

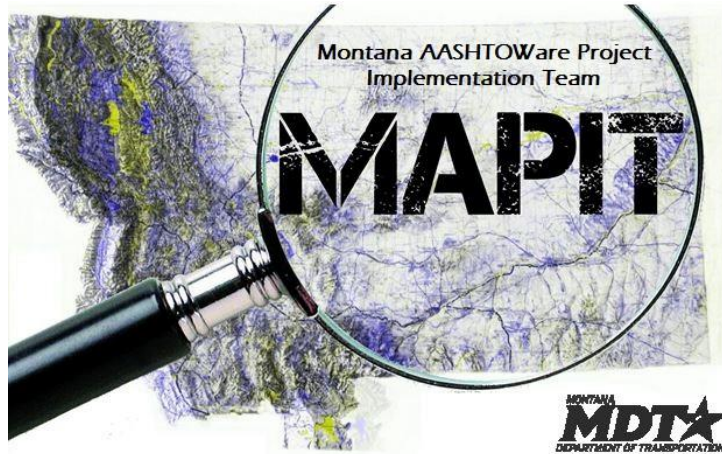


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Diary/Milestone Adjustments

Date: November 20, 2017
Updated: August 26, 2019





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❑ **Process Definition**

The Diary Adjustments Window allows charge day adjustments to be applied for a day that has incorrect charge information recorded and applied by an approved estimate. This is applicable for both diary and milestone time charges.

A diary or milestone must be selected that has been recorded and included on a paid estimate.

Once an adjustment has been saved, it is ready to be processed by the next estimate which gets generated.

❑ **Acronyms and Definitions**

CAS – Contract Administration Section

DCE – District Construction Engineer

EPM – Engineering Project Manager

LD – Liquidated Damages

MDT – Montana Department of Transportation

❑ **MDT Procedure**

1. The Contractor receives the Construction & Materials Weekly Time Charges Report time assessment form with the days charged for the previous week.

☰ See Diary – Charging Time Process for charging time to a contract.

a. Contractor is not required to sign and return this form. Generally, we only get something back if the contractor disagrees with the time assessment.

2. Does the contractor agree with the Construction & Materials Weekly Time Charges Report?

a. Yes; then work continues.

b. No; then the Contractor has 10 days to submit a letter indicating a disagreement with the Construction & Materials Weekly Time Charges Report.

1) Does the Contractor write a letter of disagreement?

a) No; then work continues.

☰ Penalties for not following the 10-day time frame are not assessed. Even if the contractor disagrees, it is not an issue unless contract time is exceeded causing LD to be charged. Disagreement is noted and held until CAS reviews the contract at finalization, although it does not follow the dispute/claim process.

b) Yes; the Contractor writes a letter of disagreement.

i. The EPM receives the Contractor's letter and considers the request under Specs 108.07.3 and 108.07.4.

1. The EPM saves an electronic copy of the letter in the contract folders on the network share drive under \02_CORRESP\CONTRACT_TIME.



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- ii. The EPM confers with the DCE, may negotiate with the Contractor.
- iii. Does the EPM agree with the Contractor?
 - 1. Yes, the EPM agrees with the Contractor.
 - a. The EPM sends a letter to the Contractor accepting the request.
 - b. The EPM saves an electronic copy of the letter in the contract folders on the network share drive under \02_CORRESP\CONTRACT_TIME.
 - c. The EPM would make a Diary or Milestone Adjustment in Construction & Materials for that specific time period. Add a remark 'See letter sent from EPM to Contractor dated "'. A Construction & Materials Weekly Time Charges Report would be regenerated to reflect the current time assessment and adjusted days.
 - i. Navigate to Construction > Contract Progress > Diary Adjustments
 - ii. Click the Select Diary Contract Time Charges button.
 - iii. Check the appropriate Diary or Milestone Time charge and click the Add to Diary Adjustments button.
 - iv. Expand the row added and enter the appropriate Current Time Charge (0.00 or 1.00)
 - v. Enter a comment to explain the adjustment.
 - vi. Click Save.

Diary Adjustments	Time ID	Time Descr	Diary Date	Comments
Payment Estimates	00 AT	GRADE, GRVL, PL MIX SURF, DRN	03/10/2017	Weather
Contractors	Previous Time Charge	Current Time Charge	Modified Date	Main
Change Orders	1.00	0.00	10/23/2017 8:31:25 AM	Yes
Contract Adjustments	Diary Date	Time ID		
Item Adjustments	03/10/2017	00 AT		
Agency Views	Current Time Charge	Time Description		
Mix Designs	0.00	GRADE, GRVL, PL MIX SURF, DRNG, CHNL REST, SIGN & ELECT		
Progress Schedule	Previous Time Charge	Time Unit		
Weekly Report Of Time Charges	1.00	Days		
Force Accounts	Comments	Original Number of Time Units		
Stormwater Periods	Weather	160.00		
Earth-Moving Events	Up to 256 characters	Current Number of Time Units		
	mdthq\U2451	160.00		

- d. The Construction & Materials Weekly Time Charges Report process begins again. Go to Step 1.
- 2. No, the EPM does not agree with the Contractor.
 - a. The EPM sends a letter to the Contractor rejecting the request.



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- b. The EPM saves an electronic copy of the letter in the contract folders on the network share drive under \02_CORRESP\CONTRACT_TIME.
 - iv. Does the Contractor agree with the EPM's response?
 - 1. Yes; then work continues. Go to Step 1.
 - 2. No; then the Contractor may escalate the request to the DCE or go to the Claims and Dispute process.
- IT Systems Interfaces Outside of AASHTOWare Project**
 - Process Exceptions**
 - Business Change Summary**
 - Comments**

If an adjustment needs to be reversed, you can delete the original diary or milestone adjustment.