

## APPENDIX C ARCHITECT-ENGINEER DESIGN QUALITY CONTROL PLAN

The "design" quality control plan (QCP) is the A-E's management plan for execution of the contract. The QCP describes the way in which the A-E will produce the deliverables and the steps that will be taken to control quality. The following items are key components of a design QCP, but should not be interpreted as excluding others.

1. Management Philosophy. Discuss the organization's technical management philosophy relative to its commitment to quality. If the firm has undergone a peer review of its organization, practices and procedures, a statement should be made describing it. Give the date, who made the peer review, and a brief description of resulting changes.
2. Management Approach. Define the specific management methodology to be followed during the performance of the work, including such aspects as; documentation management and control, communications, design coordination procedures, checking, and managerial continuity and flexibility.
3. Management Structure. Delineate the organizational composition of the A-E firm to clearly show the interrelationship of management and the design team components, including all consultants. Include an organization chart to identify by name the key design and review team members, and show their specific responsibilities related to the project.
4. Design Tools. Describe the design tools that will be used in execution of the contract, such as CADD, MCACES, computer application programs, etc.
5. Scheduling. Include a time-scale bar chart or Critical Path Method (CPM) design schedule showing the sequence of events involved in carrying out specific tasks within the specified period of service. Clearly show the design review and correction periods scheduled prior to submittals.
6. cost control. For cost reimbursement contracts, describe how project costs will be monitored and controlled.
7. Construction Cost Estimate Control. Discuss the organization's internal controls to minimize construction cost limitation overruns, and ensure the accuracy and integrity of the construction cost estimate. Indicate how construction cost information will be handled and communicated to the Government.
8. Communication. Discuss the methods by which clear and accurate communications are to be achieved within the organization, and outside the organization. Indicate the names of all parties authorized to request modifications to the work, and specifically how these modifications will be coordinated and documented.