## QMP 3.1.2 - Subcontractor – RFQ and Submittal Flowchart 2022-11-03

QMP 3.1.1 is envisioned to be a tool of the RFQ issuing company for control of contractors or subcontractors at time of RFQ.

QMP 3.1.2 provides micro-level detail on the RFQ and Submittal Process.

QMP 3.1.3 provides a macro-level flowchart of the submittal process.

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| **Updated: see footer** | | | **RFQ and Submittal Flowchart** | | |
| **#** | **Inputs** |  | **Processes** |  | **Output** |
|  | Prime contract signed.    Plans and specs. |  | **QMP 2.1 Subcontractor quality requirements for RFQ Meeting:**  This meeting sets the agenda for all of subtrade management.  Work out the details, and discuss-explain with staff the details of the following QMPs:  2.1 ,  2.2 ,  2.5,  3.1.1,  3.1.2. |  | **QMP 2.2 and or QMP 2.5** reviewed, adjusted as needed.  **QMP 3.1.1** reviewed, adjusted. |
|  |  |  |  |  |  |
| 1 | Plans and specifications for contractual tasks |  | Using [**QMP 3.1.1**](https://d.docs.live.net/fbbed2c0aab51d7f/BCIT%20%5e0%20ACI%20JT/QMPs/QMP%203.1.1%20-%20Subcontractor%20RFP%20Status%20Report%20-%20Work%20Break-down%20and%20Subcontracted%20activities.docx) as basis,  **Tasks and Trade Contractors listed**. |  | **QMP 3.1.1**– (columns B and C) |
|  |  |  |  |  |  |
| 2 | Existing QMP 3.2.2 and inputs by PM and CM |  | Prepare [**QMP 3.2**](https://d.docs.live.net/fbbed2c0aab51d7f/BCIT%20%5e0%20ACI%20JT/QMPs/QMP%203.2%20-%20Pre-Award%20Meeting%20-%20Agenda%20(example%20with%20quality%20management%20content).docx)**.2 Pre-Award Procedure boiler plate** for all Contracts. Edit the existing QMP 3.2 for typical requirements to be implemented on this project.  PM (or QMgr) also prepares an RFQ package for each contract including the WM, relevant checklists and ITPs, with requirements for Trades to resubmit the mentioned items | |  | | --- | |  | | **QMP 3.2.2 Pre-Award Procedure** to be saved as “master” for all contracts, and RFQ packages |
|  |  |  |  |  |  |
| 3 | Contractor invitation to quotation and RFQ package now contains Plans, Specs and QMP 3.2. | |  | | --- | |  | | Contracts **now reference QMP 3.2** (with any modifications to specific trade included). Revised RFQ package prepared with requirements for Trades to provide Work Methods and/or quality checklists for their work, and requirement to self-inspect. | |  | | --- | |  | | the RFQ packages sent to favorite contractors 70 days prior to start of work on site. |
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| 4 | Project Manager Quotation request reminder |  | Pre-quotation meeting by PM to explain the Quality requirements (if needed).  Helping the contractor to review the MCDC’s WM and make a decision |  | Contractor Quotation 40 days prior to start of work on site. |
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| 5 + 6 | CM selects one of the contractors with the better conditions |  | The PM sends the selected Contractor an **Invitation to a Pre-award meeting** and a **Quotation review request.**  Contractor submitals for various materials which are sensitive to price must be provided prior to signing the contract |  | PM follow-up (Due 30 days prior to start) |
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| 7 | **Contract is signed.** Not later than 30 days before the scheduled start of work. | | | | |
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| 8.1 | Project Manager submittal request reminder |  | Initial WMs, Checklists, and Specs reviewed and revised, back and forth, between PM and Contractor. PM Responds with “Revise and Resubmit, please submit 14 days prior to start.” or “Appears reasonable”. |  | “Appears reasonable”  (14 days reminder by PM) |
|  |  |  |  |  |  |
| 8.2 | PM and Contractor |  | **Revise and resubmit do-loop**: Resubmittal final reviewed by PM and responds to Contractor with “Appears reasonable”, |  | Initial Submittals, WMs, and checklists ready |
|  |  |  |  |  |  |
| 9 | First WM, ITP, and Checklist Review Meeting, PM and Contractor attended | | | | |
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| 10 | Initial Inspection (Sub, Developer, Designer, Contractor Superintendent and Forman invited): held at start of 1st item of work. | | | | |
|  |  | | | | |
| 11 | PM schedules a quality checklist review meeting" - to be completed with Contractor prior to start of work. | | | | |
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| 12 | Work Method and Checklist Review Meeting: held 1-3 days prior to start with Contractor | | | | |
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| 13 | Initial Inspection (same group as for Work Method Review Meeting invited): held at start of 1st item of work. | | | | |
|  |  | | | | |
| 14 | Each work task is subject to a series of inspections, before, during, and after the Task completion. PM monitors all inspections, and changes, and follows up any non-conforming conditions to be corrected | | | | |

**INPUTS**

* QMP 11.1
* Contract
* Drawings
* Specifications
* Building Codes
* Regulations
* Work Methods
* Best Industry Practices

**Review by general contractor** and then owner for conformity to specifications

**DEVELOPMENT SUBMITTAL**

**REVISE AND RESUBMIT**

**ACCEPTED Proceed with Work**

**OUTPUT**

**Checklists**

## End - QMP 3.1.2 - Subcontractor - Submittal Flowchart