

## LPA materials acceptance Process

11-10-03 [Revised 4-10-04]

OMM Internal Processes    QA Process for LPA materials acceptance by DET/DCE

### General requirements/ information:

Construction and Materials Specifications  
Supplemental Specifications  
Supplements  
Proposal notes  
Locally Administered Transportation Projects - Manual of Procedures [LATP]  
Construction Contract Administration Section [CCA]

### Training required:

TAS - understanding of material codes and PRD and PRDMA screens and their needs  
QPL - understanding of layout and fields of the QPL page  
CMS - understanding of the specific material specification being dealt with  
Locally Administered Transportation Projects Manual of Procedures  
Internet skills to access approved lists, certified suppliers and QPL information on OMM website

### Records Requirements:

Locally Administered Transportation Projects - Manual of Procedures

### Steps:

Proposed Process for LPA acceptance by DET - **DCE Revised 4-10-04**

1. Pre Award Meeting [CCA page 10-34]
  - a. LPA will submit information including:
    - i. Materials Management process
      - (1) Forms used for
        - (a) Tracking payment versus approved materials
        - (b) Sampling documentation
          - (i) Tracking of sample
          - (ii) Tying material to sample
        - (c) test result forms
      - (2) Technicians and/or consultants who will perform sampling, monitoring, testing. Include:
        - (a) Certifications
        - (b) training
        - (c) their responsibilities [who will do what]
      - (3) Laboratories that will perform actual testing and their certifications
      - (4) Structural bridge member inspection consultants and their qualifications
        - (a) **the LPA may request, by letter, the Office of Materials Management perform this inspection**
          - 1) **For Prestressed bridge members address the letter to - Attn:**

Bryan Struble - Cement and Concrete Engineer

2) For Structural Steel bridge members address the letter to -  
Attn: Jeff Chandler - Structural, Welding and Metals  
Engineer

(ii) The LPA letter will include:

- 1) Type of bridge and scope of the project [number of beams - size]
- 2) time line for project
- 3) PID of the LPA project
- 4) Location of the project
- 5) Contact name and phone number of LPA project manager responsible for specification and plan interpretation and project acceptance.

(iii) OMM will notify the LPA and the DCE by letter if they can provide inspection services.

- 1) OMM will not provide inspection if plan notes require special non certified fabricators not on the Department's acceptance list.
- 2) OMM will not provide inspection if ODOT standard specifications [513, 515] have been modified
- 3) OMM may not provide inspection if the workload conflicts with an ODOT project

(b) If OMM can not perform the inspection the LPA will be need to hire a consultant

(5) Any special testing requirements due to non-standard or plan specified materials [CCA page 22-34]

(a) i.e. special plan requirements

(b) special LPA requirements that are more stringent than ODOTs

(6) Independent Assurance Sampling [IAS] - Defined as: Activities that are an unbiased and independent evaluation of all the sampling and testing procedures used in the acceptance program

(a) For those materials to be accepted on the basis of actual project sampling and testing IAS will need to be performed for every 10 samples or more

b. ODOT LPA office processes package and accepts

2. Pre-Construction meeting - LPA project manager submits contractor's list of materials suppliers for project use including: [CCA page 11-34]

i. ODOT currently approved plants that will supply concrete

(1) Include List of ODOT approved JMFs that will be used for the concrete product [CCA page 7-34]

(a) NOTE: (Acceptance will be for companies currently on at the time of submittal. A National Ready Mix Concrete Association (NRMCA ) certification may be accepted)

ii. ODOT approved asphalt plants that will provide asphalt

- (a) NOTE: (Acceptance will be for companies currently approved at the time of bid)
      - (1) Include List of ODOT approved JMFs that will be used for the asphalt product [CCA page 7-34]
        - (a) Only currently approved ODOT JMF's will be accepted
    - iii. ODOT pre-qualified aggregate suppliers who will furnish aggregates:
      - (1) directly delivered to the project [i.e. 304, 603, 617, 203 granular],
      - (2) to concrete plants for concrete production
      - (3) to asphalt plants for asphalt production
    - iv. ODOT certified materials suppliers for
      - (1) guardrail
      - (2) pipe materials
      - (3) Precast concrete members
      - (4) fencing
      - (5) reinforcing steel
      - (6) other.
    - v. ODOT certified structural fabricators for
      - (1) Prestressed components
      - (2) Structural steel components
      - (3) Miscellaneous components
        - (a) railing
        - (b) expansion devices
  - a. Documentation by Contractor that suppliers [certified, asphalt, aggregate, concrete] have been notified that they are to provide materials under the applicable ODOT programs.
  - b. DET or representative reviews contractor lists for not approved sources and informs LPA.
3. ODOT support responsibilities to an LPA project
  - a. **General**
    - i. Provide technical support on interpretation of materials specifications and responsibilities and dealing with not acceptable materials
  - b. **Aggregate**
    - i. Aggregate suppliers will report LPA usage as part of their material quantities supplied and ODOT will perform QA sampling requirements of S1069 ODOT
      - (1) DET may option to increase quantity covered by QA aggregate test samples
  - c. **Asphalt**
    - i. Where ODOT is monitoring asphalt plant production at the same time as LPA asphalt production is being done the LPA can request ODOT perform monitoring as follows: [in conflict with CCA page 21-34]
      - (1) Authorized by the DET
      - (2) Monitoring will not include acceptance testing
  - d. **Concrete**
    - i. No specific support responsibilities

- e. **Structural members** [prestressed concrete, steel beams and girders]
    - i. If previously arranged at the pre-award meeting, ODOT will perform structural acceptance of fabricated bridge components [steel and prestressed concrete beams]
      - (1) See Pre Award Meeting item 1.a.i.(4)
      - (2) The LPA will furnish OMM
        - (a) A complete set of design plans to OMM
        - (b) A Contractor and LPA approved set of shop drawings in conformance with 513 and/or 515 requirements
        - (c) If an item 513, Mill test reports for the structural steel
4. QA checks of in process documentation and materials control
- a. If project contact amount under \$1 million
    - i. Perform one(1) QA check [see appendix]
  - b. If project contact amount between \$1 to \$2 million
    - i. Perform two (2) QA checks [see appendix]
  - c. Project contact amount greater than \$2 million worth
    - i. Perform minimum two (2) QA checks [see appendix]
5. Final Audit
- a. Performed on the CPE completed documentation
  - b. Should include a materials certification letter (appendix 2) in format from LPA project with listed variances and resolution of variances
    - i. Must be provided to for all projects with FHWA funds
    - ii. TE-206 disposition of materials (if needed)
  - c. Complete checks for critical items
    - i. Concrete
    - ii. Asphalt
    - iii. Agg
    - iv. Structural
  - d. Complete checks randomly for
    - i. at least 2 misc items per Million dollars
  - e. When problems are found quantities should be documented
    - i. Reported to the LPA
    - ii. Request complete review by LPA
  - f. Final payment minus not acceptable materials
    - i. Not acceptable materials are determined based on lack of any documentation of acceptance as defined in the LPA's original Materials Management Process



## **Appendix 1**

QA checks are not intended to cover every item. The materials evaluation should be random but thorough. The LAMP defines minimal requirements for materials in CCA pages 20 to 23 of 34. LAMP also states that projects under 2M are the split point for total ODOT CMS requirements and the limited requirements on pages 20 thru 23. The recommended procedures below are set up to make the finalization simpler and to help the LPA not get into problems that once into a final can't be resolved and cost them funds that don't have.

### **Recommended methods**

1. For projects under 1M
  - a. perform a required audit at approximately 30% completion and after a major work item has been in process [concrete, asphalt, structural, aggregate]
2. For projects between 1M to 2M
  - a. perform the required audits at approximately 30% and 70% completion and after a major work item has been in process [concrete, asphalt, structural, aggregate]
3. For projects greater than 2M
  - a. perform the audits at least at 30% and 70% completion and after a major work item has been in process [concrete, asphalt, structural, aggregate]

### **Actual Audit Process**

1. Check the original documentation tracking process of the materials management process is being followed
2. Select random specific materials to see if
  - a. the construction item, evaluate if payment are reasonably consistent with percent of materials accepted
  - b. The materials documents meet requirements [TE-24, certified suppliers, etc.]
  - c. Bill of lading matches accepted materials quantities
3. Select special items, if any to confirm
  - a. documents
  - b. paid quantities
4. Check a major item for
  - a. required sampling matches quantities
  - b. test records
  - c. Plant tickets
  - d. Approved materials conform with construction payments
5. An audit is to validate documentation records and to see processes are being followed. It is not a sampling and testing process
6. Document your checks and provide a simple report to the CM

### **Audits showing materials non conformance**

1. Where audits show failure to follow the materials management process
  - a. Inform the DCE and CM of the issue
  - b. Document the non conformance
  - c. Require the CPE to completely evaluate all materials acceptance to that point to
    - i. identify all materials quantities with missing documentation

- ii. identify all materials quantities without required sampling and testing
  - iii. Determine the percent of construction item payment without supporting materials acceptance
- d. Report the un-supported payment quantities to the LPA, DCE and CM
- e. Define new reporting methods that will be used by the CPE to assure the original approved materials management process is being complied with, properly documented.
- f. Make one additional audit inspection.
  - i. If additional violations are found make recommendation to the DCE of project shutdown until the LPA replaces the CPE

**Appendix 2**



**Local Government Agency Name**  
**CERTIFICATION OF MATERIALS**

Date

Re: Project No:  
County:  
Route No:  
Section No:  
PID No:  
Federal Aid Project  
Contractor

Dear Sir

This is to certify that either the results of the tests on acceptance samples or the acceptance guidelines of Departmental Policy No. 515-001 and Locally Administered Transportation Projects-Manual of Procedures (LATP), indicate that the materials incorporated into the construction work and the construction operations controlled by either sampling and testing, 515-001, or LATP , were in conformity with the approved plans and specifications. All independent assurance samples and tests are within tolerance limits or have been resolved.

Exceptions to the plans and specifications, if applicable, are explained in the attached document (TE206)

\_\_\_\_\_  
LATP Project Engineer/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
LATP Responsible Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
ODOT LPA coordinator

\_\_\_\_\_  
Date

attachment: TE206 (disposition of materials)

cc: Administrator, Office of Materials Management, District Construction Engineer, Project file TE-206

