**Nonconformance / Non-Performance Concurrence**

Date: Click or tap to enter a date.

|  |  |  |  |
| --- | --- | --- | --- |
| Project ID: | Project ID | Supervisor: | Supervisor |
| Contract ID: | Contract ID | Project Manager: | PDS PM |
| Title: | Project Title | Construction PE: | Const Project Engineer |
| Highway: | Project Highway | Prime Contractor: | Prime Contrator |
| County: | Choose an item. | Liable Contractor: | Liable Contractor |

Bid Items affected by Nonconformance / Non-Performance:

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| --- |
| Bid Item No. Item Description |
| Contract unit Price: | $Dollar Amount / Unit |
| Source: | Material Source  |
| Quantity Affected: | Quantity Unit |

Description of Nonconformance / Non-Performance:

Provide all details regarding the nonconformance / non-performance.

Describe the situation that led to the nonconformance / non-performance. Also include any information on Non-Performance of QMP and/or Nonconforming Material / Work. Write the summary like it is evidence to a judge. Report the facts – all the facts (contractor and department actions) with dates and times, if applicable.

Consider including the following information:

* Reference specification sections
* Dates, times and types of correspondence (ie: meetings, emails, phone calls, on-site discussion etc)
* Include contractor efforts to rectify or mitigate nonconformance
* If Non-Performance of QMP or Nonconforming Material is involved:
	+ Number of tests taken (and type – QC/QV/PC etc.)
	+ Number of tests required (and type – QC/QV/PC etc.)
	+ Number of tests moved/missed (and type – QC/QV/PC etc.)
	+ Were any tests non-conforming
	+ Is additional material to be placed
	+ When was the issue discovered
	+ What action has been taken to address the Non-Performance / Nonconformance
	+ Specific testers involved and their HTCP numbers

This is not an all-inclusive list. These are just items to consider when writing the report.

Attach any necessary back-up documentation or pertinent information to support the written narrative.

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According to Standard Specifications and/or CMM:

Nonconforming Work (SS 105.3.2) State which area of Nonconforming Work this situation falls under (Engineer-Accepted Nonconforming Work? Unacceptable Work? Unauthorized Work?) Also provide the possible action (ie: apply a price reduction; remove and replace; no payment for item etc.)

Nonconforming Material (SS 106.5 and CMM 8-10) State what type of material nonconformance occurred (concrete slump out of spec; nonconforming gradation; air content ouf of spec; density test nonconforming; nonconforming air voids; localized roughness; manufacturing defects; material not on approved list; material not meeting proper speficiations/AASHTO/ASTM; etc.)

Non-Performance of QMP (SS 701.5 and CMM 8-30.13) State what type of problem encountered (non-random tests; improper sampling, testing or documentation methods; tester not certified; too few tests; no tests; etc.)

Region Recommendation:

State what the region recommends for a credit and write out the calculations.

Example:

The region recommends a 10% credit for the 3 moved tests.

$12.25 \* $250 \* 0.10 = $306.25

The region also recommends a $250 credit for each moved test.

$250 \* 3 = $750

TOTAL PROPOSED CREDIT:

**Total Credit = $306.25 + $750 = $1,056.25**

***Please provide your recommendation/concurrence for the Nonconformance / Non-Performance Credit.***

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| **Submitted By: (Project Engineer)** |  | **Date:**  |

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| --- | --- | --- |
| **Concurrence By: (Project Manager)** |  | **Date:**  |

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| --- | --- | --- |
| **Concurrence By: (NCR Materials Engineer)** |  | **Date:**  |

Proposed Credit Over $10,000:

|  |  |  |
| --- | --- | --- |
| **Concurrence By: (BPD/BTS Chief)** |  | **Date:**  |

**Remarks:**