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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 transportation programs, Projects, and right of way. It will replace the functionality from up to 40 Engineering Operations systems. It impacts both internal and external stakeholders to the agency. This includes individuals who use legacy systems to input data regarding TxDOT projects, as well as those individuals that rely on that information for decision-making purposes.

This document is a guide to navigating the Engineer’s Estimate functionality within **TxDOTCONNECT** and performing tasks according to security roles.

1.2. Reference Guide Key

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

<table>
<thead>
<tr>
<th>Tips</th>
<th>Important</th>
</tr>
</thead>
<tbody>
<tr>
<td>This symbol identifies tips and benefits.</td>
<td>This symbol indicates an important note that should be read carefully.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Red Stars</strong></th>
<th><strong>1. Ordered Lists</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Required fields are identified with a red star (*). These fields must be completed in a new project before saving a project.</td>
<td>Processes are presented with blue numbers.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>1. Unordered Lists</strong></th>
<th><strong>Bold Text</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lists are presented with bullets.</td>
<td>Where possible, buttons and fields are identified with images of the button or field. Otherwise, they’re identified with bold text.</td>
</tr>
</tbody>
</table>

1.3. Feature Key

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

<table>
<thead>
<tr>
<th>Feature</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Button</td>
<td><img src="image" alt="Close" /></td>
<td>An interactive part of the screen that provides quick and basic functions. It is usually labeled with its purpose.</td>
</tr>
<tr>
<td>Add from List</td>
<td><img src="image" alt="Add Options" /></td>
<td>A button that allows the user to select one or more options from a Pop-Up Window.</td>
</tr>
<tr>
<td>Check Box</td>
<td><img src="image" alt="Checkmark" /></td>
<td>A small box that, when selected, enables or selects a certain feature.</td>
</tr>
<tr>
<td>Date Picker</td>
<td><img src="image" alt="MM/DD/YYYY" /></td>
<td>A button that allows the user to select any date from any year.</td>
</tr>
<tr>
<td>Drop-Down Menu</td>
<td><img src="image" alt="Dropdown" /></td>
<td>A field that allows the user to select from predefined values. It also allows typing to skip to a specific value.</td>
</tr>
<tr>
<td><strong>Expand/Collapse</strong></td>
<td><img src="image" alt="Expand/Collapse" /></td>
<td>A button that, when clicked, expands or collapses a section of a page.</td>
</tr>
<tr>
<td><strong>Field</strong></td>
<td><img src="image" alt="Field" /></td>
<td>An interactive part of the screen where any value may be typed. Remember to follow the guidelines for the applicable business area.</td>
</tr>
<tr>
<td><strong>Icon</strong></td>
<td><img src="image" alt="Icon" /></td>
<td>An image, usually a clickable button, that represents a specific entity.</td>
</tr>
<tr>
<td><strong>Left Navigation Menu</strong></td>
<td><img src="image" alt="Left Navigation Menu" /></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Pop-Up Window</strong></td>
<td><img src="image" alt="Pop-Up Window" /></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Page</strong></td>
<td><img src="image" alt="Page" /></td>
<td>The full screen of detailed information displayed after a project or page option has been selected. These are often divided into multiple selections.</td>
</tr>
<tr>
<td><strong>Radio Button</strong></td>
<td><img src="image" alt="Radio Button" /></td>
<td>A small, interactive button that allows the user to select from one of a few options.</td>
</tr>
<tr>
<td><strong>Section</strong></td>
<td><img src="image" alt="Section" /></td>
<td>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.</td>
</tr>
</tbody>
</table>
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 the 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 the help desk at (512) 302-HELP (4357) 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, the system logs you out.

The Session Expired message appears.

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 to search for a project.
- Click to manage programs like the UTP. For more information, refer to the Portfolios & Programs Reference Guide.
- Click to perform a Contract Inquiry.
- Click to manage specification requests.
3.2. My Tasks

*My Tasks* contains information if a task is assigned in TxDOTCONNECT. Tasks include review and approval of decisions for workflow items, such as Specification Requests. You can review and respond to the request within My Tasks. This section contains the fields described below.

![Dashboard](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project ID</td>
<td>The project identifier for which the request was submitted. Click to expand the task and view more details and options.</td>
</tr>
<tr>
<td>ID</td>
<td>The unique identifier for the form or request. Click the ID to navigate to the form or request.</td>
</tr>
<tr>
<td>Project Name</td>
<td>The project name for which the request was submitted. Click the Project Name to navigate to the project.</td>
</tr>
<tr>
<td>Task</td>
<td>The name of the task being reviewed.</td>
</tr>
<tr>
<td>District/Division</td>
<td>The name and number of the district or division from which the request was submitted.</td>
</tr>
<tr>
<td>Submitted By</td>
<td>The person who submitted the request.</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>The date the request was submitted.</td>
</tr>
<tr>
<td>Approve</td>
<td>- The request will be approved and move forward in the workflow.</td>
</tr>
<tr>
<td>Return</td>
<td>- The request will be returned to the submitter to make changes and resubmit. Note: Resource Requests do not include this option.</td>
</tr>
<tr>
<td>Do Not Approve</td>
<td>- The request will be canceled and will not move forward in the workflow.</td>
</tr>
<tr>
<td>Comments</td>
<td>This field is intended for comments to clarify the response. This field is required if Return or Do Not Approve are selected. Click to submit the response and finalize the request.</td>
</tr>
</tbody>
</table>

*Click to submit the response and finalize the request.*
3.3. 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, it will bypass the My Group list and go directly to the individual’s My Tasks list.

This section displays the information described below.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project ID</td>
<td>The project identifier for which the request was submitted.</td>
</tr>
<tr>
<td>ID</td>
<td>The unique identifier for the form or request. Click the ID to navigate to</td>
</tr>
<tr>
<td></td>
<td>the form or request.</td>
</tr>
<tr>
<td>Project Name</td>
<td>The project name for which the request was submitted. Click the Project Name</td>
</tr>
<tr>
<td></td>
<td>to navigate to the project.</td>
</tr>
<tr>
<td>Task</td>
<td>The name of the task being requested.</td>
</tr>
<tr>
<td>District/Division</td>
<td>The name and number of the district or division from which the request was</td>
</tr>
<tr>
<td></td>
<td>submitted.</td>
</tr>
<tr>
<td>Submitted By</td>
<td>The person who submitted the request.</td>
</tr>
<tr>
<td>Submitted Date</td>
<td>The date the request was submitted.</td>
</tr>
<tr>
<td>Assign Task</td>
<td>Click to select a team member to assign the request.</td>
</tr>
</tbody>
</table>
3.4. 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 to assign the task.
3. Click to complete the assignment.

The task will disappear from the My Group List section of the Dashboard, and the selected individual 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](http://www.txdot.gov).
- Click 🏛️ to access Help for any page in TxDOTCONNECT.
- Click 📄 to access the **Reporting** feature.
- Click 📆 to access the **Bulk Upload** feature (available for certain roles only).
- Click 👤 to access the **Profile** page.
- Click ✈️ to Log Out of TxDOTCONNECT.

Some roles have access to the Bulk Upload feature. For more information, see the **Project Information Reference Guide**.

These and other buttons in TxDOTCONNECT have **Tool Tips** available. Hover over them to read 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 current page.

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 run 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.

6. Select the search criteria.
   Depending on the report type, there may be multiple search criteria available.

There are several buttons on the Report Options window:

- Click **Select All** to select all values in the list.
- Click **Deselect All** to deselect all values in the list.
- Click **Invert** to select all values except the current selections.
- If the list of search criteria is too long to fit in the window, 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 that are not needed.

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

To review all the criteria you have selected, click the **Selected** tab in the Report Options window.
• Click **OK** to generate the report based on the current criteria.
• Click **Reset** to remove all criteria selections.
• Click **Cancel** to cancel the report selection.

Once the selections are complete, **7. Click OK**.

The report will display.
There are several options in the Reporting Toolbar.

- Click to export a 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 criteria again.
- Click Back to return to the main Reporting page.

The following options are available to export the report:

- **Portable Document Format (.pdf)**
  This produces a formatted document that cannot 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.*

In most cases, use **XLSX** for Excel reports.
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.

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

Many data types can be uploaded. This Reference Guide describes only the Engineer’s Estimate Bulk Upload.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Authorized Security Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engineer’s Estimate</strong></td>
<td>Professional Engineer, Professional Engineer Consultants, Engineer’s Estimate Coordinator, Engineer’s Estimate Coordinator Consultant, Landscape Architect, District Project Managers, Design Coordinator</td>
</tr>
</tbody>
</table>

Populate the Design Division workbook with the data you wish to use to update projects in TxDOTCONNECT.

- The Design Division workbook generates the appropriate template once complete.
- The template must be saved as a .CSV file or the upload will not be accepted.

- Data on the final tab titled **Engineers Estimate Bulk Upload** must be formatted according to the example shown.
- For instructions on how to enter Bid Items directly into the spreadsheet, see the first tab titled **Instructions**.

⚠️ Observe the following requirements before uploading your engineer’s estimate into TxDOTCONNECT:

- The project’s engineer’s estimate must not be set to **Division Review** or **District Office Review**. More information about Estimate Review can be found in the **Engineer’s Estimate Details section**.
- Mobilization can only have a Quantity up to **1 decimal point**. All other bid codes can have a Quantity up to **3 decimal points**.
- **Category of Work** in the spreadsheet must correspond with options in the Category of Work Dropdown menu in the Engineer’s Estimate grid.
- NBI/Utility IDs must be numeric.

**Link**: Engineer’s Estimate Spreadsheet Template

The Engineer’s Estimate spreadsheet template is programmed with formulas essential to performing a successful upload into TxDOTCONNECT and **must not be altered** (if an issue arises that requires an update to the spreadsheet, please contact the Design Division at DES_PDIWEBHELP@txdot.gov for assistance).
1. 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.

2. If the project or district requires it, select the **Probability Confidence Level** from the dropdown.

3. Click **Browse** to browse for the correct file.

4. Select the desired Excel file.

5. Click **Upload Button** to upload the file.

If there is already data in the project’s Engineer’s Estimate grid, TxDOTCONNECT will generate a warning message:

> An Engineer’s Estimate already exists for this Project. Uploading again will overwrite current Engineers Estimate. Proceed?

- Click **OK** to proceed with the upload and overwrite all current information.
- Click **Cancel** to cancel the upload.
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 assigned security role (or roles).
- **Supporting District(s)** – the assigned district. Division staff may support multiple districts.
- **Preferences** – adjust settings for **Email Notifications** (on or off) and **Search View**.

![Profile Page](image)

Click ![Save](image) to save changes to preferences.

- To change or add a Security Role, contact TxDOTNOW (512) 302-HELP (4357) or open a TxDOTNow ticket.
- **Professional Engineers** and **Professional Engineer-Consultants** must update their current license by contacting the help desk at (512) 302-HELP (4357) or opening a TxDOTNow Ticket.
5. Project Search

The Project tab in the Top Menu Bar leads to the Project Search page.

This page differs depending on whether the user is a district or a division employee.

- **District staff** will see active (not all) projects in their district by default.
- **Design Coordinators**, other **Division Staff, MPOs** and **FHWA** will see no projects until they perform a search.
- **External Consultants** will see no projects until they perform a search and will be able to find only those projects to which they have been invited.

There are three parts on this page:

- The **Project Search View** selection feature
- The **Search** feature
- The **Search Results**

5.1. Project Search View Feature

TxDOTCONNECT allows users to customize the Project Search Page ensuring the user can filter projects by the Search Field Column Headers preferred.

Users may choose from the following Preset Views:

- **Construction View** for use with Construction and most other project types.
- **Maintenance View** for use with Maintenance Projects.
- **Right of Way View** for use by ROW user roles.
- **Custom View** to establish a personalized view of project criteria.
5.2. Custom View

In Custom View, the user can choose the search criteria column headers displayed using the drop-down menu displayed after selecting Custom View.

Select or deselect the check box to enable or disable the column headers desired to be displayed on the Project Search Page.

5.3. Search Feature

To search for a specific project,

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

The Search Results will appear.

If no projects match the search criteria, the message below will display:

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

- Is the project closed? Select Project Status in the Search Criteria and type “Closed.”
- Was the project created in DCIS? Select Project Subtype in the Search Criteria and type “Legacy.”
- Is the project in a different district? Select District/Division in the Search Criteria and type the district’s name.
- Remember: You can search by partial information – there is no need for a “wildcard” character.
5.4. 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.

![Checkmark] TxDOTCONNECT filters the results as you type to include only search results that contain matching data.

![Warning] If no projects match the filter criteria, the message “No results found.” will display.

5.5. Search Results Column Headers

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

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Controlling Project ID</th>
<th>Control Section</th>
<th>CSJ</th>
<th>Project Type</th>
<th>Project Subtype</th>
<th>District/Division</th>
<th>County</th>
<th>Federal Project Number</th>
<th>State Project Number</th>
<th>Highway</th>
<th>Assigned To</th>
<th>Project Status</th>
<th>Project Stage</th>
<th>Project Classification</th>
<th>Let Schedule Fiscal Year</th>
<th>Date Created</th>
<th>ROW CSJ</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Only if used to search:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Limits To</em></td>
<td><em>Limits From</em></td>
<td><em>Estimated Let Date</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.6. Select Project

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

5.7. Create Project

If your Security Role allows you to create a project, see **Create Project** in the **Project Development Reference Guide** for instructions.
6. Copy & Save Project

At the top of every page, above the Project Header, there are two buttons: **Copy** and **Save Project**.

![Copy & Save Project Button](image)

### 6.1. Copy without Engineer’s Estimate

This feature copies all project information to a new project.

To complete this process,

1. Click **Copy**.
2. Select **Copy without Engineer’s Estimate**.
3. Type a unique Project Name.
4. Click **Copy**.

The new project will be created with:

- A unique **Project ID**
- A unique **Project Name**
- All **Funding lines** (but the status of all funding lines will be cleared)

The following information will **not** copy over:

- Project Identifiers
  - The CSJ will populate once the new project is saved.
  - The CCSJ will be set as the new project’s CSJ.
- Proposed Bridge Assets
- Statewide Transportation Improvement Programs
- Ancestors & Descendants
- All information on the Letting Page.
- All forms submitted to workflow.
6.2. Copy Engineer’s Estimate to Existing Project

This feature copies the Engineer’s Estimate to an existing project.

To complete this process,

1. Click
2. Select **Copy Engineer’s Estimate to Existing Project**.
3. Type a known CSJ.
4. Click Enter

The CSJ and Project Name will populate to validate the CSJ entered.

5. Click Copy

The engineer’s estimate of the current project will be copied to the referenced existing project.

⚠️ If an Engineer’s Estimate has already been entered in the referenced project, it will be replaced.

⚠️ Bridge items, Quantities, and Plan Set Location will not be copied.

6.3. Save Project

Anytime a project is created or updated in TxDOTCONNECT, **Save Project** must be clicked for changes to be saved in the system and retrieved later.

If any required fields have been left blank, or if there are any potential errors, TxDOTCONNECT will display a detailed error message describing the requirements.
## 7. 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1. *Project ID</td>
<td>The unique primary identifier. This field is populated the first time the project is saved.</td>
</tr>
<tr>
<td>7.2. *Project Name</td>
<td>Each project requires a unique name. Recommended format: [Highway Number] [Limit From] [Limit To] or [Year Seal Coat] [Highway]</td>
</tr>
<tr>
<td>7.3. *Project Stage</td>
<td>This indicates where the project is in its lifecycle. The possible values depend upon the <strong>Project Type</strong>.</td>
</tr>
</tbody>
</table>

### Construction Project Type

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Initiate</strong></td>
<td>Indicates a project is in the conceptual stage. No funding is assigned to the project.</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>Indicates internal resources are working to develop the project scope. No external vendors are assigned to the project.</td>
</tr>
<tr>
<td><strong>Preliminary Engineering (PE)</strong></td>
<td>Indicates preliminary studies for a project have begun, including environmental, surveys, geotechnical studies, hydrologic/hydraulic analysis, traffic studies, etc.</td>
</tr>
<tr>
<td><strong>Plans, Specifications, &amp; Estimates (PS&amp;E)</strong></td>
<td>Indicates resources are working on development and approval of engineering plans, specifications and estimates in preparation for letting.</td>
</tr>
<tr>
<td><strong>Ready to Let</strong></td>
<td>Indicates the project meets agency criteria for letting process.</td>
</tr>
<tr>
<td><strong>Letting</strong></td>
<td>Indicates the project has been advertised for letting and is progressing through the letting process.</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>Indicates a project has been let, awarded and is ready for construction to begin.</td>
</tr>
<tr>
<td><strong>Closed</strong></td>
<td>Indicates deliverables and final reconciliation processes are complete for project.</td>
</tr>
<tr>
<td><strong>Canceled</strong></td>
<td>Indicates termination of a project prior to its completion.</td>
</tr>
<tr>
<td>All Other Project Types</td>
<td>Initiate</td>
</tr>
<tr>
<td>------------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>Planning</td>
</tr>
<tr>
<td></td>
<td>Executing</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
</tr>
<tr>
<td></td>
<td>Canceled</td>
</tr>
</tbody>
</table>

### 7.4. *Project Status*

This indicates whether the project is currently being worked to develop or execute.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Active</td>
<td>Indicates that the project is in progress.</td>
</tr>
<tr>
<td></td>
<td>Inactive</td>
<td>Indicates the FHWA guidelines of Inactive projects.</td>
</tr>
<tr>
<td></td>
<td>Paused</td>
<td>Indicates that TxDOT has temporarily stopped work on the projects.</td>
</tr>
<tr>
<td></td>
<td>Closed</td>
<td>Indicates deliverables and final reconciliation processes are complete for project.</td>
</tr>
<tr>
<td></td>
<td>Canceled</td>
<td>Indicates termination of a project prior to its completion.</td>
</tr>
<tr>
<td></td>
<td>Reopened</td>
<td>Indicates a closed or cancelled project that has been reopened to allow for additional financial reconciliation to be performed.</td>
</tr>
</tbody>
</table>

- A Closed Status will automatically populate a Closed Stage.
- A Canceled Status will automatically populate a Canceled Stage.
- If a controlling project is canceled, all its subordinate projects will be canceled. To cancel a subordinate project, it must first be disassociated from the controlling project.
  For more information, see Associate/Disassociate Projects in the Project Development Reference Guide.

### 7.5. *Project Type*

The Project Type determines the options for Project Subtype, Project Stage, Project Status, Left Navigation Menu, and sections of the Letting Page.

- Construction
- Non-Let
- Alternative Delivery
- Transfer
- Feasibility Study

Be careful when changing the Project Type! If the Project Type is changed on a project that already has a completed Engineer’s Estimate, the Engineer’s Estimate will be removed when the project is saved. If the Project Type is later changed back to its original selection, the Engineer’s Estimate will not be restored.
### 7.6. *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**
- Design Build
- Design Build Maintain
- Design Build Operate Maintain
- Design Build Finance
- Design Build Finance Operate Maintain

**Transfer**
- Transfer

**Feasibility Study**
- Roadway
- Rail

### 7.7. *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.

### 7.8. *County*
Name of the County where the project is located.

### 7.9. *Highway*
This represents the Highway designation and number requiring work within the project.

### 7.10. *Control Section*
This identifies a particular section of highway.

### 7.11. Letting Estimate
The most recent estimated cost of the project.

### 7.12. *Estimated Let Date*
The District’s estimate for when the project will let. This may change over time.
8. Engineer’s Estimate Page

The Engineer’s Estimate page displays the detail information regarding the project’s estimate. It can only be edited by individuals with the following security roles:

- Professional Engineer
- Professional Engineer-Consultant
- Engineer Estimate Coordinator
- Engineer Estimate Coordinator - Consultant
- Design Coordinator

This page is always visible, but only editable when the project stage is Preliminary Engineering; Plans, Specifications, & Estimates; or Ready to Let. If not, this message will display at the top of the screen.

8.1. Engineer’s Estimate Page Sections

The Engineer’s Estimate page is arranged in four sections.
8.2. Design

The **Design** section includes the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved Schematic Date</td>
<td>Indicated the date the schematic for use on the project has been approved.</td>
</tr>
<tr>
<td>Preferred Alternative Selection Date</td>
<td>Indicates the date an adjusted alignment to the original schematic has been developed and approved for use.</td>
</tr>
<tr>
<td>Design Standard</td>
<td>Identifies the design criteria associated with the project.</td>
</tr>
<tr>
<td>2R – Restoration</td>
<td>Used for non-freeway resurfacing restoration projects, that are not in the National Highway System, with ADT volume of 2500 per lane or less.</td>
</tr>
<tr>
<td>3R – Non-Freeway Rehabilitation</td>
<td>Used for projects that address pavement needs and/or deficiencies that substantially follow horizontal and vertical alignments.</td>
</tr>
<tr>
<td>4R – New Location &amp; Reconstruction</td>
<td>Used for projects that are either new roadways or totally reconstructed roadway sections.</td>
</tr>
<tr>
<td>HE – Hazard Elimination Program</td>
<td>Used for projects (both on or off the state highway) that:</td>
</tr>
<tr>
<td></td>
<td>• Correct or improve high-hazard locations.</td>
</tr>
<tr>
<td></td>
<td>• Eliminate roadside obstacles and treat obstacles.</td>
</tr>
<tr>
<td></td>
<td>• Improve highway signing and pavement marking.</td>
</tr>
<tr>
<td></td>
<td>• Install traffic control or warning devices at locations with high number of accidents.</td>
</tr>
<tr>
<td>NA – Not Applicable</td>
<td>Used for projects when the Design Standard does not apply.</td>
</tr>
<tr>
<td>PM – Preventative Maintenance</td>
<td>Used for projects that do not have significant amounts of distress.</td>
</tr>
<tr>
<td>SA – Safety Appurtenances</td>
<td>Used for projects that incorporate division for a proposed project.</td>
</tr>
<tr>
<td><strong>TxDOT is Performing Design</strong></td>
<td>Indicates, if checked, whether TxDOT is performing the design.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Bidder Pre-Qualification</strong></td>
<td>This checkbox indicates whether vendor pre-qualification is waived.</td>
</tr>
<tr>
<td><strong>Waiver Flag</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Spec Book Year</strong></td>
<td>Indicates the four-digit spec book year being used to develop the project from the drop-down. This field defaults to 2014.</td>
</tr>
<tr>
<td><strong>Responsible Division</strong></td>
<td>The project engineer can choose the division that will be responsible for reviewing the Estimate.</td>
</tr>
<tr>
<td></td>
<td>• Maintenance Division</td>
</tr>
<tr>
<td></td>
<td>• Design Division</td>
</tr>
<tr>
<td></td>
<td>• Traffic Operations Division</td>
</tr>
<tr>
<td></td>
<td>• Bridge Division</td>
</tr>
<tr>
<td><strong>Responsible Engineer</strong></td>
<td>The TxDOT Engineer who serves as a point of contact related to this project and may or may not be the sealing Engineer.</td>
</tr>
<tr>
<td></td>
<td>The Responsible Engineer field is populated when a Project Manager is assigned to the project. For instructions on assigning a Project Manager, see the Resources page for more information.</td>
</tr>
<tr>
<td><strong>Bid Type</strong></td>
<td>This is the type of bid used to award the contract. The selections vary by Project Type:</td>
</tr>
<tr>
<td></td>
<td>• Construction: <strong>Low Bid</strong> or A+B Bidding</td>
</tr>
<tr>
<td></td>
<td>• Alternative Delivery: <strong>Best Value</strong></td>
</tr>
<tr>
<td><strong>Working Days</strong></td>
<td>This is the number of days required for the estimated work to be completed on the project.</td>
</tr>
<tr>
<td><strong>District Budget</strong></td>
<td>Indicates the District budget within which the project is conducted.</td>
</tr>
<tr>
<td><strong>PS&amp;E Level</strong></td>
<td>Indicates project estimate completion level or what percentage of the estimation process is complete.</td>
</tr>
<tr>
<td></td>
<td>When the project is sealed, PS&amp;E Level field defaults to 100%</td>
</tr>
</tbody>
</table>
8.3. Details

The Details section includes the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Estimate Review**          | This indicates whether the District, District Office, or the Design Division is currently working on this estimate. While the estimate is under District Office or Design Division review, it cannot be edited by those at the District level. When you are ready to switch control to the opposite party,  
  1. Set the Estimate Review.  
  2. Click ![Save Project].  
   TxDOTCONNECT validates whether the estimate has been sealed before control is granted to the Design Division; if not, TxDOTCONNECT will request confirmation. |
| **Sealed By**                | Indicates the name of the Engineer who applied the Engineer’s Seal to the proposal. |
| **Sealed Date**              | Indicates the date the Engineer’s estimate was sealed.                       |
| **Construction Bid Item Estimate** | Sum of line items in the Engineer’s Estimate not including Alternate Bid Items or Excluded Bid Items. |
| **Joint Bid Utility Estimate** | Sum of the Joint Bid Utility items.                                         |
| **Bridge Cost**              | Sum of all Bridge Costs within the Engineer’s Estimate, not including alternate bid items and excluded bid items. |
| **Total Contract Letting Estimate** | The sum of all items included in the estimate. |
8.4. Estimate

The Estimate section contains a series of grids where the bid items may be entered in the project estimate by Engineer roles (Professional Engineer, Professional Engineer-Consultant, Engineer Estimate Coordinator, Engineer Estimate Coordinator-Consultant, Design Coordinator).

This section allows the estimate to be viewed in four different ways: Default, Plan Set, Category, and Bid Items.

Default tab

The Default tab shows the bid items in the order they were entered.

It is arranged in the columns described below.

Those with Engineer roles can rearrange bid items in this view simply by clicking next to any bid item and dragging into the desired order.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category of Work</strong></td>
<td>This field indicates the category of work for the bid item.</td>
</tr>
<tr>
<td>(required)</td>
<td>- The items described below have special requirements.</td>
</tr>
<tr>
<td><strong>Bridge</strong></td>
<td>- This Category of Work is only available if there are Proposed Bridges listed on the Location page.</td>
</tr>
<tr>
<td></td>
<td>- An NBI Number is required.</td>
</tr>
<tr>
<td></td>
<td>- Only bridges listed in the Proposed Bridge section of the Location page will be available for selection.</td>
</tr>
<tr>
<td><strong>Utility</strong></td>
<td>- This Category of Work is only available when Joint Bid has been selected on the Right of Way/Utilities page, meaning the utilities work will be let as part of the construction project.</td>
</tr>
<tr>
<td></td>
<td>- A Utility ID is required.</td>
</tr>
<tr>
<td><strong>Barricades</strong></td>
<td>- The only bid code for Barricade work, <strong>502-6001</strong>, will populate automatically.</td>
</tr>
<tr>
<td></td>
<td>- Only one row for Barricade work is allowed per project.</td>
</tr>
</tbody>
</table>
### Mobilization
- Only one bid code, **500-6001**, is available for Mobilization work.
- A percentage should be entered in the **Quantity** field.
- The **Unit Price** (lump sum) for all associated projects will update to match that of the controlling project.
- Only one row for Mobilization is allowed per project.

### Force Account
- Force Account values are selected in place of bid codes.

| **NBI Number/Utility ID** | The NBI is the National Bridge Inventory number for a specific bridge. This value is only required for bid items with the Category of Work “Bridge.”

- The number must be listed in the Proposed Bridge Work grid on the Location page or you may select a placeholder value.

- The Utility ID is the utility number (or U Number) for work on a utility. This value is only required for bid items with Categories of Work that begin with “Utility” (e.g., Utility – Bridge or Utility – Sewer).

| **Bid Code/Force Account** | This required field consists of all the Standard and Special Specification codes except when the Category of Work is set to Force Account.

- This field uses type-ahead searching that requires 3 digits to be entered before returning matching results in the drop-down.

- If the Category of Work is set to Force Account, the Force Account numbers will be returned instead of Bid Items.

- To create a placeholder for a Special Specification, enter “XXXX-XXXX.”

| **Description** | The description of the selected Bid Code/Force Account. TxDOTCONNECT populates this value automatically based on the selected Bid Code/Force Account.

| **Measurement** | The unit of measurement used for the selected Bid Code/Force Account. TxDOTCONNECT populates this value automatically based on the selected Bid Code/Force Account.

| **Quantity** | This required field indicates the number of items to the nearest 0.001.

| **Unit Price** | This required field indicates the cost per unit of the bid item and allows 3 decimals in order to achieve a greater level of accuracy.

- If the Unit Price is above the high range or below the low range in the **Averages** columns, TxDOTCONNECT highlights the value.

- The estimate can still be saved if the Unit Price is out of range.
Expand the **Averages** columns to view the data described below.

There are no averages available for Force Accounts.

<table>
<thead>
<tr>
<th><strong>Averages</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Low Range</strong></td>
<td>The lowest value in the Averages columns.</td>
</tr>
<tr>
<td><strong>High Range</strong></td>
<td>The highest value in the Averages columns.</td>
</tr>
<tr>
<td><strong>3mo Districtwide</strong></td>
<td>The average unit price on low bid for projects let in last 3 months in the district.</td>
</tr>
<tr>
<td><strong>3mo Statewide</strong></td>
<td>The average unit price on low bid for projects let in last 3 months in the state.</td>
</tr>
<tr>
<td><strong>12mo Districtwide</strong></td>
<td>The average unit price on low bid for projects let in last 12 months in the district.</td>
</tr>
<tr>
<td><strong>12mo Statewide</strong></td>
<td>The average unit price on low bid for projects let in last 12 months in the state.</td>
</tr>
</tbody>
</table>

Once the Engineer’s Estimate is sealed, TxDOTCONNECT “freezes” the 3mo and 12mo districtwide and statewide so that they can be compared later.

If the Engineer’s Estimate is re-sealed later, these values will update to reflect current data.

<table>
<thead>
<tr>
<th><strong>Total</strong></th>
<th>This field calculates the total price for each bid item by multiplying the Quantity by the Unit Price.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Plan Set Location</strong></td>
<td>This optional field identifies where the bid item appears in the corresponding Plan Set. This is a free text field, and determines the order in which bid items are displayed on the Plan Set tab.</td>
</tr>
</tbody>
</table>
| **Alt Bid Group** | This indicates whether the bid item is in an Alternate Bid Group.  
  - The first Bid Item in an Alternative Bid Group should be labeled with a single number.  
  - Alternates to that Bid Item should be labeled with that number and a letter to indicate they are alternates. |
| **Federally Non-Participating** | By default, bid items are assumed to be federally participating. When that is not the case, this box should be checked to indicate that the bid item is **not** Federally Participating.  
  - When a project has a **State Project Number**, this defaults to Non-Federally Participating. |
| **Excluded Bid Item** | If checked, this indicates that the bid item should be excluded from the Engineer’s Estimate total.  
  - Excluded Bid Items will not appear on the printed proposal. |
Plan Set tab
The Plan Set tab groups the bid items by plan set location.

<table>
<thead>
<tr>
<th>Bid Code</th>
<th>Category of Work</th>
<th>NB/Utility ID</th>
<th>Plan Set Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>181-4021</td>
<td>Roadway</td>
<td>100-6001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>181-4022</td>
<td>Roadway</td>
<td>100-6002</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Category tab
The Category tab groups the bid items by category of work.

<table>
<thead>
<tr>
<th>Category of Work</th>
<th>NB/Utility ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadway</td>
<td>100-6001</td>
<td>PREPARING ROW</td>
</tr>
<tr>
<td>Roadway</td>
<td>100-6002</td>
<td>PREPARING ROW</td>
</tr>
</tbody>
</table>

Bid Items tab
The Bid Items tab sorts the bid items in numerical order.

<table>
<thead>
<tr>
<th>Bid Code</th>
<th>Category of Work</th>
<th>NB/Utility ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>181-4021</td>
<td>Roadway</td>
<td>100-6001</td>
<td>PREPARING ROW</td>
</tr>
<tr>
<td>181-4022</td>
<td>Roadway</td>
<td>100-6002</td>
<td>PREPARING ROW</td>
</tr>
</tbody>
</table>

Alt Bid Group
Items are grouped by Category of Work and displayed in numerical order. Any bid items designated as part of an Alt Bid Group will be displayed together.

<table>
<thead>
<tr>
<th>Category of Work</th>
<th>NB/Utility ID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roadway</td>
<td>100-6001</td>
<td>PREPARING ROW</td>
</tr>
<tr>
<td>Roadway</td>
<td>100-6002</td>
<td>PREPARING ROW</td>
</tr>
</tbody>
</table>

Adding and Removing Bid Items
Bid Items may be added or removed from any tab in the Estimate by those with the appropriate security role.

+ New Item
To add a bid item, click + New Item.

Remove
Select a bid item, check the box next to the item and click Remove.
Export Reports

The Estimate section contains Export buttons above and below the bid item grid.

Click this button to export the:

- Engineer’s Estimate to MicroStation as a PDF.
- Engineer’s Estimate to MicroStation as an Excel spreadsheet.
- Estimate & Quantity (E & Q) Report as a PDF by E&Q, Category of Work or CCSJ format.
- Export the Specifications List as a PDF.
- Export the Combined Estimate Report as a PDF.
- Export Engineer’s Seal Report.

The documents will open in the Reporting feature.
8.5. A+B
This section allows Engineer roles to enter milestones for projects where the Bid Type in the Design section of the page is A+B Bidding.

- **Part A** is the total amount bid for the total construction cost.
- **Part B** is the total number of days bid per project phase/milestone (or substantial completion) multiplied by the Road User Cost liquidated damages per day calculated for the project.
- **A+B** = Total Construction Cost + (Max Days x Road User Cost)

⚠️ If the Bid Type is changed to Low Bid, all A+B Milestones will be deleted.

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+B</td>
<td>Bid codes from the 800 series that describe A+B provisions, as follows:</td>
</tr>
<tr>
<td></td>
<td>- 800-6001: NO. OF WORKING DAYS</td>
</tr>
<tr>
<td></td>
<td>- 800-6002: NO. OF DAYS MILESTONE 1</td>
</tr>
<tr>
<td></td>
<td>- 800-6003: NO. OF DAYS MILESTONE 2</td>
</tr>
<tr>
<td></td>
<td>- 800-6004: NO. OF DAYS MILESTONE 3</td>
</tr>
<tr>
<td>Description</td>
<td>This description is populated automatically by TxDOTCONNECT based on the bid code entered in the A+B column.</td>
</tr>
<tr>
<td>Max Days</td>
<td>The maximum number of days used to calculate Part B of the A+B provision.</td>
</tr>
<tr>
<td>Road User Cost</td>
<td>The Road User Cost used to calculate Part B of the A+B provision</td>
</tr>
<tr>
<td>Total</td>
<td>The maximum days multiplied by the Road User Cost.</td>
</tr>
</tbody>
</table>

8.6. Created By & Created Date
This section populates automatically when the Engineer’s Estimate is created to show who created it and on what date.

Engineer’s Estimate Created By: Steve Chavez  
Engineer’s Estimate Created Date: 08/06/2019
9. Specifications List

The Specifications List page is only available if there is at least one bid item row added to the Engineer’s Estimate page. Some sections populate automatically based on the bid items entered in the Engineer’s Estimate grid.

9.1. Specifications List Page Sections

The Specifications List page is arranged in the following sections:

- Standard Specifications
- Special Specifications
- Special Provisions
- 000 Provisions

The following actions are available in each of the grids on the Specifications List page.

- Click to collapse the items (Standard Specifications, Special Specifications, Special Provisions, or 000 Provisions) under a Bid Item.
- Click to expand the items under a Bid Item.
- To filter by Reference Item number or description, type digits into the filter fields at the top of the grid.
9.2. Standard Specifications

The **Standard Specifications** section lists the Specifications under each of the Bid Items listed in the Engineer’s Estimate grid.

**Standard Specifications** are those that are listed in the department’s specifications book, *Standard Specifications for Construction and Maintenance of Highways, Streets, and Bridges*. Specifications for construction bid items or reference items usually address six areas: description, materials, equipment, construction methods, method of measurement, and method of payment.

- The number of Standard Specifications listed beneath a Bid Item is indicated in parentheses.
- A maximum of 30 Standard Specifications are allowed per Bid Item.

To **add** a Specification under a Bid Item,

1. Check the box next to a Bid Item.
2. Click **New Item**. A new row will appear just beneath the Bid Item.
3. Click the drop-down menu in the new row.
4. Type the desired Specification number in the field or scroll through the list to select a Specification.

To **remove** a Specification under a Bid Item,

1. Check the box next to the Specification.
2. Click **Remove**. The row will disappear.
9.3. Special Specifications

The **Special Specifications** section lists the Special Specifications under each of the Bid Items listed in the Engineer’s Estimate grid.

**Special Specifications** are methods and/or work items that are not covered by standard specifications. They may introduce a new description, materials, miscellaneous classification, construction methods, equipment, measurement, and/or payment articles.

- The number of Special Specifications that are listed beneath a Bid Item is indicated in parentheses.

To **add** a Special Specification under a Bid Item,

1. Check the box next to a Bid Item.
2. Click `+ New Item`. A new row will appear just beneath the Bid Item.
3. Click the drop-down menu in the new row.
4. Type the desired Specification number in the field or scroll through the list to select a Specification.

To **remove** a Special Specification under a Bid Item,

1. Check the box next to the Specification.
2. Click `Remove`. The row will disappear.

If you add a Special Specification as a Reference Item (child item) under another Special Specification (parent item), the Special Specification will appear both as a child item referenced under the original special specification and as a new parent item. This allow you to add more reference items under the new special specification.

If you remove the Special Specification child item, the Special Specification parent item will be removed too. In the example below, clicking Remove now will remove both instances of Special Specification 8009.

The **Special Provisions** section lists the Special Specifications under each of the Bid Items listed in the Engineer’s Estimate grid.

**Special Provisions** modify Standard Specifications or Special Specifications.

- The number of Special Specifications that are listed beneath a Bid Item is indicated in parentheses.
- A maximum of 10 Special Provisions are allowed per Bid Item.

The Special Provisions available for selection depends on:

- Whether the project has a Federal Project ID or State Project ID (the appropriate provisions populate automatically, but may be removed)
- The Bid Codes listed under Standard Specifications and Special Specifications.

9.5. 000 Provisions

The **000 Provisions** (“Triple Zero” Provisions) section lists the Triple Zero Specifications under each of the Bid Items listed in the Engineer’s Estimate grid.

Triple Zero Provisions describe, in narrative form, conditions included in a contract which do not relate directly to a work item specification.

- The number of Triple Zero Specifications that are listed beneath a Bid Item is indicated in parentheses.
10. Sealing & Summary Page

The Sealing & Summary page contains a list of all associated projects with a Seal button.

10.1. Seal Table

The Seal Table provides a summary of all the projects associated to the controlling project.

⚠️ This grid is only editable from the controlling project.

The grid on this page contains the following columns.

- **Project ID**: The Project Identifier for each associated project.
- **CSJ**: The Control Section Job for each associated project.
- **Project Name**: The Project Name for each associated project.
- **Mobilization %**: The Mobilization percentage for each associated project.
  - The following guidelines should be observed:
    - Mobilization % can only be edited from the controlling project’s Sealing & Summary page.
    - The total Mobilization % for all associated projects must be equal to **100%**, **0%**, or **blank** in order to seal the controlling project or to seal all projects.
    - The Mobilization unit price of all subordinate projects must match the controlling project’s Mobilization unit price. When a new project with Mobilization is associated to a controlling project with Mobilization, the Mobilization unit price for the new project automatically updates to match the controlling project.
    - If Mobilization is not being used as a category of work on any project’s engineer’s estimate, this field will be blank and disabled for that project.
- **Letting Estimate**: The total Engineer’s Estimate amount for each associated project.
- **Sealed/Completed By**: The name of the engineer who has sealed the estimate for each associated project (if already sealed).
- **Sealed/Completed Date**: The date the Engineer’s Estimate was sealed.
- **Firm ID**: The ID number for the firm the sealing engineer is employed by (If not TxDOT).
- **Firm Name**: The firm name for the firm the sealing engineer is employed by (If not TxDOT).
Total
At the bottom of the Seal table is the Total row.
This row shows the total percentage for Mobilization and the total Engineer’s Estimate for all combined associated projects.

10.2. Seal Button
The Seal Button is only enabled for a Professional Engineer or Professional Engineer-Consultant.

⚠️ The Seal function can only be performed from the Controlling Project.

To Seal (or Re-Seal) an Estimate:
1. Check the box (or boxes) next to the project(s) to seal.
2. Click .

To select all projects, or unselect all projects, check the top box next to Project ID.

TxDOTCONNECT validates the following:

- There must be at least one bid item entered in the Estimate grid on the Engineer’s Estimate page, and all bid items must have a unit price and quantity defined.
- The Letting Estimate field on the Engineer’s Estimate page must have “District” selected.
- No placeholder values (bid code placeholders or NBI placeholders) can remain in the Engineer’s Estimate or Specifications List.
- All bid items with Category of Work “Bridge” must have an NBI selected.
- If the project’s Bid Type is set to A+B, the A+B section must include working days.
- There must be a Responsible Engineer listed on the Resources page.
- There must be a current License number on file for the sealing engineer on the Profile page.
- To seal the controlling project or all projects, the Mobilization % for all associated projects must total 0%, 100%, or be blank.
- If the estimate includes items with Category of Work: Bridge, the Proposed Bridge section of the Location page should be complete. If bridge information is missing, TxDOTCONNECT displays a warning message. You may click OK to seal the estimate with missing bridge information.

TxDOTCONNECT populates the following:

- The Sealed Date.
- The engineer’s name under Sealed By.
- The License Name held by the Sealer (Professional Engineer, Professional Engineer Consultant or Landscape Architect).

☑️ Once the Engineer’s Estimate is sealed, TxDOTCONNECT “freezes” the 3mo and 12mo districtwide and statewide Averages data so that they can be reviewed later.

⚠️ If the Engineer’s Estimate is later re-sealed, the Averages, Sealed Date, and Sealed By will update to reflect current data.
11. Resources Page

The Resources page is where additional Resources can be assigned to the Project.

11.1. Resources Page Sections

The Resources page is arranged in three sections:
11.2. 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.
- A Project Manager is required before an Engineer’s Estimate can be sealed.

11.3. Resources

The **Resources** section allows users with project manager security roles to request internal Right of Way (ROW), Utilities, or Railroad 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.

- The status of this request can be tracked on the **Workflow, Forms, & Templates** page.
- Only one pending resource request is allowed for each resource type.
11.4. 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

Follow the process below:

1. Click + Resource.

The **External Resources** selection window will appear.

2. Use the column headers to sort or filter by Name, Email, or Phone.

3. Check the box next to the desired external resource.

4. Click **Done**.

**Remember:** Only external resources who already have access to TxDOTCONNECT with the following security roles will be available for assignment:

- Professional Engineer-Consultant
- Engineer’s Estimate Coordinator-Consultant

The invited resource will receive an email notifying them they have been granted permission to the **Engineer’s Estimate and Specifications List** for the project.

**Important:** External resources may only view or edit projects to which they have been invited.

Those with appropriate security roles may **Enable** and **Disable** the access of external resources at any time using the **Access** switch.
12. Specifications Request Management

The Specifications Request Form allows an authorized user to submit a request for a new or modified specification to be available for use in the Engineer’s Estimate. In addition to the specification itself, the request may propose associated reference items, bid codes, special provisions, and 000 provisions to be included in a project’s proposal.

Specifications Requests may be created from the project’s Workflow, Forms & Templates page, or from the Create Specifications Request feature in the Administrative module. Departmental Material Specifications (DMS) and Test Procedures requests may only be created from the Administrative module.

12.1. Creating a Specifications Request

**Workflow, Forms, & Templates**

From within a project,

1. Select the Workflow Forms & Templates page in the Left Navigation Menu.
2. Click Specifications Request in the Forms section of the page.

**Administrative Module**

From any page in TxDOTCONNECT,

1. Click Administrative in the top menu bar.
2. Hover over Create Specifications Request.
3. Select from the following options
   - Specification Request Form
   - DMS (Departmental Material Specifications)
   - Test Procedures
12.2. Completing the Specifications Request Form

Once the Specifications Request Form is selected and displayed, complete all applicable fields. Each section of the form is described in detail below.

Specifications Request Form Header

![Specifications Request Form Header](image)

Some fields in the header require entry only if the form is created from the Administrative module. If the form is created from the Workflow, Forms & Documents page, these fields populate automatically and no user action is required.

1. Enter the Controlling Project ID, also known as the Controlling CSJ. This field is required for One Time Use requests.

   ![得意ograph](image)

   TxDOTCONNECT will only allow entry of a Controlling Project ID that does not have a Proposal Date, Actual Let Date entered and are in an Active project status with a project stage of PE, PS&E or RTL.

2. Select the District/Division. This field is required for Districtwide and Statewide requests.

3. Enter the Estimate Let Date (if applicable) MM/DD/YYYY or use the calendar functionality.
   - Enter the Approved Let Date (if applicable) MM/DD/YYYY or use the calendar functionality.

   - The Created By and Created Date fields populate automatically when the form is created.
   - The Form ID is a unique 13-digit identifier that begins with the letters FM. It is generated automatically by TxDOTCONNECT when the form is saved, even if not completed or submitted.
   - Click Close at any time to close and cancel the request form.
   - The Committee Review Date and Effective Date fields and the Sent to Industry and FHWA Approval indicators will be completed by the Specification Coordinator.
   - Users can view a log of comments received from various industry contacts by selecting the comment bubble next to Industry Contacts.
Form Sections by Request Type

The table below identifies which sections of the form must be completed for each request type.

⚠ Note that all request types require a Change Summary, and all but Bid Code Only requests require a File Upload.

<table>
<thead>
<tr>
<th>Request Type</th>
<th>Specification</th>
<th>Bid Code</th>
<th>Special Provision</th>
<th>000 Provision</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time Use (OTU) Identical for Project</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for Special Specification (SS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTU Identical for Project</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>for Special Provision (SP)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTU Identical for Project</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for <strong>Special Specification</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>with New Bid Codes (2 Forms Needed)</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>OTU Identical for Project</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>for <strong>Special Provision</strong></td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>with New Bid Codes (2 Forms Needed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTU Special Specification (SS)</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>with New Bid Codes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OTU Special Provision (SP) with New Bid Codes</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Provision (SP) 000</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

⚠ Select the appropriate Project Type for the Request entered (Construction, Construction and Maintenance, or Maintenance).

⚠ For corrections to completed One Time Use (OTU) Specifications and 000 Documents please email CST_RDWY_SPECS@txdot.gov
Specifications Request Form Type Section

1. Select the **Form Type**.  
   The form type can be changed retroactively until the request is submitted without losing information in the remaining fields.

2. Indicate whether this is a **New** or **Identical** specification request.  
   The **Bid Codes** option is disabled if the **Identical** box is checked. The Bid Codes option is used only with the **New** box is checked.

3. Enter a **Deadline Date** if applicable.  
   This helps the Specification Coordinator to prioritize your request. If your request is an addendum or must be completed in time for an upcoming Letting, make sure you use this field!

   The **Form Type** and whether it is a request for a **New** or **Identical** specification will determine which form sections are required. For more instructions, see **Form Sections by Request Type** above.

4. Select a **Project Type**. This field defaults to both **Construction and Maintenance**, but either can be chosen.

5. Select a **Funding Type**. This field defaults to both **Federal and Non-Federal**, but either can be chosen.

6. Select all that apply in the **County** Field (Optional).
Specification Section

A Statewide Specification Request will make check boxes appear to indicate if the request is Optional or Required.

1. If the specification is a replacement specification, only **Specification Coordinator** and **Specification Reviewer Division** roles may select the Replacement Check-Box. For all other roles, this selection will be grayed-out. Replacement specifications require an **Existing Specification Code**.

2. Enter the **Proposed Specification Code**. Enter the proposed specification code (XXX-XXXX format).

For requests needing multiple codes assigned, TxDOTCONNECT will automatically assign the remaining entries in a sequential manner based on what the Specification Coordinator first enters in the Proposed Specification Code.

3. Enter the **Title** for the proposed specification code (up to 80 characters).

To add reference items to a proposed specification code,


5. Enter the number for a reference item in the **Reference Items** column.

To remove a reference item, check the box next to it to select it, then click **Remove**.

- To select all reference items, check the box next to the Reference Items column header.
- To sort the list of reference items, click the column header.
- To filter the list of reference items, type in the field at the top of the column.
Bid Code Section

To add bid items to a request,

1. Click + New Item, above and to the right of the table. A new row will appear.
2. Enter the number for a bid code in the **Bid Code/Specification** column.
3. Enter a proposed **Description** (up to 39 characters).
4. Select a **Measurement**.

- To remove a bid code, check the box next to it to select it, then click **Remove**.
- To select all bid codes, check the box next to the **Bid Code/Specification** column header.
- To sort the list of bid codes, click the column header.
- To filter the list of bid codes, type in the field at the top of the column.
## Special Provision Section

To add special provisions to a request,

1. Click + New Item, above and to the right of the table. A new row will appear.

2. Enter the special provision code in the **Special Provision** column.
3. Enter a proposed **Description** (up to 140 characters).

4. Indicate if this special provision is **Replacing** an existing special provision.
   - Replacing specifications require an **Existing Special Provision**.

5. Indicate whether this special provision should be **Required** or **Optional**.
   - Only the Specification Coordinator and the Specification Reviewer Division can change the required/optional toggle, and only before the Specification Request form has reached Final Approval, Not Approved, or Cancelled.

- To remove a special provision, check the box next to it to select it, then click **Remove**.
- To select all special provisions, check the box next to the **Special Provision** column header.
- To sort the list of special provisions, click the column header.
- To filter the list of special provisions, type in the field at the top of the column.
000 Provision Section

As noted above, the **000 Provision** section is disabled for **Bid Codes (Only)** requests.

![000 Provision Section](image)

To add 000 provisions to a request,

1. Click **New Item**, above and to the right of the table. A new row will appear.

2. Enter the 000 provisions code prefix in the **000 Provision** column.

3. Enter a proposed **Description (up to 140 characters)**.

4. Indicate if this 000 provision is **Replacing** an existing 000 provision.
   - Replacing specifications require an **Existing Special Provision**.

5. Indicate whether this special provision should be **Required** or **Optional**.

- To remove a special provision, check the box next to it to select it, then click **Remove**.
- To select all special provisions, check the box next to the **Special Provision** column header.
- To sort the list of 000 provisions, click the column header.
- To filter the list of 000 provisions, type in the field at the top of the column.
Change Summary and Comments

1. Enter a clear and concise summary of the proposed change in the **Change Summary** field (up to 250 characters). This is **required**.

2. Enter any additional comments to reviewers in the **Comments** field (up to 250 characters). This is optional.

**File Upload**

At least one template is required to submit a Specifications Request Form. Additional information about templates can be found on [TxDOT.gov](https://txdot.gov).

To attach a file to a Specifications Request Form,

1. Click **Browse**. The File Explorer will open.

2. Select the appropriate file.
   
   **Note:** Most users may only upload Rich Text Format (.rtf) files. Specifications Coordinators may upload Portable Document Format (.pdf) files.

3. Click **Open**. The selected file will appear in the Browse field.

4. Select a **Document Type**.

5. Click **Upload**. The uploaded file appears in the grid below.

- [Green checkmark] To remove a file, click [cross] under **Remove**.
Click **Save** to save the Specifications Request Form and assign it a Form ID. The form does not need to be complete.

Click **Submit** to submit the Specifications Request Form for review and approval through the workflow (described below).

Click **Cancel** to cancel a saved or submitted form. This removes submitted requests from the workflow.
12.3. Departmental Material Specifications (DMS) and Test Procedures Requests

**Departmental Material Specifications (DMS)**

The DMS request allows you to request new Departmental Materials Specifications.

- Fields with a * are required.
- The Deadline Date is only required if you select “Yes” under Addendum.
- This request allows you to attach Proposed Item Templates. Additional information about templates can be found on TxDOT.gov.
Test Procedure

The Test Procedure request allows you to request new test procedures.

⚠️ Fields with a ⚫ are required.

This request allows you to attach Proposed Item Templates. Additional information about templates can be found on TxDOT.gov.
12.4. Checking the Status of Specifications Request

Once submitted, the status of a Specifications Request can be checked in two ways:
- Return to the project’s Workflow, Forms & Templates page (project-specific requests only).
- Use the Forms Search functionality in the Administrative menu (all requests).

**Workflow Forms & Templates Page**

- Click the **Form ID** to open the form and view 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.
To search for a specific form,

1. Select the **Form Type**.
   - Select **Specification Request Form** to search for Specification Request Forms submitted July 2020 or later.
   - Select **Bid Item Request** to search for Bid Item Requests submitted before July 2020 and for all Test Procedures, Statewide, Districtwide, and DMS requests.

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.

- 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.
12.5. Specifications Request Form Workflows

Once a Specifications Request Form has been submitted, it is routed through an automated workflow. The workflow differs for each Form Type.

**Workflow: One Time Use and Bid Code (Only)**

The **One Time Use** and **Bid Code (Only)** request forms follow the workflow described below. Each reviewer may select from the following options:

- **Approve** – the request continues to the next step in the workflow.
- **Return** - the Request Initiator receives the request to make changes, save, and resubmit.
- **Do Not Approve** – the Request Initiator receives a notification and the workflow ends.

1. The Request Initiator creates and submits the Specification Request Form. The form is routed to the Specification Reviewer District.
   
   ! If there is no designated Specifications Reviewer District in the Request Initiator’s district, the request skips this step and goes directly to the TP&D Director in the Request Initiator’s district.

2. The Specifications Reviewer District reviews the request. If approved, the form is routed to the TP&D Director in the Request Initiator’s district.
   
   ! If there is more than one Specifications Reviewer District in the Request Initiator’s district, only one approval is required for the form to move forward in the workflow.

3. The TP&D Director reviews the request. If approved, the form is routed to the Specifications Coordinator.

4. The Specification Coordinator reviews the request. If approved, the Specification Coordinator assigns the form to one or more individuals with the Specification Reviewer Division role (also referred to as Subject Matter Experts, or SMEs).

   - The **Specification Coordinator** and /or **Division Specification Reviewer** may also make changes to the form prior to approval.

   - The **Specification Coordinator** may also assign one or more Additional Division Specification Reviewers if necessary.

5. Each Specifications Reviewer Division reviews the request. If all reviewers approve, the form is routed once more to the Specifications Coordinator.

   ! All Specifications Reviewers must **approve** the request for it to move forward in the workflow.

   ! If a Specifications Reviewer is assigned in error, submit a **TxDOT Now** ticket for resolution. If an individual assigned in error selects **Return** or **Do Not Approve**, the form will route all the way back to the Request Initiator, and all review steps must be repeated.

6. The Specifications Coordinator performs the final review and approval, and also performs certain tasks outside of TxDOTCONNECT to ensure the new specification is added to the database.

   - At the time a Specification Request is **Cancelled** or **Not Approved**, the system will issue an e-mail notification to all Division Specification Reviewers assigned to the form.

   - When a Specification Request is **Approved**, the approved bid codes will automatically populate in the **Engineer’s Estimate** and **Specification List** for the controlling project and subordinate projects referenced in the request.
Workflow: Districtwide, Statewide, and 000 Provision (Only)

The Districtwide, Statewide, and 000 Provision (Only) request forms follow the workflow described below. Each reviewer may select from the following options:

- **Approve** – the request continues to the next step in the workflow.
- **Return** - the Request Initiator receives the request to make changes, save, and resubmit.
- **Do Not Approve** – the Request Initiator receives a notification and the workflow ends.

1. The Request Initiator creates and submits the Specifications Request Form. The form is routed to the submitter’s District Specifications Reviewer.

   ![Warning]
   If there is no designated District Specifications Reviewer in the Request Initiator’s district, the request skips this step and goes directly to the TP&D Director in the Request Initiator’s district.

2. The District Specifications Reviewer reviews the request. If approved, the form is routed to the TP&D Director in the Request Initiator’s district.

   ![Warning]
   If there is more than one District Specifications Reviewer in the Request Initiator’s district, only one approval is required for the form to move forward in the workflow.

3. The TP&D Director reviews the request. If approved, the form is routed to the Specifications Coordinator.

4. The Specification Coordinator reviews the request. If approved, the Specification Coordinator assigns the form to one or more individuals with the Specification Reviewer Division role (also referred to as Subject Matter Experts, or SMEs).

   The Specification Coordinator and/or Division Specification Reviewer may also make changes to the form prior to approval.

   The Specification Coordinator may also assign one or more Additional Division Specification Reviewers if necessary.

5. Each Specification Reviewer Division reviews the request. If all reviewers approve, the form is routed once more to the Specification Coordinator.

   ![Warning]
   All Specification Reviewer Division must approve for the request to continue.

   ![Warning]
   If a Specification Reviewer Division is assigned in error, submit a TxDOT Now ticket for resolution. If an individual assigned in error selects Return, the form routes back to the Request Initiator and all review steps must be repeated. If an individual assigned in error selects Do Not Approve, the request and workflow will end permanently.

6. The Specification Coordinator performs the final review and approval, and also performs certain tasks outside of TxDOTCONNECT to ensure the new specification is added to the database.

   ![Warning]
   At the time a Specification Request is Cancelled or Not Approved, the system will issue an e-mail notification to all Division Specification Reviewers assigned to the form.

   ![Warning]
   When a Specification Request is Approved, the approved bid codes will automatically populate in the Engineer’s Estimate and Specification List for the controlling project and subordinate projects referenced in the request.
12.6. Reviewing Specifications Requests

The following roles may be responsible for reviewing and approving a Specifications Request Form:
- Specifications Reviewer District
- TP&D Director
- Specifications Coordinator
- Specifications Reviewer Division

All reviewers perform their review in the My Group List and My Tasks sections of the TxDOTCONNECT Home Page.
- If there is more than one user with the applicable reviewer role, the request appears in My Group List. It must then be assigned to an individual user to be reviewed.
- If there is only one user with the applicable reviewer role, the request appears in My Tasks.

12.7. My Group List

My Group List acts as a work queue from which a group of individuals with the appropriate security role may assign a task to an individual for review.

For example, District A has three District Specifications Reviewers: Alice, Bryan, and Charlie. All three see a new request in My Group List. Alice assigns the task to herself for review and the request moves to her My Tasks section. Bryan and Charlie can no longer see it.

1. Click next to a task in My Group List.
   The My Group List window will appear. You can filter the list by Name, District/Divisions, Email, or Phone.

2. Select the person who will review the task (this may be yourself).

3. Click to complete the assignment.
   The task moves from My Group List to the reviewer’s My Tasks.
12.8. My Tasks

**My Tasks** acts as a list of requests for review by an individual.

⚠️ If your security role changes, requests in My Tasks will remain until approved, returned, or not approved.

![Image of My Tasks interface]

- Click the **Form ID** to view the request.
- Click the **Project Name** to view the project.

1. Decide whether to Approve, Return, or Do Not Approve the request.
   - **Approve** – the request continues to the next step in the workflow.
   - **Return** - the Request Initiator receives the request to make changes, save, and resubmit.
   - **Do Not Approve** – the Request Initiator receives a notification and the workflow **ends**.

2. Enter comments if desired. This is required if the selection is **Return** or **Do Not Approve**.

3. Click **Submit**.
12.9. Additional Steps for Specifications Coordinators

Specifications Coordinators have a few additional considerations when reviewing a Specifications Request Form.

For **One Time Use** and **Bid Code (Only)** forms, Specifications Coordinators must assign Specifications Reviewers.

1. Click to open a list of Specifications Reviewers.
2. Select one or more Specifications Reviewers.
4. Click
5. Click .

For **Districtwide, Statewide, and 000 Provision (Only)** request forms, Specifications Coordinators must enter comments from Industry and FHWA and enter the date the request was approved by the Specifications Review Committee. This information is entered on the form’s Header.
13. 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:

13.1. Contract Inquiry Search

There are two parts on this page:

- The Actual Let Date search
- The Search Results

13.2. Actual Let Date Search Feature

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

You can also click to use the calendar tool to select the month.
13.3. Search Results

The search results display the projects that have an actual let date matching your search criteria.

These search results display information arranged in the following columns:

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actual Let Date</td>
<td>The project’s actual let date.</td>
</tr>
<tr>
<td>Controlling Project ID</td>
<td>The project’s Controlling Project ID.</td>
</tr>
<tr>
<td>Bidder Sequence Number</td>
<td>The Bidder Sequence Number of the vendor who bid on the contract.</td>
</tr>
<tr>
<td>Vendor Number</td>
<td>The Vendor Number of the vendor who bid on the contract.</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>The name of the vendor who bid on the contract.</td>
</tr>
<tr>
<td>Total Bid Amount</td>
<td>The total amount that was bid by the vendor.</td>
</tr>
<tr>
<td>Let Code</td>
<td>Indicates the status of the contract, with the following descriptions:</td>
</tr>
<tr>
<td></td>
<td>• Before and During Letting Process</td>
</tr>
<tr>
<td></td>
<td>• Bids Entered and Verified</td>
</tr>
<tr>
<td></td>
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