

ROTATION LIST MASTER AGREEMENT

ALL SECTIONS MUST BE EDITED BY CONSULTANT.

EACH ASSIGNMENT WILL REQUIRE A PROJECT SPECIFIC QUALITY CONTROL PLAN.

Date: Click here to select date.

For new Rotation List Master Agreements, the City of Austin (COA) requires detailed responses on this Quality Control Plan (QCP) for the Consultant’s performance of all work on the following Rotation List:

Rotation List Name: Click to enter response.

Solicitation Number: Click to enter number (CLMxxxx).

Consultant Name: Click to enter response.

Consultant Contact Information: Click to enter name.

Click to enter address line 1.

Click to enter address line 2.

Click to enter phone/email.

Consultant’s TBPE and/or TBAE firm number: Click to enter response.

This QCP document has been reviewed by a Principal of the Consultant Firm. By signing below, the Consultant is certifying compliance with this QCP.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Principal Signature

Click to enter name.   
Principal Printed Name

**1. Management/Organization Structure**

1. An organization chart is attached to this QCP and it demonstrates the independence of the Independent Technical Review Team (ITRT) from the Project Design Team (PDT), identifies if the ITRT is internal or external to the design consulting firm, and shows the ITRT reporting to a management level equal to (or higher than) the management level the PDT reports to:  Yes
2. Resumes for all members of the ITRT are attached to this QCP and establish that ITRT members have proper credentials and experience:  Yes
3. New resumes for ITRT staff member will be provided during the project  Yes  
   if the ITRT staff members identified in this QCP change:
4. **Quality Control Procedures and Documentation**
5. Describe the communication plan below, including how problems will be identified, tracked, followed-up on, and resolved. It includes details of the procedures for QC checks and reviews of the assignment deliverable. This should specifically address the correct application of methods, validity of data/assumptions, accuracy of calculations, completeness of documentation, and special project components.

Click here to enter response.

1. Describe how the ITRT will confirm that the deliverables meet the COA’s needs. For design assignments this check should result in a project that is biddable, constructible, operable, environmentally sound, and cost effective.

Click here to enter response.

1. COA will be able to track, using QCP records, each executed step of   
   the process, and all of the Consultant’s files will be auditable and   
   available to COA upon request:  Yes
2. Each rotation list assignment will include the submittal of a Project Specific  
   QCP with a detailed project schedule that identifies all milestone submittals  
   that are consistent with the approved Supplemental Agreements. (Most   
   common milestones are 30%/SD, 60%/DD, and 90%):  Yes

Upon completion of this form, please email the QCP to the **Capital Contracting Office** representative assigned to this rotation list and copy the **Quality Management Division** at [QMD@austintexas.gov](mailto:QMD@austintexas.gov). If you have any questions regarding the QCP form, you may contact the Quality Management Division at [QMD@austintexas.gov](mailto:QMD@austintexas.gov).