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Project Construction Technical Query Procedure



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Project Construction Technical Query Procedure

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Project Construction Technical Query Procedure

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Project Construction Technical Query Procedure

1.0 PURPOSE

The purpose of this procedure is to provide for controlled identification, notification and resolution of project initiated technical questions.

This procedure applies to works performed under all Government construction projects executed throughout the Kingdom of Saudi Arabia.

For the purposes of the Construction Management Procedures the Project Management Company is the EPMO (Entity Project Management Organization) appointed by the Entity and references prefixed with "Site", such as Site Construction Department, Site Engineering Department, represent the Project Management Company at Project level, on construction sites.

2.0 SCOPE

A Technical Query (TQ) can be initiated by any member of the Construction Project to request design clarification, design intent, or supplemental instructions from construction, engineering or the Design Consultant; or to request clarification of contract documents issued in relation to a project. Attachment 3 Project Construction Technical Query Process Flow Chart shows the work process for the initiation and processing of Technical Query's.

Other reasons for generating a TQ include the discovery of or perception of a conflict, ambiguity, error or omission in, or among the technical documents. Also, an alternate method of construction or a proposed change to design that would not adversely affect safety, quality, cost or schedule.

The TQ document shall not be used as a change document to the approved design documents or to the Contracts. When the response to a TQ requires a change to an engineering document, a Design Change Notice (DCN) will be issued and referenced in the response to the TQ.

When the disposition of a TQ represents a compensable change to a Contract, the Site Contracts Department shall issue a Contract Change Request to the Construction Contractor.

3.0 DEFINITIONS

Definitions	Description
Architect/Engineer (A/E) Consultant	Design consultant undertaking part or the whole of the design for a project.
Change Request	A document issued by the Entity notifying the 2nd Party of a potential directed contract change which may affect the cost or time of performance and obligate the Entity to compensate the 2nd Party, but do not provide any funding for payment. The Change Notice shall be used to: a. Transmit all new or revised drawings, data or any other instructions to the 2nd Party. b. Invite a proposal for new prices or schedule. c. Direct changes (revisions, additions and deletions) within the general scope of the contract. The Change Notice requires the 2nd Party either to confirm the Entity adjustments to time and/or compensation (if any), or to submit its proposal for adjustments to time and/or compensation.
Design Change Notice (DCN)	A notification to the design team when design documents need to be revised or updated.
Field Change Document (FCD)	A document used to make a change to an issued design document at site. Once approved, it is a valid design document.
Non-Conforming Items (Non-Conformance Report, NCR)	A deficiency in characteristic, documentation, or procedure that renders the quality of an item or activity unacceptable or indeterminate.



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Definitions	Description
Technical Query (TQ)	A document used to request formal clarification of contract documents, design documents, or design intentions. A TQ may not be used to change design, schedule, or cost.
Enterprise Content Management System (ECMS)	An information management and collaboration platform for managing and controlling program documents and records.
Entity Project Management Organization (EPMO)	An Entity Project Management Organization, this is an integrated team that comprises the Entity and its PMC responsible for managing all the Entity's projects.
Site Contracts Department	Department within the Project Management Company that is responsible for administering Contracts.
Construction Contractor	The Main or Principal Contractor responsible for undertaking the Construction Works on the Project.
Site Construction Department	Department within the Project Management Company that is responsible for Construction activities/operations.
Site Engineering Department	Department within the Project Management Company that is responsible for Engineering or design activities/operations.
Site Document Control	Department within the Project Management Company that is responsible for the control of all project Documents using ECMS.

4.0 REFERENCES

1. EPM-KCE-PR-000003 Project Construction Field Change Procedure
2. EPM-KCQ-PR-000006 Project Construction Control of Nonconforming Procedure

5.0 RESPONSIBILITIES

5.1 Architect/Engineer (A/E) Consultant

The A/E is responsible for reviewing and preparing responses to TQs when requested to do so, by the Site Construction Department

5.2 Site Contracts Department

The Site Contracts Department is responsible for:

- Providing Construction Contractors with the applicable TQ procedure.
- Coordinating issues between contract administrator and the vendor or Construction Contractor's representative, as applicable.
- Monitoring TQs that have cost or schedule impact. For those affecting cost and schedule, evaluating the need for issuing a Contract Change Order.
- Issuing a Change Request as required for TQs requiring compensable changes to design documents.
- Processing Contract Change documents.
- Coordinating with Site Document Control to maintain and track TQ logs for all active Construction Contractors.
- Ensuring work affected by the TQ request does not progress until engineering clarification is received through the Site Construction Department.

5.3 Site Document Control (SDC)

Site Document Control (DC) is responsible for:

- Maintaining a TQ log and assigning sequential TQ numbers



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- Maintaining a record file of all TQs, including all attachments.
- Maintaining records of incoming and outgoing transmittals
- Reproducing and distributing copies of approved TQs as required.
- Entering all TQs into the Enterprise Content Management System (ECMS).

Site Engineering Department

The Site Engineering Department is responsible for reviewing and preparing responses to TQs, when requested by the Site Construction Department and:

- Where applicable, initiating a Design Change Notice (DCN) and informing Site Construction Department of the need for a possible Change Request.
- Informing Site Project Controls to initiate a trend, in case the TQ response represents a compensable change to the Contract, to realistically forecast project completion date and final cost.
- Forwarding the TQ to the Architect / Engineering Design Consultant (A/E) to obtain his input, if required.
- Coordinating the responses to the query by the A/E, Site Engineering Department Discipline Lead and any other entity.

5.4 Site Construction Department

The Site Construction Department ensures the TQ process is implemented in accordance with this procedure (see Project Construction Process Flow Diagram Technical Query (TQ) as shown in Attachment 3 and coordinates with the Site Contracts Department and Site Engineering Departments accordingly, and:

- Ensures that the TQ is accurate and complete to facilitate prompt resolution. When field sketches are necessary, the originator shall ensure that they are legible and contain all necessary information required for evaluation.
- Assures timely responses to and from each Contractor.
- Ensures work affected by the request does not progress until engineering clarification is received, if proceeding would have a negative impact on safety, quality, schedule or cost.

6.0 PROCESS

6.1 TQ Initiation

The initiator shall raise the TQ in the project standard TQ Template, see EPM-KCE-TP-000004 Project Construction Technical Query Form Template (Sample) in Attachment 1.

Note: TQs shall include only one subject per TQ form and is usually initiated by the Construction Contractor, but can also be initiated by the Site Construction Department, Site Engineering Department or the Site Contracts Department.

Document Control shall maintain control and distribution of all TQs. Each TQ shall be numbered sequentially for each project. A Technical Query Log, as shown in Attachment 2 - EPM-KCE-TP-000005 Project Construction Technical Query Log Template (Sample), shall be used to track TQs and be maintained current in the ECMS.

Each TQ shall identify the name of the originator who may be contacted for more information/clarification.

All TQs shall state the information requested based on the perceived problem or existing condition, list the related design documents, and attach, when required, appropriate sketch (es) to describe the query. TQs related to supplier design documents should be coordinated through the Site Engineering Department.



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TQs initiated by Construction Contractors shall be submitted to the Site Contracts Department, then to the Site Construction Department for processing.

The Site Contracts Department shall review and verify that the TQ does not change Contract requirements prior to the response being issued to the Construction Contractor.

6.2 TQ Processing

To ensure appropriate prioritization, all TQs will identify a need date. Requested response time for TQs will be dictated by schedule requirements or Contract terms and conditions. Unless stated otherwise in the contract, the target for responding to TQs should be within three (3) working days but in no instance should exceed two (2) weeks. TQs that may affect ongoing work shall receive an appropriate expedited response.

Site Document Control will issue the TQ to the Site Construction Department who will typically have a “technical lead” appointed for administering responses to TQs. The Site Construction Department technical lead may either:

- Approve the TQ response;
- Return the TQ response to the initiator. for correction and revision;
- Forward the TQ to Engineering Department for disposition.

Note: All TQs shall be reviewed and approved by the Construction Department technical lead.

6.3 Site Engineering Department Review

Site Engineering Department response is required for, but not limited to, the following types of clarification:

- Clarification of design intent;
- Clarification that may impact the operation or safety of equipment, controls or components;
- Dimensional interference clarifications as deemed necessary by the Site Construction Department technical lead;
- Construction of temporary facilities that may require a design change if the design was prepared and approved by an engineering/design organization.

6.4 Disposition

The TQ will be returned to the Site Construction Department technical lead to ensure that the response is technically adequate and correct. If the response to a TQ requires a technical document revision, the Site Engineering Department shall confirm the need for a formal design document revision or Design Change Notice (DCN).

The Site Construction and Site Contracts Departments shall ensure that all necessary documents are revised and issued for use and identify the revised documents in the TQ response. All actions identified in the TQ response shall reference the relevant associated documentation, (i.e. DCN, Revised Design Drawing).

The Site Contracts Department reviews the approved TQ response to confirm there are no cost implications before the TQ response is issued to the Construction Contractor. If there are cost and or time implications then the Design Change Notice procedure will be followed.



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6.5 Cost/Schedule Impact

If the TQ has no cost or schedule impact, the TQ shall be issued directly to the Construction Contractor by the Site Contracts Department.

TQs are not authorized change documents and cannot be used to direct a change in contract requirements. If, in the opinion of the Construction Contractor, the TQ response has a cost or schedule impact, and represents a compensable change unless stated otherwise in the contract, it is the Contractor's responsibility to submit a Change Request within the time defined in the Contract

Note: Work undertaken without approval is at the Construction Contractor's risk and expense.

7.0 ATTACHMENTS

1. EPM-KCE-TP-000004 - Project Construction Technical Query Form Template
2. EPM-KCE-TP-000005 - Project Construction Technical Query Log Template
3. Project Construction Process Flow Diagram Technical Query (TQ)



Project Construction Technical Query Procedure

Attachment 1 - EPM-KCE-TP-000004 - Project Construction Technical Query Form Template

TECHNICAL QUERY FORM		Date: _____
		Contract No.: _____
		Project/Contract No.: _____
CONTRACTOR NAME: _____		LOCATION: _____
SUBJECT: _____	DWG/SPEC/REF: _____	REPLY REQUIRE DATE: _____
INFORMATION REQUESTED		
☐ Civil ☐ Mechanical ☐ Electrical ☐ Other _____		
Requested by: ☐ Contractor ☐ Client		
_____ (Print Name)	_____ (Signature)	_____ (Date)
TQs raised by Contractors shall be reviewed by the relevant Construction/Contracts Representative prior to acceptance by Document Control to preclude requesting information already available.		
Reply:		
Construction Representative:		
_____ (Print Name)	_____ (Signature)	_____ (Date)
Engineering Representative:		
_____ (Print Name)	_____ (Signature)	_____ (Date)
Construction Representative Concurrence:		
_____ (Print Name)	_____ (Signature)	_____ (Date)
TQ Accepted: ☐ Yes ☐ No ☐ DCN Required		
Contract Representative:		
_____ (Print Name)	_____ (Signature)	_____ (Date)
Above reply will result in additional time to the project schedule.	☐ Yes	☐ No
Above reply will result in extra cost to the project.	☐ Yes	☐ No
Above reply will result in a saving to the project.	☐ Yes	☐ No
Above reply will result in no extra cost to the project.	☐ Yes	☐ No
As-built drawing revision required.	☐ Yes	☐ No
Scope as stated is acknowledged and accepted by Contractor:		
_____ (Print Name)	_____ (Signature)	_____ (Date)

[illegible]



Construction Contractor	Contracts Department	Others	Construction Department	Engineering Department and or AE	DC Distribution
START → Initiate TQ	Review, confirm doctype and approve. Disposition as appropriate Engineering Disposition Construction Department disposition required?	START → Initiate TQ Review, confirm doctype and approve. Disposition as appropriate Disposition Review, provide concurrence Disposition requires Engineering response	Disposition Forward to Construction for review prior to distribution	DCC, Construction Contractor, Construction Department, Contracts Department	Note: Once document is inputted into ECMS by DCC, document type may not be revised. Engineering disposition will be accompanied by either DCNs or revised drawings, if required, as described in the FCD procedure.