

MONTANA TRANSPORTATION COMMISSION

Policy No. 014

CONTRACT AWARD POLICY

PURPOSE: This policy provides the timeframes for letting and awarding contracts by the Montana Transportation Commission (Commission).

DEFINITIONS

Meeting: The convening of a quorum of the membership of the Commission to hear, discuss or act upon a matter over which it has supervision, control, jurisdiction or advisory power. See, [Mont. Code Ann. § 2-3-202](#). It includes corporal or electronic participation, including conference calls.

SCOPE: This policy applies to all business units within Montana Department of Transportation (MDT) that serve to let, review, and award construction contracts under [Mont. Code Ann. § 60-2-111](#).

POLICY: The following timeframes will be followed to award contracts.

1. Design-Bid-Build Contract lettings shall be held on Thursdays.
 - a. The dates shall be published in advance of the letting.
 - b. Contract lettings may be established on any business day for declared exigency or emergency projects.
 - c. Alternative Contract lettings utilizing design-build or alternative project delivery methods may be held on any business day.
2. MDT staff will meet to review bids and formulate its recommendations to the Commission concerning the bids within five (5) business days of the letting.
3. MDT will send the staff recommendation letter and supporting documents to the Commissioners by email prior to the Commission meeting.
4. The Commission meeting to award design-bid-build contracts shall be no more than ten (10) business days after the letting date.
5. The meetings will generally be scheduled on Tuesdays.
6. The Commission Chair may notice meetings on a day other than Tuesdays to accommodate scheduling conflicts.
7. The Commission meeting to award design-build or alternative delivery contracts will be coordinated to be held in conjunction with the next regularly scheduled commission award meeting, provided the Commission has at least five (5) calendar days to review MDT recommendations.

HISTORY

Effective: 8/29/2019

Updated: 1/4/2024

2/10/2026