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September 28, 1995

TO: MTA BOARD OF DIRECTORS
FROM: STANLEY G. PHERNAMBUCQ 
SUBJECT: PROGRAMWIDE
CHECKING OF DESIGN DOCUMENTS

ISSUE

At the Construction Committee meeting of September 14, 1995, Director Patsouras inquired regarding MTA's review of the design documents produced by the Engineering Management Consultant (EMC).

BACKGROUND

The MTA has overall responsibility for managing the design process including design reviews. The MTA has developed a series of Design Policies and Procedures that define the responsibilities of agency staff and the EMC consultants for design and design reviews.

In particular, the MTA construction and operations division staffs, and third parties such as utility companies and affected local governments, perform design review of EMC work at the preliminary, in process, prefinal and final stages of completion. During these reviews, MTA staff checks selected details of the work to verify compliance with design criteria and accuracy, value engineering, constructability, operability, maintainability and aesthetic issues.

The MTA Design Checking Procedures are performed in accordance with industry standards. The design firms maintain records of all comments and corrections to their work.

The EMC has its own design quality assurance procedures. The EMC uses a Design Quality process which regulates design control and provides a detailed checking procedure (step by step details for performance of checking), where the use of color coding (yellow, red, green, blue, and black) is set-out.

The EMC's subconsultant Section Designers follow these same instructions as part of their contract with EMC.

As further assurance, the MTA Quality Assurance staff reviews EMC's design quality process and records, and provides additional direction to the EMC based on its audit findings. In all instances, the EMC and its sub-consultants remain legally responsible and liable for the quality and correctness of their work.

The consultant presently conducting the Efficiency and Effectiveness review of the EMC will evaluate this process and recommend modifications or other options as appropriate.