

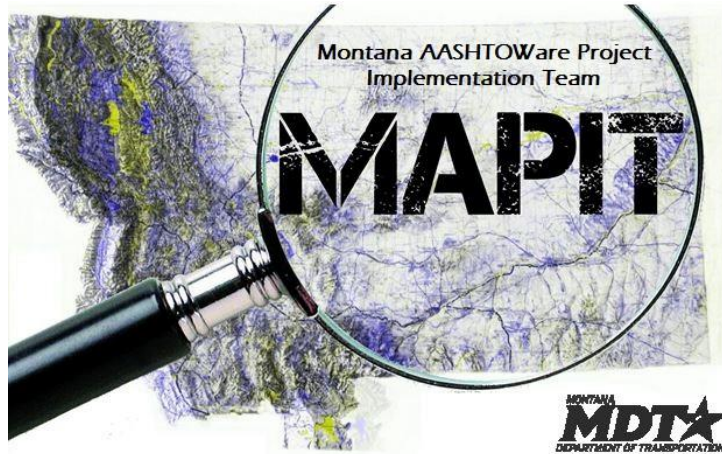


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Resolving Materials Discrepancies

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





MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



□ **Process Definition**

□ **Acronyms and Definitions**

CASE – Construction Administration Services Engineer

CAS – Construction Administration Services

DWR – Daily Work Report

MDT – Montana Department of Transportation

MICO – Materials Inspection Certification Office

□ **MDT Procedure**

1. Refer to the following:

a. Optional Materials not used

1) Material sets will be defined for each bid item and will be selected in the DWR Work item posting. This will eliminate discrepancies on materials not used. No action is needed.

b. Materials required on the item but not used

1) Material sets will be defined for each bid item and will be selected in the DWR Work item posting. If the material is not used, it will not be selected and therefore will not create a discrepancy. No action is needed.

c. Tests not performed (cert or test)

1) Zero the rate and include a remark in the Comments box on the Acceptance Action Option explaining why the test was not performed. The explanation must be satisfactory to the Materials Engineer.

d. Tests that are on the item because they are common but not required on all contracts (i.e. R-value)

1) Zero the rate and include a remark in the Comments box on the Acceptance Action Option to indicate that it was not required.

e. Required number of samples not taken (Materials that do not have a defined numeric frequency, e.g. 2 per truck or 1 per batch)

1) When the work is complete, include a Comment on the Acceptance Action > Option indicating how many samples were actually required (such as the number of trucks) and the number taken. This shows that the requirements were met.
2) Change the Action Rate to the number of samples and the Frequency Type to Contract.

f. Required number of samples not taken (Materials that have a defined frequency, e.g. 1 per 200 CY)

1) Do not change the rate or the frequency. If there is a deficiency, it will be evaluated with the final estimate.
2) Include a remark on the Acceptance Action > Option explaining why the required number of samples was not taken. If applicable, indicate what basis was used for accepting the material without the required tests. The justification must be acceptable to the Materials Engineer.
3) During the generation of the Final Materials Certificate, the Materials Engineer will review the justification(s). Additional explanation may be requested.



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



- 4) When everything has been approved, MICO will send a notification to the CAS Supervisor.
- 5) The CAS Supervisor will turn off the estimate discrepancies in Construction & Materials. This allows the final estimate to be processed. Note, this does not eliminate the deficiency since the number of tests is the same. The Contract Materials Acceptance (Checklist) Report will still show the deficiency, but any justifications included in the Comments will print on the report.

Examples of justifications:

- Samples were not taken on this project. The same material from the same supplier was used on the adjacent project XX. Material was accepted based on test results from that project.
- A sample was not taken. The material was accepted based on visual inspection and satisfactory performance.
- Accepted based on small quantities.
- The way the random numbers fell, it was not realized until the work was done that the actual quantity required an additional sample.
- The required frequency calculates to 42.1 samples. 42 were taken. A 43rd sample was not taken due to the small quantity difference at the end of the work.
- A sample was not taken. The material was accepted based on certification and satisfactory performance.
- The concrete for the pole foundation was not tested. The same concrete was used on the sidewalk and met specifications. The foundation was accepted based on a small quantity and good test results on the rest of the work.

STEPS

1. Navigate to Contract Progress > Contract Materials and Acceptance Actions
2. Click on the Acceptance Actions tab.
3. Expand the appropriate bid item
4. Click on the Acceptance Action link.
5. Expand the Option.
6. Change the Action Rate accordingly.
7. Enter an appropriate Comment.
8. Click Save.



MONTANA DEPARTMENT OF TRANSPORTATION AASHTOWare Project Construction and Materials



2. These changes can be made either at the beginning of the project or when the work is complete on the item. The changes don't have to wait until the project is finalized to be made.

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

Discrepancies that remain until the contract is finalized will be resolved by the CASE turning off the materials discrepancy indicator for the final estimate.