

# Materials Webinar Q&A

March 19, 2015

1. Does the QA/QC plan that the locality has to maintain have to be submitted for each project or can the plan be submitted by a locality for all projects thereafter?

The QA/QC Plan (QAP) will need to be done for the first project, then tailored for subsequent projects. Localities can prepare and submit a single QA/QC Plan that is all encompassing, however, where there is a limited scope project, the locality may want to focus its QA/QC Plan for that project specifically, like a paving project that may not include all the other items that a more comprehensive QA/QC Plan covers. If the locality follows the manual, the plan could be no more than 4 or 5 pages.

2. When and how will the presentation slides be made available?

This webinar is being recorded and it should be available on-line next week. We will send an email to everyone that received the invite with a hyperlink to the recording.

3. When performing shop inspections, the specs indicate that VDOT has 3+ weeks to schedule the inspection, however, under locality administered projects, the 3 weeks used by VDOT is counted from the date the locality makes the request and not the contractor time. How can this coordination be streamlined to minimize delays on locally administered projects.

The contractors, by utilizing VDOT specs, are required to submit shop drawings and to indicate before the project starts where materials are going to be acquired. If that information is provided in accordance with the specs, which is three weeks in advance, and the locality wants VDOT to perform that testing, then VDOT can meet that because it is no different than for VDOT administered projects. This is where communication between the contractor, the locality and VDOT is critical, because the sooner VDOT has the information, the quicker it can respond. Maintaining constant communication is very important.

4. Can we get a copy of the handouts?

Links to the handouts were included in the invitation. The forms will be uploaded to the LAD external forms site when the LAP Manual is updated.

5. Aren't stone and asphalt materials produced in batches and certified by batch? Can localities "piggyback" off of the plant inspection program in place, in the source district?

Yes, the information presented in Table 1 "off-site inspections" indicates that localities can request that their project be included in the inspections that VDOT is conducting. There may be a small fee that is assessed to the UPC, but what you get is the independent assurance testing and verification testing that the locality would otherwise have to provide.

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6. A lot of these forms and procedures place the responsibility of the acceptance on the locality. That is fine for Cities and Towns, but when you have a county project which will ultimately be the Department's responsibility, should district staff be more involved in this?

District staff will need to be involved whether it is the PC or CPM, not to mean that VDOT staff will assume the responsibility because it is still a locality project. Since many localities may not have the capacity to assume those responsibilities, they would more than likely ask VDOT to perform the inspection. Materials staff may have to conduct off-site inspections where VDOT will maintain the project or it is a federal-aid project.

7. When do these requirements for the Plan go into effect?

The information will be effective with the release of the update to the LAP Manual sometime around April 1. Since we all know that changes are coming and localities may have to make some changes to their processes, it may be best not to wait until the effective date to start putting the required documentation together.

8. Are there costs to localities to the testing performed by VDOT on LAP?

There will be charges to the project UPC for materials testing, however, VDOT makes every effort to keep those charges reasonable. Localities can request that District Materials staff provide an estimate for testing based on quantities and type of testing that is needed.

9. We have projects currently underway. When will these requirements be required?

If a project is contractually underway, it is those contract documents that must be adhered to. Any new projects that have not been advertised would have to meet the updated requirements.

10. If locality requests VDOT testing on c-25 can VDOT respond quickly enough?

Yes. This is an area where communicating is very important, if VDOT does not know that the locality wants it to perform the testing, then there can be delays. Also, localities need to make sure that the C-25 is clearly and accurately completed, for instance, when a source is requested, the vendor should not be listed but rather the specific source.

11. If the localities do not request asphalt and aggregate plant sampling/testing the district Materials does not need to do anything. Is that correct?

If a locality does not request VDOT to perform sampling/testing, then the locality is responsible for conducting those tests, AND the QA/QC Plan must include how the locality intends to perform those responsibilities.

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12. Is it necessary to compare test equipment at the beginning of the project among QC/VT and IA?

It is a good practice to compare test equipment; also most test equipment does have a frequency of calibration requirement that should be complied with. This process would also identify any damage or wear to test equipment.

13. How would a locality budget VDOT Materials inspection into their CN costs?

Localities can request that the district provide an estimate of what those costs may be. District Materials staff can provide those estimates with ease when quantities are known.

14. If the roadway is maintained by the locality, are the requirements different in any way?

Yes, if it is a locally maintained road that is not using federal funds, the administrative requirements are left to the locality. However, if any federal funds are used, federal requirements as identified in the LAP Manual must be adhered to. Also, if the locality thinks that in the future it will want the roadway to be incorporated into the state system, it should include these requirements at the start of the project.

15. If a locality adopts the testing requirements from the LAP Manual, will a separate Quality Assurance Plan still be required?

A separate plan is still required because the locality needs to list who their "responsible charge" person is, who is in charge of the quality assurance, organizational chart, and all the items that deviate from the LAP Manual. For those items where the locality will follow the LAP Manual, then the locality can list as "in accordance with the LAP Manual".

16. For those materials that are QA/QC at a certified plant where VDOT performs inspections, does the LPA have to request VDOT perform those inspections?

This is a part of the communication – localities need to request VDOT to perform those inspections. Often, suppliers are not instructed that the material is for a VDOT job (administered by the locality). Localities must request this service from VDOT using the C-25.

17. The applicability of this inspection requirement is between the locality and the State (VDOT) the contract between the locality and the construction contract is largely un-affected by these requirements (BY VDOT Specifications they already perform QC testing) Are the Localities therefore "grandfathered" by the date of the Project Administration Agreement?

If a project is contractually underway, it is those contract documents that must be adhered to. Any new projects that have not been advertised would have to meet the updated requirements.

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18. As a district LAD coordinator I prepare a VDOT oversight cost estimate at about 90%. If new oversight responsibilities and testing are added to VDOT's effort I will need to adjust my cost estimate formulas. Will someone be preparing new VDOT oversight cost workup spreadsheets for us to use?

This is evidently a district-developed tool. Materials oversight should have already been a component on the cost oversight spreadsheet – this is not something new. Please work with the district Materials section to help develop appropriate rate factors for Materials oversight.