



2017 VAA Fall Conference LAP Breakout Session

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LAP - Material Acceptance

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



LAP - Material Acceptance

- **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

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- **Roles and Responsibilities**

Construction Phase:

VDOT Construction Project Monitor;

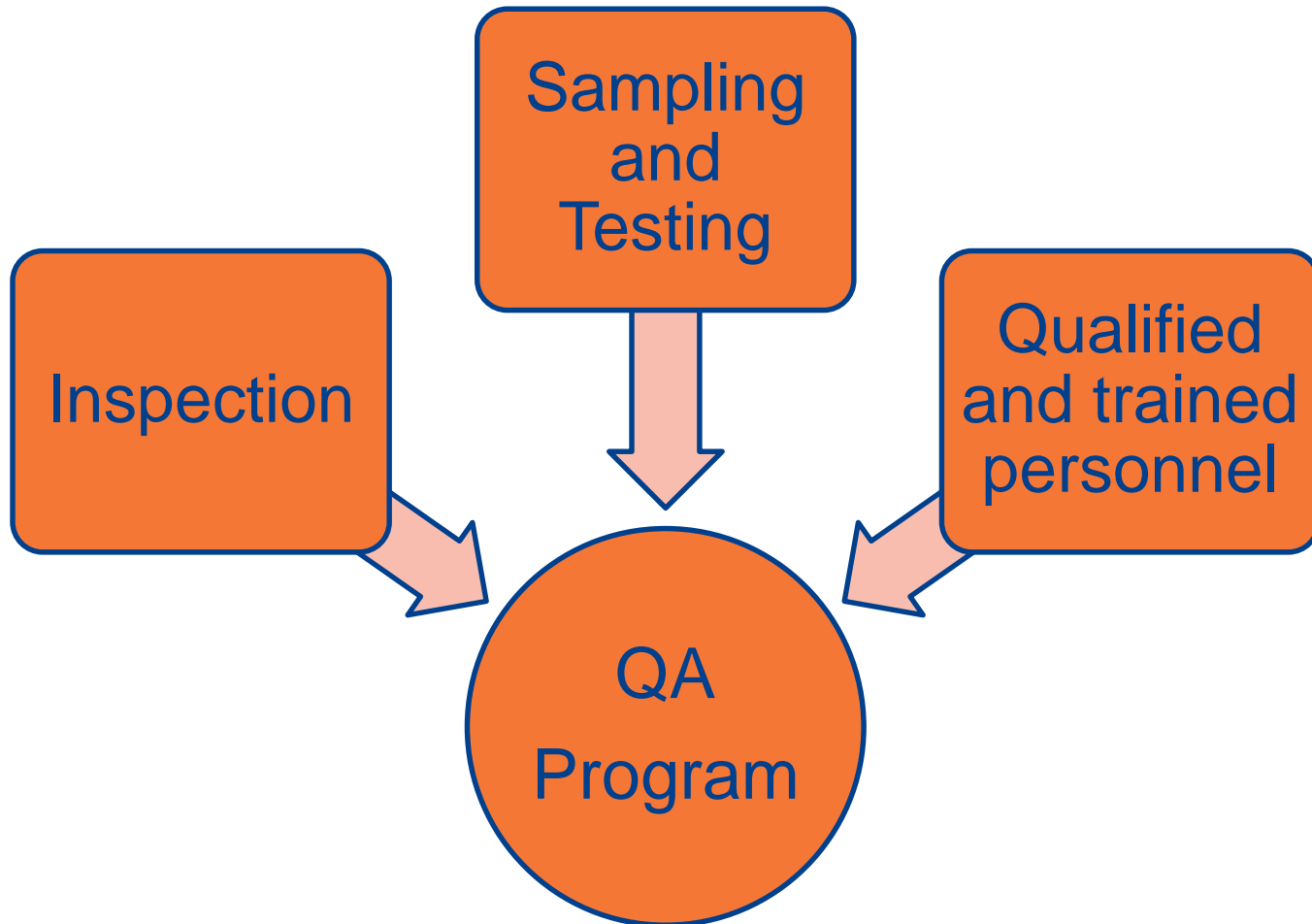
- **Periodic Review of project documentation**
- **Verify materials acceptance procedures**
- **Verify inspection of work through spot inspection**
- **Review/approval of reimbursement requests**
- **Participate in final project inspection**

LAP - Material Acceptance

- **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



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

<i>Materials Acceptance Must Meet VDOT Standards</i>		
<i>Federal-aid</i>	<i>State-aid / VDOT Maintained</i>	<i>State-aid / LPA Maintained</i>
X	X	N/A

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*

LAP - Material Acceptance

- 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



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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.