

Quality Management Final Design

Final Design

Designer Initiates/Continues Interactive Communication 4.7.1
Designer is responsible to continue with the Interactive Communications Procedure/Design Communications Report (DCR) during the Final Design phase. Designer shall document the agreements and/or resolutions of design element issues from all formal and informal communications between all Subject Matter Experts (SME's) and Project Stakeholders into the DCR in accordance with the Interactive Communications Procedure.

Designer Updates Design Communications Report (DCR) 4.7.1
The communication participants (Stakeholders, SME's etc.) discuss an issue or problem pertaining to the project design, reach a decision or resolution of the issue. The Designer prepares a draft DCR entry. The Designer verifies that all communication participants are in agreement with the draft DCR entry prior to submitting it to the Project Manager. All entries made into the DCR shall document the communication participants involved, the type of communication (informal or formal meeting etc.), the issue, the decision reached, and date. The Designer prepares and submits the DCR along with the DCR Approval Sheet to the Project Manager for approval in accordance with the Interactive Communications Procedure.

Project Manager Reviews/Approves DCR 4.7.1
The Project Manager reviews the DCR and if acceptable, approves the DCR. If the DCR is not acceptable as submitted by the Designer, the Project Manager shall coordinate with the Designer or SME's as necessary until the DCR is acceptable for approval. Once acceptable for approval, the DCR entry is signed by the Project Manager and dated and the Designer posts the electronic file on the Capital Project Delivery website under the heading "Design Communications Reports" in accordance with the Interactive Communications Procedure.

Designer Submits Quality Certification: Designer submits the Final Design Certification with the Final Design Submission to the Project Manager in accordance with the Quality Management and Final Design Guidelines.

Designer Delivers Final Design Submission Package: Designer submits the Final Design Submission to the Project Manager in accordance with the Quality Management and Final Design Guidelines. An up-to-date copy of Design Communications Report shall be included with the submission. (Note: Applicable to Interim Design Submissions as directed by the Project Manager.)

Project Manager Receives/Accepts Quality Certification: Project Manager receives the Final Design Quality Certification from the Designer and checks to ensure it is completed and appropriately signed by the Designer.

Project Manager Receives Final Design Submission Package: Project Manager receives the Final Design Submission from the Designer and ensures the submission is complete in accordance with the Quality Management and Final Design Guidelines.

PM, SMEs and FHWA Review Final Design Submission Package: Project Manager distributes the Final Design Submission for review in accordance with the Quality Management and Final Design Guidelines. Project Manager ensures that all Final Design review comments are forwarded to the Designer.

Designer Updates Design Communications Report: Designer updates the DCR with the resolution of Final Design review comments with SME's, as necessary.

Designer Modifies Final Design Submission package as Needed: Designer modifies Final Design contract documents by incorporating review comments into the contract documents.

FHWA Reviews Pre-PS&E Submission: On full oversight projects, Designer makes a Pre-PS&E submission to the Project Manager. The Project Manager submits the Pre-PS&E submission to the FHWA. (Refer to the Stewardship Agreement with FHWA and the Quality Management and Final Design Guidelines). The Pre-PS&E submission is an early and extra submission to provide sufficient time for FHWA to review the contract documents prior to the PS&E package. Project Manager ensures that the Pre-PS&E review comments from FHWA are forwarded to the Designer. Designer formally responds to all Pre-PS&E comments to FHWA and upon resolution of Pre-PS&E review comments, incorporates changes to the Contract Documents, as necessary. Designer shall update DCR, as necessary, and submit to Project Manager for approval, and post on Capital Project Delivery website in accordance with the Interactive Communications Procedure.

PM Submits Certified PS&E, Dept Qual Cert and Clearances: On full Federal oversight projects, the Project Manager submits a PS&E submission to FHWA with a Department Certification signed by the Project Manager. FHWA provides written authorization to Advertise the project.

On all projects, a PS&E submission is made to Construction Management for advertisement in accordance with the Quality Management and Final Design Guidelines.

Project Manager Reviews/Approves DCR: The Project Manager reviews the DCR and if acceptable, approves the DCR. If the DCR is not acceptable as submitted by the Designer, the Project Manager shall coordinate with the Designer or SME's as necessary until the DCR is acceptable for approval. Once acceptable for approval, the DCR entry is signed by the Project Manager and dated and the Designer posts the electronic file on the Capital Project Delivery website under the heading "Design Communications Reports" in accordance with the Interactive Communications Procedure.

NOTE: Quality Management activities end at this point except if a project is Full Federal Oversight (See "FHWA Reviews Pre-PS&E Submission").

