

(FHWA/AASHTO Guidance), which was published by FHWA and AASHTO in August 2011, and LADOTD Bridge Design Section QC/QA policy, issued as a Bridge Design Technical Memorandum No. 37 in October 2012. The FHWA/AASHTO guidance and LADOTD Bridge Design Section QC/QA Policy can be downloaded from the LADOTD Bridge Design Section website. The grading instructions, rating matrix, and grading sheet for the QC/QA plan document are included in Appendix G of the LADOTD Bridge Design Section QC/QA Policy. The QC/QA plan document should be prepared to address all evaluation criteria included in the rating matrix. The QC/QA plan document must be implemented for all bridge design activities in both design phase and construction support phase of the project. The Prime Consultant is fully responsible for QC/QA of their work as well as the work of all sub-consultants. All project submittals must include a QC/QA certification that the submittals meet the requirements of the QC/QA plan document.

The bridge task manager for the project is responsible for evaluating and grading the QC/QA plan document. The grading instructions, evaluation matrix, and grading sheet are included in Appendix G.

3.3.2—Responsibilities of the LADOTD Bridge Task Manager

LADOTD Bridge Task Managers shall not perform QC/QA of consultants' work.

The responsibilities of the LADOTD bridge task manager for a consultant project are as follows:

- a. Develop bridge design scope of work, man-hour estimate, minimum personnel requirements, and evaluation criteria, and obtain agreement from the direct supervisor on these items. Provide the information required for the project manager to prepare the advertisement and review the draft advertisement to ensure that all bridge design requirements are included.
- b. Serve as a member of the proposal evaluation committee and select the most qualified consultant team. Evaluate SF24-102 and QC/QA plan document in accordance with the policies and procedures established by CCS and the instructions included in *Appendix G*. The final rating for SF24-102 and the QC/QA plan document shall be reviewed by the direct supervisor and the Bridge Design Engineer Administrator. SF24-102 for the selected consultant shall be retained for project duration.
- c. Initiate a bridge design kick-off meeting with the consultant as soon as the project is awarded to meet key bridge design team members (supervisor or team leader, designers, design checkers, and reviewers); discuss staffing plan and implementation of QC/QA plan document; determine bridge design submittal schedules; share expectations and consultant rating criteria; discuss bridge design criteria; and discuss bridge design budget, supplemental requests, invoices, and the importance of avoiding claims. Reach an early agreement regarding bridge type, size and location (TS&L). A bridge design kick-off meeting agenda checklist is included in *Appendix H*.
- d. Review and approve design criteria and TS&L and ensure the design criteria is updated as the project progresses.
- e. Monitor consultant's implementation of the QC/QA plan document. Ensure each consultant submittal includes a QC/QA certification (see *Appendix I*).
- f. Keep a project log sheet to record all major project activities such as project meetings, consultant submittals, DOTD review comments, major decisions made, etc. A project log sheet template is included in *Appendix J*.
- g. Review consultant's submittals. Selectively check dimensions and details as a cursory review of the plans for constructability, consistency, and clarity but not as QC/QA of consultants' work.