

This chapter is used on non-NHS routes by those local agencies for which the Montana Department of Transportation (MDT) advertises and awards projects.

18.1 General Discussion

MDT is responsible for the proper expenditure of Federal Highway Administration (FHWA) funds on local agency projects and will administer all construction activities to ensure compliance with applicable rules and that all documentation is in order.

MDT will assign a contract number after the PS&E has been approved and construction funds have been authorized. No FHWA reimbursement for construction can be made until a contract number has been assigned. Reimbursement will follow the method indicated in Chapter 7, The Local Agency Agreement.

Non-NHS projects will be administered in accordance with Chapter 19 of the *LAG Manual*. NHS projects administered by MDT will be in accordance with the CA procedures. The District Administrator will select one of the following for administration of the project.

1. Assign a MDT Project Engineer and MDT staff.
2. Assign a MDT Project Engineer and a mix of MDT staff and local agency staff
3. Assign a MDT Project Engineer and local agency staff
4. Assign a MDT Project Engineer and a MDT selected consultant's engineering staff (when available MDT and/or local agency staff will be used to supplement the consultant's staff).
5. Refer to the *MDT Construction Manual* for items of concern.

The local agency will appoint a project coordinator to be the contact person for the Project Engineer.

18.2 Preconstruction Conference

As soon as practicable after a contract is awarded, the Project Engineer should arrange a conference with the contractor and shall notify the local agency project coordinator and MDT CTEP Engineer of the time and place.

Minutes of the conference should be taken and copies transmitted to the local agency, the contractor, and all other agencies and firms that were invited to the conference.

18.3 Changes and Extra Work

The Project Engineer must receive local agency concurrence of changes and funding before submitting any change order to the MDT District Administrator. The District Construction Engineer is the first line of change order approval. The Engineering Project Manager will prepare the change order in the MDT Construction Contracts Information System (CCIS). The change order is sent to the local agency for their concurrence and signature and a copy is sent to the MDT CTEP Engineer.

If a change order or the accumulation of change orders will result in the final cost of the project exceeding the amount authorized in the Local Agency Agreement, the local agency (prior to performing the work) must submit a supplement to the Local Agency Agreement in accordance with Chapter 7 of

this manual. The local agency should contact the MDT CTEP Engineer for assistance in preparing the supplement and to determine if FHWA funds are available for the overrun.

A copy of the executed change order will be sent by the Project Engineer to the local agency as spelled out in the *Construction Manual*.