

5-692.301 GRADING & BASE REPORTS

See Fig. 1 5-692.300 or Fig. 2 5-692.300.

- A. The Project engineer is required to use the revised Grading and Base Report Form TP-02115 to report information needed to administer the construction of grading and base contract items. This form must be completed for all projects containing grading and base items, even when no physical sampling or testing is required.

A (preliminary) Grading and Base Report is required to be completed and submitted to the Grading and Base Office immediately after the contract has been awarded. Completing this report prior to construction demonstrates your understanding of the testing requirements for the project. Submitting this report in a timely manner will provide ample opportunity for the Grading and Base office to assist you in correcting any discrepancies.

A (final) Grading and Base Report and the Final Estimate should be completed and submitted at the same time. The completed final report is a valuable tool for completing your project certification. This report is not necessary if there are no Grading and Base items on the Final Estimate.

- B. Use the following guidelines when preparing the report.

1. Use the lowest S.P. Number.
2. Insert the item name in the first column. Do not use the specification pay item number. The most commonly used item designations have been printed on the form. A blank space has been provided for special items such as Open Graded Aggregate, Granular Filter, Topsoil Borrow, etc.
3. Record the cumulative quantities for each class of material.
 - a. Use the estimated quantities from the proposal to complete the Preliminary Grading and Base Report.
 - b. Use the pay quantities on the Final Estimate for the Final Grading and Base Report.
4. Insert the minimum testing rate for the class of material. This information is listed on form SD-15, the Schedule of Materials Control, which is attached to the project's Special Provisions.
 - a. For grading materials, place the rate for moisture tests on the left and the rate for density tests on the right.
 - b. For base materials, place the gradation test rate on the left and the density rate on the right.
 - c. Under each of the test designations there are two columns headed "Required" and "Made (Uncorrected)".

- d. In the "Required" column, enter the number of tests required for the quantity of material listed.

For example, the rate for gradation tests for Class-5 aggregate is one lot (4 tests averaged) per 10,000 ton. If the "Required" column indicates that 55,870-ton of Class-5 aggregate has been placed, determine the number of tests required by dividing the quantity by the rate. In this case, it would be:

$$\frac{55,870}{10,000} = 6 \text{ lots required}$$

Carefully compare the pay quantity unit of measurement to the Schedule of Materials Control unit of measurement. Use the correct conversion factors to avoid significant testing deficiencies.

Please keep in mind that it may be necessary to run more than the minimum number of tests to maintain adequate quality control.

- e. In the "Made" column, enter the number of tests completed. Next, enter only the number of failing tests that have not been corrected in (parentheses).
6. Use the "Remarks" area on the back of the form to describe significant changes or unusual situations. Include items added by Supplemental Agreement and items that may have been eliminated. Uncorrected failing tests should be explained.

The comments or remarks area is also available for information that may be of interest to the Grading and Base Unit. For Example: The contractor may choose to substitute Class 7(?) for another aggregate or the contractor may decide to use all Class 5 aggregate for the base and the shoulder. Unusual conditions like excessive groundwater (springs) should be noted along with any drastic changes to the scope of the project.

7. The Grading and Base Report may be computer generated or hand written. (See Fig. 2 5-692.300). The Grading and Base office urges using e-mail to electronically file computer generated reports whenever possible. Electronic versions of your favorite reports and forms are available at: <http://www.mrr.dot.state.mn.us/pavement/GradingandBase/gradingandbase.asp>. Completed forms and reports can be e-mailed to: cary.efta@dot.state.mn.us.