

The Connecticut Department of Transportation

Material Testing Procedure for Landscape and Associated Roadside Development Items

Submittals:

- Nursery Stock Source of Supply
 - Create Nursery Stock Source of Supply on company letterhead with the DOT project number, name, and town. Include a table or list of items with the plant name, size, quantity, and vendor. Provide the vendor name, address, and a contract person's name and number from the vendor. Leave a blank space in the margin after each item to allow for Landscape Design to note any comments or conditions.
 - Submit items for the upcoming planting season ONLY. Items to be procured in the spring for planting in the fall (spring dig only) should be submitted for preliminary approval, but will require reinspection prior to installation.
 - If not all contract items can be sourced, coordinate Requests for Substitutions (RFS) early, and provide documentation of three sources that were contacted in an effort to procure the specified plant.
- Seed Mix(s)
 - Provide proposed seed mix and source.
- Planting Soil Amendments
 - Provide information on what soil material will be added to the topsoil to create planting soil, and provide an estimated quantity of how much will be used.
- Combine all submittals to one PDF document and forward to General Contractor. The General Contractor shall review, attach their cover letter to the PDF document, and forward to the DOT project inspector. The project inspector will review and forward to Landscape Design
- Repackage and resubmit as directed by Landscape Design or District staff.

Visual Plant Inspections:

- Once everything in the Source of Supply adequately reflects the contract, Landscape Design will welcome an invitation to perform a visual plant inspection at the nursery or contractor yard.
- The contractor shall inform the Engineer in writing, of the location and date that the plant material will be assembled and ready for inspection with a minimum of seven days' notice.

- Section M.13.07.4 requires that the contractor to be present at the inspection. Designating the supplier to represent your company at the inspection may not occur without prior approval and verification that all the nursery stock will be available for inspection during the visit. **Under no circumstances will Landscape Design schedule an inspection without a representative present.**
- Always assume we will travel to the nursery(s), and that we need to see all the contract items, not just a 'representative sample'. Ensure that the supplier understands the State inspection process, and has the material available prior to any scheduled inspection by Landscape Design.
- Requests to have nursery stock inspected at the project site is strongly discouraged. Anticipate that Landscape Design will request photo images to be sent for a cursory review of plant size and form. Make certain that the vendor can accommodate these requests well in advance, or risk having to re-source the plant.
- After a successful visual inspection, Landscape Design will inform the inspector that the installation is ready to be coordinated. Minor changes or stipulations will be documented in the right margin of the Nursery Stock Source of Supply or other location, and will be tracked and considered during the evaluation of plant establishment, inventory and final acceptance.
- Any nursery stock which was submitted and approved, but not installed must be re-inspected just prior to the following season. Review the M.13 for quality requirements, and do not assume the plants will still be viable.
- Anticipate that Landscape Design will request a sample of compost and/or visit the supplier.

On Site Review:

- Material testing does not end after the visual plant inspection. Be advised, Landscape Design may reject any plant for any reason prior to Final acceptance. This includes the inspection of plants delivered to the site for transport, handling, and stockpiling damage.

Typical issues include: causing tree root ball to shift from its stem, the lack of lower branches revealed after evergreen trees are unwrapped, cracked stems at the base of shrubs. There are instances when the plants deficiency is revealed only after the burlap or container is removed from the roots.