



DATE: _____

Arkansas Development Finance Authority Preconstruction Conference Record

PROJECT TEAM & ATTENDEES: *print in the appropriate space*

Legal Entity Name			
Mailing Address			
City, State, ZIP			
	<i>Name:</i>	<i>E-mail:</i>	<i>Area Code + Phone or Ext.</i>
Homeowner (if applicable)			
Rep(s)/Associate(s)			
A/E Firm Name			
Mailing Address			
City, State, ZIP			
	<i>Name:</i>	<i>E-mail:</i>	<i>Area Code + Phone or Ext.</i>
Architect of Record			
Rep(s)/Associate(s)			
General Contractor			
Mailing Address			
City, State, ZIP			
	<i>Name:</i>	<i>E-mail:</i>	<i>Area Code + Phone or Ext.</i>
Project Manager			
Superintendent or Associate(s)			
ADFA Reps.			
Mailing Address			
City, State, ZIP			
	<i>Name:</i>	<i>E-mail:</i>	<i>Area Code + Phone or Ext.</i>
Other Parties in Attendance Affiliation:	<i>E-mail:</i>	<i>Area Code + Phone or Ext.</i>	



AGENDA-PRECONSTRUCTION CONFERENCE RECORD

- 1) **Identify/Document Parties to the Contract and/or Designated Representatives:** (See and circulate Page 1 to document attendance)
- 2) **Summary - Architect of Record Responsibilities (if applicable):**
 - a) Inspect construction
 - b) Review and approve monthly pay estimates
 - c) Prepare change orders
 - d) Monitor contractor's operations and progress
 - e) Verify and enforce specifications
- 3) **Summary - Responsibilities of Entity's governing body:**
 - a) Comply with loan closing requirements
 - b) Approve monthly pay estimates
 - c) Request change orders
 - d) Consult Architect of Record/Project Manager regarding project status
 - e) **Provide Copy of Owner's Hazard Insurance Policy prior to retainage release**
- 4) **Summary - ADFA Responsibilities:**
 - a) Verify all loan closing conditions have been satisfied
 - b) Concur in pay estimates
 - c) Make inspections/approve work prior to disbursement of funds
 - d) Review and concur with Change Orders prior to commencement of work or disbursement of funds
 - e) Inform contractor to allow **10 days** from receipt of pay request by ADFA to receive check
- 5) **Summary - Contractor Responsibilities:**
 - a) Construct in accordance with Plans and Specifications
 - b) No additional work without an approved change order
 - c) Safe Sanitary job site
- 6) **Responsibilities of other contributing Agency(ies):** Discuss and document if any.
- 7) **Contract Discussion:**
 - a) Alternative specifications
 - b) Initiate construction: Notice to Proceed to be issued upon receipt of concurrence in Contract Document and applicable permit(s).
 - c) Projected Completion Date: _____
 - d) Liquidated damages (Dollars per day): _____
 - e) Requests for extension of contract time: If the contractor is justified due to delays beyond his control, document the delay and submit timely justification to ADFA.
- 8) **Contractor's Schedule:**
 - a) The contractor shall prepare a schedule of work of sufficient detail subject to review by the owner, architect, and all financing agencies, as requested by the project architect.
 - b) Equipment to be used
 - c) Delivery of materials: Coordinate with the Entity to arrange unique delivery of storage requirements and limitations
- 9) **Sub-contracts:** Submit names of all sub-contractors to ADFA for their records
- 10) **Status of materials furnished by the owner:** Owner & contractor to coordinate:
 - a) Scheduling of Deliveries
 - b) Accounting procedures to be used by the contractor for receipt and storage of such materials. Invoices shall be reviewed by ADFA.



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11) CHANGE ORDERS

- a) Owner - Request
- b) Architect/Project Manager – Recommend: Provided three copies of the change order plus sufficient justification, description, and drawings as required.
- c) Contractor - Accept
- d) ADFA - Review and concur **BEFORE** work is commenced.

12) Staking of work: The project architect must verify location of construction, of grade, etc. Contractor shall contact utility companies prior to any digging to locate underground utilities in accordance with established procedures such as Arkansas One Call and the plans and specs.

13) Progress Inspection:

- a) Architect of Record/Project Manager: periodically inspect all construction progress as agreed. Submit concerns if any to the owner and ADFA
- b) Owner: observe progress to verify that the contractor is working within defined easements and that the work is being inspected as agreed.
- c) ADFA: ADFA inspector will make periodic inspections prior to payment(s) and to verify compliance with the plans & specs and applicable standards.
- d) Contractor: maintain daily work logs, progress reports, inspection reports

14) Final acceptance of the work:

- a) Subject to Acceptance by:
 - i) Project Architect
 - ii) Owner
 - iii) Subrecipient
 - iv) ADFA
- b) Contractor to:
 - i) Complete Final Clean Up
 - ii) Complete Required Testing
 - iii) Provide Guarantee/warranties upon completion of work - One year from date of **substantial completion**
- c) Subject to ADFA Concurrence prior to final payment processing

15) Labor Requirements

- a) Davis-Bacon and Related Acts
- b) Contract Work Hours and Safety Standards Act
- c) Copeland Anti-Kickback Act
- d) Fair labor Standards Act of 1938
- e) Reports Required

16) Rights of way and Easements: Discuss/Identify

- a) Any portion(s) of the project site that is unavailable to the contractor.
- b) Contractor's responsibilities during work are specifically covered by the contract:
 - i) Maintain clean and safe working conditions on site
 - ii) Operate within defined easements and rights-of-way
 - iii) Maintain documentation of Permits and Insurance on site till Final Acceptance
 - iv) Coordinate with railroad, transportation, utilities, etc. as required

17) Placement of Project Signs and Posters:

- a) Equal Opportunity Posters
- b) Wage Rates
- c) Project Sign must be near the job site

18) Handling Disputes: The project architect/project manager will represent the owner in disputes with the contractor

19) Historical Sites and Archaeological Findings: If archaeological artifacts are uncovered, the work shall be stopped in that area and the office of the State Archaeologist shall be notified. Work shall not resume until the State Archaeologist has so advised.