

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE _____ PAGE _____ OF _____ PAGES

2. AMENDMENT/MODIFICATION NO. _____ 3. EFFECTIVE DATE _____ 4. REQUISITION/PURCHASE REQ. NO. _____ 5. PROJECT NO. *(If applicable)* _____

6. ISSUED BY _____ CODE _____ 7. ADMINISTERED BY *(If other than Item 6)* _____ CODE _____

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)* _____ (X) 9A. AMENDMENT OF SOLICITATION NO. _____
 9B. DATED *(SEE ITEM 11)* _____
 10A. MODIFICATION OF CONTRACT/ORDER NO. _____
 10B. DATED *(SEE ITEM 11)* _____
 CODE _____ FACILITY CODE _____

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)* _____

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<i>(Signature of person authorized to sign)</i>		<i>(Signature of Contracting Officer)</i>	

Item 14. Continued.

CHANGES TO THE SPECIFICATIONS

1. Section 01010, SPECIAL PROJECT REQUIREMENTS. – Delete this section.
2. Replacement Sections - Replace the following sections with the accompanying new sections of the same number and title, bearing the notation "ACCOMPANYING AMENDMENT NO. 0002 TO SOLICITATION NO. DACA63-00-B-0020:"

01330	SUBMITTAL PROCEDURES
01452	CONTRACTOR QUALITY CONTROL

CHANGES TO THE DRAWINGS

3. Replacement Drawings.- Replace the drawings listed below with the attached new drawings(s) of the same number, bearing the notation "AM #0002":

<u>Cal File</u>	<u>Seq. No.</u>	<u>Sht No.</u>	<u>Title</u>
g01.cal	Seq 0	G-1	INDEX OF DRAWINGS
g02.cal	Seq 1	G-2	PROJECT LOCATION MAP
g03.cal	Seq 2	G-3	NOTES AND ABBREVIATIONS
a08.cal	Seq 24	A8	BUILDING TYPE "E", EXTERIOR ELEVATIONS

END OF AMENDMENT

SECTION 01330

SUBMITTAL PROCEDURES

09/97

AMENDMENT NO. 0002

PART 1 GENERAL

1.1 SUBMITTAL IDENTIFICATION

Submittals required are identified by SD numbers as follows:

SD-01 Data

SD-04 Drawings

SD-06 Instructions

SD-07 Schedules

SD-08 Statements

SD-09 Reports

SD-13 Certificates

SD-14 Samples

SD-18 Records

SD-19 Operation and Maintenance Manuals

1.2 SUBMITTAL CLASSIFICATION

Submittals are classified as follows:

1.2.1 Government Approved

Governmental approval is required for extensions of design, critical materials, deviations, equipment whose compatibility with the entire system must be checked, and other items as designated by the Contracting Officer. Within the terms of the Contract Clause entitled "Specifications and Drawings for Construction," they are considered to be "shop drawings."

1.2.2 Information Only

All submittals not requiring Government approval will be for information only. They are not considered to be "shop drawings" within the terms of the Contract Clause referred to above.

1.3 APPROVED SUBMITTALS

The Contracting Officer's approval of submittals shall not be construed as a complete check, but will indicate only that the general method of construction, materials, detailing and other information are satisfactory. Approval will not relieve the Contractor of the responsibility for any error which may exist, as the Contractor under the Contractor Quality Control (CQC) requirements of this contract is responsible for dimensions, the design of adequate connections and details, and the satisfactory construction of all work. After submittals have been approved by the Contracting Officer, no resubmittal for the purpose of substituting materials or equipment will be considered unless accompanied by an explanation of why a substitution is necessary.

1.4 DISAPPROVED SUBMITTALS

The Contractor shall make all corrections required by the Contracting Officer and promptly furnish a corrected submittal in the form and number of copies specified for the initial submittal. If the Contractor considers any correction indicated on the submittals to constitute a change to the contract, a notice in accordance with the Contract Clause "Changes" shall be given promptly to the Contracting Officer.

1.5 WITHHOLDING OF PAYMENT

Payment for materials incorporated in the work will not be made if required approvals have not been obtained.

PART 2 PRODUCTS (Not Applicable)

PART 3 EXECUTION

3.1 GENERAL

The Contractor shall make submittals as required by the specifications. The Contracting Officer may request submittals in addition to those specified when deemed necessary to adequately describe the work covered in the respective sections. Units of weights and measures used on all submittals shall be the same as those used in the contract drawings. Each submittal shall be complete and in sufficient detail to allow ready determination of compliance with contract requirements. Prior to submittal, all items shall be checked and approved by the Contractor's Quality Control (CQC) System Manager and each item shall be stamped, signed, and dated by the CQC System Manager indicating action taken. Proposed deviations from the contract requirements shall be clearly identified. Submittals shall include items such as: Contractor's, manufacturer's, or fabricator's drawings; descriptive literature including (but not limited to) catalog cuts, diagrams, operating charts or curves; test reports; test cylinders; samples; O&M manuals (including parts list); certifications; warranties; and other such required submittals. Submittals requiring Government approval shall be scheduled and made prior to the acquisition of the material or equipment covered thereby. Samples remaining upon completion of the work shall be picked up and disposed of in accordance with manufacturer's Material Safety Data Sheets (MSDS) and in compliance with existing laws and regulations.

3.2 SUBMITTAL REGISTER (ENG FORM 4288)

At the end of this section is one set of ENG Form 4288 listing items of equipment and materials for which submittals are required by the specifications; this list may not be all inclusive and additional submittals may be required. The Contractor will also be given the submittal register files, containing the computerized ENG Form 4288 and instructions on the use of the files. These submittal register files will be furnished on the Award CD-ROM disk. Columns "d" through "r" have been completed by the Government; the Contractor shall complete columns "a" and "s" through "u" and submit the forms (hard copy plus associated electronic file) to the Contracting Officer for approval within 21 calendar days after Notice to Proceed. The Contractor shall keep these files up-to-date and shall submit it to the Government together with the monthly payment request. The approved submittal register will become the scheduling document and will be used to control submittals throughout the life of the contract. The submittal register and the progress schedules shall be coordinated.

3.3 SCHEDULING

Submittals covering component items forming a system or items that are interrelated shall be scheduled to be coordinated and submitted concurrently. Certifications to be submitted with the pertinent drawings shall be so scheduled. Adequate time (a minimum of **(AM#2)** 15 calendar days exclusive of mailing time) shall be allowed and shown on the register for review and approval. No delay damages or time extensions will be allowed for time lost in late submittals.

3.4 TRANSMITTAL FORM (ENG FORM 4025)

The sample transmittal form (ENG Form 4025) attached to this section shall be used for submitting both Government approved and information only submittals in accordance with the instructions on the reverse side of the form. These forms will be furnished to the Contractor. This form shall be properly completed by filling out all the heading blank spaces and identifying each item submitted. Special care shall be exercised to ensure proper listing of the specification paragraph and/or sheet number of the contract drawings pertinent to the data submitted for each item.

3.5 SUBMITTAL PROCEDURE

Submittals shall be made as follows:

3.5.1 Procedures

3.5.1.1 Additional Instructions

In addition to the requirements of this section, additional instructions are specified in the attachment "INSTRUCTIONS TO CONTRACTORS FOR TRANSMITTAL REQUIRMENTS" located at the end of this section.

3.5.1.2 Contractor Review

The Contractor's quality control representative shall review the listing at least every 30 days and take appropriate action to maintain an effective and updated system. A copy of the register or progress schedule shall be maintained at the job site. Revised and/or updated register or progress schedule shall be submitted to the Contracting Officer at least every 60 days in quadruplicate (complete register need not be provided, only those portions containing additions or changes).

3.5.1.3 Number of Copies

The Contractor shall provide four (4) sets of all submittals.

3.5.1.4 Address to Receive Submittals

Submittals shall be sent to the Corps of Engineers' Area Office assigned to the project.

3.5.1.5 Certificates of Compliance

Any certificates required for demonstrating proof of compliance of materials with specification requirements shall be executed in the number of copies required by the above paragraph "Number of Copies." Each certificate shall be signed by an official authorized to certify in behalf of the manufacturing company and shall contain the name and address of the Contractor, the project name and location, and the quantity and date or dates of shipment or delivery to which the certificates apply. Copies of laboratory test reports submitted with certificates shall contain the name and address of the testing laboratory and the date or dates of the tests to which the report applies. Certification shall not be construed as relieving the Contractor from furnishing satisfactory material, if, after tests are performed on selected samples, the material is found not to meet the specific requirements.

3.5.2 Deviations

For submittals which include proposed deviations requested by the Contractor, the column "variation" of ENG Form 4025 shall be checked. The Contractor shall set forth in writing the reason for any deviations and annotate such deviations on the submittal. The Government reserves the right to rescind inadvertent approval of submittals containing unnoted deviations.

3.6 CONTROL OF SUBMITTALS

The Contractor shall carefully control his procurement operations to ensure that each individual submittal is made on or before the Contractor scheduled submittal date shown on the approved "Submittal Register."

3.7 GOVERNMENT APPROVED SUBMITTALS

Upon completion of review of submittals requiring Government approval, the submittals will be identified as having received approval by being so stamped and dated. One (1) copy of the submittal will be returned to the Contractor. The remainder will be retained by the Government.

3.8 INFORMATION ONLY SUBMITTALS

Normally submittals for information only will not be returned. Approval of the Contracting Officer is not required on information only submittals. The Government reserves the right to require the Contractor to resubmit any item found not to comply with the contract. This does not relieve the Contractor from the obligation to furnish material conforming to the plans and specifications; will not prevent the Contracting Officer from requiring removal and replacement of nonconforming material incorporated in the work; and does not relieve the Contractor of the requirement to furnish samples for testing by the Government laboratory or for check testing by the Government in those instances where the technical specifications so prescribe.

3.9 STAMPS

Stamps used by the Contractor on the submittal data to certify that the submittal meets contract requirements shall be similar to the following:

<p>CONTRACTOR</p> <p>(Firm Name)</p> <p>_____ Approved</p> <p>_____ Approved with corrections as noted on submittal data and/or attached sheets(s).</p> <p>SIGNATURE: _____</p> <p>TITLE: _____</p> <p>DATE: _____</p>

3.10 INSTRUCTIONS TO CONTRACTORS FOR TRANSMITTAL REQUIREMENTS

FORT WORTH DISTRICT

FOR INFORMATION ONLY (FIO) AND GOVERNMENT APPROVED (GA) SUBMITTALS

1. General Requirements

- a. General requirements for transmittal of FIO and GA submittals is contained in the preceding specifications. Specific requirements on how to transmit FIO and GA Submittals are outlined herein.
- b. GA and FIO submittal data shall be transmitted under separate ENG Form 4025s and assigned different Transmittal Numbers. If GA and FIO submittal data is included in the same submittal, using the same ENG Form 4025, they will be considered an FIO submittal until the contractor corrects the error.
- c. The Contractor shall designate on each Eng Form 4025, above the Transmittal No., either FIO or GA to show the transmittal type. This procedure allows ready identification of FIO or GA submittals. The Government reserves the right to redesignate the category (GA or FIO) of submittals incorrectly identified by the Contractor.
- d. The Contractor shall assure all FIO submittals for each technical

section are submitted prior to or concurrent with the GA submittals for that technical section. If appropriate FIO submittals have not been submitted, the GA submittal will be returned disapproved.

e. Data transmitted with ENG Form 4025 shall be identified by marking it with the same item number(s) appearing in the "Item No." column on the form. The model number, part number, color, etc., of proposed materials or equipment shall be highlighted or otherwise identified.

2. Specific Requirements for For Information Only (FIO) Submittals

a. One fully coordinated FIO submittal shall be made for each technical section. Each FIO submittal listed on the ENG Form 4288, shall be submitted as a separate item on the ENG Form 4025 in the order they appear on the progress schedule. Technical data provided with the ENG Form 4025 shall conform to the "Submittals" paragraph in each Technical Section. (Example: SD-04 Drawings as outlined herein.)

b. Items such as mill certificates or other test data unavailable until the equipment/material is manufactured/fabricated shall be identified on the initial ENG Form 4025. An explanation in the "Remarks" section shall explain this data will be submitted by Transmittal Number [] (fill in transmittal number) after materials are manufactured/fabricated (or other explanations as appropriate). A separate submittal for long lead time equipment or material may be made if sufficient data is furnished to show contract compliance. An explanation shall be provided in the "Remarks" section or on a separate sheet, if necessary, explaining why a partial submittal is being made. Explanation shall include the estimated delivery date of the above equipment/material and the Transmittal Number of the submittal that will contain data required by the particular specification section for the remaining equipment/materials. For contracts with several buildings/structures, separate transmittals for each technical section may be used if each building/structure is noted in the "Remarks" section of the ENG Form 4025. Samples of materials shall be submitted along with technical data, not under separate transmittals.

2.1 FIO Submittal Review

a. The Contractor's Quality Control (CQC) Representative has full responsibility for reviewing and certifying that all FIO submittal data and all equipment and/or materials comply with the contract. FIO Submittals are provided to the Government "For Information Purposes Only." Contracting Officer approval is not required and will not be given. The Government will not code any FIO submittals. Copies of FIO Submittals will not be returned to the Contractor.

b. However, the Government may perform QA reviews and re-reviews of FIO submittals at any time during the contract. If the Government determines submittal data is incomplete or not in compliance with contract, comments will be provided. Comments will state, "Disagree with Contractor's Certified Compliance" and list items not in compliance or not provided as required by the contract. The Contractor shall respond to all comments by return FIO resubmittal on a new ENG

Form 4025. Repeated incomplete or non-complying FIO submittals with improper certifications may result in disapproval of the Contractor's Quality Control (CQC) Program and/or possible replacement of the Contractor Quality Control (CQC) personnel.

c. Performance of, or failure to perform QA submittal reviews or Government requirement to submit additional data on FIO submittals, will not prevent the Contracting Officer from requiring removal and replacement of non-conforming material incorporated into the work. No adjustment for time or money will be allowed for corrections required because of non-compliance with contract plans and/or specifications.

3. Specific Requirements for Government (GA) Approved Submittals

a. The Contractor's Quality Control Representative is responsible for assuring all data submitted is complete and in compliance with contract requirements. The Contractor shall assure all FIO submittals are submitted prior to or concurrent with the GA submittal for each technical section. If the FIO submittals have not been submitted, the GA submittal will be returned disapproved.

b. A separate submittal shall be made for each technical section with GA submittals. FIO submittal data shall not be mixed with GA submittal data.

c. The Government will provide written comments as appropriate and assign action codes to each item outlined on the back of the ENG Form 4025. One (1) stamped and dated copy of the submittal, along with any comments, will be provided to the Contractor. Action Code "A"- Approved As Submitted, and Code "B"- Approved Except As Noted, constitutes Government Approval. The Contractor shall resubmit under a separate Transmittal Number all data necessary to show compliance with Government comments on all other action codes.

d. Government review time, as stated in Paragraph 3.3 - Scheduling, is a minimum of **(AM#2) 15** calendar days unless otherwise specified. Government review time is exclusive of mailing time. Review time starts the day of receipt by the Government and continues until the day comments or notice of approval is provided the Contractor.

e. If the Contractor considers any Government review comment to constitute a change to the contract, notice shall be given promptly as required under the Contract Clause entitled "Changes." No request for "Equitable Adjustment" will be honored unless the Contractor complies fully with the prompt notice provisions of the contract.

4. Variations/Deviations/Departures from the Contract Drawings or Specifications

Contractor proposed variations, deviations, or departures from the contract drawings or specifications shall be noted in the "Variation" column of ENG Form 4025 with an asterisk, for each FIO submittal. A brief explanation, and the Transmittal Number of the appropriate GA submittal (as explained below), shall be added to the "Remarks" section

of the Form (or a separate sheet, if necessary). Each variation, deviation, or departure shall be listed as an item on a separate GA submittal, which may contain other GA submittal items. Variations, deviations, or departures will be processed and approved the same as GA submittals, provided they are included in a GA submittal. Variations, deviations, or departures will not be approved in the FIO submittal, and will be disapproved, until they are properly submitted on a GA submittal. Variations, deviations, or departures shall contain sufficient information to permit complete evaluation. Additional sheets may be used to fully explain why a variation, deviation, or departure is requested. The Government reserves the right to disapprove or rescind inadvertent approval of submittals containing unnoted variations, deviations, or departures.

5. Submittal Numbering

Each submittal shall cover only one specification section. For purposes of consistency and to provide compatibility with the Government's computerized submittal register, submittal numbers shall include a specification section prefix and special suffixes. Note the following examples (for Technical Section 07416):

- a. New submittals - 07416-01, 07416-02, etc.
- b. Resubmittals -
 - (1) First resubmittal - 07416-01.01, 07416-02.01, etc.
 - (2) Second resubmittal - 07416-01.02, 07416-02.02, etc.
 - (3) Third resubmittal - 07416-01.03, 07416-02.03, etc.

(Authority: Construction Division request, about 1990)

-- End of Section --

SECTION 01452

CONTRACTOR QUALITY CONTROL

04/1998

AMENDMENT NO. 0002

PART 1 GENERAL

1.1 REFERENCES

The publications listed below form a part of this specification to the extent referenced. The publications are referred to in the text by basic designation only.

AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM)

ASTM D 3740 (1994a) Minimum Requirements for Agencies Engaged in the Testing and/or Inspection of Soil and Rock as Used in Engineering Design and Construction

ASTM E 329 (1993b) Agencies Engaged in the Testing and/or Inspection of Materials Used in Construction

1.2 PAYMENT

Separate payment will not be made for providing and maintaining an effective Quality Control program, and all costs associated therewith shall be included in the applicable unit prices or lump-sum prices contained in the Bidding Schedule.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.1 GENERAL REQUIREMENTS

The Contractor is responsible for quality control and shall establish and maintain an effective quality control system in compliance with the Contract Clause entitled "Inspection of Construction." The quality control system shall consist of plans, procedures, and organization necessary to produce an end product which complies with the contract requirements. The system shall cover all construction operations, both onsite and offsite, and shall be keyed to the proposed construction sequence. The project superintendent will be held responsible for the quality of work on the job and is subject to removal by the Contracting Officer for non-compliance with quality requirements specified in the contract. The project superintendent in this context shall mean the individual with the responsibility for the overall management of the project including quality and production.

3.2 QUALITY CONTROL PLAN

3.2.1 General

The Contractor shall furnish for review by the Government, not later than 10 days after receipt of notice to proceed, the Contractor Quality Control (CQC) Plan proposed to implement the requirements of the Contract Clause entitled "Inspection of Construction." The plan shall identify personnel, procedures, control, instructions, tests, records, and forms to be used. The CQC Plan shall include, as a minimum, the following to cover all construction operations, both onsite and offsite, including work by subcontractors, fabricators, suppliers, and purchasing agents:

a. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person(s) assigned a CQC function.

b. A copy of the letter(s) outlining duties, authorities, and responsibilities.

c. Procedures for scheduling, reviewing, certifying, and managing submittals. These procedures shall be in accordance with Section 01330 SUBMITTAL PROCEDURES.

d. Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures will establish verification that identified deficiencies have been corrected.

e. Reporting procedures, including proposed reporting forms.

f. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks and has separate control requirements. It could be identified by different trades or disciplines, or it could be work by the same trade in a different environment. Although each section of the specifications may generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section.

3.2.2 Acceptance of Plan

Acceptance of the Contractor's plan is required prior to the start of construction. Acceptance is conditional and will be predicated on satisfactory performance during the construction. The Government reserves the right to require the Contractor to make changes in his CQC Plan and operations including removal of personnel, as necessary, to obtain the quality specified. After acceptance of the CQC Plan, the Contractor shall notify the Contracting Officer in writing of any proposed change. Proposed changes are subject to acceptance by the Contracting Officer.

3.3 COORDINATION MEETING

After the Preconstruction Conference, before start of construction, and prior to acceptance by the Government of the CQC Plan, the Contractor shall meet with the Contracting Officer Authorized Representative/ staff and discuss the Contractor's quality control system. The CQC Plan shall be

submitted for review a minimum of 10 calendar days prior to the Coordination Meeting. During the meeting, a mutual understanding of the system details and procedures shall be developed, including the forms for recording the CQC operations, control activities, testing, administration of the system for both onsite and offsite work, and the interrelationship of Contractor's Management and control with the Government's Quality Assurance Plan and Program. Minutes of the meeting shall be prepared by the Government and signed by both the Contractor and the Government. There may be occasions to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

3.4 QUALITY CONTROL ORGANIZATION

3.4.1 Personnel Requirements

The requirements for the CQC organization are a CQC System Manager and sufficient number of additional qualified personnel to ensure contract compliance. The Contractor shall provide a CQC organization which shall be at the site at all times during progress of the work and with complete authority to take any action necessary to ensure compliance with the contract. All CQC staff members shall be subject to acceptance by the Contracting Officer.

3.4.2 CQC System Manager

The Contractor shall identify as CQC System Manager, an individual within his organization at the site of the work who shall be responsible for overall management of CQC and have the authority to act in all CQC matters for the Contractor. The manager shall have a minimum of one year construction experience on construction similar to this contract and have a minimum of five years construction experience in related work. This CQC System Manager shall be on the site at all times during construction and will be employed by the prime Contractor. The CQC System Manager may have duties as project superintendent in addition to quality control. An alternate for the CQC System Manager will be identified in the plan to serve in the event of the System Manager's absence. The requirements for the alternate will be the same as for the designated CQC System Manager.

3.4.3 CQC Personnel/Staff as required

A staff shall be maintained under the direction of the CQC system manager to perform all QC activities. The staff must be of sufficient size to ensure adequate QC coverage of all work phases, work shifts and work crews involved with the construction. These personnel may perform other duties, but must be fully qualified by experience and technical training to perform their assigned QC responsibilities and must be allowed sufficient time to carry out these responsibilities.

3.4.4 Additional Requirement

In addition to the above experience and education requirements the CQC System Manager shall have completed the course entitled "Construction Quality Management For Contractors". This course is periodically offered

at the Fort Worth District, Corps of Engineers Office, Federal Building, Room 1A03, 819 Taylor Street, Fort Worth, Texas. Attendees must be fluent in the English language (able to read and write) at the high school level. (AM#2) _____.

Registration is required; call (817) 978-9998 or (817) 978-3870 for times and reservations. Each class will be limited to 30 students. If the demand is greater than what is currently scheduled, additional classes may be scheduled. There is no charge for the course; however the contractor will pay for travel and per diem costs.

3.5 SUBMITTALS

Submittals shall be made as specified in Section 01330 SUBMITTAL PROCEDURES. The CQC organization shall be responsible for certifying that all submittals are in compliance with the contract requirements.

3.6 CONTROL

Contractor Quality Control is the means by which the Contractor ensures that the construction, to include that of subcontractors and suppliers, complies with the requirements of the contract. At least three phases of control shall be conducted by the CQC System Manager for each definable feature of work as follows:

3.6.1 Preparatory Phase

This phase shall be performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site. This phase shall include:

a. A review of each paragraph of applicable specifications, reference codes, and standards. A copy of those sections of referenced codes and standards applicable to that portion of the work to be accomplished in the field shall be made available by the Contractor at the preparatory inspection. These copies shall be maintained in the field and available for use by Government personnel until final acceptance of the work.

b. A review of the contract drawings.

c. A check to assure that all materials and/or equipment have been tested, submitted, and approved. (Only coded A or B shop drawing submittals will be considered "as approved." Submittals other than those coded A or B required to be resubmitted will delay the preparatory phase meeting until they have been resubmitted and approved.)

d. Review of provisions that have been made to provide required control inspections and testing during initial and follow - up phases.

e. Review the applicable R.F.I.'s.

f. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.

g. A physical examination of required materials, equipment, and sample work to assure that they are on hand, conform to approved shop drawings or submitted data, and are properly stored.

h. A review of the appropriate activity hazard analysis to assure safety requirements are met.

i. Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.

j. Discussion of the initial control phase.

k. The Government shall be notified at least 24 hours in advance of beginning the preparatory control phase meeting. This meeting conducted by the CQC System Manager and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase meeting actions shall be documented by separate minutes prepared by the CQC System Manager and attached to the daily CQC report. The Contractor shall instruct applicable workers as to the acceptable level of workmanship required in order to meet contract specifications.

3.6.2 Initial Phase

This phase shall be accomplished at the beginning of a definable feature of work. The following shall be accomplished:

a. A check of work to ensure that it is in full compliance with contract requirements. Review minutes of the preparatory meeting.

b. Verify adequacy of controls are in place to ensure full contract compliance. Verify any required control inspections and testing requirements.

c. Establish level of workmanship and verify that it meets minimum acceptable workmanship standards. Compare with required sample panels as appropriate.

d. Resolve all differences.

e. Check safety to include compliance with and upgrading of the safety plan and activity hazard analysis. Review the activity analysis with each worker.

f. The Government shall be notified at least 24 hours in advance of beginning the initial phase. Separate minutes of this phase shall be prepared by the CQC System Manager and attached to the daily CQC report. Exact location of initial phase shall be indicated. The follow-up phases shall be outlined and discussed.

3.6.3 Follow-up Phase

Daily checks shall be performed to assure control activities, including control testing, are providing continued compliance with contract requirements, until completion of the particular feature of work. The checks shall be made a matter of record in the CQC documentation. Final follow-up checks shall be conducted and all deficiencies corrected prior to the start of additional features of work which may be affected by the deficient work. The Contractor shall not build upon or conceal non-conforming work.

3.6.4 Additional Preparatory and Initial Phases

Additional preparatory and initial phases shall be conducted on the same definable features of work if : the quality of on-going work is unacceptable; if there are changes in the applicable CQC staff, onsite production supervision or work crew; if work on a definable feature is resumed after a substantial period of inactivity; or if other problems develop.

3.7 TESTS

3.7.1 Testing Procedure

The Contractor shall perform specified, necessary or required tests to verify that control measures are adequate to provide a product which conforms to contract requirements. Upon request, the Contractor shall furnish to the Government duplicate samples of test specimens for possible testing by the Government. Testing includes operation and/or acceptance tests when specified. The Contractor shall perform the following activities and record and provide the following data:

- a. Verify that testing procedures comply with contract requirements.
- b. Verify that facilities and testing equipment are available and comply with testing standards.
- c. Check test instrument calibration data against certified standards.
- d. Verify that recording forms and test identification control number system, including all of the test documentation requirements, have been prepared.
- e. Results of all tests taken, all passing, re-tests and failing tests, will be recorded on the CQC report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test will be given. An information copy of tests performed by an offsite or commercial test facility will be provided directly to the Contracting Officer. The "final test reports will be submitted as soon as they are available. Failure to submit timely test reports as stated may result in nonpayment for related work performed and disapproval of the test facility for this contract.

3.7.2 Testing Laboratories

The Government reserves the right to check laboratory equipment in the

proposed laboratory for compliance with the standards set forth in the contract specifications and to check the laboratory technician's testing procedures and techniques. Laboratories utilized for testing soils, concrete, asphalt, and steel shall meet criteria detailed in ASTM D 3740 and ASTM E 329.

3.7.3 Furnishing of Transportation of Samples for Government Testing

Costs incidental to the transportation of samples or materials will be borne by the Contractor. Samples of materials for test verification and acceptance testing by the Government shall be delivered to the Government-contract laboratory designated by the Area Office.

Coordination for each specific test, exact delivery location, and dates will be made through the Area Office.

3.8 COMPLETION INSPECTIONS

3.8.1 Punch-Out Inspection (pre-final)

Near the end of the work, or any increment of the work established by a time stated in the Contract Clause, "Commencement, Prosecution, and Completion of Work", or by the specifications, the CQC Manager shall conduct an inspection of the work. A punch list of items which do not conform to the approved drawings and specifications shall be prepared and included in the CQC documentation, as required by paragraph DOCUMENTATION. The list of deficiencies shall include the estimated date by which the deficiencies will be corrected. The CQC System Manager or staff shall make a second inspection to ascertain that all deficiencies have been corrected.

Once this is accomplished the Contractor shall notify the Government that the facility is ready for the Government "Final Acceptance Inspection".

3.8.2 Final Acceptance Inspection

The Contractor's Quality Control Inspection personnel, his superintendent or other primary management person and the contracting Officer's representative will be in attendance at the final acceptance inspection. Additional Government personnel including, but not limited to, those from Base/Post Civil Facility Engineer user groups, and major commands may also be in attendance. The final acceptance inspection will be formally scheduled by the Contracting Officer. Notice will be given to the Contracting Officer at least 7 days prior to the final acceptance inspection and must include the Contractor's assurance that all specific items previously identified to the Contractor as being unacceptable, along with all remaining work performed under the contract, will be complete and acceptable by the date scheduled for the final acceptance inspection. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Contracting Officer to bill the Contractor for the Government's additional inspection cost in accordance with the contract clause entitled "Inspection of Construction".

3.9 DOCUMENTATION

The Contractor shall maintain current records providing factual evidence

that required quality control activities and/or tests have been performed. These records shall include the work of subcontractors and suppliers and shall be on an acceptable form that includes, as a minimum, the following information:

- a. Contractor/subcontractor and their area of responsibility.
- b. Operating plant/equipment with hours worked, idle, or down for repair.
- c. Work performed each day, giving location, description, and by whom.
- d. Test and/or control activities performed with results and references to specifications/drawings requirements. The control phase shall be identified (Preparatory, Initial, Follow-up). List of deficiencies noted, along with corrective action.
- e. Quantity of materials received at the site with statement as to acceptability, storage, and reference to specifications/drawings requirements.
- f. Submittals and deliverables reviewed, with contract reference, by whom, and action taken.
- g. Off-site surveillance activities, including actions taken.
- h. Job safety evaluations stating what was checked, results, and instructions or corrective actions.
- i. Instructions given/received and conflicts in plans and/or specifications.
- j. Contractor's verification statement.

These records shall indicate a description of trades working on the project; the number of personnel working; weather conditions encountered; and any delays encountered. These records shall cover both conforming and deficient features and shall include a statement that equipment and materials incorporated in the work and workmanship comply with the contract. The original and one copy of these records in report form shall be furnished to the Government daily within 12 hours after the date(s) covered by the report, except that reports need not be submitted for days on which no work is performed. As a minimum, one report shall be prepared and submitted for every seven days of no work and on the last day of a no work period. All calendar days shall be accounted for throughout the life of the contract. The first report following a day of no work shall be for that day only. Reports shall be signed and dated by the CQC System Manager. The report from the CQC System Manager shall include copies of test reports and copies of reports prepared by all subordinate quality control personnel.

3.10 SAMPLE FORMS

- a. Minimum construction quality control report and the minimum required

preparatory and initial inspection documentation.

b. All tests of piping systems or portions thereof shall be recorded on the "Piping System Test Report."

Sample forms enclosed at the end of this section.

3.11 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the foregoing requirements. The Contractor shall take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the worksite, shall be deemed sufficient for the purpose of notification. If the Contractor fails or refuses to comply promptly, the Contracting Officer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost due to such stop orders shall be made the subject of claim for extension of time or for excess costs or damages by the Contractor.

SAMPLE FORMS

Sample QC forms follow this page.

(Sample of typical Contractor Quality Control Report)

CONTRACTOR'S NAME
(Address)

DAILY CONSTRUCTION QUALITY CONTROL REPORT

Date: _____ Report No. _____

Contract

No.: _____

Description and Location of work:

WEATHER: (Clear) (P. Cloudy) (Cloudy);

Temperature: _____ Min. _____ Max;

Rainfall _____ inches.

Contractor/Subcontractors and Area of Responsibility with Labor Count for Each

a. _____

b. _____

c. _____

d. _____

Equipment Data: (Indicate items of construction equipment, other than hand tools, at the job site, and whether or not used.)

1. Work Performed Today: (Indicate location and description of work performed. Refer to work performed by prime and/or subcontractors by letter in Table above. If no work is performed, report the reason.)

2. Results of Surveillance: (Include satisfactory work completed, or deficiencies with action to be taken.)

a. Preparatory Inspection:

b. Initial Inspection:

c. Follow-up Inspections:

3. Test Required by Plans and/or Specifications performed and Results of Tests:

4. Verbal Instructions Received: (List any instructions given by Government personnel on construction deficiencies, retesting required, etc., with action to be taken.)

5. Remarks: (Cover any conflicts in plans, specifications, or instructions or any delay to the job.)

6. Results of Safety Inspection: (Include safety violations and corrective actions taken.)

Contractor's Inspector

Page 1

CONTRACTOR'S VERIFICATION: The above report is complete and correct and all material and equipment used and work performed during this reporting period are in compliance with the contract plans and specifications except as noted above.

Contractor's Chief of Quality Control

NOTE:

DO NOT LEAVE REPORT ITEMS BLANK

Items 1. through 6. must be reported every day. If there is no other report on an item, enter the work "none" in the reporting space. Reports with items left blank will be returned as incomplete.

Page 2

PREPARATORY PHASE CHECKLIST

Contract No. _____ Date: _____

Definable Feature: _____ Spec Section: _____

Gov't Rep Notified _____ Hours in Advance Yes _____ No _____

I. Personnel Present:

Name	Position	Company/Government
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

(List additional personnel on reverse side)

II. Submittals

1. Review submittals and/or submittal log 4288.
Have all submittals been approved? Yes _____ No _____

If no, what items have not been submitted?

- a. _____
- b. _____
- c. _____

2. Are all materials on hand? Yes _____ No _____

If no, what items are missing?

a. _____

b. _____

c. _____

3. Check approved submittals against delivered materials. (This should be done as material arrives.)

Comments _____

III. Material storage

Are materials stored properly? Yes _____ No _____

If No, what action is taken? _____

IV. Specifications

1. Review each paragraph of specifications.

2. Discuss procedure for accomplishing the work.

3. Clarify any differences.

V. Preliminary Work and Permits

Ensure preliminary work is correct and permits are on file.

If not, what action is taken? _____

VI. Testing

1. Identify test to be performed, frequency, and by whom.

2. When required?

3. Where required?

4. Reviewing Testing Plan.

5. Have test facilities been approved?

VII. Safety

1. Review applicable portion of EM 385-1-1.

2. Activity Hazard Analysis approved? Yes _____ No _____

VIII. Corps of Engineers comments during meeting.

CQC REP

INITIAL PHASE CHECKLIST

Contract No. _____ Date: _____

Definable Feature: _____

Gov't Rep Notified _____ Hours in Advance Yes _____ No _____

I. Personnel Present:

Name	Position	Company/Government
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		
9. _____		
10. _____		

(List additional personnel on reverse side)

II.

Identify full compliance with procedures identified at preparatory. Coordinate plans, specifications, and submittals.

Comments

III. Preliminary Work. Ensure preliminary work is complete and correct. If not, what action is taken?

IV. Establish Level of Workmanship.

1. Where is work located? _____

2. Is a sample panel required? Yes _____ No _____

3. Will the initial work be considered as a sample?

Yes _____ No _____

(If yes, maintain in present condition as long as possible.)

V. Resolve any differences.

Comments

PIPING SYSTEM TEST REPORT

STRUCTURE OR BUILDING _____

CONTRACT NO. _____

DESCRIPTION OF SYSTEM OR PART OF SYSTEM TESTED: _____

DESCRIPTION OF TEST: _____

NAME AND TITLE OF PERSON IN CHARGE OF PERFORMING TESTS FOR CONTRACTOR:

NAME _____

TITLE _____

SIGNATURE _____

I HEREBY CERTIFY THAT THE ABOVE DESCRIBED SYSTEM HAS BEEN TESTED AS INDICATED ABOVE AND FOUND TO BE ENTIRELY SATISFACTORY AS REQUIRED IN THE CONTRACT SPECIFICATIONS.

SIGNATURE OF INSPECTOR _____

DATE _____

REMARKS: _____

-- End of Section --