

# QA TRAINING MDT BILLINGS DISTRICT

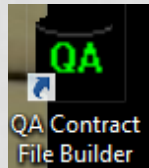
QA CONTRACT FILE BUILDER

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# QA CONTRACT FILE BUILDER

## STEP 1 - CONTRACT INFORMATION

- Open up the QA Contract File Builder Icon on your Desktop.



QA User Login

Login (UNumber)

Password

- Note: Password is the same password you use to login to the computer each day.

A screenshot of the 'MDT QA Contract File Builder' application window. The window title is 'MDT QA Contract File Builder'. The main area is titled 'Step 1 - Contract Information'. It contains a 'Contract Number' input field with a 'Load Contract' button to its right. Below this is a table with columns 'Project Number' and 'Project Name'. To the right of the table are 'Add' and 'Edit' buttons. Below the table are several input fields for 'Project', 'Project Number', 'Control Number', 'Project Name', 'Location', and 'Route'. There is also a 'Contractor' input field. At the bottom left are 'Help' and 'Users Manual' buttons. At the bottom right are 'Next' and 'Close' buttons. A red arrow points from the 'Find Contract' button at the top right to the 'Contract Number' input field in the screenshot below.

Click on: Find Contract

Contract Information

Contract Number:

Data Source:  AASHTOWare Project  SiteManager

Contract Number	Local Number	Project Name	Project Number	Project Location	Route	District
03419	984007000	SW OF LODGE GRASS - SW	STPS 463-1(7)6	SW OF LODGE GRASS - SW	S-463	5
03619	548004000	PARK DR./4TH AVE N PED XING - GTF	TA 5208(4)	PARK DR./4TH AVE N PED XING - GTF	U-5208	3
03708	235002000	PARK DR. - 6TH ST - 1ST AVE - N	ARRA 5208(2)	PARK DR. - 6TH ST - 1ST AVE - N	U-5208	3
03708	237003000	6TH ST N - 6TH TO CENTRAL	ARRA 5209(5)	6TH ST N - 6TH TO CENTRAL	U-5209	3
03719	8373533000	SF 169 LOLO E MSLA SFTY IMPRV	HSIP STWD(533)	SF 169 LOLO E MSLA SFTY IMPRV	N-7, N-...	1
03818	9307006000	SOUTH OF BIG SANDY-SOUTH	STPS 236-2(6)62	SOUTH OF BIG SANDY-SOUTH	S-236	3
03819	8988007000	TRUCK ROUTE - LEWISTOWN	NH 75-1(7)9	TRUCK ROUTE - LEWISTOWN	N-75	5
03819	8989039000	1ST AVE N - LEWISTOWN	NH 43-1(2)90	1ST AVE N - LEWISTOWN	N-43	5
03819	8990064000	MAIN STREET - LEWISTOWN	NH 57-3(6)481	MAIN STREET - LEWISTOWN	N-57	5
03919	9511152000	GREAT FALLS SOUTH - URBAN	UPP 5299(132)	GREAT FALLS SOUTH - URBAN	U-5207...	3
03818	8829111000	SF 149 - BAXTERLOVE SFTY IMPRV	HSP-6 16(111)	SF 149 - BAXTERLOVE SFTY IMPRV	U-16-701	2
03819	4199087000	BBP - FIVE MILE ROAD	STPU 56(87)	BBP - FIVE MILE ROAD	S-16-701	5

Type in your Contract Number in the box and after you find it and it is highlighted, Click OK.

# QA CONTRACT FILE BUILDER

## STEP 2 - PERSONNEL SELECTION

MDT QA Contract File Builder

Step 1 - Contract Information

Contract Number: 03B19

Project Number	Project Name	
<input checked="" type="checkbox"/> STPU 56(87)	BBP - FIVE MILE ROAD	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Project

Project Number: STPU 56(87)

Control Number: 4199087000

Project Name: BBP - FIVE MILE ROAD

Location: BBP - FIVE MILE ROAD

Route:

Contractor: RIVERSIDE CONTRACTING, INC.

Units

English

Metric

After you have verified that it's the project you want and everything is correct, Click Next

MDT QA Contract File Builder

Step 2 - Personnel Selection

Project: STPU 56(87)

Personnel For Project:

- Barker, Jacob
- BOWSER, RICHARD
- BOYSEN, RANDY
- CASTRO, ERIC D.
- DUKART, BRIAN
- Durbin, Lisa
- Gross, Zachary
- HAZEN, JOHN

Role: Testing Technician

- First go through your crew list to make sure your crew members are correct and that they have the correct "Role".
- After that is complete then click, Select Personnel

# QA CONTRACT FILE BUILDER

## STEP 2 – PERSONNEL SELECTION CONT.

Select Project Personnel

Crew Type: All  
District: Billings

Crews:  
5133 - Billings  
5179 - Billings  
5181 - Billings  
5182 - Billings  
5184 - Billings  
5185 - Billings  
5186 - Billings  
5187 - Billings  
5188 - Billings

Possible Personnel:

Selected Personnel:  
BOWMAN, DAVID  
CARROL, ANDREW  
DRAKE, ISAAC (I)  
FAVERO, CRAIG  
GREGORY, DUSTIN  
HARMON, ANDREW  
KIMMEL, CARL  
PARISEIN, JERRICK  
RAMAEKER, TIMOTHY  
SORENSON, CLAYTON  
TAYLOR, MIKE

Buttons: Add ->, <- Remove, Add All ->>, <<- Remove All, OK, Cancel

Select Project Personnel

Crew Type: All  
District: Billings

Crews:  
5133 - Billings  
5179 - Billings  
5181 - Billings  
5182 - Billings  
5184 - Billings  
5185 - Billings  
5186 - Billings  
5187 - Billings  
5188 - Billings

Possible Personnel:  
ODENBACH, SHANE (I)  
TRAUTMANN, CHRIS (I)

Selected Personnel:  
CASTRO, ERIC D.  
DUKART, BRIAN  
HAZEN, JOHN  
HELMS, STEVEN  
HOFFMAN, KAITLYNE  
LEIGDOWICZ, JOE  
LEWIS, PAUL  
MOLINA, WILLIAM JR  
MORRIS, ROBERT  
NIEBELING, CHRISTOPHER  
PETERSON, EMILY  
TACKITT, MATT  
WILLIAMS, KRISTINE  
WRIGHT, CHRISTIAN  
WYLLIE, DYLAN

Buttons: Add ->, <- Remove, Add All ->>, <<- Remove All, OK, Cancel

- The next step is to add any personnel, other than your crew, you think will work on the project. This includes the Lab Personnel and any other Crews Personnel.
- For example, the Lab Personnel is under Crews 5133 for the Billings District. Select their names add click, Add. You can also click, Add All. To include everyone on the list. It would also be a good idea to Add the District Engineering Officer and the Assistant District Engineering Officer. They are located under Crew 5179 for Billings District.

- After you have everyone added that you think may work on the project, click OK.
- This will bring you back to the MDT QA Contract File Builder Window. Click on Next.

# QA CONTRACT FILE BUILDER

## STEP 3 - MATERIALS SELECTION

MDT QA Contract File Builder

Step 3 - Materials Selection

Project: STPU 56(87) Spec Year: 2014

Bid Items for Project:

- CRUSHED AGGREGATE COURSE
- PLANT MIX SURF GR S-3/4 IN COVER-TYPE 1
- PORT CEM CONC PAVE-9 IN-COLOR
- CONCRETE-CLASS GENERAL
- CONCRETE 3 IN
- CURB-CONC MEDIAN TYPE A
- CURB-SPECIAL DESIGN
- GUTTER-CONC VALLEY
- CURB AND GUTTER-CONC

Materials for Bid Item:

- CRUSHED BASE COURSE TYPE A GRADE 5
- CRUSHED BASE COURSE TYPE A GRADE 6
- CRUSHED BASE COURSE TYPE A GRADE 7
- CRUSHED TOP SURFACING TYPE A GRADE 2

Item Number: 301020340 (Volume) Effective Date: 2/23/2012

Contract Quantity: 36969 Cu Yd Unit Cost: 22.50

Select Bid Items...

Line Item Info for Selected Bid Item:

Number	Quantity	Unit Cost
0180	36969	22.50

Help Users Manual Create Contract DB Prev About Close

MDT QA Contract File Builder

Step 3 - Materials Selection

Project: STPU 56(87) Spec Year: 2014

Bid Items for Project:

- CRUSHED AGGREGATE COURSE
- PLANT MIX SURF GR S-3/4 IN COVER-TYPE 1
- PORT CEM CONC PAVE-9 IN-COLOR
- CONCRETE-CLASS GENERAL
- CONCRETE 3 IN
- CURB-CONC MEDIAN TYPE A
- CURB-SPECIAL DESIGN
- GUTTER-CONC VALLEY
- CURB AND GUTTER-CONC

Materials for Bid Item:

- CONCRETE-CLASS GENERAL

Item Number: 551020030 (Volume) Effective Date: 8/10/2017

Contract Quantity: 26 Cu Yd Unit Cost: 2300.00

Select Bid Items...

Line Item Info for Selected Bid Item:

Number	Quantity	Unit Cost
0300	26	2300.00

Help Users Manual Create Contract DB Prev About Close

- Note: If you have tied projects you will have to set up the materials for each project.

When you are going through each bid item pay attention to the Effective Date. This is the date that QA uses to download current specifications.

# QA CONTRACT FILE BUILDER

## STEP 3 - MATERIALS SELECTION

MDT QA Contract File Builder

Step 3 - Materials Selection

Project: STPU 56(87) Spec Year: 2014

**Bid Items for Project**

- CRUSHED AGGREGATE COURSE
- PLANT MIX SURF GR S-3/4 IN
- COVER-TYPE 1
- PORT CEM CONC PAVE-9 IN-COLOR
- CONCRETE-CLASS GENERAL
- CONCRETE 3 IN
- CURB-CONC MEDIAN TYPE A
- CURB-SPECIAL DESIGN
- GUTTER-CONC VALLEY
- CURB AND GUTTER-CONC

**Materials for Bid Item**

- PLANT MIX BIT SURF GR S - 3/4 IN

Item Number: 401020045 (Mass) Effective Date: 2/26/2015

Contract Quantity: 18180 Ton

Unit Cost: 43.00

Base Price:

Select Bid Items...

Line Item Info for Selected Bid Item:

Number	Quantity	Unit Cost
0200	18180	43.00

Help Users Manual Create Contract DB Prev About Close

Select Project Bid Items

**Possible 2014 Spec Year Bid Items:**

- 3/4" COMM PL MIX GR D - PG 58-28
- 3/4" COMM PL MIX GR D - PG 64-22
- 3/4" COMM PL MIX GR S - PG 64-28
- 3/4" COMM PL MIX GR S - PG 58-28
- 3/4" COMM PL MIX GR S - PG 64-22
- 3/4" COMM PL MIX GR S - PG 64-28
- 3/4" COMM PL MIX GR S - PG 70-28
- 36 IN SS CONCRETE BARRIER RAIL-BR
- 42 IN SS CONCRETE BARRIER RAIL-BR
- 42 IN SS CONCRETE BARRIER RAIL-BR
- APPROACH SLAB-CONCRETE
- BARRIER RAIL-CAST IN PLACE
- BARRIER RAIL-CAST IN PLACE
- BARRIER RAIL-CAST IN PLACE-BR
- BARRIER RAIL-CAST IN PLACE-BR

**Selected 2014 Spec Year Bid Items:**

- CRUSHED AGGREGATE COURSE
- PLANT MIX SURF GR S-3/4 IN
- COVER-TYPE 1
- PORT CEM CONC PAVE-9 IN-COLOR
- CONCRETE-CLASS GENERAL
- CONCRETE 3 IN
- CURB-CONC MEDIAN TYPE A
- CURB-SPECIAL DESIGN
- GUTTER-CONC VALLEY
- CURB AND GUTTER-CONC
- CURB MEDIAN-SPECIAL DESIGN COLOR
- FOUNDATION-CONCRETE

Add -> <- Remove Add All ->> <<- Remove All

OK Cancel

The "Select Bid Items" will appear with all possible 2014 Spec Year Bid Items

- If there is a bid item that should be QA and is not listed under the "Bid Items for Project" box, you can select Bid Items by clicking the "Select Bid Items" box. This will not happen very often but could if there was a change order item added before you set up your QA.

MDT QA Contract File Builder

Step 3 - Materials Selection

Project: STPU 56(87) Spec Year: 2014

**Bid Items for Project**

- COVER-TYPE 1
- PORT CEM CONC PAVE-9 IN-COLOR
- CONCRETE-CLASS GENERAL
- CONCRETE 3 IN
- CURB-CONC MEDIAN TYPE A
- CURB-SPECIAL DESIGN
- GUTTER-CONC VALLEY
- CURB AND GUTTER-CONC
- CURB MEDIAN-SPECIAL DESIGN COLOR
- FOUNDATION-CONCRETE

**Materials for Bid Item**

- CONCRETE-CLASS GENERAL

Item Number: 617000000 (Volume) Effective Date: 8/10/2017

Contract Quantity: 6.9 Cu Yd

Unit Cost: 1100.00

Base Price:

Select Bid Items...

Line Item Info for Selected Bid Item:

Number	Quantity	Unit Cost
0890	6.9	1100.00

Help Users Manual Create Contract DB Prev About Close

# QA CONTRACT FILE BUILDER

## STEP 3 – MATERIALS SELECTION

MDT QA Contract File Builder

Step 3 - Materials Selection

Project: STPU 56(87) Spec Year: 2014

Bid Items for Project:

- COVER-TYPE 1
- PORT CEM CONC PAVE-9 IN-COLOR
- CONCRETE-CLASS GENERAL
- CONCRETE 3 IN
- CURB-CONC MEDIAN TYPE A
- CURB-SPECIAL DESIGN
- GUTTER-CONC VALLEY
- CURB AND GUTTER-CONC
- CURB MEDIAN-SPECIAL DESIGN COLOR
- FOUNDATION-CONCRETE

Materials for Bid Item:

- CONCRETE-CLASS GENERAL

Item Number: 617000000 (Volume) Effective Date: 8/10/2017

Contract Quantity: 6.9 Cu Yd Unit Cost: 1100.00

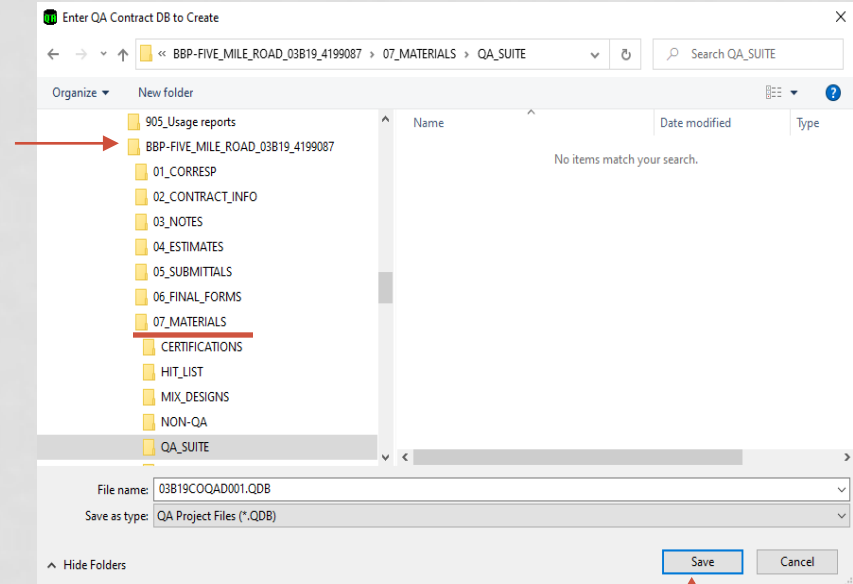
Base Price:

Select Bid Items...

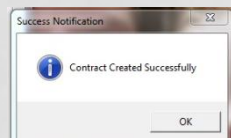
Line Item Info for Selected Bid Item:

Number	Quantity	Unit Cost
0890	6.9	1100.00

Buttons: Help, Users Manual, Create Contract DB, Prev, About, Close



- After all bid items are added with the correct specifications you should be finished with the file set-up process. Click the Create Contract DB.



- The QA file will need to be saved in the project folder under Materials and QA Suite.
- You will then see the message “Contract Created Successfully”.
- Navigate to that file and open it.