

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)

Each individual assigned as a Quality Control Compliance Specialist (QCCS) is required to maintain certification in at least the following disciplines: CAGT, CEBT, CAT 1, CDT and QCT.

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) ACP CTSI (Signals) ADAI (ADA)

Name

Inspection Certification Number(s) Responsible for Inspecting

Certification Plan (250 character space limit)

CBCI (Bridge) CECI (Environmental) CDSI (Drilled Shaft) CGI (General) ACP CTSI (Signals) ADAI (ADA)

Name

Inspection Certification Number(s) Responsible for Inspecting

Certification Plan (250 character space limit)

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Inspection Certification Number(s) Responsible for Inspecting

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Name

Inspection Certification Number(s) Responsible for Inspecting

Certification Plan (250 character space limit)

CBCI (Bridge) CECI (Environmental) CDSI (Drilled Shaft) CGI (General) ACP CTSI (Signals) ADAI (ADA)

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	_____