TABLE OF CONTRACTOR SUBMITTALS

Design Build Submittals

Submittals by Letting Date:

Effective LET Date January 15, 2026

Effective LET Date June 5, 2025

Effective LET Date March 7, 2024

Effective LET Date January 11, 2024

Effective LET Date June 9, 2022

TABLE OF CONTRACTOR SUBMITTALS

(Revised 1-14-27 *Changes to requirements shown in RED*)

This Table of Contractor Submittals summarizes the minimum required submittals and timing requirements. The table references and notes any revisions to the Standard 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 submitting. Submit electronic submittals as a complete document for each type submitted. Contractors may also use the Department's File Transfer Service for documental submittals. Contact the Project Manager for information on using the File Transfer Service 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 105.02 and 105.04 for more information.

The forms required below can be obtained from the Department's Internet Website (Contractor Forms | Montana Department of Transportation (MDT)) or from the Project Manager.

SPECIFICATION REFERENCE	DESCRIPTION	TIMING
January 15, 2026;	Changes Effective with January 15, 2026, Letting:	
103.09	Bid Documentation Inventory and Affirmation (form MDT-CON-103-09A) and Escrow Agreement	8 calendar days (including date of bid opening)
June 5, 2025;	Changes effective with the Revised date (June 5, 2025):	
~~103.10~~	~~Subcontractor Report (form MDT-CON-102-8)~~	~~6 calendar days (including date of bid opening)~~
March 7, 2024;	Changes Effective with the March 7, 2024, Letting:	
108.03.2A 108.03.2B	Activities schedule chart / written narrative CPM electronic, printed schedule, and written narrative	30 calendar days after receipt of notice of award or a minimum of 10 calendar days prior to the preconstruction conference, whichever is sooner.
January 11, 2024;	Changes Effective with the January 11, 2024, Letting:	
301.03.8	Aggregate Treatment	10 business days before starting construction of Agg Surfacing
401.03.25	Approval to use non-polymer modified asphalt for approaches	7 calendar days prior to scheduled start of work
552.03.18	Silane Sealer	10 business days for containment plan
552.03.19	Bridge Deck crack sealing submittals	Before starting work, 10 business days for containment plan
June 6, 2022;	Changes Effective with the June 6, 2022, Letting:	
108.03.2A	Activities schedule chart / written narrative	10 calendar days after receipt of notice of award or a minimum of 10 calendar days prior to the preconstruction conference, whichever is less.
108.03.2B	CPM electronic, printed schedule, and written narrative	10 calendar days after receipt of notice of award or a minimum of 10 calendar days prior to the preconstruction conference, whichever is less.
208.03.1E	Completed SWPPP inspection reports	Per permit requirements
	Non-compliance reports (self-reporting) to DEQ	Within 7 calendar days of date of correspondence

SPECIFICATION REFERENCE	DESCRIPTION	TIMING
TO BE SUBMITTED FOLLOWING BID OPENING		
103.07	Contract Recipients Form	5 calendars days (including date of bid opening)
103.09.3	Bid Docs Recipient Form	5 calendar days (including date of bid opening)
103.09	Bid Documentation Inventory and Affirmation (form MDT-CON-103-09A) and Escrow Agreement	8 calendar days (including date of bid opening)
106.02	Proposed Aggregate Source (form MDT-CON-106-02-3)	7 calendar days (including date of bid opening)
TO BE SUBMITTED FOLLOWING AWARD OF CONTRACT		
108.03.1	Copies of completed applications for all permits, approvals, clearances	Upon receipt of notice of award
TO BE SUBMITTED 7 CALENDAR DAYS PRIOR TO THE PRE-CONSTRUCTION MEETING		
204.03.1	Blasting Consultant	
603.03.1	Optional pipe material	
612.03.1(B)	Pollution controls (Per OSHA & EPA)	
618.03.2	Traffic control plan	
618.03.2(A)	Documentation for NCHRP 350 or MASH requirements (form MDT-CON-618-02)	With the traffic control plan
618.03.2(A)(9)	Written narrative	
618.03.4	Name of person responsible for traffic control	At the pre-con conference
618.03.7(B)	Temporary crossing proposal	With traffic control plan and written narrative

GENERAL		
104.05.3	Approval of detour bridge	20 business days before starting the work
104.05.4(B)	Winter shutdown inspection (form MDT-CON-104-05-4)	3 calendar days after inspection
104.06.2	Encroachment permit (form MDT-MAI-007)	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 MDT-CON-105-08-1)	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 MDT-CON-603-03-1)	See Subsection 105.02
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 MDT-CON-105-15-1)	10 business days from inspection
105.16.1	Notice of claim (form MDT-CON-105-16-1A)	1 business day as described in Subsection 105.16.1
105.16.2	Submission of certified claim (form MDT-CON-105-16-2)	7 calendar days after response from Project Manager
105.17.1	Final walk-through request (form MDT-CON-105-17-1B)	See Subsection 105.17.1
	Final walk-through verification request (form MDT-CON-105-17-1D)	
105.17.2	Contractor's Final Acceptance (form MDT-CON-105-17-2)	See Subsection 105.17.2
106.01.1	Source of supply	20 business days before incorporating
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 QPL	Prior to incorporating into work
106.09	Domestic materials (form 406)	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
107.22	Contractor furnished material sites outside of Department R/W	Concurrent with permitting process.
108.01.3	Payment information for all subcontractors to Civil Rights (http://app.mdt.gov/spr//)	Within time frames stated in the Special Provision
108.03.1	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	30 calendar days after receipt of notice of award or a minimum of 10 calendar days prior to the preconstruction conference, whichever is sooner.
108.03.2B	CPM electronic, printed schedule, and written narrative	
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 MDT-CON-109-11)	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
204.03.3	Master Blasting Plan (form MDT-CON-204-03-3)	Min. 10 business days before test or production operations.
204.03.3(A)	Report of Blasting (form MDT-CON-204-03-3A)	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
208.01	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
208.03.1(E)	Completed SWPPP inspection reports	Per permit requirements
	Non-compliance reports (self-reporting) to DEQ	Within 7 calendar days of date of correspondence
208.03.1(F)	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	
	Erosion control plan	Before earth disturbing activities
	Completed MPDES permit transfer package	3 copies; Within 14 calendar days of receipt of DEQ notification
208.03.2(C)	Bridge removal plans	45 calendar days before removal
208.03.3 (E)	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
	404 Permit	3 copies; 60 calendar days before starting regulated work
208.03.3(G)	SPA 124	3 copies; 60 calendar days before starting regulated work

208.03.3(I)	Tribal Water Quality Permit	3 copies; 60 calendar days before starting regulated work
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
301.03.7	Traffic gravel- use of millings	Before starting placement
301.03.8	Aggregate treatment	10 business days before starting construction of Agg Surfacing
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 MDT-CON-401-03)	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
401.03.25	Approval to use non-polymer modified asphalt cement for approaches	7 calendar days prior to scheduled start of work
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 21st through August 31st	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
551.03.2(A)	Proposed concrete mix design (form MDT-MAT-008)	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
552.03.18	Silane Sealer	10 business days for containment plan
552.03.19	Bridge deck crack sealing submittals	Before starting work; 10 business days for containment plan
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 and Design – Precast Concrete – Box Culverts	Refer to Subsection 105.02
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)	Bolting method	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
	Calibrated chart	14 calendar days before use
559.03.2	Wave equation analysis	20 business days before driving
	Pile driving equipment (form MDT-CON-559-03-2)	
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
605.03.1	Fabrication submittals	10 business days before casting members
606.03.1	Manufacture’s installation instruction for guardrail terminal sections and impact attenuators.	15 calendar days prior to installation, if requested
	Submit form MDT-CON-606-03	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	
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
618.03.2(B)	Traffic control updates	As described in Subsection 618.03.2 B

618.03.6	Request for access break approval (form MDT-CON-618-03-6)	Before starting work
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 signposts	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
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	Before installation
713.08	Written waiver, notification of seed source and approximate start date	Before application
713.11	Product data sheet	Before installation

Alternative Contracting

This Table of Contractor Submittals for Design-Build projects are supplemental to the Table of Contractor Submittals. This table, along with the Table of Contractor Submittals, summarizes the minimum required submittals and timing requirements. 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 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 Alternative Contracting Project Manager prior to submitting. Submit electronic submittals as a complete document for each type submitted. Contractors may also use the Department's File Transfer Service for documental submittals. Contact the Alternative Contracting Project Manager for information on using the File Transfer Service 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 155.02 and 155.04 for more information.

The forms required below can be obtained from the Alternative Contracting Internet Website (https://www.mdt.mt.gov/business/contracting/alternative.aspx) or from the Alternative Contracting Project Manager.

SPECIFICATION REFERENCE	DESCRIPTION	TIMING
TO BE SUBMITTED FOLLOWING BID OPENING		
155.02	Schedule of Values	6 calendar days (including date of bid opening)
TO BE SUBMITTED FOLLOWING NOTICE TO PROCEED		
155.02	Project Schedule	6 calendar days
	Warranty/Contractor Guarantee Criteria, Measurable Standards, and Remedial Plan	
	List of Component Submittals	10 calendar days
	90% Project or Component plans and the following:	Determined by Firm
	Schedule of Values	With 90% Plans
	Source of Supply Letter	
	Traffic control plans and construction staging plans	
	MT-601 Materials List- items and quantities	
	Draft environmental permit applications	
	CQCP	

SPECIFICATION REFERENCE	DESCRIPTION	TIMING
155.02	100% Project of Component plans and the following:	Determined by Firm
	Final traffic control plans and construction staging plans	With 100% Plans
	Updated MT-601 Materials List- items and quantities	
	Project or Component Special Provisions	
	RFC plans and the following:	Determined by Firm
	Right-of-Way Verification Statement	With RFC Plans
	Environmental Compliance Summary Statement	
TO BE SUBMITTED MONTHLY		
159.03.2	Invoice (Schedule of Values) and the following:	By the 25th of each month
	MT-601 Materials List- items and quantities	
	Updated Project Schedule	
TO BE SUBMITTED FOLLOWING CONDITIONAL FINAL ACCEPTANCE		
155.02	As-Built Project of Component Plans and the following:	90 calendar days
	As-Built Materials list	
	As-Built CADD Files	
	Design calculations and construction survey information	
	As-Built Utility Plans	
GENERAL		
154.03	Change Order Design breakdown Sheet	With Change Order Request