

QUALITY ASSURANCE PLAN

_____*****Project

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_____b. _____Authorized Representative of the Contracting Officer (ARCO)

_____c. _____Quality Assurance Inspector (QAI)

_____d. _____Specialized Inspectors (SI)

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QUALITY ASSURANCE PLAN

1. -CONTRACT DESCRIPTION:

- a. -Contract No.: DACW01-**-*_-****
- b. -Contract Name: Maintenance and Repair Services
- c. -Contract Location: ***** Project
- d. -Contract Type: Cost Plus Award Fee
- e. -Contract Amount: \$*****
- f. -Beginning Date: *****
- g. -Duration: Base Year + 4 Option Years
- h. -Description of Work: The work consists of planning, programming, administration, management, supervision, maintenance of accurate and complete records and files, quality control inspection, personnel, materials, supplies, parts, tools, equipment and vehicles, necessary to operate and maintain Government-owned facilities and equipment at ***** Project.

2. -PURPOSE:

- a. -Maximize effectiveness of Government contract inspections.
- b. -Provide a uniform base for contract administration.
- c. -Ensure that contractor's Quality Control Plan is implemented, maintained and used to achieve acceptable levels of productivity and quality in compliance with the contract.
- d. -Inform and orient Government employees on proper contract administration procedures and methods. A copy of this plan will be provided to all quality assurance team members.
- e. -This document is for Government use only. It will be revised as necessary during the contract period to reflect changes in the contract, staffing, methods and procedures.

3. -BENEFITS TO THE GOVERNMENT:

- a. -Reduced inspection effort.
- b. -Reduction of deficiencies and corrective effort.

—c.—Improved customer satisfaction and relations.

—d.—Pride in better quality work.

4. —REFERENCES:

—a.—FAR, DFARS, AFARS, EFARS Part 46

—b.—ER 415-1-302

—c.—ER 1180-1-6, Appends A, Part I & V

—d.—ER 56-2-1

—e.—ER 37-2-10

—f.—ER 700-1-1

—g.—ER 750-1-1

—h.—ER 1130-2-400

—i.—AR 735-11

—j.—____—TM 38-750

—k.—DA PAM 750-35

—l.—DA PAM 710-2-1

—m.—The Contract

—n.—Contractor Quality Control Plan

—o.—Contractor Accident Prevention Plan

—p.—Contractor Statement(s) of Company Policy

—q.—Equipment Preventive Maintenance Program for Project Vehicles and Equipment Procedural Pamphlet for Material Maintenance Policies EP 750-1-1

—r.—EM 385-1-1 (Oct 1992)

—s.—SAMDR 385-1-1 Latest Edition

—t.—CESAM-FO-WP SOP 1130-2-15

—u.—SAMDR 735-1-1

5. RESPONSIBILITIES AND AUTHORITIES (for the information of all involved):

—a.—Contracting Officer

—(1)—The Contracting Officer (KO) has the authority to enter into, administer and terminate the contract and make related determinations and findings.

—(2)—The KO is responsible for safeguarding the interest of the United States Government.

—(3)—The KO is responsible for ensuring that all necessary actions are taken to achieve effective contract administration and that the contractor complies with the provisions of the contract.

—(4)—The KO must ensure that the contractor receive impartial, fair and equitable treatment.

—b.—Authorized Representative of the Contracting Officer (ARCO)

—(1)—The ARCO is designated in the contract.

—(2)—The ARCO cannot make changes to the contract.

—(3)—The ARCO is empowered to verify that the contractor performs the technical requirements of the contract in accordance with the contract requirements.

—(4)—The ARCO performs or causes to be performed, inspections necessary to verify that the contractor is performing in accordance with the contract requirements and that all deficiencies are corrected.

—(5)—The ARCO accepts and approves services performed under this contract.

—(6)—The ARCO maintains liaison and direct communication with the contractor.

—(7)—The ARCO may issue written interpretations of special and technical contract requirements.

—(8)—The ARCO ensures that all personnel assigned to the administration of the contract are knowledgeable of contract requirements, contractor Quality Control Plan (QCP), and Government Quality Assurance Plan (QAP).

—(9)—The ARCO may redirect the contractor on any item or work feature, pending correction of a deficiency.

____(10)____-The ARCO may recommend that the KO rescind the approval of the contractor's program and require the contractor to replace quality control personnel.

____(11)____-The ARCO may not redelegate any of his authority or responsibilities.

____(12)____-Recommends contractor performance award fee.

____(13)____-The ARCO recommends approval of interim pay request, except base pay and award fees.

____(14)____-Meets weekly with contractor's QC personnel to discuss status of effective implementation and use of the quality control plan and the resolution of problems.

—c.—Quality Assurance Inspector (QAI):

____(1)____-Receives and review contractor printouts, plans, charts, submittals and reports. Verifies accuracy, completeness and recommends appropriate action to the ARCO.

____(2)____-Performs random inspections to determine if contract requirements are being met and if the contractor's Quality Control Plan is being effectively implemented.

____(3)____-Monitors contractor quality control program.

____(4)____-Reviews quality control schedules of inspection.

____(5)____-Updates the ARCO on contract status, deficiencies, recommended changes and other information pertinent to administration of the contract.

____(6)____-Reviews each monthly pay request and prepares evaluation report for ARCO review and approval. Prepares pay request package for submittal to the District.

____(7)____-Inspects contract inventory and procurement methods to verify control and proper use of cost reimbursable equipment, materials, supplies and Government Furnished Equipment (GFE).

____(8)____-Drafts contract modifications through ARCO for KO approval.

____(9)____-Prepares Government cost estimates.

—(10)—Assists in preparation of Government QA Plan, administers it and updates it for ARCO and KO approval.

—(11)—Meets weekly with contract project manager to discuss scheduling and work progress.

—(12)—Evaluates contractor performance. Compiles inspection reports from all Specialized Inspectors (SI). Consolidates reports and evaluations into a MFR recommendation to the Fee Determination Official.

—(13)—Performs random and planned inspections of contract work, including safety inspections. Completes daily report and submits to QAR and ARCO.

—(14)—Meets weekly with contractor's quality control personnel to discuss status of quality control effectiveness and resolution of problems. Documents the discussion.

d. —Specialized Inspectors (SI)

—(1)—The Specialized Inspectors (SI) are individuals who have training and experience in a specific field which qualifies them as the most knowledgeable Government employees available to inspect certain technical provisions of the contract. Each SI is appointed by the ARCO, in writing, and acknowledges that appointment by signature (see Appendix D). There are three SI's: Wildlife Ranger, Chief Ranger and Project Sign Coordinator.

—(2)—The SI is responsible for understanding Part I, Section C of the contract specifications. In particular, the SI must be familiar with the technical sections that specifies the work activities that will be inspected.

—(3)—The SI must be familiar enough with EM 385-1-1 to recognize hazardous equipment and activities on the project that indicated noncompliance with this manual. The SI is required to bring to the contractor's attention immediately any noncompliance and to record the contractor's response. The work creating the hazard will be stopped immediately by the SI, if it endangers someone's life, and it will be reported to the ARCO. The SI must be familiar with the contractor's safety and quality control plans.

—(4)—The SI is to coordinate with the contractor's supervisory, work leaders, and CQC only and not with other workers. The SI is not authorized to supervise or direct the daily work, but will prepare work orders and work statements that clearly describe the desired work, timetable and end results. The work orders and work statements will be submitted to the ARCO for approval prior to going to the contractor.

—(5)—The SI is responsible for documenting inspection observations, exchange of information, clarification of work statement, safety observations, type of equipment used, work impacting weather or site conditions, delays and rework on appropriate inspection for each day the SI is on a work site. The SI will have the contract specifications and EM 385-1-1 on hand during each site visit. All quality assurance reports will be submitted to the QAI by the following day.

—(6)—The SI is responsible for determining the acceptable level of quality in scheduling, management, work methods, materials, and end results of the work inspected. The SI establishes priorities, submits them to the ARCO for approval and coordinates them with the project staff as necessary.

6. POST-AWARD REQUIREMENTS: Contractor and Government activities that take place after acknowledgment by the contractor of the “Notice of Award”, are considered post-award requirements.

—a.—Prewrite Conference:

—(1)—The prework conference is conducted by the KO with assistance from the ARCO, QAI and SI’s.

—(2)—The prework conference is a formal, scheduled meeting with representatives of the contractor and the KO present.

—b.—Contractor Submittals (reviewed by the ARCO):

—(1)—Insurance Certificates: The ARCO will ensure that the required insurance is in effect during contract performance in the minimum amounts required by the contract. A statement which obligates the insurance underwriter to notify the certificate holder of cancellation 30 days prior must be included and signed by the agent.

—c.—Meeting of Mutual Understanding:

—(1)—The ARCO will schedule a separate meeting with the project superintendent to discuss his quality control. The quality control representatives will be present at this meeting.

—(2)—The ARCO will impress upon the project superintendent that the QC Plan is his tool for management and control of activities, supplies and subcontractor activities required to comply with the contract requirements.

____(3)____-Those present will discuss the relationship between the contractor's quality control and the Government's quality assurance activities. Quality control and quality assurance activities should be independent, but compliment each other as much as possible.

____(4)____-Those present will discuss the forms and reports the contractor QC shall use to report activities and establish standards for the submission of these reports. The ARCO will emphasize making the guidelines specific and definite so the reports are timely, contain the desired information, are uniform and consistent and serve the intended purpose.

____(5)____-The ARCO will suggest the usefulness and feasibility of using photography, test reports, and other devices to monitor contractor performance.

____(6)____-The ARCO will be the final point of Government contact for all quality assurance matters.

____d.____-Weekly Quality Management Meetings:

____(1)____-The ARCO will schedule a weekly meeting with he project superintendent to discuss his operations, schedule and project priorities and progress of work activities..

____(2)____-The ARCO will review with the project superintendent's management and control of work activities, supplies and subcontractor activities pertaining to contract requirements.

____(3)____-Those present will discuss the coordination between the contractor QC and the Government's QA activities.

____(4)____-The contractor's QC representatives shall submit the report of their daily activities for the past week and schedules of inspection for the coming week.

____e.____-Quality Assurance Inspections:

____(1)____-Inspection Objectives:

____(a)____-Ensure that the Government pay for satisfactory performance and does not pay for unsatisfactory performance or nonperformance.

- _____ (b)___ -Enforce safety and health regulations.
- _____ (c)___ -Assure that purchasing is done competitively, that reimbursable costs are allowable, allocable and reasonable, and that costs are controlled.
- _____ (d)___ -Provide feedback to the contractor to enhance communication, cooperation and effectiveness of contract administration.
- _____ (e)___ -Encourage and recognize effective, efficient operations.
- _____ (f)___ -Discourage waste, pilferage and mismanagement.
- _____ (g)___ -Identify and recommend solution to resolve problems promptly.
- _____ (h)___ -Document contractor performance and Government administration.
- _____ (2)___ -Inspection Methods:
 - _____ (a)___ -Evaluation and approval of the contractor's long-range work schedules, weekly work schedules, quality control weekly schedules and reports, and long-range facilities inspection reports.
 - _____ (b)___ -Review of the contractor's monthly pay request, vendor statements (random check of prices to ensure competitive buying practices), journal vouchers and cost/schedule analysis.
 - _____ (c)___ -Random property inspection at the contractor's office, totaling 8 to 10 percent of inventory monthly, to track inventory items from procurement through property management records, to the actual use location on the project.

_____ (d) _____-Planned inspection of work in progress selected from the contractor's weekly work schedule (e.g. vehicle repair, road repair, landscape maintenance, facilities maintenance, lake maintenance, etc.).

_____ (e) _____-Random inspection of repetitive work completed at scheduled intervals or as needed (e.g. cleaning, mowing, sign maintenance, vandalism repair, trash collection, etc.).

_____ (f) _____-Monitoring of contractor's computer records of budgeting and reimbursable costs for efficiency and control.

_____ (g) _____-Consideration of comments from the public and Government employees on the project.

_____ (3) _____-Performance indicators and the Contractor's Award Fee:

_____ (a) _____-The contractor is evaluated on how well the work is performed, how well management functions, and how effectively the quality control plan is implemented. Those cost incurred by the contractor and the Base Fee will be reviewed and paid to the contractor monthly. The Award Fee Evaluation of the Contractor's Performance will be forwarded quarterly to the Award Fee Evaluation Board in accordance with Section H, paragraph 11, "Performance Award Fee Evaluation Plan." The recommendation will be made to the Fee Determination Official (FDO) who is appointed by the KO. The FDO decides if the recommendation is reasonable. The award fee will be paid after the KO notifies the contractor and he submits an invoice for that amount.

_____ (b) _____-Government inspection is accomplished by the ARCO, QA Inspector, Specialized Inspectors and Park Rangers to varying degrees. The Wildlife Ranger inspects the wildlife food plots and nesting boxes. The Maintenance Coordinators (SOP 1130-1-2-15) inspects cleaning and maintenance of vehicles, equipment, boats, mowers, trailers, and attachments. The Sign Coordinator inspects the installation of signs on the project. Park Rangers note on their reports the condition of facilities and grounds observed during discharge of other duties. They also note findings on a list kept in the Project Management Office. The Supervisory Park Ranger reviews all Park Ranger reports and routes those regarding contract activities to the QAI and ARCO. The ARCO and QAI review all reports on the contractor's work.

_____ (c) _____-Copies of the inspection reports from each SI will be provided to the QAI. The QAI will consolidate the QAI and Park Ranger reports into a quarterly report for consideration in evaluating the contractor's performance. The performance indicators in Appendix C are what the inspectors are looking for to determine compliance by the contractor. A brief explanation of how the inspection is done and who does it follows each performance indicator.

_____ (4) _____-Letter of Appointment: The ARCO has appointed by memorandum the QAI and SI's for this contract. The ARCO has indicated in each appointment memorandum the authority and duties of that individual.

(Signature of QAI)

(Signature of ARCO)

APPENDIX A

QUALITY ASSURANCE REPORTS

1. It is important to remember that the Government Quality Assurance Reports become part of the contract file. Therefore, they should be originals, neat and legible. All pages of the Quality Assurance Report shall be consecutively numbered with the total number of sheets indicated on the first sheet if more than one. The following items of information shall be included on the Quality Assurance Report:

- a. _____-Contract number and name of contractor.
- b. _____-Description and location of work (e.g. Amity, building or site number, Rocky Point, general clean up).
- c. _____-Date of report.
- d. _____-Inspector's name (Print)
- e. _____-Weather conditions.
- f. _____-Pertinent information on the progress of work, causes for delays and extent of delays related to work activities on the schedule. When the contractor is doing a good job, don't hesitate to give the positive points, as well as the negative when performance is not acceptable.
- g. _____-Results of Quality Assurance inspections and any check tests conducted, deficiencies observed, and corrective actions taken or proposed by the contractor.
- h. _____-Instruction given to the contractor and the name of the contractor's representative to whom instructions were given.
- i. _____-Name of equipment being used, number if more than one, crew size and name of supervisor or work leader on the job.

- j. _____-Controversial matters, in detail.
- k. _____-Description of proposed changes from specifications, delays or work stoppage.
- l. _____-Meetings with contractor, (purpose to be noted, if MFR written, so note and attach it.).
- m. _____-Safety hazards or violations observed, the name of the contractor's representative notified, and corrective measures taken. Note in your report whether or not the contractor is using good safety practices. When corrective action is promised, agree on a time and place for reinspection, report it and follow up.
- n. _____-Your signature on each page of the report. Date all pages.

—o. ____-Inspection phase (preparatory, initial or follow-up).

—p. ____-Name of subcontractor involved in the work.

—q. ____-Whether or not the work is scheduled for that date on the weekly schedule.

2. ____-Specific deficiencies and safety violations will be written on inspection form at the time it is observed. It will be signed by the inspector and the contractor supervisor or work leader. The date and time agreed upon for reinspection will be indicated. The original will be given to the contractor's representative who signed it and a copy will be attached to the QA report. The other copy will be retained by the inspector as a reminder of follow-up inspection.

— **APPENDIX B**

— **PERFORMANCE INDICATORS**

(a) _ through (j) are Work Performance Indicators and (k) through (m) are Management/QC Performance Indicators.

—(a) ____-INDICATOR - No litter or debris on the grounds (including dead end roads, bridge crossings and project roads) specified to be cleaned.

— **INSPECTION - QA Inspector observes the cleanliness of the grounds from a vehicle and occasionally on foot, such as near impact sites, on walks, shorelines and beach areas. Observations are documented on the inspection report.**

—(b) ____-INDICATORS - Picnic tables, grills, fire rings, drinking fountains, dump stations, picnic shelters, vault toilets, docks, shower houses and comfort stations are clean as specified. Trash containers are empty or nearly empty, clean and have a plastic liner as specified. Grassed areas are

kept within the height limits and edged as specified. Landscaping plants and trees appear healthy and neat and are weeded, mulched, pruned and replaced as specified. Signs, posts, barricades, bumpers and gates are not damaged or missing. All facilities, utilities, roads and parking are in good repair.

—————**INSPECTION - QA Inspector randomly selects the parks that can be visited in the allotted time. In each park, the inspector randomly selects approximately ten percent of the impact sites, ten percent of the toilet/shower facilities, and ten percent of the beaches, playgrounds and picnic shelters to inspect closely, on foot. All dump stations, docks, and gate houses are inspected. Grassed areas, landscaping, signs, posts, bumpers, gates, roads and parking are observed from the vehicle while the inspector is passing by or more closely if near other**

are noted in inspection report.

—————(c) —INDICATORS - The Project Management Office/Visitor's Center has a clean and attractive appearance resulting from specified attention. The building and systems are maintained in working order and good repair as specified. All trees, plants, and grass appear healthy and neat as the result of being cared for as specified.

—————**INSPECTION - QA Inspector notes the condition of the building and grounds daily and includes that in the inspection report. A form is provided in a specified location in the building for any employee to list needed repairs or cleaning.**

—————(d) —INDICATORS - Recommended crops planted in food plots have germinated and appear healthy and vigorous as the result of preparing the food plots as specified. Food plots for doves are mowed as specified. All planted areas within beaver ponds have a healthy, mature stand of Japanese millet, ready for future inundation by beavers, as the result of draining and planting as specified. Nesting boxes are clean and repaired or replaced as specified. Records are prepared and submitted as specified.

—————**INSPECTION - Wildlife Ranger randomly inspects, on foot, the progress of food plots and beaver ponds and notes findings in a report. Prior to Contractor inspection of nesting boxes, the Wildlife Ranger randomly inspects an adequate number of the boxes and records findings, to be compared later to the records submitted by the Contractor. After Contractor inspection, cleaning and repair/replacement of all boxes, the Wildlife Ranger randomly inspect approximately ten percent of the boxes for compliance and notes comments on a report. Wildlife Ranger reviews the Contractor's records for format, completeness and accuracy of the data on boxes the biologist inspected.**

—————(e) —INDICATORS - Vehicles, boats, mowers, trailers, and equipment are clean, serviced, in safe condition, in good

repair and operate properly. The Contractor's records indicate that all specified preventative maintenance is being done on schedule. All records that are required are complete and up-to-date. Repairs solve the problem which made the work order

necessary and rework is not needed. Repairs are not delayed because parts that should be in stock are not in stock or mechanics are lacking in training. Shop areas are as organized and clean as necessary to comply with safety and security requirements.

————INSPECTION - All Government employees who operate the vehicles, equipment, etc., check the tires, brakes, lights, fluids, safety equipment, and general condition prior to operation. A work order is promptly prepared for anything not satisfactory. Construction inspector (QAI) issues the work orders to the Contractor, establishes priority, and maintains a log on all work orders. QAI monitors safety and priority compliance, how well the Contractor prevents a backlog of work, and how often rework is required. QAI checks the Contractor's preventative maintenance records. QAI prepare a monthly report on Contractor compliance, work timeliness, employee attendance, rework required, safety and security.

————(f) —INDICATORS - New replacement signs installed as specified in the U.S. Army Corps of Engineers Sign Standards Manual and are coordinated with the Project Sign Coordinator. Missing or damaged signs that jeopardize safety, particularly for the visiting public, receive top priority. Wooden replacement signs that are authorized, are laid out, fabricated, painted and installed in the likeness of similar signs in that area. All signs are kept in a functional and attractive condition.

————INSPECTION - The Project Sign Coordinator (PSC) coordinates all sign work. The contractor supervisor notifies the PSC when signs are going to be installed and the PSC inspects, on foot, the completed installation by comparing observations with the Sign Standards Manual. A record of all

signs on the project is kept by the PSC and they are randomly checked from a vehicle while performing other duties around the project. All Government employees, and occasionally the public, report damaged or missing signs and the PSC is notified.

——(g)——INDICATORS - Weekly Work Schedule reflects the needs of the project and the appropriate priorities. Copies will be submitted weekly for ARCO approval. The long-range Work Schedule meets the same criteria in more general terms. Updated schedules accurately indicate the actual work done during that period and clearly explain delays, shifts in priority, and work not accomplished as planned. Schedules are submitted by the deadlines specified.

——INSPECTION - ARCO or ARM reviews all schedules for approval action. Individuals performing Government QA inspections of the work use schedules to know what activities the Contractor plans and where they can be found on the project.

——(h)——INDICATORS - Adequate size crews, with the needed qualifications, are recruited for the work, in accordance with FAR clauses in the specifications. Contractor employees are oriented to the project and the rules and regulations that apply to them. Employees are supervised so that they are productive and efficient. Replacement employees are quickly recruited, when necessary. The management employees are cooperative and flexible in working with Government employees and dealing with the public. Employees are on call for work at all times.

——INSPECTION - ARCO evaluates the benefit to the Government from the Contractor's management of employees and compliance with the specifications. ARCO receives comments from the public and Government employees on project, as well as QA inspection reports.

——(i)——INDICATORS - Adequate vehicles, equipment, materials, and supplies are available to accomplish the tasks to be done efficiently, safely and with high quality results. The

Inventory Management and Control Plan is implemented and is effective. Records are up-to-date and are submitted on time. Government procurement regulations are followed, particularly concerning competitive quotes, rotation of small purchases, and purchases over \$1,000.

——INSPECTION - ARCO evaluates the benefit to the Government from the Contractor's management of vehicles, equipment, material and supplies. QAI monitors inventory control and property management by reviewing periodic computer printout submittals that analyze budgeted costs, actual costs, and inventory status.

——(j)——INDICATORS - Cost reimbursable expenditures are reasonable, allocable and allowable. The monthly invoice is accurately prepared and recommendation to pay it can be justified.

——INSPECTION - QAI reviews all journal vouchers, vendor statements, cost/schedule analysis and calculations. QAI prepares a Memorandum for Record detailing points of question, errors by the Contractor, explanations obtained from the Contractor and recommendations on payment. ARCO reviews QAI recommendations and approves them for submittal to the District Auditor.

——(k)——INDICATORS - Contractor's management employees maintain good communications with contract administrators and display initiative and independence in problem solving. They cooperate with all Government employees at the project in their efforts to accomplish the mission of the Corps and the project. They are courteous and helpful with the public. They perform QC inspections of all Contractor work in accordance with their QCP.

——INSPECTION - All Government employees provide comments to the ARCO, in the course of daily events, that makes the ARCO aware of their working relationship with the Contractor.

Public comment about Contractor employees are brought to the ARCO's attention. The ARCO evaluates the Contractor's management by how they respond to requests, how they handle situations, the results they produce, and their QC reports.

——(l)——INDICATORS - Contractor's QC is effective in maintaining required quality of work, reducing deficiencies, reducing unsafe incidents and accidents, improving efficiency, and documenting work. Contractor's CQC helps QC/supervisors to identify goals and develop the mean to accomplish them. Contractor's CQC documents QC activities and submits reports specified. Cleaning and maintenance needs are detected and corrected promptly.

——INSPECTION - Government QA Inspector meets weekly with Contractor's QC/supervisor to discuss the quality of the work and activities of QC and QA. QAI documents the findings, as well as the results of discussion with QC/QA. QA Inspector meets with ARCO and discusses this weekly report on QC/QA and the QA Inspector's daily reports on the Contractor's work performance. ARCO compiles all reports for the quarter submitted by the Specialized Inspectors. QAI consolidates QAI and Park Ranger reports into a quarterly report.

——(m)——INDICATORS - Inventory control and tracking system operates effectively. Contractor's QC monitors the records according to the CQC Plan.

_____INSPECTION - Monthly, audit randomly selected cost reimbursable purchases to track them to the point of use in the work. They review, with Contractor's CQC, the records of CQC monitoring of inventory control. Deficiencies in CQC or inventory control are documented in a report for the ARCO to review.

_____ *APPENDIX C*

_____ Letters of Appointment

1. **Authorized Representative of the Project Manager
Contracting Officer (designated in Contract)**
2. ___-Wildlife Mgmt. Coordinator
3. ___-Park Ranger
4. ___-Quality Assurance Inspector
5. ___-Project Sign Coordinator

MEMORANDUM FOR WILDLIFE MANAGEMENT COORDINATOR

SUBJECT: _____—Designation of Specialized
Inspector for Contract No. DACW01-96-C-0029, Maintenance
and Repair Services, West Point Project

1. ___—You are hereby designated as a Specialized Inspector for the purpose of assisting in the administration of subject contract. This designation will remain in effect until rescinded or upon completion of the contract.
2. ___—As a Specialized Inspector, you will work under the guidance and supervision of the Contracting Officer, representing (ARCO). You must review and thoroughly understand Part I, Section C, Section 1 “General”; Section 2 “Management” and Section 9, “Natural Resource Management”, and Section H, “Special Contract Requirements”.
3. ___—You are designated to do the following:
 - a. ___—Establish priorities for and prepare all work orders associated with maintenance and planting of food plots and nesting boxes. Work orders will be given to the ARCO for distribution to the contractor.
 - b. ___—Perform random and planned inspections of the contract work concerning food plots, beaver ponds and nesting boxes.
 - c. ___—Submit Quality Assurance Reports, through QAI to ARCO each day you inspect work of the contractor. Your report should emphasize contractor compliance, quality of work, work timeliness, rework required and safety

CESAM-OP-WP

20 Feb 96

SUBJECT: _____-Designation of Specialized
Inspector for Contract No.DACW01-96-C-0029, Maintenance
and Repair Services, West Point Project.

—d. _____-Meet with contractor/QC supervisory personnel to discuss problems, solutions, quality and
timeliness of work performed. Document the discussion in your daily report.

—e. _____-Monitor contractor safety practices to ensure compliance with approved "____Accident Prevention
Plan____".

—f. _____-Review and thoroughly understand the Government "____Quality Assurance Plan.

4. _____-Please acknowledge receipt of this appointment by signing the duplicate copy of this letter and returning it
to me by 1 Apr 96.

_____ **R. EDWIN SOSEBEE, JR.**

_____ *Contracting Officer's Representative*

I have read and thoroughly understand the above.

CESAM-OP-WP

21 Feb 96

MEMORANDUM FOR PARK RANGER

SUBJECT: _____—Designation of Specialized
Inspector for Contract No. DACW01-96-C-0029, Maintenance
and Repair Services, West Point Project

1. ___—You are hereby designated as a Specialized Inspector for the purpose of assisting in the administration of subject contract. This designation will remain in effect until rescinded or upon completion of the contract.
2. ___—As a Specialized Inspector you will work under the guidance of the Contracting Officer Representative (ARCO). You must review and thoroughly understand Part I, Section C, Section A, “General”; Section 2, “Management”; Section 12, “Cleaning and Maintenance of Vehicles”, and Section H, “Special Contract Requirements
3. ___—You are designated to do the following:
 - a. _—Establish priorities for and prepare initial work orders for maintenance and repair of Government vehicles, equipment, boats, etc., under your responsibility.
 - b. _—Perform random and planned inspections of contract work covered by Section 12.
 - c. _—Monitor contractor safety practices to ensure compliance with approved “Accident Prevention Plan”.
 - d. _—Meet with contractor QC/supervisory personnel to discuss problems, solutions, quality of work, efficiency of work, and timeliness. Document the discussion on your daily report.

CESAM-OP-WP

21 Feb 96

SUBJECT: _____-Designation of Specialized
Inspector for Contract No. DACW01-96-C-0029, Maintenance
and Repair Services, West Point Project

- e.— Submit Quality Assurance Reports, to QAI each day you inspect behind the contractor. Your report should emphasize contractor compliance, quality of work, timeliness, rework required, efficiency, and safety.
 - f.— Monitor ranger reports daily. Contractor work items noted will be listed on a separate “Work Items List” which will be furnished to QAI weekly for review and action by the contractor.
 - g.— Review and thoroughly understand the Government “Quality Assurance Plan”.
4. ___-Please acknowledge receipt of this appointment by signing the duplicate copy of this letter and returning it to me by 1 Apr 96.

_____ **R. EDWIN SOSEBEE, JR.**

_____ *Contracting Officer's Representative*

I have read and thoroughly understand the above.

_____ **Park Ranger**

MEMORANDUM FOR PROJECT SIGN COORDINATOR

SUBJECT: _____—Designation of Specialized
Inspector for Contract No. DACW01-96-C-0029, Maintenance
and Repair Services, West Point Project

1. ___—You are hereby designated as a Specialized Inspector for the purpose of assisting in the administration of subject contract. This designation will remain in effect until rescinded or upon completion of the contract.
2. ___—As a Specialized Inspector, you will work under the guidance of the Contracting Officer's Representative (ARCO). You must review and thoroughly understand Part I, Section C, Section 1, “General”; Section 2, “Management”; and Section 6, “Maintenance of Signs, Barricades, Gates, Bumpers and Posts”, as it pertains to signs only, and Section H., “Special Contract Requirements”.
3. ___—You are designated to do the following:
 - a. ___—Assist the ARCO in establishing priorities on when and where the contractor will order and install new signs.
 - b. ___—Prepare all signs orders and installations and coordinate orders with the District Sign Coordinator. Inspect repair work and painting of existing signs and fabrication of replacement wooden signs to ensure contract compliance.
 - c. ___—Monitor contractor safety practices to ensure compliance with approved “Accident Prevention Plan”.
 - d. ___—Meet with contractor QC/supervisory personnel to discuss problems, solutions, quality of work, efficiency of work, and timeliness. Document the discussion on your daily report.

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—e.—Submit Quality Assurance Reports, to QAI each day you inspect behind the contractor. Your report should emphasize contractor compliance, quality of work, timeliness, rework required, efficiency, and safety.

—f.____—Review and thoroughly understand the Government “Quality Assurance Plan”.

4.____—Please acknowledge receipt of this appointment by signing the duplicate copy of this letter and returning it to me by

1 Apr 96.

_____ **R. EDWIN SOSEBEE, JR.**

_____ ***Contracting Officer's Representative***

I have read and thoroughly understand the above.

_____ **Project Sign Coordinator**

MEMORANDUM FOR QUALITY ASSURANCE INSPECTOR

SUBJECT: _____—Designation of Quality Assurance Inspector (QAI) for Contract No. DACW01-96-C-0029, Maintenance and Repair Services, West Point Project

1. ___—You are designated as Quality Assurance Inspector (QAI) for the purpose of assisting in the administration of subject contract. This designation will remain in effect until rescinded or upon completion of the contract.
2. ___—As QAI, you will work under the guidance and supervision of the ARCO and ARM on matters that pertain to the contract.
3. ___—As QAI, you will be responsible for the following:
 - a. ___—Reviewing and understanding of all contract drawings and specifications, especially Part I, Section C, “Description/Specification/Work Standards”; Section E, “Inspection and Acceptance”; Section F, “Deliveries or Performance”; Section H, “Section Contract Requirements”; and all contract Appendices.
 - b. ___—Performing random inspections to determine if contract requirements are being met and if contract CQC plans are being implemented effectively.
 - c. ___—Reviews schedules, assist in setting priorities, discuss problems and resolutions and promote contractor efficiency, productivity and compliance.

SUBJECT: _____-Designation of Quality Assurance Inspector (QAI) for Contract No. DACW01-96-C-0029, Maintenance and Repair Services, West Point Project

- d. _____-Updating the ARCO on contract deficiencies and recommend appropriate changes/corrections.
- e. _____-Assisting in review of contractor property inventory to verify control and proper use of cost reimbursable equipment, materials and supplies.
- f. _____-Becoming thoroughly familiar with the contractor's "Accident Prevention Plan" and ensuring compliance with the plan at all times. I am particularly concerned that you monitor the contractor's equipment to ensure that it meets all safety standards and monitor contractor employees to ensure that they practice appropriated safety procedures and wear appropriate safety equipment.
- g. _____-Reviewing and thoroughly understanding the Government "Quality Assurance Plan".
- h. _____-Reviewing, discussing or completing the following documents per the remarks:

<u>DOCUMENTS</u>	<u>FREQUENCY</u>	<u>REMARKS</u>
(1) Quality Assurance Report	Daily	QAI will fill out
	each time visiting	site
(2) Contractor's weekly work schedule	Weekly	QAI will annotate
	to reflect	manpower observed on
	site daily and	submit at end of
		week

SUBJECT: _____-Designation of Quality Assurance Inspector, (QAI) for Contract No. DACW01-96-C-0029, Maintenance and Repair Services, West Point Project

- (3) Contractor weekly and long-range CQC schedule Weekly QAI will review and provide appropriate comments.
- (4) Minutes of all weekly Quality Management Meetings Weekly QAI will review minutes. Errors and omissions will be pointed out to ARM
- (5) Contractor Correspondence As nec. QAI will review all correspondence
- (6) Safety Inspection Check List SAD Form 1666-R. As nec. QAI will assist in inspecting all vehicles prior to being used (see Appendix E of QA plan)
- (7) Contractor's Safety Meetings Report Weekly QAI will review and suggest appropriate safety topics
- (8) Contractor's Property Report Monthly QAI will review and spot check
- (9) CQC/QAI Meeting documented on MFR Weekly Meetings will be held to discuss contractor work quality
- (10) CQC/QAI Meeting CQC effectiveness Weekly Meetings will be documented on MFR held to discuss

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SUBJECT: _____-Designation of Quality Assurance Inspector, (QAI) for Contract No. DACW01-96-C-0029, Maintenance and Repair Services, West Point Project

4. _____-Please acknowledge receipt of this appointment by signing the duplicate copy of this letter and returning it to me by 1 Apr 96.

R. EDWIN SOSEBEE, JR.

 Authorized Representative of the

_____ Contracting Officer

I have read and thoroughly understand the above.

_____ **MARY A. CAMERON**
_____ Quality Assurance Inspector