

DEPARTMENT OF TRANSPORTATION PRECONSTRUCTION CONFERENCE AGENDA AND CHECKLIST		I. CONTRACT NO.
II. CONTRACTOR	III. CONFERENCE HELD AT	IV. DATE
V. CONTRACT DESCRIPTION AND LOCATION	VI. (1) CONTRACTING OFFICER, (2) CONTRACT ADMINISTRATOR, (3) CONTRACTING OFFICER'S REPRESENTATIVE <u>NAME</u> <u>TELEPHONE NO.</u> (1) (2) (3)	
VII. Place "X" in appropriate box if item is discussed with contractor.		
"X"		
1. GOVERNMENT REPRESENTATIVES	A. CONTRACTING OFFICER (Name and title)	<input type="checkbox"/>
	B. AUTHORIZED REPRESENTATIVE (Name and title)	<input type="checkbox"/>
2. STATUS	A. COMMENCEMENT, PROGRESS, AND COMPLETION OF WORK	<input type="checkbox"/>
3. PROGRESS SCHEDULE	A. SUBMISSION FOR APPROVAL	<input type="checkbox"/>
	B. ITEMS TO BE INCLUDED	<input type="checkbox"/>
	C. COMPLIANCE WITH PROGRESS SCHEDULE AND ACTION BY CONTRACTING OFFICER IF CONTRACTOR FAILS TO MAINTAIN PROGRESS	<input type="checkbox"/>
	D. LIQUIDATED DAMAGES	<input type="checkbox"/>
4. CHANGES	A. AUTHORITY	<input type="checkbox"/>
5. CORRESPONDENCE	A. NORMALLY, ALL CORRESPONDENCE WILL BE ADDRESSED TO THE CONTRACTING OFFICER WITH A COPY TO HIS REPRESENTATIVE	<input type="checkbox"/>
6. SUPERINTENDENCE BY CONTRACTOR	A. NAME AND TELEPHONE NUMBER OF REPRESENTATIVE NAME: _____ TELEPHONE NO: _____	<input type="checkbox"/>
7. OTHER CONTRACTS	A. COOPERATION WITH CONTRACTORS AND OTHER GOVERNMENT EMPLOYEES	<input type="checkbox"/>
	B. USE OF ROADS AND UTILITIES	<input type="checkbox"/>
	C. COORDINATION BETWEEN CONTRACTORS	<input type="checkbox"/>
8. SUBCONTRACTORS	A. PERCENTAGE ITEMS OF WORK PERFORMED BY PRIME CONTRACTORS OWN FORCES	<input type="checkbox"/>
	B. STATEMENT AND ACKNOWLEDGMENT, FAA Template 21, FOR EACH SUBCONTRACT. 3.6.2-22 "SUBCONTRACTS"	<input type="checkbox"/>
	C. CONTRACTUAL RELATIONS BETWEEN SUBONTRACTORS AND GOVERNMENT	<input type="checkbox"/>
9. PAYMENT TO CONTRACTOR	A. RETAINED PERCENTAGE	<input type="checkbox"/>
	B. PAYMENT FOR MATERIAL AND EQUIPMENT ON SITE	<input type="checkbox"/>
	C. STORAGE AND PROTECTION	<input type="checkbox"/>
10. SHOP DRAWINGS	A. SUBMITTAL OF SHOP DRAWINGS	<input type="checkbox"/>
	B. SUBMITTAL OF EQUIPMENT LAYOUT	<input type="checkbox"/>
	C. RESPONSIBILITY OF CONTRACTOR TO ALERT GOVERNMENT IF ITEMS ARE NOT FULFILLING CONTRACT REQUIREMENTS	<input type="checkbox"/>
11. INSPECTION	A. RIGHT TO REJECT DEFECTIVE MATERIAL OR WORKMANSHIP	<input type="checkbox"/>
	B. NO REPRESENTATIVE IS AUTHORIZED TO CHANGE ANY PROVISION OF THE CONTRACT	<input type="checkbox"/>
	C. PRESENCE OR ABSENCE OF INSPECTOR SHALL NOT RELIEVE CONTRACTOR FROM REQUIREMENT OF CONTRACT	<input type="checkbox"/>
	D. ACCEPTANCE OF WORK	<input type="checkbox"/>
	E. SPECIFICATIONS GOVERN WHEN DIFFERENCES EXIST BETWEEN DRAWINGS AND SPECIFICATIONS	<input type="checkbox"/>
12. OPERATIONS AND STORAGE	A. STORAGE AREAS TO BE AUTHORIZED OR APPROVED	<input type="checkbox"/>
	B. DISPOSAL AREAS	<input type="checkbox"/>
13. LAYOUT OF WORK	A. GOVERNMENT ESTABLISHED BASE LINE AND BENCH MARK	<input type="checkbox"/>
	B. CONTRACTOR RESPONSIBILITY FOR LINE AND GRADES	<input type="checkbox"/>

VII. Place "X" in appropriate box if item is discussed with contractor		"X"
14. COORDINATION OF TRADES	A. CONTRACTOR TO COORDINATE VARIOUS TRADES	<input type="checkbox"/>
	B. CONTRACTOR TO COORDINATE SHOP DRAWING AND LAYOUT OF VARIOUS TRADES	<input type="checkbox"/>
15. GOVERNMENT-FURN. PROPERTY AND SALVAGED MATERIAL	A. DELIVERY, INVENTORY, AND ACCEPTANCE	<input type="checkbox"/>
	B. STORAGE AND PROTECTION	<input type="checkbox"/>
16. PROTECTION OF MATERIAL AND WORK	C. SALVAGE MATERIAL - SERVICEABLE OR UNSERVICEABLE	<input type="checkbox"/>
	A. PROTECTION OF EXISTING STRUCTURES, UTILITIES, WORK AND VEGETATION	<input type="checkbox"/>
	B. PERSONNEL SECURITY CLEARANCE AND IDENTIFICATION (IF APPLICABLE)	<input type="checkbox"/>
17. LABOR	A. EQUAL OPPORTUNITY	<input type="checkbox"/>
	B. DAVIS-BACON ACT (Including Labor Department wage determination)	<input type="checkbox"/>
	C. CONTRACT WORK HOURS STANDARDS ACT - OVERTIME COMP.	<input type="checkbox"/>
	D. APPRENTICES	<input type="checkbox"/>
	E. PAYROLL RECORDS AND PAYROLLS	<input type="checkbox"/>
	F. COPELAND ("And-Kickback") ACT	<input type="checkbox"/>
	G. WITHHOLDING OF FUNDS TO ASSURE WAGE PAYMENT	<input type="checkbox"/>
	H. SUBCONTRACTING - TERMINATION	<input type="checkbox"/>
18. NOTICE OF DELAYS	A. NOTICE TO CONTRACTING OFFER OF ACTUAL AND POTENTIAL LABOR DISPUTES	<input type="checkbox"/>
	B. OTHER ACTUAL AND POTENTIAL DELAYS	<input type="checkbox"/>
19. SMALL BUSINESS SUBCONTRACTING PROGRAM	A. CONTRACTOR DESIGNATES LIAISON OFFICER	<input type="checkbox"/>
	B. MAINTAINS RECORDS AVAILABLE FOR REVIEW	<input type="checkbox"/>
	C. NOTIFIES CONTRACTING OFFICER IF SMALL BUSINESS IS NOT SOLICITED FOR SUBCONTRACTS	<input type="checkbox"/>
20. COMPLIANCE	A. COMPLIANCE WITH LOCAL RULES AND REGULATIONS	<input type="checkbox"/>
21. SAFETY	A. ACCIDENT PREVENTION	<input type="checkbox"/>
	B. CLEANING-UP	<input type="checkbox"/>
22. NOTICE TO PROCEED	A. DATE	<input type="checkbox"/>
23. DATE OF CONTRACT COMPLETION	A. DATE	<input type="checkbox"/>
24. OTHER ITEMS <i>(Add as necessary)</i> <i>(Key to previous items, if applicable)</i>		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
CERTIFICATION: The preceding items marked by "X" have been discussed.		
SIGNATURE FOR THE CONTRACTOR		SIGNATURE FOR THE GOVERNMENT
REMARKS (Continue on attached sheet(s), if necessary)		