

DEPARTMENT OF TRANSPORTATION		CONTRACT NO.	
PRECONSTRUCTION CONFERENCE AGENDA AND CHECKLIST			
CONTRACTOR		CONFERENCE HELD AT	DATE
CONTRACT DESCRIPTION AND LOCATION		PERSONS ATTENDING CONFERENCE	
		NAME	ORGANIZATION
<i>Place "X" in appropriate box if item is discussed with contractor</i>			<b>"X"</b>
1. GOVERNMENT REPRESENTATIVES	A. CONTRACTING OFFICER (Name and title)		
	B. AUTHORIZED REPRESENTATIVE (Name and title)		
2. STATUS	A. COMMENCEMENT, PROGRESS, AND COMPLETION OF WORK		
3. PROGRESS SCHEDULE	A. SUBMISSION FOR APPROVAL		
	B. ITEMS TO BE INCLUDED		
	C. COMPLIANCE WITH PROGRESS SCHEDULE AND ACTION BY CONTRACTING OFFICER IF CONTRACTOR FAILS TO MAINTAIN PROGRESS		
	D. LIQUIDATED DAMAGES		
4. CHANGES	A. AUTHORITY		
5. CORRESPONDENCE	A. NORMALLY, ALL CORRESPONDENCE WILL BE ADDRESSED TO THE CONTRACTING OFFICER WITH A COPY TO HIS REPRESENTATIVE		
6. SUPERINTENDENCE BY CONTRACTOR	A. NAME OF REPRESENTATIVE		
7. OTHER CONTRACTS	A. COOPERATION WITH CONTRACTORS AND OTHER GOVERNMENT EMPLOYEES		
	B. USE OF ROADS AND UTILITIES		
	C. COORDINATION BETWEEN CONTRACTORS		
8. SUBCONTRACTORS	A. PERCENTAGE ITEMS OF WORK PERFORMED BY PRIME CONTRACTOR'S OWN FORCES		
	B. STATEMENT AND ACKNOWLEDGMENT, SF 1413, FOR EACH SUBCONTRACT. (FAR 52.222-11)		
	C. CONTRACTUAL RELATIONS BETWEEN SUBCONTRACTORS AND GOVERNMENT		
9. PAYMENT TO CONTRACTOR	A. RETAINED PERCENTAGE		
	B. PAYMENT FOR MATERIAL AND EQUIPMENT ON SITE		
	C. STORAGE AND PROTECTION		
10. SHOP DRAWINGS	A. SUBMITTAL OF SHOP DRAWINGS		
	B. SUBMITTAL OF EQUIPMENT LAYOUT		
	C. RESPONSIBILITY OF CONTRACTOR TO ALERT GOVERNMENT IF ITEMS ARE NOT FULFILLING CONTRACT REQUIREMENTS		
11. INSPECTION	A. RIGHT TO REJECT DEFECTIVE MATERIAL OR WORKMANSHIP		
	B. NO REPRESENTATIVE IS AUTHORIZED TO CHANGE ANY PROVISION OF THE CONTRACT		
	C. PRESENCE OR ABSENCE OF INSPECTOR SHALL NOT RELIEVE CONTRACTOR FROM REQUIREMENT OF CONTRACT		
	D. ACCEPTANCE OF WORK		
	E. SPECIFICATIONS GOVERN WHEN DIFFERENCES EXIST BETWEEN DRAWINGS AND SPECIFICATIONS		
12. OPERATIONS AND STORAGE	A. STORAGE AREAS TO BE AUTHORIZED OR APPROVED		
	B. DISPOSAL AREAS		
13. LAYOUT OF WORK	A. GOVERNMENT ESTABLISHED BASE LINE AND BENCH MARK		
	B. CONTRACTOR RESPONSIBILITY FOR LINE AND GRADES		

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

**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)