PRE-CONSTRUCTION CONFERENCE SUBJECTS

|  |  |
| --- | --- |
| DATE: |  |
| PARK: |  |
| PROJECT: |  |
| CONTRACT NO.: |  |
| PMIS NO.: |  |

**ROLES & RESPONSIBILITIES**

1. **CONTRACTING OFFICER’S LINE OF AUTHORITY:**

Only the CO may approve changes to the contract drawings or the specifications, issue Change Orders or enter into supplemental agreements, make adjustments in the contract price and/or time for completion, issue orders to suspend or resume work, issue notices to proceed or notices of final acceptance, make decisions under the Disputes or Differing Site Conditions clauses, issue cure notices and/or terminate contracts for default or convenience, and approve final payment.

The working relationship and responsibilities of the Contracting Officer (CO), Contracting Officer’s Authorized Representative (COR), Construction Management Representative (CMR), Contractor, Contractor Representative, AE Consultants and Park Superintendent are outlined below.

* The Contractor has been or will be notified in writing by the CO of the name and responsibilities of the COR.
* The Contractor will consult with and receive instructions from the COR **only** as designated in writing by the CO.
* On projects where AE consultants provide construction review, the contractor **will not** contact these AE consultants directly unless authorized to do so, in writing, by the COR. Should the AE be requested to furnish any information regarding this project, they will refer all such requests to the COR.

Key personnel for this project:

|  |  |  |
| --- | --- | --- |
| **Contracting Officer:** |  | NPS-DSC-CS |
| E-mail: |  |  |
| Telephone: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contract Specialist:** |  | NPS-DSC-CS |
| E-mail |  |  |
| Telephone: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contracting Officer’s Representative:** |  | NPS-DSC-DC |
| E-mail |  |  |
| Telephone: |  |  |
| Fax: |  |  |
|  |  |  |
| **Project Manager:** |  | NPS-DSC-DC |
| E-mail |  |  |
| Telephone: |  |  |
| Fax: |  |  |
|  |  |  |
| **CM Representative:** |  | Company Name |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |
|  |  |  |
| **Park Point of Contact:** |  | Park Name |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contractor Point of Contact:** |  | President |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contractor Point of Contact:** |  | Project Executive |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contractor Point of Contact:** |  | Project Manager |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contractor Point of Contact:** |  | Site Project Manager |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |
|  |  |  |
| **Contractor Point of Contact:** |  | Site Superintendent |
| E-mail |  |  |
| Telephone: |  |  |
| Mobile: |  |  |
| Fax: |  |  |

**THE PARK**

1. **PARK SERVICE RULES AND REGULATIONS**:

The Contractor shall conduct his operations in conformance with the rules and regulations promulgated by the Secretary of the Interior for the National Park Service (NPS). \_\_\_\_(Contractor’s Name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ must also conform to appropriate regulations as the park superintendent may require including but not limited to the following:

|  |
| --- |
| *Discuss with the park superintendent before the pre-construction conference their requirements and who should lead the discussion for the park. Edit accordingly.* |
| * *Include medical emergency processes, availability of emergency numbers, contacts, etc.* |
| * *Information on park permits, burning construction waste, rules of the road, alcohol use, housekeeping, firearms, pets, natural and cultural resource concerns.* |
| * *Include bridge, access road and site constraints.* |
| * *Questions and public relations.* |

1. **JOBSITE SAFETY:**

*(Park, Regional, or DSC Safety officer must be present to contribute to this section.)*

Comply with contract clauses entitled “Accident Prevention" and "Permits and Responsibilities.” In case of conflicts between Federal, State, and local safety and health requirements, the most stringent shall apply. Equipment or tools not meeting OSHA requirements will not be allowed on the project sites. Failure to comply may result in suspension of work.

Reportable Accidents must be documented on the CM-22 within 7 days of occurrence and submitted to the CO. This includes accidents resulting in death, occupational disease, traumatic injury to employees or the public, fires, and property damage by accident in excess of $100.

Contractor employees must be physically able to perform their duties safely, unimpaired, trained in jobsite safety and in the safe operation of equipment that they will operate.

**Accident Prevention Plan:**

1. Status of Plan *(Discuss any outstanding issues with the contractors plan. Acceptance / Rejection, supplemental information needed.)*
2. No work can begin on site without an accepted Accident Prevention plan.

**Safety Meetings:**

1. At a minimum, the construction supervisor shall conduct weekly 15 minute “toolbox” safety meetings. All construction personnel shall attend and topics should coincide with work scheduled for the following week. Document and submit meeting minutes to the Contracting Officer.
2. Monthly safety meetings shall be conducted by management and attended by all contractor and subcontractor personnel working on site. At a minimum, topics shall include the effectiveness of the Accident prevention plan, safety and health issues, issue resolution, etc. Supplement and edit accident prevention plan as required.

**Emergency Response / First Aid:**

1. Contractor must provide adequate facilities and trained personnel to meet the demands of the project.
2. Post telephone numbers and reporting instructions for ambulance, physician, hospital, fire department, Park Police, in conspicuous locations on the project site.
3. Assistance available from the Park includes; *(Have park safety officer or ranger go over available assistance from the park. Include EMT, ambulance, 911 dispatch, firefighting, search and rescue, etc.)*

**THE CONTRACT**

# DOCUMENTS REQUIRED UNDER CONTRACT:

In our letter scheduling this conference, it was stated that the following documents were required to be submitted prior to scheduling this meeting. Documents that are unacceptable at this time are:

|  |  |  |
| --- | --- | --- |
| *Discuss only the items that are unacceptable at this time. Describe the deficiencies and obtain a resubmittal date from the contractor. Refer to Division 1 Specifications and be prepared to explain contract requirements and consequences of non-conformance.* | | |
| *1.* | *Letter Designating Contractor Project Superintendent* |  |
| *2.* | *Construction Progress Schedule* |  |
| *3.* | *Schedule of Values* |  |
| *4.* | *Accident Prevention Plan* |  |
| *5.* | *List of Subcontractors* |  |
| *6.* | *Written Statement from Each Subcontractor Certifying Compliance with Labor Standards Clauses* |  |
| *7.* | *Satisfactory Evidence Liability Insurance Coverage and Workman’s Comp* |  |
| *8.* | *Storm Water Pollution Prevention Plan (If Required)* |  |
| *9.* | *Waste Management Plan (If Required)* |  |
| *10.* | *Quality Control Plan* |  |
| *11.* | *Indoor Air Quality (IAQ) Management Plan (If Required)* |  |
| *12.* | *Noise and Acoustics Management (NAM) (If Required)* |  |
| *13.* | *Contractors Commissioning Plan (If Required)* |  |
| *14.* | *Historic Preservation Treatment Plan (If Required)* |  |

1. **SUBCONTRACTORS:**

The Contractor, through his on-site superintendent, will be responsible for the control and coordination of the work performed by his or her subcontractors. Instructions to subcontractors regarding the work being done will be given to them through the Contractor's on-site superintendent only. Therefore, the presence of the Contractor's on-site superintendent is required on the job site during all working hours. The Prime Contractor will perform the specified percentage of work according to the requirement set forth in the contract clause FAR Section I., 52.236-01, PERFORMANCE OF WORK BY THE CONTRACTOR. (For 8(a) contracts refer to FAR Section I, 52.219-14, LIMITATIONS ON SUBCONTRACTING.)

1. **LABOR LAW APPLICATION:**
2. **Minimum Wage Rates:** This contract is subject to the provisions of the Davis-Bacon Act. The minimum hourly rates and fringe benefits (or cash equivalents) contained in the wage determination section of the contract are to be paid to the laborers and mechanics performing on-site work specified in the contract not less than once a week.
3. **Posting of Minimum Wage Rate:** Contract Minimum Wage Rates shall be posted at the site of the work in a place conspicuous to employees working on the project.
4. **Unlisted Classification:** If the labor classification of a person employed is not listed in the wage rate schedule, procedures are outlined in the labor standards clauses of the contract for determining the correct wage rate. A *Standard Form 1444, Request For Authorization Of Additional Classification And Rate* must be completed for each unlisted classification and submitted to the CO for processing. (***Handout #1).***
5. **Overtime:**  According to the Labor Standards clauses of the contract.
6. **Apprentices:** Refer to labor standards clauses. The apprentice program **must be** an approved Federal or State approved program.
7. **Nondiscrimination in Employment:** Refer to the applicable clause of the contract. **The importance of compliance with affirmative action and equal employment opportunity requirements cannot be overemphasized.**
8. **Employee Interviews:** Construction Management Representative (CMR)/COR will conduct interviews periodically with the Contractor's employees on the job, collecting information necessary to ensure compliance with labor standards clauses as required by the Federal Acquisition Regulations (FAR). At least one interview will be conducted for each trade employed by the Prime Contractor, and for at least one employee of each Subcontractor. The Construction Management Representative (CMR)/COR will complete a *Standard Form 1445, Labor Standards Interview* form for each employee interviewed. Completed SF Forms 1445 will be submitted to the CO. ***(Handout #2).***
9. **Physical Inclusions:** The labor standards clauses of the Prime Contract must be physically included as a part of each subcontract. The Contractor must provide a *Standard Form 1413, Statement and Acknowledgement* from each Subcontractor attesting to such inclusions. Subcontractors cannot begin work on site until the form has been submitted. ***(Handout #3).***
10. **MODIFICATIONS:**

The contract clauses reserve the right of the CO to make contract modifications. Processing a proposed modification with a minimum of delay is essential. The COR will furnish the Contractor with the details of the proposed modification including revised plans and specifications if necessary. If any monetary adjustment and/or additional contract time is involved, a detailed cost proposal will be required to be submitted within a specified period, usually not to exceed ten (10) days.

To permit the CO to decide quickly whether a proposal is acceptable, it is essential that any proposal comply with the following basic requirements:

1. The proposals must be in detail, itemizing material, equipment, labor, overhead, profit, and bond markup. Each item must be listed at its estimated cost to the Contractor. Labor must be itemized by craft and the hourly rate paid. Labor burden percentages will be established at the time the first modification is negotiated. The Corps of Engineers equipment rates will be used for all modifications.
2. If a modification includes the deletion of work from the contract, the Contractor will be required separately to justify all costs for work performed on the deleted item (if any) and any cancellation costs for materials ordered but not used in the work.
3. All contract time extensions must be justified and supported in detail in the proposal.
4. **No modification work will be started until the CO has issued an approved modification or signed written directions.**
5. **PAYMENTS TO THE CONTRACTOR:**

As a general policy the National Park Service makes progress payments monthly as the work proceeds. At a convenient time each month the Contractor will discuss the work progress with the Construction Management Representative (CMR)/COR and submit an agreed to payment application to the CO. Payments for materials delivered to the site or off the site may be made as covered in the terms of the contract. If the Contractor does not receive payment within the contract specified time he should request that action be taken to determine the status of the payment.

**The cutoff date for processing payments will be the *\_\_(insert date)\_\_* of every month.**

**Progress payments may be affected for the following reasons:**

1. No payments will be made for **defective and/or rejected work** that is not corrected. Payment will also not be made for any **work that is built upon rejected work.**
2. **Payroll submissions** are not kept up-to-date and discrepancies in payrolls are not promptly corrected or reconciled. See item F below.
3. Progress payments may be reduced if **project record drawings are not maintained and up-to-date.** The A/E Project Inspector, upon submittal of the progress payment, will verify the status of the drawings.
4. Progress payments may be reduced if monthly submissions of waste management documentation are not complete, up to date, and furnished to the CO.
5. Payment will not be made for work completed without **approved submittals and/or satisfactory test results.**
6. Payment will not be made unless all **CQC Reports (Daily, Test, Accessibility Inspection)** are properly completed, up-to-date and furnished to the CO. Accessibility Inspections must be conducted in a timely manner.
7. If the Contractor requests payment for bond or permits, he must provide evidence of payment to the surety company.

1. **PAYROLL REPORTS:**

The Prime Contractor and all his Subcontractors are to furnish to the COR one copy of all payrolls covering payments to laborers and mechanics for on-site work within seven days after the regular payment date of each weekly payroll. Payrolls may be submitted on a *Department of Labor Form WH-347.* ***(Handout #4).*** Payrolls shall also be submitted with a signed statement that Federal Labor Standards requirements have been complied with. This may be done by completing the "Statement of Compliance," on the reverse side of *WH-347*. Only one copy of each payroll and completed “Statement of Compliance” is required. Failure to furnish payrolls in a timely manner may result in progress payments being delayed or partially withheld.

Payrolls should be prepared as follows:

1. Number payrolls consecutively.
2. Date each payroll (on final payroll, insert "Final" after a date).
3. Show the contract and package number; give a brief description of work and name and location of the project.
4. The Prime Contractor's payrolls need to show only its name. Subcontractor's payroll should show both his and the Prime Contractor's names. Sub-subcontractor payrolls should show all three names, etc.
5. Show the correct name for each employee (show address and social security number on a one-time basis).
6. Insert employees’ labor classification exactly as shown in the wage determination. If an apprentice is employed, show apprenticeship period and state that the apprentice is registered. Before employment of an apprentice, evidence of registration must be furnished.
7. In cases where an employee works in more than one classification, show the exact number of hours worked and the exact rate paid for each classification. However, at the option of the Contractor, the employee may be paid the highest of the rates for the period during which different classifications of work were performed by the employee, thus eliminating the need for a breakdown.
8. The exact number of straight time hours worked and exact number of overtime hours worked must be properly broken down.
9. Indicate whether or not fringe benefits are paid to the employee or to a fund.
10. Compute total earnings based on the straight time rate for straight time hours worked and on the overtime rate for overtime hours worked. Include fringe benefits at a straight time rate for each hour worked straight time and overtime.
11. Show total earnings.
12. Show the exact amount for FICA and withholding tax deductions.
13. If other deductions are made, they must be authorized and carefully itemized.
14. If deductions are made which require approval by the Secretary of Labor, a letter of approval from the Secretary must accompany an initial payroll on which such deductions are shown.
15. A statement that Federal Labor Standards requirements have been complied with must accompany each payroll submission.
16. If fringe benefits are paid to a union or a fund, a statement as to their distribution must accompany each payroll submission. If fringe benefits are paid in cash to the employee, this must be shown.
17. **Incorrect or improperly prepared payrolls are not returned. T**he Contractor will be notified of errors and required to furnish supplemental payrolls correcting deficiencies. Supplemental payrolls must have consecutive letter suffixes, beginning with “A,” added to the original number.
18. **CONTRACT TIME:**

The time for completion of the work of this project is ***???*** consecutive**calendar day**s from the Notice to Proceed date.

1. **LIQUIDATED DAMAGES**:

Liquidated damages will be assessed according to the clause of the contract entitled “Liquidated Damages – Construction” FAR 52.211-12.

1. **DISPLAY OF HOTLINE POSTERS**

FAR Clause 52.203-14 Display of Hotline Posters applies to all contracts in excess of $3,000,000. Downloadable hotline posters as well as instructions for obtaining a hard copy poster are available at <http://www.doioig.gov/hotline>. National Park Service, Denver Service Center, requires hotline posters to be displayed on all projects regardless of size.

*Paragraph J below applies to American Recovery and Reinvestment Act (ARRA) projects only. Delete this paragraph if it does not apply.*

1. **WHISTLEBLOWER PROTECTION ON ARRA PROJECTS**

The OIG Whistleblower Protection program provides counseling, guidance and possible early intervention in cases of potential retaliation for disclosing all forms of waste, fraud, abuse or mismanagement, including information relating to the misuse of stimulus funds as described in the American Recovery and Reinvestment Act of 2009.

Section 1553 of the American Recovery and Reinvestment Act of 2009 (the Act), extends “whistleblower protection” to non-federal employees who reasonably believe they are being retaliated against for reporting misuse of funds received by their non-federal employer as part of the stimulus package.

1. **NOTICE TO PROCEED**

The Notice to Proceed date is hereby mutually agreed upon and established to be on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***.***

**TECHNICAL ISSUES**

1. **CORRESPONDENCE-GENERAL PROCEDURE**:

The Contractor will address all correspondence to the Contracting Officer, but mail items to the Construction Management Representative (CMR)

**Address all correspondence to: Mail all correspondence to:**

|  |  |
| --- | --- |
| *(Insert Name)*, Contracting Officer | *(Insert Company Name)* |
| National Park Service | CM Representative’s Name |
| 12795 W. Alameda Parkway | Street Address |
| Post Office Box 25287 | Post Office Box |
| Denver, CO 80225-0287 | City, State Zip Code |

Prior to start of on-site construction phase of this contract, mail all correspondence to:

|  |  |
| --- | --- |
| Attn: *(Insert Name)* | Contracting Officer’s Representative |
| National Park Service |  |
| 12795 W. Alameda Parkway |  |
| Post Office Box 25287 |  |
| Denver, CO 80225-0287 |  |

Not more than a single subject will be dealt with in any letter. All correspondence will include the name of the park, project title, subject (such as request for proposal number), modification number, contract number, and package number. The CO or designated COR will reply to correspondence from the Prime Contractor only.

|  |  |
| --- | --- |
| **CONTRACTOR’S ADDRESS** |  |
| Contractor Name |  |
| Attn: |  |
| Street Address |  |
| City, State Zip Code |  |
| E-mail: |  |
| Telephone: |  |
| Mobile: |  |
| Fax: |  |

All oral instructions or rulings given by the CO or the COR to the Contractor will be confirmed in writing. Similarly, for his or her own protection, the Contractor should confirm in writing any oral communications received from the COR concerning the contract work.

1. **NPS/DSC SHAREPOINT PROJECT WEBSITE:**

Use the NPS/DSC SharePoint Project website for managing project communication and documentation throughout the contract period. The NPS/DSC SharePoint Project website will be used for the following functions:

1. Project directory.
2. Project correspondence.
3. Meeting agendas and minutes.
4. Contract modifications documentation and logs.
5. RFI form and processing.
6. Task and issue management.
7. Photo documentation.
8. Baseline schedule, schedule updates and calendar management.
9. Submittal form and processing.
10. Progress payment coordination documentation.
11. Drawing and specification document hosting, viewing, and updating.
12. Online document collaboration.
13. Reminder and tracking functions.
14. Archiving functions.
15. Notification of submittal and RFI statuses and current responsible party.

Some documents however are not suitable to be shared using the NPS/DSC SharePoint Project website. Documents containing Personal Identifying Information (PII) (i.e. certified payrolls) shall not be shared using the NPS/DSC SharePoint Project website and shall be coordinated with the project team as appropriate.

Submit to the CO a list of all employees who will need access to the website. The users will receive an invitation to register from the Department of Interior (DOI). Once the user is registered on the DOI website, they will be given access to the project website. For login procedures and other SharePoint information, refer to the DSC Workflows website at <http://www.nps.gov/dscw/precon_spproj.htm>.

All users will be required to have the following software packages:

1. Internet Explorer version 7 or later
2. Adobe Acrobat Pro version 9 or later
3. **ACCEPTANCE/REJECTION OF WORK:**

The Contractor will monitor all operations to ensure compliance with all of the requirements of the contract documents. In instances of non-compliance, the COR will inform the **Contractor, in writing, of the deficiencies** and the Contractor will correct the deficiencies as soon as possible and before proceeding with any more work associated with the deficiency.

1. **CONSTRUCTION MEETINGS:**

Construction meetings will be held weekly with the Prime Contractor and his major Subcontractors to review the upcoming scheduled week's work, the status of all the required shop drawings, and to help resolve any existing or potential construction problems***. (For this project, construction meetings will be held every \_\_\_\_\_\_\_(Insert Day of the Week and Time\_\_\_\_\_\_\_\_\_\_ in the Construction Management Representative’s office see – Handout #5).***

1. SUBMITTALS (SHOP DRAWINGS, SAMPLES, MFG. DATA, REPORTS, MANAGEMENT PLANS, ETC.):

Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Review them for legibility, accuracy, completeness, and compliance with Contract Documents.

1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
2. Partial submittals are not acceptable, will be considered non-responsive, and will be returned without review.

**Processing Time:** Allow enough time for submittal review, including time for re-submittals. Time for review shall commence when an e-mail notification is received by the Contracting Officer (or designee) indicating the submittal has been posted on the NPS/DSC SharePoint Project website and is ready for review. When the Contracting Officer has completed their review, an e-mail notification will be sent to the Contractor indicating the submittal has been processed. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including re-submittals.

1. Action Submittals: Allow 30 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required.
2. Informational submittals: Allow 10 days for review of each submittal.

**Electronic Submittals:** Identify and incorporate information in each electronic submittal file as follows:

1. CM-SPE Transmittal Form: All submittals shall be transmitted using National Park Service form CM-SPE form. The form is accessed and completed on the NPS/DSC SharePoint Project website. No action will be taken on a submittal item unless accompanied by the CM-SPE transmittal form.
   1. Complete the general information at the top of the form.
   2. Provide all required information based on the submittal type
   3. Attach all related documents.
   4. Sign the CM-SPE form in the contractor section at the bottom of the form, and select “submit” when complete.
2. Physical samples: Complete the CM-SPE on the NPS/DSC SharePoint Project website as described above. Deliver the physical sample to the CO (or designee) on site for processing. All comments and actions will be documented on the CM-SPE form on the NPS/DSC SharePoint Project website.

**Action Submittals:** Contracting Officer will review each submittal, generate comments on corrections or modifications required, and indicate the appropriate action on the CM-SPE Transmittal Form. The submittal will be marked in one of three ways as defined below:

1. **Approved:** Acceptable with no corrections.
2. **Approved with Notations:** Minor corrections or clarifications required. All comments are clear and no further review is required. The Contractor shall address all review comments when proceeding with the work.
3. **Disapproved – Resubmit:** Rejected as not in accordance with the contract or as requiring major corrections or clarifications. The Contracting Officer will identify the reasons for disapproval. The Contractor shall revise and resubmit with changes clearly identified.

**Informational Submittals:** Contracting Officer will review each submittal and will either accept or reject them.

1. **ENVIRONMENTAL REQUIREMENTS:**

The Contractors Environmental Manager will present an overview of environmental issues and summarize site specific procedures relating to the management plans (SWPP, IAQ, WMP, etc.).

1. **NPS FINAL ACCESSIBILITY INSPECTION:**

The NPS Accessibility Inspector will conduct a Final Accessibility Inspection for compliance with the requirements of ABAAS. All deficiencies will be added to the Final Punch List.

1. **PROJECT RECORD DRAWINGS AND OPERATION AND MAINTENANCE MANUALS:**

In accordance with the applicable requirements of the Contract Documents directing the work of this project requires the Contractor is to prepare and maintain a set of project record drawings marked-up to show any changes or modifications. The project record drawings shall be kept current and shall be made available for inspection by the Construction Management Representative (CMR) at the time of the Contractor's monthly payment request. The project record drawings shall be transmitted to the COR at the completion of construction as part of the closeout submittals. The Contractor shall also be required to prepare and furnish operation and maintenance data manuals for the materials and equipment furnished on the project. The required operation and maintenance data may include, in addition to the manufacturer's standard printed operation and maintenance documentation, custom-written operation and maintenance descriptions, filled out equipment data sheets, final material and equipment lists and schedules, vendor-generated project record drawings, test reports, and a subcontractor list. The Contractor shall submit completed operation and maintenance data before requesting a final inspection. If the data is not substantially complete, the final inspection may be delayed.

1. **SATURDAYS, SUNDAYS, FEDERAL HOLIDAYS AND NIGHT WORK:**

Work on Saturdays, Sundays, federal holidays, or at night may be performed only with prior consent of the CO with concurrence by the park. A 48-hour advance written request will be submitted to the CO for approval in accordance with the clauses of the contract.

1. **REFERENCE MATERIALS:**

The Contractor will have appropriate reference materials on-site for review as required by the Contract (e.g., UBC, ACI, NEC, etc.).

1. **VALUE ENGINEERING (Not applicable to Design-Build Contracts)**

This contract is subject to value engineering changes as set forth in the contract clause entitled, “Value Engineering – Construction” FAR 52.248.3.

**JOBSITE TOUR**

All attendees of the pre-construction conference will be taken on a tour of the jobsite. Contractor material storage areas and locations for the Construction Management Representative (CMR)/CO’s field office and other structures required may be discussed and designated during the jobsite tour. Emphasize any safety concerns and point out potentially unsafe conditions related to the upcoming work.

**HANDOUTS:**

All attendees of the pre-construction were provided copies of the following Handouts:

|  |  |  |
| --- | --- | --- |
| Handout # | **1** | *SF Form 1444, Request For Authorization Of Additional Classification And Rate* |
| Handout # | **2** | *SF Form 1445, Labor Standards Interview* |
| Handout # | **3** | *SF Form 1413, Statement And Acknowledgement* |
| Handout # | **4** | *DOL Form WH-347, Payroll* |
| Handout # | **5** | Weekly Progress Meeting Agenda |
|  |  |  |