

North Central region guidance for filling out the DQI:

Fill out remarks and comments narratives for ALL factors as outlined on the following pages. Comments must be included for all applicable factors even if the rating number is favorable. The DQI comments are intended to provide the design team with feedback to improve future designs. Comments should include both positive and constructive criticism. Positive feedback helps identify things that are working and should be perpetuated in future design. The bullets in the comment boxes are guidance for typical items to cover but should not be considered all inclusive.

Include a printout of the DQI in the finals packet. The construction project manager and supervisor will add their own comments at the end of the report and sign it during the finals review process.

Contract specialist will make a copy of the signed DQI and the final Explanation of Variation report and provide to the design project manager. The design project manager will provide that information to the design team as appropriate. That could include other functional areas depending on the comments made in the DQI (TSS, OPS, BOS, etc.)

Design Quality Index Report

Contract ID	Region County	NC	Project ID	Federal ID	Hwy # Route # Road System Project Index Project Cost
Total Factor Score	Number of Factors Rated				
Date of Evaluation	Construction on Time				
Inhouse Design Group	Consultant Design Firm				
Raters	Other				

<u>Remarks</u>		
<ul style="list-style-type: none"> • Contract Mod items not covered below • 		1 = Major problems, not constructable without major plan or design changes 2 = Major to moderate construction problems, moderate design or plan changes 3 = Moderate problems, constructable, minor design or plan changes 4 = Moderate to minor construction problems, minor to no design or plan changes 5 = Minor construction problems, no plan or design changes 6 = Minor to no construction problems 7 = No construction problems
<u>Factor</u>	<u>Rate</u>	<u>Comments</u>
Right of Way (adequate to construct)		<ul style="list-style-type: none"> • Adequate room to construct • Correlation or R/W sheets with plan sheets
Horizontal Alignment(fit)		<ul style="list-style-type: none"> • Electronic files • Controls, ties, diagrams • Fit field conditions
Vertical Alignment (fit and drainage)		<ul style="list-style-type: none"> • Electronic files • Controls, ties, diagrams • Fit field conditions
Earthwork		<ul style="list-style-type: none"> • Cross section accuracy and adequacy • Original and final section correlation • Match points • Ditch grades • Balance points, shrinkage estimates
Work Zone Traffic Control Plans		<ul style="list-style-type: none"> • Completeness of plans
Erosion Control Plans		<ul style="list-style-type: none"> • What worked • What didn't work • Items missing
Construction Staging		<ul style="list-style-type: none"> • What worked • What didn't work
Utility Coordination		<ul style="list-style-type: none"> • Problems encountered
Special Provisions		<ul style="list-style-type: none"> • Suggested changes for future projects • Were restrictions clear and enforceable
Consistency between plans and special provisions		<ul style="list-style-type: none"> •
Drainage		<ul style="list-style-type: none"> • Adequacy of structures, sizing, location, length • Fit existing field conditions

Design Quality Index Report

Quantities		<ul style="list-style-type: none"> • Accuracy and general completeness • Total estimate corresponds to misc breakdown
Contract Time		<ul style="list-style-type: none"> • Adequacy of contract time
Structures	AVG.	
Plans accurate and complete		<ul style="list-style-type: none"> •
Soils information and Foundation Details		<ul style="list-style-type: none"> •
Utility information accurate && complete		<ul style="list-style-type: none"> •
Special Provisions clear and concise		<ul style="list-style-type: none"> •
Ease of assembly and construction		<ul style="list-style-type: none"> •
Survey		<ul style="list-style-type: none"> • Completeness of data provided • Was information readily available • Fit compared to existing
Soils		<ul style="list-style-type: none"> • Represent actual field conditions

Region construction project manager and supervisors will comment and sign off on the paper copy of the DQI that is included in the finals review packet.

Region in-house designers are to receive a copy of the signed DQIs and the final version of the Explanation of Variation report.