**Consultant QC Verification Letter**

Quality Control (QC) reviews are to be conducted by Consultant on all Consultant deliverables **prior to submission to the City**. This includes, but is not limited to, the 30%, 60%, 95%, and 100% PS&E submittals, pavement reports, and drainage reports.

**For each design milestone submittal (30%, 60%, 95% and Final) Consultant shall provide a QC Verification Letter** to the City accompanying the Consultant deliverables, on Consultant letterhead, with project specific statements attested by the Principal of Consultant’s firm and by the Consultant’s Oregon licensed professional engineer(s) who performed the Quality Control reviews describing that Consultant performed a Quality Control check on the deliverables, including the following:

1. Review for conformance with project design criteria, legibility, completeness, and compliance with regulatory and code requirements.
2. Calculations checked for accuracy, precision, and methodology.
3. Drawings checked for accuracy, completeness, and legibility and in PBOT approved format(s).
4. Specifications, quantities, and estimates checked for accuracy and with supporting backup. **This includes, but is not limited to, verifying that bid items and quantities stated in the construction estimate/bid tab accurately depict the work described in the plans and specifications (and special provisions).**
5. Earthwork quantities checked using digital terrain modelling, average end area method or methods of equivalent accuracy.
6. Consultant’s Quality Control review shall verify compliance with the following requirements:
7. Quality Control review shall verify compliance with the following requirements:
	1. AASHTO, MUTCD and other applicable standards
	2. PBOT 30%, 60%, 95% & 100% Street Design Review Checklists <https://www.portlandoregon.gov/transportation/article/764561>
	3. Drafting Checklists 30-60-95-100 <https://www.portlandoregon.gov/transportation/article/762569>
	4. PBOT Standard Drawings and Standard Specifications <https://www.portlandoregon.gov/transportation/article/668196>

<https://www.portland.gov/transportation/engineering/construction-specifications>

* 1. PBOT ADA Design and Construction Standards

<https://www.portland.gov/transportation/engineering/ada-design-construction-and-reports>

In addition, Consultant’s QC submittal is to include a consolidation of prior review comments along with a comment log tracking responses and resolutions. At 60% PS&E, 95% PS&E and 100% PS&E, Consultant deliverables to include cross sections, to scale, plotted every 25’ with verified original ground and proposed ground lines noting locations of design control centerlines, curb lines and right of way lines.

**Verification**

I attest that the subject deliverable has been thoroughly checked and reviewed by me (the Oregon stamping engineer) and by competent staff of the consulting firm I represent, for compliance with all requirements listed above, prior to submitting the deliverable to PBOT.

Subject Deliverable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Printed Name, Signature, Date Printed Name, Signature, Date

Consultant Stamping Engineer Principal, Consulting Firm