



Florida Department of TRANSPORTATION



MC Review/MAR for District Construction Engineers (DCEs)

October 29, 2018

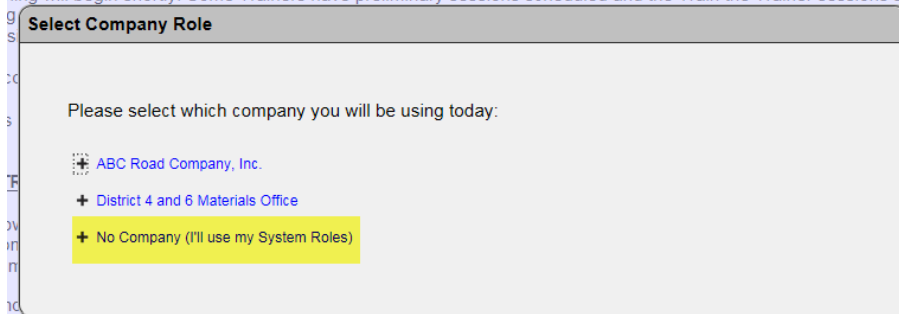


Contents

Chapter 1 – Searching for an MC Review	3
Chapter 2 – Making a MAR Recommendation	5
A. Making a Recommendation from the MC Review Findings List	5
B. Making a Recommendation from the Finding Detail.....	6
C. Making a Recommendation from the Pending Recommendation/Resolutions Menu Option	8
Chapter 3 – Making a MAR Resolution.....	10
A. Making a Resolution from the MC Review	10
B. Making a Resolution from the Issue	11
C. Making a Resolution from the Pending Recommendation/Resolutions Menu Option	12
Chapter 4 – Straightedge Deficiencies	13

Chapter 1 – Searching for an MC Review

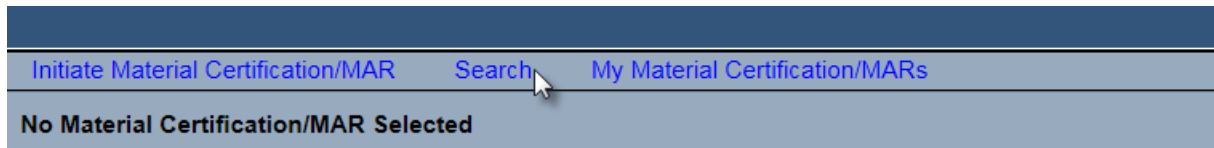
NOTE: Most DCEs will not have company roles. If you have company roles and system roles, you will see the Select Company Role dialog box when you log into MAC. If you only have system roles, you will not see a Select Company Role dialog box.



1. Select the “No Company (I’ll use my System Roles) option.



2. Select the Materials Certifications/MAR menu option.
3. Select the Materials Certifications/MAR option on the submenu.



No Material Certification/MAR has been selected. Please select one from the Search List.

4. Select the Search option.

A Search sub screen will appear.

Use the filter options to narrow the search down.

5. Enter the managing district.
6. If you know the contract id, enter it to narrow the search down to one entry.
7. Select the search option to generate the search.

The search results will appear at the bottom of the search subscreen.

Project	Contract	District	Status
1 227775-1-56-01	E4N82: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]	District 4	C
2 229812-3-52-01	T4222: CRS CONTRACTS [PAVEX CORPORATION]	District 4	C
3 415316-1-52-01	T4216: CRS CONTRACTS [RANGER CONSTRUCTION INDUSTRIES]	District 4	C
4 421707-2-52-01	E4N84: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]	District 4	C
5 424674-1-52-01	T4344: CRS CONTRACTS [RANGER CONSTRUCTION INDUSTRIES]	District 4	C
6 428009-1-52-01	E4Q32: DESIGN-BUILD CONTRACTS [THE DE MOYA GROUP INC.]	District 4	C
7 429785-1-52-01	E4P04: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]	District 4	C
8 432704-1-52-01	E4P38: DESIGN-BUILD CONTRACTS [RANGER CONSTRUCTION INDUSTRIES]	District 4	C
9 432706-1-52-01	E4P38: DESIGN-BUILD CONTRACTS [RANGER CONSTRUCTION INDUSTRIES]	District 4	C

8. Click anywhere on the row to navigate to the specific MC Review.

You will be navigated to the MC Review for that entry.

Material Certification/MAR 421707-2-52-01 Go To Material Certification/MAR

[Check Out](#) [Delete](#)

Project: 421707-2-52-01: SR 93/1-75 ML SYSTEM FROM NW 170 STREET TO S OF HEFT INTERCHANGE Managing District: District 4 Status: Checked In

Contract: E4N84: DESIGN-BUILD CONTRACTS [COMMUNITY ASPHALT CORP.]

Other Projects on this Contract:

- 421707-3-52-01: SR-93/1-75 ML SYSTEM FR MIAMI-DADE/BROWARD CL TO S. OF MIRAMAR PARKWAY
- 421707-8-52-01: SR 93/1-75 ML SYSTEM FR S. OF HEFT INTCH. TO MIAMI/DADE COUNTYLINE

In Final Review: No

Findings [4] Click to Collapse

Excluded [0] MC Resolved [0] Promoted to MAR [1] MAR Resolved [0] Open [0] Responded [1] Return for Response Clarification [0] Submitted [2]

Finding	Description	Created By	Comparison Package	Sample	Sample Test	Status	Status Date	Recommendation	Resolution	Related Findings	
1342	Required resolution for 57 [1600014007 QC-VT] not performed	System	57 [1600014007 QC-VT]	1600014007 QC		Responded	7/26/2016				View Details
1343	Comparison is required by the MAC Spec for Sample 1600014005 but was not performed	System		1600014005 QC		Submitted	7/26/2016				View Details
1344	Comparison is required by the MAC Spec for Sample 1600014006 but was not performed	System		1600014006 QC		Promoted to MAR	8/23/2016	EAR			View Details Set F

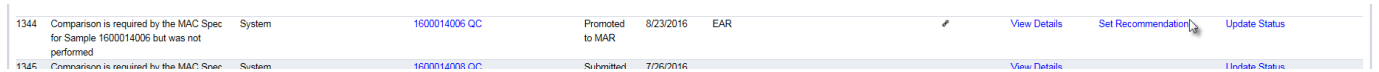
Chapter 2 – Making a MAR Recommendation

The DCE can make a recommendation when:

1. The PA has submitted a response to the finding
2. The PMU MC Reviewer has promoted the issue to MAR
3. The PA has selected his recommendation
4. The DMRE has selected his recommendation

There are 3 different ways to navigate to recommendations.

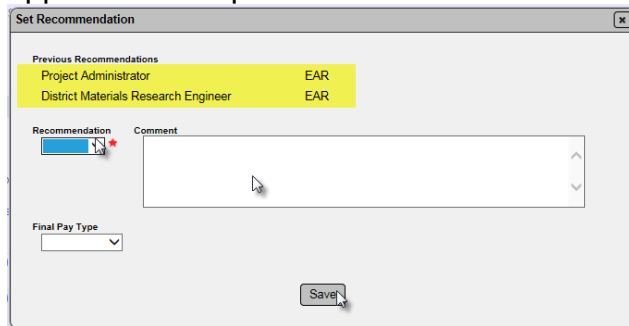
A. Making a Recommendation from the MC Review Findings List



1344	Comparison is required by the MAC Spec for Sample 1600014006 but was not performed	System	1600014006 QC	Promoted to MAR	8/23/2016	EAR	View Details	Set Recommendation	Update Status
1345	Comparison is required by the MAC Spec	System	1600014008 QC	Submitted	7/26/2016		View Details		Locate Status

1. From the MC Review findings list, click on the Set Recommendation option on the issue row. This option will not allow for review of the issue details such as PA's response, comments, location information and documents attached.

The Set Recommendation dialog box will appear. The PA and DMRE's recommendations will appear at the top of the box.



Set Recommendation

Previous Recommendations

- Project Administrator EAR
- District Materials Research Engineer EAR

Recommendation: [Dropdown]

Comment: [Text Area]

Final Pay Type: [Dropdown]

Save

2. Select from the drop down: EAR, No EAR, or No EAR – Delineation (for materials that allow delineation).
3. Make any comments as needed.
4. Select Save to set the recommendation.

If the DMRE and DCE don't concur, the Director, Office of Construction may need to make a recommendation. The system will identify when the Director's recommendation is needed.



Findings [4]

[Return to List](#)

Finding Type	Description	Comparison Package	Sample	FDOT Sample Number	Status
System Generated	Required resolution for 57 [1600014007 QC-VT] not performed	57 [1600014007 QC-VT]	1600014007 QC	cc10003q	Promoted to MAR

Current Recommendation

Recommendation has not yet been made by Director Office of Construction

Pay Items

Sample Info

If the Director's recommendation is not required the Recommendation status will be:

Final Recommendation	Current Resolution
EAR by District Construction Engineer	Resolution has not yet been made by Project Administrator

NOTE: The Final Pay type show on all recommendations, but should be set by the PA. The DCE does not need to enter the final pay information.

NOTE: If you inadvertently select the wrong recommendation, notify the MC Reviewer. They will undo the Promote to MAR and the PA will need to resubmit the responses and reset his recommendation. The DMRE will need to reset his recommendation in order for the DCE to revise the recommendation.

B Making a Recommendation from the Finding Detail

To review the issue details and any documents attached to the detail:

1342	Required resolution for 57 [1600014007 QC-VT] not performed	System	57 [1600014007 QC-VT]	1600014007 QC	Promoted to MAR	8/23/2016	View Details	Set R
1343	Comparison is required by the MAR. Spec	System		1600014005 QC	Submitted	7/26/2016	View Details	Set R

1. Select the View Details option.

The details of the issue will appear.

Findings [4] [Click to Collapse](#)

[Return to List](#)

[Update](#) [Undo MAR](#) [Exclude](#) [Relate to Other Findings](#)

Finding Type	Description	Comparison Package	Sample	FDOT Sample Number	Status
System Generated	Required resolution for 57 [1600014007 QC-VT] not performed	57 [1600014007 QC-VT]	1600014007 QC	cc10003q	Promoted to MAR

Current Recommendation
Recommendation has not yet been made by Project Administrator

Pay Items

Sample Info [Click to Expand](#)

Responses [1] [Click to Expand](#)

Recommendations [1] [Click to Expand](#)

Resolutions [0] [Click to Expand](#)

Locations [0] [Click to Expand](#)

Documents [0] [Click to Expand](#)

Comments [0] [Click to Expand](#)

2. Click on any of the tabs to expand them to review the information about the issue. For example, click on the sample Info tab to review the sample and test data.

Documents [1]

Name	Description
1 EAR FOR TRAINING.pdf	View Document

Showing 1 to 1 of 1

3. If you wish to review any attached documents, click on the Documents tab to expand it.
4. Click on the View Document option.

The document will download.



5. Click on the Open option.

The document will open in pdf format.

6. Click on the X on the top right corner of the window to close the document and return to the MC Review.

	Recommendation	Comment	Asphalt Sample	Final Pay (\$)	Final Pay (%)	
Project Administrator	EAR					
District Materials Research Engineer	EAR					
District Construction Engineer	Recommendation has not yet been made					Set Recommendation

7. To make the recommendations, click on the Recommendations tab to expand it.

8. Click on the Set Recommendation option on the District Construction Engineer row.

The Set Recommendation dialog box will appear. The PA's and DMRE's recommendation will appear at the top of the box.

Set Recommendation

Previous Recommendations

Project Administrator	EAR
District Materials Research Engineer	EAR

Recommendation: [Dropdown]

Comment: [Text Area]

Final Pay Type: [Dropdown]

Save

9. Select from the drop down: EAR, No EAR, or No EAR – Delineation (for materials that allow delineation).

10. Make any comments as needed.

11. Select Save to set the recommendation.

NOTE: The Final Pay type show on all recommendations, but should be set by the PA. The DCE does not need to enter the final pay information.

NOTE: If you inadvertently select the wrong recommendation, notify the MC Reviewer. They will undo the Promote to MAR and the PA will need to resubmit the responses and reset his recommendation and the DMRE will need to submit his recommendation in order for the DCE to revise the recommendation.

C. Making a Recommendation from the Pending Recommendation/Resolutions Menu Option



1. Select the Materials Certification/MAR menu option.
2. Select the Pending Recommendations sub-menu option.

The pending recommendations and resolutions will appear.

Material Certification/MAR	Finding	Sample	Sample Test	Recommendation	Resolution
1 220863-7-52-01	Other: DDM for 10/19/16	1600016741 IV	Asphalt Volumetrics	No EAR [Final]	Leave in Place Set Resolution
2 430656-1-52-01	Other: Non-standard Material 1600000284 STD. Spec. 334 Sample Level: IV Asphaltic Concrete, Structural; Type SP-12.5C Mix Design No. SPM 13-11310B IV Low Air Voids failure: The following IV sample failed to meet the Master Production Range (MPR) as required by specifications. Failing results were as follows: Sample Lot/Sub Target Result 2C0011 1/1 2.30 to 6.0 % (Air Voids) 0.91% 2C0011 1/1 5.30% +/- 0.55% (AC) 5.96% 2C0011 1/1 5.30% +/- 1.50% (-200 sieve) 6.97% Location: Station GPS Lane 1202+50 29.186667N, -82.205361 L2 To 1222+00 29.186361N, -82.19925 L2 Delineation testing was performed and it was recommended to leave in place all the questionable material. The EAR testing showed satisfactory results on in place air voids, asphalt content, and gradation at all tested locations, which reduces the potential for rutting due to low laboratory air voids. The District Bituminous Engineer, the District Materials and Research Engineer and the District Construction Engineer concurred. This action was documented on a Disposition of Defective Material form and scanned into CDMS as Doc. # 1117996. Quantity: 266 Tons			No EAR	Set Recommendation
3 430784-1-52-01	Sample Data Issues: Manual Finding 1# QC Density Log books are missing two field test for pipe installation, lifts 1/1 on 9/19/16 and 10/12/16. This pipe requires only one 6 inch lift of embankment per EOR recommendations due to thickness of asphalt (16"). The logbook shows tests plotted for only one side of the first lift of embankment per date. QC Tech misinterpreted the 125-8.1 spec. This issue has been corrected with the QC and sufficient tests were recorded but not recorded properly.			No EAR	Set Recommendation

3. To set the recommendation on a listed issue, select the Set Recommendation option. This option will not allow for review of the issue details such as PA's response, comments, location information and documents attached.

The Set Recommendation dialog box will appear. The PA's and DMRE's recommendation will appear at the top of the box.

The 'Set Recommendation' dialog box contains the following elements:

- Previous Recommendations:** A list showing 'Project Administrator' with 'EAR' and 'District Materials Research Engineer' with 'EAR'.
- Recommendation:** A dropdown menu currently showing 'EAR'.
- Comment:** A large text area for entering a comment.
- Final Pay Type:** A dropdown menu.
- Save:** A button at the bottom right.

4. Select from the drop down: EAR, No EAR, or No EAR – Delineation (for materials that allow delineation).
5. Make any comments as needed.
6. Select Save to set the recommendation.

NOTE: The Final Pay type show on all recommendations, but should be set by the PA. The DCE does not need to enter the final pay information.

NOTE: If you inadvertently select the wrong recommendation, notify the MC Reviewer. They will undo the Promote to MAR and the PA will need to resubmit the responses and reset his recommendation and the DMRE will need to submit his recommendation in order for the DCE to revise the recommendation.

Chapter 3 – Making a MAR Resolution

The DCE can make a resolution when:

1. All recommendations are selected
2. The PA selects his final resolution
3. The DMRE selects his final resolution

A. Making a Resolution from the MC Review

Finding	Description	Created By	Comparison Package	Sample	Sample Test	Status	Status Date	Recommendation	Resolution	Related Findings
1342	Required resolution for 57 [1600014007 QC-VT] not performed	System	57 [1600014007 QC-VT]	1600014007 QC		Promoted to MAR	8/23/2016	EAR [Final]	Complete Removal of Material	View Details Set Resolution Update Status

1. On the MC Review, click on the Set Resolution option on the issue.

The Set Resolution dialog box will appear. The PA and DMRE's resolutions will appear at the top of the box.

Set Resolution

Previous Resolutions

Project Administrator	Complete Removal of Material
District Materials Research Engineer	Complete Removal of Material

Resolution **Comment**

2. Select from the drop down: Complete Removal of Material, Leave in Place, or Partial Removal of Material.
3. Make any comments as needed.
4. Select Save to set the resolution.

NOTE: If the DMRE and DCE do not concur on the final resolution, it must be designated by the Director, Office of Construction.

NOTE: If you inadvertently select the wrong resolution, notify the MC Reviewer. They will undo the Promote to MAR which will take the MAR issue back to Promote to MAR and all steps will need to be repeated.

B Making a Resolution from the Issue

To review the issue details and any documents attached to the detail:

1342	Required resolution for 57 [1600014007 QC-VT] not performed	System	57 [1600014007 QC-VT]	1600014007 QC	Promoted to MAR	8/23/2016	View Details	Set R
1343	Comparison is required by the MAC. Spec	System		1600014005 QC	Submitted	7/26/2016	View Details	Set R

1. Select the View Details option.

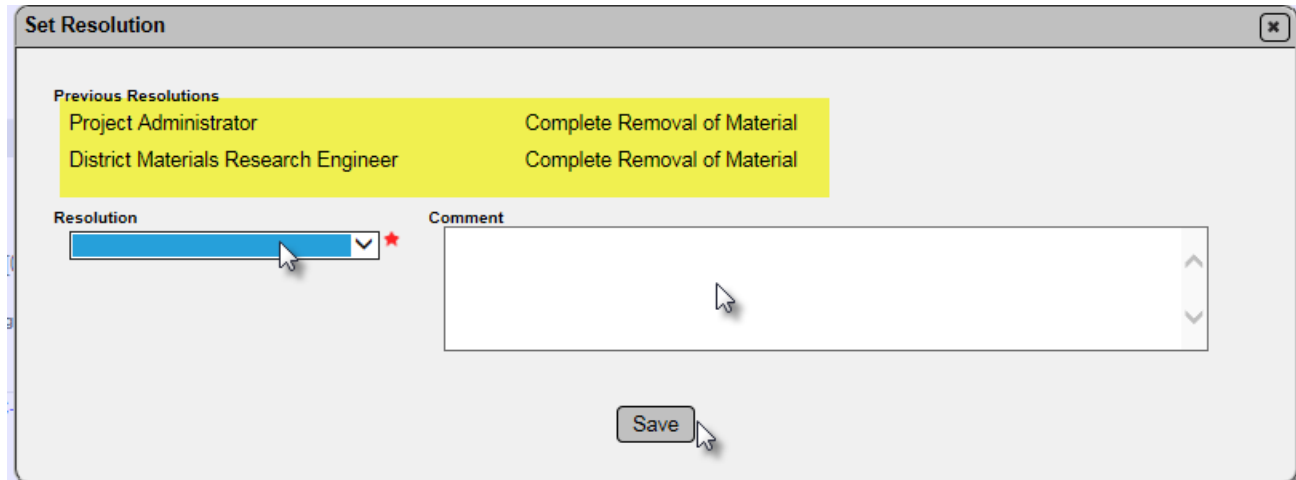
The details of the issue will appear.

Resolutions [3]		
	Resolution	Comment
Project Administrator	Complete Removal of Material	Set Resolution
District Materials Research Engineer	Complete Removal of Material	Set Resolution
District Construction Engineer	Resolution has not yet been made	Set Resolution

2. Click on the Resolution tab to expand it.

3. Click on the Set Resolution option on the District Construction Engineer row.

The Set Resolution dialog box will appear. The PA and DMRE's resolutions will appear at the top of the box.



The dialog box titled "Set Resolution" contains a section for "Previous Resolutions" with a yellow background, listing "Project Administrator" and "District Materials Research Engineer" with their respective resolutions. Below this is a "Resolution" dropdown menu with a red star icon and a "Comment" text area. A "Save" button is located at the bottom.

4. Select from the drop down: Complete Removal of Material, Leave in Place, or Partial Removal of Material.

5. Make any comments as needed.

6. Select Save to set the resolution.

NOTE: If the DMRE and DCE do not concur on the final resolution, it must be designated by the Director, Office of Construction.

NOTE: If you inadvertently select the wrong resolution, notify the MC Reviewer. They will undo the Promote to MAR which will take the MAR issue back to Promote to MAR and all steps will need to be repeated.

C. Making a Resolution from the Pending Recommendation/Resolutions Menu Option



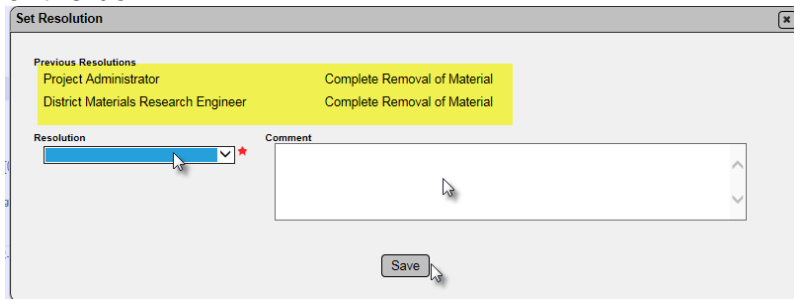
1. Select the Materials Certification/MAR menu option.
2. Select the Pending Recommendations sub-menu option.

The pending recommendations and resolutions will appear.

Material Certification/MAR	Finding	Sample	Sample Test	Recommendation	Resolution
1 220683-7-52-01	Other: DDM for 10/19/16	1600016741 IV	Asphalt Volumetrics	No EAR [Final]	Leave in Place Set Resolution
2 430656-1-52-01	Other: Non-standard Material 1600000284 STD. Spec. 334 Sample Level: IV Asphaltic Concrete, Structural, Type SP-12.5C Mix Design No. SPM 13-11310B IV Low Air Voids failure: The following IV sample failed to meet the Master Production Range (MPR) as required by specifications. Failing results were as follows: Sample Lot/Sub Target Result 2C0011 1/1 2.30 to 6.0 % (Air Voids) 0.91% 2C0011 1/1 5.30% +/- 0.55% (AC) 5.96% 2C0011 1/1 5.30% +/- 1.50% (-200 sieve) 6.97% Location: Station GPS Lane 1202+50 29.186667N, -82.205361 L2 To 1222+00 29.186361N, -82.19925 L2 Delineation testing was performed and it was recommended to leave in place all the questionable material. The EAR testing showed satisfactory results on in place air voids, asphalt content, and gradation at all tested locations, which reduces the potential for rutting due to low laboratory air voids. The District Bituminous Engineer, the District Materials and Research Engineer and the District Construction Engineer concurred. This action was documented on a Disposition of Defective Material form and scanned into CDMS as Doc. # 1117996. Quantity: 266 Tons			No EAR	Set Recommendation
3 430784-1-52-01	Sample Data Issues: Manual Finding 1# QC Density Log books are missing two field test for pipe installation, lifts 1/1 on 9/19/16 and 10/12/16. This pipe requires only one 6 inch lift of embankment per EOR recommendations due to thickness of asphalt (16"). The logbook shows tests plotted for only one side of the first lift of embankment per date. QC Tech misinterpreted the 125-8.1 spec. This issue has been corrected with the QC and sufficient tests were recorded but not recorded properly.			No EAR	Set Recommendation

3. To set the resolution on a listed issue, select the Set Resolution option.

The Set Resolution dialog box will appear. The PA and DMRE's resolutions will appear at the top of the box.



4. Select from the drop down: Complete Removal of Material, Leave in Place, or Partial Removal of Material.
5. Make any comments as needed.
6. Select Save to set the resolution.

NOTE: If the DMRE and DCE do not concur on the final resolution, it must be designated by the Director, Office of Construction.

NOTE: If you inadvertently select the wrong resolution, notify the MC Reviewer. They will undo the Promote to MAR which will take the MAR issue back to Promote to MAR and all steps will need to be repeated.

Chapter 4 – Straightedge Deficiencies

If straightedge samples have deficiencies indicated:

Finding Type	Description	Sample	FDOT Sample Number	Sample Package Test
System Generated	Sample 1600019968 has failed straightedge test	1600019968 QC	1	FM 5-509 Smoothness by 1

Current Recommendation

Recommendation has not yet been made by Resident Engineer

The MAR process for straightedge deficiencies follows the Construction Project Administration Manual (CPAM) Chapter 11. The users and steps are slightly different.

The screenshot shows a 'Set Recommendation' dialog box with the following elements:

- Previous Recommendations:**
 - Resident Engineer: Leave in Place No Payment
 - District Bituminous Engineer: Remove and Replace
- Recommendation:** A list box containing:
 - Leave in Place Full Payment
 - Leave in Place No Payment
 - Leave in Place Reduced Payment
 - Remove and Replace
- Comment:** A text area for entering a comment.
- Final Pay Type:** A dropdown menu.
- Save:** A button to save the recommendation.

The recommendation options for straightedge deficiencies are:

- Leave in Place Full Payment
- Leave in Place No Payment
- Leave in Place Reduced Payment
- Remove and Replace

The Resident Engineer, not the PA makes the initial recommendation.

The District Bituminous Engineer, not the DMRE, makes a recommendation to the DCE.

The DCE makes the recommendation. The DCE's recommendation is the final recommendation unless Leave in Place Full Payment or Reduced Payment is selected. Then the Director, Office of Construction must make the final recommendation.

For straightedge deficiencies, the recommendation becomes the final resolution and there are no options to set a resolution on the finding.

Recommendations [4]					
	Recommendation	Comment	Asphalt Sample	Final Pay (\$)	Final Pay (%)
Resident Engineer	Leave in Place Full Payment				Update Final Pay
District Bituminous Engineer	Leave in Place Full Payment				Update Final Pay
District Construction Engineer	Leave in Place Full Payment				Update Final Pay
Director Office of Construction	Leave in Place Full Payment				Update Final Pay

Resolutions [0]	
No results found	