

SPECIAL PROVISION
TABLE OF CONTRACTOR SUBMITTALS
(Revised 9-12-13)

This Table of Contractor Submittals summarizes the minimum required submittals. The table references and notes any revisions to the Standard and Supplemental Specifications and clarifies the submittal process. The table may not be all-inclusive and does not include submittals required by other Special Provisions. Provide all submittals required by the contract, including those not listed in the table. If a discrepancy exists, submittals required by other Special Provisions in the Contract supersede this Table of Contractor Submittals.

All submittals go to the Project Manager. (.PDF) documents and electronic storage devices are acceptable in lieu of hard copies. Submit copies as a complete document for each type submitted. Contractors may also use MDT's FTP site for documental submittals. Contact the Project Manager for information on using the FTP site.

Submittals to Contract Plans and required as part of the bidding and award process are not included in this Table. Refer to Subsections 105.03.4 and 105.04 for more information.

The forms required below can be obtained from the MDT Internet Website (http://www.mdt.mt.gov/publications/forms/const_forms.shtml) or from the Project Manager.

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
104.05.3	Approval of detour bridge (See Section 105.02)	5	See 105.02
104.05.4 B	Winter Shutdown Inspection (Form CSB104_05_2)	1	3 days after inspection
104.08	Value Engineering Proposal	1	Specified in proposal
105.02	Working drawings for required work not included in the contract plans	2	Before starting work
105.08.1	Request for staking (Form CSB105_08_1)	1	48 hours before staking
105.08.2	Original bridge survey notes	1	Upon request
105.08.2	Notes of layout, primary controls and references	1	Upon request
105.08.2	Structure excavation cross section notes	1	24 hours before excavation
105.08.5	Notification of a completed section, to request finish grade check	1	The day a section is completed
105.15.1	Component Inspection (Form CSB105_15_1)	1	10 business days from inspection
105.15.2	Substantial Work Complete (Form CSB105_15_2)	1	10 business days from inspection.

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
105.15.3	Contractor's Request and Certification for Acceptance (Form CSB105_15_3)	1	When final estimate is accepted
105.16.1	Notice of Claim (Form CSB105_16_1A)	1	1 business day as described in Subsection 105.16.1
106.01.1	Source of supply	1	30 calendar days before incorporating
106.02.2	Contractor/Landowner agreements	1	Before crushing or placing borrow
106.02.5-B	Open Cut Mining Permit	1	Before removing regulated material
106.09	Domestic Materials	1	Before placement into work
107.07-A	Contractor's requirements and acknowledgement for working on RR ROW	2	Before entering or using RR ROW
107.08	Bridge formula calculations, drawing of axle spacing, tare weight and overall length of trucks	1	Before transporting material or equipment
107.11.1	Copies of approved environmental permits or authorizations	1	Before starting work requiring permit
107.11.2-C	404 Permit and/or SPA 124	5	60 Calendar days before starting regulated work
	Tribal Water Quality Permit	3	60 Calendar days before starting regulated work
	Completed Contractor's Borrow Source Worksheet, when the project involves a U.S. Army Corps of Engineers Nationwide Permit.	1	Before placing borrow
	Montana DEQ for Clean Water Act Section 401 Certification, when project Involves a U.S. Army Corps of Engineers Nationwide Permit.	1	Concurrent with submittal to DEQ
107.22	Contractor furnished material sites outside of Department R/W	1	Concurrent with permitting process.
108.03.1	Copies of completed applications for all permits, approvals, clearances	1	Upon receipt of notice of award
	Approved permits, reclamation plans, and clearances	1	Upon receipt of approved permits
	Request to perform night work	1	Before starting work
108.03.2	Activities Schedule Chart / Written Narrative	2	At or before the pre-construction conference, and updates required under 108.03.2
108.03.3	CPM electronic and printed schedule	2	At or before the pre-construction conference, and updates required under 108.03.3
	Electronic schedule monthly update	2	One week before the end of prior estimate cycle
108.07.3	Protest of Time Assessment	1	5 business days upon receipt of Time Assessment

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
108.07.5	Request for time extension	1	10 Business days from time of alleged delay
108.07.6	Request for delay compensation, daily records, reports, summaries	1	30 Calendar days from time of alleged delay
108.10.2	Claim for termination costs	1	60 calendar days after termination date
109.11	Fuel price adjustments is optional, If participation is requested, submit the Fuel Price Adjustment Worksheet (Form CSB109_11)	1	At the preconstruction conference or by Notice to Proceed Date, whichever comes first
201.03.5	Disposal location of non-salvageable treated timber		Upon request
201.03.5-A	Approval of burning pit locations within ROW		Upon request
201.03.5-B	Approval to Incorporate Non-Hazardous Solid Material into the Work		Upon request
204.03.3	Blasting Plan (Form CSN-55 or other approved by Geotech)	1	Minimum 10 business days before test or production operations.
203.03.2-B	Certified laboratory test for field cured cylinders	1	After 10 day cure or 70% strength
203.03.2-B	Method to support structure / early embankment placement	1	Before early placement
208.03.2	signed NOI for the DEQ Stormwater Permit and NOI confirmation	1	Before earth disturbing activities
	signed SWPPP for EPA Stormwater Permit and NOI confirmation	1	Before earth disturbing activities
208.03.2 D	Erosion Control Plan	1	Before earth disturbing activities
208.03.4 C	Bridge Removal Plans	5	45 calendar days before removal
208.03	Completed SWPPP Inspection Reports	1	Per permit requirements
	Non-compliance reports (self-reporting) to DEQ and all related correspondence to and from DEQ	1	Within 14 calendar days of date of correspondence
	Completed MPDES Permit Transfer Package	4	Within 14 calendar days of final inspection
209.03.3	Drawings and calculations for cofferdam and dewatering	2	30 calendar days before start of cofferdam work
	Request to increase seal depth	2	Before starting work
209.03.5	Footing rod soundings		Upon request
301.03.7	Traffic Gravel- Use of Millings	1	Before starting placement

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
301.03.8	Aggregate Treatment	1	Before starting placement
304.02.5	Job mix target aggregate gradations	1	Before starting production
401.03	Job mix target aggregate gradations	1	Before starting production
	Job Mix Formula (Form CB-30 QA)	1	20 calendar days before mixing operations
401.03.8	Approve weighing equipment		Upon request
401.03.10	Notification - use of EPA-UOF		Upon request
401.03.12	Calibration Checks with Asphalt Specific Gravity Test Report	1	During calibration
401.03.8	Print of permanent record - submitted daily	1	Daily
401.03.18	Approval to pave between November 1st and April 15th	1	Before paving after November 1st
402.03.8	Notification of change to PGAB components	1	Before making changes
402.03.8-A	PGAB test data	1	1st delivery then each 2000 tons
402.03.8-B	PGAB shipping, handling & storage requirements	1	Before delivery
403.03.1	Blotter Material – Type and Application Rate	1	Before starting work
409.01.1	Notification of seal coat work prior to July 4	1	Before starting work
409.02.1	Compatibility tests for each aggregate source	1	Before starting, for information only
409.03.2	Application rates, conditions and changes	1	Before starting, for information only
409.03.8	Detailed repair plan	1	14 calendar days of notification of required repairs
551.03.2-A	Proposed aggregate source and proposed components	1	14 days past year, 33 days new
551.03.2-E	Flowable Fill Mix Design	1	14 days before start of production
551.03.7-C	Procedure to evaluate failed in-place concrete		
	Concrete-small quantities - Batch Proportion Sheet		

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
553.02.2	Reinforcing steel substitutions	5	Before starting production
553.02.4	Certified copy of typical load - elongation curves	1	Before starting production
553.03.1	Fabrication plant certification for pre-stressed concrete members	1	Before starting production
553.03.2	Fabrication drawings and design	5	Approval before starting production
553.03.1	Approval to change pre-stressing details	1	Approval before starting production
553.03.3	Submit concrete mix design for girders	2	Approval before starting production
553.03.7	Alternate pre-tensioning initial loading proposals	5	Approval before starting production
553.03.8-C	Method of Tensioning Draped Strands	5	Approval before starting production
553.03.10	Alternate curing methods	1	Before starting production
553.03.12	Post Tensioning Records	1	During production
554.03.1	Fabrication drawings-precast concrete products excludes box culverts	5	Before starting fabrication
554.03.2	Request to use contractor provided mix design		
	Request to change aggregates		
554.03.6	Procedure for curing by other methods		
555.03.2	Special fabrication or bends exceeding 90 degrees for #14S and #18S	1	Before fabrication
555.03.3	Request to weld reinforcing steel	1	Before starting placement
555.03.5-1	Shipping invoice		
555.03.5-2	Certified Mill Test Reports	2	Each shipment & before placement
555.03.5-3	Fabricator Certification Statement for mill tests	2	Each shipment & before placement
555.03.5-4	Certificate of Compliance for epoxy coating	2	Each shipment & before placement
556.03.2	Fabrication drawings for steel structures	5	Approval before starting fabrication

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	Request for changes	1	Approval before starting fabrication
556.03.14	Material orders, shipping statements and erection diagrams	1	Before placement into work
556.03.18	Falsework plans	1	Before starting work
557.03.1	Fabrication drawing for steel bridge railing	5	Approval before starting fabrication
559.02.1	Mill tests for steel piles	2	Each shipment & before driving
559.03.1-A	Hammer manufacturers chart	1	30 calendar days before driving
	Calibrated chart	1	14 calendar days before use
559.03.2	Wave Equation Analysis	1	30 calendar days before driving
	Pile Driving Equipment (Form CSB559_03_2)	2	30 calendar days before driving
559.03.3-B	Plans for Proposed Loading System	2	30 calendar days before test
	Pile Specialty Consultant Resume (Dynamic Load testing)	1	30 calendar days before load testing
	Graph showing blow count versus ultimate capacity	1	Within 48 hours of completion of test
	Report, numerical and graphical results of Dynamic Load Testing	1	Within 48 hours of completion of test
559.03.4	Plan for correcting pile out of alignment	2	Within 2 working days after driving
564.03	Corrective Action - Tolerances	1	Before proceeding after deficiency is found
606.03.1	Manufacture's installation instruction for guardrail terminal sections and impact attenuators.	2	15 calendar days prior to installation
611.02.4	Fabrication drawings for cattle guards	5	30 calendar days before fabrication
612.02	Product Data Sheets	1	30 calendar days before starting work
612.03.1A	Description of Coating System	1	30 calendar days before starting work
612.03.1B	Pollution Controls (Per OSHA & EPA)	1	At pre-construction conference

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
616.03.1	Flowable Fill Mix Design for Trenching	1	Before starting work
617.03.2-1	List of proposed equipment and materials	2	After award
617.03.2-2	Manufacturer's Catalog Sheets for equipment and materials	10	After award
617.03.2-3	Shop drawings, calculations and welding procedures	10	After award
617.03.2-4	Documentation required by the QPL	2	After award
617.03.2-5	Mill Test Reports for pole material and galvanizing	2	After award
617.03.2	Equipment guaranties and warranties	2	Before installation
618.03.2	Traffic Control Plan	2	20 calendar days before work affects the PTW
	Documentation for NCHRP 350 or MASH requirements (Form CSB618_02)	1	With the traffic control plan
618.03.2 A9	Written Narrative	1	20 calendar days before work affects the PTW
618.03.2 B	Traffic Control Updates	1	As described in Subsection 618.03.2 B
618.03.4	Name of person responsible for traffic control	1	At the pre-con conference
618.03.6	Request for Access Break Approval (Form CB-17)	2	Before starting work
618.03.7	Temporary crossing proposal	1	See 105.02
618.03.13	Contractor's proposed speed limits (if different than Table 618-5)	2	5 calendar days before installation
619.03.2	Shop drawings / weld procedures/design calculations for, sign bridges, overhead cantilever sign structures, and overhead sign structural components and mounting hardware	5	30 business days before fabrication
	Manufacturers installation instructions for square tubular sign posts	1	15 calendar days before installation
	Weld procedures, every 6 months or whenever changed or modified		Upon request
620.03.1	Manufacturer's Material Certifications	1	Before application
620.03.3	Calibration Certification	1	Before application
620.03.7	Manufacturer's instructions	1	24 hours before application

SPEC REF	DESCRIPTION	NO. OF COPIES	TIMING
620.03.10	Proposed method for pavement marking removal	1	10 calendar days before use
622.02.2	Geotextile information	1	Before Installation
622.02.4	Manufacturer's Certificate of Compliance	1	Upon arrival on the project
622.03.1	Seam assembly description	1	With sample, before installation
704.01.10-C	Manufacturer's Certification	1	Each shipment, before application
707.03.2	Manufacturer's Certification for Rubber Waterstops	1	Upon request
707.03.3	Manufacturer's Certification	1	Each shipment, before application
709.03	Supplier's itemized statement of plate sizes		
710.03	Manufacturer's Certification for Powder Coating	1	Before applying
711.15	Manufacturer's Certification for Preformed Joint Seal	1	Before installation
711.16	Manufacturer's Certification for Fiber Reinforced Pads	1	Before installation
712.02.2	Certification that wire meets AASHTO M 280 (ASTM A 121) requirements	1	Before Installation
713.07.1	Manufacturers written certificate	1	Before use
713.08.1	Purity Analysis and Germination Test	1	Before application
	Notification of seed source and approximate start date		
714.07.6	Manufacturer's Certification	1	Each shipment, before application