

PRE-CONSTRUCTION REPORT FORMAT (SAMPLE)

Project Name: _____ Project # _____

Location: _____

Description of Work to be Performed: _____

Contractor: _____ Total Contract Amount: \$ _____

Meeting Date: ____ / ____ / ____ Location: _____

Items covered During Pre-Construction Conference

<input type="checkbox"/> 1	Attach a List of Meeting Participant's Names, Associations, Titles, and Contact Information	<input type="checkbox"/> 15	Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials
<input type="checkbox"/> 2	Responsibilities of Consulting Engineer	<input type="checkbox"/> 16	Equipment to be Used by Contactor
<input type="checkbox"/> 3	Responsibilities of City/County Governing Body	<input type="checkbox"/> 17	Change Orders
<input type="checkbox"/> 4	Responsibilities of CDBG Grant Administrator	<input type="checkbox"/> 18	Staking of Work, Placement of Project Signs and Posters
<input type="checkbox"/> 5	Responsibilities of Any Other Agency Contributing to the Project	<input type="checkbox"/> 19	Project Inspection and Employee Wage Interviews.
<input type="checkbox"/> 6	Rights-of-Way and Easements, Coordination with RR, Hwy Department and Other Organizations	<input type="checkbox"/> 20	If Applicable, Safety and Sanitary Regulations
<input type="checkbox"/> 7	Responsibilities of Contractor, Sub-Contractors (Subs must be Cleared by CDBG before Stepping on Jobsite)	<input type="checkbox"/> 21	Labor Requirements, State and Local Requirements, Other Requirements if Applicable
<input type="checkbox"/> 8	General Discussion of Contract , Notice to Proceed, Completion Time for Contract,& Liquidated Damages	<input type="checkbox"/> 22	Contractor to Submit Weekly Payrolls, Reporting Requirements, Equal Employment Provisions of Contract, and Other Sanctions.
<input type="checkbox"/> 9	Contractor's Schedule and Requests for Extension of Contract Time if Needed	<input type="checkbox"/> 23	Submission of Apprenticeship documentation (if applicable)
<input type="checkbox"/> 10	Procedures for Making Payments and Time Frame, Owner Must Inspect and Approve Pay Estimates	<input type="checkbox"/> 24	Federal Prevailing Wage Determination (Heavy/Building, or Both)
<input type="checkbox"/> 11	Guarantee on Completed Work; Delay in Payment if Payrolls Aren't Submitted In Timely Fashion.	<input type="checkbox"/> 25	Applicability of dual Federal and State Prevailing Wage Rates on CDBG-Funded Projects.
<input type="checkbox"/> 12	Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties	<input type="checkbox"/> 26	Contractor informed of the Requirement to Pay the Higher of the State or Federal Wage Rate Per Classification on CDBG Funded Projects
<input type="checkbox"/> 13	Contractor's Plans for Delivering Materials to Project Site	<input type="checkbox"/> 27	Final Acceptance of Work and Handling Disputes
<input type="checkbox"/> 14	Status of Materials Furnished by City/County	<input type="checkbox"/> 28	