

CIVIL WORKS Projects with Proposed Dredging: DQM Project Workflow – Roles & Responsibilities



USACE POC/
Local District



DQM Center



Contractor/
Dredge Operator

1 Specifications

USACE POC Obtain the latest DQM Specifications from the DQM Website, <https://dqm.usace.army.mil/Specifications/Index.aspx> and include as an additional section in the total dredging specification package. Insert one specification for each plant type that might be used on the project.

2 Contract Award

USACE POC Contract Advertised
 USACE POC Bid Opening
 USACE POC Contract Award

3 Project Setup and Start

Contractor & USACE POC Notify the DQM Center of the projected startup by submitting a DQM Project Setup Form (available on the DQM website) & include plans for map layers specific to the project.
 USACE POC Verify that DQM has received the DQM Project Setup Form.
 USACE POC Ensure appropriate placement/borrow area site(s) have been uploaded to the National Sediment Management Framework (NSMF).

4 Certification Verification

Contractor & DQM Center Schedule QA checks for all applicable dredge plant(s) if not currently certified – if possible, in advance of work starting.
 Contractor & USACE POC & DQM Center Verify DQM certification status for the dredge plant(s) to be used on project (See the DQM website for DQM Certification status of your dredge plant(s)).

5 Quality Control (QC) Quality Assurance (QA)

Contractor & DQM Center Monitor and review the incoming data daily and weekly. DQM Center to provide weekly QA.
 USACE POC Administer contract compliance and enforcement (if needed).
 Contractor & USACE POC Forward any dredging related project information to the DQM Center (e.g. contractor emails about delays and/or changes in dredging plans).

6 Project Closeout

Contractor & USACE POC Notify the DQM Center when the project is complete.
 USACE POC Forward any dredging related project information to the DQM Center (e.g. project completion/dredge is moving offsite).
 Contractor & DQM Center Verify that all data have been received by the DQM Center and explanations have been submitted for any missing data.
 USACE POC Verify compliance and data receipt.

Contact the DQM Center: DQMCenter@usace.army.mil
<https://dqm.usace.army.mil/Default.aspx>