

RECORD OF PRE-CONSTRUCTION CONFERENCE

DATE:

NAME OF ASSOCIATION	ADDRESS <i>(including Zip Code and Telephone)</i>
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS <i>(Including Zip Code and Telephone)</i>
NAME OF CONTRACTOR (FIRM)	ADDRESS <i>(Including Zip Code and Telephone)</i>

LOCATION OF CONFERENCE _____

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representatives of Association, Architect, Engineer, Contractor and Agency:

ASSOCIATION: _____	ARCHITECT/ENGINEER: _____
HEADQUARTERS: _____	HEADQUARTERS: _____
CONTRACTOR: _____	AGENCY: _____
HEADQUARTERS: _____	HEADQUARTERS: _____

2. Responsibilities of Consulting Architect/Engineer: *(Does not "supervise" the contractor's employees, equipment or operations.)*

3. Responsibilities of Association's: *(Actual contracting Organization)*

4. Responsibilities of Agency Representative: *(Must see the approval conditions are observed and represents the Government's interests.)*

5. Responsibilities of Contractor: *(Review contract terms.)*

6. Responsibilities of Any Other Agency Contributing to the Project:

7. General Discussion of Contract:

A.. Alternative Specifications: *(Does everyone understand the alternatives applicable to the contract as awarded?)*

B. Initiative Construction: *(Notice to Proceed.)*

C. Completion Time for Contract: *(Does everyone understand contract requirements and methods of Computing?)*

D. Liquidated Damages:

E. Requests for Extension of Contract Time:

F. Procedures for Making Partial Payments:

G. Guarantee on Completed Work: *(Materials, Installed Equipment, Workmanship, Etc.)*

H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.

8. Contractor's Schedule:

A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: *(Consideration must be given to needs of Association and the planned operations of other contractors.)*

B. Equipment to be, Used by Contractor:

C. Contractor's Plans for Delivering Materials to Project Site: *(Protection and Storage of Materials.)*

9. Sub-Contracts: *(Review and approval of proposed Sub-Contractors and their work schedules)*

10. Status of Materials Furnished by Association:

A. Schedule for Future Deliveries:

B. Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials:

11. Change Orders: *(Detailed explanation of procedure to be followed and clearance which must be obtained before changes are implemented.)*

12. Staking of Work: *(Clear Define responsibilities Architect/Engineer and Contractor. Line and Grade must be furnished by Architect/Engineer.)*

13. Project inspection:

A. Functions of Consulting Architect/Engineer, Including Records and Reports:

B. Key Responsibilities at Owner:

C. Responsibilities of Agency:

D. Safety and Sanitary Regulations:

14. Fine Acceptance of Work: *(Include requirements for tests and cleanup of project site*

15. Labor Requirements:

A. Equal Employment Opportunity Requirements:

B. Davis-Bacon Act:

C. Other Federal Requirements:

D. State and Local Requirements:

E. Union Agreements:

F. Reports Required:

16. Equal Employment Provisions of Contract:

17. Rights-of-way and Easements:

A. Explain any Portion of Project Not Available to Contractor:

B. Contractors Responsibilities During Work Covered by Contract:

C. Coordination With Railroads, Highway Departments and Other Organizations:

18. Placement of Project Signs and Posters:

19. Handling Disputes:

NOTED AND CONCURRED WITH, *But understood not to be a modification of any, existing contracts or agreements:*

(Signatures of Members of Governing Board of Association)

(Chairman)

(Board Member)

(Board Member)

(Contractor Representative)

(Contractor Representative)

(Consulting Architect/Engineer Representative)

(Agency Representative)
