

**Use and Limitation:** The Consultant may use this document as a guide in preparing a construction management plan to be included in the bid documents for their specific project. Consultants are cautioned that the provision of this suggested sample construction management plan is not an implied or explicit guarantee of grant obligation compliance. The Consultant is solely responsible for the preparation and submittal of compliant construction management plan in accordance with the grant conditions.

# Construction Management Plan

*[Date]*

*[Location]*

*[Project Number]*

*[PCN Number]*

**Prepared For**

*[       ]*

**Prepared By**

*[       ]*

## PROJECT INFORMATION

This Construction Management Plan (CMP) details the measures and procedures required to assure compliance with the quality assurance and acceptance provisions of the Bridge Improvement Grant construction contract for Project No. [ ] at the [County or City name], South Dakota. The work to be accomplished in this project consists of:

PROJECT SPONSOR: *[Name & contact information for sponsor]*

CONTRACT  
ADMINISTRATION: *[Name of firm Responsible for Const.  
Observation & QA testing]*

*[Name of QA firm]* – Field tests

*[Name & contact info for QA lab]* – Lab tests

## **RESPONSIBILITIES**

### ***Project Manager/Engineer***

The Project Manager / Engineer, on behalf of the sponsor as the person with overall responsibility for contract administration of this project. The Project Manager / Engineer has the authority to take the necessary actions to monitor the compliance with the contract documents.

### ***Construction Observer***

The responsibilities of the Construction Observer shall include monitoring all aspects of the job, sampling materials for acceptance, conducting tests on embankment and excavation areas, reviewing and analyzing all test results, assuring that work is within specification limits, advising the Contractor's Superintendent and Project Engineer of nonconformance and possible corrective actions, and measuring quantities for payment.

### ***Quality Acceptance Laboratory***

[As appropriate clarify which firm is responsible for what QA duties], testing lab duties shall include sampling materials for acceptance and conducting tests on: [embankment, excavation, subbase, base, rip rap, class A45 concrete, pile, PCC]. (If responsibilities for testing of materials split between different organizations list which firm is responsible for which QA tests.)

[QA Lab name] personnel assigned to construction testing have received certified training from the [Name of appropriate certifications] (e.g. Troxler Nuclear Equipment Seminar and the American Concrete Institute (ACI)).

All QA testing shall be performed by an (ASTM C1077 and D3666) accredited laboratory and a copy of the current accreditation shall be supplied to the Engineer and Owner, for approval, prior to submitting test results.

## QUALITY ASSURANCE INSPECTION PROCEDURES

1. Quality Assurance Tests: A list of tests and certifications required by the contract specifications can be found in the attached Appendix A. The list includes the referenced specification section and testing requirements. All parties will be informed of their responsibilities. This information will be reviewed at the preconstruction conference and monitored throughout the project.
2. Submittals: The Engineer shall maintain a file containing certifications and submittals required by contract as provided by the contractor, as well as approvals from the Engineer.
3. [Names of firm(s) responsible for QA test reports] will provide acceptance test reports to the [Owner / Engineer] as soon as the results are available, electronically. Typed copies shall be made available within [one] working day [delivered via electronic mail].
4. Material Test Reports: Material test results shall be verbally made available to the [Owner / Engineer] within [one hour] after the test report is completed and typed copies shall be made available within one working day [delivered via electronic mail].
  - Calibration check on equipment used to determine the noncompliance item, if applicable.
  - Confirmation of noncompliance through retesting and/or follow-up observations.
  - If a solution to the nonconformance issue is not reached in a reasonable time frame, additional qualified contractor personnel will be contacted to assist in identifying and correcting the problem.
  - If a severe nonconformance problem is detected and a reasonable solution cannot be implemented in a reasonable time frame, the Construction Superintendent will consult with the Project Engineer and the work will be suspended.
  - The work will not begin again until the Construction Superintendent and Project Engineer concur that a solution to the problem has been found and successfully implemented.
7. Test Reports Which Require Corrective Actions: Should test results or observations indicate noncompliance with the project contract, plans, or specifications the following communication and follow-up action will be implemented, as applicable:
  - Verbal notification to the sponsor, Construction Superintendent, work area foreman and/or plant operator.

- On restarting the work, the nonconforming testing element or observation will be monitored at an appropriate higher frequency for a reasonable amount of time, e.g. double the testing frequency listed.
  - After the area in noncompliance has been repaired, acceptance retesting will resume. The test reports will include failed test number for tracking.
7. Daily Reports: The project manager or his representative will maintain a daily diary summarizing pertinent construction items. Items recorded shall include (as a minimum):
- a) Date
  - b) Weather Conditions
  - c) Brief Summary of Work Performed
  - d) Number of workers on site
  - e) Type and Amount of Major Equipment being utilized
  - f) Running total of working/calendar days used on project
  - g) Significant Directives/Communication with contractor (e.g. regarding construction procedures or material quality)
  - h) Summary of QA tests performed that day
  - i) Arrival / Departure Time On Site Inspection Staff
8. Bi-Weekly Reports: A summary of bi-weekly construction status shall be prepared (or other approved form) and submitted to [owner ] every [list day, e.g. Friday]. Report shall include summary of work completed in that 2 week period, summary of QA test results, discussion of any controversial issues that came up, work anticipated next reporting period. A sample report is included in Appendix B.
12. The resident observer and acceptance testing lab personnel shall maintain all acceptance test reports and provide copies to the owner/engineer as soon as results are available.
13. [Name of firm responsible for final construction report] will prepare a final project construction material testing and acceptance report that includes a summary of: all acceptance tests results, quantity of materials, and all bi-weekly reports. (Actual test reports will be available upon request). This will be submitted to the SDDOT with the final pay application.

Include listing of all QC/QA tests and certifications required by the contract specifications

Recommend including the following information in your listing

- Material
- Specification
- Specification reference section
- Test Required
- Minimum Testing Frequency
- Test Requirements
- Notes

Material	Specification	Spec Section	Test Required	Min. test frequency	Requirements	Notes

**SOUTH DAKOTA DEPARTMENT OF TRANSPORTATION**  
 BI-Weekly Progress Report No. \_\_\_\_\_

Project No. \_\_\_\_\_ PCN \_\_\_\_\_ Period Ending \_\_\_\_\_ 20\_\_\_\_  
 County \_\_\_\_\_ Contract Time \_\_\_\_\_  
 Type of Work \_\_\_\_\_ Working Days This Period \_\_\_\_\_  
 Prime Contractor \_\_\_\_\_ Working Days to Date \_\_\_\_\_  
 \_\_\_\_\_ Percent Complete \_\_\_\_\_

**WORK IN PROGRESS THIS PERIOD**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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General Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contractor Working (Indicate after each: 1-1<sup>st</sup> Week; 2-2<sup>nd</sup> Week; 3-Both Weeks **E if contractor/sub is Exempt - i.e. 1E,2E**)  
 \_\_\_\_\_ Work Started: \_\_\_\_\_  
 \_\_\_\_\_ Work Suspended: \_\_\_\_\_  
 \_\_\_\_\_ Work Resumed: \_\_\_\_\_  
 \_\_\_\_\_ Field Work Completed: \_\_\_\_\_

Day	Date	Working Day No.	Weather and Comments	Temperature	
				High	Low
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Prepared by \_\_\_\_\_