Questions to ask contractors Pre-Award contract: **We are not permitted to communicate with any contractors Pre-Award. Contractors are permitted to ask questions via the pre-bid RFI process. The RFI is the only means of communication beyond that which is already communicated via the contact documents prior to a contracted being awarded to any given contractor.**

* Discuss minimum requirements with contractor: **Minimum requirements are established by the plans and specs. The contractor’s bids are to be based on the contractual requirements set forth in the plans & specs. In addition, Fermilab specification 014100, Quality Requirements requires that on all projects, the subcontractor furnish a Project Quality Control (PQC) Plan to the Procurement Administrator, for review by Fermilab, not less than 10 days after receipt of Subcontract. The plan is to identify personnel, procedures, control, instructions, tests, records and forms to be used for the project. The specification defines what is required as part of the PQC Plan such as identifying the subcontractors PQC Manager(s) for the project, the PQC manager’s responsibilities, etc. Acceptance of this plan by Fermilab is required prior to Notice to Proceed.**
* Discuss appropriate sections of the code used and contractual requirements for acceptance and inspection. **Appropriate codes are identified and by the engineers of record and communicated to the bidding contractor via the plans & specs.**
* Contractor to provide adequate notice prior to work to schedule QA/QC Inspection. **Contractors are required as a part of its scope of work to schedule it’s work and that of it’s subordinate contractors in a manor allowing adequate time to perform QC inspections in compliance with the contract documents. Fermilab specification 010010, General Requirements also spells out advance notice requirements for inspection for beneficial occupancy, punch list inspection, and final acceptance inspection**
* Insure QC Inspector (CWI) and NDT firm (if separate contract) are contracted and certified. **Contractors are required to engage reputable firms capable of performing QC inspection services that meet or exceed industry standards.**
* Discuss frequency of inspection with contractor including visual and NDT. **Inspection requirments are typically established by the plans & specs. Requirements should also be identified in the Subcontractors PQC Plan.**
* Identify and discuss how to identify welds and lot sizes (if sampling inspection) **If require the Contractor would be required to perform this inspection as a part of its QC process. And as required by the contract documents and specifications.**
* Discuss required corrective action measures when nonconformance of welds occurs. **When an nonconformance is identified it is noted and captured in a report drafted and issued by the inspection entity. The reports are then review by the Structural EOR for the project or an in house Structural Engineer (in FESS we have 3 on staff). Depending on the issue the contractor may submit a repair procedure for review or are repair procedure may be dictated to the contractor. Once repair procedures are agreed upon the repair is performed and inspected as a part of the Contractor’s QC procedures.**
* Discuss any other pertinent requirements (laboratory required standards). **All required standards are identified and communicated to the contractor via the contract documents at time of bid.**
* Confirm all discussions of each pre-weld meeting in writing and send copy to contractor. **If a pre-welding meeting is required via the contract documents it will be properly documented in compliance with the contract documents by the contractor.**
* Require CoC’s for all welding materials used (if not provided). **Submittal requirements are generally identified project specifications.**
* Ensure contractor is using the correct and updated code as required in the contract. **The correct / updated codes and standards to be utilized for a project are identified and communicated to the contractor via the plans & specs at time of bid.**
* Verify welders are certified and listed in WQCP. **Required certifications are identified and called out in the plans & specs for each project. All required certs. are to be submitted to the project team via the submittal possess established in the contract documents of each project.**
* Verify welders are using approved WPS, i.e. correct base metals, fit up, joint details, (bevel angle and root opening), weld speed, voltage and amperage, settings, pre-heat and interpass temperatures, cleaning between each weld pass, number of weld passes. Industry codes and minimum stadards are identified and communicated to the bidding contractor in the plans & specs of each project. **The contract documents establish that it is the contractor’s responsibility to design, fabricate, & inspect all portions of its scope of work in compliance with the contract documents including all compliance with all codes and standards established therein.** **Fermilab specification 014100, Quality Requirements requires the subcontractor to submit a PQC Plan that includes work procedures.**
* Review environmental conditions when it is safe to weld, i.e. temperature, wind conditions, wet conditions, required sheltering. **Per the contract documents the contractor is responsible for all planning, scheduling, as well as all means & methods to complete its scope of work.**
* Ensure backing plates (if required) are tight against the base metal. **If require the Contractor would be required to perform this inspection as a part of its QC process.**
* Ensure electrodes are properly stored once removed from hermetically sealed containers or after removed from drying or storage ovens (electrode exposure to the atmosphere shall not exceed times stated in the applicable codes (typically 4 hours) for SMAW **If require the Contractor would be required to perform this inspection as a part of its QC process.**
* Ensure no errant arc strikes are outside of the weld area. **If require the Contractor would be required to perform this inspection as a part of its QC process.**
* Verify visual and NDT performed correctly. **NDT are performed by certified testers employed by reputable testing agencies under the employ of the contractor as a part of the QC requirements established in the contact documents.**
* Follow production and rejection rates for any trending. **We do not track production or rejection rates.**
* Ensure NDT reports should have appropriate signatures. Reports should include NDT Firm, Radiographer and ASNT-TC-1A Level certification, date, Part description, weld numbers or ID or any other related NDT method used (i.e. PT, MT, UT) and always have VT accompany NDT methods. **If NDT is called out in the plans & specs as a requirement for a project, said contractor is required to submit a records of all testing performed in accordance with all identified standards and codes pertaining to said project**
* If rejections result in NCR’s written is there a designation on NDT reports that this was a repair (usual an ‘R’ accompanies the retest)..**It should be noted in the NDT report that the NDT was performed on the repair weld.**
* Is there a formalized and approved Corrective Action Plan. **Corrective action plans are created on a case by case basis and approve by a licensed Structural Engineer prior to performance of corrective action procedures.**