Project Award FAQ

Congrats you've won a project! Unsure what to do next? Below is a list of important dates and requirements for after the letting.

Please note the information below may not apply to projects that occur outside of normal timelines such as exigency/emergency projects or projects with an expedited Notice to Proceed.

Here are some **important dates** to be aware of:

- The Contract Recipients Form is due back to ECCS **5 calendar days** after the letting (including the letting day)
- The Proposed Aggregate Source Form (if applicable) is due back to ECCS **7 calendar days** after the letting (including the letting day)
- Bid Docs Recipients Form (*if applicable*) is due back to ECCS **5 calendar days** after the letting (including the letting day)
- Bid Docs (*if applicable*) are due back to ECCS **8 calendar days** after the letting (including the letting day)
- Insurance Documents are due back to ECCS **20 calendar days** after project award (including the award day)

Forms:

All of these forms can be found on our website at:
https://www.mdt.mt.gov/publications/forms/const-forms.aspx
These are electronic form that once submitted will go to the appropriate party. No further action is required.

- Contract Recipients Form: https://www.mdt.mt.gov/publications/forms/contract-recipients.aspx
- Proposed Aggregate Form: https://mt.accessgov.com/mdt/Forms/Page/engineering-division/bidders-proposed-agg-form/1
- Bid Doc Recipients Form: https://mt.accessgov.com/mdt/Forms/Page/engineering-division/bid-documentation-recipients-form/1

Award:

- Projects are typically awarded by the Transportation Commission 12 days after the project is let.
- After projects are awarded, staff will send Award Letters outlining next steps to the contact listed on the Contract Recipients Form.
- Contracts will also be sent out for signature via Docusign to the individuals on the Contract Recipients Form.
- Please note: staff will not complete signing of the contract until AFTER insurance documents have been received and approved.
- Once the contract has been executed, all listed parties will receive a copy and staff will transition the project over to the Contract Administration Section for contract management.

Insurance:

All insurance must be in Accordance with Section 107.13 of the Standard Specifications for Road and Bridge Construction.
General Liability and OCP insurance must be complete and accepted by ECCS staff within 20 days of project award to stay in guidelines.
Insurance certificates are to be send to mdtcps@mt.gov

- General Liability must meet and contain the following information:
  - INSURED → Contractor
  - CERTIFICATE HOLDER → Montana Department of Transportation
  - ADDITIONALLY INSURED → State of Montana, MDT, it's agents, officers & employees
  - DESCRIPTION OF OPERATIONS → Project Name & Project Number
  - EACH OCCURRENCE → $1,000,000
  - GENERAL AGGREGATE → $2,000,000
  - PRODUCTS-COMP/OP AGC → $1,000,000

- OCP must meet and contain the following information:
  The OCP effective date must be the same day as the award date or within 20 calendar days of award
  - INSURED → State of Montana, MDT, it's agents, officers & employees
  - CERTIFICATE HOLDER → Montana Department of Transportation
  - DESCRIPTION OF OPERATIONS → Project Name & Project Number
  - EACH OCCURRENCE → $1,000,000
  - GENERAL AGGREGATE → $2,000,000