LAP - Material Acceptance

- Roles of VDOT and Locality
- Quality Assurance Program overview
- Quality Assurance Program Execution
Roles and Responsibilities

Roles:
VDOT – Oversight and Support
Locality – Administer and Execute

Responsibilities:
VDOT - Ensure that VDOT and federal funds are properly authorized and utilized, from project development through project delivery and completion.

Locality - Ensure compliance with all federal and state requirements from project development through project delivery and completion.
LAP - Material Acceptance

• Roles and Responsibilities

Construction Phase:
Locality’s Project Manager;
- Timely Submittals to VDOT Project Coordinator
- Ensure Project progress
- Ensure Adequate Construction Inspection
- Ensure compliance with Materials Acceptance Requirements
- Reimbursement Requests and documentation
LAP - Material Acceptance

- Roles and Responsibilities

Construction Phase:

VDOT Construction Project Monitor;

- Periodic Review of project documentation
- Verify materials acceptance procedures
- Verify inspection of work through spot inspection
- Review/approval of reimbursement requests
- Participate in final project inspection
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**Quality Assurance (QA) Program Overview**

- A program designed to ensure materials that are used and installed, meet the specified standards of quality contractually agreed too between the purchaser and contractor.

- Specifications establish the standards of quality, and what methods and parameters will be used to measure compliance.

- Regulatory requirements; 23 CFR 637
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QA Program Overview

- Sampling and Testing
- Qualified and trained personnel
- Inspection

QA Program
LAP - Material Acceptance

• QA Program Overview

Sampling and Testing
- Field/On site testing – embankments, density
- Plant/Off site testing – asphalt concrete mix (asphalt content and mix gradation)
- Contractor quality control testing
- Owner/purchaser verification testing
- Independent Assurance testing
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• QA Program Overview

Qualified and Trained Personnel;

Key staff inspecting the construction activities, installation, sampling, and testing materials for compliance need the appropriate level of knowledge, ability, and skills to perform their duties.

Certifications – DEQ, Materials Certifications, Nuclear Safety, etc.
Professional licensure – Surveyor, Professional Engineer (as required)
Experience – work aspects with experience requirements stipulated
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• QA Program Overview

Inspection;

- Work Zone Safety
- Visual Inspections
- Correct materials used per the contract
- Change order review and approval
- Payment and documentation
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• QA Program Execution

VDOT Locally Administered Project Manual; Part 2, Chapter 13.2 – Materials Quality Assurance

Sect 13.2.1 - “…Materials Testing and documentation is the responsibility of the LPA through its Project Manager (PM)….”
### LAP - Material Acceptance

- QA Program Execution

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<th>Materials Acceptance Must Meet VDOT Standards</th>
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LAP - Material Acceptance

• QA Program Execution

VDOT Standards for Materials Acceptance are defined by:

- VDOT Materials Division Manual of Instructions
- VDOT Road & Bridge Specifications, Division II
- Project Specific contract requirements
- VDOT Construction Manual
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- QA Program Execution

VDOT District:
- Plant Approval
- Mix Design Approval
- Asphalt Mix Sampling and testing at the Plant
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QA Program Execution

Locality - Field Sampling and Testing

Depth Checks

Plugs
QA Program Execution

Locality - Project Documentation

• Source of Materials - Project Start
• Materials Notebook - Throughout Project
• Materials Letter of Certification – Project Closeout
QA Program Execution

Materials Notebook (Documentation)

• Pay Quantities need supporting documents
  – Invoices
  – Inspection Reports
  – Physical Releases TL-109
  – Test Reports (TL forms)
  – Acceptance Tests in Field (TL 13, 28, 58, 59, 60…141)
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QA Program Execution
Letter of Materials Certification (TL-131)

Certifies that:
• Acceptance testing of all materials met specification
• All independent assurance samples were within tolerance of samples used for QC/AT
• Certifications and test reports are on file
• Signed by the LPA Construction Project Manager

The form must include failed materials and corrective actions taken, including pay adjustments.
LAP - Material Acceptance

Resources;

- VDOT Locally Administered Project Manual
- VDOT Materials Division Manual of Instructions
- VDOT Road & Bridge Specifications, Division II
- Project Specific contract requirements
- VDOT Construction Manual

Thank you.