

**SPECIAL PROVISION**  
**TABLE OF CONTRACTOR SUBMITTALS**  
**(Revised 4-29-21)**

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.

Submit electronic submittals to the Department. Ensure they are in a format accessible by the Department's software and legible once opened. Verify acceptable electronic format types with the Project Manager prior to submittal. Submit electronic submittals 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 and documents requiring signatures.

Submittals to Contract Plans and required as part of the bidding and award process may not be 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](http://www.mdt.mt.gov/publications/forms/const_forms.shtml)) or from the Project Manager.

| SPECIFICATION<br>REFERENCE | DESCRIPTION   | TIMING                                     |
|----------------------------|---|--|
| 103.07                     | Contract Recipients Form<br>link: <a href="https://www.mdt.mt.gov/publications/forms/contract-recipients.shtml">https://www.mdt.mt.gov/publications/forms/contract-recipients.shtml</a> | 5 calendars days after date of bid opening |
| 103.09                     | Bid Documentation Inventory Affidavit and Escrow Agreement  | 7 business days after date of bid opening  |
| 103.10                     | Subcontractor Report (form <a href="#">MDT-CON-102-8</a> )  | 6 calendar days after date of bid opening  |
| 104.05.3                   | Approval of detour bridge   | 20 business days before starting the work  |
| 104.05.4(B)                | Winter shutdown inspection (form <a href="#">MDT-CON-104-05-4</a> )   | 3 calendar days after inspection           |
| 104.06.2                   | Encroachment permit (form <a href="#">MDT-MAI-007</a> )   | See Subsection 105.02                      |
| 104.08                     | Value Engineering Proposal  | Specified in proposal                      |
| 105.02                     | Working drawings and submittals for required work not included in the contract plans  | 20 business days before starting work      |
| 105.08                     | Request for staking (form <a href="#">MDT-CON-105-08-1</a> )  | 48 hours before staking                    |
| 105.08.2(A)                | Survey plan   | 14 calendar days prior to survey work      |
| 105.08.2(C)                | Culvert length notes (form <a href="#">MDT-CON-603-03-1</a> )   | See Subsection 105.02                      |

| SPECIFICATION<br>REFERENCE | DESCRIPTION  | TIMING  |
|----------------------------|--|---|
| 105.08.2(G)                | Notes of layout, primary controls and references   | 10 business days upon completion of function              |
| 105.08.4                   | Original bridge survey notes   | Upon request  |
| 105.08.4                   | Structure excavation cross section notes   | 24 hours before excavation                                |
| 105.08.4                   | Corrections due to Contractor errors   | 2 business days before performing corrective work         |
| 105.08.6                   | Notification of a completed section, to request finish grade check                             | The day a section is completed                            |
| 105.15                     | Component inspection (form <a href="#">MDT-CON-105-15-1</a> )                                  | 10 business days from inspection                          |
| 105.16.1                   | Notice of claim (form <a href="#">MDT-CON-105-16-1A</a> )                                      | 1 business day as described in Subsection 105.16.1        |
| 105.16.2                   | Submission of certified claim (form <a href="#">MDT-CON-105-16-2</a> )                         | 7 calendar days after response from Project Manager       |
| 105.17.1                   | Final walk-through request (form <a href="#">MDT-CON-105-17-1B</a> )                           | See Subsection 105.17.1                                   |
|                            | Final walk-through verification request (form <a href="#">MDT-CON-105-17-1D</a> )              |   |
| 105.17.2                   | Contractor's Final Acceptance (form <a href="#">MDT-CON-105-17-2</a> )                         | See Subsection 105.17.2                                   |
| 106.01.1                   | Source of supply   | 20 business days before incorporating                     |
| 106.02                     | Proposed Aggregate Source (form <a href="#">MDT-CON-106-02-3</a> )                             | 7 calendar days after bid opening                         |
| 106.02.2                   | Contractor/Landowner agreements  | Before crushing or placing borrow                         |
| 106.02.5(B)                | Open Cut Mining Permit   | Before removing regulated material                        |
| 106.06                     | Documentation required by the <a href="#">QPL</a>  | Prior to incorporating into work                          |
| 106.09                     | Domestic materials (form <a href="#">406</a> )   | Before incorporation into work                            |
| 107.06                     | Public safety  | 2 calendar days before starting that type of work         |
| 107.07(A)                  | Contractor's requirements and acknowledgement for working on RR ROW                            | Before entering or using RR ROW                           |
| 107.08                     | Bridge formula calculations, drawing of axle spacing, tare weight and overall length of trucks | Before transporting material or equipment                 |
| 107.11.1                   | Copies of approved environmental permits or authorizations                                     | Before starting work requiring permit                     |
|                            | Correspondence to or from regulatory agencies  | 7 calendar days of sending or receiving noncompliance     |
| 107.11.2                   | 404 Permit and/or SPA 124  | 3 copies; 60 calendar days before starting regulated work |
|                            | Tribal Water Quality Permit  | 3 copies; 60 calendar days before starting regulated work |

| SPECIFICATION<br>REFERENCE | DESCRIPTION  | TIMING  |
|----------------------------|--|---|
| 107.11.2                   | Completed contractor's borrow source worksheet, when the project involves a U.S. Army Corps of Engineers Nationwide Permit.                          | Before placing borrow   |
|                            | Montana DEQ for Clean Water Act Section 401 Certification, when project Involves a U.S. Army Corps of Engineers Nationwide Permit.                   | Concurrent with submittal to DEQ  |
| 107.22                     | Contractor furnished material sites outside of Department R/W  | Concurrent with permitting process.   |
| 108.01.3                   | Payment information for all subcontractors to Civil Rights ( <a href="https://app.mdt.mt.gov/spr/">https://app.mdt.mt.gov/spr/</a> )                 | Within time frames stated in Special Provision  |
| 108.03.1                   | Copies of completed applications for all permits, approvals, clearances  | Upon receipt of notice of award   |
|                            | Approved permits, reclamation plans, and clearances  | Upon receipt of approved permits  |
|                            | Request to perform night work  | 24 hours before starting work   |
| 108.03.2A                  | Activities schedule chart / written narrative  | Upon receipt of Notice of Award, and updates required in accordance with Subsection 108.03.2A |
| 108.03.2B                  | CPM electronic and printed schedule  | Upon receipt of Notice of Award, and updates required in accordance with Subsection 108.03.2B |
|                            | Electronic schedule monthly update   | One week before the end of prior estimate cycle   |
| 108.07.3                   | Protest of time assessment   | 5 business days upon receipt of Time Assessment   |
| 108.07.5                   | Request for time extension   | 10 Business days from time of alleged delay   |
| 108.07.6                   | Request for delay compensation, daily records, reports, summaries  | 30 calendar days from time of alleged delay   |
| 108.08                     | Objections of the assessment of Liquidated Damages   | Within 30 calendar days of receipt of Departments notification                                |
| 108.10.2                   | Claim for termination costs  | 60 calendar days after termination date   |
| 109.11                     | Fuel price adjustments is optional, if participation is requested, submit the fuel price adjustment worksheet (form <a href="#">MDT-CON-109-11</a> ) | 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   |   |
| 201.03.5(B)                | Approval to incorporate non-hazardous solid material into the work   |   |
| 202.03(B)                  | Removal or salvage of bridges  | 20 business days prior to removal   |
| 203.03.2(B)                | Certified laboratory test for field cured cylinders  | After 10-day cure or 70% strength   |
|                            | Method to support structure / early embankment placement   | Before early placement  |
| 204.03.1                   | Blasting Consultant  | 7 calendar days before the pre-construction conference  |

| SPECIFICATION<br>REFERENCE | DESCRIPTION   | TIMING   |
|----------------------------|---|--|
| 204.03.3                   | Master Blasting Plan (form <a href="#">MDT-CON-204-03-3</a> )                                 | Min. 10 business days before test or production operations.      |
| 204.03.3(A)                | Report of Blasting (form <a href="#">MDT-CON-204-03-3A</a> )                                  | Min. 10 business days before test or production operations.      |
|                            | Individual Production Blast Plan for subsequent blasts  | Min. 4 business days prior to planned blast day                  |
| 204.03.3(B)                | Safety Plan   | Min. 10 business days before test or production operations.      |
|                            | Blast log, explosive consumption and loss report  | Daily during blasting operations                                 |
| 204.03.3(B)9(b)            | Contact list  | Min. 10 business days before test or production operations       |
| 204.03.5(C)                | Misfires  | Within 24 hours of blast   |
| 204.03.7(B)                | Discrepancies   | Submit with the Weekly Blasting Logs                             |
| 204.03.9(A)                | Drilling Logs   | Daily  |
| 204.03.9(B)                | Blasting Logs   | Weekly   |
| 204.03.10(A)               | Pre-Blast Condition Survey  | Prior to the start of blasting operations                        |
| 204.03.10(B)               | Post Blast Condition Survey   | Within 48 hours of completing the survey                         |
| 204.03.10(C)               | Vibration Control Monitoring  | Min. 10 business days before test or production operations       |
| 206.03.3                   | Detour bridge design and calculations   | 20 business days before constructing detour bridge               |
| 207.03.6                   | Foundation preparation, use of CLSM   | Min. 5 business prior to use                                     |
| 208.03                     | Completed SWPPP inspection reports  | Per permit requirements  |
|                            | Non-compliance reports (self-reporting) to DEQ and all related correspondence to and from DEQ | Within 14 calendar days of date of correspondence                |
| 208.03                     | Completed MPDES permit transfer package   | 3 copies; Within 14 calendar days of receipt of DEQ notification |
| 208.03.2                   | signed NOI for the DEQ Stormwater Permit and NOI confirmation                                 | 3 copies; Before earth disturbing activities                     |
|                            | signed SWPPP for EPA Stormwater Permit and NOI confirmation                                   |  |
| 208.03.2(D)                | Erosion control plan  | Before earth disturbing activities                               |
| 208.03.3(C)                | Bridge removal plans  | 45 calendar days before removal                                  |
| 209.03.3                   | Drawings and calculations for cofferdam and dewatering  | 20 business days before start of cofferdam work                  |
|                            | Request to increase seal depth  | Before starting work   |
| 209.03.5                   | Footing rod soundings   | Upon request   |

| SPECIFICATION<br>REFERENCE | DESCRIPTION   | TIMING   |
|----------------------------|---|--|
| 301.03.7                   | Traffic gravel- use of millings   | Before starting placement                            |
| 301.03.8                   | Aggregate treatment   |  |
| 304.02.5                   | CTB mix design  | 10 business days before starting production          |
| 401.02.4                   | Additives for Warm mix  | 20 business days before warm mix production          |
| 401.03                     | Job mix targets (form <a href="#">MDT-CON-401-03</a> )  | Prior to 2000 tons production of plant mix,          |
| 401.03.1                   | Plant mix design  | Min. 30 calendar days prior to production            |
| 401.03.8                   | Approve weighing equipment  | Upon request   |
| 401.03.10                  | use of EPA-UOF, certified test results  | Per load delivered to the project                    |
| 401.03.12                  | Calibration Checks with asphalt specific gravity test report  | During calibration                                   |
| 401.03.13                  | Print of permanent record - submitted daily   | Daily  |
| 401.03.18                  | Approval to pave between November 1st and April 15th  | Before paving after November 1st                     |
| 402.03.5                   | Acceptance of bituminous materials, bill of lading  | Upon receipt of shipment                             |
| 402.03.6                   | Temperature viscosity of each asphalt used on project   | Before starting production                           |
| 402.03.8                   | Notification of change to PGAB components   | Before making changes                                |
| 402.03.8(A)                | PGAB shipping, handling & storage requirements  | Before delivery                                      |
| 403.03.1                   | Blotter Material – type and application rate  | 10 calendar days before starting operations          |
| 409.01.1                   | Notification of seal coat work prior to July 4 and from August 21 <sup>st</sup> through August 31 <sup>st</sup> | Before starting work                                 |
| 409.02.1                   | Compatibility tests for each aggregate source   | Before starting, for information only                |
| 409.03.2                   | Application rates, conditions and changes   | Before starting, for information only                |
| 409.03.8                   | Detailed repair plan  | 14 calendar days of notification of required repairs |
| 501.03.2                   | Pre Paving Conference agenda items  | 72 hours before paving starts                        |
| 501.03.8                   | Curing Plan   | Submit at Pre Paving Conference                      |
| 501.03.10(C)               | Joint Construction Plan   | When required  |
| 501.03.10(D)               | Alternate Joint Layout  | 15 business days before start of paving              |
| 501.03.18                  | Accelerated paving techniques   | 7 calendar days before use                           |

| SPECIFICATION<br>REFERENCE | DESCRIPTION  | TIMING  |
|----------------------------|--|---|
| 551.03.2(A)                | Proposed concrete mix design (form <a href="#">MDT-MAT-008</a> )     | 15 business days before use                     |
| 551.03.2(C)                | Batching sequence for deck and overlay class concrete                | Submit with mix design                          |
| 551.03.2(F)                | CLSM mix design  | 14 calendar days before start of production     |
| 551.03.2(K)                | Lean Concrete material proportioning                                 | 7 calendar days before use                      |
| 551.03.3(A)                | Quality Control  | Upon request                                    |
| 551.03.6(A)                | Hot weather concrete plan  | 15 calendar days prior to placement             |
| 551.03.6(B)                | Cold weather concrete plan   | 15 calendar days prior to placement             |
| 551.03.7                   | Alternate curing methods   | Before start of production                      |
| 551.03.8(C)(4)             | Concrete-small quantities - batch proportion sheet                   | Before start of production                      |
| 552.03.11(B)7              | Proposed overlay methods   | Before use                                      |
| 552.03.12                  | Expansion and Contraction Joints                                     | 20 business days prior to beginning fabrication |
| 552.03.13                  | Non shrink/epoxy grout   | Before use                                      |
| 552.03.19                  | Bridge deck crack sealing submittals                                 | Before starting work                            |
| 553.02.2                   | Reinforcing steel substitutions                                      | Before starting production                      |
| 553.02.4                   | Certified copy of typical load - elongation curves                   | Before starting production                      |
| 553.03.1                   | Fabrication plant certification for pre-stressed concrete members    | Min. 20 business days prior to production       |
| 553.03.1                   | Approval to change pre-stressing details                             | Refer to Subsection 105.02                      |
| 553.03.2                   | Fabrication drawings and design                                      |   |
| 553.03.3                   | Submit concrete mix design for girders                               |   |
| 553.03.7                   | Alternate pre-tensioning initial loading proposals                   |   |
|                            | Elongation calculations  | Before starting production                      |
| 553.03.8(C)                | Method of tensioning draped strands                                  | Refer to Subsection 105.02                      |
| 553.03.9(A)1               | Concrete batch sheets  | Before starting production                      |
| 553.03.12                  | Post tensioning records  | During production                               |
| 554.03.1                   | Fabrication drawings-precast concrete products excludes box culverts | Refer to Subsection 105.02                      |

| SPECIFICATION<br>REFERENCE | DESCRIPTION   | TIMING  |
|----------------------------|---|---|
| 554.03.2                   | Proposed mix design   | Before starting fabrication. Refer to Subsection 551.03.2 |
| 554.03.6                   | Procedure for curing by other methods                               | Before use  |
| 555.03.2                   | Special fabrication or bends exceeding 90 degrees for #14S and #18S | Before fabrication (See Subsection 106.09)                |
| 555.03.3                   | Request to weld reinforcing steel                                   | Before starting placement                                 |
| 555.03.5                   | Shipping invoice  | Each shipment & before placement (See Subsection 106.09)  |
|                            | Certified mill test reports   |   |
|                            | Fabricator certification statement for mill tests                   |   |
|                            | Certificate of compliance for epoxy coating                         |   |
| 556.03.1                   | Modifications to quality assurance and control program              | 20 business days prior to beginning fabrication           |
| 556.03.2                   | Fabrication drawings for steel structures                           | Refer to Subsection 105.02                                |
| 556.03.2(B)                | Certificate of compliance, for all bolts, nuts and washers          | Before placement into work (See Subsection 106.09)        |
| 556.03.3(4)                | Mill test reports   |   |
| 556.03.5                   | Quality control plan  | 20 business days prior to fabrication                     |
| 556.03.8(B)(1)             | Pre-installation verification                                       | Before placement into work                                |
| 556.03.12                  | Erection diagram  | Each shipment   |
| 556.03.14                  | Steel erection plan   | 14 calendar days prior to construction of superstructure  |
| 556.03.15                  | Falsework plans   | Refer to Subsection 105.02                                |
| 557.03.1                   | Fabrication drawing for steel bridge railing                        |   |
| 558.03.1                   | Drilled shaft ASC and WN  | 20 business days before start of drilling                 |
| 558.03.7                   | Field welding permanent casing                                      | 20 business days prior to welding                         |
| 558.03.9                   | Obstruction removal   | Within 2 business days of encountering obstruction        |
| 558.03.13                  | Concrete placement record   | After completion of the pour                              |
| 558.03.15(B)               | Drilled shaft corrective action                                     | 14 calendar days after notification                       |
| 559.02.1                   | Mill tests for steel piles  | Each shipment & before driving (See Subsection 106.09)    |
| 559.03.1(A)                | Hammer manufacturers chart  | 20 business days before driving                           |

| SPECIFICATION<br>REFERENCE | DESCRIPTION   | TIMING   |
|----------------------------|---|--|
|                            | Calibrated chart  | 14 calendar days before use                            |
| 559.03.2                   | Wave equation analysis  | 20 business days before driving                        |
|                            | Pile driving equipment (form <a href="#">MDT-CON-559-03-2</a> )                                 |  |
| 559.03.3(B)(1)             | Plans for proposed loading system   | 20 business days before test                           |
| 559.03.3(B)(2)             | Pile specialty consultant resume (Dynamic Load testing)   | 20 business days before load testing                   |
|                            | Graph and report  | Within 48 hours of completion of test                  |
| 559.03.4                   | Plan for correcting pile out of alignment   | Within 2 working days after driving                    |
| 561.03.1                   | Bridge deck milling plan  | 14 calendar days before starting work                  |
| 561.03.3                   | Hydrodemolition records and settings  | Prior to beginning work                                |
| 562.03.1                   | Bridge deck repair requirements   | 14 calendar days before starting work                  |
| 562.03.6(A)                | Description for sequence and equipment for repair concrete                                      |  |
| 563.03.1                   | Modified concrete overlay submittals  | 10 business days before concrete placement             |
| 564.03                     | Corrective action - tolerances  | Before proceeding after deficiency is found            |
| 565.03.1                   | Bearing devices shop drawings   | 20 business days before fabrication                    |
| 603.03.1                   | Optional pipe material  | 7 calendar days before the pre-construction conference |
| 605.03.1                   | Fabrication submittals  | 10 business days before casting members                |
| 606.03.1                   | Manufacturer's installation instruction for guardrail terminal sections and impact attenuators. | 15 calendar days prior to installation, if requested   |
|                            | Submit form <a href="#">MDT-CON-606-03</a>  | Prior to installing items (See Subsection 106.09)      |
| 611.02.4                   | Fabrication drawings for cattle guards  | 20 business days before fabrication                    |
| 612.02                     | Product data sheets   | 20 business days before starting work                  |
| 612.03.1(A)                | Description of coating system   |  |
| 612.03.1(B)                | Pollution controls (Per OSHA & EPA)   | 7 calendar days before the pre-construction conference |
| 616.03.1                   | CLSM mix design for trenching   | 14 calendar days before start of production            |
| 617.03.2                   | Equipment list and drawings   | 20 business days before beginning work                 |
| 617.03.17                  | Accessible pedestrian signals, voice message detail sheet                                       | Submit with electrical submittals                      |



| SPECIFICATION<br>REFERENCE | DESCRIPTION   | TIMING  |
|----------------------------|---|---|
| 618.03.2                   | Traffic control plan  | 7 calendar days before the pre-construction conference  |
| 618.03.2(A)                | Documentation for NCHRP 350 or MASH requirements<br>(form <a href="#">MDT-CON-618-02</a> )  | With the traffic control plan                           |
| 618.03.2( A)(9)            | Written narrative   | 7 calendar days before the pre-construction conference. |
| 618.03.2( B)               | Traffic control updates   | As described in Subsection 618.03.2 B                   |
| 618.03.4                   | Name of person responsible for traffic control  | At the pre-con conference                               |
| 618.03.6                   | Request for access break approval (form <a href="#">MDT-CON-618-03-6</a> )  | Before starting work                                    |
| 618.03.7(B)                | Temporary crossing proposal   | With traffic control plan and written narrative         |
| 618.03.13                  | Contractor's proposed speed limits (if different than Table 618-5)  | 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 | Refer to Subsection 105.02                              |
|                            | Manufacturers installation instructions for square tubular sign posts   | 15 calendar days before installation                    |
|                            | Weld procedures, every 6 months or whenever changed or modified   | Upon request  |
| 619.03.3                   | Manufacturer's installation instructions  | 15 calendar days before installation                    |
| 620.03.1                   | Manufacturer's material certifications  | Before application                                      |
| 620.03.3                   | Calibration certification   |   |
| 620.03.7(A)                | Manufacturer's instructions   | 24 hours before application                             |
| 620.03.10                  | Proposed method for pavement marking removal  | 10 calendar days before use                             |
| 622.02.2                   | Geotextile information  | Before Installation                                     |
| 622.02.4                   | Manufacturer's certificate of compliance  | Upon arrival on the project                             |
| 622.03.1                   | Seam assembly description   | With sample, before installation                        |
| 623.02                     | NCHRP 350 or MASH compliant support certification   | Before installation                                     |
| 624.03.3                   | Welding certification   | 20 business days before welding                         |
| 701.11                     | Glass cullet certification  | Upon request  |
| 704.01.10(C)               | Manufacturer's certification  | Each shipment, before application                       |
| 707.03.2                   | Manufacturer's certification for rubber waterstops  | Upon request  |

| SPECIFICATION<br>REFERENCE | DESCRIPTION  | TIMING                             |
|----------------------------|--|------------------------------------|
| 707.03.3                   | Manufacturer's certification   | Each shipment, before application  |
| 709.02                     | Water tightness test method  | Before testing                     |
| 709.03                     | Supplier's itemized statement of plate sizes                           | Each shipment, before installation |
| 710.02                     | Manufacturer's MSDS  | Before applying                    |
| 710.03                     | Manufacturer's certification for powder coating                        |                                    |
| 711.15                     | Manufacturer's certification for preformed joint seal                  | Before installation                |
| 711.16                     | Manufacturer's certification for fiber reinforced pads                 |                                    |
| 711.18                     | Mechanical rebar connectors product data sheet                         |                                    |
| 712.02.2                   | Certification that wire meets AASHTO M 280 requirements                |                                    |
| 713.08                     | Written waiver, notification of seed source and approximate start date | Before application                 |
| 713.11                     | Product data sheet   | Before installation                |