

# Quality Assurance & Contract Administration Plan

Project Name (Section)

Contract No.

Contractor

Key No.

Project Manager

FAP No.

Complete the following and submit to the distribution list within seven (7) days of Notice to Proceed (NTP) for CA/CEI Services.

**Distribution List:**

☐ RAS ☐ QAC ☐ Contract Admin. Unit ☐ LAL or APM (CPM) ☐ Contractor

## SECTION A - Key Project Personnel - Quality Assurance & Construction Inspection

### Quality Assurance

#### Quality Control Manager

Name

Phone Number

Cell Number

Certification Number(s) (attach copy)

☐ CAGT ☐ CEBT ☐ CDT ☐ CAT-1 ☐ CAT-2 ☐ CMDT ☐ QCT ☐ CCT ☐ CSTT

#### Quality Control Compliance Specialists (QCCS)

If more than one Consultant employee will perform the QCCS function, include the following ODOT-certified technician information for each discipline. Identify which discipline of the Contractor's QC program each person will be responsible for monitoring.

Name

Certification Number(s) (attach copy)

Responsible for Monitoring

☐ CAGT ☐ CEBT ☐ CDT ☐ CAT-1 ☐ CAT-2 ☐ CMDT ☐ QCT ☐ CCT ☐ CSTT

Name

Certification Number(s) (attach copy)

Responsible for Monitoring

☐ CAGT ☐ CEBT ☐ CDT ☐ CAT-1 ☐ CAT-2 ☐ CMDT ☐ QCT ☐ CCT ☐ CSTT

Name

Certification Number(s) (attach copy)

Responsible for Monitoring

☐ CAGT ☐ CEBT ☐ CDT ☐ CAT-1 ☐ CAT-2 ☐ CMDT ☐ QCT ☐ CCT ☐ CSTT

Name

Certification Number(s) (attach copy)

Responsible for Monitoring

☐ CAGT ☐ CEBT ☐ CDT ☐ CAT-1 ☐ CAT-2 ☐ CMDT ☐ QCT ☐ CCT ☐ CSTT

## Construction Inspection

Provide the following information for each ODOT-certified Inspector who will be performing construction inspection duties on the project. If the Inspector is not currently certified, provide the plan for obtaining the required certification prior to the start of on-site work.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Certification Number(s)

\_\_\_\_\_  
Responsible for Inspecting

\_\_\_\_\_  
Certification Plan (250 character space limit)

☐ CBCI (Bridge)   ☐ CECI (Environmental)   ☐ CDSI (Drilled Shaft)   ☐ CGI (General)   ☐ HMAC   ☐ CTSI (Signals)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Certification Number(s)

\_\_\_\_\_  
Responsible for Inspecting

\_\_\_\_\_  
Certification Plan (250 character space limit)

☐ CBCI (Bridge)   ☐ CECI (Environmental)   ☐ CDSI (Drilled Shaft)   ☐ CGI (General)   ☐ HMAC   ☐ CTSI (Signals)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Certification Number(s)

\_\_\_\_\_  
Responsible for Inspecting

\_\_\_\_\_  
Certification Plan (250 character space limit)

☐ CBCI (Bridge)   ☐ CECI (Environmental)   ☐ CDSI (Drilled Shaft)   ☐ CGI (General)   ☐ HMAC   ☐ CTSI (Signals)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Certification Number(s)

\_\_\_\_\_  
Responsible for Inspecting

\_\_\_\_\_  
Certification Plan (250 character space limit)

☐ CBCI (Bridge)   ☐ CECI (Environmental)   ☐ CDSI (Drilled Shaft)   ☐ CGI (General)   ☐ HMAC   ☐ CTSI (Signals)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Certification Number(s)

\_\_\_\_\_  
Responsible for Inspecting

\_\_\_\_\_  
Certification Plan (250 character space limit)

☐ CBCI (Bridge)   ☐ CECI (Environmental)   ☐ CDSI (Drilled Shaft)   ☐ CGI (General)   ☐ HMAC   ☐ CTSI (Signals)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Inspection Certification Number(s)

\_\_\_\_\_  
Responsible for Inspecting

\_\_\_\_\_  
Certification Plan (250 character space limit)

☐ CBCI (Bridge)   ☐ CECI (Environmental)   ☐ CDSI (Drilled Shaft)   ☐ CGI (General)   ☐ HMAC   ☐ CTSI (Signals)

## Section B - Contract Administration Plan

Provide the name of the Consultant's staff member who will be responsible for each of the following major construction-related tasks:

### TASK

### NAME

|  |  |
|--|--|
| Arranging Pre-Construction Conference/Partnering Session   |  |
| Set-up Project Quality & Quantity Files and Test Summaries   |  |
| Processing Subcontracts  |  |
| Reviewing Contractor's Certified Payrolls  |  |
| Monitoring EEO/DBE/OJT - Apprenticeship Programs   |  |
| Issuing First, Second and Third Notificaitons  |  |
| Checking All Quantity Documentation (Paynotes / Adjustments)   |  |
| Posting Quality Documentation on Test Summaries  |  |
| Posting Quantity Documentation into Contract Payments System (CPS)   |  |
| Entering Change Orders (CCO/EWO/SFO) into CPS  |  |
| Preparing and Uploading Monthly Progress Estimate Using CPS  |  |
| Preparing / Reviewing StatSpec   |  |
| Drafting Change Orders / Negotiations with Contractor  |  |
| Processing Change Orders (CCO/EWO/SFO)   |  |
| Processing Request for Early Release of Subcontractor Retainage  |  |
| Processing Contractor Submittals / Shop Drawings   |  |
| Reviewing Contractor's Monthly Project Schedule  |  |
| Review / Process Contractor's Invoices for Force Account Work  |  |
| Main Contact for Region Assurance Specialist (RAS) - Periodic  |  |
| Reviews of Project Quality & Quantity Documentation  |  |
| Main Contact for Civil Rights Field Coordinator - Quarterly Review of Project Labor Compliance Documentation |  |
| Completion of Annual Prime Contractor Performance Evaluations  |  |
| Final Inspection / Recommendation of Project Acceptance  |  |
| PM Narrative Form / As-Constructed Plans   |  |
| Semi-Final Submittal (Quality & Quantity Documentation)  |  |
| Labor Compliance Documentation Submittal   |  |