



Department of Transportation & Public Facilities
Statewide Design & Engineering Services Division

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TO: Distribution

DATE: March 20, 2025

FROM: Lauren Little, P.E. *LL*
Chief Engineer

SUBJECT: Chief Engineer's Directive:
Quality Assurance and Concurrent
Review Meetings

This Chief Engineer's Directive serves to clarify the Department's statewide quality assurance procedures for ensuring compliance with our federal programs. To effectively meet compliance standards, a series of meetings will be regularly conducted to thoroughly discuss and monitor requirements. These meetings will address statewide compliance concerns, clarify existing guidelines, and ensure that Statewide and Regional staff are aligned with the implementation of necessary regulations and standards. The following meetings will be conducted to ensure continued compliance:

- Regional QA Engineer Monthly Meeting – A gathering to connect, and share knowledge, updates, best practices, and compliance concerns. Attended by the Regional Quality Assurance (QA) Engineers.
- Regional Concurrent Review Monthly Meeting – A gathering to connect, and share knowledge, updates, best practices, and compliance concerns. Attended by the Regional QA Engineers and Regional Concurrent Review Engineers.
- Annual Quality Improvement Team (QIT) Meeting – An annual meeting focused on continuous improvement, refinement of processes, and discussing compliance concerns. Attended by Statewide Materials staff, Regional QA Engineers, Regional Materials staff, Regional Materials laboratory staff, and the Statewide Construction Standards Engineer. A meeting summary will be shared with the group following the meeting.
- Annual Concurrent Review Engineers Meeting – An annual meeting to discuss current compliance topics, offering a forum to address compliance concerns, share best practices, and provide updates. Attended by Regional Concurrent Review Engineers, Regional QA Engineers, and the Statewide Construction Standards Engineer. The meeting will be followed by the distribution of a meeting summary to all participants.

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