

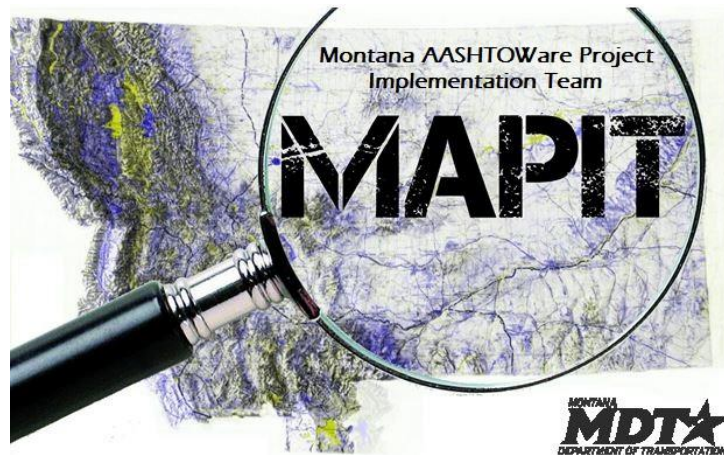


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Multiple EPMS Contract Maintenance

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





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❑ **Process Definition**

This process describes the steps needed when there are multiple EPMs administering a contract.

❑ **Acronyms and Definitions**

DCE – District Construction Engineer

EPM – Engineering Project Manager

MDT – Montana Department of Transportation

❑ **MDT Procedure**

1. DCE assigns the contract to one and possibly two EPMs if a bridge is part of a large reconstruction contract.
2. Multiple EPMs can update the same Diary.
 - The Roadway EPM will create the Diary, and the Bridge EPM will update the Diary.
 - Exception: If the bridge work is being performed prior to the roadway work being performed, then the Bridge EPM would create the Diary and the Roadway EPM would update the Diary when applicable.
3. The Roadway EPM makes decisions and is in charge of the primary portion of the contract.
4. The Bridge EPM makes decisions and is in charge of the bridge portion only.
5. The Bridge EPM will record pay items for the bridge portion of the contract in a DWR. See DWR Procedure for process steps.
6. Once the bridge is completed the Bridge EPM gives all Contract files in the Contract folder to the Roadway EPM.
7. When the project is completed the roadway and bridge documentation are compiled and kept in one location.

❑ **IT Systems Interfaces Outside of AASHTOWare Project – N/A**

❑ **Process Exceptions**

1. When one EPM is assigned to the project, this procedure would not be used.
2. When the Bridge EPM is the primary EPM, and not the Roadway EPM, the procedures would be reversed.
3. When multiple sites on a contract exist and cross district boundaries, people from across district lines would need to have 'Contract Authority' given to them to be able to perform their role in a different district. The Contract Activation proposed procedure indicates that the EPM will give Contract Authority to project staff.

❑ **Business Change Summary - N/A**

❑ **Comments**