



Florida Department of TRANSPORTATION



MC Review/MAR for District Materials and Research Engineers (DMREs)

December 16, 2024

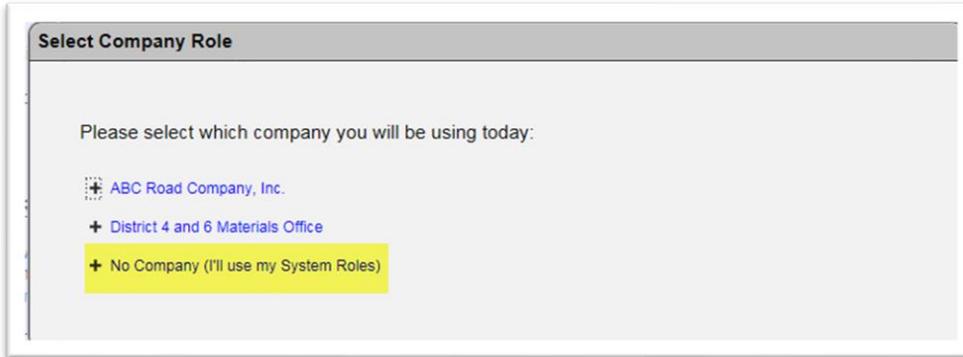


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Chapter 1 – Searching for an MC Review

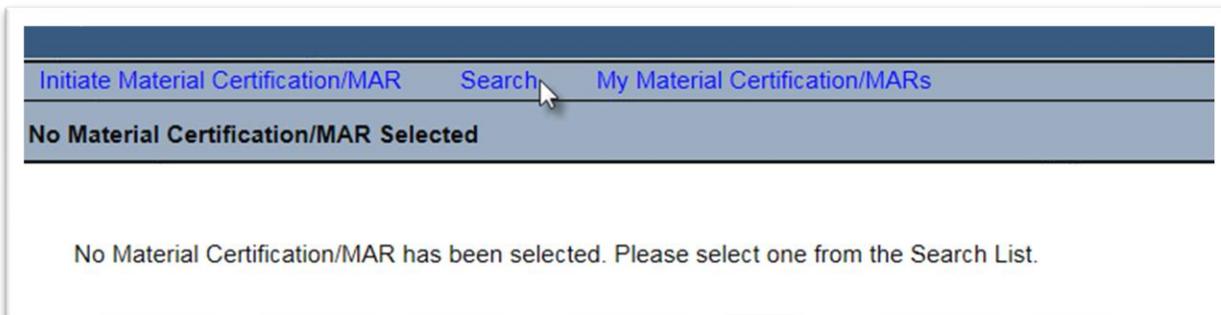
NOTE The DMRE role is a system role. If you have company roles and system roles, you will see the Select Company Role dialog box when you log into MAC.



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 subscreen 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.

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

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

Chapter 2 – Designating a MAR Recommendation

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

The DMRE can make a recommendation when:

- The PMU MC Reviewer has promoted the issue to MAR
- The PA has selected their recommendation of EAR, No EAR or No EAR – Delineation

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.

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 DMRE does not need to enter the final pay information.

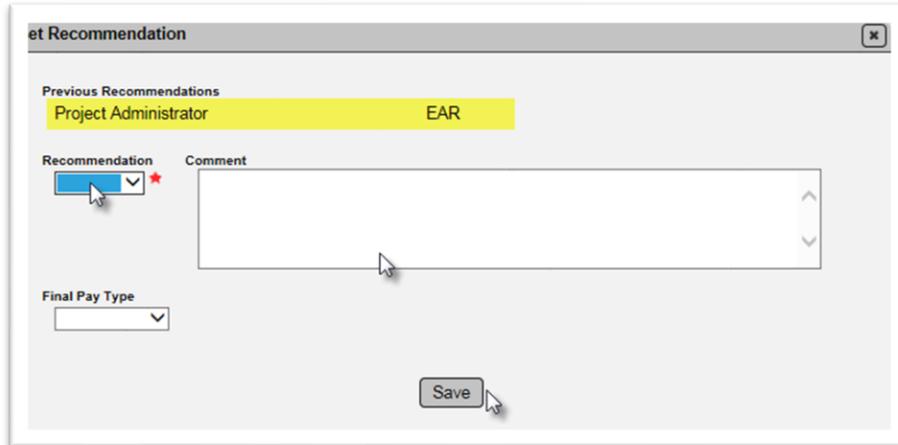
A. Designating a Recommendation from the MC Review Findings List



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 Materials Research 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 attached.

The Set Recommendation dialog box appears with the PA recommendation.



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 needed.
4. Select the Save option to set the recommendation.

B Designating a Recommendation 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 findings details 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

Play 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.

Responses [1]

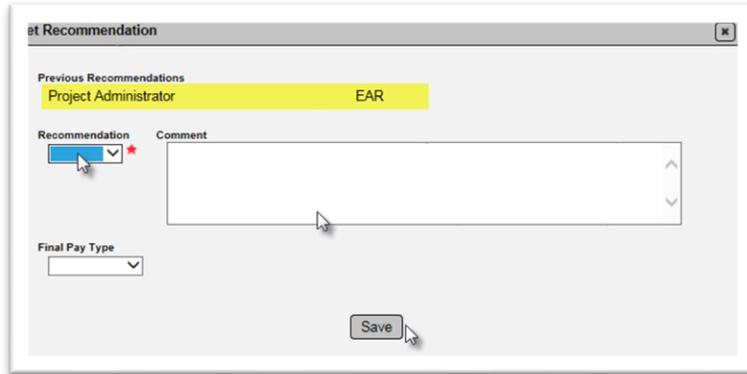
Recommendations [1]

Recommendations [2]

Recommendation	Made By	Comment	Asphalt Sample	Final Pay (\$)	Final Pay (%)
Project Administrator	No EAR	Susan Musselman			
District Materials Research Engineer	Recommendation has not yet been made				Set Recommendation

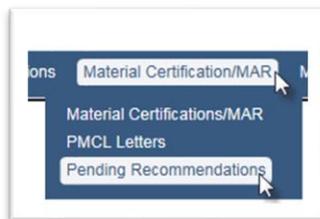
- To make the recommendations, click on the Recommendations tab to expand it.
- Click on the Set Recommendation option on the District Materials Research Engineer row.

The Set Recommendation dialog box appears with the PA recommendation.



9. **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.
10. **Comments** – make any comments as desired.
11. Select the Save option to set the recommendation.

C. Designating a Recommendation from Pending Recommendation/Resolutions



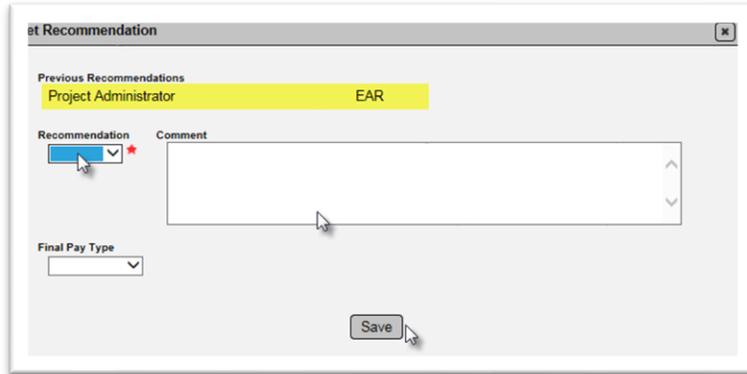
1. Select the Materials Certification/MAR menu option.
2. Select the Pending Recommendations submenu option.

The pending recommendations and resolutions for DMREs will appear.

ID	Parameters	Issue Description	Test/Spec	Parameters	Current Recommendation	Action
98	422904-2-52-01	Sample 2401530642 has a failing result on required Test AASHTO T 89 and AASHTO T 90 Liquid Plastic Limit	2401530642 VT	AASHTO T 89 and AASHTO T 90 Liquid Plastic Limit	No EAR [Awaiting District Materials Research Engineer]	Set Recommendation
99	422904-2-52-01	Sample 2401557845 has a failing result on required Test AASHTO T 89 and AASHTO T 90 Liquid Plastic Limit	2401557845 QC	AASHTO T 89 and AASHTO T 90 Liquid Plastic Limit	No EAR [Awaiting District Materials Research Engineer]	Set Recommendation
100	423126-1-52-01	Sample 2201002342 has a failing result on required Test ASTM C39 Compressive Strength	2201002342 QC	ASTM C39 Compressive Strength	No EAR [Awaiting District Materials Research Engineer]	Set Recommendation
101	423126-1-52-01	Sample 2201003258 has a failing result on required Test ASTM C39 Compressive Strength	2201003258 QC	ASTM C39 Compressive Strength	No EAR [Awaiting District Materials Research Engineer]	Set Recommendation
102	423126-1-52-01	Sample 2000711688 has a failing result on required Test ASTM C39 Compressive Strength	2000711688 QC	ASTM C39 Compressive Strength	EAR [Awaiting District Materials Research Engineer]	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 recommendation.



The screenshot shows a dialog box titled "Set Recommendation". At the top, under "Previous Recommendations", there is a yellow highlight on "Project Administrator" and "EAR". Below this, there is a "Recommendation" dropdown menu with a red asterisk, a "Comment" text area, and a "Final Pay Type" dropdown menu. A "Save" button is located at the bottom right.

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 DMRE can make a resolution when:

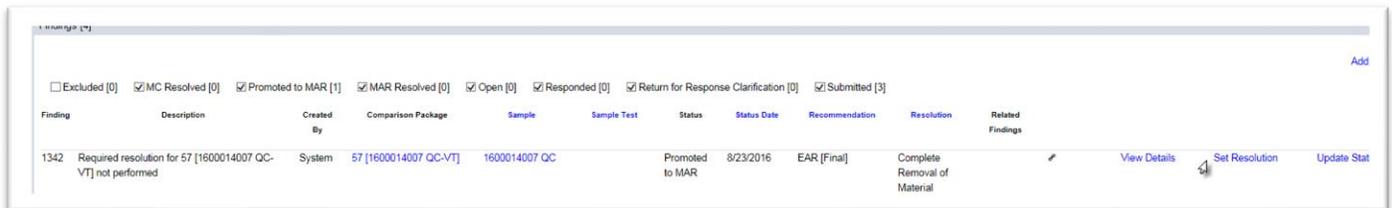
- All recommendations are designated
- The PA selects their final resolution

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

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.

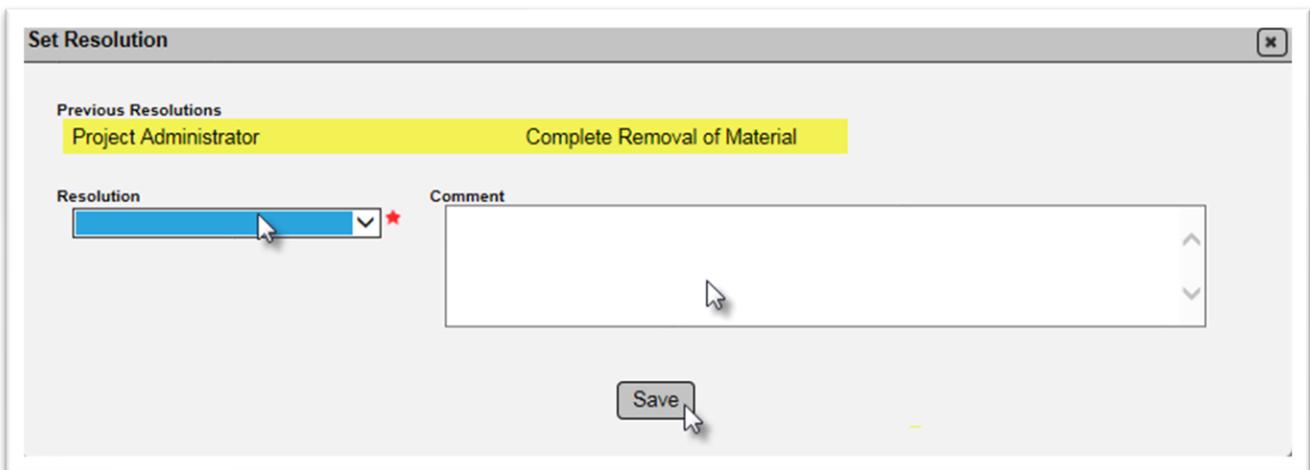
A. Making a Resolution from the MC Review Findings List



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 Stat

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

The Set Resolution dialog box appears with the PA resolution.



Set Resolution

Previous Resolutions
Project Administrator Complete Removal of Material

Resolution:

Comment:

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

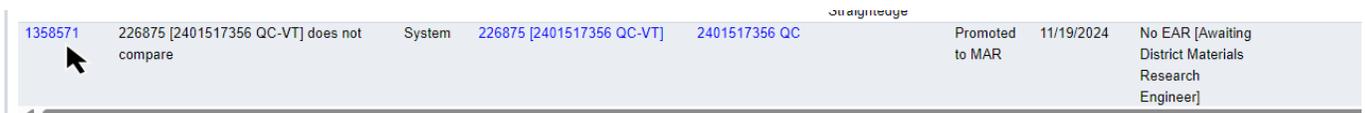
c. **Partial Removal of Material** – some of the material will be removed and some will be left in place

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:



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 Materials Research Engineer]
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1. Click on the Finding number hotlink on the row of the finding you wish to view.

The details of the issue will appear.

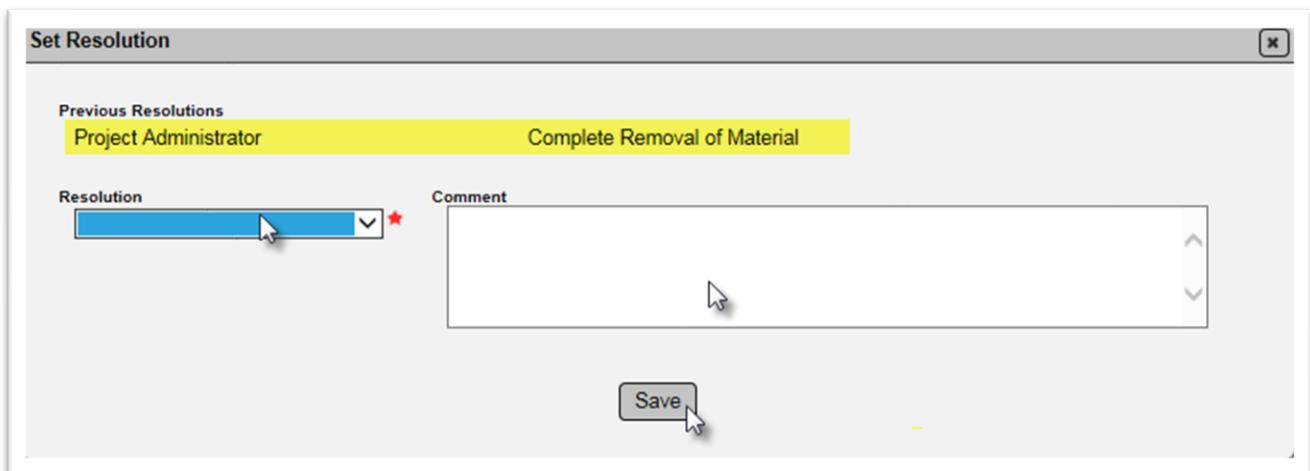


Resolution	Resolved By	Comment
Project Administrator	Complete Removal of Material	Susan Musselman
District Materials Research Engineer	Resolution has not yet been made	Set Resolution

2. Click on the Resolution tab to expand it.

3. Click on the Set Resolution option on the District Materials Research Engineer row.

The Set Resolution dialog box appears with the PA resolution.



Set Resolution

Previous Resolutions

Project Administrator	Complete Removal of Material
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Resolution: *

Comment:

Save

4. **Resolution** – select from the dropdown

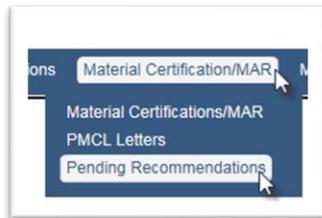
a. **Complete Removal of Material** – all material should be removed

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. Designating 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 the DMRE appears.

Material Certification/MAR	Finding	Sample	Sample Test	Recommendation	Resolution
220683-7-52-01	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 reported 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 resolution.

 A screenshot of a 'Set Resolution' dialog box. At the top, it says 'Previous Resolutions' and 'Project Administrator' is highlighted in yellow. Below that, 'Complete Removal of Material' is selected. There is a 'Resolution' dropdown menu with a blue bar and a red star icon. To the right is a 'Comment' text area. At the bottom, there is a 'Save' button.

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 District Materials Pavement Manager (formerly known as the District Bituminous Engineer or DBE) makes recommendations instead of the DMRE. Instructions are provided for the DBE's functions.

The DBE 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 Director, Office of Construction does not make a recommendation for surface tolerance 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 RE will need to reset their recommendation in order for the DBE to revise the recommendation.

NOTE: The Final Pay type show on all recommendations, but should be set by the PA. The DMRE 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.

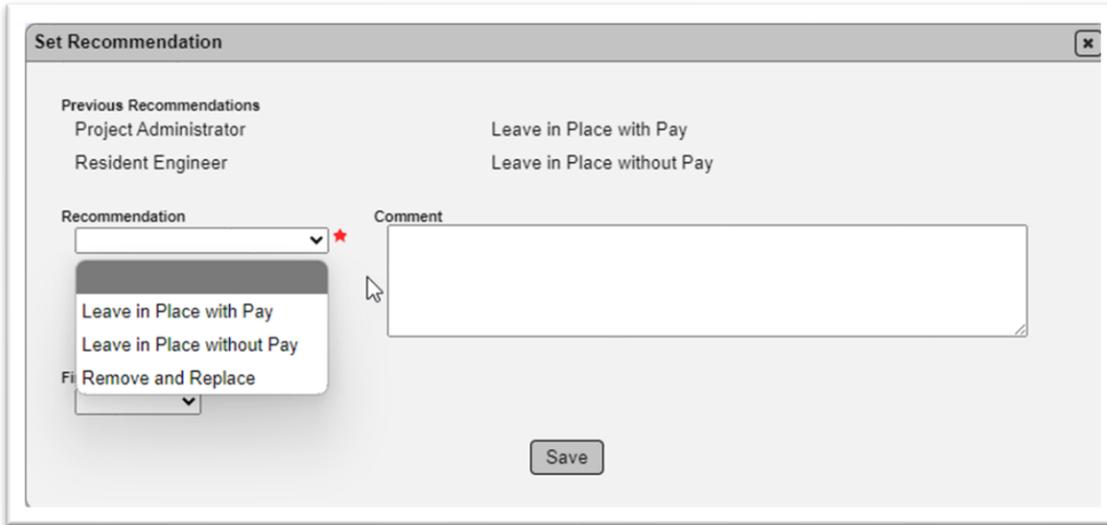
A. Designating a MAR Recommendation from the MC Review Findings List



Sample 2401575910 has failed straightedge test for deficiency Reading 1	System	2401575910 QC	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	Uf
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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 RE 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. **Comments** – make any comments as 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](#)

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

Finding	Finding Type	Description	Sample	FDOT Sample Number	Sample Package Test	Status					
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	Promoted to MAR					
Reading 1	Lanes R2	Width 12	Begin Deficiency Station 340+18	End Deficiency Station 340+24	Total Length 6	Deficiency Length 6	Measurement 4/16	High/Low Low	Comments It will be fixed before Friction	Latitude	Longitude

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 [3] [Click to Expand](#)

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	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 and RE recommendations.

Set Recommendation ✕

Previous Recommendations

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

Recommendation ★
Comment

Leave in Place with Pay

Leave in Place without Pay

Remove and Replace

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 if 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. **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 DBEs appear.

1	433108-4-52-01	Sample 2301292198 has failed straightedge test	2301292198 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
2	433108-4-52-01	Sample 2301292241 has failed straightedge test	2301292241 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
3	433108-4-52-01	Sample 2301292251 has failed straightedge test	2301292251 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
4	433108-4-52-01	Sample 2301292259 has failed straightedge test	2301292259 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
5	433108-4-52-01	Sample 2301292285 has failed straightedge test	2301292285 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
6	433108-4-52-01	Sample 2301292298 has failed straightedge test	2301292298 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
7	433108-4-52-01	Sample 2301292381 has failed straightedge test	2301292381 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
8	433108-4-52-01	Sample 2301292395 has failed straightedge test	2301292395 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
9	433108-4-52-01	Sample 2301292423 has failed straightedge test	2301292423 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
10	433108-4-52-01	Sample 2301292434 has failed straightedge test	2301292434 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
11	433108-4-52-01	Sample 2301292477 has failed straightedge test	2301292477 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
12	433108-4-52-01	Sample 2301292490 has failed straightedge test	2301292490 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
13	433108-4-52-01	Sample 2301292503 has failed straightedge test	2301292503 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
14	433108-4-52-01	Sample 2301292522 has failed straightedge test	2301292522 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
15	433108-4-52-01	Sample 2301292526 has failed straightedge test	2301292526 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
16	433108-4-52-01	Sample 2301292533 has failed straightedge test	2301292533 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	Set Recommendation
17	433108-4-52-01	Sample 2301292536 has failed straightedge test	2301292536 QC	FM 5-509 Smoothness by 15' Rolling or Manual Straightedge	Remove and Replace [Awaiting District Bituminous Engineer]	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 RE recommendations.

Set Recommendation

Previous Recommendations
Project Administrator
Resident Engineer

Leave in Place with Pay
Leave in Place without Pay

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

Comment

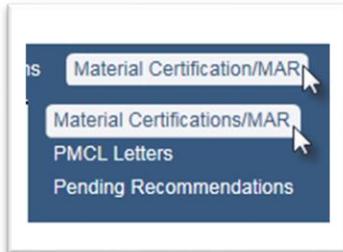
Save

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. **Comments** – make any comments as desired.
6. Select the Save option to set the recommendation.

Chapter 5 – Reviewing a Draft PMCL

The DMRE reviews PMCLs generated contracts designated as Non-Federal and Federal – Not Full Oversight.

A. Searching for a PMCL by MC Review



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



3. Select the Search option.

A Search screen filter options subscreen will appear.



4. Enter the following filter options:
 - a. Managing District
 - b. PMCL Letter – PMCL Generated

The subscreen will indicate how many results the selected criteria will return.

NOTE: If the contract number is known, that will reduce the search results to one.

5. Select the Search option to generate the search and return the results.

The search results will be populated at the bottom of the search screen.

The screenshot shows a search interface with the following components:

- Filter Options:**
 - Managing District Code: **District 3**
 - Contract:
 - Finding Status:
 - Recommendation:
 - Resolution: Complete Removal of Material Leave in Place Partial Removal of Material
 - Final Review:
 - PMCL Letter:
- Results:**

Currently selected criteria will yield 5 results

Project	Contract	District	Status
217909-4-52-01	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	District 3	PMCL Generated
217909-5-52-01	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	District 3	PMCL Generated
217909-7-52-01	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	District 3	PMCL Generated
217909-8-52-01	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	District 3	PMCL Generated
218605-3-52-01	T3581: CRS CONTRACTS [PANHANDLE GRADING & PAVING, INC.]	District 3	PMCL Generated

6. Click on the row with of the contract you wish to review.

You will be navigated to the MC Review page.

B. Accepting or Rejecting the PMCL from the MC Review screen

The screenshot shows the MC Review page with the following elements:

- Summary:**
 - In Final Review: Yes
 - Final Review Begin Date: 9/9/2024
 - Date Notified To Begin Final Review: 9/2/2024
 - Notification Of Final Acceptance Date: 9/2/2024
- Findings [0]:**
 - Excluded [0]
 - MC Resolved [0]
 - Promoted to MAR [0]
 - MAR Resolved [0]
 - Open [0]
 - Responded [0]
 - Return for Response Clarification [0]
 - Submitted [0]

No results found
- PMCL Letters [1]:** (This tab is highlighted with a mouse cursor)

1. On the MC Review screen, click on the PMCL Letters tab to expand it.

The screenshot shows the expanded PMCL Letters table with the following data:

	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	E7C70: DISTRICT CONSTRUCTION CONTRACT [D.A.B. CONSTRUCTORS, INC.]	Non Federal		1	PMU Accepted	View Letter Accept Reject

Showing 1 to 1 of 1

2. If the PMCL needs revisions, select the Reject option. See [Chapter 7 – PMCL Acceptance Flow](#).

Pmcl Letter Status Code
 PMU Accepted x
 Federal Full Oversight Federal Not Full Oversight Non Federal

Contract/Project
 [Type Contract Number/Description or Project Number/Desu]

Federal Project Id (contains)
 []

Contract	Federal Project Type	Federal Project Id	Road Number	Status
1 ARF82: GRANT IN AID-SURFA [CITY OF TITUSVILLE]	Federal Not Full Oversight	7777258A	ECF Regional Rail Trail Pedestrian Overpass at SR406/Garden Street Design/Build	PMU Accepted View Letter Accept Reject

Showing 1 to 1 of 1

3. If the PMCL is acceptable, select the Accept option. See [Chapter 7 – PMCL Acceptance Flow](#).

C. Searching for the PMCL Letter using the PMCL menu option



1. Select the Material Certification/MAR menu option.
2. Select the PMCL Letters submenu option.

You will be navigated to the PMCL Letters page.

PMCL Letter List

Pmcl Letter Status Code
 DMRE Accepted
 DMRE Returned
 DOM Accepted
 DOM Returned
 Generated
 PMU Accepted
 PMU Returned
 Sent
 SMO Accepted
 SMO Returned
 Void

Federal Project Type Code
 Federal Full Oversight Federal Not Full Oversight Non Federal

Contract/Project
 [Type Contract Number/Description or Project Number/Desu]

Federal Project Id (contains)
 []

Contract	Federal Project Type	Federal Project Id	Road Number	Status
1 ARF82: GRANT IN AID-SURFA [CITY OF TITUSVILLE]	Federal Not Full Oversight	7777258A	ECF Regional Rail Trail Pedestrian Overpass at SR406/Garden Street Design/Build	Void View Letter
2 ARF82: GRANT IN AID-SURFA [CITY OF TITUSVILLE]	Federal Not Full Oversight	7777258A	ECF Regional Rail Trail Pedestrian Overpass at SR406/Garden Street Design/Build	PMU Accepted View Letter Accept Reject
3 E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Non Federal		SR-5	DMRE Returned View Letter
4 E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		5	Void View Letter
5 E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		1	Void View Letter
6 E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		1	Sent View Letter
7 E5Y18: DISTRICT CONSTRUCTION CONTRACT [LEWARE CONSTRUCTION COMPANY OF]	Non Federal	N/A	PUSHBUTTON CONTRACTOR PROGRAM SIGNAL ENHANCEMENT	Sent View Letter
8 E7K81: DISTRICT CONSTRUCTION CONTRACT [QUINN CONSTRUCTION, INC.]	Federal Not Full Oversight	1	1	Void View Letter

3. To narrow down the list of all PMCLs, select the Pmcl Letter Status Code of PMU Accepted.

D. Accepting or Rejecting the PMCL on the PMCL screen

PMCL Letter Status Code: PMU Accepted x
Federal Project Type Code: Federal Full Oversight Federal Not Full Oversight Non Federal

Contract/Project: [Type Contract Number/Description or Project Number/Desi] Federal Project Id (contains): []

	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	ARF62: GRANT IN AID-SURFA [CITY OF TITUSVILLE]	Federal Not Full Oversight	777258A	ECF Regional Rail Trail Pedestrian Overpass at SR406/Garden Street Design/Build	PMU Accepted	View Letter Accept Reject

Showing 1 to 1 of 1

1. Select View Letter to review the contents before accepting or rejecting.

PMCL Letter Status Code: PMU Accepted x
Federal Project Type Code: Federal Full Oversight Federal Not Full Oversight Non Federal

Contract/Project: [Type Contract Number/Description or Project Number/Desi] Federal Project Id (contains): []

	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	ARF62: GRANT IN AID-SURFA [CITY OF TITUSVILLE]	Federal Not Full Oversight	777258A	ECF Regional Rail Trail Pedestrian Overpass at SR406/Garden Street Design/Build	PMU Accepted	View Letter Accept Reject

Showing 1 to 1 of 1

2. If the PMCL needs revisions, select the Reject option. See [Chapter 7 – PMCL Acceptance Flow](#).

PMCL Letter Status Code: PMU Accepted x
Federal Project Type Code: Federal Full Oversight Federal Not Full Oversight Non Federal

Contract/Project: [Type Contract Number/Description or Project Number/Desi] Federal Project Id (contains): []

	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	ARF62: GRANT IN AID-SURFA [CITY OF TITUSVILLE]	Federal Not Full Oversight	777258A	ECF Regional Rail Trail Pedestrian Overpass at SR406/Garden Street Design/Build	PMU Accepted	View Letter Accept Reject

Showing 1 to 1 of 1

3. If the PMCL is acceptable, select the Accept option. See [Chapter 7 – PMCL Acceptance Flow](#).

Chapter 6 – Viewing the PMCL

After a PMCL is generated, it may be viewed from the MC Review page.



The screenshot shows a table titled "PMCL Letters [1]" with a "Click to Collapse" link in the top right corner. The table has the following columns: Contract, Federal Project Type, Federal Project Id, Road Number, and Status. A single row is displayed with the following data: Contract: E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.], Federal Project Type: Non Federal, Federal Project Id: SR-5, Road Number: SR-5, and Status: Generated. Below the table, there are three links: "View Letter", "Accept", and "Reject". A mouse cursor is hovering over the "View Letter" link. The text "Showing 1 to 1 of 1" is located below the table.

	Contract	Federal Project Type	Federal Project Id	Road Number	Status
1	E3015: DESIGN-BUILD CONTRACTS [ANDERSON COLUMBIA CO., INC.]	Non Federal	SR-5	SR-5	Generated

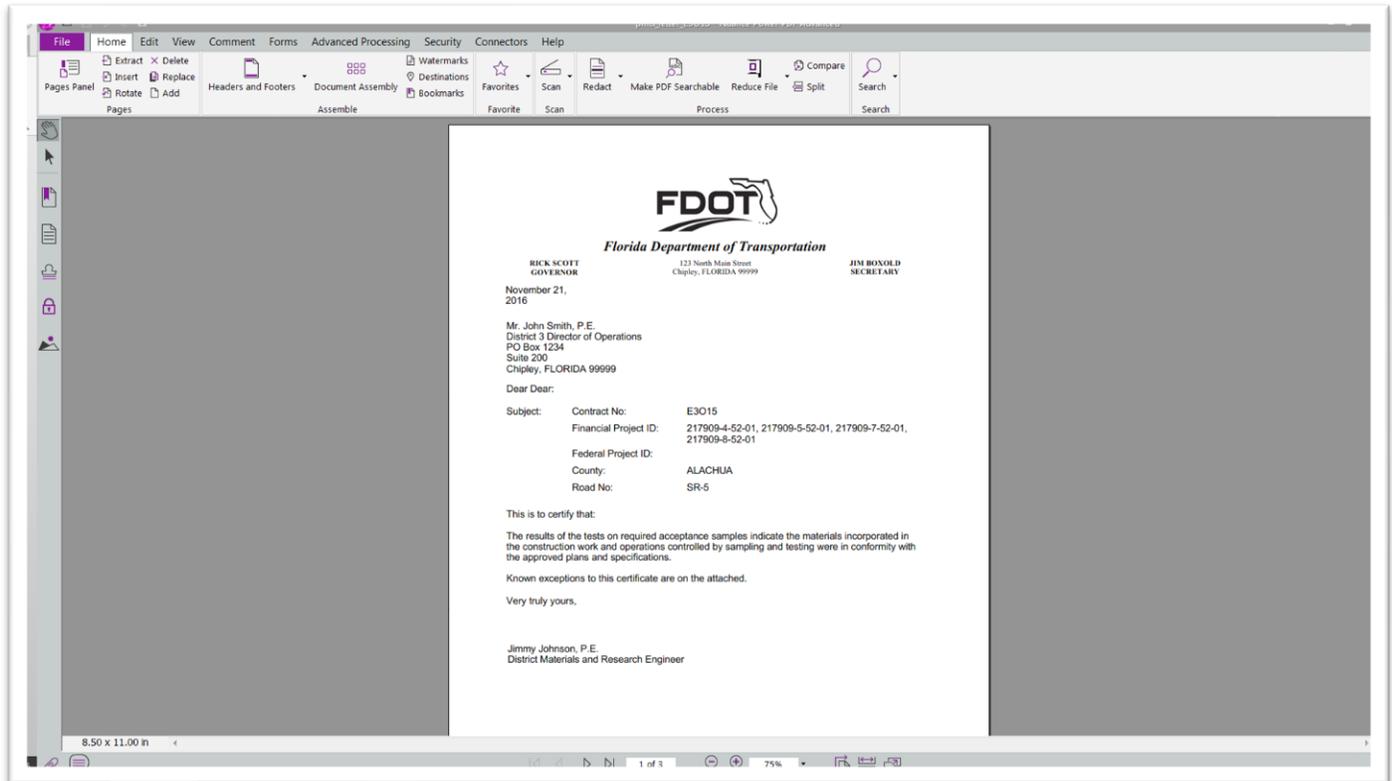
Showing 1 to 1 of 1

1. Click on the PMCL Letters tab to expand it.
2. Click on the View Letter option.



3. Select the Open option.

The PMCL will be opened in pdf format.

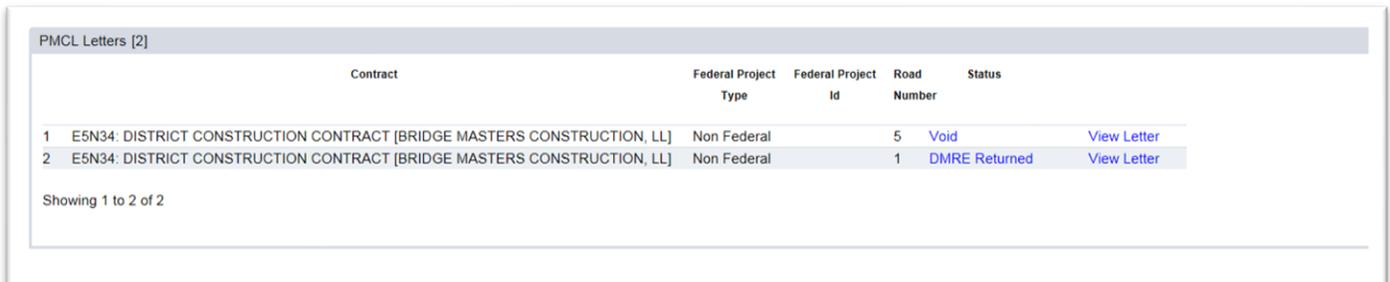


Chapter 7 – PMCL Acceptance Flow

A. DMRE Review of PMCL of Nonfederal PMCL

After the Nonfederal PMCL has been accepted by the MC Reviewer, the DMRE reviews and accepts or rejects the PMCL.

If the DMRE rejects the PMCL, the status of the PMCL will be updated to DMRE returned.



	Contract	Federal Project Type	Federal Project Id	Road Number	Status	
1	E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		5	Void	View Letter
2	E5N34: DISTRICT CONSTRUCTION CONTRACT [BRIDGE MASTERS CONSTRUCTION, LL]	Non Federal		1	DMRE Returned	View Letter

Showing 1 to 2 of 2

The MC Reviewer must recertify the PMCL to make the needed changes.

If the DMRE accepts the PMCL, the PMCL status will be updated to Sent. MAC will send the PMCL via email to the recipients.

B. PMCL Acceptance of Federal Not Full Oversight

Federal Not Full Oversight PMCLs are reviewed by the MC Reviewer, the DMRE, the SMO Technical Expert for MC Review and the Director, Office of Materials. This is because there are two signature lines on the PMCLs that are not Full Oversight, the DMRE and the Director, Office of Materials.

Each user has the option to accept or reject the PMCL.

If any of the users rejects the PMCL, the MC Reviewer will have to recertify in order to revise the PMCL.

The statuses are:

MC Reviewer Reviews:

Accepts Sent to DMRE for review
Rejects Must be recertified

DMRE Reviews

Accepts sent to SMO Technical Unit for review
Rejects DMRE Returned. Must be recertified

SMO Technical Unit Reviews

Accepts Sent to Director, Office of Materials Unit for review
Rejects SMO Returned. Must be recertified

Director Reviews:

Accepts	PMCL Sent
Rejects	DOM Returned. Must be recertified

C. PMCL Acceptance of Federal Contracts Full Oversight

For Federal Contracts Full Oversight, the acceptance flow is the same as the Non-Federal except that the PMCL goes from the SMO MC Reviewer directly to the Director, Office of Materials.

MC Reviewer Reviews:

Accepts	Sent to DOM for review
Rejects	Must be recertified

DOM Reviews

Accepts	PMCL Sent
Rejects	DOM Returned. Must be recertified