QRE001   QPL Guidelines for Resident Engineers

I. Overview

Resident Engineers ("RE") shall follow these procedures for the Qualified Products List ("QPL") during construction.

II. Procedures

A. Access the QPL

Detailed information on accessing the QPL, as well as definitions of QPL terms, can be found in the "NJTA QPL Manual", found on the Authority's website.

B. Access QPL Submittals

The "QPL Submittals" is a list of all vendor submittals in all statuses, including products on the QPL. It is accessible by all Resident Engineers and Inspectors in CapEx. Once logged in, go to Administration → QPL Submittals. If you cannot access this, contact contracts@njta.com.

Refer to the "NJTA QPL Manual" for how each Product status and Product Type status is defined.

1. "Pending" Statuses

    If the Contractor requests the use of a product that is not in the QPL or Appendix Q of the contract's Supplementary Specifications, and is in a status of Pending Pilot, Pending Need, or Pending Criteria, first determine if its usage is viable for the project, i.e. is it applicable to the scope of work, does it adversely impact cost or schedule, etc.?

    If the product's usage is not viable, direct Contractor to use a product that is on the QPL or meets the requirements of the contract. Complete the QPL Form Q1 found on the website and submit the form to contracts@njta.com and cc: the NJTA Liaison Engineer.

2. Other Statuses

    Direct any comments and questions regarding QPL Submittals to contracts@njta.com.

C. Direct Vendors to Register

Before a non-QPL product is approved (e.g. as an approved equal or substitution), verify if the vendor has submitted the product to QPL Submittals. If not, direct them to do so by following the QPL Manual.

D. Prepare and Submit the CPL

Record and report data on products used by the Contractor by submitting a Construction Products List Form ("CPL Form") described below. The CPL Form is found on the website and shall be submitted as described below.

The CPL Form's fields are defined as:

Table 1 –CPL Form Fields

Column	Description
Product Type	The corresponding Specification Subsection or Paragraph in Division 900.
Product Type Section	The title of the Specification Section.
Product Type Description	The Subsection or Paragraph title.
Delete?	Yes/No; the Engineer is recommending deletion of a QPL Product or Product Type.
Feedback	Justification for deletion, and/or the feedback regarding the Product or Product Type.
QPL #	The index number of the approved QPL product, found either in CapEx or on the Quarterly QPL Report.
Approval Date	The date that the Resident Engineer accepted the product for use.
Location	Where the product was used, i.e. roadway name, mileposts, structure numbers, interchanges, etc.
SPL #	The index number found in Appendix Q, Supplemental Products List.
Non-Standard Product Type? (Y/N)	Enter Y if the Product Type is not listed in the latest version of the CPL Form and has to be added as a new row, i.e. a Division 900 Subsection that doesn't exist in the 2016 Standard or Standard Supplementary Specifications.
Reason for Using Non-QPL/SPL Product	If the product selected is not from the QPL or SPL, add a justification, e.g. no products in QPL, all QPL or SPL products listed are unavailable, etc.)
Product Name	The commercial name of the product.
Manufacturer	Company name.
Supplier	Company name; add rows if there are multiple known Suppliers. **If unknown, enter the Manufacturer.**
Address Line 1, Address	Supplier's contact information, which **must be**

Line 2, City, State, ZIP, Website, Phone, E-mail, Contact Name	**confirmed**. **Vendor should also be directed to register a profile in CapEx per the QPL Manual**; NJTA will confirm this registration and follow-up with Vendor if necessary.

The CPL Form lists all current Product Types as given in the Standard and Standard Supplementary Specifications; see Figure 1. If there is a Standard Product Type missing, insert a row and enter the Product Type and Product Type Description. If the project contains a Non-Standard Product Type only found in Appendix Q of the project's Supplementary Specifications, also insert a row and enter the Product Type and Product Type Description.

Product Type	Product Type Section	Product Type Description
900 > 901 > 901.01	EMBANKMENT	Embankment, Grade A.
900 > 901 > 901.02	EMBANKMENT	Embankment, Grade B.
900 > 902 > 902.01 > 902.01(A)	AGGREGATES	Trap Rock
900 > 902 > 902.01 > 902.01(B)	AGGREGATES	Argillite
900 > 902 > 902.01 > 902.01(C)	AGGREGATES	Quartzite
900 > 902 > 902.01 > 902.01(D)	AGGREGATES	Carbonate Rock
900 > 902 > 902.01 > 902.01(E)	AGGREGATES	Granite
900 > 902 > 902.01 > 902.01(F)	AGGREGATES	Gneiss
900 > 902 > 902.02	AGGREGATES	Broken Stone.

Figure 1 – CPL Form displays all existing Product Types

Steps for completing the CPL Form are as follows:

1. Add QPL Product Data (Resident Engineer)

   If the product is on the QPL, complete the fields highlighted in GREEN for the relevant Product Types. Duplicate Product Type rows as necessary if more than one Product was used for a single Product Type.

2. Add SPL Product Data (Resident Engineer)

   If the product is on the contract's Supplemental Products List ("SPL"), found in Appendix Q of the Supplementary Specifications, complete the fields highlighted in ORANGE for the relevant Product Types. Duplicate Product Type rows as necessary if more than one Product was used for a single Product Type.

3. Add New Product Types (Resident Engineer)

   If a product or Product Type is not on the QPL or SPL, complete the fields highlighted in YELLOW for the relevant Product Types. Duplicate Product Type rows as necessary if more than one Product was used for a single Product Type.

   If a corresponding Product Type does not exist, navigate to the row at the bottom of the CPL template, 999.01 – New Product Type. Complete the fields highlighted in YELLOW. Duplicate the New Product Type row as necessary.

4. Add Feedback (Resident Engineer)

Feedback refers to whether the RE is recommending a deletion or change to the existing QPL. Complete the fields highlighted in BLUE as instructed below.

If recommending a correction or deletion of a QPL Product or Product Type: navigate to the corresponding Product Type row, then type the Product Name and reason why under "Feedback."

5. Submit CPL (Resident Engineer)

Submit the completed CPL Form to NJTA Contracts Section (via e-mail to contracts@njta.com) at the following milestones:

- Following approval of initial product submittals at the start of the project. If not received by the time of Pay Estimate #5, reminders will be sent from NJTA Contracts Section.

- The first Pay Estimate following Substantial Completion; this must include all data from prior the CPL submission(s).

The Authority may require interim CPL submissions between these two milestones, particularly for multi-year construction contracts.

NJTA Contracts Section will verify completeness of the CPL Form and contact the NJTA Liaison Engineer and Resident Engineer if corrections or additional information is required.

III. Revision History

Date	Description
04/01/2020	Removed "Feedback?" field. Clarified that CPL submissions must include all data up until the submission date (not just data since the last submission).
04/06/2022	Added instructions for accessing QPL Submittals in CapEx. Revised CPL submittal milestones. Added guidance on "Pending" QPL records and new Form Q1.

Resident Engineer	NJTA PM	NJTA Contracts

Construction Products List (CPL)

Start

Product on QPL? —Yes→ 1 Add QPL Product Data

Product on SPL? —Yes→ 2 Add SPL Product Data

Non-QPL Product or Product Type? —Yes→ 3 Add New Product Types

Feedback? —Yes→ 4 Add Feedback

5 Submit CPL → 6 Collect CPL Data