



Florida Department of TRANSPORTATION



MC Review/MAR for District Construction Engineers (DCEs)

December 16, 2024

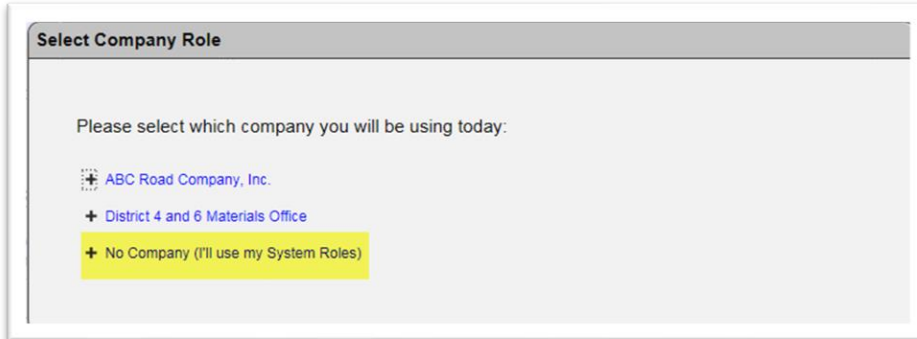


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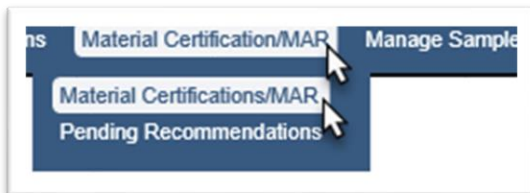
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Chapter 1 – Searching for an MC Review

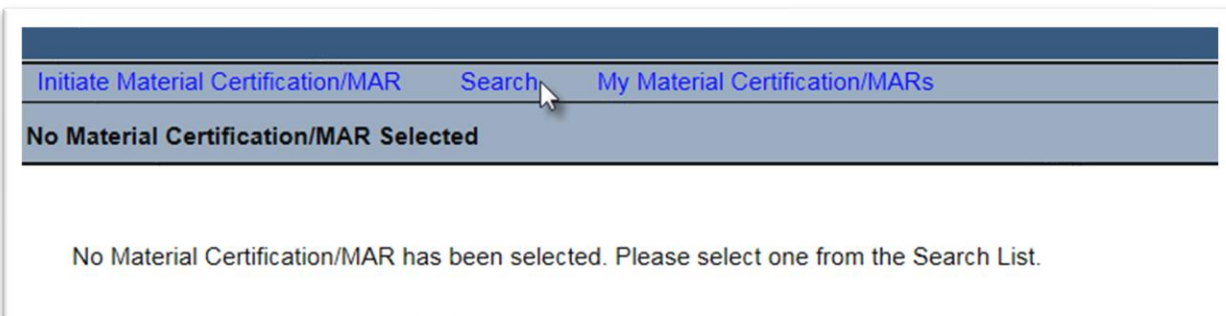
NOTE: The DCE role is a system role for the District Construction Engineer Material Acceptance Resolution (MAR) functions. If you have company roles and system roles, you will see the Select Company Role dialog box when you log into MAC.



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 submenu option.



4. Select the Search option.

A Search sub screen appears.

The screenshot shows a search sub-screen with the following elements:

- Filter Options** section containing:
 - Managing District Code:** A dropdown menu with "District 4" selected.
 - Contract:** A text input field with the placeholder "Type Contract Number/Description".
 - Finding Status:** A dropdown menu.
 - Recommendation:** A dropdown menu.
 - Resolution:** Three checkboxes: "Complete Removal of Material", "Leave in Place", and "Partial Removal of Material".
 - Final Review:** A dropdown menu.
 - PMCL Letter:** A dropdown menu.
- A green status bar indicating "Currently selected criteria will yield 9 results".
- Buttons for "Search" and "Clear Search" at the bottom right.

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 appears at the bottom of the search subscreen.

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

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 | Type Project Number to find Material Cert

[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	System		1600014006 QC		Promoted to MAR	8/23/2016	EAR			View Details Set F

Chapter 2 – Designating a MAR Recommendation

All MAR findings that are not asphalt pavement surface deficiencies are governed by the **Construction Project Administration Manual (CPAM) Section 5.8 Control of Materials**. For asphalt pavement surface deficiencies, see [Chapter 4 – Asphalt Pavement Surface Deficiencies](#).

The DCE can designate a MAR recommendation when:

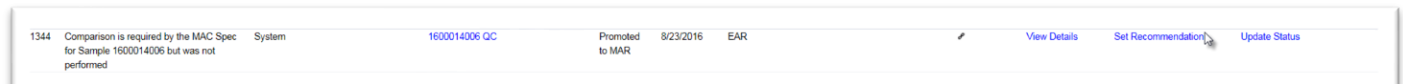
- The PMU MC Reviewer has promoted the issue to MAR
- The PA has selected their recommendation
- The DMRE has selected their recommendation

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 their recommendation. The DMRE will need to reset their recommendation in order for the DCE to revise 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.

There are 3 different ways to enter MAR recommendations; A) from the MC Review Findings list, B) from the MC Review Finding Details, and C) from the Pending Recommendations/Resolutions screen.

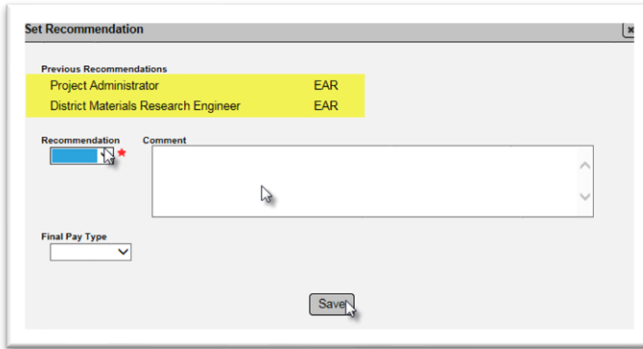
A. Designating a MAR Recommendation from the MC Review Findings List



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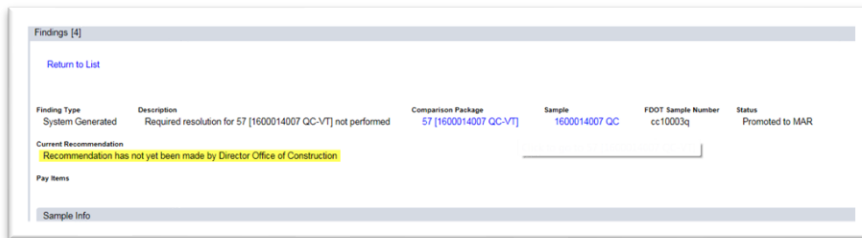
1. From the MC Review findings list, click on the Set Recommendation option on the issue row. This option will not allow for review of the issue details such as PA's response, comments, location information and documents.

The Set Recommendation dialog box appears with the PA and DMRE recommendations.



2. **Recommendation** – select a recommendation from the dropdown:
 - a. **EAR** – select this option if you wish to allow the Contractor to generate an Engineering Analysis Report (EAR)
 - b. **No EAR** – select this option if you do not wish to allow the Contractor to generate an Engineering Analysis Report (EAR) or you feel an EAR is not warranted.
 - c. **No EAR – Delineation** – select this option if the material allows for delineation, such as hot-mix asphalt and you agree with this as the recommended approach for the material disposition.
3. **Comments** – make any comments as desired.
4. Select the Save option 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.



If the Director's recommendation is not required the Recommendation status will be Resolution has not yet been made by the Project Administrator.



B. Designating a MAR Recommendation from the Finding Detail

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

1358571	226875 [2401517356 QC-VT] does not compare	System	226875 [2401517356 QC-VT]	2401517356 QC	Promoted to MAR	11/19/2024	No EAR [Awaiting District Construction Engineer]
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1. Click on the Finding number hotlink on the row of the finding you wish to view.

The findings details appear.

Findings [4] Click to Collapse

[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

Update Undo MAR Exclude Relate to Other Findings

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.

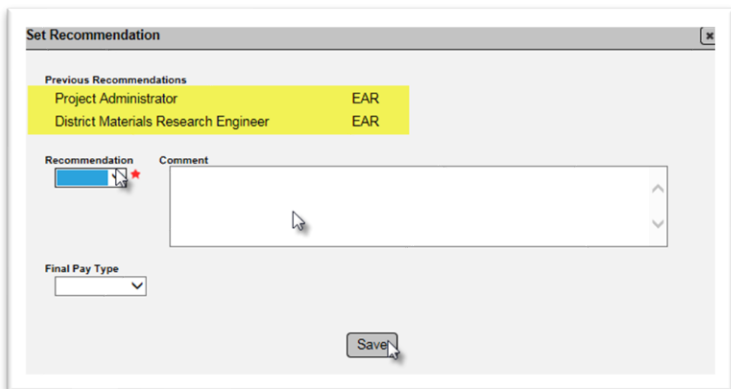
Recommendations [3]

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

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

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

The Set Recommendation dialog box appears with the PA and DMRE recommendations.



5. **Recommendation** – select a recommendation from the dropdown:
 - a. **EAR** – select this option if you wish to allow the Contractor to generate an Engineering Analysis Report (EAR)
 - b. **No EAR** – select this option if you do not wish to allow the Contractor to generate an Engineering Analysis Report (EAR) or you feel an EAR is not warranted.
 - c. **No EAR – Delineation** – select this option if the material allows for delineation, such as hot-mix asphalt and you agree with this as the recommended approach for the material disposition.
6. **Comments** – make any comments as desired.
7. Select the Save option to set the recommendation.

C. Designating a MAR Recommendation from Pending Recommendation/Resolutions



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

The pending recommendations and resolutions for DCEs appear.

pending recommendations/resolutions							
	Material Certification/MAR	Finding	Sample	Sample Test	Recommendation	Resolution	
1	220663-7-52-01	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	430794-1-52-01	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 appears with the PA and DMRE recommendations.

4. **Recommendation** – select a recommendation from the dropdown:
 - a. **EAR** – select this option if you wish to allow the Contractor to generate an Engineering Analysis Report (EAR)
 - b. **No EAR** – select this option if you do not wish to allow the Contractor to generate an Engineering Analysis Report (EAR) or you feel an EAR is not warranted.
 - c. **No EAR – Delineation** – select this option if the material allows for delineation, such as hot-mix asphalt and you agree with this as the recommended approach for the material disposition.
5. **Comments** – make any comments as desired.
6. Select the Save option to set the recommendation.

Chapter 3 – Designating a MAR Resolution

For findings that are governed by [CPAM Section 5.8 Control of Materials](#), a final recommendation for the material disposition must be made.

The DCE can designate a MAR resolution when:

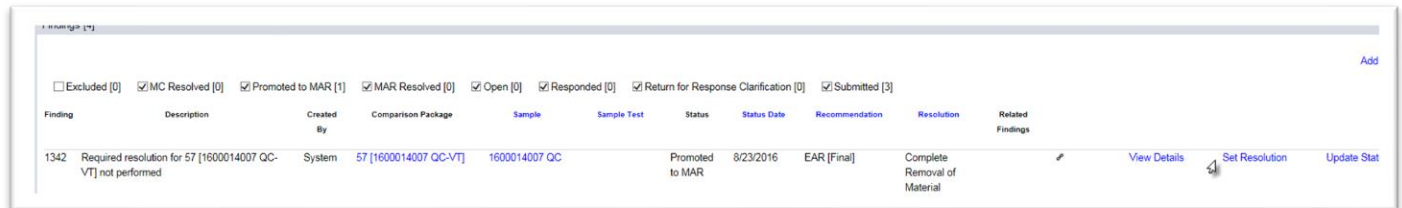
- All recommendations are selected
- The PA selects their final resolution
- The DMRE selects their final resolution

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.

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

There are 3 different ways to enter MAR resolutions; A) from the MC Review Findings list, B) from the MC Review Finding Details, and C) from the Pending Recommendations/Resolutions screen.

A. Designating a MAR Resolution from the MC Review Findings List

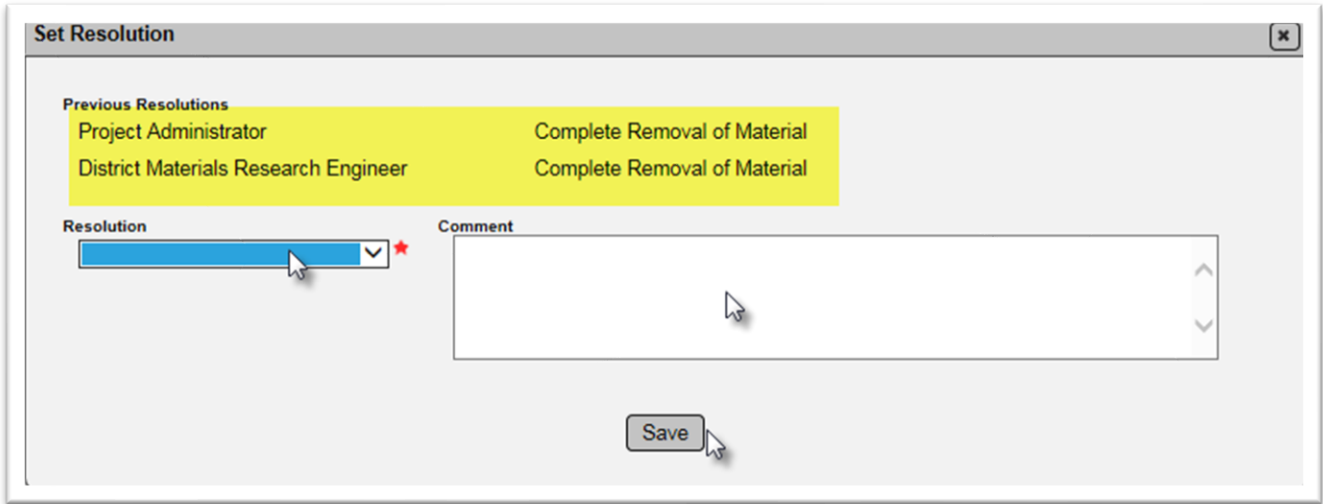


The screenshot shows a web application interface for managing findings. At the top, there are several filter checkboxes: Excluded [0], MC Resolved [0], Promoted to MAR [1], MAR Resolved [0], Open [0], Responded [0], Return for Response Clarification [0], and Submitted [3]. Below this is a table with columns: Finding, Description, Created By, Comparison Package, Sample, Sample Test, Status, Status Date, Recommendation, Resolution, and Related Findings. A single row is visible with the following data: Finding 1342, Description 'Required resolution for 57 [1600014007 QC-VT] not performed', Created By 'System', Comparison Package '57 [1600014007 QC-VT]', Sample '1600014007 QC', Status 'Promoted to MAR', Status Date '8/23/2016', Recommendation 'EAR [Final]', Resolution 'Complete Removal of Material', and Related Findings (empty). To the right of the row are three buttons: 'View Details', 'Set Resolution', and 'Update Stat'.

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	

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

The Set Resolution dialog box appears with the PA and DMRE resolutions.



2. **Resolution** – select from the dropdown
 - a. **Complete Removal of Material** – all material should be removed
 - b. **Leave in Place** – all material should be left in place
 - c. **Partial Removal of Material** – some of the material will be removed and some will be left in place
3. **Comments** – make any comments as desired.
4. Select the Save option to set the resolution.

B Designating a MAR Resolution from the Finding Detail

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



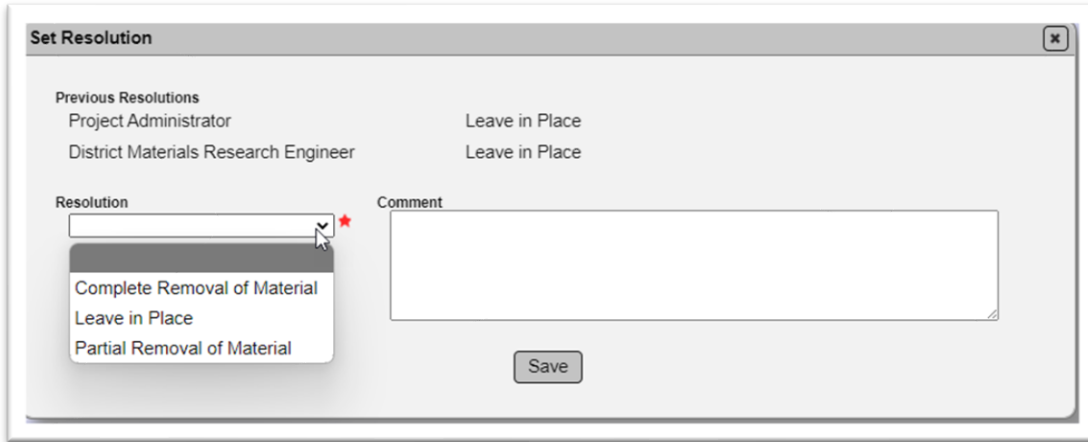
1. Click on the Finding number hotlink on the row of the finding you wish to view.

The issue details appears.



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 appears with the PA and DMRE resolutions.



4. **Resolution** – select from the dropdown
 - a. **Complete Removal of Material** – all material should be removed
 - b. **Leave in Place** – all material should be left in place
 - c. **Partial Removal of Material** – some of the material will be removed and some will be left in place
5. **Comments** – make any comments as desired.
6. Select the Save option to set the resolution.

C. Making a Resolution from the Pending Recommendation/Resolutions



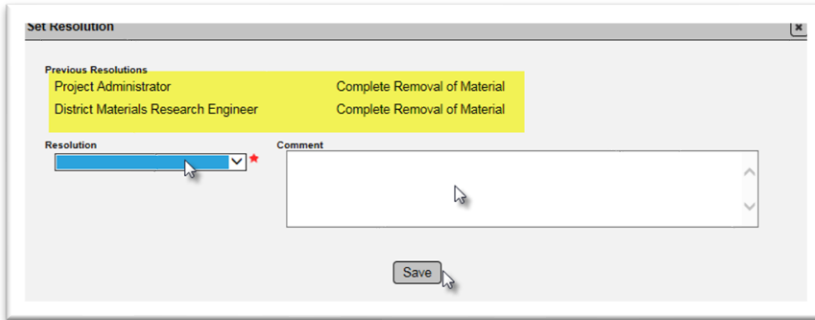
1. Select the Materials Certification/MAR menu option.
2. Select the Pending Recommendations submenu option.

The pending recommendations and resolutions for DCEs appear.

Material	Finding	Sample	Sample Test	Recommendation	Resolution
220663-7-52-01	Other: DDM for 10/19/16	1600016741 IV	Asphalt Volumetrics	No EAR [Final]	Leave in Place Set Resolution
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
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 appears with the PA and DMRE resolutions.



4. **Resolution** – select from the dropdown
 - a. **Complete Removal of Material** – all material should be removed
 - b. **Leave in Place** – all material should be left in place
 - c. **Partial Removal of Material** – some of the material will be removed and some will be left in place
5. **Comments** – make any comments as desired.
6. Select the Save option to set the resolution.

Chapter 4 – Asphalt Pavement Surface Deficiencies

Asphalt pavement surface deficiencies are processed in accordance with [CPAM Section 11.5 - Testing and Correcting Asphalt Pavement Surface Deficiencies](#).

The DCE can designate a MAR recommendation when:

- The PMU MC Reviewer has promoted the issue to MAR
- The PA has selected their recommendation and it is not Remove and Replace
- The Resident Engineer (RE) has selected their recommendation and it is not Remove and Replace
- The District Pavement Materials Manager (DBE) has selected their recommendation

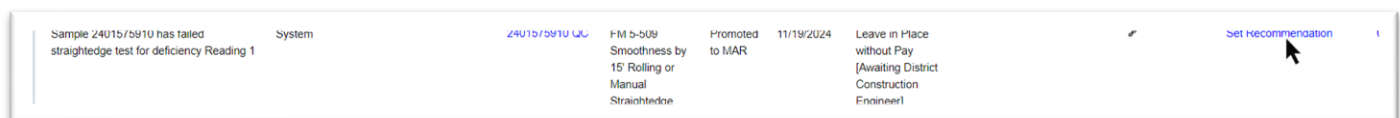
The Director, Office of Construction does not make a recommendation for asphalt pavement surface deficiencies. The DCE's recommendation is the final resolution. There is a Resolutions tab on surface tolerance findings, but it is always blank.

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 their recommendation. The DMRE will need to reset their recommendation in order for the DCE to revise 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.

There are 3 different ways to enter MAR recommendations; A) from the MC Review Findings list, B) from the MC Review Finding Details, and C) from the Pending Recommendations/Resolutions screen.

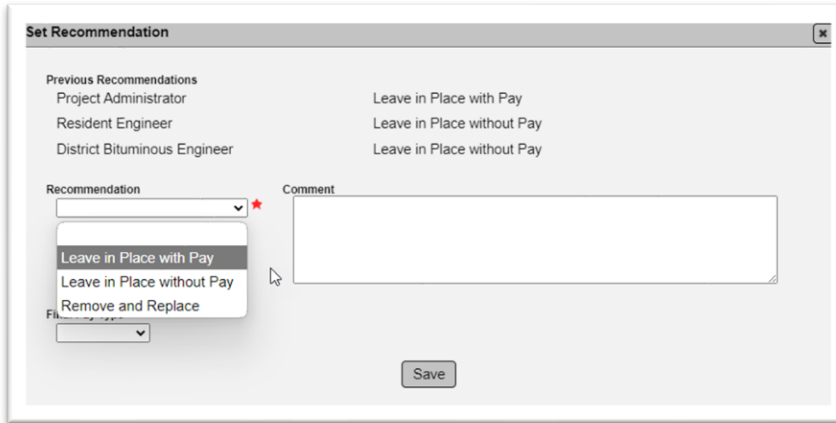
A. Designating a MAR Recommendation from the MC Review Findings List



Sample 24015/5910 has tailed straightedge test for deficiency Reading 1	System	24015/5910	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Promoted to MAR	11/19/2024	Leave in Place without Pay [Awaiting District Construction Engineer]	Set Recommendation
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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.

The Set Recommendation dialog box appears with the PA, RE and DBE recommendations.



2. **Recommendation** – select a recommendation from the dropdown:
 - a. **Leave in Place with Pay** – select this option if the deficiency will be left in place and payment (full or reduced) will be made to the Contractor. For example, the deficiency is caused by a manhole and the contract did not include payment to the Contractor to adjust the manholes.
 - b. **Leave in Place without Pay** – select this option if the deficiency will be left in place and no payment will be made to the Contractor.
 - c. **Remove and Replace** – select this option is the deficiency will be removed (such as by milling off a high), or replaced, such as the area was area is milled and repaved.
3. **Comment** – enter a comment, if desired.
4. Select the Save option to set the recommendation.

B. Designating a MAR Recommendation from the Finding Detail

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

1358578	Sample 2401575910 has failed straightedge test for deficiency Reading 1	System	2401575910 QC	Straightedge FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Promoted to MAR	11/19/2024	Leave in Place without Pay [Awaiting District Construction Engineer]	Set Recommendation
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1. Click on the Finding number hotlink on the row of the finding you wish to view.

The findings details appear.

[Return to List](#)

Finding	Finding Type	Description	Sample	FDOT Sample Number	Sample Package Test	Update	Undo MAR	Exclude	Relate to Other Findings		
1358578	System Generated	Sample 2401575910 has failed straightedge test for deficiency Reading 1	2401575910 QC	S037Q	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge						
Reading 1	Lanes	Width	Begin Deficiency Station	End Deficiency Station	Total Length	Deficiency Length	Measurement	High/Low	Comments	Latitude	Longitude
	R2	12	340+18	340+24	6	6	4/16	Low	It will be fixed before Friction		

Current Recommendation
Recommendation has not yet been made by District Construction Engineer

Pay Items

- Sample Info [Click to Expand](#)
- Responses [1] [Click to Expand](#)
- Recommendations [4] [Click to Expand](#)
- Resolutions [0] [Click to Expand](#)
- Locations [0] [Click to Expand](#)
- Documents [0] [Click to Expand](#)
- Comments [0] [Click to Expand](#)

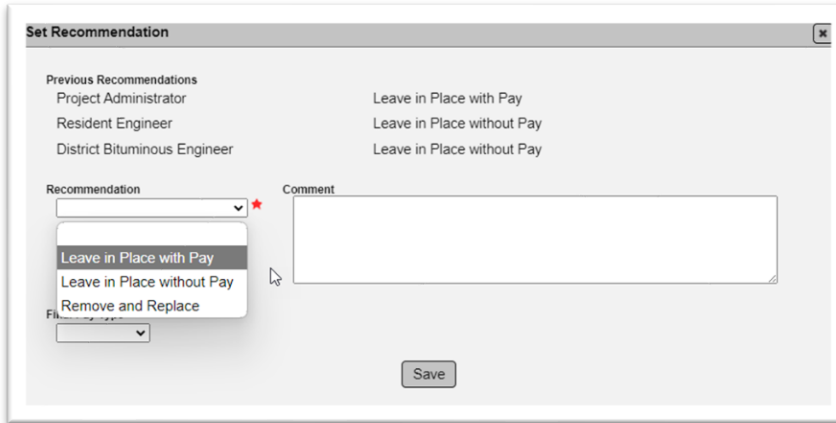
2. Click on any of the tabs to expand them to review the information about the issue. For example, click on the sample Info tab to review the sample and test data.

Recommendations [4]

	Recommendation	Made By	Comment	Asphalt Sample	Final Pay (\$)	Final Pay (%)
Project Administrator	Leave in Place with Pay	Susan Musselman				
Resident Engineer	Leave in Place without Pay	Susan Musselman				
District Bituminous Engineer	Leave in Place without Pay	Susan Musselman				
District Construction Engineer	Recommendation has not yet been made					Set Recommendation

- To make the recommendations, click on the Recommendations tab to expand it.
- Click on the Set Recommendation option on the District Construction Engineer row.

The Set Recommendation dialog box appears with the PA, RE, and DBE recommendations.



5. **Recommendation** – select a recommendation from the dropdown:
 - a. **Leave in Place with Pay** – select this option if the deficiency will be left in place and payment (full or reduced) will be made to the Contractor. For example, the deficiency is caused by a manhole and the contract did not include payment to the Contractor to adjust the manholes.
 - b. **Leave in Place without Pay** – select this option if the deficiency will be left in place and no payment will be made to the Contractor.
 - c. **Remove and Replace** – select this option is the deficiency will be removed (such as by milling off a high), or replaced, such as the area was area is milled and repaved.
6. **Comment** – enter a comment, if desired.
7. Select the Save option to set the recommendation.

C. Designating a MAR Recommendation from Pending Recommendation/Resolutions



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

The pending recommendations and resolutions for DCEs appear.

4	443936-1-52-01	Sample 2401517101 has a failing result on required Test Asphalt Volumetrics	2401517101 IV	Asphalt Volumetrics	No EAR - Delineation [Awaiting District Construction Engineer]		Set Recommendation
5	445351-1-52-01	Sample 2401530787 has failed straightedge test	2401530787 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Leave in Place without Pay [Awaiting District Construction Engineer]		Set Recommendation
6	448024-1-52-01	Sample 2401527243 has a failing result on required Test Asphalt Volumetrics	2401527243 IV	Asphalt Volumetrics	No EAR [Final]	Leave in Place [Awaiting District Construction Engineer]	Set Resolution
7	446973-1-52-01	Sample 2401524327 has a failing result on required Test ASTM C39 Compressive Strength	2401524327 VT	ASTM C39 Compressive Strength	EAR [Final]	Complete Removal of Material [Awaiting District Construction Engineer]	Set Resolution
8	447040-1-52-01	Sample 2401335203 has a failing result on required Test Application Evaluation	2401335203 VT	Application Evaluation	No EAR [Final]	Leave in Place [Awaiting District Construction Engineer]	Set Resolution

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 appears with the PA, RE, and DBE recommendations.

Set Recommendation

Previous Recommendations

Project Administrator	Leave in Place with Pay
Resident Engineer	Leave in Place without Pay
District Bituminous Engineer	Leave in Place without Pay

Recommendation *

- Leave in Place with Pay
- Leave in Place without Pay
- Remove and Replace

Comment

Save

4. **Recommendation** – select a recommendation from the dropdown:
 - a. **Leave in Place with Pay** – select this option if the deficiency will be left in place and payment (full or reduced) will be made to the Contractor. For example, the deficiency is caused by a manhole and the contract did not include payment to the Contractor to adjust the manholes.
 - b. **Leave in Place without Pay** – select this option if the deficiency will be left in place and no payment will be made to the Contractor.
 - c. **Remove and Replace** – select this option if the deficiency will be removed (such as by milling off a high), or replaced, such as the area was milled and repaved.
5. **Comment** – enter a comment, if desired.
6. Select the Save option to set the recommendation.