



*Florida Department of Transportation*

RICK SCOTT  
GOVERNOR

605 Suwannee Street  
Tallahassee, FL 32399-0450

JIM BOXOLD  
SECRETARY

**MEMORANDUM**

**DATE:** November 12, 2015

**TO:** Specification Review Distribution List

**FROM:** Daniel Scheer, P.E., State Specifications Engineer

**SUBJECT:** Proposed Specification: **1050101 Contractor Quality Control General Requirements.**

In accordance with Specification Development Procedures, we are sending you a copy of a proposed specification change.

This change was proposed by Amy Tootle of the State Construction Office to require all construction-related documentation to be submitted by electronic means for consistency with the State Construction Office e-Construction initiative.

Please share this proposal with others within your responsibility. Review comments are due within four weeks and should be sent to Mail Station 75 or online at <http://www2.dot.state.fl.us/ProgramManagement/Development/IndustryReview.aspx>. Comments received after **December 10, 2015**, may not be considered. Your input is encouraged.

DS/dt  
Attachment

**CONTRACTOR QUALITY CONTROL GENERAL REQUIREMENTS.  
(REV 10-30-15)**

SUBARTICLE 105-1.1.1 is deleted and the following substituted:

**105-1.1.1 Submission of Materials Certification and Reporting Test Results:**

~~Provide-Submit~~ certifications prior to placement of materials. Report test results at completion of the test and meet the requirements of the applicable Specifications.

ARTICLE 105-2 is deleted and the following

**105-2 Additional Requirements for Lump Sum Projects.**

Prepare and submit to the Engineer a project-specific list of material items and quantities to be used on the project as a Job Guide Schedule in the same format as the current Sampling, Testing, and Reporting Guide 21 calendar days prior to commencement of construction. ~~Provide-Submit~~ up-to-date quantities for the items on the Job Guide Schedule to the Engineer with each monthly progress estimate. The Department may not authorize payment of any progress estimate not accompanied by updated Job Guide Schedule quantities. Maintain the Job Guide Schedule throughout the project including the quantity placed since the previous submittal, and total to date quantity and any additional materials placed. Do not commence work activities that require testing until the Job Guide Schedule has been reviewed and accepted by the Engineer. At final acceptance, submit a final Job Guide Schedule that includes all materials used on the project in the same format as the monthly reports.

SUBARTICLE 105-4.6 is deleted and the following substituted:

**105-4.6 Producer's Quality Control (QC) Plan:** ~~Provide-Submit~~ detailed policies, methods and procedures to ensure the specified quality of all applicable materials and related production operations. Include other items in addition to these guidelines as necessary.

**105-4.6.1 Personnel:**

**105-4.6.1.1 Qualifications:** Submit the Training Identification Numbers (TINs) or any other information which will be traceable to the certification agency's training location and dates for all technicians performing sampling, testing and inspection for both field and laboratory tests. ~~Provide-Submit~~ the names of the Construction Training and Qualification Program (CTQP) certifications and other pertinent certifications held and the expiration dates for each certification for each technician. Include employed and subcontracted technicians.

**105-4.6.1.2 Level of Responsibility:** Identify the primary contact for the Department. Identify roles and responsibilities of various personnel involved in the QC process.

**105-4.6.2 Raw Materials:**

**105-4.6.2.1 Source:** Identify the sources of raw materials. ~~Provide-Submit~~ locations and plant or mine numbers when applicable.

**105-4.6.2.2 Certification:** ~~Describe-Submit~~ methods of verifying compliance of certification with the Specifications.

**105-4.6.2.3 Disposition of Failing Materials:** Describe the system for controlling non-conforming materials, including procedures for identification, isolation and disposition.

**105-4.6.3 Storage Facilities for Raw Materials:** Describe measures and methods, including bedding details, for preventing segregation, contamination and degradation. Describe methods of identifying individual materials. Where applicable, submit a site plan showing the locations of various materials.

**105-4.6.4 Production Equipment:** Describe calibration frequencies, maintenance schedule and procedures for production equipment.

**105-4.6.5 Plant Requirements:**

**105-4.6.5.1 Plant Identification:** For those facilities producing materials listed in 105-3, ~~provide~~ submit the mailing address, physical address including county and X,Y (latitude and longitude) coordinates of the plant, telephone and fax numbers, email address, primary contact at the plant, responsible person in charge, facility number provided by the Department, owner information including parent company, vendor number, designed production capacity, and other information as required.

**105-4.6.5.2 Process Control System:** Describe the methods and measures established to ensure Contract compliance for the produced materials that are supplemental to the QC sampling and testing program described in the Contract Documents. These methods and measures will include, but are not limited to, inspection schedule, additional sampling and testing, maintenance schedule, etc.

**105-4.6.5.3 Loading and Shipping Control:** Describe the methods and measures for preventing segregation, contamination and degradation during loading and shipping operations. Describe the methods established for materials to be in compliance with the Specifications at the point of use.

**105-4.6.5.4 Types of Products Generated:** Describe the products the plant is approved to produce under Department guidelines.

SUBARTICLE 105-4.7 is deleted and the following substituted:

**105-4.7 Other Requirements:**

**105-4.7.1 ~~Copy~~ Submittal of Certification:** ~~Attach examples of Submit~~ certifications issued by the plant/Contractor for the applicable products approved by the Department.

**105-4.7.2 Statement of Compliance:** Include a statement of compliance with all quality requirements set forth by the Department in the Contract Documents and Department manuals.

**105-4.7.3 Documentation Storage:** Identify location of document storage to enable Department review. Include QC charts, qualification and accreditation records, inspection reports, and other pertinent supporting documents.

SUBARTICLES 105-8.7.2 and 105-8.7.3 are deleted and the following substituted:

**105-8.7.2 Proof of License or Certification:** Submit ~~a copy~~ verification of the Professional Engineer license current and in force issued by the state in which registration is held. The license must be for the field of engineering that the construction work involves such as Civil, Electrical or Mechanical. Under certain circumstances Florida registration may be required.

Submit ~~a copy~~ verification of the license issued by the State of Florida for tradesmen that require a license indicating that the license is in force and is current. Submit ~~a copy~~ verification of the certification issued by the Instrumentation, Systems and Automation Society of America for each Certified Control Systems Technician.

**105-8.7.3 Experience Record:** Submit the following information for supervisory personnel to substantiate their experience record. The supervisor (project engineer, superintendent/manager or foreman) seeking approval must provide a notarized certification statement attesting to the completeness and accuracy of the information submitted. ~~Provide~~ Submit the following experience information for each individual seeking approval as a supervisor:

Project owner's name and telephone number of an owner's representative, project identification number, state, city, county, highway number and feature intersected.

~~Provide a~~ Detailed descriptions of each bridge construction experience and the level of supervisory authority during that experience. Report the duration in weeks, as well as begin and end dates, for each experience period.

~~Provide~~ The name, address and telephone number of an individual that can verify that the experience being reported is accurate. This individual should have been an immediate supervisor unless the supervisor cannot be contacted in which case another individual with direct knowledge of the experience is acceptable.

SUBARTICLE 105-8.9 is deleted and the following substituted:

**105-8.9 Signal Installation Inspector:** Provide an inspector trained and certified by the International Municipal Signal Association (IMSA) as a Traffic Signal Inspector to perform all signal installation inspections. Use only Department approved signal inspection report forms during the signal inspection activities. Ensure all equipment, materials, and hardware is in compliance with Department Specifications and verify that all equipment requiring certification is listed on the Department's Approved Product List (APL). ~~Provide~~ Submit the completed signal inspection report forms, certified by the IMSA Traffic Signal Inspector to the Engineer.

The Department's approved inspection report forms are available at the following URL: <http://www.dot.state.fl.us/trafficoperations/>.

**Commented [TD1]:** What constitutes acceptable verification?

**Commented [TD2]:** What constitutes acceptable verification?

**Commented [TD3]:** What constitutes acceptable verification?