



**STATE OF MONTANA
MONTANA TRANSPORTATION COMMISSION
DEPARTMENT OF TRANSPORTATION**

POL 9-01-014	CONTRACT AWARD POLICY
Signature: <i>Signature on File</i> <u>X</u> Montana Transportation Commission Chairperson <u>X</u> Malcolm D. Long Director	Effective Date: 8/29/2019 Revision Date: 1/4/2024 Biennial Review Date: 1/1/2026

1. **PURPOSE:** This policy provides the timeframes for letting and awarding contracts by the Montana Transportation Commission (Commission).
2. **DEFINITIONS:**
 - 2.1. Meeting - A meeting means the convening of a quorum of the membership of the Commission to hear, discuss or act upon a matter over which it has supervision, control, jurisdiction or advisory power. It includes corporal or electronic participation, including conference calls.
3. **SCOPE:** This policy applies to all business units within Montana Department of Transportation (MDT) that serve to let, review and award construction contracts under [§ 60-2-111, MCA](#).
4. **POLICY:** The following timeframes will be followed to award contracts.
 - 4.1. Design-Bid-Build Contract lettings shall be held on Thursdays.
 - 4.1.1. The dates shall be published in advance of the letting.
 - 4.1.2. Contract lettings may be established on any business day for declared exigency or emergency projects.
 - 4.1.3. Alternative Contract lettings utilizing design-build or alternative project delivery methods may be held on any business day.
 - 4.2. MDT staff will meet to review bids and formulate its recommendations to the Commission concerning the bids within five (5) business days of the letting.
 - 4.3. MDT will send the staff recommendation letter and supporting documents to the Commissioners by email prior to the Commission meeting.
 - 4.4. The Commission meeting to award design-bid-build contracts shall be no more than ten (10) business days after the letting date.

- 4.4.1. The meetings will generally be scheduled on Tuesdays.
- 4.4.2. The Commission Chair may notice meetings on a day other than Tuesdays to accommodate scheduling conflicts.
- 4.4.3. The Commission meeting to award design-build or alternative delivery contracts will be coordinated to be held in conjunction with the next regularly scheduled commission award meeting, provided the Commission has at least five (5) calendar days to review MDT recommendations.

5. **CLOSING:** Questions concerning this policy should be directed to MDT Engineering Division.

6. **REFERENCES:**

6.1. [§ 60-2-111, MCA](#)

HISTORY

DATE	REVISION(S)	OWNER/AUTHOR
August 29, 2019	NEW Policy	Valerie Wilson, Professional Services Division Administrator
January 4, 2024	Text Revisions	Christian Nygren, Professional Services Division Administrator