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| DOI logo with bison. | United States Department of the Interior  NATIONAL PARK SERVICE (NPS)  DENVER SERVICE CENTER (DSC)  12795 WEST ALAMEDA PARKWAY  POST OFFICE (P.O.) BOX 25287  DENVER, COLORADO 80225-0287 |

IN REPLY REFER TO:

D5217 (DSC)

PARK PMIS (Project Management Information System) Number

Contract Number\_\_\_\_\_\_\_\_\_\_

Date

Mr./Ms. Full Name

Company

Address

City, State Zip

Dear Mr./Ms. Last Name:

Reference: Park, \_\_\_\_\_ County, State, Contract Number \_\_\_\_\_\_\_\_\_\_, Developed Area, Project Title, Project Number PARK PMIS Number

Subject: Pre-Construction Conference Notice

The pre-construction conference for the above referenced contract has been tentatively scheduled for **Weekday, Month Date, Year**, at **00:00 a/pm**, in **location** at Park. It is strongly encouraged that your major subcontractors be invited to attend the meeting, which will include the agenda as described in the Division 1 section entitled “Project Meetings.” Enclosed is a copy of the Pre-construction Conference Subjects.

One week prior to the pre-construction conference, upload the following items to the NPS project mangement and communication software in accordance with Division 1 and other requirements of the Contract Documents:

* Letter designating your Project Superintendent
* Construction Schedule
* Schedule of Values
* Accident Prevention Plan
* A list of subcontractors for this project – Must be same as in your proposal
* Written statements from your subcontractors certifying compliance with applicable labor standard clauses
* Satisfactory evidence of liability insurance coverage and workman’s compensation for the contractor and all subcontractors
* Quality Control Plan
* Waste Management Plan (if required)
* Storm Water Pollution Prevention Plan (if required)
* Indoor Air Quality (IAQ) Management Plan (if required)
* Contractors Commissioning Plan (if required)
* Historic Preservation Treatment Program (if required)
* List of required permits (if required)

All items listed must be provided to the Contracting Officer before the pre-construction conference is held. If all of these documents have not been received one week prior to the scheduled pre-construction conference date, the conference will be cancelled, Notice to Proceed will not be issued, and the Contracting Officer will consider other contractual remedies.

Do not commence work until you receive the written Notice to Proceed.

Sincerely,

Contracting Officer’s Name

Contracting Officer

carbon copy (cc):

DSC-Contracting Officer’s Representative

DSC-PM, Name, with enclosure

Superintendent., Park, with enclosure