

 <p style="text-align: center;"><b>Montana Department of Transportation</b></p> <p style="text-align: center;"><b>CONSTRUCTION MEMO</b></p>	Date Issued: May 6, 2008
	Date Effective: March 27, 2008
	Related Specifications: 108.02, 105.15.2, 108.08
<b>Subject: Project Dates</b>	

To: Distribution

From: Lisa Durbin, P.E.,   
Construction Administration Services Engineer

This memo is to clarify some of the critical dates on a contract and the procedures that need to be followed at that time.

Notice to Proceed Date

This date is established either in the contract or by the Construction Administration Services Bureau at the time of award. It is the date that contract time starts being charged on the contract.

No work may be performed within the right-of-way limits before this date, including mobilization, traffic control installation, temporary erosion control, etc. If the contractor wants to begin work before the Notice to Proceed date and all requirements of Subsections 103.07, 108.01.2 and 108.03 are met, a change order may be executed to move up the date. Note; changing the Notice to Proceed date does not affect the amount of available contract time.

On flex time contracts, the effective date is the Notice to Proceed date. By the contract, the contractor may select a date earlier than this. Contract time assessment will begin on that date unless the contractor chooses to start work on an earlier date. In this instance, since it is allowed by contract, a change order is not required. However, all requirements of Subsections 103.07, 108.01.2 and 108.03 must still be met. If an earlier date is selected in writing and approved, the EPM must send an email to the Construction Administration Services Bureau with the new date so that all contract records for the Notice to Proceed date can be changed accordingly.

Work Begin Date

This date is when the contractor actually starts work within the right-of-way. It cannot be earlier than the Notice to Proceed date. On contracts awarded before the SiteManager implementation, the EPM must send an email to the distribution list "MDT SiteMgr Milestones" for their district that work has begun. In SiteManager, this date will be

populated with a trigger when the first work item is recorded on a DWR. The system will automatically send an email to this distribution list.

On flex time contracts, this notification is separate from a notification changing the Notice to Proceed date.

#### Paving Start / Paving Complete Dates

These dates are required for CES Bureau and Materials Bureau personnel. When paving starts and ends, the EPM must send an email to the distribution list “MDT SiteMgr Paving” for their district with the date. In SiteManager, the EPM enters the appropriate Key Date. The system will automatically send an email to those personnel.

#### Final Inspections

This is the date when the final inspection for the work and the General Permit for Storm Water Discharges Associated with Construction Activities (General Storm Water Permit) inspection are complete. These can be completed concurrently. The General Storm Water Permit close-out checklist is completed during the inspection. When this is completed, the EPM must send an email to the distribution list “MDT SiteMgr Milestones” for their district with the date. In SiteManager, the EPM enters the Key Date. The system will automatically send emails to those personnel.

The contract may be re-inspected, if needed, to ensure all punch list items are complete. If this is done, send a new email or revise the Key Date in SiteManager, as applicable.

#### Substantial Work Complete Date

This occurs after the EPM and contractor agree all punch list work is complete. This date begins the timeline for the contract final and the final documentation. This is the date when the physical work is complete on the contract, and the Contractor’s Final Inspection form (CSB105\_15\_2) has been completed by the contractor and approved by the EPM.

Contract time charges are discontinued after this date. The EPM may suspend contract time when the only remaining items of work are punch list items, depending on the quantity and magnitude of the items. If the contractor does not submit the Final Inspection form in a timely manner, time assessment should continue.

#### Other Dates

There are other Key Dates and Checklist Event Dates in SiteManager. Additional information on all of the dates is in the SiteManager business processes and training materials.

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Construction Engineering Services Bureau  
Steve Garrison, Legal  
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