



Connecticut DOT

Number: CD-2024-1

Bureau of Engineering and Construction

Date: April 10, 2024

## CONSTRUCTION DIRECTIVE

DocuSigned by:  
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Construction Administrator

### Final Material Certification (FMC) Procedure

This Construction Directive establishes the procedure to be followed related to the Final Material Certification (FMC). This procedure will be incorporated in the next major update of the Construction Manual.

Once the Notice of Substantial Completion is issued, the District shall complete the necessary change orders to balance final quantities and make final payments as soon as possible.

Subsequent to the determination of final quantities (or anticipated final quantities as noted below) but no later than 60 days after the Substantial Completion date the District shall initiate the FMC process by transferring the FMC Request Memo signed by the Assistant District Engineer or District Engineer to the Material Evaluation and Specification Unit (MESU) using the submittal transmittal tool in Compass (see Construction Bulletin CB-2023-5). If there are incomplete or unpaid items remaining, (such as items amounting to less than 1% of the contract that is allowed to be incomplete in order to attain substantial completion), the District shall identify the anticipated final quantities for those items. The request for a Final Material Certificate must include the Federal Aid Project (FAP) number, must document all items that are incomplete, and items that have testing deficiencies or rejected materials not previously addressed.

The FMC and associated documentation will be reviewed by the Division of Construction Operations prior to approval and issuance of the Acceptance of the Work (CON-500). If there are outstanding items or exceptions related to the FMC at the time of the request for approval of the CON-500, the Division of Construction Operations' Division Chief will discuss the status with the Construction Administrator to determine the next steps.