



**REIMBURSEMENT TO IOWA DOT FOR
INSPECTION SERVICES PROVIDED TO COUNTIES AND CITIES**

GENERAL

The purpose of this Instructional Memorandum is to outline the procedures to be followed for materials inspection and other associated services performed for counties and cities for which reimbursement is required. This is in accordance with the Code of Iowa, the Iowa Administrative Code, and the Iowa Department of Transportation Policies and Procedures Manual.

I. MATLS. INSPECTION SERVICES FOR CONTRACT CONSTRUCTION & MAINT. PROJECTS

A. Federally Funded County and City Road, Street, and Bridge Projects

1. Included are: Surface Transportation Program Road Projects (STP-S, STP-U, STP-A), Highway Demonstration Projects (HDP/DE/DPI), and Bridge Projects (BROS, BHOS, BRM, BRS, and BHS).
2. Materials sampling, testing requirements, and materials certification are needed in accordance with state project requirements (no certification to FHWA is required). The local agency will be billed for the services of the Office of Materials.
3. The cities and counties will provide the acceptance sampling and testing, inspection, and documentation for all materials and construction in accordance with the Office of Materials Instructional Memorandums and applicable specifications.
4. The local agency will certify the work was completed in substantial compliance with the plans and specifications, including the materials incorporated. The District Office performs a review of contract pay items and certifies the materials incorporated were in substantial compliance with the plans and specifications.

B. Services no longer provided by DOT Materials Office on Local and Farm to Market Projects

1. No involvement on L projects, except for technical advice and troubleshooting, and items listed in C-11
2. No assurance or verification sampling
3. No materials auditing

C. Services provided by DOT Materials on Farm-to-Market projects

1. Technical advice and trouble shooting available on request

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2. Limited testing provided by request for a fee. These services would be limited to:
 - a. Assistance for PCC and HMA plant calibrations
 3. PCC scales and, admixture and water meters
 4. HMA scales and AC pumps
 - a. After July 1, 2001, only projects let under QMA specification will be supported by the DOT.
 - b. HMA mix design paper review, or evaluation of test strip results.
 - c. Monitor testing of HMA as provided in IM 204. Not including cold feed testing.
 5. Uncompacted mix – one sample the first day with a minimum of one test per week thereafter.
 6. Liquid Asphalt Binder – one sample the first day with a minimum of one test per week thereafter.
 7. Compacted mix – one set of cores the first day and 10% thereafter.
 8. When requested verification testing of HMA samples obtained by County inspectors and delivered to the District Labs at a rate of one sample per mix per project.
 9. When requested verification testing of PCC paving and structures samples obtained by County inspectors and delivered to the District Labs will be tested at the rate of one set per project.
 10. When requested, monitor smoothness testing, according to IM 204.
 11. Source monitoring, including PC plants and terminals, AC terminals, prestress (where possible), precast concrete, aggregate producers, and manufactured materials. Due to high demand and the limited number of Steel Fabrication Inspectors, it may not be possible for the DOT to provide steel fabrication inspection services.

D. Services provided to Local Agencies on Federal Aid Projects

1. Technical assistance, sampling, and testing to be provided to the Local Agencies, on all Federal Aid Projects, in accordance with the Materials IM's. Source Monitoring, including PC plants and terminals, AC terminals, prestress (where possible), and precast concrete, aggregate producers and manufactured materials will be provided. Due to high demand and the limited number of Steel Fabrication Inspectors, it may not be possible for the DOT to provide steel fabrication inspection.

E. Federally Funded County and City Enhancement Projects, and State-assisted Projects on County Roads, City Streets, Assisted Airports, or Adjacent to Primary Roads

1. Included is Surface Transportation Program projects (STP-E, STP-ES), National Recreational Trails (NRT), RISE (RC, RM), Traffic Safety (L-TSF, CS-TSF), State Bridge (SBRC, SBRM), U-STEP/C-STEP (UST or CST when project does not involve work on the primary road traffic lanes), Recreational Trails (RT), and Airports.
2. The local agency is responsible for the construction inspection and the materials inspection. Materials inspection services by the DOT will be provided only when specifically requested in writing, by the local agency. The local agencies will be billed for these services.
3. The local agency will certify the work was completed in substantial compliance with the plans, specifications, and agreements (when applicable).

F. Out of State Inspection

When required or requested the Office of Materials will arrange for inspection of materials furnished from outside the State of Iowa in areas where normal routine inspection service is available either by Iowa Department of Transportation personnel or other agencies.

G. Notification of Requests to the Office of Materials and Authorization for Inspection

Requests for inspection shall be from the Contracting Authority.

Upon receipt of the **written** requests for inspection service as outlined in the previous paragraphs, the District Materials Engineer will forward them to the Office of Materials. These requests will constitute authorization for the inspection requested and for invoicing the county or city for the inspection cost incurred.

H. Invoicing of Sampling, Testing and Inspection Service Costs

1. For Federal Aid and County Farm to Market and qualifying State-Assisted Projects, the Office of Materials will prepare and forward to the Office of Accounting invoices for all inspection performed upon processing of the project final estimates.
2. For other projects, except when other arrangements are made, the Office of Materials will annually (at the end of the calendar year) prepare and forward to the Office of Accounting invoices for all inspection performed to date on the basis of contract quantities. If a county or city wishes to be billed at the completion of a project they must notify the District Materials Engineer of the project completion and request a billing.

3. Inspection Costs. Invoicing will be based on a cost per test basis, which is calculated at the beginning of the calendar year using a running average of the previous four years' cost and work experience. These rates shall apply to inspection performed during that calendar year.

II. MATERIALS EXPLORATORY WORK

Reimbursement will be required for requested investigations or surveys for location, quantity, or quality of material resources. For invoicing purposes, the Office of Materials will prepare a summary of the total time, mileage and expense costs incurred in the investigation or survey.