

USDA-FmHA Form FmHA 1924-16 (Rev. 2/87)		RECORD OF PRE-CONSTRUCTION CONFERENCE	DATE: _____
NAME OF ASSOCIATION	ADDRESS (Including Zip Code and Telephone)		
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS (Including Zip Code and Telephone)		
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Zip Code and Telephone)		
LOCATION OF CONFERENCE			
SUBJECTS TO BE DISCUSSED			
1. Identification of Official Representatives of Association, Architect, Engineer, Contractor and FmHA:			
ASSOCIATION: _____		ARCHITECT/ENGINEER: _____	
HEADQUARTERS _____		HEADQUARTERS: _____	
CONTRACTOR: _____		FmHA: _____	
HEADQUARTERS _____		HEADQUARTERS: _____	
2. Responsibilities of Consulting Architect/Engineer: (Does not "supervise" the contractor's employees, equipment or operations.)			
_____ _____			
3. Responsibilities of Association's Governing Body: (Actual contracting Organization.)			
_____ _____			
4. Responsibilities of FmHA Representative: (Must see that approval conditions are observed and represents the Government's interests.)			
_____ _____			
5. Responsibilities of Contractor: (Review contract terms.)			
_____ _____			
6. Responsibilities of Any Other Agency Contributing to the Project:			
_____ _____			
7. General Discussion of Contract:			
A. Alternative Specifications: (Does everyone understand the alternatives applicable to the contract as awarded?)			
_____ _____			
B. Initiative Construction: (Notice to Proceed.)			
_____ _____			
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Used by Agency representative to record minutes of pre-construction conference. Document may be of importance in the resolution of disputes which arise during construction.

(see reverse)

PROCEDURE FOR PREPARATION : RD Instructions 1924-A and 1942-A, and HB-1-3565...

PREPARED BY : Agency representative at pre-construction conference.

NUMBER OF COPIES : Original plus additional copies as appropriate.

SIGNATURES REQUIRED : Original will be signed by all persons attending the pre-construction conference.

DISTRIBUTION OF COPIES : Original to borrower's case folder; copies to: borrower, borrower's architect/engineer, contractor(s), other funding agencies, and other attendees as appropriate.

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C. Completion Time for Contract: *(Does everyone understand contract requirements and methods of Computing?)*

D. Liquidated Damages:

E. Requests for Extension of Contract Time:

F. Procedures for Making Partial Payments:

G. Guarantee on Completed Work: *(Materials, Installed Equipment, Workmanship, Etc.)*

H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.

B. Contractor's Schedule:

A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: *(Consideration must be given to needs of Association and the planned operations of other contractors.)*

B. Equipment to be Used by Contractor:

* C. Contractor's Plans for Delivering Materials to Project Site: *(Protection and Storage of Materials.)*

9. Sub-Contracts: *(Review and approval of proposed Sub-Contractors and their work schedules.)*

10 Status of Materials Furnished by Association:

A. Schedule for Future Deliveries: