

Section 5.2

MATERIALS PROGRAM RESPONSIBILITIES FOR LOCAL AGENCY PROGRAM PROJECTS

5.2.1 PURPOSE

This document describes the Materials Program requirements for projects constructed for the Florida Department of Transportation (Department) under the Local Agency Program (LAP).

5.2.2 AUTHORITY

Sections 20.23(4)(a), 334.004(7), 334.044(2), 334.044(10)(a), 334.048, and 334.048(3), Florida Statutes (F.S.)

5.2.3 SCOPE

Offices affected by this procedure include the State Materials Office (SMO), District Materials and Research Offices (DMROs) and District LAP Administrators.

5.2.4 REFERENCES

Federal Aid Policy Guide (FAPG), 23CFR, Subchapter G - Engineering and Traffic Operations, Part 637 - Construction Inspection and Approval, Subpart B - Quality Assurance Procedures for Construction, 637.207 - Quality Assurance program.

5.2.5 GENERAL INFORMATION

The following information is meant to clarify how the various LAP Projects are administered per **Chapter 19** of the **LAP Manual** (Reference No. 525-010-300).

For Class A and B projects, and the structural component(s) of Class C projects – Construction operations and materials incorporated in the project must be in compliance with the Florida Department of Transportation (**FDOT**) **Standard Specifications for Road and Bridge Construction** (including all modifications such as supplemental and special provisions).

Materials will be sampled, tested and inspected in accordance with the ***FDOT Standard Specifications***, using the ***Sampling Testing and Reporting Guide (STRG)*** as a guide and the ***FDOT Materials Manual, Topic No. 676-000-000***. Construction must also be administered in accordance with the ***FDOT Construction Project Administration Manual (CPAM), Topic No. 700-000-000***. The local agency will be responsible for all project level inspection, verification testing, and assuring that all data is entered into the ***FDOT Materials and Acceptance Certification (MAC)*** system.

For Class C (non-structural components) and Class D construction projects – Construction shall be administered in accordance with the specifications selected for use by the local agency and approved via LAP Certification. The local agency may elect to use the pre-approved ***FDOT LAP “Big 4”*** or any other local agency specifications approved by the FDOT. The pre-approved ***FDOT LAP “Big 4”*** can be found at Department’s web site. Data entry into the MAC system is not required, however, all material acceptance sampling and testing data must be documented and retained per federal and state requirements.

Project level inspection, verification testing, and data collection shall be performed accordingly.

See ***Appendix A*** for a summary of the responsibilities for materials management for on-system and off-system LAP projects.

5.2.6 DISTRICT MATERIALS RESPONSIBILITIES FOR LAP PROJECTS

5.2.6.1 CLASS A PROJECT: ON THE NATIONAL OR STATE HIGHWAY SYSTEM

At the completion of the project, the local agency will be responsible for certifying to the Department. The local agency must identify any exceptions to the certification.

DMRO involvement on these projects is no different than any other project on the State Highway System (SHS). The DMRO is expected to perform all activities as defined by the ***Specifications, STRG*** and the ***Materials Manual***. Similar to SHS projects that are federally funded, the DMRO will prepare the ***Final Project Materials Certification Letter (PMCL)*** for the project and forward it to the SMO for the Director, Office of Materials to sign based upon the following:

5.2.6.1.1 Final Materials Certification Statement

(A) Required Documents

DMROs must have access to the following documents to issue the **PMCL**:

- (1) Materials certification from the local agency.
- (2) All Quality Control (QC), Verification (V), Resolution and Independent Verification (IV) test reports for the project, as well as all applicable plans and **Specifications**.

(B) Material Acceptance

To determine if the material is acceptable and meets applicable standards, the following criteria must be followed:

- (1) Asphalt - There are no instances of Defective Material (as described in the **Specifications**).
- (2) Concrete - The "payment tests" pass.
- (3) Earthwork - The QC tests pass **and** are verified.
- (4) All Other Testing - The 'V' tests pass.

(C) Exceptions to the Certification

- (1) Materials

Material that does not meet the requirements of the **Specifications** and is left in place, regardless of payment, is considered an exception.

- (2) Minimum Testing Frequency

The Department has established minimum testing requirements in the **Specifications** or other Department approved documents. Material that is not tested or tested at a frequency not in conformance with the **Specifications**, and is left in place, is considered an exception.

- (3) Technicians, Laboratories and Production Facilities

Qualifications are defined under **FDOT Specifications, Section 105**.

Sampling and testing performed by an unqualified technician is considered an exception. This includes sampling and testing done by a qualified technician who is suspended.

Any laboratory that performs testing must be qualified and be included on the FDOT “Qualified Laboratory” List. Testing performed at an unqualified laboratory is an exception.

Production facilities that produce materials must be included on the “Producers with Accepted Quality Control Programs” List. Material produced by a production facility that was not on the List, and is left in place, is an exception.

(D) Preparing for the Certification

A review of the documents listed above should verify completeness and accuracy of the sampling and testing information.

Exceptions, as described above, must include enough information to define the problem and the steps taken to resolve the issue. The exception should contain the following information:

- (1) Description – What is the problem?
- (2) Location – Where is the problem?
- (3) Quantity – How much material is involved?
- (4) Resolution – What was done to fix the problem?
- (5) Concurrence – Who signed off on the acceptance?

(E) Final Project Material Certification Letter

Two certifications will be used to create the PMCL for the project. These will be issued by:

- (1) The local agency certifies that the results of the samples, tests and inspections of the materials-related items used in the acceptance program indicate that the materials were incorporated in the construction work. The local agency must also certify that the construction operations controlled by sampling and testing were in conformity with the approved plans and **Specifications**.

- (2) The DMRO will issue a PMCL that states the results of the samples, tests and inspections of the materials-related items used in the acceptance program were incorporated in the construction work. The DMRO must also specify that the construction operations controlled by sampling and testing were in conformity with the approved plans and **Specifications**. Once the District Materials and Research Engineer (DMRE) has signed the PMCL for the project, it should be forwarded to the SMO for the signature of the Director, Office of Materials (this process is automatic in MAC). Note: Electronic signatures are acceptable for the Letter.

The PMCL should be addressed to the appropriate District Construction Engineer (DCE) for all projects except for those contracts that are federally funded, in which case, it would be addressed to the Division Administrator of the Federal Highway Administration (FHWA). A notification of the posting/copies will be distributed to the FHWA, DCE, the District Final Estimates Manager and the LAP Coordinator (as appropriate).

5.2.6.2 CLASS B PROJECT: OFF THE NATIONAL OR STATE HIGHWAY SYSTEM WITH AN ESTIMATED CONSTRUCTION VALUE OF \$10 MILLION OR GREATER

At the completion of the project, the local agency will be responsible for certifying to the Department. The local agency must identify any exceptions to the certification. Data entry in the Department's materials database is required.

DMRO involvement on these projects with an estimated value of \$10 million or greater is no different than any other project on the SHS. The DMRO is expected to perform all activities as defined by the **Specifications, STRG** and the **Materials Manual**. As on typical SHS projects, the DMRO will issue the **PMCL** for the project and forward the letter to the SMO for the signature of the Director, Office of Materials.

5.2.6.3 CLASS C PROJECT: OFF THE NATIONAL OR STATE HIGHWAY SYSTEM AND CONTAINING A VEHICULAR BRIDGE OR PEDESTRIAN BRIDGE OVER A ROADWAY

A bridge is defined as having a length, measured along the center of the roadway, of more than 20 feet between the inside faces of end supports. A multi-span box culvert is considered a bridge, where the length between the extreme ends of the openings exceeds a span of 20 feet.

At the completion of the project, the local agency will be responsible for certifying to the Department. The local agency must identify any exceptions to the certification. Data entry in MAC is required for the bridge work and multi-span box culverts. DMRO involvement on the bridges and multi-span box culverts portion of these projects is no different than any other project on the SHS. They are expected to perform all activities as defined by the **Specifications, STRG** and the **Materials Manual**. As on a typical SHS project, the DMRO will issue the **PMCL** for the bridge work and the multi-span box culverts.

All remaining work (outside the bridge and multi-span box culvert) is to be handled using the Local Agency's approved material testing processes. Data entry for this work into MAC is not required, however, the acceptance is to be included in the certification to the Department as noted above.

5.2.6.4 CLASS D PROJECT: ALL REMAINING PROJECTS CONSTRUCTED OFF THE NATIONAL OR STATE HIGHWAY SYSTEM

Class D projects include pedestrian bridges not over a roadway, bridges on multi-use paths not over a roadway, and box culverts that do not meet the definition of a bridge (less than 20 feet in length).

At the completion of the project, the local agency will issue the **PMCL**. The local agency must identify any exceptions to the certification. On these projects, data entry in MAC is not required.

5.2.7 OVERSIGHT

In order to determine the accuracy of the Materials Certifications, the DMRO in conjunction with the District LAP Administrators will perform Materials Quality Assurance Reviews (QAR) on Local Agencies when they are evaluated for recertification, as described in 23.6.3 of the **LAP Manual**.

The DMRO will review the Local Agency's materials quality assurance programs in conjunction with a Local Agency's LAP Certification for Class C, non-structural components, and Class D projects (Class A, B, and C, with structural component(s), projects are already reviewed by the DMRO while producing the PMCL). The Materials QAR should focus on the process that the Local Agency is using to certify materials on LAP projects and may include a limited review of project data used for the Materials Certification.

A checklist to aid in the QARs can be found on the LAP Website.

5.2.8 TRAINING

None required.

5.2.9 FORMS

None required.

APPENDIX A

SUMMARY OF RESPONSIBILITIES FOR MATERIALS MANAGEMENT FOR ON-SYSTEM AND OFF-SYSTEM LOCAL AGENCY PROJECTS

	What type of Oversight?		What Specs to Use?		Who issues the Letter?					Who gets the Letter?			Who enters data in LIMS?		Additional responsibility by the DMO QAR of selected LAs at frequency such that all Agencies who are actively performing projects are reviewed at least 1 per 3 years.	
	Federal Money		No Federal Money	FDOT Specs	LAP Specs or any FDOT approved Specs	LA issues Cert statement	LA issues project Cert letter	District Materials issues final project Cert letter	DMRE signs Cert Letter	SMO signs Cert letter	FHWA Division Administrator	FDOT DCE or Operations Engineer	District LAP Administrator	LA		N/A
	Full-Oversight	Non Full-Oversight														
Class A - On System	X			X		X		X		X	X		X	X		
		X		X		X		X	X	X		X	X	X		
			X	X		X		X	X			X	X	X		
Class B* - Off System: Projects with Construction value of \$10M (all work)		X		X		X		X	X	X		X	X	X		
			X	X		X		X	X			X	X	X		
Class C* - Off System: Bridge and multi-span Box Culvert elements (with a length of greater than 20 feet)		X		X		X		X	X	X		X	X	X		
			X	X		X		X	X			X	X	X		
Class C* - Off System: Work not related to Bridge or Box Culvert elements		X			X	X	X						X		X	
			X		X	X	X						X		X	
Class D* - Off System: All other projects		X			X	X	X						X		X	
			X		X	X	X						X		X	

* There should not be any Full-Oversight Off-System Projects

Updated 08/20/2018