

TO: Leader: Jessica Bowker [Jessica.Bowker@dot.wi.gov](mailto:Jessica.Bowker@dot.wi.gov)

Manager: Stacie Lambele [Stacie.Lambele@dot.wi.gov](mailto:Stacie.Lambele@dot.wi.gov)

Supervisor: Rick Shermo [Richard.Shermo@dot.wi.gov](mailto:Richard.Shermo@dot.wi.gov)

The Division of Transportation System Development, Performance Management Strategic Initiative, Technical Services- Materials Testing Compliance, is compiling information for a random review of the construction materials sampling, testing, and documentation processes.

Each year, at the end of the construction season, the BTS-Quality Assurance Unit reviews project tracking to create a list of projects that were completed or substantially completed in the preceding state fiscal year. The BTS-Quality Assurance Unit staff selects between 15 to 50 projects to further study and establish the list of material tests to be reviewed.

At this time, the BTS-Quality Assurance Unit has selected 15 random statewide construction contracts to be audited for materials sampling and testing compliance. **Contract ID 20151208021/Project ID 1020-01-83 - Hudson - Baldwin** has been randomly selected for materials sampling and testing audit. The comprehensive audit is based on the review of all the electronic (MTS and MRS) records, construction materials field diary entries, and summary of the Quality Management Program QC documents.

The following QMP Bid Items have been selected for the Construction Materials Sampling/Testing and Documentation review:

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| **Quality Management Program Items Selected for Review:** |
| QMP Base Aggregate |
| QMP Concrete Masonry Bridges/Concrete Aggregates |

**Instructions:**

1) Please make a copy of the attached ***“Construction Materials Sampling/Testing/Documentation questionnaire”*** and save to a file folder for completion.

2) Please assemble the following Quality Management Program (QMP) documentation as requested and provide answers to the Quality Control (QC) and Quality Verification (QV) sampling and testing questions in the ***“Construction Materials Sampling/Testing/Documentation questionnaire”***:

**QMP Base Aggregate** – Original “hand written” worksheets as per CMM for each QC test conducted, control charts, as well as all QMP documentation required per WisDOT Standard specifications.

1) Please summarize all QC QMP testing data in the table below as required by WisDOT Standard Specifications.

| **Item Description-List all Approved Aggregate Sources used on Project** | **Item #** | **Quantity** | **No. QV Tests Performed** | **No. QV Tests**  **Required** | **No. QC Tests Performed** | **No. QC Tests**  **Required** | **Conforms to frequency**  **Yes - No** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Base Aggregate Dense, 3/4-Inch, Mimbach** | 305.0110 | 461 Tons | 0 | 0 | 0 | 0 | *Yes* |
| **Base Aggregate Dense, 1 1/4-Inch, Mimbach** | 305.0120 | 6519 Tons | 2 | 3 | 2 | 3 | No |
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Remarks:

**None.**

2) Please explain the rationale for any missing tests per WisDOT Standard Specifications for Quality Control (QC) or Quality Verification (QV) sampling and testing.

**Base Aggregate Dense, 1 1/4-Inch: Contractor offered to try to get a sample from the grade to bring the material testing requirements back into compliance, but at this point a representative sample was not able to be taken. The quantity that was not accounted for in testing was a small quantity 519 Tons, and is expected to perform as intended. No penalty was issued.**

3) Please provide random number calculations for QC and QV testing for each test sample procured.

**See QMP documentation for the random numbers.**

4) Please list all HTCP Certified Testers for Quality Control Sampling and Testing and verify the QC testers were qualified at the time the samples and tests were conducted.

**Kyle Slaney 105968**

**Tom Portman 101117**

**Both certified at the time of the sample and testing.**

5) Please identify any QC/QV **Non-Certified** samplers and/or testers conducting work requiring HTCP certifications.

**None.**

**Concrete Masonry Bridges** - all Original “hand written” worksheets as per CMM for each QC test conducted, control charts, cylinder reports and graphs, aggregate gradations, as well as all QMP documentation required per WisDOT Standard specifications.=

1. Please summarize all QC QMP testing data in the table below as required by WisDOT Standard Specifications.

| **Item Description-Identify number of Sublots tested** | **Item #** | **Quantity** | **No. QV Tests Performed** | **No. QV Tests**  **Required** | **No. QC Tests Performed** | **No. QC Tests**  **Required** | **Conforms to frequency**  **Yes - No** | |
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| **Concrete Masonry Bridges – 11 sublots tested** | 502.0100 | 520 CY | 5 | 5 | 11 | 11 | *Yes* |
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Remarks:

**None.**

2) Please identify the number of QC concrete aggregate samples procured and tested.

| **Item Description-List all Approved Aggregate Sources used on Project** | **Item #** | **Quantity** | **No. QV Tests Performed** | **No. QV Tests**  **Required** | **No. QC Tests Performed** | **No. QC Tests**  **Required** | **Conforms to frequency**  **Yes - No** | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Concrete Masonry Bridges** | 502.0100 | 520 CY | 2 | 2 | 0 | 0 | ***Yes*** |
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Remarks:

**None.**

3) Please explain the rationale for any missing tests per WisDOT Standard Specifications for Quality Control (QC) or Quality Verification (QV) sampling and testing.

**No missing tests.**

4) Please provide random number calculations for QC and QV testing for each test sample procured.

**See QMP documentation for random numbers.**

5) Please list all HTCP Certified Testers for Quality Control Sampling and Testing and verify the QC testers were qualified at the time the samples and tests were conducted.

**Jacob Ostendorf 105880**

**Certified at the time of sampling and testing.**

6) Please identify any QC/QV **Non-Certified** samplers and/or testers conducting work requiring HTCP certifications.

**None.**

**Action Item(s):**

1)Upon completion of this questionnaire; please attach the ***“Construction Materials Sampling/Testing/Documentation questionnaire”.*** Please email the response to [keith.lundin@dot.wi.gov](mailto:keith.lundin@dot.wi.gov) within two weeks after receiving this announcement.

2) Please send your QMP documentation for each specified Item by email, CD rom, or place on dedicated FTP link so the QMP information may copied to a BTS-Quality Assurance Drive within two weeks after receiving this announcement.

Your cooperation in the Internal QA Audit is truly appreciated. Please contact me if you have additional concerns or questions.

Keith H. Lundin

**Internal Quality Assurance Auditor**Quality Assurance Unit

Materials Management Section  
Bureau of Technical Services

Materials Management Section  
Division of Transportation System Development   
Wisconsin Dept. of Transportation   
**Cell: 608-220-8847**   
FAX: 608-245-8959   
[keith.lundin@dot.wi.gov](mailto:keith.lundin@dot.wi.gov)