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
      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.