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Preparing Activity: USACE Replacing without change  
UFGS-013212A (August 2005)

## UNIFIED FACILITIES GUIDE SPECIFICATIONS

Latest change indicated by CHG tags

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### SECTION TABLE OF CONTENTS

#### DIVISION 01 - GENERAL REQUIREMENTS

##### SECTION 01 45 02.00 10

##### QUALITY CONTROL SYSTEM (QCS)

04/06

#### PART 1 GENERAL

- 1.1 Contract Administration
  - 1.1.1 Correspondence and Electronic Communications
  - 1.1.2 Other Factors
- 1.2 QCS SOFTWARE
- 1.3 SYSTEM REQUIREMENTS
- 1.4 RELATED INFORMATION
  - 1.4.1 QCS User Guide
  - 1.4.2 Contractor Quality Control (CQC) Training
- 1.5 CONTRACT DATABASE
- 1.6 DATABASE MAINTENANCE
  - 1.6.1 Administration
    - 1.6.1.1 Contractor Information
    - 1.6.1.2 Subcontractor Information
    - 1.6.1.3 Correspondence
    - 1.6.1.4 Equipment
    - 1.6.1.5 Management Reporting
    - 1.6.1.6 Request For Information (RFI)
  - 1.6.2 Finances
    - 1.6.2.1 Pay Activity Data
    - 1.6.2.2 Payment Requests
  - 1.6.3 Quality Control (QC)
    - 1.6.3.1 Daily Contractor Quality Control (CQC) Reports.
    - 1.6.3.2 Deficiency Tracking.
    - 1.6.3.3 QC Requirements
    - 1.6.3.4 Three-Phase Control Meetings
    - 1.6.3.5 Labor and Equipment Hours
    - 1.6.3.6 Accident/Safety Reporting
    - 1.6.3.7 Features of Work
    - 1.6.3.8 Hazard Analysis
  - 1.6.4 Submittal Management
  - 1.6.5 Schedule
  - 1.6.6 Import/Export of Data
- 1.7 IMPLEMENTATION
- 1.8 DATA SUBMISSION VIA CD-ROM

- 1.8.1 File Medium
- 1.8.2 CD-ROM Labels
- 1.8.3 File Names
- 1.9 MONTHLY COORDINATION MEETING
- 1.10 NOTIFICATION OF NONCOMPLIANCE

PART 2 PRODUCTS

PART 3 EXECUTION

-- End of Section Table of Contents --

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### SECTION 01 45 02.00 10

#### QUALITY CONTROL SYSTEM (QCS) 04/06

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NOTE: This guide specification covers the requirements for use of the Quality Control System (QCS) for contract monitoring and administration.

Edit this guide specification for project specific requirements by adding, deleting, or revising text. For bracketed items, choose applicable items(s) or insert appropriate information.

Remove information and requirements not required in respective project, whether or not brackets are present.

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

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## PART 1 GENERAL

### 1.1 Contract Administration

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NOTE: During preparation of the Project Management Plan, the project delivery team should analyze each project/future contract to decide if use of (QCS) is necessary. Its use will be appropriate for inclusion in most construction and dredging contracts. However, it may not be necessary nor beneficial to include the (QCS) requirement in small, simple, short duration contracts/delivery orders for construction, or for other contracts where its use would not be beneficial overall.

The decision to use or not use QCS should be

documented in the project management plan for each construction project. A district-wide internal Standard Operating Procedure specifying the criteria for QCS use is also recommended. Note that RMS, the Government version, is to be used for all construction contracts, including those where QCS is not required.

The clauses and sections listed below are closely related to this section and must be coordinated with this section. These clauses and sections should reference Section UFGS-01 45 0.00 10 QUALITY CONTROL SYSTEM (QCS) whenever appropriate and necessary to require use of QCS by the Contractor.

- Contract Clause, Schedules for Construction - Contracts
- Contract Clause, Payments
- Section 01 32 01.00 10 PROJECT SCHEDULE
- Section 01 33 00 SUBMITTAL PROCEDURES
- Section 01 45 04.00.10 CONTRACTOR QUALITY CONTROL

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The Government will use the Resident Management System for Windows (RMS) to assist in its monitoring and administration of this contract. The Contractor shall use the Government-furnished Construction Contractor Module of RMS, referred to as QCS, to record, maintain, and submit various information throughout the contract period. The Contractor module, user manuals, updates, and training information can be downloaded from the [RMS](#) web site. This joint Government-Contractor use of RMS and QCS will facilitate electronic exchange of information and overall management of the contract. QCS provides the means for the Contractor to input, track, and electronically share information with the Government in the following areas:

- Administration
- Finances
- Quality Control
- Submittal Monitoring
- Scheduling
- Import/Export of Data

#### 1.1.1 Correspondence and Electronic Communications

For ease and speed of communications, both Government and Contractor will, to the maximum extent feasible, exchange correspondence and other documents in electronic format. Correspondence, pay requests and other documents comprising the official contract record shall also be provided in paper format, with signatures and dates where necessary. Paper documents will govern, in the event of discrepancy with the electronic version.

#### 1.1.2 Other Factors

Particular attention is directed to Contract Clause, "Schedules for Construction Contracts", Contract Clause, "Payments", Section 01 32 01.00 10, PROJECT SCHEDULE, Section 01 33 00, SUBMITTAL PROCEDURES, and Section 01 45 04.00 10, CONTRACTOR QUALITY CONTROL, which have a direct relationship to the reporting to be accomplished through QCS. Also, there is no separate payment for establishing and maintaining the QCS database;

all costs associated therewith shall be included in the contract pricing for the work.

## 1.2 QCS SOFTWARE

QCS is a Windows-based program that can be run on a stand-alone personal computer or on a network. The Government will make available the QCS software to the Contractor after award of the construction contract. Prior to the Pre-Construction Conference, the Contractor shall be responsible to download, install and use the latest version of the QCS software from the Government's RMS Internet Website. Upon specific justification and request by the Contractor, the Government can provide QCS on CD-ROM. Any program updates of QCS will be made available to the Contractor via the Government RMS Website as they become available.

## 1.3 SYSTEM REQUIREMENTS

The following is the minimum system configuration that the Contractor shall have to run QCS:

### QCS and QAS System

#### **Hardware**

IBM-compatible PC with 1000 MHz Pentium or higher processor  
256+ MB RAM for workstation / 512+ MB RAM for server  
1 GB hard drive disk space for sole use by the QCS system  
3 1/2 inch high-density floppy drive  
Compact Disk (CD) Reader 8x speed or higher  
SVGA or higher resolution monitor (1024x768, 256 colors)  
Mouse or other pointing device  
Windows compatible printer. (Laser printer must have 4 MB+ of RAM)  
Connection to the Internet, minimum 56k BPS

#### **Software**

MS Windows 2000 or higher  
QAS-Word Processing software: MS Word 2000 or newer  
Latest version of: Netscape Navigator, Microsoft Internet Explorer, or other browser that supports HTML 4.0 or higher  
Electronic mail (E-mail) MAPI compatible  
Virus protection software that is regularly upgraded with all issued manufacturer's updates

#### 1.4 RELATED INFORMATION

##### 1.4.1 QCS User Guide

After contract award, the Contractor shall download instructions for the installation and use of QCS from the Government RMS Internet Website. In case of justifiable difficulties, the Government will provide the Contractor with a CD-ROM containing these instructions.

##### 1.4.2 Contractor Quality Control (CQC) Training

The use of QCS will be discussed with the Contractor's QC System Manager during the mandatory CQC Training class.

#### 1.5 CONTRACT DATABASE

Prior to the pre-construction conference, the Government will provide the Contractor with basic contract award data to use for QCS. The Government will provide data updates to the Contractor as needed, generally by using the Government's SFTP repository built into QCS import/export function. These updates will generally consist of submittal reviews, correspondence status, QA comments, and other administrative and QA data.

#### 1.6 DATABASE MAINTENANCE

The Contractor shall establish, maintain, and update data for the contract in the QCS database throughout the duration of the contract. The Contractor shall establish and maintain the QCS database at the Contractor's site office. Submit data updates to the Government (e.g., daily reports, submittals, RFI's, schedule updates, payment requests, etc.) using the Government's SFTP repository built into QCS export function. If permitted by the Contracting Officer, e-mail or CD-ROM may be used instead of E-mail (see Paragraph DATA SUBMISSION VIA CD-ROM). The QCS database typically shall include current data on the following items:

##### 1.6.1 Administration

###### 1.6.1.1 Contractor Information

The database shall contain the Contractor's name, address, telephone numbers, management staff, and other required items. Within 14 calendar days of receipt of QCS software from the Government, deliver Contractor administrative data in electronic format.

###### 1.6.1.2 Subcontractor Information

The database shall contain the name, trade, address, phone numbers, and other required information for all subContractors. A subcontractor must be listed separately for each trade to be performed. Assign each subcontractor/trade a unique Responsibility Code, provided in QCS. Within 14 calendar days of receipt of QCS software from the Government, deliver subcontractor administrative data in electronic format.

###### 1.6.1.3 Correspondence

Identify all Contractor correspondence to the Government with a serial number. Prefix correspondence initiated by the Contractor's site office with "S". Prefix letters initiated by the Contractor's home (main) office with "H". Letters shall be numbered starting from 0001. (e.g., H-0001 or

S-0001). The Government's letters to the Contractor will be prefixed with "C".

#### 1.6.1.4 Equipment

The Contractor's QCS database shall contain a current list of equipment planned for use or being used on the jobsite, including the most recent and planned equipment inspection dates.

#### 1.6.1.5 Management Reporting

QCS includes a number of reports that Contractor management can use to track the status of the project. The value of these reports is reflective of the quality of the data input, and is maintained in the various sections of QCS. Among these reports are: Progress Payment Request worksheet, QA/QC comments, Submittal Register Status, Three-Phase Inspection checklists.

#### 1.6.1.6 Request For Information (RFI)

Exchange all Requests For Information (RFI) using the Built-in RFI generator and tracker in QCS.

### 1.6.2 Finances

#### 1.6.2.1 Pay Activity Data

The QCS database shall include a list of pay activities that the Contractor shall develop in conjunction with the construction schedule. The sum of all pay activities shall be equal to the total contract amount, including modifications. Group pay activities Contract Line Item Number (CLIN); the sum of the activities shall equal the amount of each CLIN. The total of all CLINs equals the Contract Amount.

#### 1.6.2.2 Payment Requests

Prepare all progress payment requests using QCS. Complete the payment request worksheet, prompt payment certification, and payment invoice in QCS. Update the work completed under the contract, measured as percent or as specific quantities, at least monthly. After the update, generate a payment request report using QCS. Submit the payment request, prompt payment certification, and payment invoice with supporting data using the Government's SFTP repository built into QCS export function. If permitted by the Contracting Officer, e-mail or a CD-ROM may be used. A signed paper copy of the approved payment request is also required, which will govern in the event of discrepancy with the electronic version.

### 1.6.3 Quality Control (QC)

QCS provides a means to track implementation of the 3-phase QC Control System, prepare daily reports, identify and track deficiencies, document progress of work, and support other Contractor QC requirements. Maintain this data on a daily basis. Entered data will automatically output to the QCS generated daily report. Provide the Government a Contractor Quality Control (CQC) Plan within the time required in Section 01 45 04.00 10, CONTRACTOR QUALITY CONTROL. Within seven calendar days of Government acceptance, submit a QCS update reflecting the information contained in the accepted CQC Plan: schedule, pay activities, features of work, submittal register, QC requirements, and equipment list.

#### 1.6.3.1 Daily Contractor Quality Control (CQC) Reports.

QCS includes the means to produce the Daily CQC Report. The Contractor may use other formats to record basic QC data. However, the Daily CQC Report generated by QCS shall be the Contractor's official report. Summarize data from any supplemental reports by the Contractor and consolidate onto the QCS-generated Daily CQC Report. Submit daily CQC Reports as required by Section 01 45 04.00 10, CONTRACTOR QUALITY CONTROL. Electronically submit reports to the Government within 24 hours after the date covered by the report. Also provide the Government a signed, printed copy of the daily CQC report.

#### 1.6.3.2 Deficiency Tracking.

The Contractor shall use QCS to track deficiencies. Deficiencies identified by the Contractor will be numerically tracked using QC punch list items. The Contractor shall maintain a current log of its QC punch list items in the QCS database. The Government will log the deficiencies it has identified using its QA punch list items. The Government's QA punch list items will be included in its export file to the Contractor. The Contractor shall regularly update the correction status of both QC and QA punch list items.

#### 1.6.3.3 QC Requirements

Develop and maintain a complete list of QC testing and required structural and life safety special inspections required by the International Code Council (ICC), transferred and installed property, and user training requirements in QCS. Update all data on these QC requirements as work progresses, and promptly provide this information to the Government via QCS.

#### 1.6.3.4 Three-Phase Control Meetings

The Contractor shall maintain scheduled and actual dates and times of preparatory and initial control meetings in QCS.

#### 1.6.3.5 Labor and Equipment Hours

Log labor and equipment exposure hours on a daily basis. This data will be rolled up into a monthly exposure report.

#### 1.6.3.6 Accident/Safety Reporting

The Government will issue safety comments, directions, or guidance whenever safety deficiencies are observed. The Government's safety comments will be included in its export file to the Contractor. Regularly update the correction status of the safety comments. In addition, utilize QCS to advise the Government of any accidents occurring on the jobsite. This brief supplemental entry is not to be considered as a substitute for completion of mandatory reports, e.g., ENG Form 3394 and OSHA Form 300.

#### 1.6.3.7 Features of Work

The Contractor shall include a complete list of the features of work in the QCS database. A feature of work may be associated with multiple pay activities. However, each pay activity (see subparagraph "Pay Activity Data" of paragraph "Finances") will only be linked to a single feature of work.



#### 1.6.3.8 Hazard Analysis

Use QCS to develop a hazard analysis for each feature of work included in the CQC Plan. The hazard analysis shall address any hazards, or potential hazards, that may be associated with the work

#### 1.6.4 Submittal Management

The Government will provide the initial submittal register in electronic format. Thereafter, the Contractor shall maintain a complete list of all submittals, including completion of all data columns. Dates on which submittals are received and returned by the Government will be included in its export file to the Contractor. The Contractor shall use QCS to track and transmit all submittals. ENG Form 4025, submittal transmittal form, and the submittal register update shall be produced using QCS. QCS and RMS will be used to update, store and exchange submittal registers and transmittals, but will not be used for storage of actual submittals.

#### 1.6.5 Schedule

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**NOTE: If the contract requires a schedule, use  
Section 01 32 01.00 10 PROJECT SCHEDULE; if not, use  
the Contract clause.**  
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Develop a construction schedule consisting of pay activities, in accordance with Section 01 32 01.00 10, PROJECT SCHEDULE. This schedule shall be input and maintained in the QCS database either manually or by using the Standard Data Exchange Format (SDEF) (see Section 01 32 01.00 10 PROJECT SCHEDULE). The updated schedule data shall be included with each pay request submitted by the Contractor.

#### 1.6.6 Import/Export of Data

QCS includes the ability to export Contractor data to the Government and to import submittal register and other Government-provided data from RMS, and schedule data using SDEF.

#### 1.7 IMPLEMENTATION

Contractor use of QCS as described in the preceding paragraphs is mandatory. Ensure that sufficient resources are available to maintain its QCS database, and to provide the Government with regular database updates. QCS shall be an integral part of the Contractor's management of quality control.

#### 1.8 DATA SUBMISSION VIA CD-ROM

The Government-preferred method for Contractor's submission of QCS data is by using the Government's SFTP repository built into QCS export function. Other data should be submitted using E-mail with file attachment(s). For locations where this is not feasible, the Contracting Officer may permit use of CD-ROM for data transfer. Export data onto CDs using the QCS built-in export function. If used, submit CD-ROMs in accordance with the following:

#### 1.8.1 File Medium

Submit required data on CD-ROM. They shall conform to industry standards used in the United States. All data shall be provided in English.

#### 1.8.2 CD-ROM Labels

Affix a permanent exterior label to each CD-ROM submitted. The label shall indicate in English, the QCS file name, full contract number, contract name, project location, data date, name and telephone number of person responsible for the data.

#### 1.8.3 File Names

The files will be automatically named by the QCS software. The naming convention established by the QCS software shall not be altered in any way by the Contractor.

#### 1.9 MONTHLY COORDINATION MEETING

Update the QCS database each workday. At least monthly, generate and submit an export file to the Government with schedule update and progress payment request. As required in Contract Clause "Payments", at least one week prior to submittal, meet with the Government representative to review the planned progress payment data submission for errors and omissions.

Make all required corrections prior to Government acceptance of the export file and progress payment request. Payment requests accompanied by incomplete or incorrect data submittals will be returned. The Government will not process progress payments until an acceptable QCS export file is received.

#### 1.10 NOTIFICATION OF NONCOMPLIANCE

The Contracting Officer will notify the Contractor of any detected noncompliance with the requirements of this specification. Take immediate corrective action after receipt of such notice. Such notice, when delivered to the Contractor at the work site, will be deemed sufficient for the purpose of notification.

#### PART 2 PRODUCTS

Not used.

#### PART 3 EXECUTION

Not used.

-- End of Section --