

QUALITY CONTROL PLAN REQUIREMENTS

1.1 GENERAL REQUIREMENTS

Establish and maintain an effective quality control (QC) system in compliance with the Contract Clause titled "Inspection of Construction." QC consists of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. Cover all design and construction operations, both onsite and offsite, and be keyed to the proposed design and construction sequence. The project superintendent will be held responsible for the quality of work and is subject to removal by the Contracting Officer for non-compliance with the quality requirements specified in the contract. In this context the highest level manager responsible for the overall construction activities at the site, including quality and production is the project superintendent. The project superintendent must maintain a physical presence at the site at all times and is responsible for all construction and related activities at the site, except as otherwise acceptable to the Contracting Officer.

1.2 QUALITY CONTROL PLAN

Submit to the COR no later than ten (10) calendar days after receipt of Notice to Proceed, the Contractor Quality Control (CQC) Plan proposed to implement the requirements of the Contract Clause titled "Inspection of Construction." Design and construction will be permitted to begin only after the COR acceptance of the CQC Plan.

1.2.1 Content of the CQC Plan

Include, as a minimum, the following to cover all design and construction operations, both onsite and offsite, including work by subcontractors, designers of record, consultants, Architect-Engineers (A-E), fabricators, suppliers, and purchasing agents:

- a. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff will implement all aspects of the work specified.
- b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.
- d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, designers of record, consultants, Architect-Engineers (A-E), offsite fabricators, and suppliers.
- e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test.
- f. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.
- g. Procedures for tracking design and construction deficiencies from identification through acceptable corrective action. Establish verification procedures that identified deficiencies have been corrected.

h. Reporting procedures, including proposed reporting formats.

i. A list of the definable features of design and construction work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. Although each section of the specifications may generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section.

1.2.2 Additional Requirements for Design Quality Control (DQC) Plan

The following additional requirements apply to the Design Quality Control (DQC) plan:

(1) Provide and maintain a Design Quality Control (DQC) Plan as an effective quality control program which will assure that all services required by this design-build contract are performed and provided in a manner that meets professional architectural and engineering quality standards. As a minimum, all documents must be technically reviewed by competent, independent reviewers identified in the DQC Plan. The same element that produced the product shall not perform the independent technical review (ITR). Correct errors and deficiencies in the design documents prior to submitting them to the Government.

(2) Include the design in the master project schedule, showing the sequence of events involved in carrying out the project design tasks within the specific contract period. This should be at a detailed level of scheduling sufficient to identify all major design tasks, including those that control the flow of work. Include review and correction periods associated with each item. This should be a forward planning as well as a project monitoring tool. The schedule reflects calendar days and not dates for each activity. If scheduled changes are proposed by the contractor, submit a proposed revised schedule to the COR and Contracting Officer reflecting the changes within seven (7) calendar days for review and acceptance. Include in the DQC Plan the discipline-specific checklists to be used during the design and quality control of each submittal. Submit at each design phase as part of the project documentation these completed checklists.

(3) Implement the DCQC Plan by the DB A/E member who has the responsibility of being cognizant of and assuring that all documents on the project have been coordinated. This individual must be a person who has verifiable engineering or architectural design experience and is a registered professional engineer or architect. Notify the Contracting Officer & COR, in writing, of the name of the individual, and the name of an alternate person assigned to the position.

1.2.3 Acceptance of Plan

COR acceptance of the Contractor's plan is required prior to the start of design and construction. Acceptance is conditional and will be predicated on satisfactory performance during the design and construction. The Government reserves the right to require the Contractor to make changes in his CQC Plan and operations including removal of personnel, as necessary, to obtain the quality specified.

1.2.4 Notification of Changes

The Contractor will notify the Contracting Officer & COR in writing of all proposed changes for CO / COR for review and acceptance.

1.3 COORDINATION MEETING

After the Pre-Work Conference, before start of design or construction, and prior to acceptance by the Government of the CQC Plan, meet with the Contracting Officer or Authorized Representative and discuss the Contractor's quality control system. Submit the CQC Plan a minimum of thirty (30) calendar days prior to the Coordination Meeting. During the meeting, a mutual understanding of the system details must be developed, including the forms for recording the CQC operations, design activities, control activities, testing, administration of the system for both onsite and offsite work, and the interrelationship of Contractor's Management and control with the Government's Quality Assurance. Minutes of the meeting will be prepared by the contractor and submitted to the COR within 48 hours. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor

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