

1. Official Project Representatives:

Owner

Owner Contact

Engineer/Architect Project Manager

Inspector (RPR)

Rural Development

CDBG/Other

2. Contractors:

Contract No. 1: _____

Superintendent

Safety Representative

Contract No. 2: _____

Superintendent

Safety Representative

3. Utilities:

Discuss with utility representatives:

- a. Construction Schedule
- b. Special Requirements/Concerns

Water Utility

Sewer Utility

City Streets

Telephone Co.

Electric Co.

Cable TV

Gas Co.

Railroad

DOT

County Engineer

Other

PRECONSTRUCTION CONFERENCE
DISCUSSION TOPICS

A. PROJECT SCOPE

1. 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 safety on the job site, including the same for all subcontractors and other construction representatives.

2. Provide brief summary of Project Scope

B. SAFETY

1. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
2. Discuss project specific safety concerns:
 - a. Owner
 - b. Engineer
 - c. Contractor
3. Any Concerns

C. CDBG / OTHER INTERESTED PARTIES

D. ENVIRONMENTAL MITIGATION MEASURES/CONCERNS

E. 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.

F. CONSTRUCTION SCHEDULE

1. Substantial Completion Date: _____
2. Final Completion Date: _____
3. Owner/Engineer to Discuss
 - a. Community Events limiting construction activities
 - b. Other critical dates, construction milestones
 - c. Liquidated Damages
 - d. Stop work orders

4. Contractor to Discuss
 - a. Work Hours
 - b. Crews/Equipment
 - c. Review Schedule and Key Milestones
 - d. Concerns
 - e. Delays, Updates, Reviewed monthly

G. 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.

H. SHOP DRAWINGS

1. Submittal process
2. Special technical requirements

I. DOMESTIC PROCUREMENT REQUIREMENTS

AMERICAN IRON AND STEEL (AIS) (WEP only) or BUILD AMERICA BUY AMERICA (BABA) ACT (Choose only one, as applicable)

For AIS:

The following statement should be read by RD representative at the conference: "Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference applies an American Iron and Steel requirement to this project.

All parties are required to comply with these requirements and to ensure that all iron and steel products used in this project must be produced in the United States. The term "iron and steel products" means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials."

For BABA:

The Infrastructure and Jobs Act (Public Law 117-58), effective May 14, 2022 mandates that a domestic preference, as described in the BABA Act, applies to this project. An Adjustment Period waiver moved the effective date for BABA to February 3, 2023.

All parties are required to comply with these requirements and to ensure that all iron and steel and construction materials used in the project must be produced in the United States. Additionally, all manufactured products must be built in the United States, and the cost of components of the

manufactured product must be greater than 55% of the total cost of all components of the manufactured product.

Review roles and responsibilities of the owner, the consulting engineer and the general contractor for either AIS or BABA.

J. STAKING

K. RIGHTS OF WAY AND EASEMENTS

L. STORED MATERIALS

Location Stored

Payment

Builder's risk policy required

Invoices required

M. LABOR REQUIREMENTS

Contractor shall display Labor Posters in accordance with Department of Labor requirements.

N. PROJECT SIGN

O. CONSTRUCTION OBSERVATION

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

1. Represent the Owner during the construction.
2. Determine if the construction and progress is in accordance with the plans and specifications.

The E/A Project Manager 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.

When the E/A Project Manager 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.

P. PROGRESS MEETINGS

1. Progress meetings will be the _____ of each month at _____ o'clock __.m. at the _____.
2. 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. Planned progress during subsequent work period.
 - d. Review of submittals schedule.
 - e. Review of delivery schedules.
 - f. Field observations, problems and decisions.
 - g. Corrective measures to regain project schedules.
 - h. Safety concerns.
 - i. Maintenance of Progress Schedules.
 - j. Change Orders.
 - k. Review Progress Payment Request.
 - l. Other business relating to work.
3. Discuss owner's responsibilities.
Present at monthly progress meetings.
 4. Discuss USDA-Rural Development's responsibilities.
Will perform monthly progress inspection.
 5. Discuss contractor's responsibilities.
Notify E/A for all stage inspections.

Q. 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 _____.

R. CHANGE ORDERS AND FIELD ORDERS

1. Any deviation from the approved plans and specifications must be coordinated with E/A.
2. Changes that increase or decrease the contract price or schedule shall be covered by a contract Change Order.
3. Changes in the details of the work (not involving an adjustment in contract price or schedule) shall be covered by a Field Order.
4. The owner should not approve any changes without first discussing them with USDA-Rural Development.
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:
 - a. Contractor shall discuss with E/A.
 - b. E/A shall discuss with Owner and the USDA-Rural Development.
 - c. E/A shall prepare change order.
 - d. Contractor to approve.
 - e. Owner to approve.
 - f. USDA-Rural Development to approve.
 - g. Contractor to perform work.

S. TESTING/QUALITY CONTROL

T. PREFINAL INSPECTION

The system is in operation.

Statement of Substantial Completion is usually issued at this time.

AIS or BABA checklist and Contractor Certification will be completed.

Discuss items needed to be completed.

U. FINAL INSPECTION

Construction is 100% complete. Punch list items complete and O&M Manuals submitted.
This meeting is to discuss final paper work needed to close out project.

V. 11TH MONTH INSPECTION

An inspection prior to the warranty period expiring. Warranty period begins upon Substantial Completion.

W. OTHER ITEMS