## QMP 2.5 Subcontractor RFQ Quality Requirements – and Quality Commitments - 2023-02-08

Instructions for inclusion or addition of Sub-Subcontractor appended at the bottom of this document.

~~For Subcontractor processes listed and summarized, see Quality Plan Template Section 4.E.4 Subcontractor Processes~~

### **Basis for use and background**

The following QMP 2.5 RFQ Quality Requirements and Commitments – Subcontractor provides a specification for quality management in construction – concurrent with, but independent from Design quality specifications.

[Note that the term RFQ (Request for Quotation) is often used interchangeably with RFP (Request for Proposal), but we will endeavor to use the term “RFQ” in this document.]

First a discussion of QMP 2.1 – General Contractor to Subcontractor RFQ Quality process, Meeting and Agenda.

The intent of QMP 2.1 is to provide a forum - meeting for internal GC discussion of subtrade management quality requirements. QMP 2.1 is both an agenda for these discussions and includes discussion as to which of the QMPs providing quality management requirements from General Contractor (GC) to Subcontractor shall be included in the Subcontractor Contracts.

* QMP 2.2c RFQ quality requirements Tier 2-3, General Contractor requirements for Large Subcontractor scopes, (QMP 2.2c) (scopes greater than $10M contract) including Quality Plan, Work Methods and inspection Checklists,
* QMP 2.5 RFQ Quality Requirements Tier 2-3 General Contractor requirements (QMP 2.5), for small to medium (less than $10M) Subcontractor scopes of work including Quality Commitments, Work Methods, and Inspection Checklists.
* Note that the same QMP 2.5 option is recommended for small scope sub-subcontractors.

Should any conflicts occur between QMP 2.1 and QMP 2.5, QMP 2.2c requirements shall govern.

To be completed by the Subcontractors working for Contractor, and to be submitted to Contractor with any required time for review and possible revise and resubmit, and with time for Work Method Review Meeting prior to start of construction.

The items listed below are the information that Contractor requires in a Subcontractor Quality Plan (SQP). You (the subcontractor) may provide your own SQP, but **you are required** to fill in the requested information in the content column below. The ’content column’ will expand to fit additional information. You may keep this document for your use on future projects. Upon review by the tier above (Contractor), information that your submitted SQP adequately addresses will be marked as .

| **#** |  | **Item** | **Content** |
| --- | --- | --- | --- |
| 1 | [ ] Rq | **Project Information – (to be completed by the Owner’s Rep or the GC depending on who is issuing)** **This part of the Subcontractor Quality Plan is for project specific information.**What is important to the quality management instructor is that the key processes like inspection checklist, WM, quality management submittals, WM Review Meetings, Initial Inspection, Records, are addressed with gusto.  Do **not** feel like the box is small therefore my answer needs to be short. |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of submission |  |  |  |
| Project name |  |
| Project address |  |  |  |
| Subcontractor name |  |
| Subtrade |  |
| Prepared by |  |
| Revision number |  |

NOTE:  If the Subcontractor work scope includes both off-site shop fabrication and on-site field work, provide two separate SQPs for shop and site respectively. |
| 2 | [ ]  | **The revision number and approval dates: see above for version of QMP 2.5 Sub RFP Quality Requirements – Short Form** |
|  | Rq | Rev # | Date | Detail | Prepared by | Reviewed by | Approved by |
|  |  |  |  |  |  |
|  |  | **General Requirements:** |    |
| 3 | [ ]  |  |  |
| 4 | [ ]  |  |   |
| 5 | [ ]  | Specification sections applicable to contract scope:  | *Spec:*  |
| 6 | [ ]  | Identify your Quality representatives on and off site:  | Office Quality Rep:  *[Name/ title/ tel/ email]*Field Quality Rep: *[Name/ title/ tel/ email]* |
| 7 | [ ]  | Provide Company Organizational Chart (Include Quality Designates): |  [Org chart from WM will work fine, attach file, or paste after this sheet.]  |
| 8 | [ ]  | Provide your Company's policy statement regarding quality: | *.*   |
| 9 | [ ]  | Expected duration of subcontracted work:  |  |
|  |  | Expected crew size for duration of subcontracted work. |  |
|  |  | **Key Tasks and Activities** |   |
| 10 | [ ]  | List categories of work and activities, Who is responsible?Typical quality issues to beware of. (In accordance with the headings at right as required): | Category of Work: Responsible: Quality issues:  |
| 10.1 |  | If you have two work activities.  | Category of Work: Responsible: Quality issues:  |
| 11 | [ ]  | **Your system for planning and tracking the deliverables:** | Materials:  |
| 12 | [ ]  | **Provide your submittals list,** including as applicable: shop drawings, work samples, tests, mock-ups and warranties – if there are NONE on this project, say so: | Shop drawingsWork samples: Tests/Mock-ups: Warranties:  |
| 13a | [ ]  | Provide your Quality **Submittal list**, including: **A) Inspection Checklists,** **B) Work Methods** C) this **Subcontractor Quality Plan**.]**Submit to the tier above 21 days prior to start of construction [important clause for establishing when this is to occur].** Subcontractor agrees to inspect own work and once checked, notify Contractor Superintendent  |  *[Submittal Item 13A,]*  |
| 13b |  | Or Sub does not have A) above**But we (sub) are willing to write an inspection checklist** from any template such as QMP 11.1, and then include important items identified in the plans and specs for this project.As well, we have experience and we know what can go wrong; we will list these items so as not to fail. | *Submittal Item 13B,*  |
|  |  | **{Sub-contractor: Awarded Contract and Contract Acceptance}** |
|  |  | List any other subcontractor processes that are not included below. |
| 14 | [ ]  | Describe how you will ensure only current drawings are being worked from. |  Document Control - List the drawings, versions and dates. How are documents stored?Document distribution?  |
| 15 | [ ]  | How would you track, identify, and submit Request for Information (RFI)? | [hint RFI the contractor’s RFI system…] |
| 16 | [ ]  | Describe how you manage material receipt, receiving inspection and storage/ protection. Note, you must clear these procedures and requirements with Superintendent: |   |
| 17 | [ ]  | How would you store materials on site? |  |
| 18 | [ ]  | **Work Method Review Meeting** – one per trade activity: List your system for training your crews as to requirements from drawings and specs that are included in inspection checklists and Work Methods. | See 13b above for WMs submittal. A WM Review Meeting is held per QMP 4.2…. Crew Attendance kept by: … |
| 19 | [ ]  | **Initial Inspection** – one per trade activity: List your method for achieving initial inspection  |  Initial Inspection shall take place per QMP 4.3 … |
| 20 |  | Subcontractor agrees to inspect own work and once checked, notifies Contractor Superintendent  | Self-check |
| 21 | [ ]  | List the milestone inspections and work “hold points” that you are aware of and require, that your tier above requires and that others such as Consultants or Regulatory Agencies require. | Yours: Tier above: Consultants’: Regulatory agencies’: Others:  |
| 22 | [ ]  | Describe your deficiency and Non-conformance tracking/resolution systems: |  Deficiency reporting and correction procedure:Non-conformance reporting  |
| 23 | [ ]  | Describe your site log. Describe “as-built” processes: |   |
|  | [ ]  |  |   |
|  |  | **Construction Quality Records** |   |
| 24 |  | Describe your system for maintaining quality control records, and their location: |  |
| 25 | [ ]  | Provide a list of construction activities that are critical to your success on this project, including what must be tested or verified |   |
|  |  | **Completion/ Close out records** |  |
| 26 | [ ]  | Identify whether you wish to provide records as the work progresses (recommended).Or What close out submittals you will provide and whether PDF or hard copy? | Record keeping:  |
| 27 | [ ]  | Provide a sample of specified or proposed warranties. Identify any proposed variations from specified requirements: |  |
| 28 | [ ]  | Other (Specify) |   |
| 29 | [ ]  | We understand and accept the following standard procedures for this project: (QMPs, procedure name, and date.) | ***QMP 2.5 - Subcontractor RFP Quality Requirements - Short Form,******QMP 3.2 - Subcontractor Pre-Award (Post Bid) Meeting Agenda & Minutes****QMP 4.1 - Pre-Mobilization Kick Off Meeting Agenda****QMP 4.2 - Work Method Review Meeting*** **QMP 4.3 – Initial Inspection** ***QMP a11.1 - Inspection Checklist Forms 2020-09-14- 150 pages [hidden]***[Suggest this is a minimum list, more are possibly needed.] |

Name: Signature:

**[End of QMP 2.5** - **Subcontractor Quality Plan]**

## QMP 2.5 Sub-Subcontractor RFQ Quality Requirements – Short Form 2022-10-30

This copy and update from section E, is for sub-subcontractors. Rather than provide a duplicate version that used the term “sub-subcontractor” in place of subcontractor, we advise the user that hires sub-subcontractors to take the QMP 2.5 Subcontractor RFQ Quality Requirements – Short Form and search and replace all instances of “subcontractor” with Sub-subcontractor.