

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 Agency:

ASSOCIATION: _____ ARCHITECT/ENGINEER _____

HEADQUARTERS: _____ HEADQUARTERS: _____

CONTRACTOR: _____ AGENCY: _____

HEADQUARTERS: _____ HEADQUARTERS: _____

2. Responsibilities of Consulting Architect/Engineer: *(Does not "supervise" the contractor's employees, equipment or operations.)*

3. Responsibilities of Association's: *(Actual contracting Organization.)*

4. Responsibilities of Agency 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.)*

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 Works: *(Materials, Installed Equipment, Workmanship, Etc.)*

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

8. 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:
