

ALL SECTIONS MUST BE EDITED BY CONSULTANT TO MEET SPECIFIC PROJECT NEEDS.

The City of Austin (COA) requires detailed responses on this Quality Control Plan (QCP) questionnaire for the Consultant’s performance of all work on the following Project:

Project Name: Click to enter response.

Location: Click to enter response.

CIP ID#: Click to enter response. Contract #: Click to enter response.

COA PM: Click to enter response. COA Sponsor Dept.: Click to enter response.

The Work consists of: Click to enter response.

Consultant Name: Click to enter response.

Consultant Contact Information: Click to enter name.

Click to enter address line 1.

Click to enter address line 2.

Click to enter phone/email.

Consultant’s TBPE and/or TBAE firm number: Click to enter response.

This QCP document has been reviewed by a Principal of the Consultant Firm and members of the Project Design Team (PDT) and Independent Technical Review Team (ITRT). By signing below, the Consultant is certifying compliance with this QCP.

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Principal Signature PDT Signature ITRT Signature

Click to enter name. Click to enter name. Click to enter name.  
Principal Printed Name PDT Printed Name ITRT Printed Name

**NOTE:** If this assignment is for a Consultant that has already submitted an approved master QCP for one of the following rotation lists: **Subsurface Utility Engineering Services; Surveying Services; Commissioning Agent; Space Planning; and Geotechnical, Construction Materials, and Forensic Engineering Services**, and this assignment is consistent with the approved QCP for that rotation list, then a copy of this completed signature page is all that is required for the assignment specific QCP submittal.

1. **Management Philosophy**

*Using independent reviews to verify quality throughout the production of design documents provides an objective perspective to identify mistakes, omissions, errors, and other items of concern.*

a. Describe how the Consultant’s management team will ensure quality control during production of the design documents, specifically: 1) establishing the PDT’s internal quality checks/reviews and 2) assessment of the ITRT’s contributions to the quality of design documents.

Click here to enter response.

**2. Management/Organization Structure**

*The project organization chart should demonstrate the independence of the ITRT and show that they report to a management level equal to (or higher than) the PDT. Resumes establish that ITRT members have proper credentials and QA/QC experience.*

1. An organization chart is attached to this QCP:  Yes
2. Resumes for all members of the ITRT are attached to this QCP:  Yes
3. Describe below who manages the ITRT, whether the ITRT is internal or external to the design consulting firm, and how the ITRT is independent of the PDT.

Click here to enter response.

1. **Quality Control Procedures and Documentation**

*Proper communication among all parties is crucial to the QAQC effort, particularly in identifying and resolving problems. Interim reviews of design documents lead to early identification and correction of problems.*

1. How will identified problems be tracked, followed-up on, and resolved? Provide details of the procedures for design checks and reviews, specifically addressing the correct application of methods, validity of data/assumptions, accuracy of calculations, completeness of documentation, and special project components.

Click here to enter response.

1. Describe how the ITRT will confirm that the design documents meet the COA’s needs and result in a project that is biddable, constructible, operable, environmentally sound, and cost effective.

Click here to enter response.

1. What types and on what frequency will reviews occur? (Milestones must be consistent with approved Supplemental Agreement.)

Click here to enter response.

*Staff turnover on any project can significantly delay the completion of work and negatively affect the quality of the products. This is particularly true for QAQC efforts.*

1. New resumes will be provided during the project if PDT and ITRT  Yes  
   staff members identified in the QCP change:

*Document control is critical to maintaining the independence and integrity of the ITRT. COA staff must be able to track, using QCP records, how each step of the QAQC process is executed.*

1. All of the Consultant’s files will be auditable and available to COA  Yes  
   upon request:
2. **Schedule**

*The project schedule must be realistic, detailed, and reflect an accurate understanding of all work and review elements. Specific deadlines must be established and met.*

1. The following design schedule shows the sequence of tasks to be completed within the time period specified by COA. (Schedule must include design submittal dates to COA, PDT reviews, ITRT reviews, time for revisions to internal comments prior to submittals to COA, and time for all applicable COA reviews including but not limited to COA Project Management Division, Quality Management Division, and Development Services Department.)

Click here to enter response.

**NOTE:** At the completion of the project, a certified statement signed by a Principal of the Consultant Firm, and a member of both the PDT and the ITRT is required to be submitted to COA verifying compliance with this QCP for all phases of the project.

Upon completion of this form, please email the QCP to the COA Project Manager assigned to this project and copy the Quality Management Division at [QMD@austintexas.gov](mailto:QMD@austintexas.gov). If you have any questions regarding the QCP form, you may contact the Quality Management Division at [QMD@austintexas.gov](mailto:QMD@austintexas.gov).