

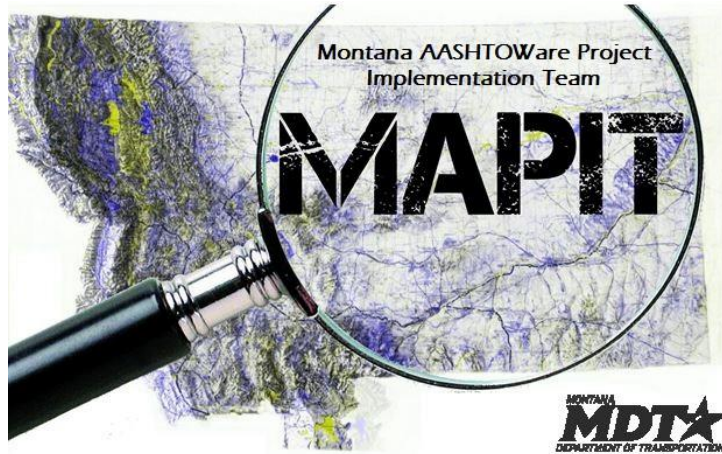


MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



MDT Procedure
Process: Diary/Milestone – Time Charging

Date: November 20, 2017
Updated: August 26, 2019





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❑ **Process Definition**

The Project Manager creates Diaries. Each Diary is a daily collection of the authorized Daily Work Reports submitted by all Inspectors working on the Contract. The Project Manager usually submits one Diary per day per Contract. Diaries can also be created for days when no Daily Work Reports are collected.

❑ **Acronyms and Definitions**

CAS – Contract Administration Section

DEO – District Engineering Officer

ECS – Engineering Contract Specialist

EPM – Engineer Project Manager

DWR – Daily Work Report

MDT – Montana Department of Transportation

CSB_108_2 – Custom report that replaces the current CB15 form

❑ **MDT Procedure – Diary Time Charges**

Contract Time Charges

Contract time is the time specified in the contract to complete the work. Contract time can be specified in three ways: working days, calendar days or completion date. In some newer contracts using alternative contracting methods such as incentive/disincentive and A+B bidding (where the contractor bids the time in addition to the work), the contract time may be defined using a combination of these.

A. **Working Days** – the most frequently used type of contract time

Complete all work within the number of working days specified in the contract.

A working day is defined in Subsection 101.03. Begin work on the effective date stated in the Notice to Proceed.

Working days will be assessed against the contract time except for days when work cannot be performed due to inclement weather. Days will not be assessed if inclement weather or the aftermath of inclement weather prevents the contractor from working at least six hours in a day. Inclement weather will not be considered when assessing time if the contractor is not actively performing work or is not scheduled to work.

Work on no work days will considered a chargeable day and assessed against the contract time unless the work is an exempt work item defined in Subsection 101.03.

A working day will not be assessed against the contract for work performed up until 12:00 noon on Friday prior to Memorial Day, Labor Day or Independence Day (July 4th).

Chargeable or non-chargeable working days will be determined daily by the Project Manager. Except during the winter shutdown, the Project Manager will furnish a weekly report every Monday showing the number of working days:



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



- A. Charged for the preceding week;
- B. Previously charged;
- C. Specified for contract completion;
- D. Approved time extensions; and
- E. Remaining to complete the contract.

During winter shutdown, the Project Manager will furnish a report showing the information listed above for any week that the Contractor has chargeable days.

Submit a written protest to the Project Manager within the timeframe shown on the weekly report for any alleged discrepancies in the time assessed. Failure to file a protest is conclusive evidence that the time assessed is accepted as correct.

Contract time assessment will cease when the Project Manager approves the Contractor's Certificate of Work Complete form under Subsection 105.17.2.

Contract time overruns for assessment of liquidated damages will be computed as the number of working days assessed beyond the contract time specified.

1. The EPM records charge/non-charge days and remarks in the Contract Progress > **Diaries** tab.
 - a. Navigate to Construction > Contract Progress > Diaries
 - b. Click **Add**
 - c. The **Diary Date** will auto-populate with the current date. This can be changed accordingly.
 - d. The **Author** will auto-populate with the person creating the Diary. This can be changed accordingly. The system will capture the user that created the record.
 - e. Enter the **Low** and **High Temperature**.
 - f. Click **Save**.



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



Contract: 03315 - RED LODGE - NORTHWEST
Diary Date: 01/24/2017 Author: JamesK

General
DWRs
DWR Remarks
Contract Times

Diary Date*
01/24/2017

Author
JamesK
James Kathryn A

Weather
Cloudy - Cloudy

Low Temperature
7

High Temperature
29

Diary Locked
No

Payment Est Num

Remarks
0

Federal Project Number
STPP 78-1(11)1

State Project Number

Entered By
Kathryn A James

Entered Date
02/06/2017 1:56:05 PM

Last Updated By
Kathryn A James

Last Updated Date
02/09/2017 11:21:41 AM

Contractor Working
Yes

Payment Est Status

g. Pending DWRs can be approved from the **DWRs** tab.

Contract Daily Diary Summary

Contract: 03315 - RED LODGE - NORTHWEST
Diary Date: 03/01/2018 Author: DurbinL

General
DWRs
Contract Times

Approve Pending DWRs

Inspector	Sequ...	Estimate...	DWR Status	Work Items	Weather Description	Low Temp	High Temp	Rainfall
Lisa Durbin	1		Pending Approv	No	Clear	45	57	
Lydia Dold	1		Pending Approv	No	Rain	56	55	
Kathryn James	1		Draft	No	Rain	46	44	

- h. Click on the Row Action and select **Approve**.
- i. Click on the **Contract Times** tab.
- j. Expand the row to open details on the record.
- k. Enter the **Original Time Charged** as 1.00 for a full charge and 0.00 for a no charge.
- l. **Credit Reason** is required if time charged is 0.00.
Note, no half days are charged. If they can do 60% of the work, it can be charged as a full day.
- m. Click **Save**.

DWR Remarks
Contract Times

Time ID	Original Time Chrg	Adj Time Chrg	Curr Time Units Chrg on D...
00 AT	1.00		2.00

Time Descr
GRADE, GRVL, PL MIX SURF, DRNG, CHNL REST, SIGN & ELECT

Time ID
00 AT

Original Time Charged
1.00

Credit Reason

Adjusted Time Charged

Change in Time Charged

Comments



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



2. The EPM prints the Weekly Report of Time Charges if applicable. Refer to 108.07.3 in the specification.
 - i. From the Contract Progress window, click on Actions > Weekly Report of Time Charges.
 - ii. Select the Week Ending as the last day of the previous week.
 - iii. Click the Execute button.

Generate Report

This is done each Monday showing the time charged for the previous week (Sunday thru Saturday).

3. The EPM signs, dates and mails a hard copy or emails the Weekly Report of Time Charges to the contractor.

The form indicates there are 10 days to dispute. See Charge Day Adjustments process for disputes.
4. A hard copy of the Weekly Report of Time Charges is placed in the EPM's project file.
5. An electronic copy of the Weekly Report of Time Charges is saved to the contracts folder on the network share drive under \01_CORRESP\CONTRACT_TIME.
6. Contract time overruns for assessment of liquidated damages will be computed by subtracting the charged days from the contract days.

B. Calendar Days

Complete all work within the number of calendar days specified in the contract.

A calendar day is defined in Subsection 101.03. Begin work on the effective date stated in the Notice to Proceed.

Calendar days will be added for extensions added under Subsection 108.07.5.

Work on no work days will be considered a chargeable day and assessed against the contract time unless the work is an exempt work item defined in Subsection 101.03.

Contract time assessment will cease when the Project Manager approves the Contractor's Certificate of Work Complete form under Subsection 105.17.2.

Contract time overruns for assessment of liquidated damages will be computed as the number of calendar days the contract is not complete beyond the contract time specified.

1. The EPM would record charge/non-charge days and remarks in the Contract Progress > Diaries tab. Rarely, if ever will non-charge days exist unless specified in the contract. Reasons such as weather are not acceptable for non-charge days,



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



since these were already taken into account in the original estimate. Reasons such as area closures due to fire and/or flooding may be included in non-charge days.

- a. Navigate to Construction > Contract Progress > Diaries
- b. Click **Add**
- c. The **Diary Date** will auto-populate with the current date. This can be changed accordingly.
- d. The **Author** will auto-populate with the person creating the Diary. This can be changed accordingly. The system will still capture the user that created the record.
- e. Enter the **Low** and **High Temperature**.
- f. Click **Save**.

Contract: 03315 - RED LODGE - NORTHWEST
Diary Date: 01/24/2017 Author: JamesK

General	Diary Date * 01/24/2017	Remarks 0
DWRs	Author JamesK James Kathryn A	Federal Project Number STPP 78-1(11)1
DWR Remarks	Weather Cloudy - Cloudy	State Project Number
Contract Times	Low Temperature 7	Entered By Kathryn A James
	High Temperature 29	Entered Date 02/06/2017 1:56:05 PM
	Diary Locked No	Last Updated By Kathryn A James
	Payment Est Num	Last Updated Date 02/09/2017 11:21:41 AM
		Contractor Working Yes
		Payment Est Status

- g. Pending DWRs can be approved from the **DWRs** tab.

Contract Daily Diary Summary

Contract: 03315 - RED LODGE - NORTHWEST
Diary Date: 03/01/2018 Author: DurbinL

General | DWRs | Contract Times

Q Type search criteria or press Enter | Advanced | Showing 3 of 3 | DWR Status: No Filter

Approve Pending DWRs | 0 marked for deletion | 0 changed

Inspector	Sequ...	Estimate...	DWR Status	Work Items	Weather Description	Low Temp	High Temp	Rainfall
Lisa Durbin	1		Pending Approve	No	Clear	45	57	
Lydia Dold	1		Pending Approve	No	Rain	56	55	
Kathryn James	1		Draft	No	Rain	46	44	

- h. Click on the **Contract Times** tab.
- i. Expand the row to open details on the record.
- j. Enter the **Original Time Charged** as 1.00 for a full charge and 0.00 for a no charge.
- k. **Credit Reason** is required if time charged is 0.00.



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



- l. No half days are charged. If they can do 60% of the work, it can be charged as a full day.
- m. Click **Save**.

DWR Remarks u changed

Contract Times

Time ID	Original Time Chrg	Adj Time Chrg	Curr Time Units Chrg on D...
00 AT	1.00		2.00
Time Descr	Main	Time Unit	Time Type
GRADE, GRVL, PL MIX SURF, DRNG, CHNL REST, SIGN & ELECT	Yes	Days	Available Time

Time ID: 00 AT

Original Time Charged:

Credit Reason:

Adjusted Time Charged:

Change in Time Charged:

Comments:

NOTE: Although not required, it is recommended to run the Weekly Time Charges report. Refer to 108.07.3 in the specification.

- 2. Contract time overruns for assessment of liquidated damages will be computed by subtracting the charged days from the contract.

C. Calendar Date (Fixed Completion Date)

Complete all work by the completion date specified in the contract. Begin work on the effective date stated in the Notice to Proceed.

The completion date will be extended for the following:

- A. Extensions according to the calendar days added under Subsection 108.07.5; or
- B. Suspensions of work authorized after the contract is awarded; or
- C. Delays in the award of the contract.

The new completion date is determined by adding the calendar days added under Subsection 108.07.5; the number of calendar days during authorized suspensions; or the number of calendar days the award was delayed past the posted award date to the specified completion date.

The actual completion date is the date the Project Manager approves the Contractor's Certificate of Work Complete form under Subsection 105.17.2.

- 1. The EPM would record remarks in the Contract Progress > Diaries tab.
 - a. Navigate to Construction > Contract Progress > Diaries
 - b. Click **Add**
 - c. The **Diary Date** will auto-populate with the current date. This can be changed accordingly.
 - d. The **Author** will auto-populate with the person creating the Diary. This can be changed accordingly. The system will still capture the user that created the record.



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



- e. Enter the **Low** and **High Temperature**.
- f. Click **Save**.

Contract: 03315 - RED LODGE - NORTHWEST
Diary Date: 01/24/2017 Author: JamesK

<p>General</p> <p>DWRs</p> <p>DWR Remarks</p> <p>Contract Times</p>	<p>Diary Date *</p> <p>01/24/2017</p> <p>Author</p> <p>JamesK</p> <p>James Kathryn A</p> <p>Weather</p> <p>Cloudy - Cloudy</p> <p>Low Temperature</p> <p>7</p> <p>High Temperature</p> <p>29</p> <p>Diary Locked</p> <p>No</p> <p>Payment Est Num</p>	<p>Remarks</p> <p>0</p> <p>Federal Project Number</p> <p>STPP 78-1(11)1</p> <p>State Project Number</p> <p>Entered By</p> <p>Kathryn A James</p> <p>Entered Date</p> <p>02/06/2017 1:56:05 PM</p> <p>Last Updated By</p> <p>Kathryn A James</p> <p>Last Updated Date</p> <p>02/09/2017 11:21:41 AM</p> <p>Contractor Working</p> <p>Yes</p> <p>Payment Est Status</p>
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- g. Pending DWRs can be approved from the **DWRs** tab.

Contract Daily Diary Summary

Contract: 03315 - RED LODGE - NORTHWEST
Diary Date: 03/01/2018 Author: DurbinL

Search: Type search criteria or press Enter | Advanced | Showing 3 of 3 | DWR Status: No Filter

Approve Pending DWRs | 0 marked for deletion | 0 changed

Inspector	Sequ...	Estimate...	DWR Status	Work Items	Weather Description	Low Temp	High Temp	Rainfall
Lisa Durbin	1		Pending Approv	No	Clear	45	57	
Lydia Doid	1		Pending Approv	No	Rain	56	55	
Kathryn James	1		Draft	No	Rain	46	44	

- See Diary Adjustments process and the Change Order process for disputed work days and requests for time extension.
- The actual completion date is the date the Engineer accepts the project as complete under Standard Specification, Subsection 105.15.2.
- Contract time overruns for assessment of liquidated damages will be computed as the number of calendar days elapsing between the contract completion date and the actual completion date.

MDT Procedure – Milestone Time Charges

1. The EPM would select the milestone and enter 1.00 for full day and 0.00 for no charge. If 0.00 is entered, a Credit Reason will also be selected.
 - a. Navigate to Contract Progress > Diaries Tab.
 - b. Click on the **Diary Date** link.
 - c. Click on the **Contract Times** Tab.
 - d. Expand the appropriate **Milestone** time record.



MONTANA DEPARTMENT OF TRANSPORTATION
AASHTOWare Project Construction and Materials



- e. Enter the **Original Time Charged** (0.00 for No Charge, 1.00 for Charge).
- f. If No Charge, select a **Credit Reason** from the dropdown list.
- g. Click **Save**.

00 AT
0.00
8.00
0 changed

GRADE, GRVL, PL MIX SURF, DRNG, CHNL REST, SIGN Yes Days Available Time

Time ID	Original Time Chrg	Adj Time Chrg	Curr Time Units Chrg...
MLSTNPH1	1.00		1.00
Time Descr	Main	Time Unit	Time Type
Milestone Phase 1	No	Days	Available Time

Time ID
MLSTNPH1

Credit Reason ▼

Original Time Charged ▼

Adjusted Time Charged

Change in Time Charged

Comments ▼

2. The EPM prints the Weekly Report of Time Charges if applicable.

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