

# Material Certification For LGA Projects

NCDOT Materials & Tests Unit

**LGA (Local Government Agency)**  
**LAP (Local Administered Projects)**  
**LPA (Local Public Agency)** are Federally Funded contracts/projects that must follow NCDOT Standards and Specifications. These projects are administered by the municipalities and/or their representatives.

**Federally Funded Contracts** are required to be accepted by the Federal Highway Administration (FHWA) to enable the Department/Municipality to be reimbursed for project expenditures. Federally Funded projects are administered differently based on the type of letting. The Requirements are the same. Division and Central Let Contracts are administered by NCDOT staff through the NCDOT HiCAMS system. Locally Administered contracts must meet same requirements. Alternate project tracking is required.

# What is a “Material Certification”?

**Documented Process by which NCDOT certifies to FHWA that All materials and workmanship on each Federal-Aid project are in compliance with NCDOT Specifications and Federal Requirements**

**Why your project needs to be certified?-**

**Assures both NCDOT and FHWA all requirements are met**

- **Ensure Federal Fund Reimbursements**
- **Ensure Quality in Construction**
- **Ensure a Quality Product**

# What is Our Goal for LGA Material Certifications?

- Streamline the process for managing materials and tests on LGA projects
- Closeout projects faster and more efficiently
- Reduce non-participating costs. Non-Participating funds are monies FHWA will not participate in reimbursing to NCDOT
- Identify material and/or sampling issues during the project, allowing for correction

# What is the LGA Material Certification Process?

- Review and Verify materials incorporated into the project conform to applicable standards, specifications, plans, and NCDOT policies
- Complete the “Material Certification Package”

# Material Certification Process

- Review documentation/records for sampling, testing, and certification of materials incorporated into a project
- Review Bill of Lading/Invoices
- Review certified technicians
- Review approved mix designs

# Material Certification Process

- Document shortages and exceptions of materials

## **Shortage:**

1. Insufficient amount of a particular material for which a contractor receives payment; or,
2. Lack of required sampling and/or testing of a particular material for which a contractor receives payment

# Material Certification Process

## Exceptions:

Occur when representative materials are utilized but not in accordance with specifications

*Note: This is typically for materials that do not require sampling or testing, but usually require a manufacture's certification of compliance to the specification*

**Discrepancies** : (Shortages/Exceptions) are recorded. The LGA may be allowed up to 3 weeks to clear the discrepancy.

*Notify Division Representative, the review process is complete and certification letter is drafted.*

# Final Pay Application

#	SECTION	DESCRIPTION	UNIT	BID TABULATION			QU TTD	AMT TTD	OR/UR	
				QUANTITY	UNIT COST5	EXTENDED6				
1	SP	TEMPORARY TRAFFIC CONTROL	LS	1	\$ 48,000.00	\$ 48,000.00	1.00	\$ 48,000.00	100%	\$
2	SP	WORK ZONE ADVANCE/GENERAL WARNING SIGNING	SF	150	\$ 9.00	\$ 1,350.00	186.00	\$ 1,674.00	124%	\$
3	226	UNDERCUT EXCAVATION	CY	50	\$ 115.00	\$ 5,750.00	99.53	\$ 11,445.95	199%	\$
4	226	GRADING	LS	1	\$ 265,000.00	\$ 265,000.00	1.00	\$ 265,000.00	100%	\$
5	270	GEOTEXTILE FOR SOIL STABILIZATION	SY	50	\$ 6.00	\$ 300.00	-	\$ -	0%	\$
6	310	15" RC PIPE CULVERT, CLASS III	LF	6	\$ 115.00	\$ 690.00	6.00	\$ 690.00	100%	\$
7	310	18" RC PIPE CULVERT, CLASS III	LF	88	\$ 70.00	\$ 6,160.00	84.00	\$ 5,880.00	95%	\$
8	310	24" RC PIPE CULVERT, CLASS III	LF	65	\$ 130.00	\$ 8,450.00	56.00	\$ 7,280.00	86%	\$
9	340	PIPE REMOVAL	LF	90	\$ 15.00	\$ 1,350.00	90.00	\$ 1,350.00	100%	\$
10	545	INCIDENTAL STONE BASE	TN	50	\$ 45.00	\$ 2,250.00	-	\$ -	0%	\$
11	607	MILL ASPHALT PAVEMENT, 0" TO 1.5"	SY	8,770	\$ 3.90	\$ 34,203.00	1,804.00	\$ 7,035.60	21%	\$
12	620	ASPHALT BINDER FOR PLANT MIX	TN	150	\$ 400.00	\$ 60,000.00	40.717	\$ 16,286.80		\$
		AC ADJUSTMENT - AUGUST			\$ 416.71		27.139	\$ 11,309.09		\$
		AC ADJUSTMENT - SEPTEMBER			\$ 416.71		1.652	\$ 688.40	101%	\$
		AC ADJUSTMENT - OCTOBER			\$ 414.71		26.893	\$ 11,152.80		\$
		AC ADJUSTMENT - APRIL			\$ 497.21		42.579	\$ 21,170.70		\$
13	610	ASPH CONC SURFACE COURSE, S9.5B	TN	1,225	\$ 82.00	\$ 100,450.00	1,390.78	\$ 114,043.96	114%	\$
14	610	ASPH CONC INTERMEDIATE COURSE, I19.0B	TN	563	\$ 84.00	\$ 47,292.00	521.61	\$ 43,815.24	93%	\$
15	610	ASPH CONC BASE COURSE, B25.0B	TN	998	\$ 71.00	\$ 70,858.00	949.53	\$ 67,416.63	95%	\$
16	SP	PATCHING EXISTING PAVEMENT	TN	50	\$ 200.00	\$ 10,000.00	462.05	\$ 92,410.00	924%	\$
17	800	MOBILIZATION	LS	1	\$ 50,000.00	\$ 50,000.00	1.00	\$ 50,000.00	100%	\$
18	801	CONSTRUCTION SURVEYING	LS	1	\$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00	100%	\$
19	840	MASONRY DRAINAGE STRUCTURE	EA	3	\$ 2,500.00	\$ 7,500.00	3.00	\$ 7,500.00	100%	\$
20	840	MASONRY DRAINAGE STRUCTURE	LF	4	\$ 250.00	\$ 1,000.00	2.77	\$ 692.50	69%	\$
21	840	FRAME W/ GRATE & HOOD, STD 840.03	EA	3	\$ 800.00	\$ 2,400.00	3.00	\$ 2,400.00	100%	\$
22	840	FRAME W/ COVER, STD 840.54	EA	2	\$ 575.00	\$ 1,150.00	2.00	\$ 1,150.00	100%	\$
23	846	2'-6" CONCRETE CURB & GUTTER	LF	2,288	\$ 14.00	\$ 32,032.00	2,279.60	\$ 31,914.40	100%	\$
24	848	4" CONCRETE SIDEWALK	SY	371	\$ 30.00	\$ 11,130.00	498.94	\$ 14,968.20	134%	\$
25	848	CONCRETE CURB RAMP	EA	7	\$ 1,500.00	\$ 10,500.00	7.00	\$ 10,500.00	100%	\$
26	848	RETROFIT EXISTING CURB RAMP	EA	4	\$ 1,200.00	\$ 4,800.00	-	\$ -	0%	\$
27	858	ADJUSTMENT OF CATCH BASIN	EA	1	\$ 550.00	\$ 550.00	1.00	\$ 550.00	100%	\$
28	859	CONVERT CATCH BASIN TO JB W/ MH	EA	2	\$ 1,300.00	\$ 2,600.00	2.00	\$ 2,600.00	100%	\$
29	901	CONTRACTOR FURNISHED SIGN, TYPE E	SF	24	\$ 20.00	\$ 480.00	6.25	\$ 125.00	26%	\$
30	903	SUPPORTS, 2-LB STEEL U-CHANNEL	EA	4	\$ 5.00	\$ 20.00	1.00	\$ 5.00	25%	\$
31	904	SIGN ERECTION, TYPE E	EA	4	\$ 175.00	\$ 700.00	1.00	\$ 175.00	25%	\$
32	1205	THERMO PVMNT MRKNG LINES (4", 90 MILS)	LF	212	\$ 1.00	\$ 212.00	-	\$ -	0%	\$
33	1205	THERMO PVMNT MRKNG LINES (4", 120 MILS)	LF	4,675	\$ 2.00	\$ 9,350.00	6,394.00	\$ 12,788.00	137%	\$
34	1205	THERMO PVMNT MRKNG LINES (8", 120 MILS)	LF	1,098	\$ 4.00	\$ 4,392.00	2,238.00	\$ 8,952.00	204%	\$
35	1205	THERMO PVMNT MRKNG LINES (24", 120 MILS)	LF	312	\$ 10.00	\$ 3,120.00	407.00	\$ 4,070.00	130%	\$
36	1205	THERMO PVMNT MRKNG SYMBOLS (90 MILS)	LF	34.0	\$ 150.00	\$ 5,100.00	38.00	\$ 5,700.00	112%	\$
37	1205	PAINT PVMNT MRKNG LINES (4")	LF	4,675	\$ 0.50	\$ 2,337.50	2,013.00	\$ 1,006.50	43%	\$
38	1205	PAINT PVMNT MRKNG LINES (24")	LF	312	\$ 3.00	\$ 936.00	48.00	\$ 144.00	15%	\$
39	1515	RELOCATE FIRE HYDRANT	EA	2	\$ 5,400.00	\$ 10,800.00	2.00	\$ 10,800.00	100%	\$
40	SP	TEMPORARY SILT & TREE PROTECTION COMBO FENCE	LF	640	\$ 2.25	\$ 1,440.00	1,657.00	\$ 3,728.25	259%	\$
41	1660	SEEDING & MULCHING	AC	0.4	\$ 4,300.00	\$ 1,720.00	0.82	\$ 2,577.60	288%	\$

# Material Certification Package-M&T

personnel or representative compile a package to be sent to the M&T  
Quality Systems Engineer

## Includes:

- ✓ LGA Review Checklist
- ✓ Letter of Records Accountability
- ✓ "Buy America" Guarantee
- ✓ Project Scope and Description
- ✓ Materials Line Item List (typically the final pay request)

# Material Certification Package

## Includes:

- ✓ Consultant/CEI Firm List
- ✓ Material Certification Discrepancy Report
- ✓ Line item Discrepancy Detail

# Letter of Records Accountability

- ✓ Complete form provided with project information
- ✓ Complete where all records/documentation will be stored after certification process is completed
- ✓ Must include a representative's signature from the LGA/Agency and date
- ✓ Must include a representative's signature from the CEI firm and date
- ✓ Submitted in final package to M&T

# “Buy America” Guarantee

- ✓ Review submitted letter from the contractor stating:

*“All steel and iron products furnished as domestic products shall be melted, cast, formed, shaped, drawn, extruded, forged, fabricated, produced, or otherwise processed and manufactured in the United States.”*

**OR**

# “Buy America” Guarantee

- ✓ Review individual steel and/or iron products documentation
- ✓ Verify this documentation for stating the following as part of the Materials Certification:

*“All steel and iron products furnished as domestic products shall be melted, cast, formed, shaped, drawn, extruded, forged, fabricated, produced, or otherwise processed and manufactured in the United States.”*

# Who do I contact If I have Questions About the Material Certification Process?

- Division Rep/Contact
- Sam Frederick - Quality Systems Engineer  
919-814-2220
- Shannon Poole - Material Certification Specialist  
919-427-5952
- Randy Pace – Material Certification Specialist  
919-348-8540

# Who do I contact if I have questions with receiving, sampling and testing?

- Division Rep/Contact
- Divisions 1, 2, 3, 4, 5  
Darryl Lumley 919-614-1285
- Divisions 6, 7, 8, 9  
Rusty Tucker 980-521-0939
- Divisions 10, 11, 12, 13, 14  
Mark Thomas 704-847-1314

# Material Certification LGA Guide Link

- A Material Certification Guide has been placed on the M&T Website under “LGA Material Certification:
- <https://connect.ncdot.gov/resources/Materials/Pages/Materials-Manual-Text.aspx?Method=MM-08-03>