

Local Agency's Quality Management Plan for Construction Phase

(Recommended Outline)

- I. Introduction—Description of the Project to Be Built
 - A. List and describe various elements of the project (structures, surveys, stormwater, electrical, landscaping, earthwork, paving, etc.)
 - B. Federal-aid project? (yes or no)
- II. Quality Management Approach
 - A. Requirements
 1. General roles and responsibilities.
 2. Records and documentation (files, submittals, reports, closeout, etc.).
 - B. Caltrans standards references
 1. *Construction Manual Supplement for Local Agency Resident Engineers.*
 2. *Local Agency Structure Representative Guidelines* (for projects involving structures).
- III. Personnel
 - A. Organization
 1. Outline local agency (project manager or person “in responsible charge”) and support staff.
 2. Consultants (for example, resident engineer and support staff).
 3. Communication plan among entities.
 - a. Include implementing agency (staff and consultants), Caltrans, and contractor.
 - b. Decide who reports to or gets direction from whom, or who is the contract manager for whom.
 - c. Determine procedures for nonconforming workmanship by contractor.
 - B. Core personnel activities
 1. Match personnel with work elements.
 2. Specify roles and responsibilities.
 3. Include resumes.
 4. Include separate QMP for subconsultants.

- C. Staff and sub-consultant activities for federal-aid projects
 - 1. Match personnel with work elements.
 - a. Labor Compliance
 - b. Disabled Business Enterprises
 - c. Equal Employment Opportunity
 - d. Civil Rights
 - 2. Specify roles and responsibilities.
 - 3. Include resumes.
 - 4. Include separate QMP for subconsultants.
 - D. Materials and Testing
 - 1. Acceptance tests.
 - a. Required tests
 - b. Schedule and test frequency
 - c. Roles and responsibilities for non-conforming materials and failed tests
 - d. Documentation
 - e. Independent Assurance Program
 - f. Match certifications to required tests
 - 2. Equipment list—include up-to-date calibrations.
 - E. Contacts for advice, assistance, and reviews
 - 1. Environmental Analysis.
 - 2. Designer of Record.
 - 3. Right of Way and Land Surveys.
- IV. Field or resident engineer office
- A. Location—determine and announce
 - B. Office and communication equipment—survey, copier, computer, DSL (e-mail addresses), telephone number, fax number, etc.