

Form 9-B
Drinking Water Loan Account
Suggested Agenda and Points of Discussion
for Pre-Construction Meeting with Contractor

A. INTRODUCTION OF ALL PARTIES

Attendance sheet should be filled out, including each attendee's name, organization, title, and telephone number.

B. REQUIRED DOCUMENTS

1. Is the contractor bonded, insured, etc.?
2. Does the contractor have drawings, specifications, and other data?
3. Has the contractor obtained building permits and work permits?
4. Does the contractor have a set of plans and specifications at the jobsite that were stamped by the DEQ engineer?
5. Are wage determinations established?

C. CHAIN OF COMMAND

1. Explain the relationship between borrower, contractor, engineer, and DEQ.
2. Inquiries should be directed to the inspector.
3. Copies of all correspondence should be sent to the inspector.
4. DEQ's responsibilities (e.g., approval of bid award, change order approval, payment requests, inspections).

D. UTILITY COMPANIES**E. TIME OF COMPLETION**

1. Review contractor's construction schedule. Contractor should submit detailed schedule coordinated with other contractors
2. Establish starting date
3. Discuss sequence of operations

F. SUBMISSIONS FOR APPROVAL

1. List of subcontractors
2. Breakdown statement of lump sum prices for verifying progress payments
3. Submit shop drawings and material sample to the consulting engineer, with copies given to the inspector
4. Obtain job approval of other materials, tests, and equipment by the inspector

G. LOCAL REGULATIONS

1. Parking and storage of materials
2. Access to site
3. Excessive noise
4. Unnecessary signs
5. Burning, dust
6. Medical assistance
7. Police and fire protection

H. LABOR LAWS

1. Hours of work and overtime
2. Workers' compensation, post-wage rates
3. Discrimination
 - a) Compliance with state laws and executive orders
 - b) Post Equal Employment Opportunity notices
4. Davis Bacon job "interviews" (performed at discretion of borrowers)
5. Davis Bacon requires weekly payrolls

I. TEMPORARY SERVICE

1. Location of field offices and project sign
2. Temporary facilities—electric, heat, water, toilets
3. Interim road maintenance and barricades

J. SURVEYS

1. Control stakeout
2. Job stakeout

K. PROGRESS PAYMENTS

1. Detailed payment request required from general contractor
2. Contractor's daily work report and delivery slips should be basis of approval
3. AIS certificates of compliance
4. Engineer to review and approve payment request

L. CHANGE ORDER PROCEDURE

1. Appropriate consultation needed between:
 - a) Community
 - b) Engineer

- c) Contractor
 - d) Inspector
 - e) DEQ project officer
2. Developed and signed by consulting engineer, signed by community and contractor. Copies distributed to parties listed above (items *a-e*).

M. FUTURE PROGRESS MEETINGS

1. Monthly—community, contractor, engineer
2. Quarterly—community, contractor, engineer, DEQ

N. ENSURE COMPLIANCE WITH FEDERAL AND STATE REGULATIONS

1. Disadvantaged Business Enterprise (DBE)
2. Equal Employment Opportunity (EEO)
3. American Iron and Steel
4. Borrower should keep a Master Project File
5. Prime contractor must keep on-site AIS logs
6. Mitigation measures from environmental document
 - a) Any changes to project scope must be cleared through the EID process.

O. OTHER WORK PERFORMED BY THE CONTRACTOR**P. OPEN DISCUSSION**