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GENERAL INFORMATION

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"Plan and control your progress,
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	Resource Conservation and Recovery Act; PL 89-272, Solid Waste Disposal Act; PL 95-217, Clean Water Act; PL 95-95, Clean Air Act 1977; PL 93-523, Safe Drinking Water Act; Executive Orders 11514 and 12088; and to meet the Federal, State and local environmental quality standards, particularly with regard to air and water pollution.	

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- Presentation of Data Review
- Editing of Guide Specification review
- Design Budget Review
- Inter-Disciplinary Review
- Final Review

e. Quality Control. The professional quality, technical accuracy and the coordination of all design documents and other services to be provided by the prime Architect-Engineer and any subcontractors/ consultants used is of major importance. It is therefore a requirement for the A-E to have a logical and functional quality control program to assure that errors and deficiencies in all submittals are minimal. To meet this requirement, the A-E shall perform technical and inter-disciplinary reviews and shall correct all errors and deficiencies in the design documents prior to submitting them to the COE for review. The A-E's cover letter which transmits the design documents for review shall include a statement of certification that the A-E has performed a detailed review and coordination of the submitted documents.

The A-E's performance evaluation will be based in large part on how his design package reflects conformance with his DQC Plan. The A-E's contractual obligation to provide complete, well coordinated, and error free documents has far-reaching consequences. Therefore, the A-E is cautioned to place special emphasis on this aspect of the DQC Plan. In the event damage to the Government results from negligent performance of any of the services to be furnished under this contract, the A-E will be held liable for such damages. The Government's review effort in no way relieves the A-E of his contractual responsibilities. For this reason, an effective quality control plan is critical.

f. A-E Quality Control Checklist. The DQC Plan shall include the quality control checklist shown in Appendix A. The purpose of the checklist is to provide a useful tool for the A-E to assure a quality contract package.

The list points out numerous areas which, when appropriately considered during the design, will help ensure a quality project. This list should not be taken as covering all aspects of the project. The completed checklist shall be submitted as an attachment to the A-E's transmittal letter transmitting the final design package to the COE. If during COE review of the final design documents it becomes apparent that items initialed off have in fact not been completed/coordinated, the COE PM shall be notified and appropriate action taken. Possible actions include return of the final design package to the A-E for correction, withholding of contract payments and/or completion of an interim "unfavorable" A-E evaluation for inclusion in our A-E selection office files.

11.0. CONDUCT OF WORK

11.1. In the performance of his design service contract with the COE, the A-E shall:

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b. Prepare a summary of all significant discussions between the A-E and representatives of other Government agencies relating to work under this contract and promptly furnish a copy to the PM.

c. Prepare a summary of significant telephone conversations relating to the technical phases of work under this contract and promptly furnish a copy to the PM.

d. Promptly furnish to the PM copies of all written communications pertaining to the work under this contract received from other Government agencies. When it is clearly indicated that a copy of the communications has been furnished to the PM by the originator, concurrence of action will be obtained from the PM.

e. Take appropriate measures to obtain clarification of design criteria requirements, to acquire all pertinent design information, and to incorporate such information in the work being performed. This action will be accomplished through the PM.

12.0. REVIEW PROCESS

12.1. Automated Review Management System (ARMS). ARMS is a computerized method for transmittal and storage of design review comments. It provides interactive capability to address and respond to design review comments. ARMS requires use of a vt100 or ANSI emulating terminal. The Sacramento District of the COE is in the process of implementing ARMS on all military projects. If your scope of work requires you to use ARMS, an "Architect-Engineer Response" package will be forwarded to you to explain use of the system. If you encounter any problems or have questions or comments, please call the ARMS Hotline at (916) 551-3126. A 24-hour answering machine is connected to this line.

12.2. Review Comments. All design data prepared by the A-E will be reviewed by the COE and other agencies for conformance with the contract requirements and technical as well as functional criteria. This review effort in no way replaces the A-E's review requirements outlined in paragraph 10.0 above.

12.2.1. All original review comments made by other than COE Design Quality Assurance (DQA) personnel will be "coordinated" by the DQA section. That is, they will be reviewed for applicability to the project against the project's design criteria and annotated in red with one of the letter codes listed below. The intent is to give the A-E direction as to what action is required on each comment:

- W/D - Withdrawn by maker. A-E take no action.
- C - Concur. A-E to comply.
- C-S - Changed construction scope - technically acceptable - PM to decide on incorporation.
- Info- For A-E's information.
- D - Denied. A-E take no action.
- Dup - Duplicate comment, A-E take action per other similar comment.

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identify those high-cost, low-value items which may be accomplished in other

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TYPICAL PROJECT MILESTONES

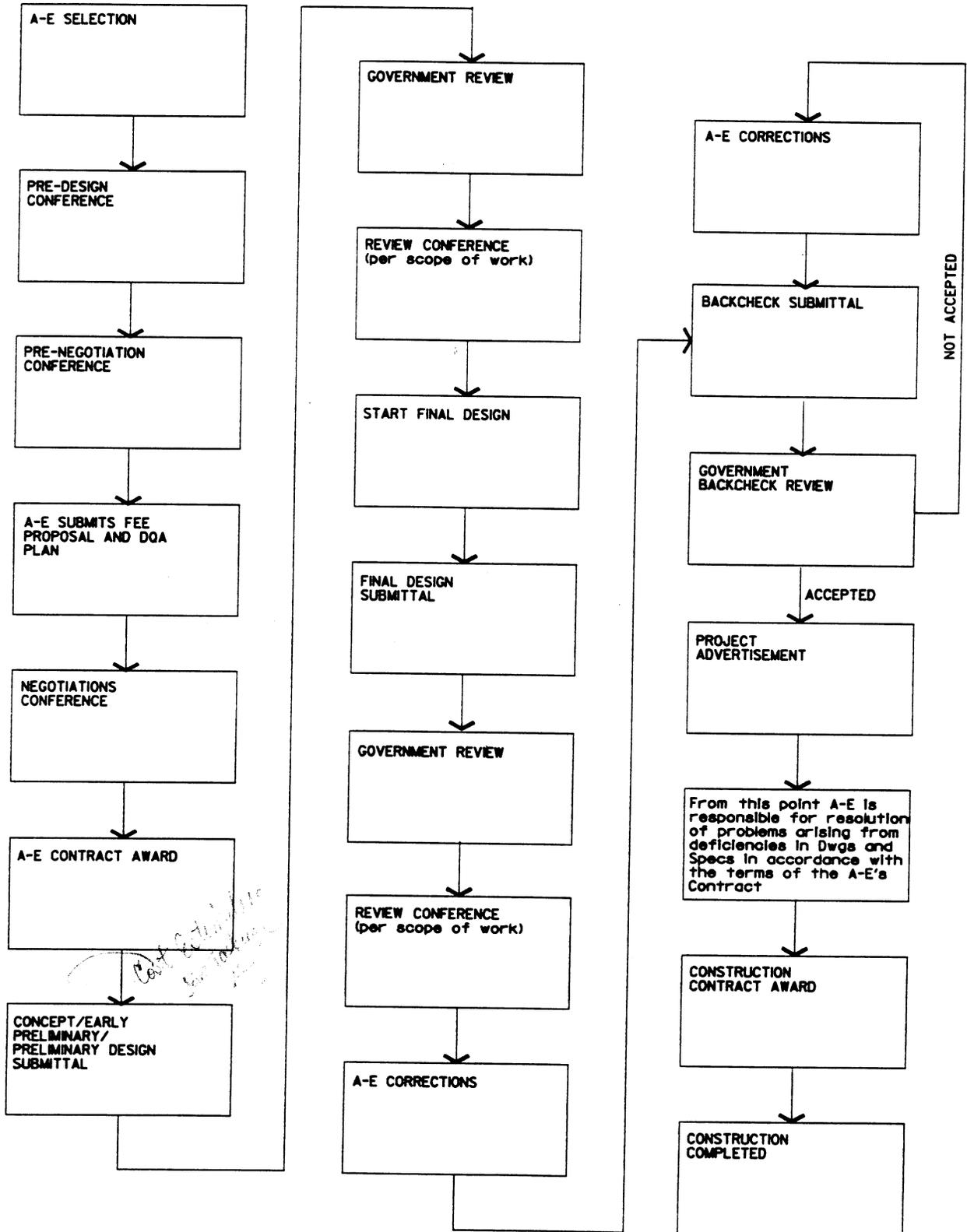


figure 1

TYPICAL PROJECT DOCUMENTS PREPARED BY A - E

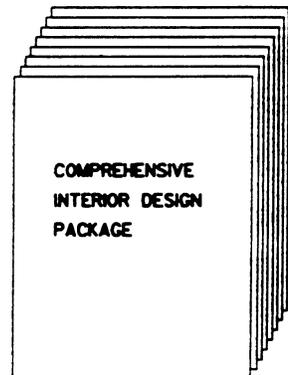
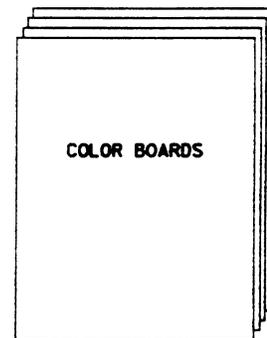
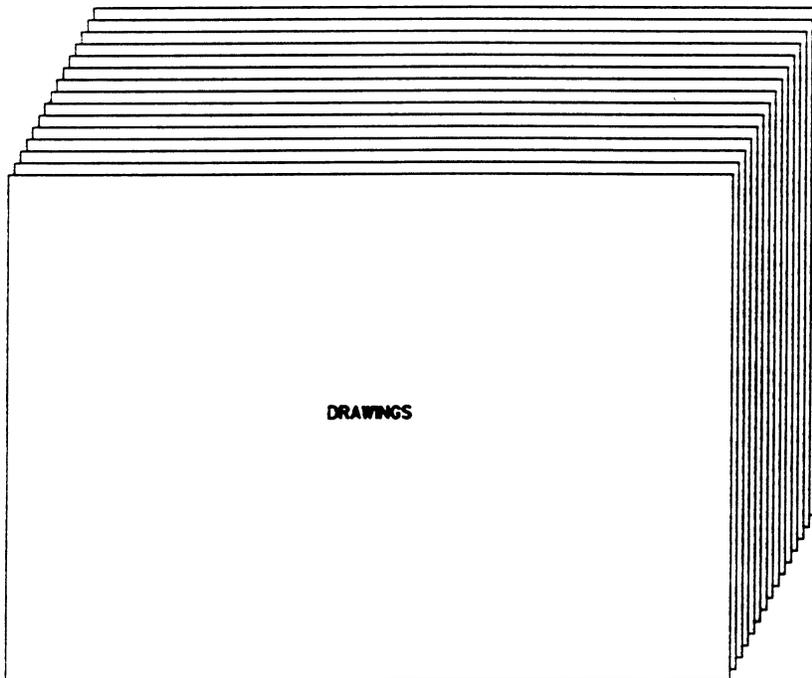
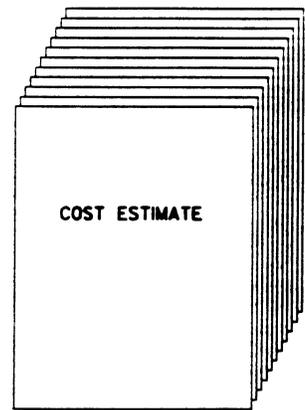
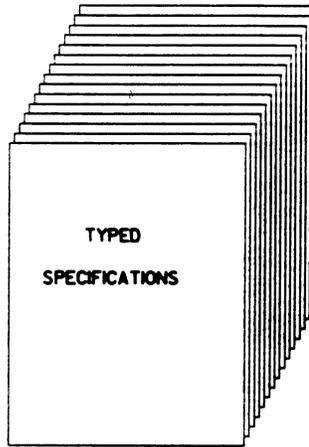
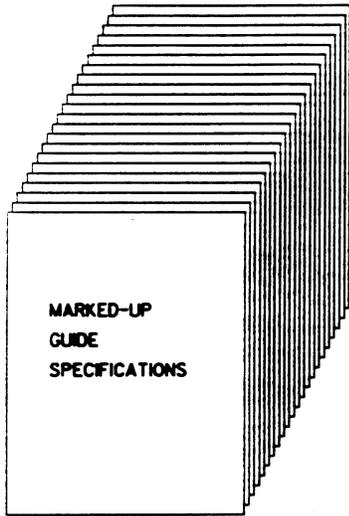
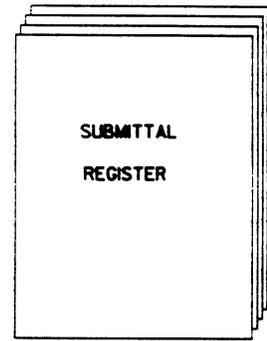
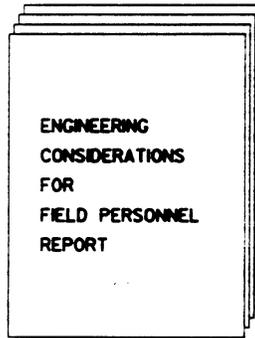
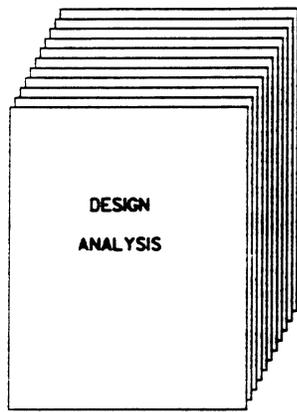


figure 2