

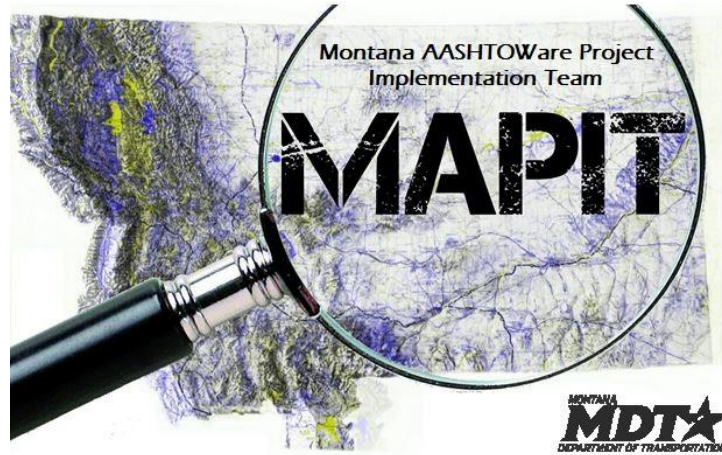


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Adding Contract Adjustments

Date: January 17, 2018





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❑ **Process Definition**

This process will define adding an adjustment on a payment estimate that is related to a contract rather than a specific item

❑ **Acronyms and Definitions**

MDT – Montana Department of Transportation

CAS – Contract Administration Section

DEO – District Engineering Officer

EPM – Engineer Project Manager

FOP – Field Office Person

LD – Liquidated Damages

TBD – To Be Determined

❑ **MDT Procedure**

1. After the Estimate is generated, the EPM navigates to the Contract Adjustment window and makes a new adjustment record Click on the Contract Progress Component

- a. Navigate the Construction > Contract Progress
- b. Select Contract link the adjustment will be entered for
- c. Select the Payment Estimates Tab
- d. Click on the Estimate Number link

| | | | | | | |
|----------------------|------|----------|-----|--------------|----------|------------------------|
| Payment Estimates | 0009 | Approved | Yes | 858,204.84 | Progress | 11/29/2019 8:16:15 AM |
| Contractors | 0008 | Approved | Yes | 804,904.31 | Progress | 10/25/2019 10:43:32 AM |
| Change Orders | 0007 | Approved | Yes | 456,292.33 | Progress | 09/25/2019 10:44:33 AM |
| Contract Adjustments | 0006 | Approved | Yes | 1,275,116.71 | Progress | 08/25/2019 9:36:17 AM |
| Item Adjustments | 0005 | Approved | Yes | 1,175,263.07 | Progress | 07/25/2019 4:42:24 PM |
| Agency Views | 0004 | Approved | Yes | 415,328.01 | Progress | 06/25/2019 9:19:11 AM |
| Mix Designs | | | | | | |
| Progress Schedule | | | | | | |

- e. Click on the Contract Adjustments Tab
- f. Under the User-Generated Contract Adjustments section, click New
- g. Select the Type from the dropdown list
 - i. Note: For Milestones use Incentive or Disincentive (see Milestone Adjustment process); for manual entry of liquidated damages use Liquidated Damages; for all other adjustments use Other Contract Adjustments
- h. Select the Other Contract Adjustment Type that corresponds to the adjustment being made
- i. Enter the Amount of adjustment being made.
- j. Enter needed comments.
- k. Select Save



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| Type | Time ID | Amount |
|---|---------|--------|
| Other Contract Adjustment | | 192.00 |
| Other Contract Adjustment Type | | |
| Fuel Price | | |
| Comments See fuel price adjustment spreadsheet in share drive: \CONST\SITEMANAGER_C | | |

| Contract Adjustment ID | Time ID/Description |
|--|--|
| | <input type="text" value="Begin typing to search or press Enter"/> |
| Type * <input type="text" value="Other Contract Adjustment"/> | Rate |
| Other Contract Adjustment Type <input type="text" value="Fuel Price - Fuel Price Adjustment"/> | Unit of Time |
| Days <input type="text"/> | Time Units |
| Amount * <input type="text" value="192.00"/> | Last Updated By |
| Distributed By Percentage | Last Updated Date |
| Comments See fuel price adjustment spreadsheet in share drive: \CONST\SITEMANAGER_CONTRACTS\CREW_2280\TOSTON_STRUCTURES_03119_7668066 \04_ESTIMATES\FUEL-ASPHALT_ADJUST\Toston Fuel Price Adj Estimate 004 | |

2. If it is important to distribute the price adjustment amount over multiple projects/categories, select the link under Distributed By
 - a. Select Amount from the Distributed By dropdown list. (if needed the distribution can be made by a percentage)
 - b. Click Save
 - c. Enter the appropriate Distribution Amount for each project/category
 - d. Click Save

Payment Estimate Contract Adjustment Project Distribution Summary

Contract: 06A19 - CORRAL CR - 11 M NE CIRCLE

Payment Est Num: 0001 Period End Date: 12/09/2019 8:53:04 AM Type: Progress Status: Draft

| Type | Amount |
|---|--|
| Other Contract Adjustment | 192.00 |
| Other Contract Adjustment Type Fuel Price - Fuel Price Adjustment | Distributed By * <input type="text" value="Amount"/> |

| Project ID - Description | Controlling | Distribution Percent | Distribution Amount |
|---|-------------|----------------------|-------------------------------------|
| 8801006000 - CORRAL CR - 11 M NE CIRCLE | Yes | 100.00 | <input type="text" value="192.00"/> |

Project-Categories

[Advanced](#) Showing 2 of 2

| Project ID - Description | Category ID - Description | Distribution Percent | Distribution Amount |
|---|--|----------------------|-------------------------------------|
| 8801006000 - CORRAL CR - 11 M NE CIRCLE | 0001 - GRAVEL, PMS OVERLAY, DRAINAGE, FENCING, GUARDRAIL | 0.00 | <input type="text" value="100.00"/> |
| 8801006000 - CORRAL CR - 11 M NE CIRCLE | 0002 - NEW BRIDGE NB# P00051 010+0.539-1 BRIDGE # 05918 | 0.00 | <input type="text" value="92.00"/> |



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Contract Adjustment Rules:

The system will auto calculate liquidated damages as a Contract Adjustment for working days only, viewable on the System Generated Contract Adjustments window.

Contract Adjustment types entered by an MDT user (EPM/FOP) are the Fuel Price Adjustment, Legal Adjustments, Public Relations, Recoup MDT Costs, Schedules and manually entered liquidated damages.