

**SPECIAL PROVISION**  
**TABLE OF CONTRACTOR SUBMITTALS**  
**(Revised 4-1-10)**

Q:SPECIAL:CONTRACT PLANS:440

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.

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

<p style="text-align: center;"><b>Legend</b></p> <p>MAT - Materials Bureau          TRAF - Traffic &amp; Safety Bureau          DEQ - MT Dept of Environmental Quality</p>	<p>All submittals go to the Project Manager (EPM) unless specified otherwise in the Table. Copy EPM when other recipient is specified.          Submittals to Contract Plans and required as part of the bidding and award process are not included In this Table of submittals.          Refer to Subsections 105.03.4 and 105.04 for more information.</p>
--	--

SPEC REF	DESCRIPTION	REQ'D	SUBMIT TO	NO. OF COPIES	TIMING
104.05.3	Approval of Detour Bridge (See Section 105.02)	Yes		5	Before starting work
104.08	Value Engineering Proposal	Yes		1	Specified in proposal
105.02	Working Drawings for required work not included in the contract plans	Yes		2	Before starting work
105.08.1	Request for Staking (Form CSB105_08_1)	Yes		1	48 hours before staking
105.08.2	Original Bridge Survey Notes	Yes		1	Upon Request
105.08.2	Notes of Layout, Primary Controls and References	No			
105.08.2	Structure Excavation Cross Section Notes	Yes		1	24 hours before excavation
105.08.5	Notification of a completed section, to request Finish Grade check	Yes		1	The day a section is completed
105.15.2	Final Inspection (Form CSB105_15_2)	Yes		1	After final inspection
105.15.3	Contractor's Request and Certification for Acceptance (Form CSB105_15_3)	Yes		1	When final estimate is accepted

<b>SPEC REF</b>	<b>DESCRIPTION</b>	<b>REQ'D</b>	<b>SUBMIT TO</b>	<b>NO. OF COPIES</b>	<b>TIMING</b>
106.01.1	Source of Supply	Yes	MAT	1	30 days before incorporating
106.02.5-B	Approved Reclamation Plan	Yes	DEQ	1	Before removing material
106.09	Manufacturer's Mill Tests, Certification of Manufacturing Process	Yes		2	Before placement into work
107.07-A	Contractor's Requirements and Acknowledgement for Working on RR ROW	Yes		2	Before entering or using RR ROW
107.08	Axle Spacing, Tare Weight and Overall Length of Trucks	No			
107.09	Blasting Plan (Form CSN-55 or other approved by Geotech)	Yes		1	2 weeks before any blasting, a separate plan is required for each blast
107.11.1	Copies of Environmental Permits or Authorizations	Yes		1	Before starting work requiring permit
107.11.2-A	General Discharge Permit (De-Watering)	Yes		1	Before starting De-watering
107.11.2-C	404 Permit for Temporary Facilities	Yes		1	Before starting work requiring permit
107.13.2	Certificate of Railroad Protective Liability Insurance	No			
107.22	Historic or Pre-Historic Sites Outside MDT ROW	No			
108.03.1	Copies of Completed Applications for All Permits, Approvals, Clearances	Yes		1	Upon receipt of notice of award
108.03.1	Approved Permits, Reclamation Plans, and Clearances	Yes		1	Upon receipt of approved permits
108.03.1	Request to perform night work	Yes		1	Before starting work
108.03.2	Activities Schedule Chart / Written Narrative	Yes		2	At or before the pre-construction conference, and Updates required under 108.03.2
108.03.3	CPM Printed Schedule (and Software if Requested)	Yes		2(1)	At or before the pre-construction conference, and Updates required under 108.03.2
108.03.3	Printed Schedule Monthly Update (Disk if Requested)	Yes		2(1)	One week before the end of prior estimate cycle
108.07.5	Request for Time Extension	Yes		1	
108.07.6	Request for Delay Compensation, Daily Records, Reports, Summaries	Yes		1	
108.10.2	Claim for Termination Costs	Yes		1	60 days after termination date

SPEC REF	DESCRIPTION	REQ'D	SUBMIT TO	NO. OF COPIES	TIMING
109.11	Fuel Price Adjustments is Optional, If participation is requested, submit the Fuel Price Adjustment Worksheet (Form CSB109_11)	Yes		1	At the preconstruction conference or by Notice to Proceed Date, whichever comes first
201.03.5	Disposal Location of Non-Salvageable Treated Timber	No			
201.03.5-A	Approval of Burning Pit Locations within ROW	No			
201.03.5-B	Approval to Incorporate Non-Hazardous Solid Material into the Work	No			
203.03.1-B	Blasting Plan (Form CSN-55 or other approved by Geotech)	Yes		1	2 weeks before blasting, a separate plan is required for each blast
203.03.2-B	Certified Laboratory Test for Field Cured Cylinders	Yes		1	After 10 day cure or 70% strength
203.03.2-B	Method to Support Structure / Early Embankment Placement	Yes		1	Before early placement
208.03.2	Erosion Control Plan	No			
208.03.2-A	Water Pollution Control Plan (Including Changes)	No			
208.03.4	Stream Preservation Plan for Project	Yes		5	Before starting work
208.03.4-B	Stream Preservation Plan for Temporary Facilities	Yes		5	Before starting work
208.03.4 C	Bridge Removal Plans	Yes		5	45 days before removal
208.03.6	SWPPP Inspection Reports; Form CSB208_03_6 when MDT is co-permittee, other forms allowed if Contractor is sole permit holder	Yes		1	Within 7 days of the Inspection
208.03.6	Copies of Non-compliance Reports (Self Reporting) to DEQ & copies of all subsequent correspondence to and from DEQ	Yes		1	Within 7 days of sending or receiving
209.03.3	Drawings and Calculations For Cofferdam and Dewatering	Yes		3	30 days before start of cofferdam work
209.03.3	Request to Increase Seal Depth	Yes		1	Before starting work
209.03.5	Footing Rod Soundings	No			
304.03.1-C	Job Mix Target Aggregate Gradations	Yes		1	Before starting production
401.03.1-A	Job Mix Target Aggregate Gradations	Yes		1	Before starting production
401.03.1-A	Job Mix Formula (Form CB-30 QA)	Yes		1	20 days before mixing operations

SPEC REF	DESCRIPTION	REQ'D	SUBMIT TO	NO. OF COPIES	TIMING
401.03.2-A	Approve Weighing Equipment	No			
401.03.2-A	Submit Random Truck Taring	No			
401.03.2-A	Notification - Use of EPA-UOF	No			
401.03.2-A	Supplier Certification of Physical and Chemical Requirements	No			
401.03.2-A	Certification of Plant Burner to Preheat and Burn EPA-UOF	No			
401.03.2-D	Calibration Checks with Asphalt Specific Gravity Test Report	Yes		1	During calibration
401.03.2-D	Print of Permanent Record - Submitted Daily	Yes		1	Daily
401.03.6	Approval to Pave between November 1st and April 15th	Yes		1	Before paving after November 1st
402.03.8	Notification of Change to PGAB Components	Yes		1	Before making changes
402.03.8-A	PGAB Test Data	Yes		1	1st delivery then each 2000 tons
402.03.8-B	PGAB Shipping, Handling & Storage Requirements	Yes		1	Before delivery
409.01.1	Notification of Seal Coat Work Prior to July 4	Yes		1	Before starting work
409.02.1	Compatibility Tests for each Aggregate Source	Yes		1	Before starting, For Information Only
409.03.2	Application Rates and Conditions	Yes		1	Before starting, For Information Only
409.03.6	Fog Seal, Type of Emulsion and Application Rate	Yes		1	2 days before application
409.03.8	Detailed Repair Plan	Yes		1	Approval before performing repairs
501.03.1-A	Request to use Belly-Dump Trucks	No			
501.03.1-C	Approval of Equipment	No			
501.03.11-B	Approval of Other Curing Methods	No			
551.03.2-A	Proposed Aggregate Source and Proposed Components	Yes		1	14 days past year, 33 days new
551.03.2-E	Flowable Fill Mix Design	Yes		2	14 days before start of production

SPEC REF	DESCRIPTION	REQ'D	SUBMIT TO	NO. OF COPIES	TIMING
551.03.7-C	Procedure to Evaluate Failed In-Place Concrete	No			
551.03.7-C	Concrete-Small Quantities - Batch Proportion Sheet	No			
553.02.2	Reinforcing Steel Substitutions	Yes		9	Before starting production
553.02.4	Certified Copy of Typical Load - Elongation Curves	Yes		1	Before starting production
553.03.1	Fabrication Plant Certification for Prestressed Concrete Members	Yes		1	Before starting production
553.03.2	Fabrication Drawings and Design	Yes		9/2	Approval Before starting production
553.03.1	Approval to Change Prestressing Details	Yes		9	Approval Before starting production
553.03.3	Submit Concrete Mix Design for Girders	Yes	MAT	1	Approval Before starting production
553.03.7	Alternate Pretensioning Initial Loading Proposals	Yes		9	Approval Before starting production
553.03.8-C	Method of Tensioning Draped Strands	Yes		9	Approval Before starting production
553.03.10	Alternate Curing Methods	Yes		1	Before starting production
553.03.12	Post Tensioning Records	Yes		1	During production
554.03.1	Fabrication Drawings-Precast Concrete Products Excludes Box Culverts	Yes		9	Before starting fabrication
554.03.2	Request to use Contractor provided Mix Design	No			
554.03.2	Request to Change Aggregates	No			
554.03.6	Procedure for Curing by Other Methods	No			
555.03.2	Special Fabrication or Bends Exceeding 90 Degrees for #14S and #18S	Yes		1	Before fabrication
555.03.3	Request to Weld Reinforcing Steel	Yes		1	Before starting placement
555.03.5-1	Shipping Invoice	No			
555.03.5-2	Certified Mill Test Reports	Yes		2	Each shipment & before placement
555.03.5-3	Fabricator Certification Statement for Mill Tests	Yes		2	Each shipment & before placement

<b>SPEC REF</b>	<b>DESCRIPTION</b>	<b>REQ'D</b>	<b>SUBMIT TO</b>	<b>NO. OF COPIES</b>	<b>TIMING</b>
555.03.5-4	Certificate of Compliance for Epoxy Coating	Yes		2	Each shipment & before placement
556.03.2	Fabrication Drawings for Steel Structures	Yes		9	Approval before starting fabrication
556.03.2	Request for Changes	Yes		9	Approval before starting fabrication
556.03.14	Material Orders, Shipping Statements and Erection Diagrams	Yes		1	Before placement into work
556.03.18	Falsework Plans	Yes		1	Before starting work
557.03.1	Fabrication Drawing for Steel Bridge Railing	Yes		9	Approval before starting fabrication
558.03.1	Shop Drawings for Timber Structures	Yes		9	Approval before starting fabrication
559.02.1	Mill Tests for Steel Piles	Yes		2	Each shipment & before driving
559.03.1-A	Hammer Manufacturers Chart	Yes		1	14 calendar days before use
559.03.1-A	Calibrated Chart	Yes		1	14 calendar days before use
559.03.2	Wave Equation Analysis	Yes		1	30 calendar days before driving
559.03.2	Pile Driving Equipment (Form CSB559_03_2)	Yes		2	30 calendar days before driving
559.03.3-B	Plans for Proposed Loading System	Yes		2	30 calendar days before test
559.03.3-B	Pile Specialty Consultant Resume (Dynamic Load testing)	Yes		1	30 calendar days before load testing
559.03.3-B	Graph showing blow count versus ultimate capacity	Yes		1	Within 48 hours of completion of test
559.03.3-B	Report, Numerical and Graphical results of Dynamic Load Testing	Yes		1	Within 48 hours of completion of test
559.03.4	Plan for Correcting Pile out of Alignment	Yes		5	Within 2 working days after driving
606.03.1	Manufacture's installation instruction for guardrail terminal sections and impact attenuators.	Yes	EPM	2	15 days prior to installation
611.02.4	Fabrication Drawings for Cattle Guards	Yes		9	30 Calendar days before fabrication
612.03.1	Description of Coating System	Yes		1	30 days before starting work
612.03.4-A	Lead Paint Removal Work Plan (Per OSHA & EPA)	Yes		1	At pre-con conference

<b>SPEC REF</b>	<b>DESCRIPTION</b>	<b>REQ'D</b>	<b>SUBMIT TO</b>	<b>NO. OF COPIES</b>	<b>TIMING</b>
617.03.2-1	List of Proposed Equipment and Materials	Yes	TRAF	2	After award
617.03.2-2	Manufacturer's Catalog Sheets for Equipment and Materials	Yes	TRAF	10	After award
617.03.2-3	Shop Drawings, Calculations and Welding Procedures	Yes	TRAF	10	After award
617.03.2-4	Documentation required by the QPL	Yes	TRAF	2	After award
617.03.2-5	Mill Test Reports for Pole Material and Galvanizing	Yes	TRAF	2	After award
617.03.2	Copies of Dated Purchase Orders - Major Items	Yes	TRAF	2	Immediately after ordering
617.03.2	Copies of Invoices Showing Shipping Dates	Yes	TRAF	2	Within 10 calendar days of invoice
617.03.2	Equipment Guaranties and Warranties	Yes	TRAF	2	Before installation
618.03.2	Traffic Control Plan	Yes		2	20 days before work affects the PTW
618.03.2	Documentation that Devices meet NCHRP 350 Requirements	Yes		1	With the traffic control plan
618.03.4	Name of Person Responsible for Traffic Control	Yes		1	At the pre-con conference
618.03.6	Request for Access Break Approval (Form CB-17)	Yes		2	Before starting work
618.03.7	Temporary Crossing Proposal	Yes		1	Before starting work
618.03.13	Contractor's Proposed Speed Limits (If Different than Table 618-4)	Yes		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	Yes		10	30 working days before fabrication
619.03.2	Manufacturers Installation Instructions for Square Tubular Sign Posts	Yes		1	15 calendar days before installation
619.03.2	Weld Procedures, Every 6 months or Whenever Changed or Modified	No			
620.03.1	Manufacturer's Material Certifications	Yes		1	10 calendar days before delivery
620.03.3-B	Paint Tank Calibration Certification	Yes		1	10 Calendar days before striping
620.03.6-B	Calibration Certification	Yes		1	10 Calendar days before striping
620.03.6-D	Manufacturers Instructions	Yes		1	24 hours before application

<b>SPEC REF</b>	<b>DESCRIPTION</b>	<b>REQ'D</b>	<b>SUBMIT TO</b>	<b>NO. OF COPIES</b>	<b>TIMING</b>
620.03.7-B	Manufacturer's Product Specifications and Data	Yes		1	10 calendar days before delivery
620.03.7-C	Manufacturer's Instructions for Surface Preparation and Application	Yes		1	Before application
620.03.10	Proposed Method for Pavement Marking Removal	Yes		1	10 calendar days before use
622.02.2	Geotextile Information	Yes		2	Before ordering
622.02.4	Manufacturer's Certificate of Compliance	Yes		1	Upon arrival on the project
622.03.1	Seam Assembly Description	Yes		1	With sample, before installation
703.04.6	Weld Procedures for Lighting Standards and Posts	Yes		5	Before starting fabrication
703.08.2-A	Wiring Diagram - Controller and Auxiliary Equipment	Yes		5	Before purchasing
704.01.10-B	Manufacturer's Certification, Not Required to Notarize	Yes		2	Each shipment, before application
707.03.2	Manufacturer's Certification for Rubber Waterstops	Yes		2	Each shipment, before application
707.03.3	Manufacturer's Certification and Catalog Cut	Yes		2	Each shipment, before application
709.03	Supplier's Itemized Statement of Plate Sizes	No			
711.15	Manufacturer's Certification for Preformed Joint Seal	Yes		2	Before installation
711.16	Manufacturer's Certification for Fiber Reinforced Pads	Yes		2	Before installation
712.02.2	Certification that Wire Meets AASHTO M280 (ASTM A 121) Requirements	Yes		1	Before Installation
713.07.1	Manufacturers Written Certificate	Yes		1	Before use
713.08.1	Purity Analysis and Germination Test	Yes	MATL	1	Before application
713.08.1	Notification of Seed Source and Approximate Start Date	No			
714.03.6	Manufacturer's Certification	Yes		2	Each shipment, before application
714.04.3	Manufacturer's Formulation sheet	Yes		1	10 calendar days before application
714.06.3	Manufacturer's Certification for Glass Beads	Yes		2	Each shipment, before application
714.06.5-B	Manufacturer's Certification	Yes		2	Each shipment, before application