## QMP 2.5a - RFQ Quality Requirements (small-medium scope Subcontractor) [updated 2023-02-22]

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**Purpose** of QMP 2.5a - RFQ Quality Requirements and Commitments (small-medium scope subcontractor) is to reduce re-work, deficiencies, and nonconformance due to lack of subcontractor planning and lack of subcontractor self-checking of work.

**Objective #1** of QMP 2.5a (from Developer or GC to subcontractors) is to suggest the Developer or
GC consider the benefit/cost of subcontractor planning and self-checking and thus issue RFQ (Request for Quotation) “quality requirements” that mandate subcontractors to write and implement inspection checklists and (for work of medium to high risk per GC decision), work methods. The subcontractor then provides the completed QMP 2.5 Subcontractor Quality Commitments with RFQ documentation. Upon receipt of contract award, the subcontractor shall implement inspection checklists and work methods to the GC per the Quality Commitments.

**Objective #2** of QMP 2.5a for potential subcontractors of Developer or GC that do not impose “quality requirements” on subcontractors - is to strongly suggest that subcontractors recognize the benefit/cost hypothesis noted above. The benefits of following this QMP 2.5 procedure including planning per work methods and including checking by means of inspection checklists will be less total cost to the subcontractor because of the minimization of rework costs.

The calculation of net benefit is as follows: The cost of implementation of “quality requirements” (including writing of inspection checklist, and including (for scopes of medium to high risk) the writing and implementation of work methods) - is less than the cost of fixing mistakes and the cost of delays to multiple parties in fixing mistakes.

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

The following QMP 2.5a RFQ Quality Requirements (small-medium scope Subcontractor) provides a specification for construction quality requirements– concurrent with, but independent from Owner’s Rep quality specifications, where Owner’s Rep quality management specifications for subcontractors are absent.

[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, (quality management requirements are similar for both).]

First a discussion of QMP 2.1 – General Contractor or Subcontractor RFQ Quality process Meeting and Agenda (QMP 2.1).

The intent of QMP 2.1 is to provide a forum (meeting) for internal GC discussion of subtrade quality management requirements, especially relevant when the Owner’s Rep has not specified quality management requirements for subtrades. 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 RFQ and Contract.

* QMP 2.2c RFQ quality requirements Tier 2-3, General Contractor requirements for Large Subcontractor scopes, (QMP 2.2c) (scopes generally greater than $10M contract) including Quality Plan, Work Methods and inspection Checklists.
* QMP 2.5a RFQ Quality Requirements and Commitments (small to medium Subcontractor scopes) (QMP 2.5a), (scopes generally less than $10M contract) including Quality Commitments, Work Methods for medium to high risk scopes, and Inspection Checklists.
* Note that QMP 2.5a is also recommended for small scope sub-subcontractors. Instructions for inclusion or addition of sub-subcontractors are appended at the bottom of this document.
* Note 2: We now have another QMP 2.5b - Concrete Subcontractor Quality Plan Template (QMP2.5b), that is specifically written for subcontractors that specialize in concrete construction. QMP 2.5b can be found at the following link: [https://turnhamconsultants-my.sharepoint.com/:f:/g/personal/james\_turnhamconsultants\_onmicrosoft\_com/EuwVNlLL9r9Oiqv0sfOOG7AB-IceBVfhvfyXB-YwE\_LCIQ?e=daIjEy](https://turnhamconsultants-my.sharepoint.com/%3Af%3A/g/personal/james_turnhamconsultants_onmicrosoft_com/EuwVNlLL9r9Oiqv0sfOOG7AB-IceBVfhvfyXB-YwE_LCIQ?e=daIjEy) [The above may require copy – paste to browser.}

Should any conflicts occur between QMP 2.1 and QMP 2.5a or b, QMP 2.5a or QMP 2.5b requirements shall govern.

QMP 2.5a – RFQ Quality Requirements and Commitments (small-medium scope Subcontractor) serves as the specification for Contractor to Subcontractor RFQ quality management requirements for small-medium scopes, therefore much less detailed requirements for quality management.

QMP 2.5a is to be issued from the GC to subcontractors with RFQ documents, completed by subcontractors, then re-titled QMP 2.5a, Subcontractor Quality Commitment and submitted to the GC with RFQ submission.

Upon award of contract from GC to subcontractor, the details required of the subcontractor per inspection checklist and Work Method are to be submitted to the GC within the timeframe required for review and possible revise and resubmit, and with time for Work Method Review Meeting prior to start of subcontractor construction.

It is useful to identify that, where there are no explicit provisions from the Owner’s Rep for subcontractor “quality requirements”, the GC can provide their subcontractor quality requirements independently from the Designer or Owner’s Rep.

The items listed below are the “quality requirements” required by the GC in subcontractor “Quality Requirements”, restated during the submittal process as commitments. The subcontractor may provide their own Subcontractor Quality Plan, but **are required** to fill in the requested quality commitment information in the table below.

Subcontractors may keep this document for your use on future projects.

Upon review by the tier above (Contractor), information that your submitted quality commitments adequately addresses will be marked as .

| **#** |  | **Quality Requirements** | **Quality Commitments – by subcontractor** |
| --- | --- | --- | --- |
| 1a | [ ]  | **Project Information – (to be completed by the Owner’s Rep or the GC depending on who is issuing).** What is important is that the key processes like inspection checklist, work method, quality management submittals, WM Review Meetings, Initial Inspection, records management, are fully addressed.  The boxes will expand. Do **not** feel like the box is small therefore the response needs to be short. |
| 1b |  |

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

NOTE:  If the Subcontractor work scope includes both off-site shop fabrication and on-site field work, provide two separate QMP 2.5a Subcontractor Quality Commitments, for shop and site respectively. |
| 2a | [ ]  | **QMP 2.5 - RFP Quality Requirements and Commitments – Small-medium scope subcontractor** |
| 2b |  | Rev # | Date of submission | Date of Approval | Reviewed by | Approved by |
|  | 2023-02-17 |  |  |  |
| 3 |  | **Quality Requirements:** |   [In the column below, provide name of the document, and follow instructions.] |
| 3a | [ ]  | **QMP 2.5a RFQ Quality Requirements** – (this document with all line items filled or identified as “not applicable”.) | Becomes **RFQ Quality Commitments** upon completion by subcontractor. |
| 3b | [ ]  | **Inspection Checklists (ICL),** one for each trade or trade component is to be written or edited in compliance with current project plans and specifications. Example for HVAC: one each for sewer scope, potable water scope, and air handling scope, etc.Note 1: For QMP 2.5a, provide a listing of the inspection checklist(s) and possibly Work Methods (depending on GC requirement) to be submitted for RFQ. Upon subcontract award, then the details of each item are to be written and submitted.If the subcontractor has no inspection checklist for this scope of work, consult item 13b below in this document. |   |
| 3c |  | **Work Methods**: **This requirement for Work Method(s) is subject to the GC decision [required, or not required]** for trade specific Work Methodbased on GC assessed risk due to subcontractor new hire, or difficult scope, or other reasons. Typically (when required by the GC) one WM is required to be written or edited in compliance with current project plans and specifications, for each trade or trade component – one for each ICL.Note 1 as above.If the subcontractor has no Work Method for this scope of work, consult item 13c below in this document. | Subcontractor Commitment: |
| 3d |  | **Commitment required** for the subcontractor to submit inspection checklist and work method (edited for compliance per plans and specs) to the GC (tier above) 21 days prior to start of construction. | Subcontractor Commitment: |
| 3e |  | **Commitment required** for the subcontractor to physically inspect and check the work per inspection checklist, WM, and specification and provide signed checklist to the GC. | Subcontractor Commitment: |
| 4 | [ ]  | Specification sections applicable to contract scope:  | *Spec:*  |
| 5 | [ ]  | Identify your Quality representatives on and off site:  | Office Quality Rep:  *[Name/ title/* *tel/ email]*Field Quality Rep: *[Name/ title/* *tel/ email]* |
| 6 | [ ]  | Provide Project Organizational Chart (Include Quality Designates): |  [Org chart from WM will work; attach file, or paste after this sheet.]  |
| 7 | [ ]  | Provide your Company's quality policy statement: | Quality policy statement:   |
| 8 | [ ]  | Expected duration of subcontracted work:  | Expected duration: |
|  9 |  | Expected manpower at peak of subcontracted work. | Expected manpower at peak of subcontracted work: |
|  |  | **Key Tasks and Activities** |   |
| 10 | [ ]  | List categories of work and activities, Typical quality risks to beware of. Mitigation of risks | Category of Work: Quality risks: We have experience in this trade and we know what can go wrong; we will list these risk items as a heads up to our crews. **Risks: …**Mitigation: One key mitigation of risks is for the subcontractor crews and foreman to participate fully in the QMP 4.2 WM Review Meeting. Please confirm your commitment. |
| 10.1 |  | [For multiple work activities. ]List categories of work and activities, Typical quality risks to beware of. Mitigation of risks | Category of Work: Quality risks: We have experience in this trade and we know what can go wrong; we will list these risk items as a heads up to our crews. Risks are: …Mitigation: One key mitigation of risks is for the subcontractor crews and foreman to participate fully in the QMP 4.2 WM Review Meeting (training). Please confirm your commitment. |
| 11 | [ ]  | System for planning and tracking the deliverables: | Materials:  |
| 12 | [ ]  | **Submittals list(s): Provide the list of submittals with RFQ documents**shop drawings, material samples, tests, mock-ups and warranties – if there are NONE on this project, say so: | Shop drawings:Material samples: Tests:Mock-ups: Warranties:  |
| 13A | [ ]  | **“Quality Submittal list(s)”,** including: A) QMP 2.5a - RFQ Quality Requirements and Commitments - small-medium scope Subcontractor | Note 1: For QMP 2.5a, provide a listing by name of each item to be submitted. [Hint: QMP 2.5a – RFQ Quality Requirements … [this document](filled out), Inspection Checklist(s), and (for work of medium to high risk as identified by the GC) work methods]Upon subcontract award, then the details of each item are to be written and submitted. |
| 13B |  | B) Inspection Checklist(s), If the subcontractor has no inspection checklist, consult Checklist Master, first file 00 00 00 for checklist from scratch, or search by name or topic, or scroll through the Master-Format numbers for library of inspection checklists ~~and/or QMP a11.1~~. [Link provided below] [https://turnhamconsultants-my.sharepoint.com/:f:/g/personal/james\_turnhamconsultants\_onmicrosoft\_com/ErbSF9\_QSqFOvEFlTh\_zOSYBjuy\_nG4j3PILJkhIHk5DDg?e=9Mu8cn](https://turnhamconsultants-my.sharepoint.com/%3Af%3A/g/personal/james_turnhamconsultants_onmicrosoft_com/ErbSF9_QSqFOvEFlTh_zOSYBjuy_nG4j3PILJkhIHk5DDg?e=9Mu8cn)**Links should provide a folder of checklists to be downloaded.** Once downloaded,the file will be editable, or the contents can be copied and pasted to a blank Word Doc and then should be editable.] | [Please list and acknowledge your commitment]. Discuss if you currently have inspection checklist(s), or confirm that you will write these documents, per plans and specs. |
| 13C |  | C) Work Method(s) If the subcontractor has no Work Method for this scope of work, consult Checklist Master and Work Methods that are written and available for download (not written for all scopes). [https://turnhamconsultants-my.sharepoint.com/:f:/g/personal/james\_turnhamconsultants\_onmicrosoft\_com/ErbSF9\_QSqFOvEFlTh\_zOSYBjuy\_nG4j3PILJkhIHk5DDg?e=9Mu8cn](https://turnhamconsultants-my.sharepoint.com/%3Af%3A/g/personal/james_turnhamconsultants_onmicrosoft_com/ErbSF9_QSqFOvEFlTh_zOSYBjuy_nG4j3PILJkhIHk5DDg?e=9Mu8cn)Or with the above link, click folder Work Methods – Construction / file 00 00 01 Work Method Template ~~QMP a11.1~~ for a work method to be written from scratch. [Download the document to make it yours.] | [Please list and acknowledge your commitment]Discuss if you currently have Work Method(s), or confirm that you will write these documents, per plans and specs. |
| 13D |  | D) Commitment to submit inspection checklist and work method (edited for compliance per plans and specs) to the GC (tier above) 21 days prior to start of construction. | [Please acknowledge your commitment] |
| 13E |  | E) Commitment to physically check the work per inspection checklist, work method, and specification and provide signed checklist to the GC following each inspection.Once work is checked and conforms to plans and specifications, contractor superintendent shall be notified by subcontractor quality rep.  | [Please acknowledge your commitment] |
| 13F |  | F) Copy of subcontractor output (inspection checklist or work method) requested by CloudQM: If subcontractor does not have Inspection checklist or Work Method - we (subcontractor) provided our commitment stated in B) and C) above that will write and submit an inspection checklist and/or Work Method from template or from scratch. Upon writing of inspection checklist and work method from resources provide by the authors of QMP 2.5a, Checklist Master, and Work Methods; subcontractors are encouraged to provide an updated copy back to CloudQM.org as a way of saying “thanks”. Email copy to jimturnham@gmail.com. This update (less identifying markings of the user) in turn will be reinvested in the existing database of quality documents and assists the industry to “improve its game”. We all benefit. |  |
|  |  | **[Sub-contractor Awarded Contract and Contract Acceptance - Milestone]** |
|  |  | 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 – (drawings, versions and dates). How are documents filed, stored, and made available to crews?Document distribution?  |
| 15 | [ ]  | How would you track, identify, and submit Request for Information (RFI)? | [hint – commit to use the contractor’s RFI system…or?] |
| 16 | [ ]  | Describe how you manage material receipt, receiving inspection and storage/ protection. Note, you must clear these procedures and requirements with Superintendent: |  Commitment: |
| 17 | [ ]  | **QMP 4.2 - Work Method Review Meeting** – one per work method: List your system for training your crews as to requirements from drawings and specs that are included in inspection checklists and Work Methods. [The above referenced QMP 4.2 would be our suggested solution.] | See 13b above for WMs submittal. WM Review Meeting is held per QMP 4.2…. Notes of meeting kept, revisions (if any) are submitted…Crew Attendance at review meeting kept by: … |
| 18 | [ ]  | **QMP 4.3 - Initial Inspection** – one per trade activity: List your method for achieving initial inspection.Describe your system for maintaining quality control records, and their inspected location:Follow-up inspection for the remainder of the work shall be discussed and agreed in the process of initial inspection, and commit made to conduct on-going inspections.  |  Initial Inspection shall take place per QMP 4.3 …Records required by the level above? If required, provided daily or weekly? [Do not wait till the end of the project, as memories get short and missing documents expensive.]Commitment to follow-up inspection for the remainder of the work … |
| 19 | [ ]  | List the milestone inspections and work “hold points” that you are aware of and require, that your GC (tier above) requires and that others such as Consultants or Regulatory Agencies require. | Yours: GC or tier above: Consultants: Regulatory agencies: Others:  |
| 20 | [ ]  | Describe your deficiency and Non-conformance tracking/resolution systems: |  Deficiency reporting and correction procedure:Non-conformance reporting  |
| 21 | [ ]  | Describe your site Daily Report process.  |  Commitment: |
| 22 |  | Provide a list of construction activities that are critical to your success on this project, including what must be tested or verified. | Commitment: |
|  |  | **Construction Quality Records** |   |
| 23 | [ ]  | Describe “as-built” processes: |  Commitment: |
|  |  | **Completion/ Close out records** |  |
| 24 | [ ]  | What close out submittals and records will you provide and whether PDF or hard copy? | Commitment: |
| 25 | [ ]  | Provide a list of specified and proposed warranties that will be provided. Identify any proposed variations from specified requirements: | Commitment: |
| 26 | [ ]  | Other (Specify) |  Commitment: |
| 27 | [ ]  | We understand and accept the following standard procedures for this project: (QMPs, procedure name, and date.) | Commitment:Link to QMPs, [https://turnhamconsultants-my.sharepoint.com/:f:/g/personal/james\_turnhamconsultants\_onmicrosoft\_com/EuwVNlLL9r9Oiqv0sfOOG7AB-IceBVfhvfyXB-YwE\_LCIQ?e=NWXYqt](https://turnhamconsultants-my.sharepoint.com/%3Af%3A/g/personal/james_turnhamconsultants_onmicrosoft_com/EuwVNlLL9r9Oiqv0sfOOG7AB-IceBVfhvfyXB-YwE_LCIQ?e=NWXYqt)***QMP 2.5a - RFP Quality Requirements and Commitments (small-medium scope subcontractors),*** or**QMP 2.5b - Concrete Subcontractor Quality Plan Template,*****QMP 3.2.2 - Subcontractor Pre-Award (Post Bid) Meeting Agenda & Minutes****QMP 4.1a - Pre-Mobilization Kick Off Meeting Agenda****QMP 4.2 - Work Method Review Meeting*** **QMP 4.3 – Initial Inspection** ***QMP a11.1 - Inspection Checklist Forms (See also Folder Inspection Checklists and work methods)***[Suggest this is a minimum list, more are possibly needed.] |

Name: Signature:

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

## QMP 2.5a - Sub-Subcontractor RFQ Quality Requirements

Rather than provide a duplicate version that uses the term “sub-subcontractor” in place of “subcontractor”, we advise the user that hires sub-subcontractors to take the QMP 2.5a - RFQ Quality Requirements and Commitments … and search and replace all instances of “subcontractor” with “sub-subcontractor”. Then insure it reads correctly, use it for your interactions with sub-subcontractors, and provide a copy to sub-subcontractors.