



Minnesota Department of Transportation

Metro District

Office of State Aid
1500 West County Rd B2
Roseville, MN 55113-3174

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Metro Area City, County and Consultant Engineers

RE: Local Agency Federal Aid Materials Exception Summary Procedure

The Material Exception Summary is a form documenting all the materials incorporated into the project that did not meet specifications. The Metro Materials Engineer signs the Material Exception Summary for Independent Assurance requirements as required by Code of Federal Regulations 23 Part 637. This document is required as part of a Delegated Contract Process Final.

The Materials Exception Summary must be sent to Metro State Aid, c/o Sharon.Lemay@state.mn.us before the final payment is issued to the contractor (Please do not send directly to Metro Materials Engineer). Metro State Aid will then obtain the Metro Materials Engineer's signature. The project needs to be complete and all punch list items satisfied before it is submitted.

All exceptions must be stated on the summary form along with a resolution. For examples of exceptions, please see section 5.6. III F of the Electronic State Aid Manual. If a materials exception includes a deduct, it is expected that the deduct is taken and is documented.

<http://www.dot.state.mn.us/stateaid/manual/sam2011/SAM2011.pdf>

The submittal of the Material Exception Summary must include:

- List of certified testers for the project
- Contract change documents pertaining to materials on the project (Work Orders, Change Orders or Supplemental Agreements)
- Concrete and bituminous plant exception letters -if MnDOT performed plant inspection, these can be requested with exception submittal forms from this website:
<http://www.dot.state.mn.us/metro/materials/plantinspection.html>

State Aid Materials Exception Summary Form:

<http://www.dot.state.mn.us/stateaid/ProjDeliv/dcp/MaterialsCertificationExceptionsSummary2013.docx>

Please contact me with questions.

Sincerely,

Elisa Bottos, PE
Metro State Aid Construction Engineer
Minnesota Department of Transportation
651-234-7766

cc: Chris Kufner – Metro Materials and Pavement Engineer

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