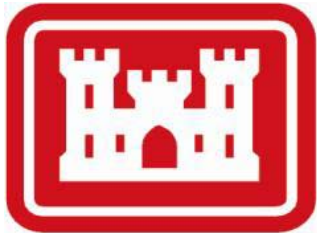


23 April 2010



**US Army Corps
of Engineers®**
Middle East District

Engineering Division

RFP PACKAGE QUALITY CONTROL PLAN

PROJECT NAME: [NAME]

PROJECT LOCATION: [LOCATION]

CONSTRUCTION CONTRACT TYPE: Design Build

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1.0

QUALITY CONTROL

1.1 Purpose

This Request for Proposal (RFP) Package Quality Control Plan (QCP) outlines the general guidelines associated with ensuring a quality RFP package is produced for the [Insert project name here.] The RFP package will be also be referred to as “package” throughout this document. This plan also documents the interdisciplinary parties responsible for the package and the quality of the package. Quality controls from each discipline are incorporated into every phase of the RFP package to ensure quality.

1.1.1 Project Scope

[Insert project scope here]

1.2 References

MED guidelines and requirements followed are all outlined in:

1. ER 1110-1-12, USACE Engineering and Construction Quality Management Regulation, 21 July 2006.
2. [Engineering Division Procedures Manual](#)

1.3 Responsibilities

Engineering (EN) Division has the responsibility for accuracy and completeness of this package including specifications, file keeping and other key points. Each project delivery team (PDT) member has the responsibility for carrying out the functions associated with their assigned position and of implementing all procedures correctly which are needed to complete this package to the best of their abilities and to the highest level of quality possible. See reference 2 for more information on the technical coordinator and PDT responsibilities.

1.4 Basis of RFP Package

The package will be based on customer requirements, field investigations, cost constraints, technical and general requirements. All applicable codes, regulations, standards, guidelines, and specifications will be applied during the creation of this RFP package [or the reasons for why they are not applied will be documented in this plan]. The project's DD Form 1391 is also a crucial part of the basis of this package. [Describe all assumptions, crucial design features, and special/unique considerations that the DB contractor is supposed to use for this specific project here!]. Describe any waivers that will be used for the design and state who is responsible for providing the waiver. Waiver should be provided to the contractor and included in the package.

If using a previous project's design to leverage off of to use for this project's design state so and note which previous design will be used as leverage. Include any previous design information in the RFP package.

LEED considerations as specified by the customer directly or via the DD Form 1391 will also be incorporated into the package. State that there were no LEED requirements if there is no requirement for LEED certification.

1.4.1 Consultants

List any outside consultants that will contribute to the package of this project. Consultants are AE firms, other districts, any centers of expertise (Omaha). Describe their role in this package. List the disciplines or areas of expertise that they will be responsible for. Or state that no outside consultants are required for this package. If any communication input is required, state so and list United States Army Information Systems Engineering Command Fort Detrick, MD as a consultant (this is who Chip and Mike work for).

1.5 Methods

1.5.1 Quality Reviews

Peer, client, branch chief, and BCOE reviews will all occur for this package. All are designed to minimize errors, highlight/resolve design scope conflicts, highlight/resolve constructability issues, and ensure the package is complete. In other words these reviews are an important means of ensuring that EN's packages are of the highest level of quality. The branch chiefs are responsible for assigning the peer reviewers. They are listed in the table below.

Peer Reviewers

Discipline	Name	Phone Number
Architectural		(540) 665-
Mechanical		(540) 665-
Fire Protection/Safety		(540) 665-
Civil		(540) 665-
Electrical		(540) 665-
Communications		(540) 665-
Structural		(540) 665-
Geotechnical		(540) 665-
Specifications		(540) 665-
Cost Engineer		(540) 665-

1.5.2 Project Checklist

The project checklist will be used as a means of ensuring that certain tasks occur that helps embed quality into the package.

1.5.3 Quality Control Plan Monitoring

This plan is a living document and will be discussed periodically at team meetings and updated as needed. At a minimum this plan will be reviewed and updated (if necessary) at package submittal stages.

Revision History

Item	Section	Revision	Date
1	A	Added QC Manager Signature line.	April 23, 2010
2			
3			
4			

1.5.4 Record Keeping and Filing

All paper drawings, once reviewed and approved, will be captured by electronically scanning them and saving them in a read only format in the project record file folder on a designated server (i.e. SharePoint). This QCP will also be stored electronically on a designated server for archiving and information sharing purposes.

1.6 RFP Package Risk

Risk is the potential inability to achieve the customer’s objectives within defined cost, schedule, and technical constraints. It has two components 1) the probability of failing to achieve an outcome and 2) the consequence or impact of failing to achieve this outcome. EN will use a three tiered scale for both components coupled with a green, yellow and red color code. The probability component will be rated as negligible (green), likely (yellow) and near certainty (red). The impact component will be rated as low (green), moderate (yellow) and high (red). The technical coordinator with input from the PDT and the PM will identify and rate each risk. Methods for mitigating identified risks should also be developed. The table below lists all the risks for this project design and the methods that will be used to mitigate the risks.

RISK 1. Change in Project Scope/Change in Customer Requirements		
Probability of Occurrence	Impact	Description of Impact
Mitigation Method(s)		
Near Certainty	High	<ul style="list-style-type: none"> Maintain constant communication with customer. Solicit feedback frequently.
RISK 2. Lack of Site/Field Investigations/Design Charrette		
Probability of Occurrence	Impact	Description of Impact
		<ul style="list-style-type: none"> Design re work or modification required. Schedule slip
Mitigation Method(s)		
Negligible	Moderate	<ul style="list-style-type: none"> Conduct design charrette early.
RISK 3. Insert Here		
Probability of Occurrence	Impact	Description of Impact
		<ul style="list-style-type: none"> Design re work or modification required. Schedule slip
Mitigation Method(s)		
Near Certainty	High	<ul style="list-style-type: none"> Maintain constant communication with customer. Solicit feedback frequently.

2.0 PROJECT TEAM

2.1 Project Delivery Team

The project delivery team member disciplines, names and contact information are listed in the table below.

[Insert team members' names and phone numbers into table below.]

Discipline	Name	Phone Number
Project Manager		(540) 665-
Insert Client POC Title		
Technical Coordinator		(540) 665-
District POC (i.e. AED POC)		
Architectural		(540) 665-
Mechanical		(540) 665-
Fire Protection/Safety		(540) 665-
Civil		(540) 665-
Electrical		(540) 665-
Communications		(540) 665-
Structural		(540) 665-
Geotechnical		(540) 665-
Specifications		(540) 665-
Cost Engineer		(540) 665-

3.0

INDEPENDENT TECHNICAL REVIEW

Currently independent technical reviews are not required on RFP packages.

4.0 SIGNATURES

4.1 Signatures of Concurrence

Concur:

QC Manager

Date

(Tech Coord) Architectural

Date

Communications

Date

Mechanical

Date

Structural

Date

Fire Protection

Date

Geotechnical

Date

Civil
Date

Specifications Coord
Date

Electrical
Date

Cost Engineer
Date

4.2 Statement of Certification

I certify that this QCP has been checked by a senior architect for inter and intra disciplinary coordination and that I have assigned a peer reviewer for the discipline(s) within my branch.

Architectural Branch Chief
Date

I certify that this QCP has been checked by a senior electrical engineer for inter and intra disciplinary coordination and that I have assigned a peer reviewer for the discipline(s) within my branch.

Electrical Branch Chief
Date

I certify that this QCP has been checked by a senior mechanical and a senior fire protection engineer for inter and intra disciplinary coordination and that I have assigned a peer reviewer for the discipline(s) within my branch.

Building Systems Branch Chief

Date

I certify that this QCP has been checked by a senior structural and a senior geotechnical engineer for inter and intra disciplinary coordination and that I have assigned a peer reviewer for the discipline(s) within my branch.

Structures/Geotech Branch Chief

Date

I certify that this QCP has been checked by a senior civil engineer for inter and intra disciplinary coordination and that I have assigned a peer reviewer for the discipline(s) within my branch.

Civil Branch Chief

Date

I certify that this QCP has been checked by a senior cost estimator for inter and intra disciplinary coordination and that I have assigned a peer reviewer for the discipline(s) within my branch.

Technical Services Branch Chief

Date