

MICHIGAN
DEPARTMENT OF TRANSPORTATION

SPECIAL PROVISION
FOR
CONSTRUCTION MANAGEMENT

COS:DCB

1 of 2

APPR:JJG:LFS:04-19-23
FHWA:APPR:04-28-23

a. Description. This work consists of complying with the Department's construction management processes. The Department will manage this contract using the AASHTOWare Project Construction Materials (APCM) software. Ensure all change orders are approved using APCM. No paper documents, faxes, or other methods/media are permitted for change order approvals except as allowed by this special provision or specifically approved by the Engineer.

b. Terminology. Replace the following terms in all of the contract:

- Inspector's Daily Report (IDR) replaced with Daily Work Report (DWR)
- Contract Modification replaced with Change Order
- Construction Pay Estimate Report replaced with Pay Estimate for Contractor
- Contractor's Performance Evaluation replaced with Contractor Evaluation
- Site Times replaced with Contract Times

The new terms have the same definition as the term being replaced.

c. Contractor Access to APCM. APCM access is available at no cost to all contractors associated with the project. APCM user accounts and access is granted using the State of Michigan Identity, Credential and Access Management solution, MILogin. MILogin is a web based access portal at the following website:

<https://milogintp.michigan.gov>

Use MILogin to submit all APCM access requests.

d. Roles and Contract Authority. Roles restrict what data each user can view and the actions they can perform in the system. Roles will be assigned at user creation through the MILogin access request process. Read only and change order approver roles are available to the Contractor. The change order approval role requires written authorization from an authorized officer of the company.

Contract authority grants the user the ability to use one of the user's roles on a specific contract. Contract authority will be granted by the Engineer at the request of the Contractor. Provide the Engineer with a list of users and the user role for this contract at the time of the preconstruction meeting.

Notify the Engineer within 24 hours of any user access changes for this contract.

e. Training. Additional documentation and training for APCM processes, details of scheduled classes and methods for requesting training are available by emailing the MDOT

AASHTOWare Help Desk at MDOT-ConstructionSoftware@michigan.gov between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

f. Technical Issue Resolution. Upon discovery of an APCM access issue the Contractor must immediately notify the Engineer and submit a notice to the e-mail resource at:

MDOT-ConstructionSoftware@michigan.gov.

g. Change Order Approvals. Ensure electronic review/approval of change orders are accomplished through APCM approval decisions and automated e-mail notifications. An approval decision is the system recorded decision entered by the user. When a change order is ready for approval, the user with authority to approve is notified by e-mail. Submit the approval decision by accessing APCM, reviewing the change order, and recording the approval decision within the system.

h. Data/File Retention. The electronic data and files stored within APCM are part of the official project documentation and will be retained per the current documentation retention schedule.

i. Measurement and Payment. The work included in this special provision will not be paid for separately and is considered to be included in other pay items of work in the contract.