

**U.S. ARMY CORPS OF ENGINEERS, CHICAGO DISTRICT
QC CHECKLIST FOR 100% BCOES REVIEW SPECIFICATIONS**

For use of this form, see ER 1110-2-1150; the proponent agency is CELRC-TS-DC.

DESIGN WITH VISION

DELIVER EXCELLENCE

PROVIDE RESPONSIVE SERVICE

SPECIFICATIONS QUALITY CONTROL CHECKLIST PROGRAM FORM SERIES

CELRC FORM 49 QC CHECKLIST FOR 100% BCOES REVIEW SPECIFICATIONS NOV 2014.
CELRC FORM 50 QC CHECKLIST FOR CERTIFIED FINAL SPECIFICATIONS NOV 2014.
CELRC FORM 51 QC CHECKLIST FOR AS-AWARDED CERTIFIED FINAL SPECIFICATIONS NOV 2014.

1. PROJECT NAME	
2. LEAD CIVIL ENGINEER NAME <i>(Last, First MI)</i>	3. ENGINEERING TECHNICIAN NAME <i>(Last, First MI)</i>

SPECIAL INSTRUCTIONS: QUALITY CONTROL CHECKLIST SHOULD BE SIGNED AND PROVIDED TO CELRC-TS-DC CHIEF PRIOR TO RELEASING THE 100% BIDDABILITY, CONSTRUCTIBILITY, OPERABILITY, ENVIRONMENTAL SUSTAINABILITY (BCOES) REVIEW SPECIFICATIONS SET.

SECTION I - GENERAL

ACTIONS	YES	NO	N/A
1. IN ADOBE PROFESSIONAL BOOKMARK FRONT ENDS AND ALL ATTACHMENTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. IN SPECSINTACT EXPLORER THE PROJECT NAME HAS BEEN ADDED IN THE TITLE FIELD IN THE JOB PROPERTIES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. IN SPECSINTACT EXPLORER 100% BCOES REVIEW HAS BEEN PLACED IN THE HEADER, UPPER RIGHT HAND CORNER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. UNIFIED FACILITIES GUIDE SPECIFICATIONS (UFGS) MASTER SPECIFICATIONS AND CELRC LOCAL MASTERS WERE USED AS THE BASIS FOR THE SPECIFICATIONS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ALL REVISIONS HAVE BEEN EXECUTED IN SPECSINTACT EXPLORER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. VERIFICATION REPORTS HAVE BEEN RAN IN SPECSINTACT EXPLORER, ERRORS AND OMISSIONS HAVE BEEN CORRECTED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. FOR SECTIONS THAT CONTAIN BRACKETS WITH MULTIPLE OPTIONS, ASSURED THAT AN OPTION WAS SELECTED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. COMPLETE A WORD SEARCH IN SPECTINTACT EXPLORER FOR "SHOULD", "GOVERNMENT WILL", AND "CONTRACTOR MUST" AND UPDATE SPECIFICATION AS NEEDED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. COMPLETE A CURSORY REVIEW OF THE SPECIFICATION AND NOTE ANY SECTIONS THAT USE THE PASSIVE VOICE. INFORM THE AUTHOR OF ANY RECOMMENDED CHANGES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. IF A SERVICE CONTRACT, COMPLETE A WORD SEARCH IN SPECTINTACT EXPLORER FOR "CONSTRUCTION". USE AN ALTERNATE TERM.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. PROPRIETARY FEATURES ARE NOT SPECIFIED UNLESS JUSTIFICATION IS PROVIDED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. SECTIONS REFERENCES HAVE BEEN CHECKED FOR ACCURACY.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. CRITERIA ARE NOT REPEATED IN MULTIPLE SECTIONS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II - COVER SHEET AND TABLE OF CONTENTS

1. MS WORD COVER SHEET IS LABELED IN THE BOTTOM LEFT HAND CORNER WITH: PRELIMINARY SUBMITTAL - 100% BCOES REVIEW SPECIFICATIONS AND DATE THE REVIEW STARTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. MS WORD TABLE OF CONTENTS IS UPDATED WITH SECTIONS AND ATTACHMENTS AND ACCURATELY REFLECTS THE CONTENTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III - CONFORMED CONTRACT DOCUMENTS *(Front Ends)*

1. CONTRACTING SPECIALIST PROVIDED THE DRAFT FRONT ENDS FOR THIS REVIEW.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. CONTRACT LINE ITEM NUMBER (CLIN) NUMBERS, CLIN DESCRIPTION, UNIT OF MEASURE, AND QUANTITIES ENTERED BY CONTRACTING SPECIALIST IN THE BID SCHEDULE HAS BEEN BACKCHECKED AGAINST THE EXCEL SPREADSHEET PROVIDED BY ENGINEERING.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IV - SECTION 00 3X.XX

1. IF REQUIRED ADD "AVAILABLE EXISTING INFORMATION". SUCH AS GEOTECHNICAL, HYDRAULIC, AND ENVIROMENTAL DATA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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SECTION V - SECTION 01 10 00			
ACTIONS	YES	NO	N/A
1. IF REQUIRED ADD "QUANTITY SURVEYS".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. IF REQUIRED ADD "PRIOR, AFTER, AND QUANTITY SURVEYS". TYPICALLY FOR VOLUME COMPUTATIONS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. IF REQUIRED ADD "CONSTRUCTION DOCUMENTATION REPORT (CDR)". TYPICALLY FOR LARGE OR COMPLICATED CIVIL WORKS PROJECTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. PROJECT MANAGER CONFIRMED, "MINIMUM AMOUNT OF INSURANCE REQUIRED".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. CONSTRUCTION DEPARTMENT PROVIDED "TIME EXTENSIONS FOR UNUSUALLY SEVERE WEATHER".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. LEAD ENGINEER CONFIRMED ANY ADDITIONS TO "COORDINATION WITH OTHERS".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. IF REQUIRED ADD "ACCOMMODATIONS FOR INSPECTORS". TYPICALLY FOR MARINE BASED PROJECTS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. FOR MARINE BASED PROJECTS INCLUDE, "SIGNAL LIGHTS" AND "TEMPORARY LIGHTS AND SIGNALS REQUIRED BY THE COAST GUARD".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. IF REQUIRED ADD "BORROW / DISPOSAL SITES AND QUARRIES".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. FOR "ONE CALL SYSTEMS FOR EXCAVATORS" SELECT ILLINOIS (IL), INDIANA (IN) OR CHICAGO.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. IF REQUIRED ADD "PARTNERING".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. IN SALES AND USE TAX OR ILLINOIS RETAILERS OCCUPATIONAL TAX AND TAX EXEMPTION.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION VI - SECTION 01 22 00			
1. CLIN NUMBERS, DESCRIPTIONS AND UNITS OF MEASURE MATCH THE BID SCHEDULE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION VII - SECTION 01 31 26			
1. CELRC SAFETY OFFICER MADE THE DETERMINATION IF THE SITE SAFETY AND HEALTH OFFICER (SSHO), CONTRACTOR QUALITY CONTROL (CQC), AND CONTRACTOR SUPERINTENDENT, DUTIES COULD BE COMBINED FOR ANY PORTION OF THE CONTRACT.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. REVISIONS HAVE BEEN AUTHORIZED BY THE CELRC SAFETY OFFICER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION VIII - SECTION 01 33 00			
1. UPDATED "DELIVERABLES - ADDRESS" FOR THE CORRECT PROJECT OFFICE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. REVIEWED SUBMITAL REGISTER FOR ERRORS AND OMISSIONS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ATTACHED SUBMITTAL REGISTER AFTER SECTION.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ATTACHED ENG FORM 4025 AFTER SECTION.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION IX - SECTION 01 57 20			
1. 01 57 20 - NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) ATTACHMENT (Illinois only) AND OTHER REQUIRED ENVIRONMENTAL ATTACHMENTS INCLUDED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION X - SECTION 01 58 00			
1. PROJECT AND SAFETY SIGN GRAPHICS ATTACHED AT END OF SECTION.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION XI - SECTION 01 78 00			
1. AS-BUILT DRAWINGS, WITH HOLDING AMOUNT UPATED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION XII - SECTION 35 20 23			
1. ATTACH RESIDENT MANAGEMENT SYSTEM (RMS) FORM 4267 AFTER SECTION. (Dredging Only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION XIII - FILE MANAGEMENT FOR PROJECT FOLDER IN PROJECTWISE			
1. PLACE A PDF OF THE SPECIFICATIONS AND QC CHECKLIST IN THE CORRECT WORKSTATE FOLDER FOLLOWING THE NAMING CONVENTION: "100BCOES - P2 NUMBER - PROJECT NAME - DOCUMENT TYPE.PDF" WHERE DOCUMENT TYPE IS SPECS OR SPECS-QC-CHECKLIST POPULATE THE DOCUMENT TYPE: SPECIFICATION AND QC CHECKLIST.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. E-MAIL LEAD ENGINEER AND CELRC-TS-DC CHIEF THAT THE DOCUMENTS ARE READY FOR REVIEW AND APPROVAL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION XIV - SIGNATURE CERTIFICATIONS

PREPARED BY:

1a. ENGINEERING TECHNICIAN (*Last, First Ml*)

b. DATE (YYYYMMDD)

c. SIGNATURE OF ENGINEERING TECHNICIAN

2. ADDITIONAL COMMENTS OR REMARKS

APPROVED BY:

3a. CIVIL DESIGN, SPECIFICATIONS, AND COST
ENGINEERING CHIEF (*Last, First Ml*)

b. DATE (YYYYMMDD)

c. CIVIL DESIGN, SPECIFICATIONS, AND COST ENGINEERING CHIEF'S
SIGNATURE