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## **TP ATTACHMENT 2-1 – PROJECT MANAGEMENT PLAN CONTENTS**

PROJECT MANAGEMENT PLAN - CONTENTS AND SCHEDULE FOR PROVISION OF THE COMPONENT PARTS			
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Chapter/ Section	Contents	Req. by	TP Section
<b>1. Project Administration</b>			
Organization	Organizational diagram	A	ITP
Personnel	Establish Key Personnel and provide names and contact details, titles, and job roles	A	2.6
Schedule	Baseline Schedule	A	4.3.2
Offices and equipment	Preliminary Core Office Layout Plan	A	2.2
	Discuss the network administration plan and associated office space and equipment		2.2.1
	Discuss field office layout plans		2.2.3 2.2.4
PMP Update	Procedures for preparation of amendments and submission of amendments to any part of the PMP	A	2.1
Audit	Procedures to facilitate review and audit by RCTC and Caltrans	A	MSS
	Auditing and management review of Design-Builder's own activities under the PMP		
	Auditing and management review of Subcontractors' activities and management procedures		
Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Design-Builder will use	A	2.2.4
	Document management procedures		2.3
	Submit a Computer Disaster Recovery Plan		
<b>2. QUALITY MANAGEMENT</b>			
<b>2A. DESIGN QUALITY MANAGEMENT PLAN (DQMP)</b>			
Organization	Organizational structure covering the activities to be performed	A	5.2.3.1
Personnel	Assign a Design Quality Assurance Manager	A	5.3.2
	Arrangements for coordinating and managing staff interaction with RCTC and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel		
	Names and contact details, titles, job roles and specific experience required for the Key Personnel and for other principal personnel during design		
	Implementation of training and certification of personnel performing activities affecting or measuring quality of work		
	Overall control procedures for consultants and subconsultants		
Interfaces	Interfacing between the Design-Builder, Subcontractors and independent certifiers during design including interfaces	A	5.3.2

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	between the structural design auditor, the safety auditor, and any quality reviewer		
	Coordination with Utility Owners, BNSF, and Governmental Entities		
Procedures	Procedures describing how the principal activities will be performed during the design stage: to include geotechnical site investigation, surveys and mapping, environmental management, safety audit, structural audit, and checking	A	5.3.2
	Procedures for independent checking and back-checking		
	Procedures for environmental compliance		
	Procedures to establish Design-Builder's hold points in design process where checking and review will take place		
	Procedures to ensure accuracy, completion, and quality in Submittals to RCTC and Governmental Entities		
	Procedures for Design Documents and other design information for Release for Construction Packages		
Quality Control/Quality Assurance	Quality Control and Quality Assurance procedures including a resource table for monitoring and auditing all design services, design review and certification, verification of plans	A	5.3.2
	Procedures to establish and encourage continuous improvement of the design deliverable products		
Audit	Name of Design-Builder's representative(s) with defined authority for establishing, maintaining, auditing and reporting on the DQMP	A	5.3.2
	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority		
Document Management	The manner in which records will be maintained in compliance with the Contract and Technical Provisions, including any specific systems Design-Builder will use	A	2.3 5.2.3.4
<b>2. QUALITY MANAGEMENT</b>			
<b>2B. CONSTRUCTION QUALITY MANAGEMENT PLAN (CQMP)</b>			
Organization	Organizational structure covering the activities to be performed in accordance with the Contract Documents	B	5.2.3.1
Personnel	Assign a Construction Quality Assurance Manager	B	5.4.2
	Arrangements for coordinating and managing staff interaction with RCTC and its consultants including collocation of Key Personnel and description of approach to coordinating work of off-site personnel		
	Names and contact details, titles, job roles and specific experience required for the Key Personnel as related to construction		
	Names and contact details, titles, job roles of principal personnel for Design-Builder and any third party with which Design-Builder will coordinate its activities		

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	Overall control procedures with Design-Builder and Subcontractors		
Interfaces	Interfacing between the Design-Builder, Subcontractors and independent certifiers during construction, including any testing contractor	B	5.4.2
	Coordination with Utility Owners, BNSF, and Governmental Entities		
Procedures	Overall control procedures for Subcontractors, including consultants and Subconsultants	B	5.4.2
	Steps taken to ensure Subcontractors and Suppliers meet the obligations imposed by their respective Subcontracts		
	Detailed procedure for each major construction activity whether directly undertaken by Design-Builder or subcontracted to include pavement, structures, drainage, communications		
	Construction Traffic Management Plan		
	Control, identification and traceability of materials, including any material or samples temporarily or otherwise removed from site for testing or other reasons.		
	Procedures for tests and inspections for the purpose of the Design-Builder certifying that prior to burying, each part of the Works is complete and conforms to the Contract Documents.		
Quality Control/Quality Assurance	Procedures to ensure accuracy, completion, and quality in submittals to RCTC and Governmental Entities	B	5.4.2
	Quality control and quality acceptance procedures including a resource table for monitoring and auditing during construction any work and testing undertaken by Subcontractors and Suppliers both on and off Site		
Audit	Procedures to establish and encourage continuous improvement	B	5.4.2
	Inspection and test plans that identify the proforma and/or databases to be used for recording the inspection and test results and methodology for transmitting acceptance testing and inspection reports to RCTC		
	Name of Design-Builder's representative with defined authority for establishing, maintaining, auditing and reporting on the CQMP		
Document Management	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority	B	2.3 5.2.3.4
	The manner in which records will be maintained in compliance with the Contract and Technical Provisions, including any specific systems Design-Builder will use.		

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<b>3. ENVIRONMENTAL MANAGEMENT PLAN</b>			
Organization	Organizational structure covering the activities to be performed	A	6.3.1
	Environmental Contact Tree		
Personnel	Assign an Environmental Compliance Manager	A	2.6 6.2.3
	Arrangements for coordinating and managing staff interaction with RCTC and its consultants, including collocation of Key Personnel and description of approach to coordinating work of off-site personnel		
	Names and contact details, titles, job roles and specific experience required for Key Personnel and for other environmental personnel		
	Implement Environmental Protection Training Program for all employees	A	6.3.1.3
Procedures	Description of the means and methods to implement the comprehensive Environmental Management Program	A	6.3.1
	Procedures for environmental compliance	A	6.3.1
Quality Control/Quality Acceptance	Procedures to ensure accuracy, completion, and quality in submittals to RCTC and Governmental Entities	A	5 6.3.1
	Procedures to establish and encourage continuous improvement		
Audit	Name of Design-Builder's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A	5 6.3.1
	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority		
Document Management	The manner in which records will be maintained in compliance with the Technical Provisions, including any specific systems Design-Builder will use	A	2.3 6.3.1
	Identify environmental documentation and reporting requirements		

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<b>4. PUBLIC OUTREACH PLAN</b>			
Personnel	Assign a Public Outreach Coordinator to support the Public Outreach Program	A	2.6 2.4.1
	Names and contact details, titles, job roles and specific experience required for Key Personnel and for other personnel		
Procedures	Establish, operate and maintain project helpline	A	2.4.1
	Procedures to communicate with commuters, businesses, media, general public, Project stakeholders (municipalities, counties, and other affected groups)	A	2.4.1
	Procedures to respond immediately to public complaints related to damages and to compensate motorists for minor damages due to construction activities		
	Establish business support program, including identification of businesses, activities, format and frequency of meetings, in consultation with RCTC, Caltrans, and the PCM		
Procedures for responding to emergencies and incidents during the Project			
Quality Control/Quality Acceptance	Procedures to ensure accuracy, completion, and quality in Submittals to RCTC and Governmental Entities	A	2.4.1
	Procedures to establish and encourage continuous improvement		
Audit	Name of Design-Builder's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A	2.4.1
	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority		
Document Management	The manner in which records will be maintained, including any specific systems Design-Builder will use	A	2.3 2.4.1
<b>5. HEALTH AND SAFETY PLAN</b>			
Organization	Establish the specific chain of command and specify the lines of authority, responsibility, and communication with regard to safety compliance activities	A	22.2.3

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Personnel	Assign a Safety Manager in compliance with the Technical Provisions Section 2.6	A	2.6 22.2.3
	Names and contact details, titles, job roles and specific experience required for Key Personnel and for other health and safety personnel		
	Implement Job Hazard Analysis and Training Program for all employees in accordance with Section 6		
Procedures	Policies, plans, training programs, Work Site controls, and Incident response plans to ensure the health and safety of personnel involved in the Project and the general public affected by the Project	A	22.2.3
	Procedures for immediately notifying RCTC of all incidents arising out of or in connection with the performance of the Work		
	Establish standard operating procedures for the Project to guide employees in safe Work practices		
Quality Control/Quality Acceptance	Procedures to ensure accuracy, completion, and quality in submittals to RCTC and Governmental Entities	A	5 22.2.3
	Procedures to establish and encourage continuous improvement		
Audit	Name of Design-Builder's representative with defined authority for establishing, maintaining, auditing and reporting on the PMP	A	22.2.3
	Name, title, roles and responsibilities of supporting quality management staff reporting to the person with defined authority		
Document Management	The manner in which records will be maintained in compliance with the Contract and Technical Provisions, including any specific systems Design-Builder will use	A	2.3 22.2.3
<b>6. SUSTAINABILITY MANAGEMENT PLAN</b>			
Organization	Establish the specific chain of command and specify the lines of authority, responsibility, and communication with regard to sustainability program activities	A	21.2.2
Personnel	Names and contact details, titles, job roles and specific experience required for Key Personnel and for other sustainability program personnel	A	2.6
Procedures	Identify the specific goals to sustainability items that Design-Builder can measure, control, and manage.	A	21.2.2
	Demonstrate how sustainability program goals are being met through activities in response to other requirements		

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	Identify Project commitments and measurable results to demonstrate performance by Design-Builder over sustainability items that it can control and manage.		
	Identify performance criteria and reporting requirements		
	Provide an organizational structure which sets out roles and responsibilities		
	Provide a monitoring and reporting schedule		
	Provide the means to remedy deviations from the commitments		
Document Management	Sustainability scorecard documentation, and processes to communicate the results	A	2.3
	Evidence on the measures that have been implemented and describe the effect such measures have had on performance		