

## **Submittal Process for Contractor Quality Control Master Plan**

Since the implementation of “QC2000”/ Contractor Quality Control on July 2002, the Contractor has been required by the specifications to provide a Quality Control (QC) Plan on every project. The Contractor has also been given the option to provide a QC Manual that defines how he will control materials, what he will do if there are failing materials, and how he will implement the materials to be placed on the project. This option was allowed to eliminate the contractor from having to provide detailed operations in his project specific plans. Currently, there have been very few QC Manuals submitted to the Department. It appears that since all Contractors are required to submit a QC Plan on every project, they modify that plan for each project's characteristics. The intent was to have the Contractor provide a detailed “QC Manual” that would be used statewide on all projects that he bid on. Their “project specific” QC Plan would then only require minimal information such as Personnel/Qualifications, references to Producers, and Testing Lab Facilities identification.

One of the issues that keep arising today are the Contractor's QC Plans approval seem to have different levels of requirements within each district. Contractors are submitting their project specific plans that may have similar requirements in several districts. One district may approve their plan and the other may require additional information which causes concern for the Contractor. In order to help alleviate this problem the State Construction Office feels that if the Contractors were to provide a QC “Master” Plan (QCMP) to the Department this would provide a more consistent plan and how the Contractor performs his “standard operating procedures”.

The Department is anticipating a “target date” of July 2012 to implement the QCMP requirement. There will be a “voluntary/grace period” for the Contractors to submit their QCMP early. Once their plan has been approved by the Department, the Contractor may incorporate it into awarded contracts that have not begun work. If a Contractor enters into an agreement with a Sub-Contractor on a specific project, the Sub-Contractor will be required to provide a QCMP to the Department also.

In order to be fair and uniformed, the QCMP requirement would be included in the advertisement of the bidding process. Specifications will define the requirements for the Contractor to provide a QCMP. Their plan will address specifically the work categories they are qualified for. If there is a work category that they must rely on a Sub-contractor to perform the work, the Contractors QCMP shall state that and likewise the Sub-contractor shall provide a QCMP defining how they perform his “standard operating procedures” for that category of work. The low bidder shall submit a QCMP within 5

calendar days of the letting date. The Contracts Administration Office will verify if the low bidder has an approved QCMP and if not, the Contracts Office will notify the bidder that the plan has not been submitted and inform them when it is due. Contracts will not be awarded if the QCMP has not been approved. All Contractors will be required to submit a QCMP and this will be verified by the Contractor submitting a yearly certification that there have been no changes in their QCMP. If there are changes made to their QCMP, the Contractor will submit a revised plan showing those changes and must be approved by the Department prior to any contract being awarded.

Once the Contractor has submitted their QCMP the Director, Office of Construction or designee will review and resolve any or all findings and respond to the Contractor with acceptance or request for additional information within 30 calendar days of receipt of the QCMP. Any additional information submitted by the Contractor shall be reviewed and responded to within 10 calendar days of the receipt of such information. The Construction Office will forward a copy of the QCMP to the State Materials Office to be reviewed and they will submit any findings within 20 calendar days to the State Construction Office.

Changes that will need to be incorporated before implementation of this process are as follows:

- Specifications 105-3 will be modified to incorporate the requirement that Contractor has to provide a QCMP within specified time of submittal of bid and must be approved prior to award of contract.
- Contractor Past Performance Ratings – Category number 6 is modified to incorporate Quality Control Plan compliance and should include language addressing the QCMP.
- CPAM – Section 3.3 (Contractor's Quality Control) will be modified to incorporate language addressing the requirements and timeframe to review the QCMP and will also include the language for CPPR Category number 6.
- See attached "standardized" form for "Project Specific" QC Plans.