

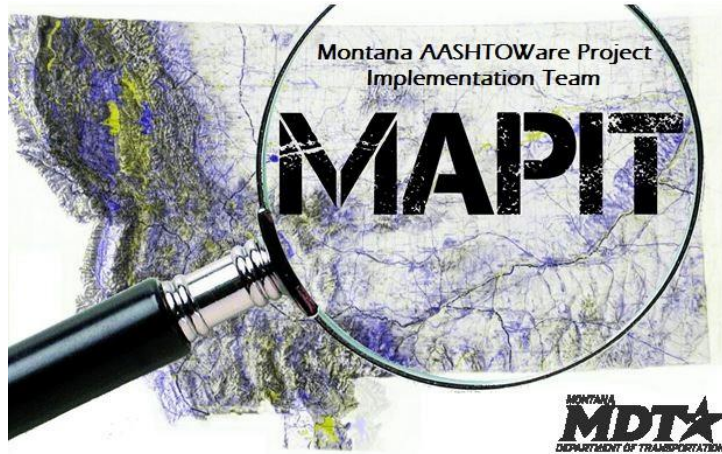


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Generate Contract Materials

Date: December 5, 2017
Updated: August 26, 2019





❑ **Process Definition**

This process defines the generation of contract materials acceptance actions.

❑ **Acronyms and Definitions**

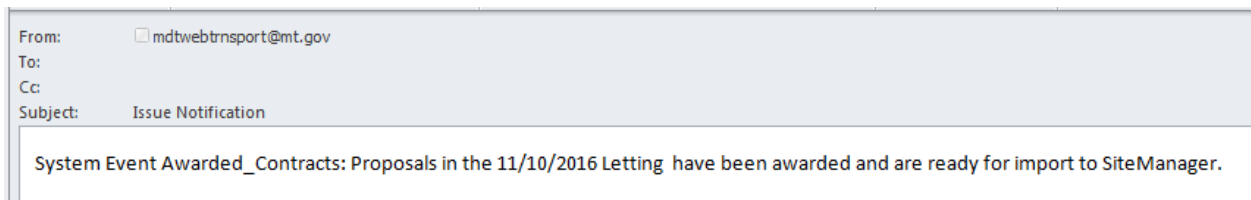
EPM – Engineering Project Manager

ESS – Engineering Systems Section

MDT – Montana Department of Transportation

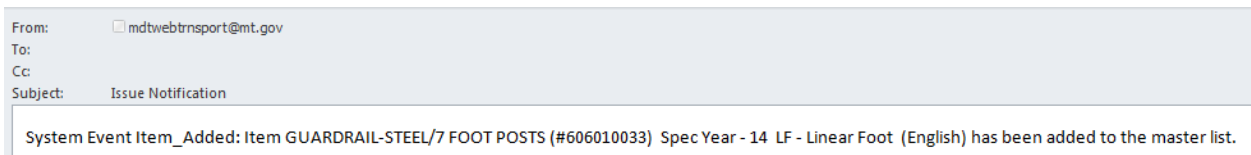
❑ **MDT Procedure**

1. ESS receives an email notification when the contract is awarded.



2. ESS queries the global materials acceptance actions for the contract and reviews for any changes per specifications.

3. ESS and the State Materials Engineer receive an email notification when a new Item is added to the Item list. If global materials acceptance actions need to be set up for an item, ESS will contact the State Materials Engineer to have the global materials acceptance actions set up for that item.



4. The State Materials Engineer will create the appropriate materials set(s) with associated material(s) for the item.

- a. Navigate to Reference Data > Items.
- b. Enter an item code or description in the search field to filter the list.
- c. Select the appropriate Spec Year from the dropdown list.

Item Overview

▼ Item Overview

Q 609010112 System Default Showing 1 of 1 Spec Book 14

Item	Short Description	Unit	Spec Bk	Active AVs	Obsolete Date
609010112	Q CURB 4 IN-CONCRETE	LNFT - Linear Feet	14	0	

- d. Click on the Item code link.
- e. Click on the Material Sets tab.



- f. Click the New button to add a material set. Enter a description and click Save. Repeat for each material set.

Item Summary

▼ Reference Item: 609010112 - CURB 4 IN-CONCRETE - 14

General
Reference Prices
Task Groups
Price Tasks
Action Relationships
Acceptance Actions
Material Sets

Q Type search criteria or press Enter Advanced Showing 2 of 2

New

Material Set *	Materials
Conventional	2
Optimized	1

- g. Click on the Materials hotlink 0 to associate the appropriate materials.
- h. Click the Select Materials button.
- i. Enter a material code or description to filter the list and/or select a category from the Category filter field.
- j. Click on the applicable materials and select the Add to Item button.
- k. Enter the Conversion factor. This represents the value of material units to 1 unit of the bid item units. (i.e. 0.0046 Cubic Yards per Linear Foot)
- l. Click Save.

Material Set Summary Save Complete

▼ Item: 609010112 - CURB 4 IN-CONCRETE - LNFT - Linear Feet

Material Set Conventional

▼ Materials

Select Materials...

Material	Conversion Factor	Unit
701.01.01.01 - Fine Concrete Aggregate	0.00460	CUYD - Cubic Yards
701.01.02.01 - Course Concrete Aggregate Grade 2	0.00460	CUYD - Cubic Yards

5. The State Materials Engineer will notify ESS when the material sets have been set up for the items needed.
6. ESS generates the contract materials and acceptance actions.
 - a. Navigate to Construction > Contract Administration.
 - b. Enter the contract ID or description in the search field to filter the list.
 - c. Click on the Contract ID link.
 - d. Click on the Component Action button and select Generate Contract Materials and Acceptance Actions.



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



Contract Administration Summary

Contract: 03315 - RED LODGE - NORTHWEST

General Additional Information Administrative Offices Contract Authority Contract Times n/a	Contract ID 03315 Description* RED LODGE - NORTHWEST Prime Contractor Id n/a	Proposal ID 03315 Federal Project Number STPP 75-1(11)1 State Project Number n/a	Actions Change Prime Contractor... Tasks Change To Pending Close Delete Migrated Contract Generate Materials and Acceptance Actions
---	--	--	--

- e. Once generated, click on the Contract Materials and Acceptance Actions quick link to review.

Contract Materials and Acceptance Actions Summary

Contract: 10415 - FROID - NORTH & SOUTH

Project	Item	Proj Item Ln Num	Matl Set to Dt	Material Set	Materials
8651015000	609010112	0230	50.000	Conventional	2
8651015000	609010112	0230	0.000	Optimized	1
8651015000	618030005	0250		NCHRP 350 / MASH	1
8651015000	619010310	0300		Steel Sign Post	1

Contract Materials and Acceptance Actions Summary

Contract: 10415 - FROID - NORTH & SOUTH

Project	Item	Proj Item Ln Num	Material Set
8651015000	609010112	0230	Conventional
Material			
701.01.01.01 - Fine Concrete Aggregate	701.01 - Concrete Aggregate		Conventional
8651015000	609010112	0230	Conventional
701.01.02.01 - Course Concrete Aggregate Grade 2	701.01 - Concrete Aggregate		Conventional
8651015000	609010112	0230	Optimized
701.01.03.01 - Combined/Intermediate Concrete Aggregate	701.01 - Concrete Aggregate		Optimized
8651015000	618030005	0250	NCHRP 350 / MASH
618.03.02.01 - Cert of Comp for Traffic Control/Mailbox	CERT - Certification		NCHRP 350 / MASH
8651015000	619010310	0300	Steel Sign Post
704.01.04.01 - Steel Sign Posts	STEEL - Steel Materials		Steel Sign Post

7. The EPM and District/Area Lab Supervisor receive an email notification that the contract materials have been generated. The email is sent by ESS.

The materials have been generated for this contract.

Project Manager and Lab Supervisor: Please meet and review the sampling and testing requirements for any modifications needed specific to this contract and for any items with PRSP.

A tracking spreadsheet for concrete item(s) applicable to QA has been saved to the share drive under \07_Materials\QA_Suite.



Lisa Durbin
Construction Administration Engineer
Montana Department of Transportation
(406) 444-0453

zero deaths | zero serious injuries



8. The EPM runs the Contract Materials Acceptance (Checklist) Report to have as an original copy of the contract materials and acceptance actions
9. The EPM may confer with the District/Area Lab Supervisor as needed for miscellaneous or project specific items.



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



- ❑ **IT Systems Interfaces Outside of AASHTOWare Project**
- ❑ **Process Exceptions**
- ❑ **Business Change Summary**
- ❑ **Comments**