

Chapter 19

MDT Administered Projects

This chapter is used on routes by those local agencies for which the Montana Department of Transportation (MDT) advertises and awards projects.

19.1 General Discussion

MDT is responsible for the proper expenditure of Federal Highway Administration (FHWA) funds on local agency projects and will administer all construction activities to ensure compliance with applicable rules and that all documentation is in order.

After the local agency has submitted the PS&E package, MDT will assign a contract number, approve the PS&E package and authorize the construction funds. Reimbursement will follow the method indicated in Chapter 7, *The Local Agency Agreement*.

Projects administered by MDT will be in accordance with the CAM. The District Administrator will select one of the following for administration of the project:

1. Assign an MDT Project Manager and MDT staff.
2. Assign an MDT Project Manager and a mix of MDT staff and local agency staff.
3. Assign an MDT Project Manager and local agency staff.
4. Assign an MDT Project Manager and an MDT selected consultant's engineering staff (when available MDT and/or local agency staff will be used to supplement the consultant's staff).

The local agency will appoint a project coordinator to be the contact person for the Project Manager.

19.2 Preconstruction Conference

After the contract is awarded, the Project Manager will arrange a pre-construction conference with the contractor per specification 108.03.1. MDT will notify the local agency project coordinator and LAG Certification Liaison of the time and place.

Minutes of the conference will be taken and copies transmitted to the local agency, the contractor, and all other agencies and firms that attended the conference.

19.3 Changes and Extra Work

Except for emergency work, the Project Manager will coordinate with the local agency before executing a change order. The change order will be sent to the local agency for their concurrence and signature and a copy will be sent to the LAG Certification Liaison.

If a change order or the accumulation of change orders will result in the final cost of the project exceeding the amount authorized in the Local Agency Agreement, the local agency must submit a supplement to the Local Agency Agreement in accordance with Chapter 7 of this manual. The local agency should contact the LAG Certification Liaison for assistance in preparing the supplement and to determine if FHWA funds are available for the overrun.

19.4 Progress Payments

The Project Manager will send copies of all progress estimates to the local agency to monitor the status of the funding. The local agency should review the progress estimates and send any questions to the Project Manager for clarification.