

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
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2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE
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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
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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: (Specify authority) 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 (such as changes in paying office, appropriation date, etc.) 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 (Specify type of modification and authority)

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

Item 14. Continued.

CHANGES TO BIDDING REQUIREMENTS, PROJECT REQUIREMENTS, AND CONTRACT CLAUSES

1. Section C Descriptions/Specifications/Work Statement, Page C-3.- Replace this page with the accompanying new page C-3 bearing the notation "ACCOMPANYING AMENDMENT NUMBER 0005 TO RFP DACA63-01-R-0013".

CHANGES TO SECTION J, ATTACHMENTS

2. Attachment 1 (Division 1 General Requirements Specifications)

a. Section 01430.- Replace this section with the accompanying new Section 01430 DESIGN QUALITY CONTROL bearing the notation "ACCOMPANYING AMENDMENT NO. 0005 TO SOLICITATION NO. DACA63-01-R-0013."

b. Section 01454.- Replace this section with the accompanying new Section 01454 CONSTRUCTION QUALITY CONTROL bearing the notation "ACCOMPANYING AMENDMENT NO. 0005 TO SOLICITATION NO. DACA63-01-R-0013." The changes clarifies that the Section pertains to the Construction Quality Control requirements.

END OF AMENDMENT

C.2.1.15 It is anticipated that approximately 20 percent of this contract may be for non-medical facility work.

C.2.1.16 This objective will be achieved through the implementation of task orders issued under the terms of this contract for all of the herein described tasks and/or additional tasks described in specific task orders.

C.2.2 Execution

C.2.2.1 The Contractor shall execute the work under the direction of a Contractor Program Manager approved by the Contracting Officer. All work shall be accomplished with adequate internal controls and review procedures which will eliminate conflicts, errors, and omissions and ensure the technical accuracy of all output.

C.2.2.2 The Contractor shall furnish, upon receipt of a Request for Proposal (RFP) or task order, all plant, labor, tools, equipment, and materials (except as indicated otherwise in the specifications) and perform all work in strict accordance with terms, conditions, special contract requirements, the specifications, drawings, attachments, and exhibits contained in the contract or incorporated by reference. The contractor may be required to meet compressed schedules to assist the facility staff with preparation for agency, command and JCAHO surveys. Facilities will be identified in each Task Order. Work will vary from site to site and will require extensive knowledge of the functional operation relating to the efficient use of the facility equipment, and facility support systems, and building structures. Since the facilities may be in full operation, the contractor shall minimize interference with the daily operation of the MTF.

C.2.2.3 The Contractor shall provide all planning, programming, administration, and management necessary to execute all work as specified. The contractor shall provide related services such as preparing and submitting required reports, performing administrative work and submitting necessary information as specified under this contract and within each task order.

C.2.2.4 The Government will provide the basic requirement to the Contractor detailing the work to be accomplished. The Contractor shall provide all labor, material and equipment in sufficient quantities to meet approved requirements. Upon receipt of a task order, the contractor shall coordinate the start of work with the Contracting Officer's Representative (COR) and the Medical facility point of contact identified in the task order. The Contractor shall complete all work under this contract in accordance with schedules established in each task order. Submittal dates will be included in the task order. These dates identify when submittals are due in the issuing office and other addresses identified in the task order. Types and numbers of submittals and dates and places for review meetings shall be established by each task order.

C.2.2.5 Task Orders: The activities to be performed by the Contractor under this contract and subsequent task orders are described in general terms below (this list is not all inclusive). The specific tasks to be performed will be identified in each task order. The Contracting Officer reserves the right to modify scopes and time periods in the task order. At the completion of each approved task order, the results, documented and conceptual, becomes the property of the Government. It remains the Contracting Officer's decision as to if there will be another task order awarded.

C.2.2.5.1 Work Plan: Work plan activities under this contract shall be conducted by and/or under the supervision of Registered Professional Engineers (PEs) according to the technical discipline(s) required for the work involved in conformance with the U.S. Army Corps of Engineers, Ft. Worth District Architectural and Engineering Instruction Manual (AEIM) ((**AM#5**) See **Contract Viewer "Notes"**). Throughout this contract, the term Engineers includes Architects. Work Plan activities may be ordered in several stages. Each stage is severable and distinct from the other stages:

SECTION 01430

DESIGN QUALITY CONTROL (DQC) PLAN

06/2001

AMENDMENT NO. 0005

PART 1 GENERAL

1.1 GENERAL

(AM#5) The Contractor Quality Control (CQC) Program requirement under this contract includes a provision for a generic detailed DQC plan that will apply throughout the life of the contract and used in conjunction with contractor developed supplements to the generic DQC plan tailored to each task order to address any special requirements and provide for specific details not included in the generic DQC plan.

The DQC Plan shall provide and maintain an effective quality control program that will assure that all services, designs, drawings, and specifications required by this contract are performed and provided in a manner that meets professional architectural and engineering quality standards. The DQC Plan shall require reviews of the scope and character necessary to achieve the quality of design and to substantiate that all services conform to the contract requirements. All documents shall be reviewed by competent reviewers, all computer media (floppy discs, magnetic tapes, etc.) shall be scanned for computer viruses, and errors and deficiencies in the design documents shall be corrected prior to submitting them to the Government. The final check prints of the drawing should reflect a complete review. The check prints on the Advance Final Design shall be made available to the Contracting Officer's Representative (COR) on request.

1.2 Design Schedule

The DQC plan shall include a time-scaled bar chart or CPM design schedule showing the sequence of events involved in carrying out the project tasks within the specific period of service. This should be at a detailed level of scheduling sufficient to identify all major tasks including those that control the flow of work. The bar chart or schedule shall include review and correction periods prior to submittal of each item. This should be a forward planning, as well as a project-monitoring tool. The bar chart or schedule reflects calendar days and not dates for each activity. When a modification to the contract occurs, the contractor shall submit to the COR a revised bar chart or schedule reflecting the change within seven calendar days of the receipt of the change.

1.3 Design Quality Control Manager

The DQC Plan shall be implemented by an assigned person within the designer's organization who has the responsibility of being present during the times work is in progress, and shall assure that all documents on the project have been coordinated. This individual shall have verifiable engineering or architectural design experience and is a registered professional engineer or architect. The contractor shall notify the COR of the name of the individual and the name of an alternate person assigned to the position.

1.4 Government Acceptance

(AM#5) After contract award, the generic DQC plan in conjunction with the CQC Program shall be submitted to the Contracting Officer for approval within 30 days, or an agreed to shorter period, of award. For each Task Order, not later than 10 days, or an agreed to shorter period, after receipt of its notice to proceed, the Contractor shall furnish a supplement to the DQC Plan of the task order's specific requirements.

The COR shall notify the Contractor, in writing, of the acceptance of the DQC Plan (AM#5) and/or it's supplements. After acceptance, any changes proposed by the Contractor are subject to the acceptance of the Contracting Officer Representative.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

SECTION 01454

CONSTRUCTION QUALITY CONTROL (AM#5)
AM #1, #4, AND AM #5

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	(1995b) 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 Applicable)

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 titled "Inspection of Construction," (Am#4) Section C "Contractor Quality Control (CQC) Program," Section E "INSPECTION AND ACCEPTANCE," Specification Section 01430 "DESIGN QUALITY CONTROL (DQC)" and other QC provisions in the contract as they apply. 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

(Am#4) The Contractor Quality Control (CQC) Program requirement under this contract includes a provision for a generic detailed Construction QC Plan that will apply throughout the life of the contract and used in conjunction with contractor developed supplements to the generic Construction QC plan tailored to each task order to address any special requirements and provide for specific details not included in the generic Construction QC plan.

The plan shall identify personnel, procedures, control, instructions, test records, and forms to be used. The Government will consider an interim plan for the first (Am#4) 10 days of operation. Construction will be permitted to begin only after acceptance of the (Am#4) construction CQC Plan or acceptance of an interim plan applicable to the particular feature of work to be started. Work outside of the features of work included in an accepted interim plan will not be permitted to begin until acceptance of a (Am#4) construction CQC Plan or another interim plan containing the additional features of work to be started.

3.2.2 Content of the (AM#4) Construction (AM#5) QC Plan

The (Am#4) Construction (AM#5) QC Plan for each task order 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. A description of the quality control organization, including a chart showing lines of authority and acknowledgment that the CQC staff shall implement the three phase control system for all aspects of the work specified. The staff shall include a CQC System Manager who shall report to the project superintendent.
- b. The name, qualifications (in resume format), duties, responsibilities, and authorities of each person assigned a CQC function.
- c. A copy of the letter to the CQC System Manager signed by an authorized official of the firm which describes the responsibilities and delegates sufficient authorities to adequately perform the functions of the CQC System Manager, including authority to stop work which is not in compliance with the contract. The CQC System Manager shall issue letters of direction to all other various

quality control representatives outlining duties, authorities, and responsibilities. Copies of these letters shall also be furnished to the Government.

- d. Procedures for scheduling, reviewing, certifying, and managing submittals, including those of subcontractors, offsite fabricators, suppliers, and purchasing agents. These procedures shall be in accordance with Section 01330 SUBMITTAL PROCEDURES.
- e. Control, verification, and acceptance testing procedures for each specific test to include the test name, specification paragraph requiring test, feature of work to be tested, test frequency, and person responsible for each test. (Laboratory facilities will be approved by the Contracting Officer.)
- f. Procedures for tracking preparatory, initial, and follow-up control phases and control, verification, and acceptance tests including documentation.
- g. Procedures for tracking construction deficiencies from identification through acceptable corrective action. These procedures shall establish verification that identified deficiencies have been corrected.
- h. Reporting procedures, including proposed reporting formats.
- i. A list of the definable features of work. A definable feature of work is a task which is separate and distinct from other tasks, has separate control requirements, and may be identified by different trades or disciplines, or it may 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 features under a particular section. This list will be agreed upon during the coordination meeting.

3.2.3 Acceptance of Plan

(Am#4) After contract award, the generic Construction QC plan in conjunction with the CQC Program shall be submitted to the Contracting Officer for approval within 30 days, or an agreed to shorter period, of award. For each Task Order, not later than 10 days, or an agreed to shorter period, after receipt of its notice to proceed, the Contractor shall furnish a supplement to the Construction QC Plan of the task order's specific requirements.

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.

(Am#4) The COR shall notify the Contractor, in writing, of the acceptance of the CQC Plan and/or its supplements. After acceptance, any changes proposed by the Contractor are subject to the acceptance of the Contracting Officer Representative.

3.2.4 Notification of Changes

After acceptance of the (Am#4) Construction QC 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

3.3.1 Contract Generic Construction QC Plan (Am#4)

(Am#4) After the Contract Preconstruction Conference, before start of any task order, and prior to acceptance by the Government of the task order's generic Construction QC Plan, the Contractor shall meet with the Contracting Officer or Authorized Representative and discuss the Contractor's quality control (CQC) system. The generic Construction QC Plan shall be submitted for review a minimum of 5 calendar days prior to the Contract Coordination Meeting. During the meeting, a mutual understanding of the system details 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. Minutes of the meeting shall be prepared by the Government and signed by both the Contractor and the Contracting Officer. The minutes shall become a part of the contract file. There may be occasions when subsequent conferences will be called by either party to reconfirm mutual understandings and/or address deficiencies in the CQC system or procedures which may require corrective action by the Contractor.

3.3.2 Task Order Site Specific Construction QC Plan (Am)#4

(Am#4) Prior to issuance of task order Notice-to-Proceed (NTP), before start of any task order, and prior to acceptance by the Government of the task order's Construction QC Plan, the Contractor shall meet with the Government's on-site representative(s) (i.e. at a minimum, the Quality Assurance Evaluator and/or Facility Manager) and discuss the Contractor's quality control (CQC) system. The task order site-specific Construction QC Plan shall be submitted for review a minimum of 5 calendar days prior to this Coordination Meeting. During the meeting, a mutual understanding of the system details shall be established, 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. Minutes of the meeting shall be prepared by the Government and signed by both the Contractor and the Government's on-site representative(s). The minutes shall become a part of the task-order file. There may be occasions when subsequent conferences will be called by either party 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 **(Am#4) ensure a CQC Officer presence** 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 the onsite work organization who shall be responsible for overall management of CQC and have the authority to act in all CQC matters for the Contractor. **For Education, Registration and Work Experience requirements see Volume 1, Section C, paragraph C.3.8.6 Contractor Quality Control (CQC) System Manager. (Am#1)** In addition to having experience in building construction, the Quality Control Manager will have experience in construction and remodeling of **(AM#4) Medical Facilities**. The CQC System Manager shall be assigned no other duties. **The CQC System Manager's representative at any task order site may have duties as project superintendent in addition to quality control unless required by a task order for the representative to have no other duties; and shall be on the site at all times during construction.**

(Am#4) The Contractor shall provide alternates for the CQC System Manager and for the CQC System Manager's representative at any task order site. These individuals shall be identified in the plan to serve in the event of the System Manager's and the CQC System Manager's Task Order Representative's absence. The requirements for the alternates shall be the same as for the designated CQC System Manager **(AM#4) and CQC Officers**.

3.4.3 CQC Personnel

3.4.3.1 CQC Staff

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. Except as required for specialized CQC personnel, 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.

3.4.3.2 Specialized CQC Personnel

In addition to CQC personnel specified elsewhere in the contract, the Contractor shall provide as part of the CQC organization, **when required by the statement of work for each Task Order**, specialized personnel to assist the CQC System Manager for the following areas: electrical, mechanical, civil, structural, environmental, architectural, hospital equipment, and hospital planning and life safety/OSHA. **These personnel shall have experience in construction and remodeling of (AM#4) Medical Facilities.** These individuals may be employees of the prime or subcontractor; be responsible to the CQC System Manager; be physically present at the construction site during work on their areas of responsibility; have the necessary education and/or experience in accordance with the experience matrix listed herein. These individuals may perform other duties but must be allowed sufficient time to perform their assigned quality control duties as described in the Quality Control Plan.

Experience MatrixArea & Qualifications

a. Civil

Graduate Civil Engineer with 2 years experience in the type of work being performed on this project or technician with 5 yrs related experience

b. Mechanical

Graduate Mechanical Engineer with 2 yrs experience or person with 5 yrs related experience

c. Electrical

Graduate Electrical Engineer with 2 yrs related experience or person with 5 yrs related experience

d. Structural

Graduate Structural Engineer with 2 yrs experience or person with 5 yrs related experience

e. Architectural

Graduate Architect with 2 yrs experience or person with 5 yrs related experience

f. Environmental

Graduate Environmental Engineer with 3 yrs experience

g. Hospital Equipment

Graduate Mechanical and/or Electrical Engineer with 2 yrs experience in hospital design and equipment or

person with 5 yrs related experience

h. Hospital Planning and Life Safety/OSHA

Graduate Architect with 2 yrs experience in design of medical facilities or person with 5 yrs related experience

3.4.4 Additional Requirement

In addition to the above experience and education requirements the CQC System Manager (**Am#4**) and **CQC Officers** shall have completed the course entitled "Construction Quality Management For Contractors". This class is mandatory for the Contractor's Quality Control (AM#4) System Manager and QC Officers. Certificates issued upon successful completion are valid for five years. 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.

Registration is required; call (817) 978-9998 or (817) 978-3870 for times and reservations. There is no charge for the course; however the Contractor will pay for travel and per diem costs.

3.4.5 Organizational Changes

The Contractor shall maintain the CQC staff at full strength at all times. When it is necessary to make changes to the CQC staff, the Contractor shall revise the CQC Plan to reflect the changes and submit the changes to the Contracting Officer for acceptance.

3.5 SUBMITTALS AND DELIVERIES

Submittals, if needed, shall be made as specified in Section 01330 SUBMITTAL PROCEDURES. The CQC organization shall be responsible for certifying that all submittals and deliverables 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 (**Am#4**) **Officer** 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 task order 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 inspection and testing.
- e. Examination of the work area to assure that all required preliminary work has been completed and is in compliance with the contract.
- f. 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.
- g. A review of the appropriate activity hazard analysis to assure safety requirements are met.
- h. Discussion of procedures for controlling quality of the work including repetitive deficiencies. Document construction tolerances and workmanship standards for that feature of work.
- i. A check to ensure that the portion of the plan for the work to be performed has been accepted by the Contracting Officer.
- j. Discussion of the initial control phase.
- k. The Government shall be notified at least 72 hours in advance of beginning the preparatory control phase. This phase shall include a meeting conducted by the CQC (**Am#4**) **Officer** and attended by the superintendent, other CQC personnel (as applicable), and the foreman responsible for the definable feature. The results of the preparatory phase actions shall be documented by separate minutes prepared by the CQC (**Am#4**) **Officer** 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 to ensure full contract compliance. Verify required control inspection and testing.
- 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 (**Am#4**)Officer and attached to the daily CQC report. Exact location of initial phase shall be indicated for future reference and comparison with follow-up phases.
- g. The initial phase should be repeated for each new crew to work onsite, or any time acceptable specified quality standards are not being met.

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 nor 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 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 procure the services of a Corps of Engineers approved testing laboratory or establish an approved testing laboratory at the project site. 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, both passing and failing tests, shall 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 shall be given. If approved by the Contracting Officer, actual test reports may be submitted later with a reference to the test number and date taken. An information copy of tests performed by an offsite or commercial test facility shall be provided directly to the Contracting Officer. 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

3.7.2.1 Capability Check

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.

3.7.2.2 Capability Recheck

If the selected laboratory fails the capability check, the Contractor will be assessed a charge of \$2,000 to

reimburse the Government for each succeeding recheck of the laboratory or the checking of a subsequently selected laboratory. Such costs will be deducted from the contract amount due the Contractor.

3.7.3 Onsite Laboratory

The Government reserves the right to utilize the Contractor's control testing laboratory and equipment to make assurance tests, and to check the Contractor's testing procedures, techniques, and test results at no additional cost to the Government.

3.7.4 Furnishing or Transportation of Samples for Testing

Costs incidental to the transportation of samples or materials shall 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 (Am#4) MEDCOM Support Team.

Coordination for each specific test, exact delivery location, and dates will be made through the (Am#4) MEDCOM Support Team.

3.8 COMPLETION INSPECTION

3.8.1 Punch-Out Inspection

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 (Am#4) Officer 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 (Am#4) Officer 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 Pre-Final inspection.

3.8.2 Pre-Final Inspection

The Government will perform the pre-final inspection to verify that the facility is complete and ready to be occupied. A Government Pre-Final Punch List may be developed as a result of this inspection. The Contractor's CQC (Am#4) Officer shall ensure that all items on this list have been corrected before notifying the Government, so that a Final inspection with the customer can be scheduled. Any items noted on the Pre-Final inspection shall be corrected in a timely manner. These inspections and any deficiency corrections required by this paragraph shall be accomplished within the time slated for completion of the entire work or any particular increment of the work if the project is divided into increments by separate completion dates.

3.8.3 Final Acceptance Inspection

The Contractor's Quality Control Inspection personnel, plus the superintendent or other primary management person, and the Contracting Officer's Representative shall 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 based upon results of the Pre-Final inspection. Notice shall be given to the Contracting Officer at least 14 days prior to the final acceptance inspection and shall 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 titled "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. When Network Analysis (NAS) is used, identify each phase of work performed each day by NAS activity number.
- 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 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 7 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 (Am#4) Officer. The report from the CQC (Am#4) Officer 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 required preparatory and initial inspection documentation.
- b. All tests of piping systems or portions thereof shall be recorded on the "Piping System Test Report."
- c. Built-up, Modified bitumen, Elastomeric single-ply roofing operations, including materials used, shall be reported on "CONTRACTOR'S INSPECTOR ROOFING CHECK LIST AND TEST REPORT."
- d. Maintain current records of drilled pier construction and furnish to the Contracting Officer on a weekly basis detailed reports recorded on SWF Form 1175-J, "Construction Record Drilled Piers."
- e. When operation and maintenance instructions for equipment are furnished to Government representatives by the Contractor, the Contractor's representative shall record on a form similar to that attached hereto the applicable data, including the name, organization, and signature of each person attending the instructions.
- f. All tests on engine-generator sets shall be recorded on "Appendix A (FWDR form 415-1-170)" and "Appendix B (Frequency Control & Voltage Regulation)" forms.

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 work site, 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

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

PPC Page 3

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

VI. Check Safety

Review job conditions using EM 385-1-1 and job hazard analysis.

Comments _____

CQC REP
IC Page 3

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: _____

CONTRACTOR'S INSPECTOR ROOFING CHECK LIST AND TEST REPORT
(For each day of roofing operations)

Date _____ Weather _____

Contract No. _____

All data required to be taken from labels on container:

1. Type of bitumen used with underlayment or insulation and area covered _____
2. Type of bitumen used with base sheet and area covered _____
3. Type of bitumen used for mopping 4-ply _____
4. Type of bitumen used for flood coat or surfacing gravel _____
5. Type of thickness of insulation or underlayment used _____
6. Type of base sheet used _____
7. Type of felt used _____
8. Source of surface gravel and condition, wet, dry, clean _____
9. Roofing sample(s), location and weight _____
10. Bitumen sample furnished to the Government, quantity and type _____
11. Bitumen temperature checks, type of asphalt, time taken, maximum temperature specified _____
12. Are brooms being used? Yes _____ No _____
13. Bituminous cement used, type and usage _____
14. Area covered _____

Contractor's Approved Authorized Representative

Quality Control Inspector

OPERATION AND MAINTENANCE INSTRUCTIONS

CONTRACT NO. _____

DESCRIPTION _____

LOCATION _____

DATE _____

Operation and maintenance instructions were conducted for _____
(Type of Equipment)

_____ required by section _____, paragraph _____

on _____.
(Date)

The following personnel were present:

Instructions were given by _____
(Contractor's Representative)

The personnel identified herein by their signatures certify that they have been instructed in the operation and maintenance of the above-mentioned equipment.

-- End of Section --