

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
I	1	1	24	12/1/2006

SUBJECT: PLAN QUALITY CONTROL AND QUALITY ASSURANCE OF CONSTRUCTION PLANS

- 1. PURPOSE:** The purpose of this directive is to establish a policy on Plan Quality Control (QC) and Quality Assurance (QA) for LA DOTD.
- 2. OBJECTIVE:** To provide maximum benefit by employing the QC/QA process to projects designed by both in-house and consultants doing work for the department. The benefits associated with this process shall be realized in future projects by measuring/tracking and holding stakeholders accountable for their performance against the agreed upon level of quality.
- 3. SCOPE:** LA DOTD hereby establishes a Plan Quality Control and Quality Assurance Program that will analyze plans of proposed projects for five Quality Assurance Measurements (Complete, Consistent, Clear, Correct and Constructible) as defined below.

Complete

The plans will be an accurate and thorough representation of the existing project site and terrain features.

The plans will be an accurate and thorough representation of the proposed project features and details to be constructed.

The plans will be supported by a detailed and thoroughly documented development process.

The plans will be developed with the active involvement of all affected parties and developmental stage owners throughout all stages of development.

Consistent

The plans will be consistent with other plans developed by and for LADOTD. The plans will also comply with all standards and guidelines set by the following LADOTD manuals and guidelines:

- Road Design Plan Preparation
- Bridge Design Manual
- Hydraulics Manual
- Construction Plans Quality Control/Quality Assurance
- Electronic Standards
- AASHTO Design Guides

Clear

The plans will not have or contain any design errors or omissions which will require more than one addendum during the project advertisement period.

Correct

The plans will not have or contain any design errors or omissions which will cause the delay, postponement, or cancellation of the project letting.

Constructible

The plans will not require more than one change order due to design errors or omissions throughout the construction phase, which individually causes an increase or decrease of more than 3% of the original contract bid award amount or causes an increase or decrease in the contract time by more than one day.

4. **POLICY:** The Department shall perform Quality Control and Quality Assurance checks on all projects in accordance with the most current edition of the **CONSTRUCTION PLANS QUALITY CONTROL/QUALITY ASSURANCE MANUAL**. A Documentation Manual for Project Delivery has been developed and will be completed for each project prior to the Project Delivery Date (PDD). In addition, the Project Engineer will complete a Post Construction Plan Quality Assurance Rating Form once the construction project (Stage 5) has been accepted by the LADOTD. This will provide feedback on any issues concerning QC/QA discovered during the construction of the project. The manual and all forms are available on the Department's website.
5. **RESPONSIBILITY:** The Project Manager will utilize the Documentation Manual for Project Delivery and the Construction Plans Quality Control/Quality Assurance Manual to ensure that the QC/QA process is followed for each project. The completed forms will be part of the projects history. The Project Engineer will also be held responsible for the completion and submission of the Post Construction Plan Quality Assurance Rating Form to the Project Manager.
- The Project Development Division Chief will review, revise, and maintain the following:
- Documentation Manual for Project Delivery
 - Construction Plans Quality Control/Quality Assurance Manual
 - QA/QC rating forms
- Additionally, the Consultant Contracts Services Administrator shall compile and maintain Plan Quality Assurance Rating data for Stage 3 and Stage 5 for use in future consultant selection considerations.
6. **IMPLEMENTATION:** Effective January 1, 2007, all projects entering Stage 3 will follow this QC/QA process.
7. **OTHER ISSUANCES AFFECTED:** All directives, memoranda or instructions issued prior to this directive which are in conflict are rescinded.

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