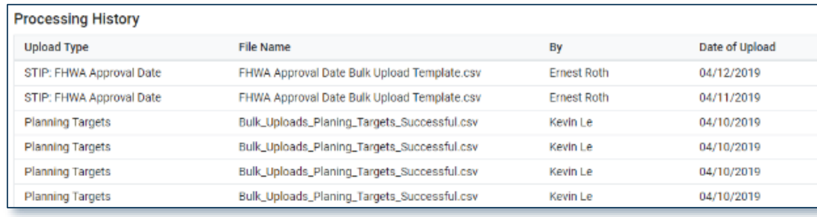
Data Type	Security Role	Spreadsheet Template
Federal Project Number (Transportation Project)	Letting Management Coordinator	Bulk Upload Template Folder
Minute Order Number (Transportation Project Funding Line)	Letting Management Coordinator	Bulk Upload Template Folder
Planning Targets	Letting Management Coordinator, UTP Coordinator	Bulk Upload Template Folder
FHWA Approval Date	STIP Coordinator	Bulk Upload Template Folder

TxDOTCONNECT will perform several actions:

- Check the format of the file and data and either displays “File Upload Successful” or returns an error message.
- Update the File Processing History.
- Send an email notification to the individual who uploaded the file.






Processing History

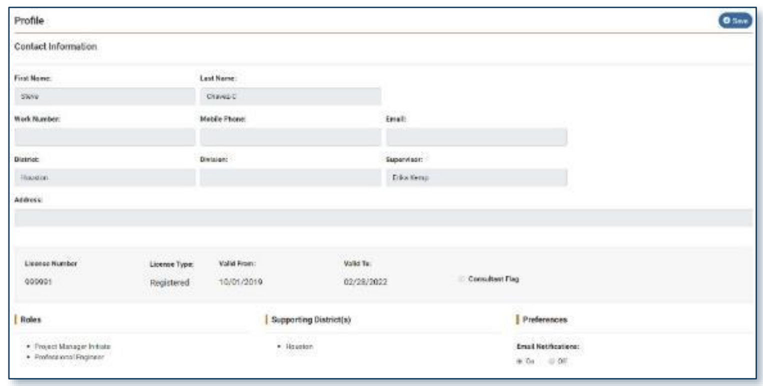
Upload Type	File Name	By	Date of Upload
STIP: FHWA Approval Date	FHWA Approval Date Bulk Upload Template.csv	Ernest Roth	04/12/2019
STIP: FHWA Approval Date	FHWA Approval Date Bulk Upload Template.csv	Ernest Roth	04/11/2019
Planning Targets	Bulk_Uploads_Planing_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planing_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planing_Targets_Successful.csv	Kevin Le	04/10/2019
Planning Targets	Bulk_Uploads_Planing_Targets_Successful.csv	Kevin Le	04/10/2019

4.4. Profile

The **Profile** page contains the following information:

- **Contact Information** – this information is populated from the TxDOT Active Directory.
- **Roles** – this lists the security role (or roles) you have been assigned.
- **Supporting District(s)** – the district to which you are assigned. Division staff may support multiple districts.
- **License Number** – this information is populated from the TxDOT Active Directory.
- **Preferences** – you can adjust your preferences for **Email Notifications** (on or off).

Click Save to save changes to your preferences.



If you need to update your Profile information, including License Numbers and Security Role, contact **TxDOTNOW (512) 302-HELP (4357)** or open a **TxDOTNow ticket.**

5. Project Search

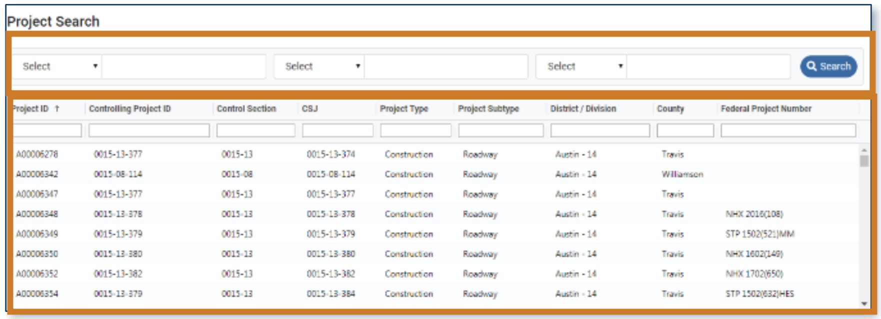
When you select **Project Search** from the Top Menu Bar, you are taken to the **Project Search** page.

This page differs depending on whether you are a district or a division employee, or if you have selected ROW view on your Profile.

- **District staff** will see *active* (not *all*) projects in their district by default.
- **Division staff** will see no projects until they perform a search.
- **ROW View** allows you to search for and navigate directly to ROW information.

There are two parts on this page:

- The **Search** feature
- The **Search Results**

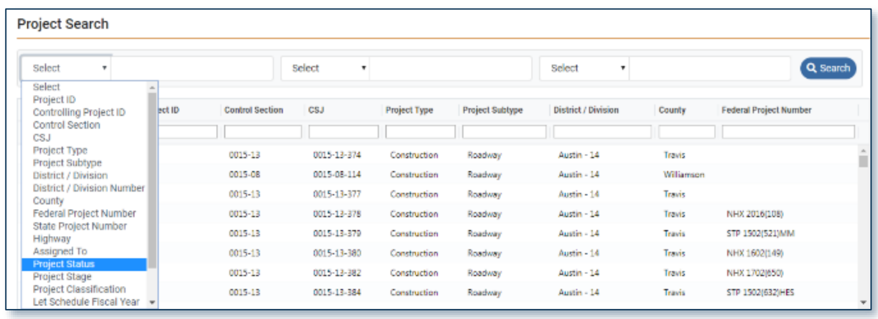


5.1. Search Feature

To search for a specific project,

1. Use the **Select** drop-down menu to select your search criteria.
2. Enter a search term.
3. Click Search.

Your **Search Results** will appear.



You can select up to three search criteria and enter up to three search terms.

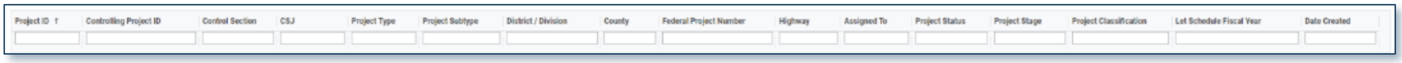
If no projects match you search criteria, you will see the message:

No projects available to display for your search criteria.

Not finding what you're looking for? Remember these tips:

- Is the project closed? Select **Project Status** in your Search Criteria and type "Closed."
- Was the project created in DCIS? Select **Project Subtype** in your Search Criteria and type "Legacy."
- Is the project in a different district? Select **District/Division** in your Search Criteria and type the district's name.
- **Remember**: You can search by partial information – there is no need for a "wildcard" character.

5.2. Search Results



- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.

TxDOTCONNECT filters your results as you type to include only search results that contain matching data.

If no projects match your filter criteria, you will see the message: No results found.

5.3. Search Results Column Headers

The current list of search column headers for **Project View** appears below.

- Project ID
- Controlling Project ID
- Control Section
- CSJ
- Project Type
- Project Subtype
- District/Division
- County
- Federal Project Number
- State Project Number
- Highway
- Assigned To
- Project Status
- Project Stage
- Project Classification
- Let Schedule Fiscal Year
- Date Created
- ROW CSJ

*Only if used to search:
- Limits To
- Limits From
- Estimated Let Date

5.4. Select Project

- Click a project once to highlight it.
- Double-click a project to open it.

5.5. Create Project

Click Create Project to create a new project.

Your ability to create a project and the types of projects you can create depends on your **Security Role.** You can check your security role in your User Profile.

- **Project Manager - Initiate (District)** can create all Project Types.
- **Division Project Managers** can only create Non-Let projects, with some exceptions:
  - **Project Manager - Design** can create Construction projects.
  - **Corridor Planning Coordinator (TPP)** can create Feasibility Study projects.

6. Project Header

The **Project Header** appears at the top of every Project page. It contains critical, high-level project information.

The header contains the fields described below:

Project ID:	A00000280	Project Name:	WF | N LP 340 |CRAVEN AVE
Project Stage:	Construction	Project Status:	Active
Project Type:	Construction	Project Subtype:	Roadway
District / Division:	Waco - 09	County:	McLennan
Highway:	IH 35	Control Section:	0015-01
Construction Estimate	$0.00	Estimated Let Date:	12/2018
Controlling Project ID:	0015-01-243	Control Section Job:	0015-01-226

Field	Description	
6.1. Project ID	The unique primary identifier. This field is populates the first time the project is saved.	
6.2. Project Name	Unique name. Recommended format: [Highway Number] [Limit From] [Limit To] or [Year Seal Coat] [Highway]	
6.3. Project Stage	This indicates where the project is in its lifecycle. The possible values depend upon the **Project Type**.	
Construction Project Type	**Initiate**	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Preliminary Engineering (PE)	Indicates preliminary studies for a project have begun, including environmental, surveys, geotechnical studies, hydrologic/ hydraulic analysis, traffic studies, etc.
	Plans, Specifications, & Estimates (PS&E)	Indicates resources are working on development and approval of engineering plans, specifications and estimates in preparation for letting.
	Ready to Let	Indicates the project meets agency criteria for letting process.
	Letting	Indicates the project has been advertised for letting and is progressing through the letting process.
	Construction	Indicates a project has been let, awarded and is ready for construction to begin.
	Maintenance	Indicates a project has been let, awarded and is ready for maintenance to begin.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.

All Other Project Types	**Initiate**	Indicates a project is in the conceptual stage. No funding is assigned to the project.
	Planning	Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.
	Executing	Indicates internal or external resources have been assigned to deliver the project scope.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
6.4. Project Status	This indicates whether the project is currently being worked to develop or execute.	
	Active	Indicates that the project is in progress.
	Inactive	Indicates the FHWA guidelines of Inactive projects.
	Paused	Indicates that TxDOT has temporarily stopped work on the projects.
	Closed	Indicates deliverables and final reconciliation processes are complete for project.
	Canceled	Indicates termination of a project prior to its completion.
	Reopened	Indicates a closed or cancelled project that has been reopened to allow for additional financial reconciliation to be performed.

- A Closed **Status** will automatically populate a Closed **Stage**.
- A Canceled **Status** will automatically populate a Canceled **Stage**.
- If you cancel a controlling project, all its subordinate projects will be canceled. If you wish to cancel only a subordinate project, you must first disassociate it.
  For more information, see Associate/Disassociate Projects.

6.5. Project Type	The types of projects that can be created in TxDOTCONNECT. The Project Type determines the options for Project Subtype, Project Stage, Project Status, Left Navigation Menu, and sections of the Letting Page. Options for Project Type in Release 1 include the following: - Construction - Non-Let - Alternative Delivery - Transfer - Feasibility Study

6.6. Project Subtype	This value further defines the type of work that will be done or how the project will be delivered. The options for this field are dependent upon the Project Type, and include:
Construction	Roadway Rail Rail–Safety Ferry Boat Public Transportation Network Safety Rest Area Bridge Local Let
Non-Let	Roadway Rail Rail–Safety Non Roadway Local Bridge Public Transportation Network Change Order
Alternative Delivery	Legacy Design Build Design Build Maintain Design Build Operate Maintain Design Build Finance Design Build Finance Operate Maintain
Transfer	Transfer
Feasibility Study	Roadway Rail
6.7. District	Name and district number of the District where the project is assigned based on funding. When the project is created, this value defaults to the District assigned to the project creator.
6.8. County	Name of the County where the project is located.
6.9. Highway	This represents the Highway designation and number requiring work within the project
6.10. Control Section	This identifies a particular section of highway.
6.11. Construction Estimate	The most recent estimated cost of contruction on the project.
6.12. Estimated Let Date	The District's estimate for when the project will let. This may change over time.

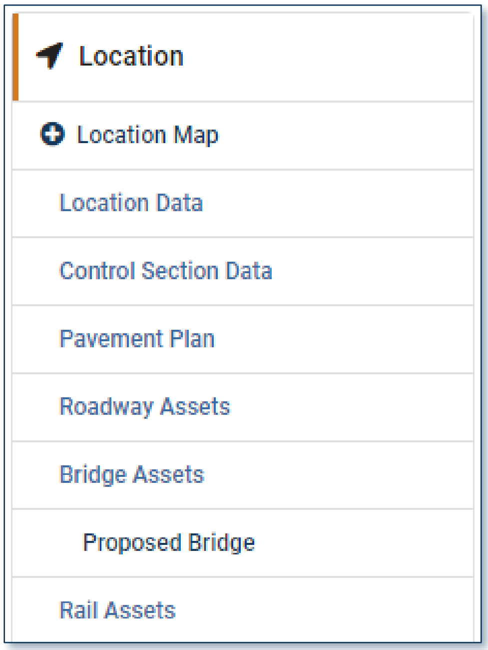
6.13. Controlling Project ID	This is the primary Project ID if multiple projects are being grouped together for letting purposes. This is also known as the Controlling CSJ or Contract CSJ. Upon creation, the system defaults this field to the Control Section Job of the current project. If the current project has been added as a subordinate to a different controlling project, the Controlling Project ID will be the controlling project's Control Section Job (CSJ). Subordinate projects can be associated and disassociated from the Letting Page of the Controlling Project. Click the Controlling Project ID to navigate quickly to the controlling project.
6.14. Control Section Job	All projects must have a Control Section Job (CSJ). The nine-digit number is interpreted as follows: ■ **Control** (4 digits) – a section of highway with a defined geographic begin and end points, usually 25 to 30 miles in length ■ **Section** (2 digits) – parts of the control that are shorter, logical, and practical in length. ■ **Job** (3 digits) – number assigned in sequence within the limits of each control section. The CSJ is assigned automatically upon creating and saving a project in TxDOTCONNECT, based on the Control Section selected on the Location page. Exceptions are as follows: ■ **Off-System projects** – If the control section is Off-System (these begin with a letter, e.g., A9XX-XX), the CSJ field becomes a drop-down menu in which you must select the correct control section job. ■ **Various locations** – If you select Various locations in the Highway and Control Section fields, the CSJ field becomes a drop-down menu in which you must select a control section. When the project is saved, the next number in sequence will be assigned to complete the CSJ number.

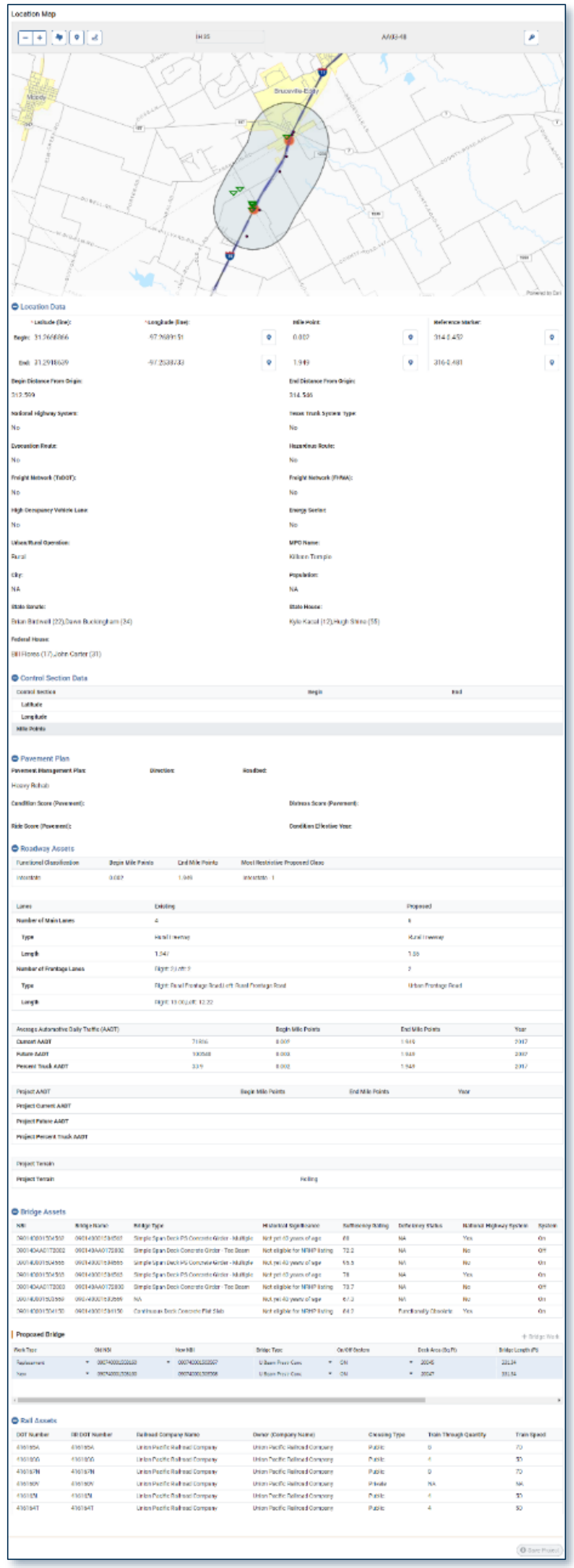
7. Project Location

This is the first section listed in the Left Navigation Menu. The specific location of the project is shown on the Location Map, and other fields are shown related to asset types.

7.1. Project Location Sections

The Location page is arranged in six sections, and several subsections.

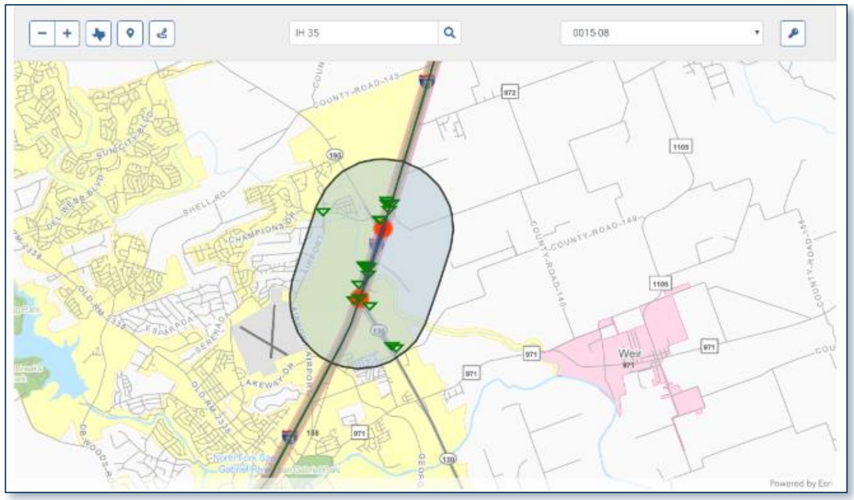




The Map Layer options are collapsed in the image shown here but are described in greater detail below.

7.2. Location Map

The **Location Map** tool is an interactive map on which you can view or draw the project location using the following tools:



Grab and Pan

Click and hold anywhere on the map. Your cursor will turn into a grabbing hand. Drag your mouse to pan around to the map.

Zoom Out or In

Click this button to zoom out or in on the center of the map.

The circular area around the project is called the **project buffer**. It displays other projects, bridge assets, and railroad crossings within 1 mile of the project.

Texas View

Click this button to zoom out and view the entire state.

Draw Point

Click this button, then click within the control section to create a single point location for your project (restricted by security role).

Draw Polyline

Click this button, then click within the control section twice to create a multi-point project (restricted by security role).

You can select the very end of the control section by clicking beyond the end of the control section. The point will automatically "snap" to the edge of the control section.

You must enter the highway and select a control section before you can draw points on the map.

You can also enter the project location in the Latitude & Longitude, Mile Points or Reference Markers fields of the **Location Data** section, described below.

Highway Search

IH 35

Type a **Highway** in the search field. As you type, the field will return possible results after two characters. (restricted by security role)

Select Control Section

0015-08

Select a **Control Section**. The options in the dropdown are limited by the Highway selected.

Note: Off-system highways begin with a letter (e.g., A9XX-XX). (restricted by security role)

Map Key

Click the **Map Key** for a legend explaining the meaning of symbols that populate the location map.

For projects in multiple locations, type "Various" in the **Highway** field. "Various" will also populate in the **Control Section**. Then, return to the **County** field in the Project Header to manually select the project's county or, if applicable, select "District wide" or "State wide." Additional fields in the Location Data section may be manually entered as well. The Map will be disabled under these circumstances.

7.3. Map Layers

You can use the **Map Layers** in the Left Navigation menu to show other objects on the map that may affect your project. You may select up to five layers.

- AADT (Annual Average Daily Traffic)
- Airports
- Area Offices
- Bridges
- Cemeteries
- COG (Council of Governments)
- Control Section
- Energy Sector Corridors
- Freight Network (FHWA)
- Freight Network (TxDOT)
- Functional Classification & Urban Areas
- Future Traffic & Percent Truck
- Highway Designations
- Maintenance Office
- Metropolitan Planning Organizations (MPO)
- National Highway System
- Non-Attainment Areas
- Permanent Count Stations
- Railroads
- Railroad Crossings
- Reference Markers
- Regional Mobility Authority (RMA)
- Roadway Inventory
- Speed Limits
- State House Districts
- State Senate Districts
- Texas Trunk System & Urban Areas
- Tolls
- Top 100 Congested Roadways
- US House Districts

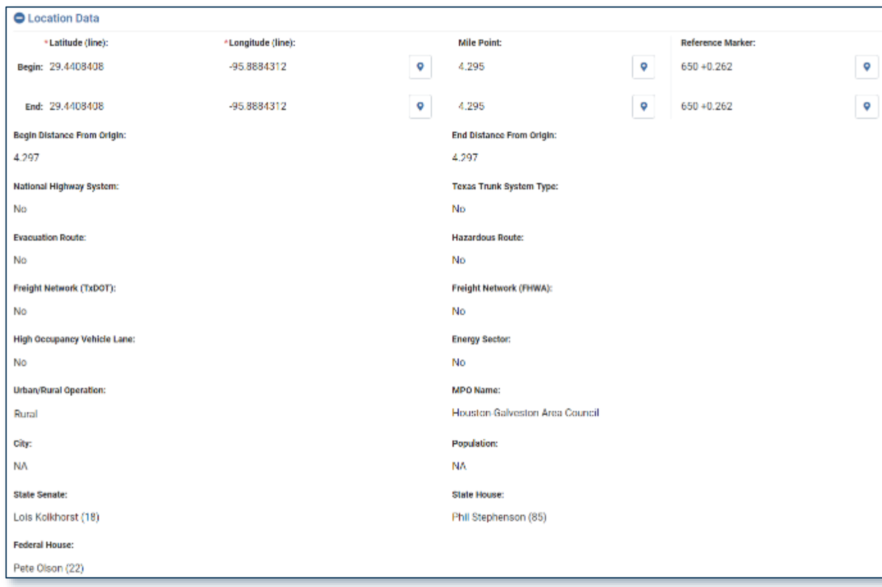
7.4. Location Data

The Location Data section of the page displays many fields that are populated from the **geospatial data warehouse.**

The following fields are editable and can be used to define project location dependent upon your security role:

- Latitude & Longitude
- Mile Points
- Reference Markers

These fields are described in detail below.

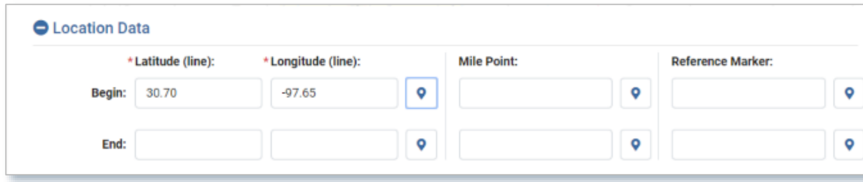


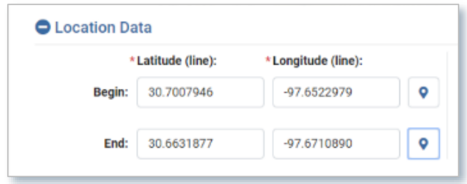
To select project location using **Latitude** and **Longitude**:

1. Enter the **Begin Latitude.**
2. Enter the **Begin Longitude**.
3. Click to validate your entry and populate the location on the Location Map.

The **End Latitude** and **End Longitude** will populate to match. To change this, continue to the next steps.

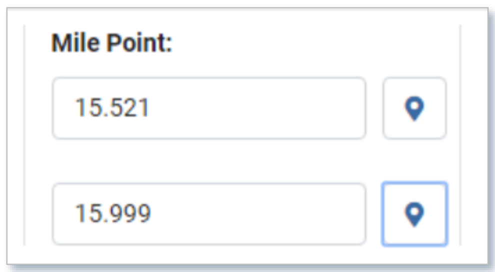
4. Update the **End Latitude**.
5. Update the **End Longitude**.
6. Click to validate your entry and populate the location on the Location Map.





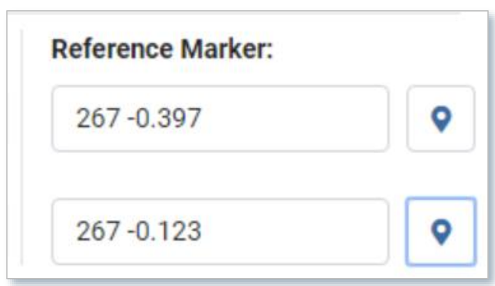
To select project location using **Mile Points**:

1. Enter the **Begin Mile Point**.
2. Enter the **End Mile Point**.
3. Click to validate your entry and populate the location on the Location Map.



To select project location using **Reference Markers**:

1. Enter the **Begin Reference Marker**.
2. Enter the **End Reference Marker**.
3. Click to validate your entry and populate the location on the Location Map.



The Reference Marker value must include the marker number, a space, and then the suffix (+ or -) to measure variance. For example: 123 -0.123.

Location Data, continued.

The remaining fields of the location data section are described below.

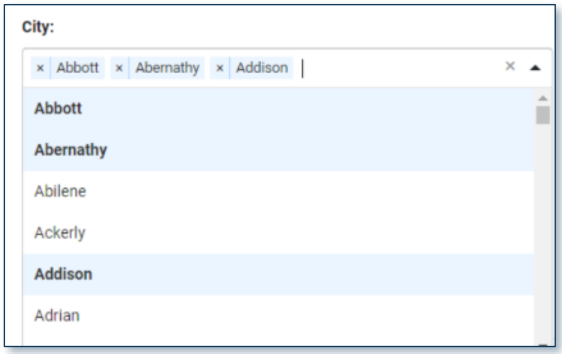
Field	Description
Begin & End Distance from Origin	These values measure the distance from the beginning or end point of the route. It will include lengths of all linked route segments with local roads and other signed highways.
National Highway System	This value indicates whether the highway is on the approved National Highway System. It will be either be “Yes” or “No.”
Texas Trunk System Type	This value indicates whether the highway is part of the Texas Trunk System as established by the commission. It will be either “Yes” or “No.”
Evacuation Route	This value indicates whether the project is on a designated Hurricane Evacuation Route. It will be either “Yes” or “No.”
Hazardous Route	This value indicates whether the project is on a designated Hazardous Route. It will be either “Yes” or “No.”
Energy Sector	Indicates whether the project is part of the Energy Sector Initiative, which seeks to improve highways by strengthening pavement structures, adding, shoulders to protect pavement edges, adding turn lanes at key intersections, constructing passing lanes on super 2 corridors.
Terrain Type	This value indicates the physical terrain condition that will impact traffic operation of the proposed project. Values may include “Level,” “Rolling,” or “Mountainous.”
Freight Network (TxDOT)	Critical Network corridors and gateways for moving freight efficiently in Texas and enhancing the State’s economic development and competitiveness.
Freight Network (FHWA)	National Highway Freight Network to strategically improve performance of highway portions of the U.S. freight transportation system.
Urban/Rural Operation	This value indicates the traffic operation of the project. It will be either “Urban” or “Rural.”
High Occupancy Vehicle Lane	This value indicates whether the control section contains any High Occupancy Vehicle (HOV) lanes. It will be either “Yes” or “No.”

Field	Description
Population	This value indicates the population of the area associated with the control section, and is critical when determining project funding. Values will be either “Less than 5,000,” “Between 5,000 and 200,000” or “Greater than 200,000.”
MPO Name	This value indicates the name of the Metropolitan Planning Organization (MPO) in which the project is located.
City	This value incidates the local incorporation (city) where the project is located.
Federal House	This value indicates the Federal House member who holds jurisdiction for the project, as well as the district number.
State Senate	This value indicates the State Senate member who holds jurisdiction for the project, as well as the district number.
State House	This value indicates the State House member who holds jurisdiction for the project, as well as the district number.

The following fields can be manually updated if “Various” was selected for the project location.

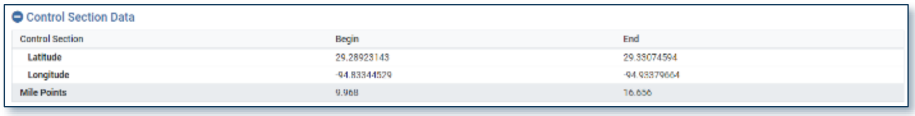
- Urban/Rural Operation
- City*
- Population
- State Senate*
- State House*
- Federal House*

*These items allow multiple selections. See screenshot at right.



7.5. Control Section Data

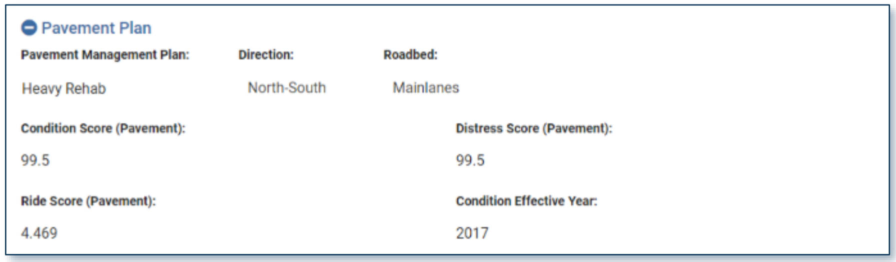
The **Control Section Data** section displays the following information for the project’s Control Section:



Field	Description
Begin & End Latitude	The latitude coordinates where the control section begins and ends.
Begin & End Longitude	The longitude coordinates where the control section begins and ends.
Mile Points	The mile points where the control section begins and ends.

7.6. Pavement Plan

The **Pavement Plan** section provides key details about the current state of a road and the proposed work to be done.



Field	Description
Pavement Management Plan	The planned type of rehabilitation or preventative maintenance work for a project.
Direction	The direction of the roadway which work is being performed on.
Roadbed	The location of pavement work; i.e., main lane, frontage lane or not applicable.
Condition Score (Pavement)	The pavement condition score, which combines the measures for distress and ride quality and adjusts for traffic volume and speed.
Distress Score (Pavement)	The pavement distress score, which measures ruts and surface deterioration.
Ride Score (Pavement)	The ride quality, which measures pavement roughness.
Condition Effective Year	The year in which the control section was scored.

7.7. Roadway Assets

The **Roadway Assets** section displays characteristics of the roadway assets within the selected project location's 1-mile buffer.

You can view or select the **Most Restrictive Proposed Class** for the roadway, defined by mile points.

- Interstate – 1
- Other Urban freeway or expressway – 2
- Rural principal arterial, Urban connecting links of rural arterials, Other urban principal arterials - 3
- Minor arterial road or street - 4
- Rural major collector or urban collector street - 5
- Rural minor collector - 6
- Local road or street – 7

You can view **Existing** and enter **Proposed** values for these fields:

- Number of Main Lanes
- Type
- Length
- Number of Frontage Lanes
  - Type
  - Length

You can also view values for the following **AADT Details** and the effective **Year** of each measure.

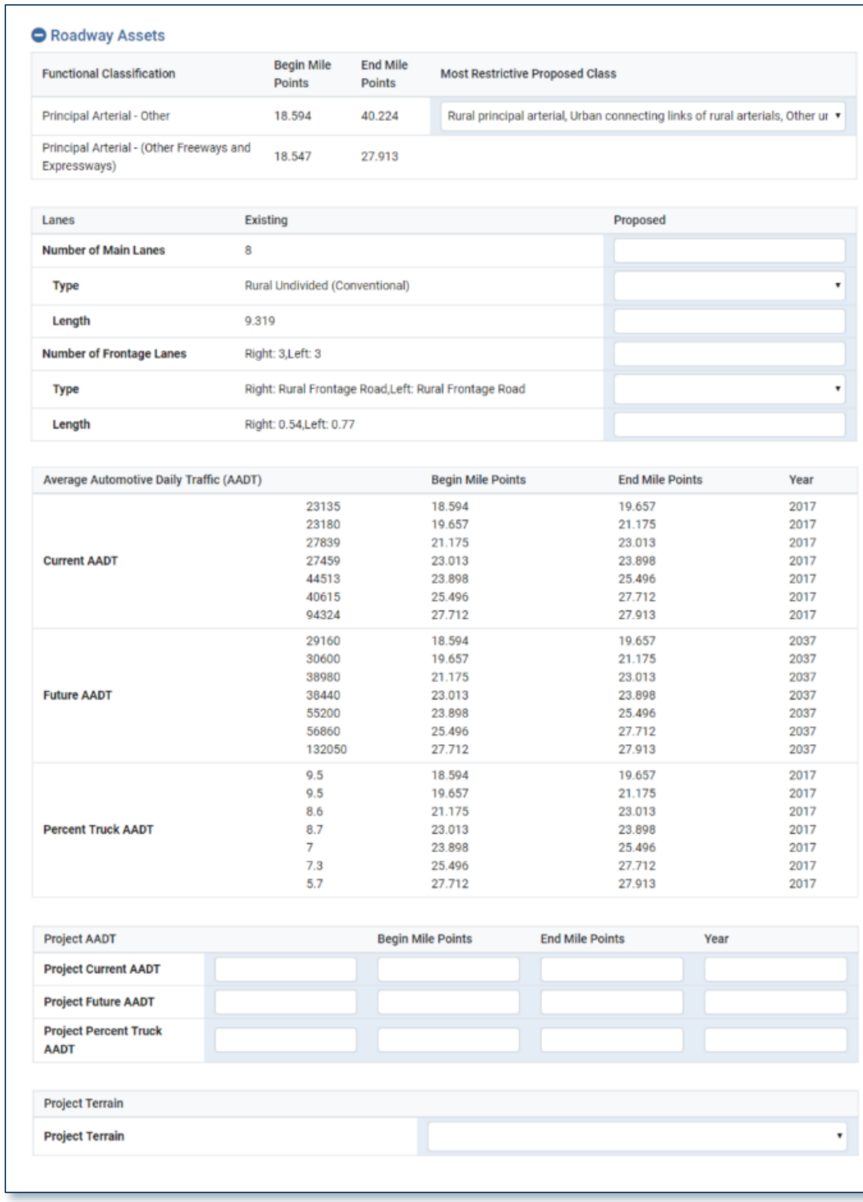
- Future AADT
- Percent Truck AADT
- Current AADT

You can enter the following data for **Project AADT**:

- Project Current AADT
- Project Future AADT
- Project Percent Truck AADT

Finally, you can indicate the **Project Terrain**.

Only users with the role Project Manager - Initiate can add and edit the fields above.



7.8. Bridge Assets

The **Bridge Assets** section displays data about the bridge assets within the 1-mile buffer of the selected project location.

The Bridge Assets table contains the following columns:

Bridge Assets

NBI	Bridge Name	Bridge Type	Historical Significance	Sufficiency Rating	Deficiency Status	National Highway System	System
142460001508234	142460001508234	Simple Span Deck PS Concrete Girder - Multiple	Not eligible for NRHP listing	95.2	NA	Yes	On

You can select a Bridge Asset to view additional data below the grid. See **Bridge Data**.

Column	Description
NBI	This is the bridge identifier used by the National Bridge Inventory .
Bridge Name	This is the name of the bridge (if different from the NBI).
Bridge Type	This value indicates the type of bridge construction.
Historical Significance	Indicates whether a bridge meets the requirements to be considered historically significant and needs to be preserved instead of replaced. It may be registered with the National Register of Historic Places, or be over a certain number of years old with certain engineering examples.
Sufficiency Rating	This score is assigned by the district according to the FHWA rating system as a basis for establishing eligibility for replacement or rehabilitation of bridges. The lower the rating number, the higher the priority for the work needed.
Deficiency Status	This value indicates why the bridge has been rated as deficient. For example, the bridge may have inadequate deck width, vertical clearance, or waterway, and be unable to accommodate traffic demand or volume of water underneath the bridge.
National Highway System	This value indicates whether the bridge is on the approved National Highway System.
System	This indicates whether the bridge is on or off system.

7.9. Bridge Data

When you select a **Bridge Asset**, additional data is displayed below the grid with the following data:

- Year Built
- Year Reconstructed
- Feature Crossed
- Roadway Width
- Deck Width
- Main Span Type
- Longitude
- Latitude
- Length (Existing)
- Truss Bridge
- Detour Length
- Operating Status
- Culvert
- Culvert Type
- Railroad Cost Benefit Index (CBI) at Grade Score

Bridge Safety Features

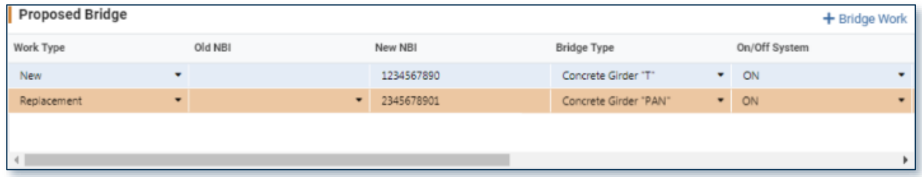
- Traffic Safety Feature
- Bridge Rail
- Approach Rail End Treatment
- Approach Rail Transition
- Approach Rail Guardfence
- Major Approach Span Type
- Minor Approach Span Type
- Horizontal Clearance
- Min Vertical Clearance Over Bridge Deck
- Min Vertical Clearance Under Bridge Deck

Bridge Inspection Ratings

- Deck Rating
- Culvert Rating
- Operating Rating
- Structure Function
- Superstructure Rating
- Substructure Rating
- Inventory Rating
- Load Limit Axel
- Load Limit Gross
- Load Limit Tandem
- Scour Critical
- Waterway Adequacy
- Channel Rating

7.10. Proposed Bridge

You can propose bridge work in the **Proposed Bridge** grid. (restricted by security role)



1. Click + Bridge Work
2. Select **Work Type**
3. If Work Type = Replacement, select the **Old NBI** (only if existing bridge assets exist within the project location)
4. Enter the **New NBI**.
5. Select the **Bridge Type**.
6. Select whether the proposed bridge is **On** or **Off System**.

7.11. Rail Assets

The **Rail Assets** section displays characteristics about the rail assets that lie within the 1-mile buffer of your selected project location.

The columns that are available in the Rail Assets table are described below.

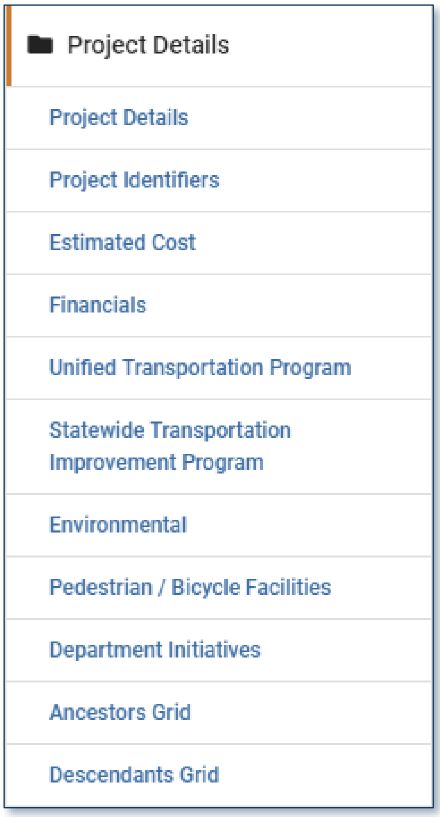
Column	Description
DOT Number	The Department of Transportation identifier for the rail asset.
RR DOT Number	The Railroad Department of Transportation identifier for the rail asset.
Railroad Company Name	The railroad company responsible for the rail asset.
Owner (Company Name)	The railroad company that owns the rail asset.
Crossing Type	This value indicates whether a rail crossing is public or private.
Train Through Quantity	Number of trains that travel this rail asset within a [time period].
Train Speed	The speed of trains that use this rail asset.

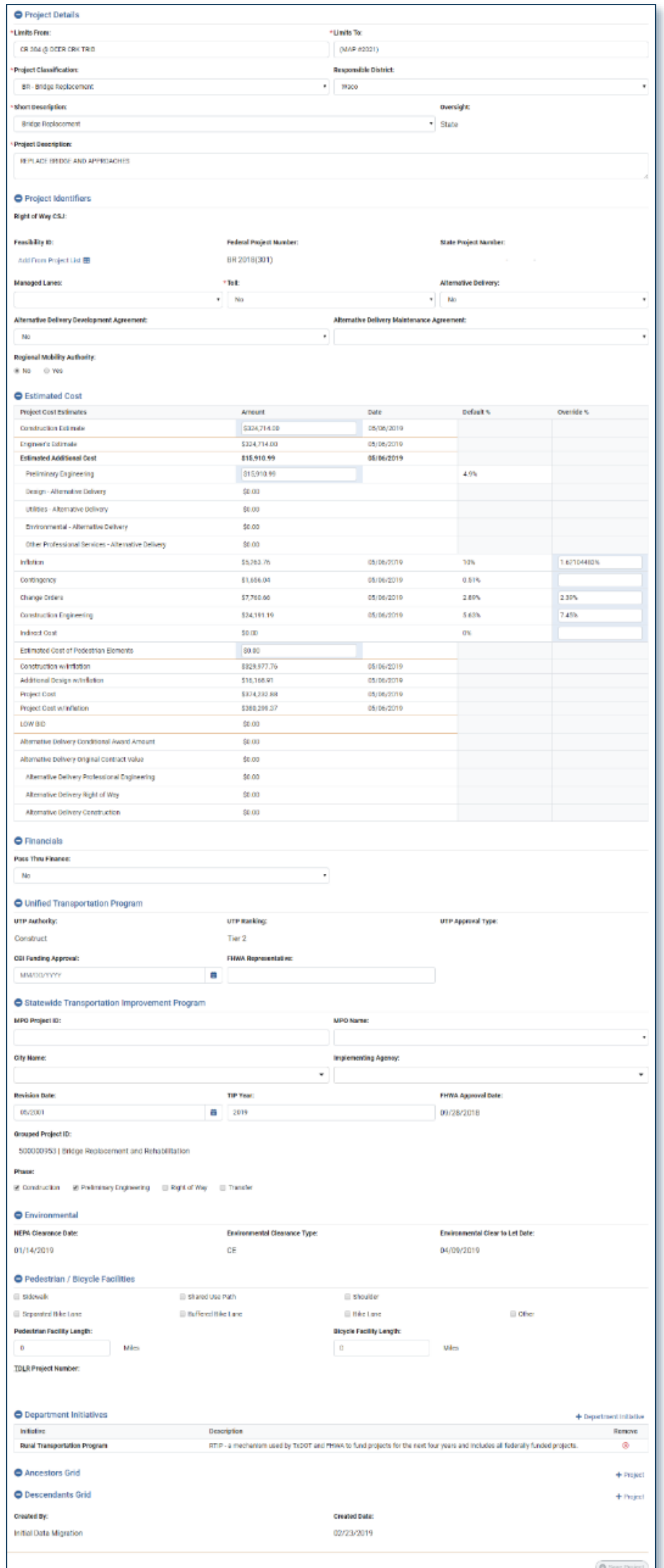
8. Project Details Page

TxDOTCONNECT displays common information about the project arranged in multiple sections on the page.

8.1. Project Details Page Sections

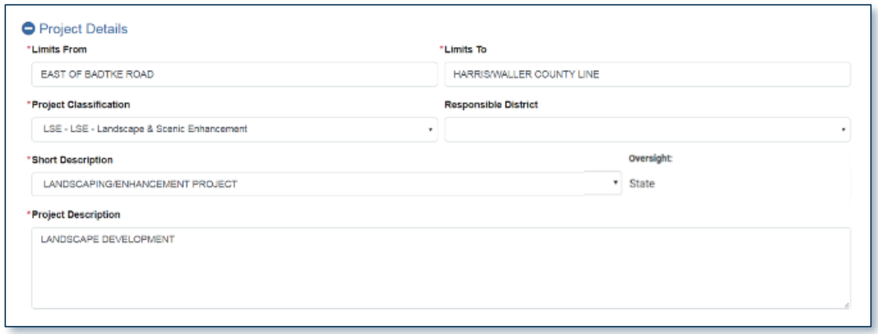
The Project Details page is arranged in eleven sections.





8.2. Project Details

The **Project Details** section includes the following fields (required fields during project creation are indicated with *):



Column	Description
***Limits From & To**	These fields should describe easily identifiable markers that define the beginning and end points of the project.
***Project Classification**	Project classification codes are used to identify the type of work included in the transportation project. They also determine the default percentages assigned on the Goals & Objectives page. A full list of Project Classification options is provided below.
Responsible District	TxDOT District responsible for the construction of the project.
***Short Description**	Description of the project (this replaces the Layman's Description fields 1 & 2 in DCIS). Selected from a drop-down menu. A full list of Short Description options is provided below.
Oversight	This field indicates whether the project is receiving State oversight or is a Project of Division Interest (PoDI). The default value is State.
***Project Description**	An open description of the project (up to a 250 available characters). This description should be written in complete sentences, with the following considerations: - Capitalize the beginning of each sentence. - End each sentence with a period. - Do not write in all uppercase.

8.3. Project Classification

A complete list of **Project Classification** values and their descriptions is shown below:

Field	Description
BCF Border Crossing Facility	Construction of Border Crossing Facility
BIK Bicycle Infrastructure Improvements	Addition of bicycle-friendly features, such as bicycle lanes, to an existing roadway.
BMN Bridge Maintenance	Performing routine maintenance on a bridge asset.
BR Bridge Replacement	Replacement of structure on existing location
BWR Bridge Widening or Rehabilitation	Rehabilitation or widening of deck, sub or super structure of an existing bridge to upgrade bridge to loading standards or geometric standards or traffic capacity
CNF Convert Non-Free to Freeway	Added capacity conversions of multilane highways with non-controlled access to controlled access freeway.
CSD Culvert & Storm Drainage Work	This can include culvert replacement, culvert extension, and storm water drainage improvements with curb and gutter inlets.
CTM Corridor Traffic Management	Project to improve safety, address congestion, and improve traffic operations, and address roadway deficiencies for a corridor.
ENV Environmental Work Activities	Activities to manage environmental work programs, such as air quality and Drive Clean Texas.
ER Emergency Relief Projects	Project to deliver emergency relief to disaster areas that require expedited funding and operations.
FBO Ferry Boat	The construction of landings, approaches, or appurtenances to ferry boat operations.
FOI Freeway Operational Improvements	Freeway improvements such as road widening, construction of new ramps, or reconstructing a portion of the freeway, within existing right of way.
INC Interchange (New or Reconstructed)	A complete interchange facility (such as trumpet, diamond, three-level diamond, cloverleaf, partial cloverleaf, or directional) on new location or reconstruction of interchange on existing right of way
HES Hazard Elimination & Safety	All projects of federal traffic safety program
HPR Remove Hazardous Paint (Bridge)	Removal of hazardous paint on bridge rehabilitation projects

LSE Landscape & Scenic Enhancement	Improvements of overall aesthetics of right of way or enhancement of roadside view
MSC Miscellaneous Construction	Miscellaneous construction that provides for driver assistance in travel. For example: signing, pavement markings, illumination, adding turn lanes, adding or moving entrance or exit ramps (usually small projects)
NLF New Location Freeway	A controlled access facility on new location
NNF New Location Non-Freeway	A non-freeway facility on new location
OV Overlay	Leveling up or surfacing a pavement course, or any combination composed of a compacted mixture of mineral aggregate and asphaltic material.
PE Preliminary Engineering	Preliminary engineering only.
PED Pedestrian, Sidewalks & Curb Ramps	Pedestrian traffic that is compliant with the Americans with Disabilities Act (ADA).
RER Rehabilitation of Existing Road	Reshaping and/or addition of existing base courses, including resurfacing, within existing right of way to meet 3R Standards. This function includes (but not limited to) minor safety upgrading, such as widening culverts and guard fence.
RES Restoration	Restoration of pavement structure to existing configuration to meet 2R standards as a minimum. This function may include some minor safety upgrading.
RH Rail Hwy Crossing Signals/Structures	Work being performed on railroad crossing signals or structures
RL State Owned Rail Line	Project on a state-owned railroad asset.
RR Railroad Relocation	Relocation of railroads
SB Safety Bond Projects	A safety project that has bond funds identified.
SC Seal Coat	Surface treatment of one or more applications of asphalt covered with aggregate for sealing of existing pavements
SFT Safety	A project with work that qualifies for safety funding.
SKP SKIP Transportation Enhancement	Projects where the plans are exempt from sealing and dating requirements (no professional engineer's seal)
SP2 Super-2 Highway	Project to convert a highway into a super two as an interim condition for roadways less than 5,000 average daily traffic (ADT).

SRA Safety Rest Area	Construction of safety rest area
SSW Systemic Widening Projects	Systemic approach to highway widening with focus on reducing single-vehicle run-off-road (SVROR) and opposite direction (head-on) crashes.
TCD Traffic Control Devices	Project to add traffic control devices such as traffic signals and cameras.
TPD Traffic Protection Devices	Project to add traffic protection devices, such as guardrails, to an existing roadway
TS Traffic Signal	New traffic signal or upgrade of signalized intersection.
UGN Upgrade to Standards Non-Freeway	Upgrading a non-freeway facility to current geometric standards including base or pavement support enhancements
UPG Upgrade to Standards Freeway	Upgrading of a freeway facility to full current geometric standards including base or pavement support enhancements
WF Widen Freeway	Added capacity widening of an existing freeway facility
WNF Widen Non-Freeway	Added capacity widening of an existing non-freeway facility, and addition of travel lanes

8.4. Short Description Options

A complete list of **Short Description** values is shown below.

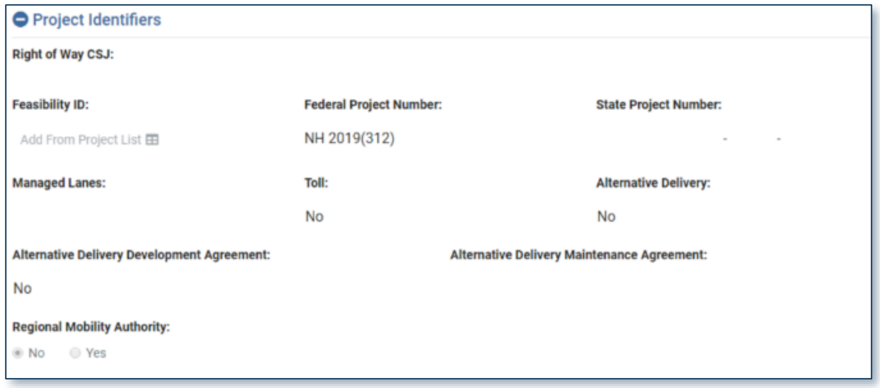
ACOUSTIC MONITORING SYSTEM	ACQUIRE HISTORIC BUILDING
ACOUSTIC MONITORING SYSTEM	ACQUIRE HISTORIC BUILDING
ADAPTIVE SIGNAL COORD AND SYNC	ADVANCED TRAFFIC MANAGEMENT SYSTEM
AIR QUALITY INITIATIVE	ARTERIAL CONGESTION & INCIDENT MGMT
ATMS CONNECTION	AVI UPGRADES
BLUETOOTH WAIT SYST	BRIDGE MAINTENANCE
BRIDGE REPLACEMENT	BUS RIDE REIMBURSEMENT OZONE ACTION
CLEANING OF SUMP AND INLET WELLS	COMMUNICATION SYSTEM
COMMUTE SOLUTIONS PROGRAM	COMPUTERIZED TS SYS
CONSTRUCT AIRPORT IMPROVEMENTS	CONSTRUCT BRIDGE
CONSTRUCT CURB AND GUTTER	CONSTRUCT DIRECT CONNECTORS
CONSTRUCT INTERMODAL TERMINAL	CONSTRUCT PEDESTRIAN INFRASTRUCTURE
CONSTRUCT RAMPS	CONSTRUCT REST AREA
CONSTRUCT TEMPORARY WEIGH IN MOTION	CONSTRUCT TOURIST BUREAU
CONSTRUCT TRADE PROCESSING CENTER	CONVERT NON-FREEWAY
CORRIDOR PLANNING MANAGEMENT	DECREASE EMISSIONS
DEVELOP CRASH RECORDS INFO SYSTEM	DEVELOP OF TFMP
DEVELOP CRASH RECORDS INFO SYSTEM	DEVELOP OF TFMP
DEVELOP REGIONAL STRATEGIC TOLL PLA	DIESEL FREIGHT REDUCTION PROGRAM
DISPOSITION OF REAL PROPERTY	DISTRICTWIDE MAINTENANCE
DONATION	DRAINAGE IMPROVEMENTS
EMBANKMENT STABILIZATION	EMERGENCY RELIEF
EMISSIONS REDUCTION	ENGINEERING DESIGN/STUDY
ENVIRONMENTAL STUDY & DOCUMENTATION	ETC EQUIP, PWR, CNDUIT & MNT ACCESS
FERRY OPERATION PROJECTS	FTA TRANSFER
FURNISH & INSTALL DMS	GUARANTEED RIDEHOME PROGRAM
HAZARD ELIMINATION & SAFETY	HAZARD ELIMINATION & SAFETY
HERO PROGRAM	HIGH VESSEL DETECTION SYSTEM
HIGHWAY IMPROVEMENT	HIGHWAY OPERATIONS PROGRAM
HIGHWAY/RAILROAD IMPROVEMENT	HIKE AND/OR BIKE
IBRC PROJECT	ICM
INCIDENT DETECTION & RESPONSE(ON-SYSTEM)	INFRASTRUCTURE IMPROVEMENTS
INSTALL ACCIDENT INVESTIGATION SITES	INSTALL ATMS
INSTALL EMERGENCY GENERATOR	INSTALL HWY ADVIS RADIO
INSTALL IVHS	INSTALL LIFT STA MONITOR/NOTIFY SYSTEM
INSTALL TRANSMITTERS/ANTENNA	INSTALL/UPGRADE DRAINAGE STRUCTURE(S)
INSTALL/UPGRADE ROADWAY LIGHTING	INSTALLATION OF CLAS
INTERMODAL CONGEST. QUICK RESPONSE	INTERMODEL TRANSPORTATION/LAND USE PLAN
INTERSTATE DESIGNATION	INVENTORY AND INSPECT OFF-SYS BRIDGE
INVENTORY AND INSPECT ON-SYS BRIDGE	LANDSCAPING/ENHANCEMENT PROJECT
LOW INCOME REPAIR ASSISTANCE PROGRAM	M&O PROJECT
MANAGED LANE SYSTEM TECHNOLOGY	MITIGATION
MODELING NETWORK AND TRAFFIC ZONE	MULTIMODAL FACILITY
NAVAGATION PHONE APPLICATION	NEW ARTERIAL
NEW LOCOMOTIVE	NPDES
OFF SYSTEM SIGNAL SYSTEM UPGRADES	OZONE ADVISORY DAY TRANSIT PROGRAM
OZONE ALERT PROGRAM (OFF-SYSTEM)	PARK & RIDE
PASSENGER VAN & OPERATING COST	PILOT PROGRAM
POLYMER FOAM JACKING	PREVENTATIVE MAINTENANCE
PUBLIC OUTREACH PROGRAM	PURCHASE AND INSTALL SIGNS & EQUIP

PURCHASE TSMS	RAILROAD CROSSING IMPROVEMENTS
RATP	RCTSS
REGIONAL COMMUTE ALTERNATIVES PROGRAM	REGIONAL GOODS MOVEMENT PROGRAM
REGIONAL TRAVEL MANAGEMENT PROGRAM	REHAB ATMS ROADSIDE EQUIPMENT
REHAB EXISTING FTM EQUIPMENT	REHAB EXISTING MULTIPLEXERS
REHAB HAR SYSTEM	REHAB HISTORIC BUILDING
REHAB OF CMS	REHAB OF TRANSPORTATION MANAGEMENT
REMOVAL AND/OR REPLACEMENT AND/OR DISPOSAL	REMOVE/REPLACE BRIDGE RAIL
REPL, UPG AND MAINT COMPUTERS TRANS	REPLACE CONTROLLERS AND CABINETS
REPLACE DMS	REPLACE VIDEO MONITORS
REPLC DAMAGED COMPONENTS	RESTORE BUILDING
ROAD CLOSURE	ROADSIDE PARK DONATION
SAFETY ASSURANCE REVIEWS	SCENIC AND HISTORIC ROADS PROGRAM
SEC 18 CNTRL FACIL	SIG IMPROVEMENTS,LEDS & GPS CLOCKS
SIP IMPLEMENTATION	SIP IMPLEMENTATION - OFF-SYSTEM
STATE PARK IMPROVEMENTS	SURFACING/ROADWAY RESTORATION
SURPLUS PROPERTY	SYS DEV, OPR & MAINT OF CTMS
TEENS IN THE DRIVER SEAT PROGRAM	TEMPORARY ILLUMINATION
TIME PHASING ADAPT FOR CTMS	TMC UPGRADE
TMS MAINTENANCE	TOLL INTEGRATION
TOLLING EQUIPMENT	TRAFFIC SIGNAL IMPROVEMENTS
TRAFFIC SURVEILLANCE	TRAIN DETECTOR & ALERT SYSTEM
TRANSIT	TRANSIT SYSTEM OPERATIONS
TRANSPORTATION NON-ROADWAY	TRANSPORTATION SERVICE OPERATIONS
TRANSPORTATION SYSTEM SENSORS	TRAX PROJECT
TRUCK STOP ELECTRIFICATION	TXDOT SERVICES FOR ATS V-TRIP PROGRAM
TXDOT TRANSTAR PROJECT	UPGRADE DMS BOARDS
UPGRADES TO EXISTING CTMS	URBAN VILLAGES
UTILITY INVESTIGATION	UTILITY WORK
WIDEN BRIDGE	WIDEN ROAD - ADD LANES
WIDEN ROAD - ADD LANES AND SHOULDERS	WIDEN ROAD - ADD SHOULDERS

8.5. Project Identifiers

The Project Identifiers section will populate automatically based on your selections in the **Project Header**.

This section includes the following fields (required fields during project creation are indicated with *):



Field	Description
Right of Way CSJ	Right-of-Way (ROW) CSJ that is associated with the Construction CSJ (if applicable).
Feasibility ID	This feature allows you associate a Construction project with a Feasibility Study Project ID. **1.** Click to select a Feasibility ID from a list. **2.** Filter the list of Feasibility projects. **3.** Select a Feasibility from the list. **4.** Click Save Changes.
Federal Project Number	Number assigned to the project for identification purposes to track federal funds. Formatted as "AAA A###(###)AAA#". A project cannot have both a Federal Project Number and a State Project Number.
State Project Number	State project number for the project. This value will not have any parentheses. A project cannot have both a Federal Project Number and a State Project Number.
Managed Lanes	Indicates whether a project will have managed lanes
***Toll**	Indicates whether a project will have a toll element. ■ N – The project will not have any toll elements. ■ Y – The project will have at least one toll element. ■ P – Th project will potentially have at least one toll element. Projects with Y or P will not be eligible for funding where toll is prohibited. This field is required to save your project.
Alternative Delivery	Indicates whether a project has Alternative Delivery elements.
Alternative Delivery Development Agreement	Indicate whether an Alternative Delivery Development Agreement is in place for the project.
Alternative Delivery Maintenance Agreement	Indicate whether an Alternative Delivery Maintenance Agreement is in place for the project.

Regional Mobility Authority	Indicate, yes or no, whether a Regional Mobility Authority is involved in the project.

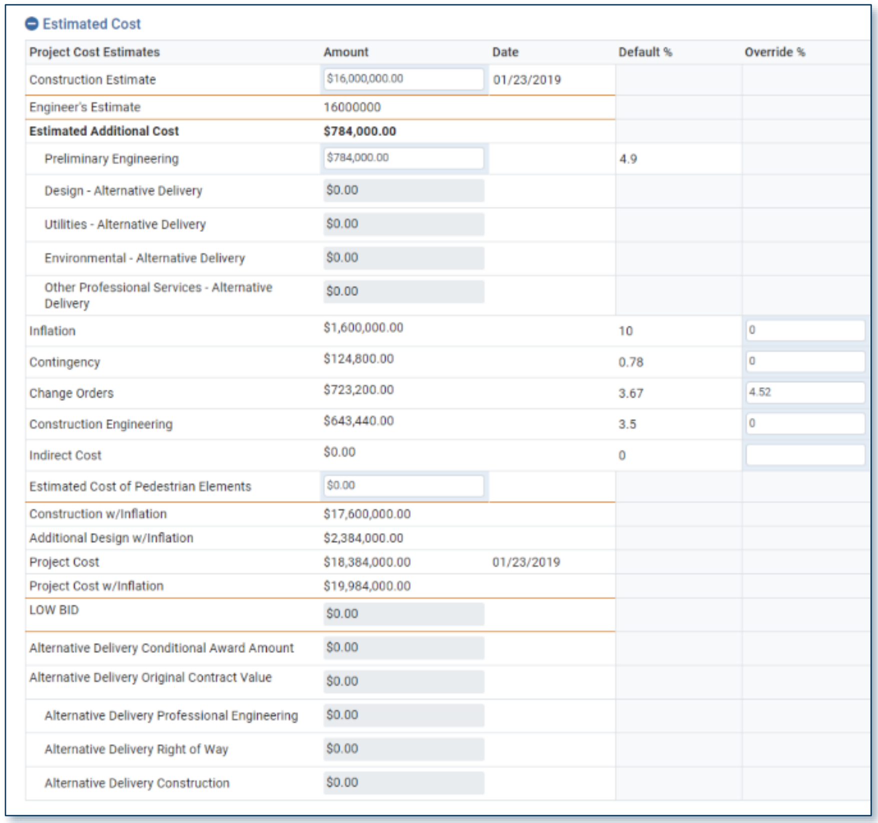
8.6. Estimated Costs

The **Estimate Cost** section contains a summary of the project's estimated costs.

- The **Construction Estimate** field can be entered manually in TxDOTCONNECT.
- The **Engineer's Estimate** is populated from the Engineer's Estimate in DCIS.

The **Date** column indicates when the amount was entered or calculated.

The calculations for this section are described below.



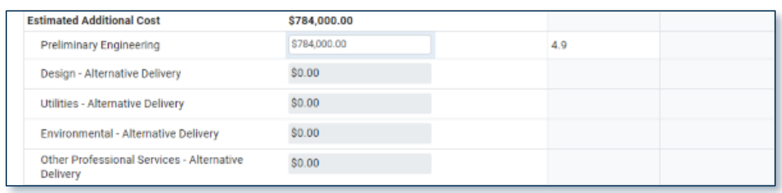
Estimated Cost

Project Cost Estimates	Amount	Date	Default %	Override %
Construction Estimate	$16,000,000.00	01/23/2019		
Engineer's Estimate	16000000			
Estimated Additional Cost	$784,000.00			
Preliminary Engineering	$784,000.00		4.9	
Design - Alternative Delivery	$0.00			
Utilities - Alternative Delivery	$0.00			
Environmental - Alternative Delivery	$0.00			
Other Professional Services - Alternative Delivery	$0.00			
Inflation	$1,600,000.00		10	0
Contingency	$124,800.00		0.78	0
Change Orders	$723,200.00		3.67	4.52
Construction Engineering	$643,440.00		3.5	0
Indirect Cost	$0.00		0	
Estimated Cost of Pedestrian Elements	$0.00			
Construction w/Inflation	$17,600,000.00			
Additional Design w/Inflation	$2,384,000.00			
Project Cost	$18,384,000.00	01/23/2019		
Project Cost w/Inflation	$19,984,000.00			
LOW BID	$0.00			
Alternative Delivery Conditional Award Amount	$0.00			
Alternative Delivery Original Contract Value	$0.00			
Alternative Delivery Professional Engineering	$0.00			
Alternative Delivery Right of Way	$0.00			
Alternative Delivery Construction	$0.00			

8.7. Estimated Cost Calculations

Estimated Additional Cost is calculated as a sum of the following:

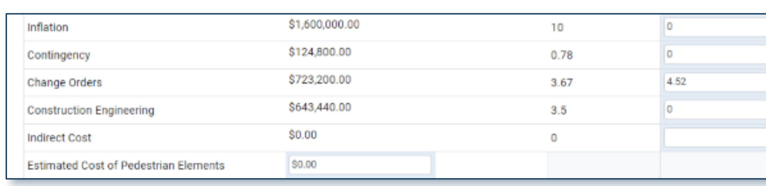
  Preliminary Engineering
\+ Design - Alternative Delivery
\+ Utilities - Alternative Delivery
\+ Environmental - Alternative Delivery
\+ Other Professional Services - Alternative Delivery



Estimated Additional Cost	$784,000.00		
Preliminary Engineering	$784,000.00	4.9	
Design - Alternative Delivery	$0.00		
Utilities - Alternative Delivery	$0.00		
Environmental - Alternative Delivery	$0.00		
Other Professional Services - Alternative Delivery	$0.00		

The following values are calculated as percentages of the **Engineer's Estimate** (or Construction Estimate):

- Inflation
- Contingency
- Change Orders
- Construction Engineering
- Indirect Cost



Inflation	$1,600,000.00	10	0
Contingency	$124,800.00	0.78	0
Change Orders	$723,200.00	3.67	4.52
Construction Engineering	$643,440.00	3.5	0
Indirect Cost	$0.00	0	
Estimated Cost of Pedestrian Elements	$0.00		

Inflation's default value depends on the **Federal Project ID**.

- No Federal Project ID: **4%**
- Federal Project ID: **10%**

The default % can be overridden by entering values in the **Override %** column.

For projects **migrated** from DCIS to TxDOTCONNECT,

- The **Inflation** dollar amount is calcuated as: District Estimated Cost – Inflation Estimated Cost

The Estimated Cost of Pedestrian Elements amount must be entered manually.

- The **Override %** is calcuated as:
Inflation Estimated Cost ÷ Engineer's Estimate (or Construction Estimate)

The following values are calculated as described below:

If the **Engineer's Estimate** is not available, the **Construction Estimate** will be used instead.

Construction w/Inflation	$17,600,000.00	
Additional Design w/Inflation	$2,384,000.00	
Project Cost	$18,384,000.00	01/23/2019
Project Cost w/Inflation	$19,984,000.00	

Value	Calculation
Construction w/Inflation	Engineer's Estimate + Inflation Amount
Additional Design w/Inflation	Estimated Additional Cost + Estimated Additional Cost × Inflation
Project Cost	Engineer's Estimate + Estimated Additional Cost + Contingency + Change Orders + Construction Engineering + Indirect Cost
Project Cost w/Inflation	Construction w/Inflation + Construction w/Inflation × Preliminary Engineering % + Construction w/Inflation × Contingency % + Construction w/Inflation × Change Orders % + Construction w/Inflation × Construction Engineering % + Construction w/Inflation × Indirect Cost %

The **Low Bid** value is populated from DCIS.

LOW BID	$0.00

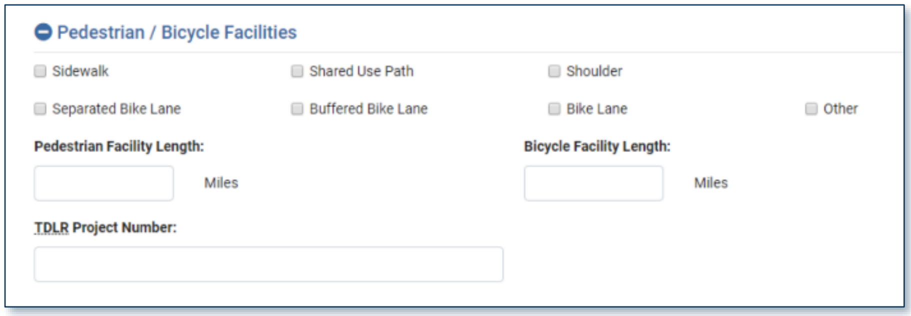
The following values can be manually entered for Alternative Delivery projects only:

- Alternative Delivery Conditional Award Amount
- Alternative Delivery Original Contract Value
- Alternative Delivery Professional Engineering
- Alternative Delivery Right of Way
- Alternative Delivery Construction

Alternative Delivery Conditional Award Amount	$0.00
Alternative Delivery Original Contract Value	$0.00
Alternative Delivery Professional Engineering	$0.00
Alternative Delivery Right of Way	$0.00
Alternative Delivery Construction	$0.00

8.8. Pedestrian/Bicycle Facilities

The **Pedestrian/Bicycle Facilities** section contains information about any features for pedestrians and bicycles that are associated with the project location, including their length in miles.



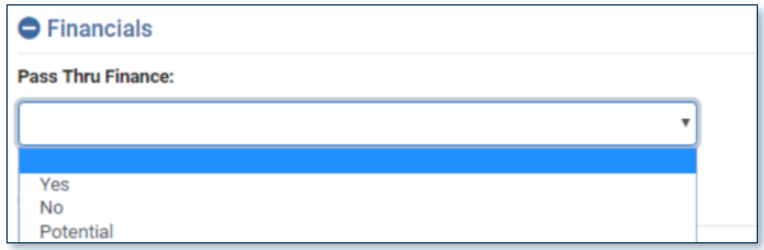
The following features are indicated with checkboxes:

- Sidewalk
- Shared Use Path
- Shoulder
- Other
- Separated Bike Lane
- Buffered Bike Lane
- Bike Lane

The **TLDR Project Number** field is only available if the **Estimated Cost of Pedestrian Elements**, as entered in the **Estimated Cost** grid, is greater than $50,000.00.

8.9. Financials

The Financials section includes the **Pass Thru Finance** field to identify projects that TxDOT has approved to be constructed under a Pass Through Financing (PTF) delivery method.



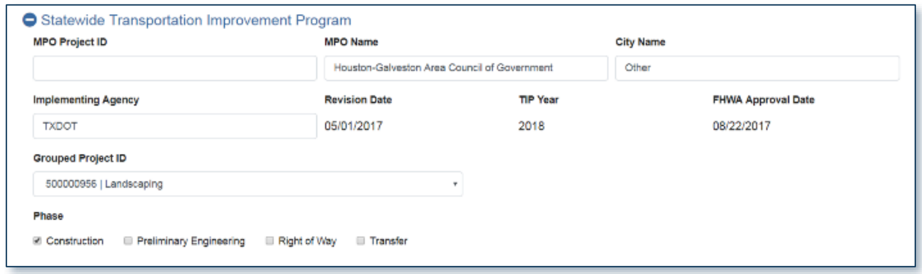
8.10. Unified Transportation Program

The Unified Transportation Program section includes the following fields:

Field	Description
UTP Authority	Level of Authority approved for the project. Select: - Plan - Develop - Construct
UTP Ranking	Priority rank of the project within the Unified Transportation Program (UTP). Select: - Tier 1 - Tier 2 - Tier 3
UTP Approval Type	Types of Unified Transportation Program (UTP) approval. Select: - Administrative - Commission
CBI Funding Approval	Coordinated Border Infrastructure is a federal program and projects require FHWA approval before the funding can be programmed on them.
FHWA Representative	Name of the FHWA employee who approved the project to use federal CBI funding.

8.11. Statewide Transportation Improvement Program

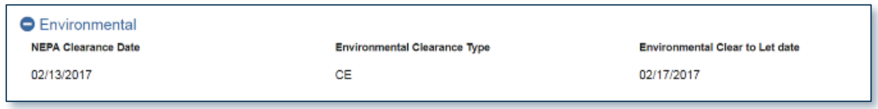
The Statewide Transportation Improvement Program (STIP) section includes the following fields:



Field	Description
MPO Project ID	MPO Project Identification number will be assigned by TxDOTCONNECT.
MPO Name	Metropolitan Planning Organization (MPO) name.
City Name	The local incorporation (city) where the project is located.
Implementing Agency	Name of the responsible party/parties who initiated and will carry out the project.
Revision Date	Date the District is expecting the Commission to approve.
TIP Year	Indicates the federal fiscal year that a project is included in the TIP/STIP.
FHWA Approval Date	Date of Federal Highway Administration (FHWA) approval for the project.
Grouped Project ID	Group Project CSJ (A.K.A. State-wide CSJ) that the Project CSJ is associated with, if applicable.
Phase	Indicates the Project's approved phase(s) in the Transportation Improvement Program (TIP)/State Transportation Improvement Program (STIP). Check: ▪ Construction ▪ Preliminary Engineering ▪ Right of Way ▪ Transfer ⚠ Transfer cannot be combined with any other selection.

8.12. Environmental

The Environmental section includes the following fields, which are populated from **ECOS**:



Field	Description
NEPA Clearance Date	Date of when the National Environmental Policy Act (NEPA) document is clear, meaning ROW acquisition and or project development work is clear to begin.
Environmental Clearance Type	Code representing Environmental Clearance Type for a project.
Environmental Clear to Let Date	Date the Environmental Clearance Type was received on a project.

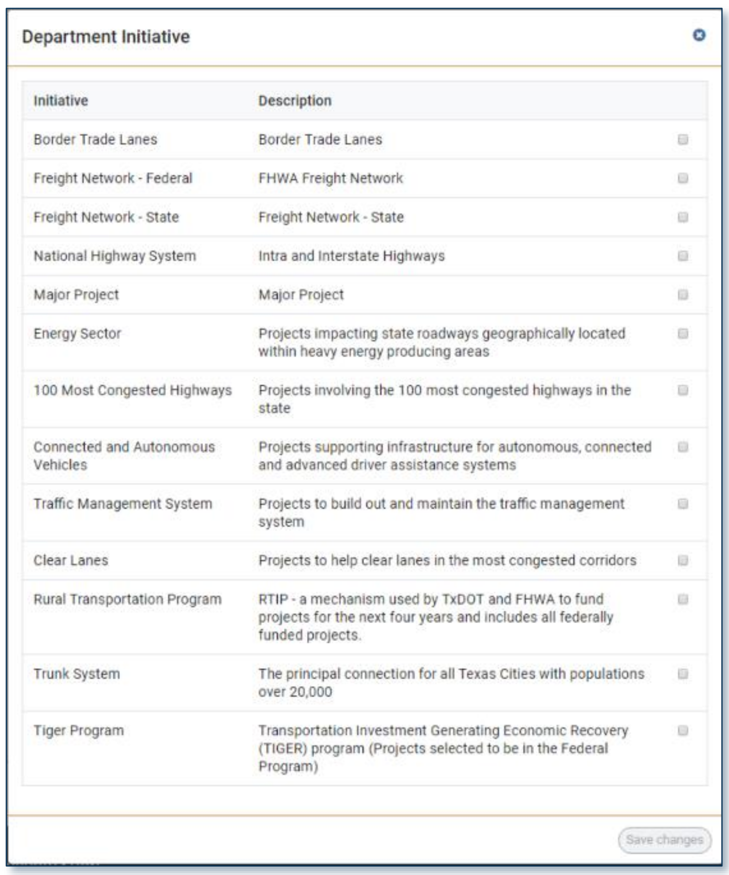
8.13. Department Initiatives

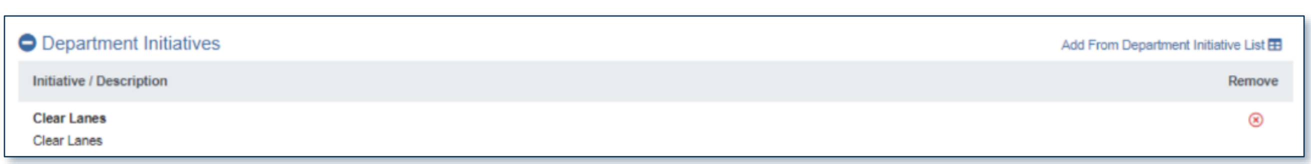
The **Departmental Initiatives** section allows you to associate Department Initiatives with the project. This is also how the Project Call process will be performed.

1. Click to open the Department Initiative Pop-Up Window.
2. Check the box(es) next to the applicable Department Initiative(s) in the list.
3. Click Save changes

The department initiative(s) you selected will display in the section.

Click to remove an initiative.





8.14. Ancestors Grid

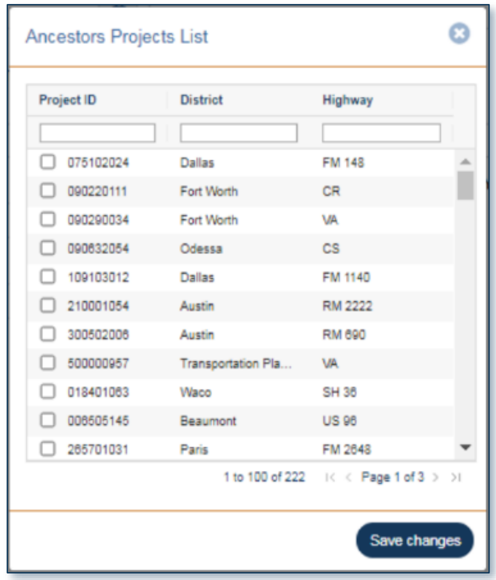
The Ancestors Grid section allows you to identify one or more existing projects as Ancestors for the current project.

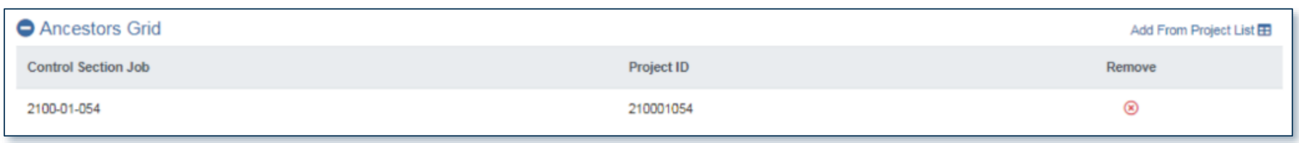
In DCIS, Ancestors indicate a change history of a CSJ: when a planning CSJ is converted to a real CSJ, the planning CSJ becomes an **Ancestor** to the real CSJ.

1. Click to open the Ancestors Projects List Pop-Up Window.
2. Select the applicable projects from the list.
3. Click Save changes

The project(s) you selected will display in the section.

Click to remove a project.





8.15. Descendants Grid

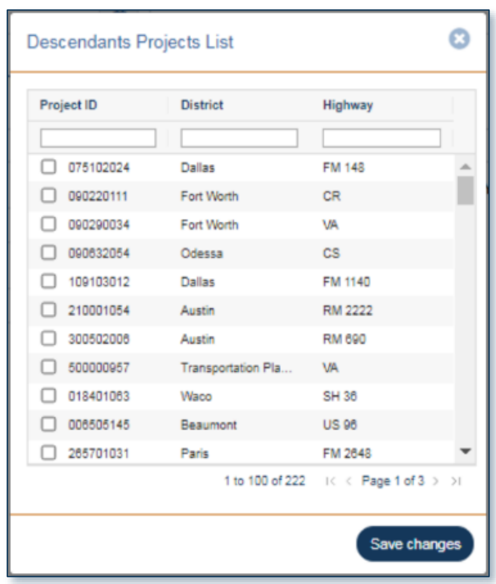
The Descendants Grid section allows you to identify one or more existing projects as Descendants for the current project.

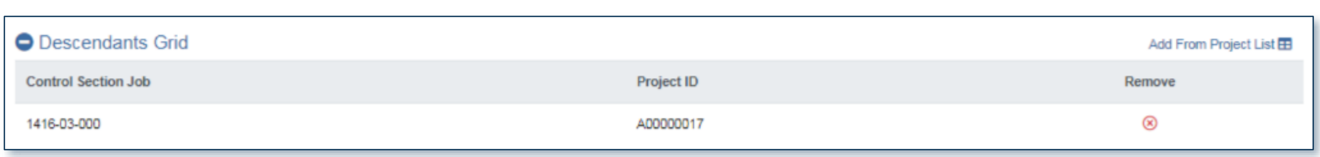
Descendants indicate a change history of a CSJ: when a project is terminated and/or re-let under a new CSJ, the new CSJ will be a **Descendant** of the old CSJ.

1. Click to open the Descendants Projects List Pop-Up Window.
2. Select the applicable projects from the list.
3. Click Save changes

The project(s) you selected will display in the section.

Click to remove a project.





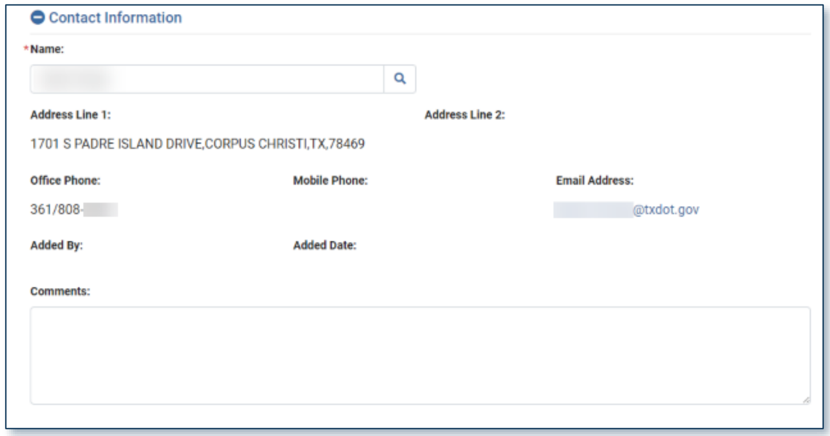
8.16. Contact Information

The **Contact Information** section only displays for Transfer Projects. A project contact is **required** for Transfer projects.

1. Type the project contact's name in the **Name** field.
2. Press enter.

The project contact's information will populate in the remaining fields.

You can also click to search for a project contact by name, office phone, email address, or District/Division.

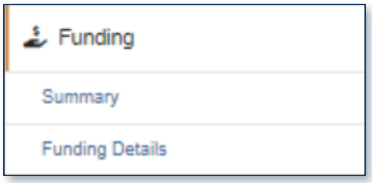


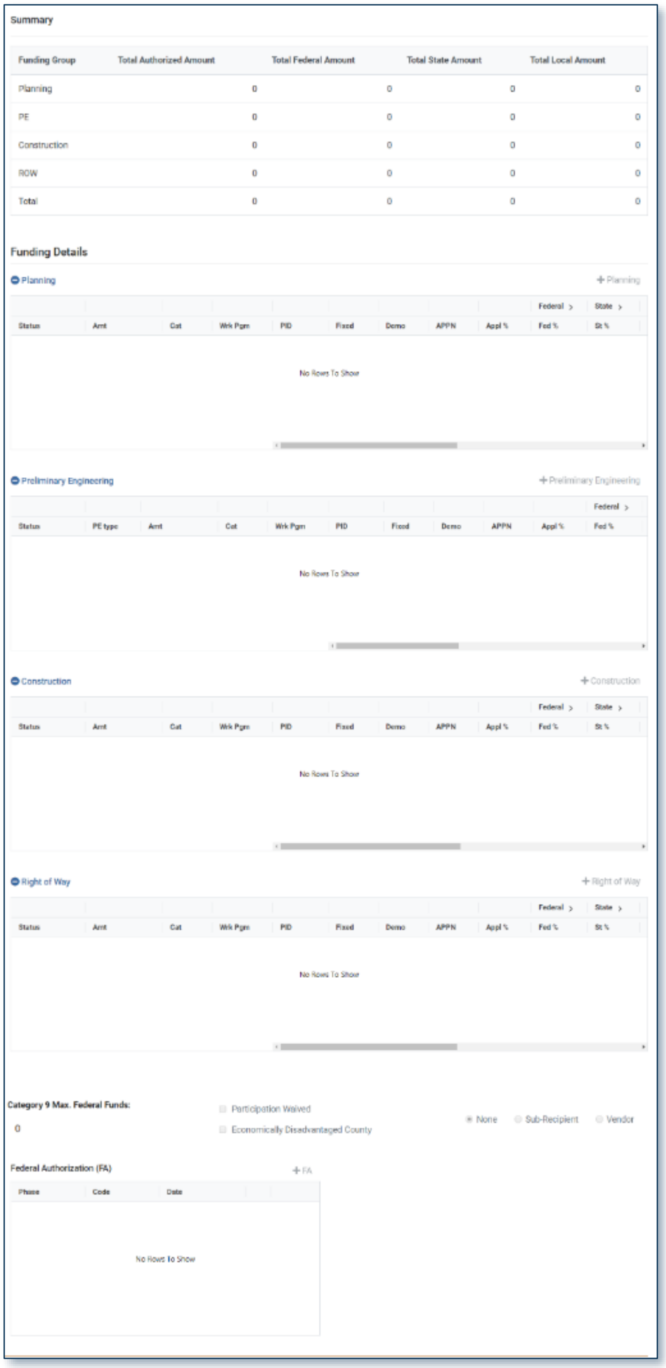
9. Funding Page

The Funding Page of the project displays summary and detail information about the project's funding sources and amounts.

9.1. Funding Page Sections

The Funding page is arranged in two sections.





9.2. Funding Summary

The Funding Summary displays a grid with the following funding source totals for each phase of the project:

- Total Authorized Amount
- Total Federal Amount
- Total State Amount
- Total Local Amount
- Total Bond Amount


Summary

Funding Group	Total Authorized Amount	Total Federal Amount	Total State Amount	Total Local Amount	Total Bond Amount
Planning	0	0	0	0	0
Preliminary Engineering	0	0	0	0	0
Construction	0	0	0	0	0
Right of Way	0	0	0	0	0
Total	0	0	0	0	0

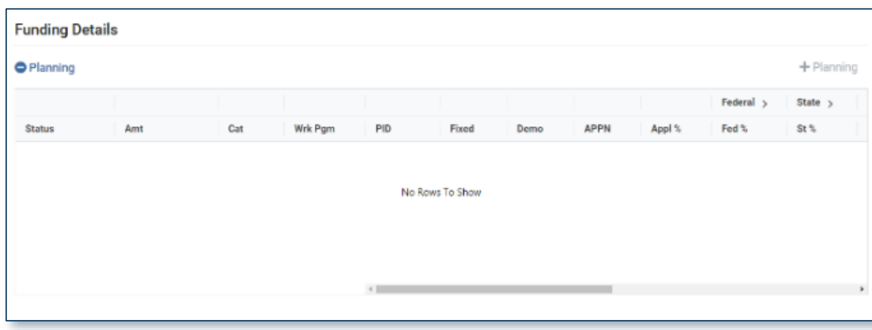
9.3. Funding Details

The Funding Details section is further divided into the following subsections:

- Planning
- Preliminary Engineering
- Construction
- Right of Way
- Additional Funding Fields
- Federal Authorization (FA)

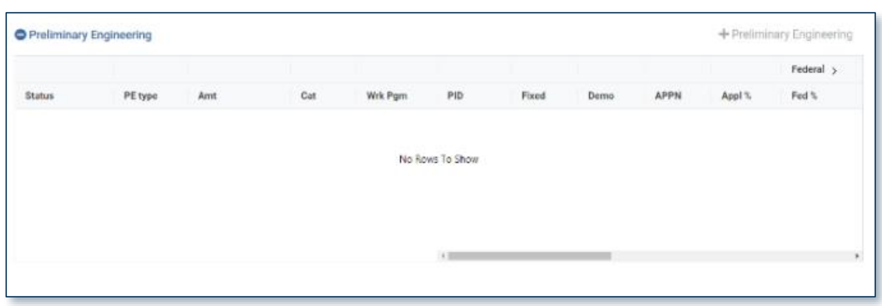
9.4. Funding Details: Planning

- Click + Planning to add a funding line to this grid.
- District Funding Managers can add funding lines to this grid for Construction projects.
- Division Project Managers can add funding lines to this grid for Non-Let projects only.
- Only one state funding source can be added here.



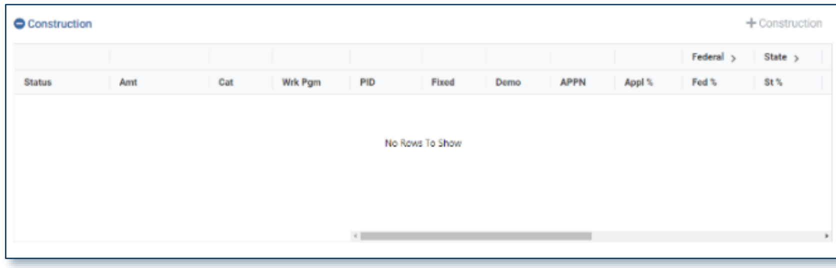
9.5. Funding Details: Preliminary Engineering

- Click + Preliminary Engineering to add a line of funding to this grid.
- Letting Management Coordinators and District Funding Managers can add funding lines to this grid.
- Division Project Managers can add funding lines to this grid for Non-Let projects only.
- A maximum of 14 funding lines can be added to the PE Funding grid.



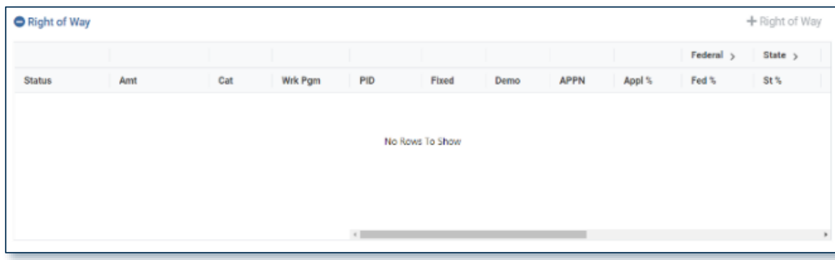
9.6. Funding Details: Construction

- Click + Construction to add a row to the Construction funding grid.
- District Funding Managers can add funding lines to the Construction funding grid.
- Division Project Managers can add funding lines to this grid for Non-Let projects only.
- A maximum of 10 funding lines can be added to the Construction Section



9.7. Funding Details: Right of Way

- Click + Right of Way to add a row to the Right of Way funding grid.
- The Right of Way Funding Manager will add funding lines to the Right of Way grid.



Right of Way funding cannot be entered unless a ROW project is added to the current project. For information on adding ROW projects to a construction or other project, see Resources, below.

9.8. Funding Grid Columns

Each funding grid contains the following columns.

Hover over the abbreviated column header to display the expanded term. This is called a **tool tip**.

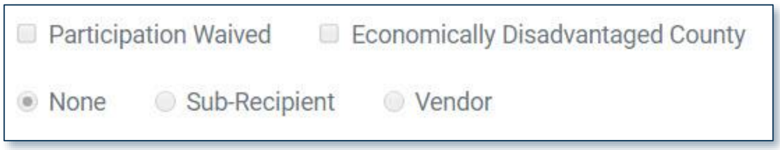
Use the **scroll bar** to view all columns. The first four columns will remain fixed as you scroll through the others (Preliminary Engineering has five fixed columns)

Field	Description
Status	Status of the funding line: - **Saved** – Used when first saving the line of funding. - **Pending** – When a Funding Manager is ready to submit a funding line for approval, save it as pending and notify Letting Management. - **Approved** – Letting reviews the funding line and changes it to Approved. Funding lines with Candidate Planning Allocation funding category in DCIS are automatically migrated to TxDOTCONNECT in **Saved** Status.
Amount (AMT)	The total amount of funding being applied to the funding line.
Category (CAT)	Funding category for the work being performed, for example, Cat 1 = Preventative Maintenance and Rehabilitation.
Work Program (Wrk Pgm)	Identifies the FY and the category of funding.
PID	Program Identifier, for example, PM, ON, HES, TCD or ALT.
Fixed Funds (Fixed)	Fixed Funds will be expended in full in the order listed. Funding for categories 2,4, and 12 is always fixed. The open funding line must be last in the priority of funding lines. Fixed Funds provided by local entities will be expended first and should be placed first in the order of funding lines
Demo ID (Demo)	Demonstration ID, assigned in a federal bill to a specific project using federal demonstration funds.
Apportionment Code (APPN)	Identifies Federal or State funding code.
Applied Percent (Appl %)	If the funding line is not Fixed Funds, the funding line should indicate the percentage of the low bid to fund the line.
Federal Percent (Fed %)	Funds obtained from federal agencies, expressed as a percentage of total project funds. This can be automatically populated based on the Apportionment Code entered but can be edited as needed.
Federal Amount (Fed Amt)	Amount obtained from federal agencies calculated according to the Federal Percent.
State Percent (St %)	Funds obtained from state agencies, expressed as a percentage of total project funds. This can be automatically populated based on the Apportionment code entered but can be edited as needed.

State Amount (St Amt)	Amount obtained from state agencies calculated according to the Federal Percent.
State Source	State-only funding categories
Local Percent (Loc %)	Funds obtained from local government, expressed as a percentage of total project funds. This is automatically populated based on other details entered but can be edited as needed.
Local Amount (Loc Amt)	Funds obtained from local government, expressed as a dollar amount. This is automatically populated based on other details entered but can be edited as needed.
Local Funding Type (Loc Type)	Local-specific funding category. You can select these from a drop-down menu.
Local Provider (Loc Prov)	The local entity providing funding.
Minute Order Number (MO #)	Number of the commission minute order approving the project for funding.
Minute Order Date	Date the commission minute order was approved.
Transportation Development Credit Type (TDC Type)	Type of Transportation Development Credits, which fund critically needed public transportation services and projects, such as replacing outdated facilities.
Transportation Development Credit Percent (TCD %)	The percent of the Transportation Development Credits that have been applied toward funding the project.
Advanced Construction (AC)	Indicates when some or all the funding on a specific funding line has been authorized by FHWA in advance of construction.
Tapered Match (TM)	Indicates if a tapered match is being used for the cost of the project.
PeopleSoft Extraction Indicator (ERP)	Indicates that a project is being set up in PeopleSoft. This indicator is only present for Planning and Preliminary Engineering.

9.9. Additional Funding Fields

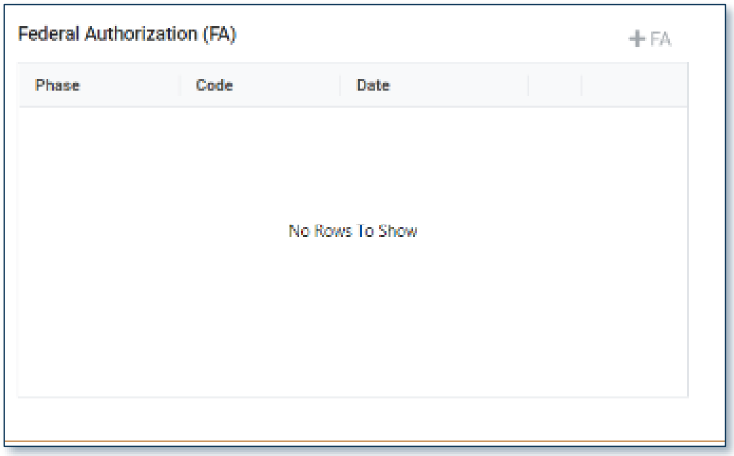
A few fields below the Right of Way funding grid only apply based on the funding category chosen in the grids above.



- **Category 6 – Participant Waived** will be automatically checked.
- **Economically Disadvantaged County** – check this box if the work will take place in a county designated as an Economically Disadvantaged County
- **Sub-Recipient/Vendor** – select whether there are sub-recipients of the funding, vendors, or none.

9.10. Federal Authorization (FA) Grid

- Click + FA to add rows to the Federal Authorization grid.
- Only the Letting Management Coordinator can add lines to the Federal Authorization grid.

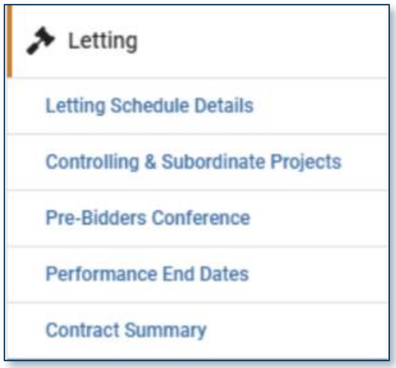


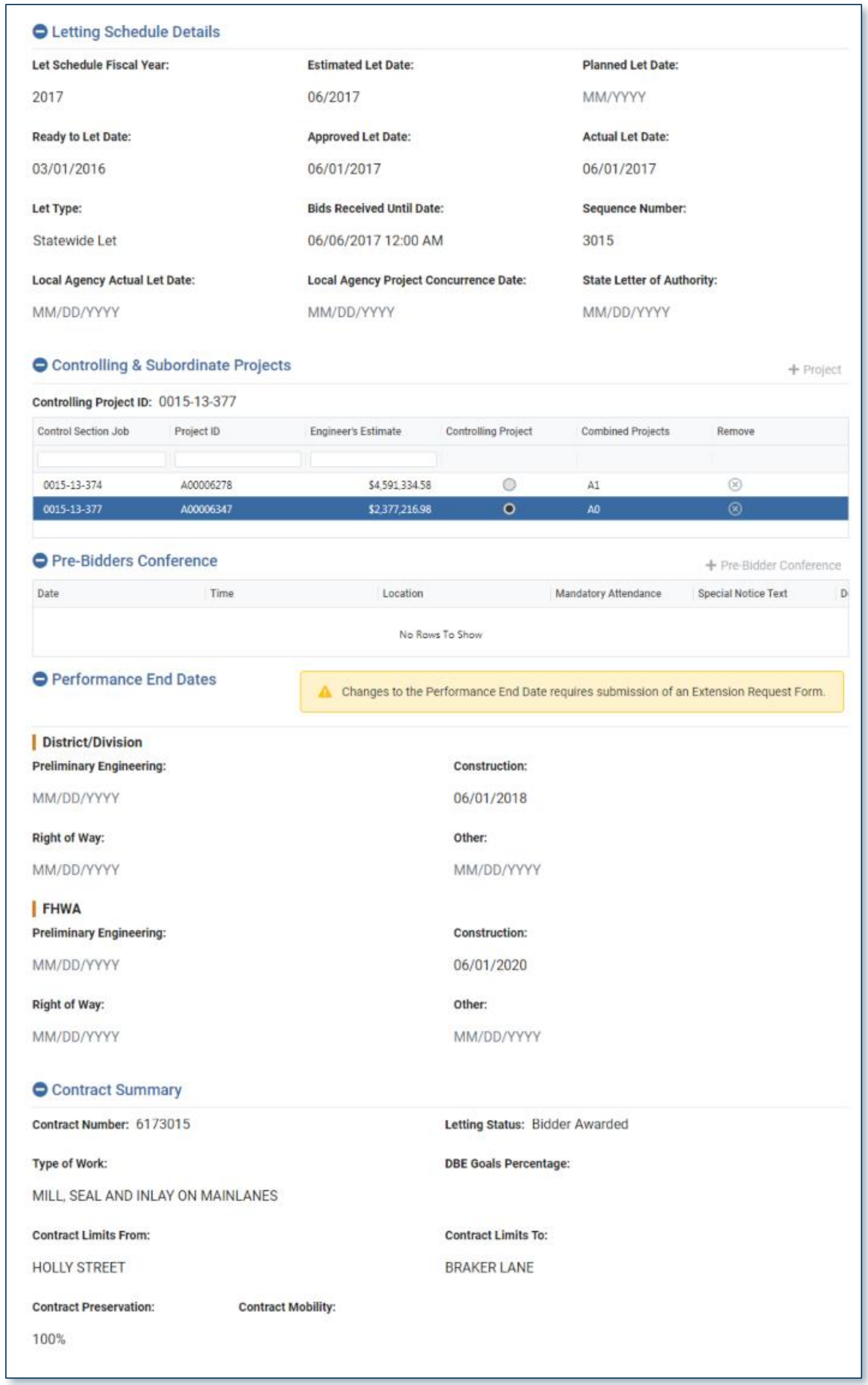
10. Letting Page

The Letting Page of the project displays summary and detail information about the project's funding sources and amounts.

10.1. Letting Page Sections

The Letting page is arranged in seven sections.

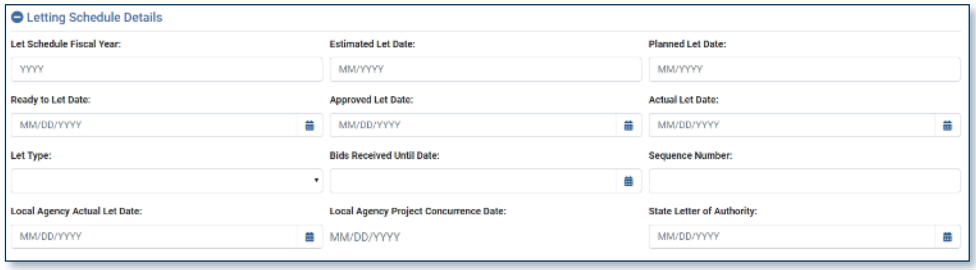




10.2. Letting Schedule Details

This section contains crucial dates for when and how the project will be let.

Fields in this section are entered by the Project Manager (Project Manager-Initiate or Project Manager-Development) or the Letting Management team or are populated automatically.



It contains the following fields:

Field	Description	Updated By
Let Schedule Fiscal Year	The fiscal year in which the project is planned to be let.	Letting Management
Estimated Let Date	The District's estimate for when the project will let. This may change over time.	Project Manager
Planned Let Date	The date the project is approved to be let according to the 12-Month Letting Schedule	Letting Management
Ready to Let Date	The date when the project is ready to let.	Project Manager
Approved Let Date	The date the project is approved to be let according to the Monthly Letting Schedule. There must be a date in the Let Schedule Fiscal Year in order to update and save this field.	Letting Management
Actual Let Date	The date the project is actually let.	Automatically populated when project is let.
Let Type	A drop-down menu selection to indicate whether the project is let by TxDOT, Local Government, or Non-Let.	Project Manager
Bids Receive Until Date	The date until which TxDOT will receive bids on the project.	Automatically populated from CMCS (via DCIS)
Sequence Number	The date and sequence in which the project will be let.	Letting Management
Local Agency Actual Let Date	The date the project is let by a Local Agency.	Letting Management
Local Agency Project Concurrence Date	The date that TxDOT signs the Project Concurrence Document.	Letting Management
State Letter of Authority	The date the state letter of authority was approved.	Letting Management

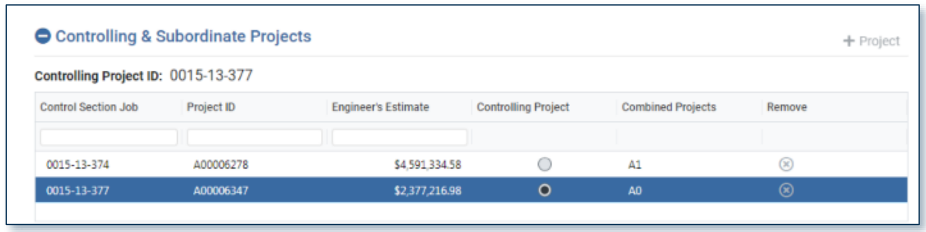
Once an **Actual Let Date** is populated, the project can no longer be edited, with two exceptions:

- Funding Managers and Letting Management Coordinators may still update funding lines.
- Change Orders may still be associated. See **Controlling & Subordinate Projects** for more information.

10.3. Controlling & Subordinate Projects

This section displays all associated projects that will be bundled together for letting purposes.

It contains the following columns:



Column	Description
Control Section Job	The CSJ of the project.
Project ID	The Project ID of the project.
Engineer's Estimate	The estimated cost of the project.
Controlling Project	Click the radio button next to a project to select it as the Controlling Project.

Combined Projects	The **Combined Projects** code indicates how projects should be grouped for billing and transmitted to Site Manager. This is required for the Controlling Project.
	Observe the following guidelines:
	- Use an alpha character and a **zero** ("0") to signify a new grouping (example: "A0").
	- Use an alpha character and a **one** ("1") to indicate additional members of the group (example: "A1").
	- The controlling project must designated as "A0" unless it has no subordinate projects.
	- You cannot use an "alpha-1" code without a corresponding "alpha-0" code. (example: no "A1" without first "A0").
	- For projects that will be billed separately, use XX. This includes:
	    - Controlling projects with no subordinate projects.
	    - Preventive maintenance projects.
	    - Projects with sub-type "Bridge."
	    - Joint bid utility projects.
	- If the field is left blank, the project will be billed separately.
	- To combine projects, projects must have the same Contract Preservation and Contract Mobility percentages. See the description of these fields under Contract Summary, below.
	Example: the A group will be billed together, the B group will be billed together, and the last project will be billed separately.
	- Project A001 – A0 (controlling project)
	- Project A002 – A1
	- Project A003 – B0
	- Project A004 – B1
	- Project A005 – B1
	- Project A006 – XX

Remove	Click to remove (disassociate) a project.

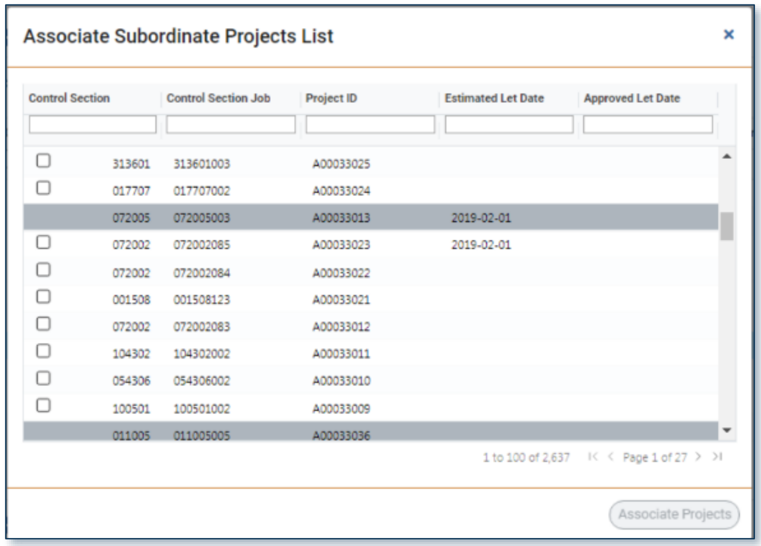
To associate a subordinate project,

1. Click + Project

The **Associate Subordinate Projects List** will appear.

Projects that are already associated to another project will be visible but disabled.

2. Select one or more projects as subordinate projects.
3. Click Associate Projects.



Consider the following guidelines when associating subordinate projects to a controlling project.

- Associate and disassociate functionality is only available from the Associated Projects grid of the **Controlling Project**.
- A project must have at least one line of **approved funding** before it can be associated.
- You cannot associate a project that is already the subordinate project to a **different controlling project**. You must first disassociate it from its current controlling project.
- Projects with a **federal project number** cannot be subordinate to a controlling project with a **state project number**.

If you select a project that already has its own subordinates, the subordinate projects will "follow" – each of them will become subordinate to the current project.

For example, you are working on **Project Z**. You choose to associate **Project A** as a subordinate to **Project Z**, but **Project A** is already a controlling project to two of its own subordinate projects: **Project B** and **Project C**.

Projects **A**, **B**, and **C** will all become subordinates to **Project Z**.

Once associated, the following fields will "cascade" from the controlling project to its subordinates when changes are made:

- Controlling Project ID
- Sequence Number
- Contract Number
- Bids Received Until Date
- Approved Let Date
- Estimated Let Date

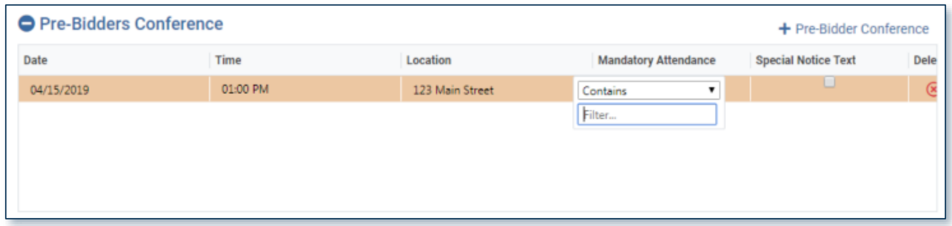
If you cancel a controlling project, all its subordinte projects will also be canceled. If you wish to cancel only a subordinate project, you must first disassociate it.

You can associate a **Change Order** project (Type: Non-Let; Subtype: Change Order) to a controlling project even after the controlling project has an Actual Let Date. Guidelines regarding approved funding still apply.

10.4. Pre-Bidders Conference

This grid contains information about pre-bidder conferences at which the agency can explain unusual aspects of a project and address questions.

Letting Management can click + Pre-Bidder Conference to add a row to the grid.



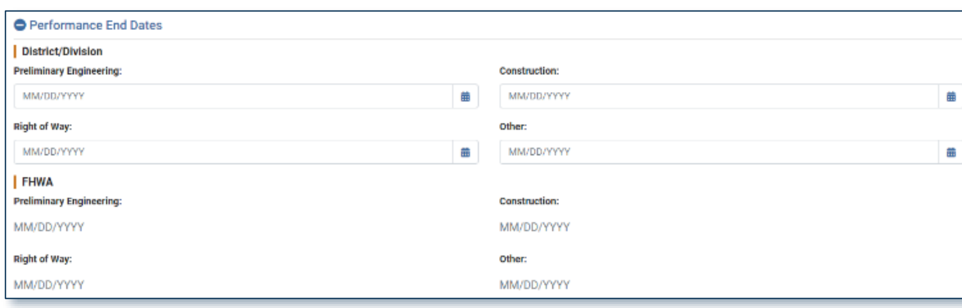
You can click in the header of any column to filter its contents.

Field	Description
Date	The date of the conference according to the Notice to Contractor.
Time	The time of the conference according to the Notice to Contractor.
Location	The physical address of the pre-bidder's conference.
Mandatory Attendance	Indicates whether attendance to the conference is mandatory.
Special Notice Text	This indicates whether customized information needs to be manually inserted into the Notice to Contractor's report.
Delete	Click to remove a row from the Pre-Bidders Conference grid.

10.5. Performance End Dates

This section contains expected end dates for phases of work. Any work completed by a vendor after these dates will not be eligible for reimbursement.

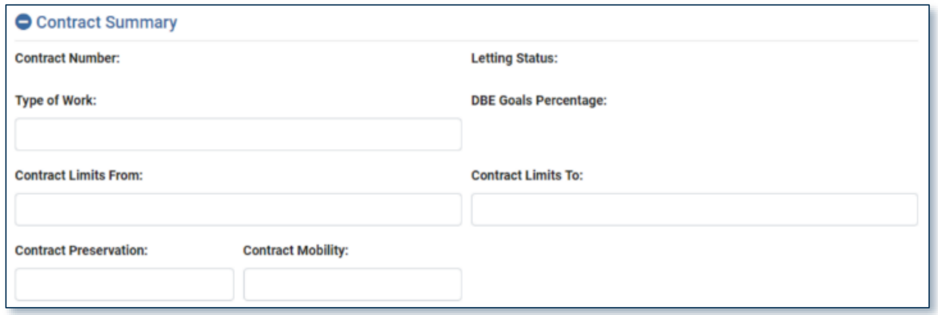
- The Project Manager can update the District/Division subsection.
- Letting Management can update the FHWA subsection.



Field	Description
Preliminary Engineering	The date by which all Preliminary Engineering work should be completed.
Construction	The date by which all Construction work should be completed.
Right of Way	The date by which all Right of Way work should be completed.
Other	The date by which any other work should be completed.

10.6. Contract Summary

This section contains a summary of contract information for Construction projects. Most of these fields populate automatically from other systems.



Field	Description
Contract Number	The eight-digit number that represents the contract for letting.
Letting Status	The description of the project's status as it pertains to letting.
Type of Work	The type of work involved with the contract.
DBE Goals Percentage	The Percentage Goal of the Disadvantaged Business Enterprise Supportive Services. This value is required if FHWA will participate in the cost of the work.
Contract Limits From	The beginning location for the project.
Contract Limits To	The ending location for the project.
Contract Preservation	Percentage (whole numbers) should be based on all other work and other costs not covered in Contract Mobility, below.
Contract Mobility	Percentage (whole numbers) should be based on all other work and other costs not covered in Contract Preservation, above.

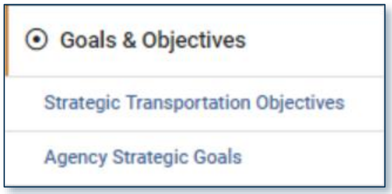
The sum of **Contract Preservation** and **Contract Mobility** percentages must equal 100%. When one field is updated, the other field will automatically be updated such that the combined percentage will equal 100%.

Contract Preservation and **Contract Mobility** percentages must match on projects grouped with **Combined Project** codes. For more information, see **Combined Projects** under Controlling & Subordinate Projects.

11. Goals & Objectives

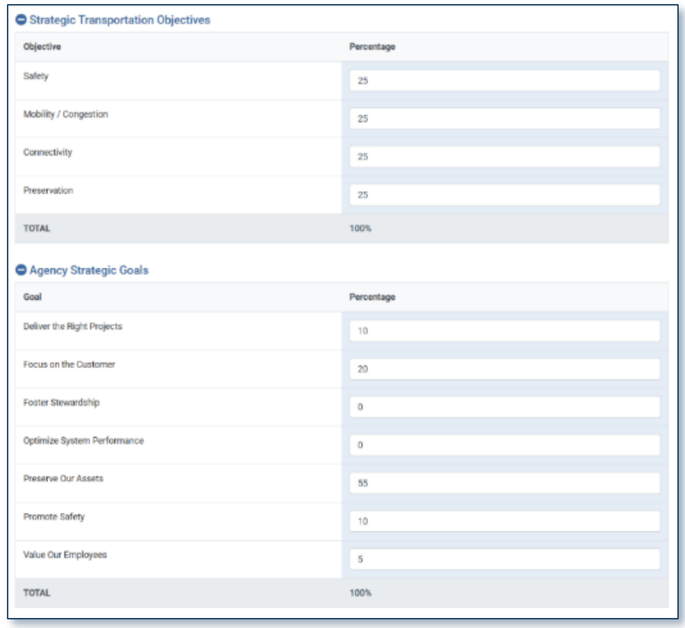
The **Goals & Objectives Page** contains information about TxDOT and states goals and objectives for the selected project.

It is arranged in two sections.



The default percentages on this page are determined by the **Project Classification** selected on the Project Details page.

You can modify these default percentages if needed, but the total for each section must be **100%**.



Strategic Transportation Objectives

Objective	Percentage
Safety	25
Mobility / Congestion	25
Connectivity	25
Preservation	25
TOTAL	100%

Agency Strategic Goals

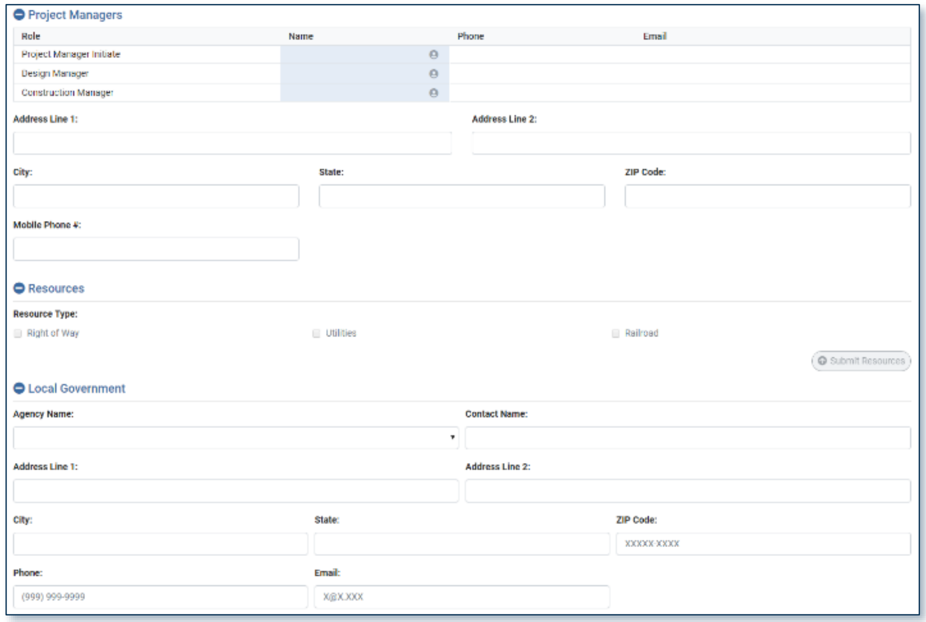
Goal	Percentage
Deliver the Right Projects	10
Focus on the Customer	20
Foster Stewardship	0
Optimize System Performance	0
Preserve Our Assets	55
Promote Safety	10
Value Our Employees	5
TOTAL	100%

12. Resources

The Resources page is where the creator of the project can go to request additional Resources be assigned to the Project.

12.1. Resources Page Sections

The Resources page is arranged in three sections:



12.2. Project Managers

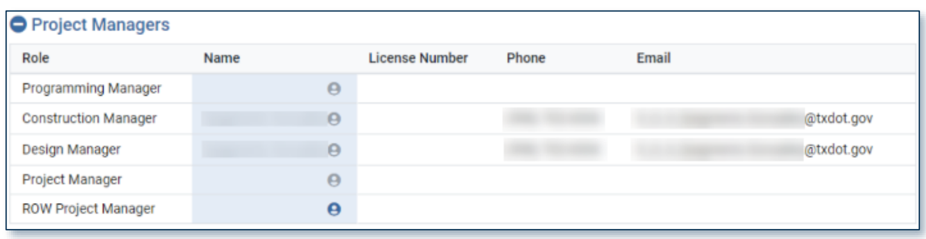
The **Project Managers** section of the Resources page lists the staff resources assigned to the project.

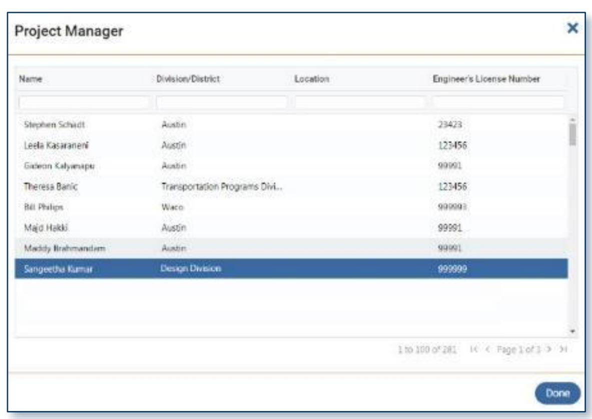
1. Click next to the desired role to assign a resource to it.

The selection window will appear.

2. Use the column headers to sort or filter by Name, District/ Division, Location, or Email.
3. Select the desired project manager.
4. Click **Done**.

The employee's name and contact information will display.

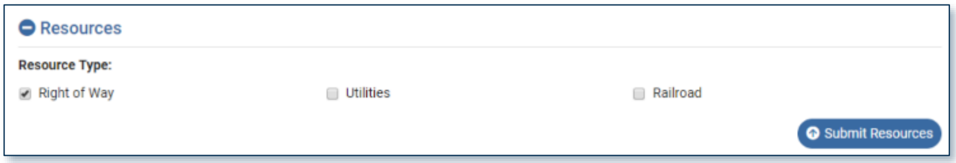




An Engineer can be selected as Project Manager only if a current License is on file in TxDOTCONNECT. For more information, see the **Engineer's Estimate Reference Guide.**

12.3. Resources

The **Resources** section allows you to request additional Right of Way (ROW), Utilities, or Rail Road resources.



1. Check the box next to the desired resource.
2. Click Submit Resources
3. The appropriate group will receive the request and choose to approve or not approve.

You can track the status of this request in the **Workflow, Forms, & Templates** page.

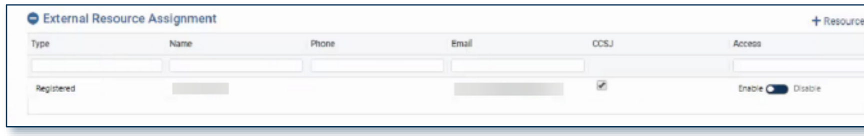
You may only have one pending resource request for each resource type.

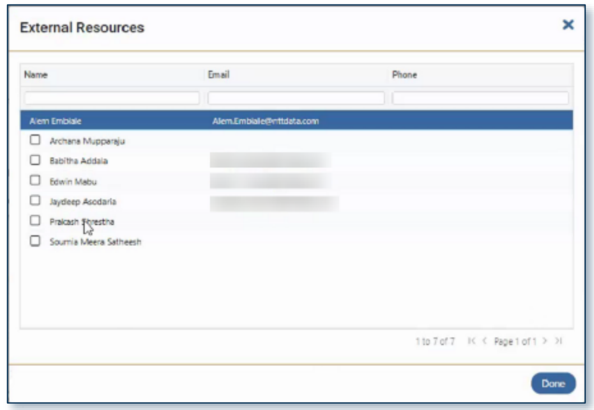
12.4. External Resources Assignment

The **External Resources Assignment** section allows the following roles to invite external engineers and coordinators to work on a project:

- Project Manager – Initiate
- Project Manager – Development
- Professional Engineer
- Professional Engineer – Consultant
- Engineer's Estimate Coordinator
- Engineer's Estimate Coordinator – Consultant

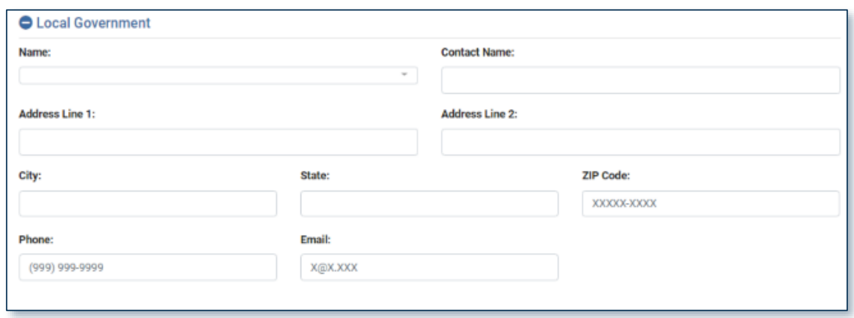
For more information, see the **Engineer's Estimate Reference Guide.**





12.5. Local Government

The **Local Government** section allows you to add information about Local Government resources involved with the project.

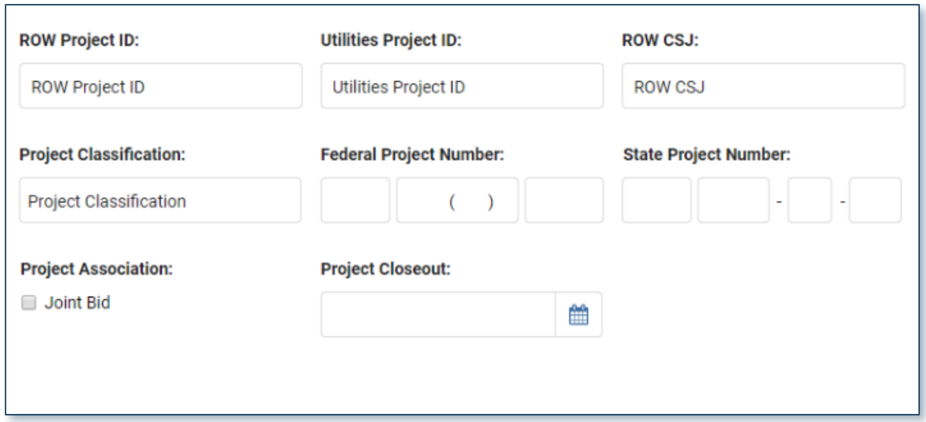


13. Right of Way/Utilities

The Right of Way/Utilities page displays Right of Way (ROW) and Utility information for the project.

This page has only one section. A ROW project is created when a ROW or Utilities Resouce Request is submitted and approved.

- ROW Project ID, Utilities Project ID and ROW CSJ populate automatically upon the approval of a ROW or Utilities Resource Request.
- The ROW Supervisor selects the Project Classification. See the list of possible Project Classifications in **Project Classification**.
- The Letting Management Coordinator enters the **Federal Project Number** or **State Project Number**.



Associating ROW Projects

- Check the box next to **Joint Bid** under Project Association to indicate a ROW project is part of a joint bid.

Joint Bid ROW Projects will appear in the Associate/ Disassociate grid on the Letting page.

The Right of Way page will then display:

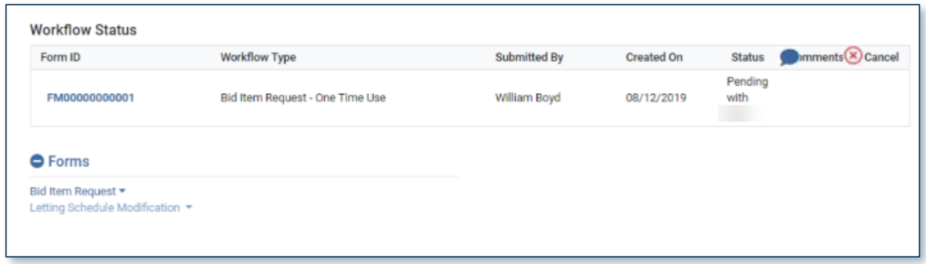
- Right of Way Estimated Let Date
- Right of Way Approved Let Date
- Right of Way Actual Let Date

14. Workflow, Forms, & Templates

The **Workflow, Forms, & Templates** page allows you to monitor workflow requests, including Resources Requests.

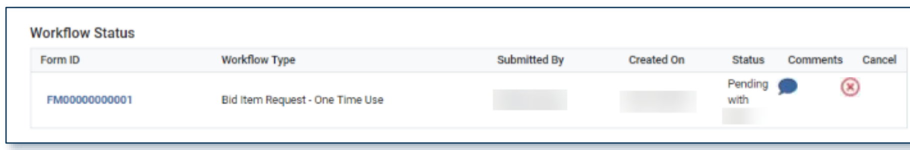
14.1. Workflow, Forms, & Templates

Workflow, Forms, & Templates is a page within a transportation project from which workflow requests may be submitted and monitored.



14.2. Workflow Status

This section allows the user to monitor the status of the requests in progress.



- Click the **Form ID** to open the form to review more detailed information.
- Click next to a request to display **reviewer comments**.
- Click next to a request to **cancel** the request. A comment is required.
- While a request is pending on a project, you cannot create a new one of the same type.

14.3. Forms

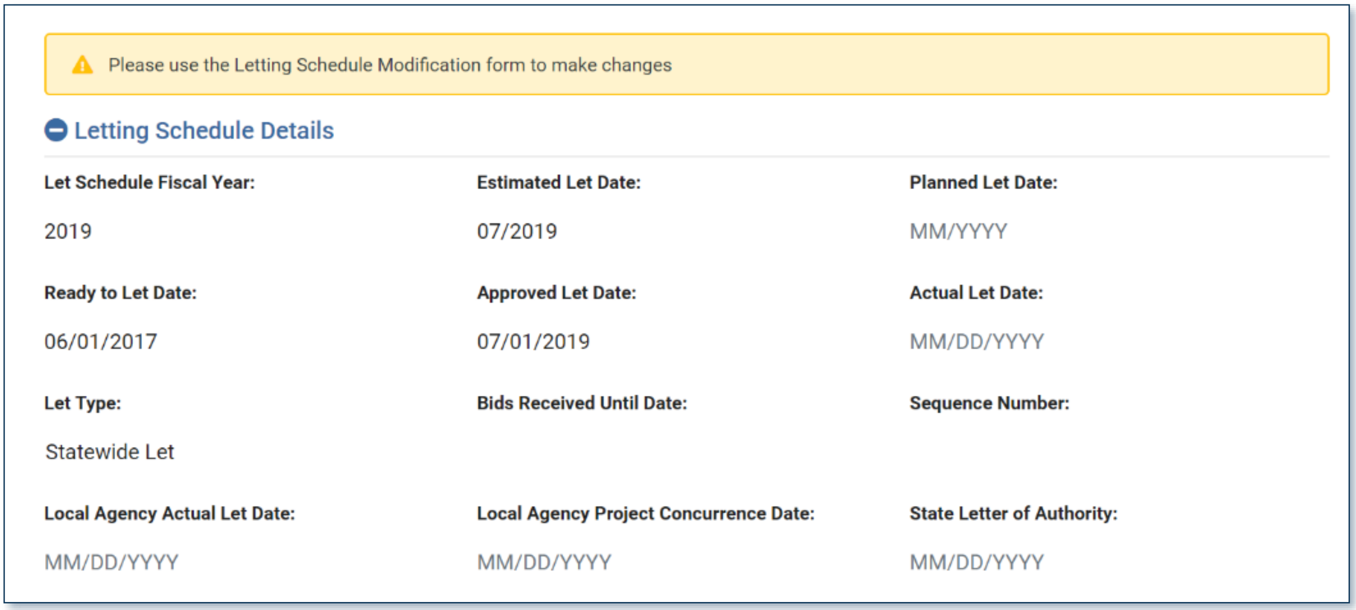
Forms allow information within the system and requests for approval to be routed automatically through a workflow.

The Bid Item Request is described in more detail in the **Engineer's Estimate Reference Guide**.

The Letting Schedule Modification submitted from this section is described in more detail below.

14.4. Letting Schedule Modification Request Form

When a project's Let Schedule Fiscal Year matches the current fiscal year, you cannot make changes directly to the Letting Schedule Details fields on the Letting page.

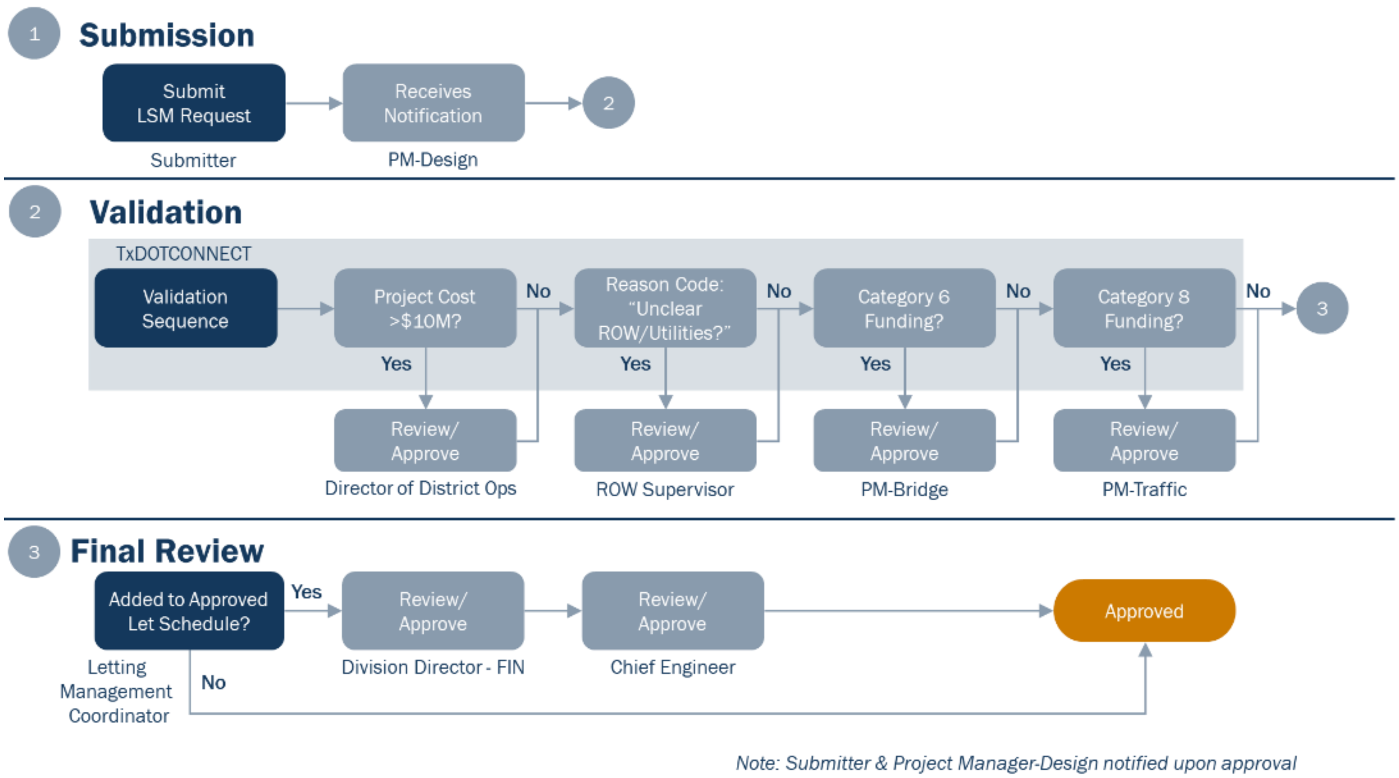


Instead, use the **Letting Schedule Modification (LSM) Form** to request any of the following changes:

- Add or Reschedule a Let Date
- Associate or Disassociate Projects
- Cancel a Project

Letting Schedule Modification Workflow

The Letting Schedule Modification Request follows the workflow depicted below, and is divided into three parts: **Submission, Validation,** and **Final Review.**



1. **Submission**: The submitter – the project manager working on the project – submits the request, TxDOTCONNECT notifies the Design Division, and the request continues to the **Validation** step.
2. **Validation & Review**: TxDOTCONNECT routes the request to reviewers based on validation criteria:
   - ✓ If the project costs **$10 million or more**,
     - ➢ The request routes to the **Director of District Operations** for review.
   - ✓ If the Reason Code is **Unclear ROW** or **Unclear Utilities**,
     - ➢ The request routes to the **Right of Way Division** for review.
   - ✓ If the project includes **Category 6 funding**,
     - ➢ The request routes to the **Bridge Division** for review.
   - ✓ If the project includes **Category 8 funding**,
     - ➢ The request routes to the **Traffic Division** for review.
   - ✓ Once these reviews are complete, or if none are required,
     - ➢ The request continues to the **Final Review** step.
3. **Final Review**: The Letting Management Coordinator (LMC) reviews the LSM request
   - ✓ If the request will add the project to the Approved Let Schedule,
     - ➢ The request routes to the Division Director of Finance for review.
     - ➢ The request then routes to the Chief Engineer for review.

See additional details below for each step in the process described above.

Letting Schedule Modification: Add/Reschedule Let Date

The **Add/Reschedule Let Date** option allows you to propose a new Let Date for the project.

1. Type the desired date in the **Propose Let Date** field.

   The date must be in the format: **MM/DD/YYYY.**

   You can also use the **Calendar Tool.**

2. Select a **Reason for Let Change.** See options on the next page.
3. Enter a **Comment** if desired.
4. Click Submit.

Associate/Disassociate

The **Associate/Disassociate** option allows you to associate additional subordinate projects or disassociate current subordinate projects.

- To **Associate:**
  1. Click **Add from Project List.**

The **Associate Subordinate Projects List** will appear.

2. Select one or more projects as subordinate projects.
3. Click Associate Projects.

- To **Disassociate:**
  - Check the box in the **Disassociate** column next to the subordinate project you wish to remove.

For either option,

4. Select a **Reason for Let Change.**
   See options, below.
5. Enter a **Comment** if desired.
6. Click Submit.

For additional guidelines on associating and disassociating projects, review the Controlling & Subordinate Projects section.

Cancel Project

The **Cancel Project** option allows you to cancel a project.

1. Review the information on the screen.
2. Select a **Reason for Let Change**. See options, below.
3. Enter a **Comment** if desired.
4. Click Submit.

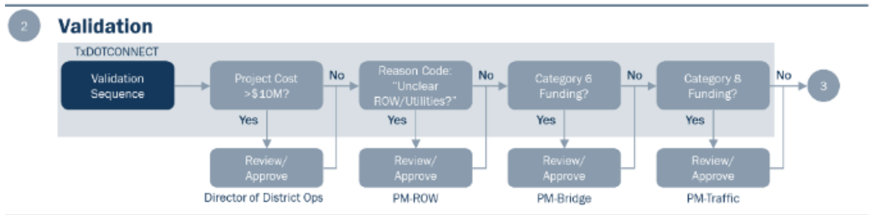
Reason for Let Change Options

- Add Subordinate Project
- Adjust Let Code
- Advertising requirement not met
- Cancelled per district request
- District Fund. Considerations
- Environmental Clearance (District)
- Environmental Clearance (Division)
- Late P.S.&E.
- Late P.S.&E.(outside source)
- Letting Management Discretion
- Level Letting
- Local Entity Funding Considerations
- P.S.&E. Revision Required
- Pending AFA
- Pending Other Agreements
- Pending Railroad Agreements
- Processing Error (Division)
- Project Accelerated
- Project is being Re-bid
- Remove Subordinate Project
- Reprogramming CCSJ
- S.T.I.P. Revision Required
- Statewide Fund. Considerations
- Unclear Right of Way
- Unclear Utilities

Letting Schedule Modification: Validation

TxDOTCONNECT performs a series of validations on the request and routes it to a **reviewer group** or an **individual reviewer** based on criteria.

For more information on reviewing requests, see the **My Group List** and **My Tasks** sections of this Reference Guide.



Monitor Status

The submitter can monitor the status of their request on the project's **Workflow, Forms, & Templates** page.

Click next to a request to display reviewer comments.

While a request is pending on a project, you cannot create a new one of the same type.

Workflow Status

Workflow Type	Submitted By	Submitted Date	Status	Comments	Cancel
LSM - Associate or Disassociate Projects		03/19/2019	Pending with ROW Project Manager		

Workflow Status

Workflow Type	Submitted By	Submitted Date	Status	Comments	Cancel
LSM - Associate or Disassociate Projects		03/19/2019	Approved		

Manoj Chemarla-C: 3/19/19, 3:56 PM

CE approves

Forms

Letting

Letting Schedule Modification

Pending LSM exists. Cannot create new LSM

Letting Schedule Modification: Cancel Request

You can **cancel** a Letting Schedule Modification (LSM) request at any time if it has not already been approved or not approved.

1. Click next to the request in the **Cancel** column.
2. Enter a comment for the reason for cancelling the LSM.
3. Click Cancel LSM.

15. Project Comments

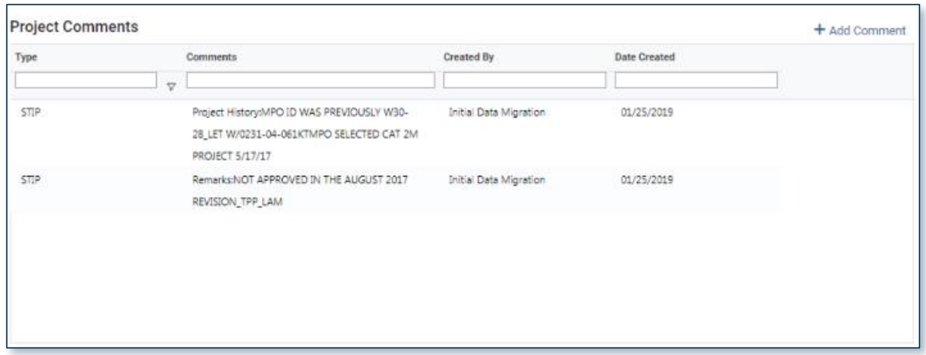
The **Project Comments** page allows anyone with edit or create security roles to add a comment to a project.

To add a comment to a project,

1. Click + Add Comment .

A new Comment row will appear.

2. Select a comment **Type**. A list of comment Types is included below.
3. Enter your comment.
4. Click **Save Project**.



TxDOTCONNECT automatically adds **Created By** and **Date Created** values for each comment.

Any user of TxDOTCONNECT, internal or external, can view comments. You cannot delete or edit a previous comment.

Comment Type Options

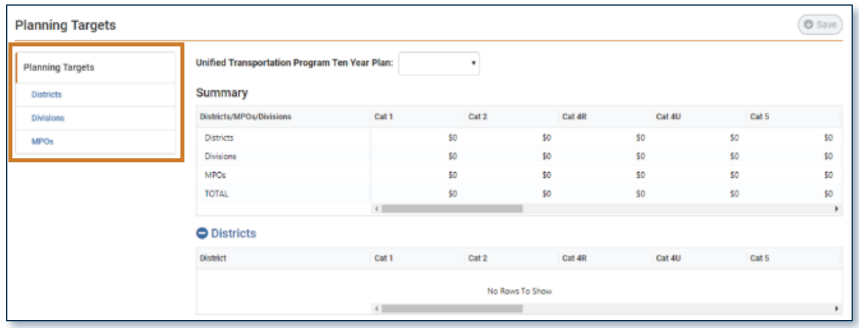
- Bridge
- Design
- Environmental
- Finance
- General
- Rail
- Right of Way
- STIP
- Traffic
- UTP

16. Portfolios/Programs

The **Portfolios/Programs** tab allows you to access the **Planning Targets** page.

The Planning Targets page consists of four sections:

- Summary
- District
- Division
- Metropolitan Planning Organization (MPO)



TxDOTCONNECT allows all users to view Planning Targets data, however, only authorized users can manage Planning Targets for the purposes of UTP.

UTP Coordinators can update Planning Targets at the following levels:

- District
- Division
- Metropolitan Planning Organization (MPO)

To update Planning Targets, either:

- Use the Bulk Upload functionality (See the Bulk Upload section for more information).
- Update them manually.

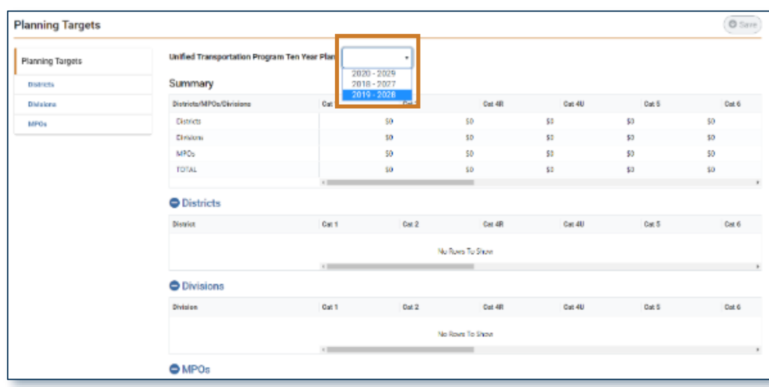
Letting Management Coordinators can update Planning Targets at the following levels:

- Division
- Metropolitan Planning Organization (MPO)

To update Planning Targets manually:

1. Select an appropriate UTP Ten Year Plan from the dropdown menu.

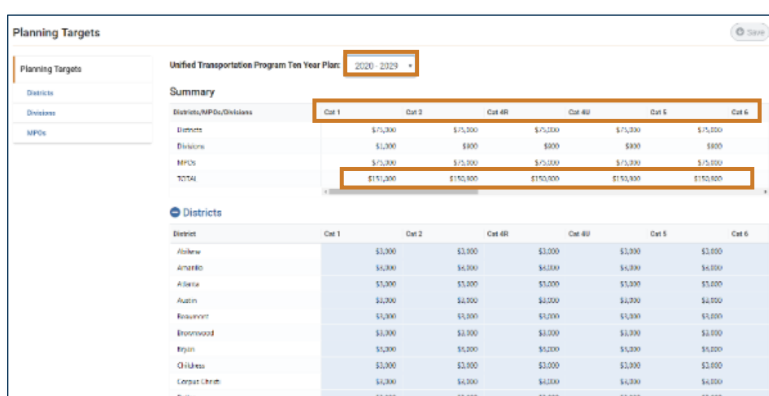
Three ten-year plan ranges are available from the dropdown menu.



The planning target data is populated in the Summary, District , Division and MPO sections.

In each section, the Planning Targets are displayed by funding category.

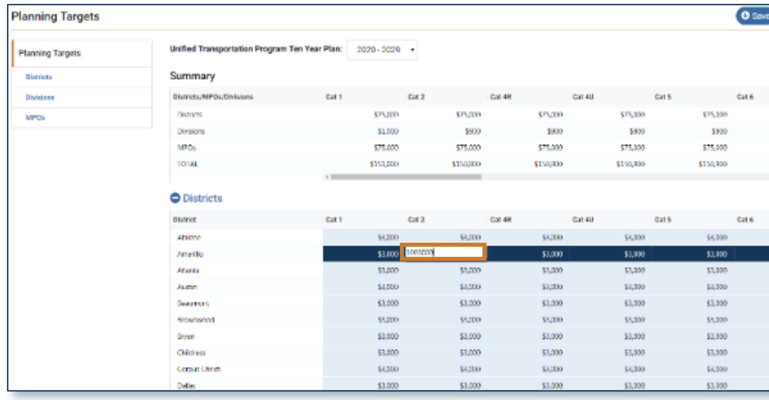
Scroll right to access/view more categories.

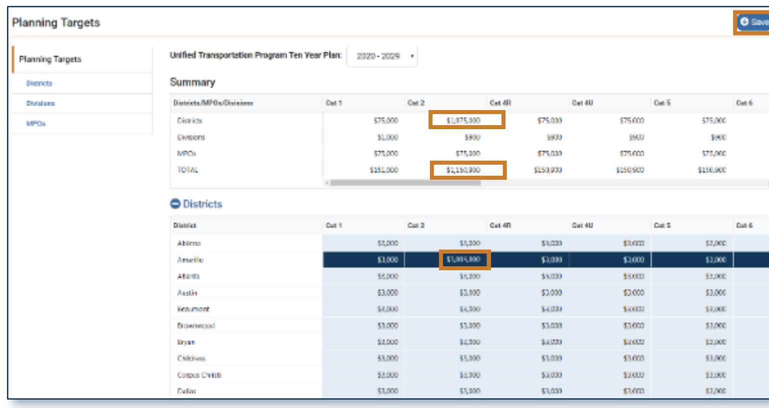


2. Select a cell in the District, Division or MPO section.
3. Enter the updated Planning Target.
4. Press “Enter” to update the Planning Target.

The summary section will calculate new totals to reflect the update.

5. Click Save to complete the process of updating a **Planning Target**.

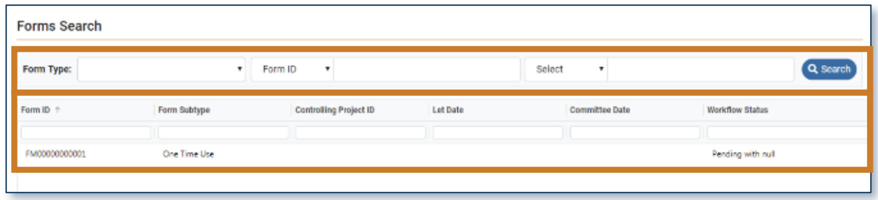




17. Administrative

The **Administrative Module** allows the submission or search for forms. Bid Item Requests are described in the Engineer's Estimate Reference Guide. This Reference Guide will focus only on the Forms Search feature.

17.1. Forms Search

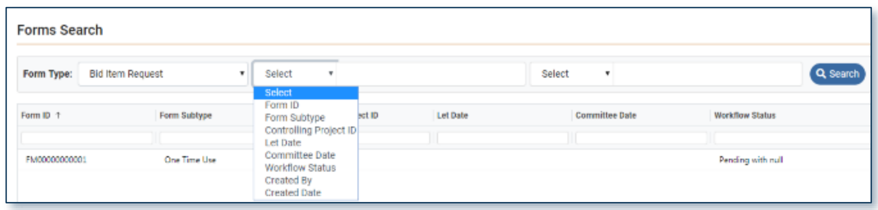


This page allows you to search for and monitor the status of any forms (requests) that have been submitted.

There are two parts on this page:

- The **Forms Search** feature
- The **Forms Search Results**

17.2. Forms Search Feature

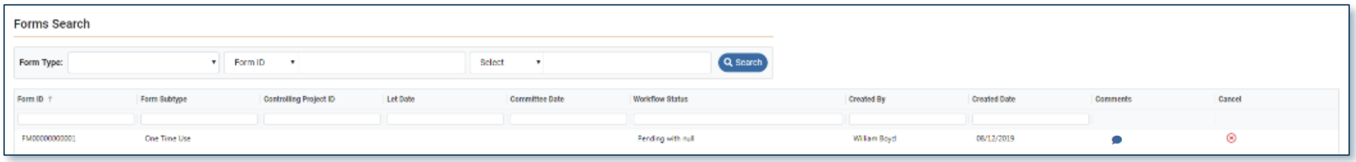


To search for a specific form,

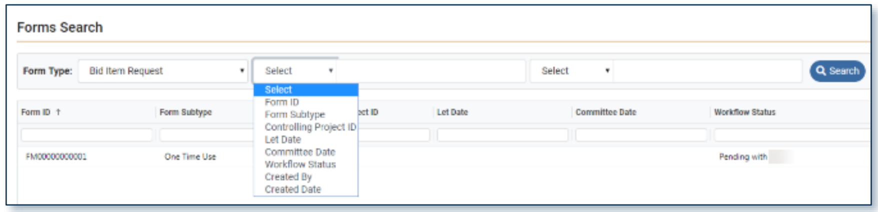
1. Use the **Form Type** drop-down menu to select the desired Form (request).
2. Use the **Select** drop-down menus to select up to two search criteria.
3. Enter up to two search terms (one in each **Search** field).
4. Click Search.

The **Search Results** will appear.

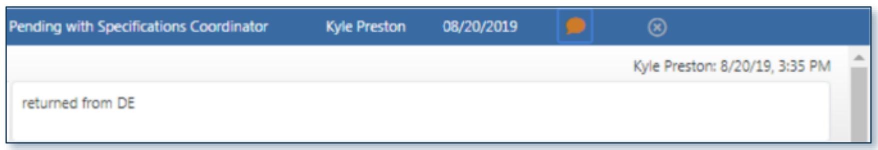
17.3. Forms Search Results



- Click a column header to **sort** search results by the data in that column. Click again to reverse the order.
- Type into one or more of the column header fields to **filter** search results by the data in that column.



- Click next to a form to display **reviewer comments**.
- Click next to a form to **cancel** it. A **comment** is required when canceling.



18. Letting Module: Contract Inquiry Search

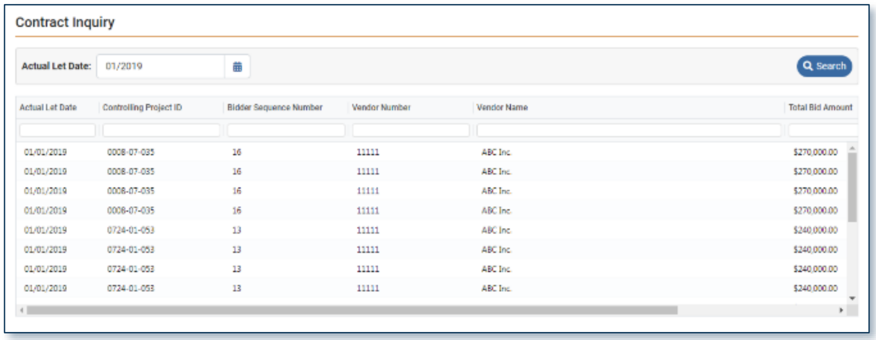
The Letting tab leads to the Contract Inquiry Search, which displays information about projects that have already let, the vendors who were awarded the contract.

When you select **Letting** from the Top Menu Bar, the menu offers the following options:

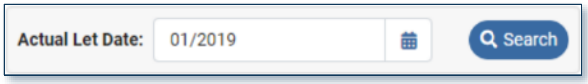
18.1. Contract Inquiry Search

There are two parts on this page:

- The **Actual Let Date** search
- The **Search Results**



18.2. Actual Let Date Search Feature



Enter a month in the **Actual Let Date** field, then click Search to find projects with that Actual Let Date.

You can also click to use the **calendar tool** to select the month.

Revision History

Version	Date	Name	Change Description
1.0.1	2/5/2019	Will Boyd	Revisions per Erika
1.0.2	2/18/2019	Steve Chavez	Added session timeouts, updated Long Description in Project Details.
1.0.3	3/6/2019	Steve Chavez	Updated Spec Book Year (Project Identifiers) and Status of migrated CANDPA funding (Funding Grid Columns).
1.0.4	3/7/2019	Steve Chavez	Updated Inflation Dollar Amount description in Estimated Cost Calculations. Updated the text and images to “Project Manager” and “Construction Manager” in Resources.
1.0.5	3/15/2019	Ernest Roth	• Added Pavement Plan section. • Added note about default inflation percentages to Estimated Cost Calculations. • Added polyline snap feature description to Location Map. • Added Contract Preservation and Contract Mobility fields to Contract Summary section. • Created Design section, with Responsible Division, Spec Book, and Design Standard. • Updated the following screenshots: o Screenshot for Project Location o Screenshot for Control Section Data o Screenshot for Project Details Page o Screenshot for Letting page o Screenshot for Letting Schedule Details o Screenshot for Associate/Disassociate Projects o Screenshot for Bidding Type o Screenshot for Performance End Dates o Screenshot for Contract Summary o Screenshot for ROW/Utilities
1.0.6	3/18/2019	Will Boyd	• Added Combined Project guidelines and elaborated on/formatted association guidelines in associate/disassociate projects.
1.0.7	3/25/2019	Will Boyd	Updates per Erika’s feedback: • Screenshot for Pavement Plan. • Additional clarification of Combined Projects and Association guidelines in Associate/Disassociate Projects. • Additional clarification of Contract Preservation and Contract Mobility fields in Contract Summary. • Clarify Excel options in Reporting. • Clarified Project Search features and additional tips.
1.0.8	3/26/2019	Will Boyd	Added click and drag functionality for search results column headers.
1.0.9	4/2/19	Ernie Roth	• Added third bullet to Right of Way.

			◦ Note: Section 8.7: Right of Way bleeds over to the next page by a single row. • Added Construction Estimate definition to the Project Header Section. The definition doesn't directly appear anywhere else in RG. • Added Estimated Let Date definition to the Project Header Section. The definition also appears in Letting Schedule Details. • Moved Controlling Project ID field and definition from Project Identifiers to the Project Header Section. • Moved Control Section Job field and definition from Project Identifiers to the Project Header Section. • Screenshot Updates ◦ Project Header ◦ Project Identifiers ◦ Project Details Full Page ◦ Letting Page Left Nav
1.1.0	5/17/2019	Ernie Roth & Will Boyd	• Updated top menu bar screenshots. • Added Bulk Upload content. • Added Planning Targets content. • Added Limits To, Limits From, and Estimated Let Date to Project Search. • Rearranged order of Project Details sections. • Added Joint Bid Indicator content to ROW/Utilities page. • Added editable Location Data content. • Added AADT and Project Terrain content to Roadway Assets. • Added content related to defining project location using Longitude & Latitude, Mile Points, and Reference Markers. • Moved Estimated Cost of Pedestrian Elements and added TDLR field content in Project Details. • Clarified limitations on multiple Resource Requests. • Updated workflow screenshots to Form ID in My Tasks, My Group List, and Workflow Forms & Templates. • Added Oversight field content in Project Details. • Updated Toll field as required in Project Identifiers. • Added information on ROW search functionality to Profile, Project Search and Search Results Column Headers • Added note about Let Schedule Fiscal Year to Approved Let Date row in Letting Schedule Details. • Added note about Division PM ability to add funding lines to Funding Details: Planning, Funding Details: Preliminary Engineering and Funding Details: Construction.

1.1.1	5/30/2019	Will Boyd	• Added Contact Information for Transfer Projects. • Removed ROW funding on PE Funding grid. • Added Combination Code guidelines for Bridge projects to Associate Disassociate Projects. • Added exceptions for updates after an Actual Let Date to Letting Schedule Details.
PI-2.0	7/17/2019	Will Boyd	Release 2: Engineer's Estimate
PI-2.0.1	10/07/2019	Steve Chavez	Updated for Proposal Guaranty Amount calculation
PI-2.0.2	12/3/2019	Steve Chavez	Updated Left Nav image. Updated Home Page section: image and Top Menu Bar tab list and descriptions. Added Administration Tab content.
PI-2.0.2	12/4/2019	Steve Chavez	Engineer's License information added to Profile Section. Image updated and content added. Image removed referring to ROW search option. Updated Roadway Assets section to include Most Restrictive Proposed Class options. Updated Funding Grid table with filed labels. Updated Additional Funding Fields. Updated fields transferred from Letting page to Engineer's Estimate page. See **Engineer's Estimate Reference Guide**. Added Letting Schedule Modification, Administrative, and Contract Inquiry sections.