

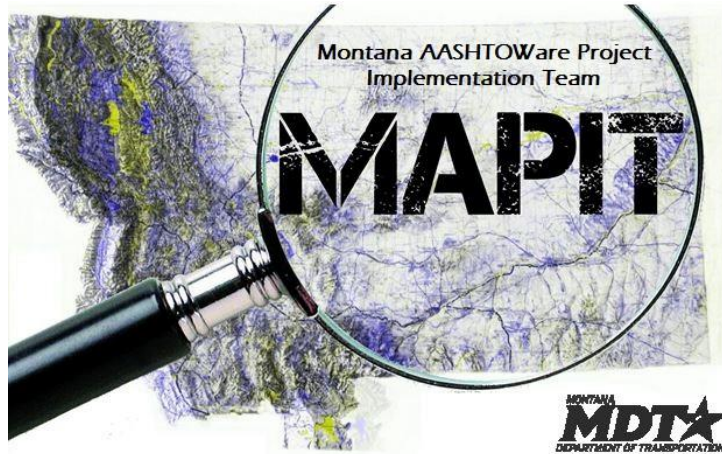


MONTANA DEPARTMENT OF TRANSPORTATION  
AASHTOWare Project Construction and Materials



MDT Procedure  
Process: Override Approval Rules

Date: July 7, 2017  
Updated: August 26, 2019





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□ **Process Definition**

This is the process to override the change order approval rules. There are two scenarios where this is performed.

1. If the contractor refuses to sign the change order, but the change order work needs to be paid on an estimate (also known as unilateral).
2. An administrative change order is processed to move items from one project/category to another (net \$0) and a normal change order is not required.

□ **Acronyms and Definitions**

CASE – Construction Administration Services Engineer

CES – Construction Engineering Services

CO – Change Order

DA – District Administrator

DCE – District Construction Engineer

DWR – Daily Work Report

EPM – Engineering Project Manager

FHWA – Federal Highway Administration

MDT – Montana Department of Transportation

□ **MDT Procedure – Unilateral Change Order**

1. If the contractor is refusing to sign the change order, the EPM and DCE make the decision to process a unilateral change order.
2. The EPM notifies the CASE.
3. The CASE cancels the approval round and modifies the rules.

Navigation: Construction > Contract Progress > (contract) > Change Order tab > (change order number)

- a. If the change order status is Pending Approval, under the component action, select Change to Draft
- b. On the General tab, check “Unilateral”



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- c. On the Approval Tracking tab, select the dropdown arrow and select Assign Default Approval Groups.

Contract Change Order Summary

Contract: 14415 - SF129 - GUARDRAIL BEARCREEK  
Change Order: 0014 - AR Amount: 3,356.25 Status: Draft

General  
Increase/Decrease Items  
New Items  
Time Adjustments  
Contract Claims  
Review Tracking  
Approval Tracking  
Force Accounts  
Plan Discrepancies

Search: Type search criteria or press Enter [Advanced] Showing 4 of 4 Rounds: Latest Only

Add Approval Group... [Dropdown Arrow]

Approval Group	Decision Requested	Decision Provided	Decision	Round
1 - Contractor	>	04/02/2017	04/02/2017	1
2 - EPM	>	04/02/2017	Close	1
3 - Construction Reviewer	>	04/02/2017	Close	1
4 - District Construction Engineer	>	04/02/2017	Close	1

Actions: Assign Default Approval Groups

- d. On the Contractor row action, select Remove Approval Group

Add Approval Group... [Dropdown Arrow] 0 changed

Approval Group	Decision Requested	Decision Provided	Decision	Round	Override Action
1 - Contractor	>			2	▼
2 - EPM	>			2	
3 - Construction Reviewer	>			2	
4 - District Construction Engineer	>			2	▼

Actions: Exclude from Search Results, Remove Approval Group..., Views, Attachments, Links, Tracked Issues

- e. Enter the reason for doing the unilateral change order
- f. Click Save
- g. Under the component actions, click Submit for Approval
- h. The rest of the change order is approved like normal



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❑ **MDT Procedure – Administrative Change Order**

1. The CASE completes a change order checklist to document the reason the Administrative Change Order is being written.
2. The CASE follows the steps to create a new change order but selects the Approval Rules “ADMIN - Administrative Change Order”.
3. When the change order has been generated, the CASE submits the change order to the EPM for approval.

Navigation: Construction > Contract Progress > (contract) > Change Order tab

- a. Click Add
- b. Enter a description of the change order
- c. Select the approval rules “ADMIN – Administrative Change Order”
- d. Select the Reason
- e. Check the “Administrative” checkbox
- f. Click Save
- g. Select the standard explanation “Accounting”
- h. Click Save
- i. Add items as appropriate
- j. On the Approval Tracking tab, click Add Approval Group
- k. Enter a comment for using the administrative change order
- l. Under Reference Approval Group, select EPM
- m. Click Save

Reference Approval Group	External Group	Contractor Group	Minimum Approval Level
1 - Contractor	No	Yes	No
2 - EPM	No	No	Yes
3 - Construction Reviewer	No	No	Yes
4 - District Construction Engineer	No	No	Yes
5 - District Administrator	No	No	No
6 - Construction Administration Engineer	No	No	No
7 - FHWA	Yes	No	Yes

- n. Under the component actions, click Submit for Approval

4. The EPM approves the change order. The items are now ready to record on a DWR.

❑ **Process Exceptions**



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- ❑ **Business Change Summary**
- ❑ **Comments**