

1. Official Project Representatives:

Owner

Owner Contact

Engineer/Architect

Inspector(s)

Rural Development

CDBG/Other

2. Contractors:

Contract No. 1

Representative

Superintendent

Contract No. 2

Representative

Superintendent

Contract No. 3

Representative

Superintendent

3. Utilities:
Water Utility

Sewer Utility

City Streets

Telephone Co.

Electric Co.

Cable TV

Gas Co.

Railroad

DOT

County Engineer

PRECONSTRUCTION CONFERENCE
DISCUSSION TOPICS

- A. The contractor(s) shall comply with and perform the Work, as specified in the contract documents, plans and specifications.

Accept full responsibility for construction means, methods, sequences, techniques, proceedings, property and personal safety on the job site, including the same for all subcontractors and other construction representatives.

B. UTILITIES:

1. Discuss with utility representatives:
 - Construction Schedule
 - Easements
 - Special Requirements
 - Any Concerns

C. COUNTY / DOT REQUIREMENTS:

- A. Proper Signing
- B. Concerns

D. CDBG / OTHER INTERESTED PARTIES:

E. ENVIROMENTAL MITIGATION MEASURES/CONCERNS:

F. DISPUTES, DISAGREEMENTS AND/OR QUESTIONS:

All questions, disputes or disagreements with the plans and specifications should be directed to the project E/A for prompt decision relative to interpretation.

Verbal instruction as to quality and acceptability of materials furnished and work performed relative to compliance with the contract terms shall not be binding on the contractor, E/A, or owner.

G. CONSTRUCTION SCHEDULE:

Contractor to Discuss:

- Work Force
- Crews
- Equipment
- Contract Length
- Liquidated Damages
- Delays, Updates, Reviewed monthly
- Stop work orders

H. SUBCONTRACTORS:

The contractor(s) shall submit to the E/A a list of all subcontractor(s) to be utilized on the project site.

The prime contractor(s) supervisors shall be present on the site at all times to perform supervision and coordination of the work.

The contractor's schedules of monthly work and payments should include provisions for all subcontractor's obligations.

I. SHOP DRAWINGS:

J. STAKING:

The E/A shall provide

The contractor shall be responsible for

K. RIGHTS OF WAY AND EASEMENTS:

L. STORED MATERIALS:

Location Stored

Payment

Builder's risk policy required

Invoices required

M. LABOR REQUIREMENTS:

USDA-Rural Development

N. PROJECT SIGNS

O. CONSTRUCTION OBSERVATION:

The E/A will provide general review and observation of the work to include but not limited to:

A. Represent the Owner during the construction.

B. Determine if the construction and progress is in accordance with the plans and specifications.

The project E/A will visit the site at stage inspections and _____ times per month.

Stage inspections: The contractor is required to give the E/A _____ days notice for each stage inspection. Stage inspections are

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

When the E/A visits the site an inspection report shall be completed and submitted.

Discuss construction observation personnel, daily diary, record keeping, record drawings, and chain of command.

Daily diary notes shall be copied and submitted each Monday to the Owner, E/A, and USDA-Rural Development for the past week's work. If no work was done, then note it and submit it. The diary needs to include the inspector's hours worked.

Discuss owner's responsibilities.
Present at monthly progress meetings.

Discuss USDA-Rural Development's responsibilities.
Will perform monthly progress inspection.

Discuss contractor's responsibilities.
Notify E/A for all stage inspections.

P. PROGRESS MEETINGS AND PARTIAL PAYMENTS:

1. Progress meetings will be the _____ of each month at _____ o'clock __.m. at the _____.

Attendance required: Job Superintendent(s), Owner, E/A, USDA-Rural Development, and inspector(s).

The E/A shall prepare a progress report to include the following items:

- a. Review minutes of previous meetings.
- b. Review of work progress.
- c. Field observations, problems and decisions.
- d. Identification of problems which impede planned progress and responsibility for correcting problems.
- e. Review of submittals schedule and status of submittals.
- f. Review of off-site fabrication and delivery schedules.
- g. Maintenance of Progress Schedules.
- h. Corrective measures to regain projected schedules.
- i. Planned progress during succeeding work period.
- j. Coordination of projected progress.

- k. Maintenance of quality and work standards.
- l. Effect of proposed changes on progress schedule and coordination.
- m. Status of public access to each portion of the site.
- n. Change Orders.
- o. Review Progress Payment Request.
- p. Other business relating to work.

2. Partial Payments:

The Contractor(s) shall submit the pay request to the E/A by the _____ of each month.

The E/A shall review the request(s) within _____ business days of receipt.

The E/A shall also submit the E/A's pay request to the owner for approval along with the monthly monitoring report.

The Owner shall review the request(s) within _____ business days after receiving from the E/A. The Owner will submit the pay request and monthly monitoring report to Rural Development.

Rural Development shall review the request(s) within _____ business days after receiving from the owner.

All pay requests must be approved by the E/A, Owner, and concurred with by RD prior to payment.

The Contractor can expect payment by _____.

Q. CHANGE ORDERS AND FIELD ORDERS:

- (1) Any deviation from the approved plans and specifications must be submitted to E/A for approval by the Owner and USDA-Rural Development.
- (2) The owner should not approve any changes without first discussing them with USDA-Rural Development.
- (3) Changes that increase or decrease the amount due under the contract documents shall be covered by a contract change order.
- (4) Changes in the details of the work shall (not involving an adjustment in contract price or time) be authorized by the project E/A only by issuing a field order.
- (5) Change orders or field orders must have sufficient right-of-way documented, obtained and recorded prior to requesting approval.
- (6) Adequate documentation that sufficient funds are available must be provided prior to written approval of change order increases.

(7) Procedure:

Contractor shall discuss with E/A.

E/A shall discuss with Owner and the USDA-Rural Development.

E/A shall prepare change order.

Contractor to approve.

Owner to approve.

USDA-Rural Development to approve.

Contractor to perform work.

Special conditions.

R. TESTING/QUALITY CONTROL:

S. PREFINAL INSPECTION:

The system is in operation.

In general all items are complete.

Statement of substantial completion is usually issued at this time.

Discuss items needed to be completed.

T. FINAL INSPECTION:

Project is 100% complete.

This meeting is to discuss final paper work needed to close out project.

U. 11TH MONTH INSPECTION:

An inspection prior to the warranty period expiring.

V. START UP AND OPERATION:

Operations manual provided by _____.

W. SPECIAL CONDITIONS/TECHNICAL ASPECTS:

X. OTHER ITEMS: