RW QC/QA Standard Certification Memo Template – Department Developed Contract

**M e m o r a n d u m**

**To: Group Engineer, ROW Engineering**

**Via: Chief, Assistant Director, or District Engineer as QC/QA Verifier**

**Via: PM II as QC/QA Certifier**

**From: PM I as QC/QA Certifier**

**Date: Month, Day, Year**

**Subject: TXXXX-XXX-XX, Project Name**

**QC/QA Certification:**

I certify to the best of my knowledge and belief that the required design elements are complete, meet the Standard of Care required as to process, and are within the existing or proposed rights-of-way.

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Signature (PM I) Date

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Signature (PM II) Date

**QC/QA Verification**:

I have reviewed the documents and verify to the best of my knowledge and belief that all required elements for acquisition are complete, meet the Standard of Care required as to process, and are within the existing or proposed rights-of-way.

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Signature (AD, Chief, District Engineer) Date