



Contra Costa Transportation Authority Quality Assurance Program Overview

Contra Costa Transportation Authority (CCTA) recognizes that the quality of a work product is a joint effort of the entire project development team and emphasizes that the primary responsibility rests with the entity contracted to perform the work. CCTA's Quality Assurance Program (QAP) requires consultants prepare a project Quality Management Plan (QMP) with Quality Assurance/Quality Control (QA/QC) procedures for tasks and deliverables for their contract's scope of work. Consultants will also be responsible for ensuring that other consultants and subconsultants involved in the project implement the QA/QC procedures per the project QMP. The project QMP will be reviewed and approved by CCTA who will conduct audits of consultant's compliance with the QMP, and monitor and report on all quality compliance activities.

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APPROACH

The ultimate goal for the project development team is a quality project. To achieve this, CCTA has outlined its general approach to the QAP in the figure below.



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PROJECT QMP & CONTRACT QA/QC PLAN REQUIREMENTS

Consultant Contracts

Each consultant contract shall contain a detailed scope of work that outlines all specific phases of work and all tasks required to successfully complete a project. Each contract shall contain a summary milestone schedule for the project. Consultant firms responsible for managing a project shall submit a QMP to CCTA. Appropriate QA and QC review procedures shall be identified in the project schedule for each formal submittal and deliverable.

The table below outlines the key elements for a QMP. Depending on the project size and complexity, some elements are mandatory where others are optional. This table also identifies who in CCTA should approve QMP documents.

QMP Key Requirements	Project Size / Complexity		
	Large/Complex	Medium/ Non-Complex	Small/ Non-Complex
	>\$100M	\$20M - \$100M	< \$20M
QMP approval by	ED	DED	DED
QMP approval before contract Notice to Proceed (NTP)	M	M	O
QMP for each phase	M	M	O
Risk register	M	M	M
Independent design workshops	M	M	O
Independent cost estimate	M	M	O
Independent review and verification	M	O	O
Constructability/ biddability review	M	M	O
Quality control reviews	M	M	M
CCTA audits	M	M	O
Value analysis	M	O	O

ED = Executive Director; DED = Deputy Executive Director or Designee; M = Mandatory; O = Optional

3 QUALITY ASSURANCE REPORTING AND ISSUE RESOLUTION REQUIREMENTS

To ensure quality throughout the project development process, specific CCTA levels of review and approval are required for the various quality assurance reporting procedures, as outlined in the table below.

Quality Assurance Reporting	Project Size / Complexity		
	Large/Complex	Medium/ Non-Complex	Small/ Non-Complex
	>\$100M	\$20M - \$100M	< \$20M
Monthly reporting to Deputy Executive Director	PM	PM	PM
Quarterly reporting to Executive Director	DED	DED	DED
Approval of audits and corrective actions	DED	DED	DED
Approval of significant corrective actions and root analysis	ED	DED	DED

ED = Executive Director; DED = Deputy Executive Director or Designee; PM = CCTA Project Manager