

DISTRICT 2 CONSTRUCTION QC/QA PLAN

QUALITY ASSESSMENT GUIDE

EFFECTIVE DATE: April 17, 1998
Revised as of 12/21/10

CONSULTANT CONSTRUCTION ENGINEERING INSPECTION (CCEI)

(ADMINISTRATIVE)

Number 22

CRITERIA USED

1. Did the Project Manager (PM) hold a pre-service conference following execution of the contract and prior to the pre-construction conference? CPAM 4.1.5
2. Did the pre-service meeting cover the 12 items listed in CPAM? CPAM 4.1.5
3. Is there a complete and concise record of the proceedings of the meeting and were they prepared by the CCEI and approved by the PM? CPAM 4.1.5
4. Were the minutes of the meeting distributed within 14 days after the meeting was adjourned? CPAM 4.1.5
5. Did the PM compare the personnel proposed by the Consultant with the Technical Proposal for any changes in personnel? CPAM 4.1.7
6. Does the PM approve all travel expenses of the consultant? CPAM 4.1.9
7. Does the PM do quarterly interim reviews of records, inspection procedures, testing procedures, sampling procedures, etc.? CPAM 4.1.12
8. Does the PM obtain written comments from other appropriate District personnel on the consultant's performance? CPAM 4.1.12
9. Did the PM conduct the Initial In-depth within six (6) months of commencement of CCEI services and was it documented on Form 700-010-03? CPAM 4.1.13
10. Does the PM maintain written records of each review in a contract management file for the life of the contract? CPAM 4.1.13
11. Do the reviews cover Personnel, Equipment and Contract Administration? CPAM 4.1.13
12. On Design Build contracts that include CEI services, did the PM conduct PM conduct an Initial In-Depth Review and Quarterly Interim Reviews? CPAM 4.1.15(A)
13. ~~Did a Department QA identify any unacceptable items like work product~~ CPAM 4.2.4

DISTRICT 2 CONSTRUCTION QC/QA PLAN

QUALITY ASSESSMENT GUIDE

EFFECTIVE DATE: April 17, 1998
Revised as of 12/21/10

~~work product, staffing, equipment, or contract administration?~~

DELETED