

## RECORD OF PRE-CONSTRUCTION CONFERENCE

DATE:

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

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?)*

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

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

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D. Liquidated Damages:

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E. Requests for Extension of Contract Time:

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F. Procedures for Making Partial Payments:

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

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

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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.)*

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B. Equipment to be, Used by Contractor:

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

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

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10. Status of Materials Furnished by Association:

A. Schedule for Future Deliveries:

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

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

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

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13. Project inspection:

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

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B. Key Responsibilities at Owner:

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C. Responsibilities of Agency:

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D. Safety and Sanitary Regulations:

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

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15. Labor Requirements:

A. Equal Employment Opportunity Requirements:

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B. Davis-Bacon Act:

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C. Other Federal Requirements:

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D. State and Local Requirements:

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E. Union Agreements:

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F. Reports Required:

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16. Equal Employment Provisions of Contract:

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17. Rights-of-way and Easements:

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

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B. Contractors Responsibilities During Work Covered by Contract:

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

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18. Placement of Project Signs and Posters:

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19. Handling Disputes:

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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)*

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*(Contractor Representative)*

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*(Chairman)*

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*(Contractor Representative)*

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*(Board Member)*

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*(Consulting Architect/Engineer Representative)*

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*(Board Member)*

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*(Agency Representative)*

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