RW QC/QA Standard Certification Memo Template – Consultant 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 Verifier**

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

**Date: Month, Day, Year**

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

**Consultant 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, have followed our organization’s quality control and quality assurance policy, and are within the existing or proposed rights-of-way.

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Signature (Consultant) Date

**QC/QA Verification:**

This project was designed under the responsible charge of a consultant engineer. I have reviewed the documents and verify to the best of my knowledge and belief that all required quality control processes were followed in accordance with the consultant’s quality control and quality assurance policy and that all required elements needed to acquire the necessary rights-of-way are complete.

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Signature (PM I) Date

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Signature (PM II) Date

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Signature (AD, Chief, District Engineer) Date