
City of Boulder

Housing & Human Services
1101 Arapahoe Ave., 2nd Floor
Boulder, Colorado 80302
Telephone: (303)441-3157
Fax (303)441- 4368

PRE-CONSTRUCTION CONFERENCE CHECKLIST

Date: _____

Project Name / Location: _____

Sub-recipient Name: _____

Contractor/ Company

Address

Telephone

Scope of Project:

_____Contractor Verification completed. Copy in file __ Debarment: <http://epls.arnet.gov>__ HUD LPD: www.hud.gov/offices/enforce/eclpd.dfm

Contract: contract was awarded within 90 days of the formal bid opening date __ yes __ no

If more than 90 days elapses, must obtain a new wage determination.

Total contract amount for the entire project: \$ _____

Anticipated Construction Start Date: _____ Construction End Date: _____

In compliance with instructions contained in HUD Handbooks, a pre-construction conference was held _____ (date) at _____ (location). The pre-construction conference was conducted by _____ (Housing staff person), assigned to this project. A list of all in attendance is included. The Contractor, sub-contractors, and interested parties were instructed regarding the overall responsibilities and advised that failure to meet the contract requirements could affect requests for advance payments and/or final payment.

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PRE-CONSTRUCTION CONFERENCE***AGENDA & ATTENDANCE ROSTER***

The Prevailing Wage Requirements and Labor Standards procedures were presented and all contractors present were informed that the applicable wage determination for this project is _____ with Modification No. _____ copies furnished to all in attendance.

Items Discussed:

Use of apprentices

Payment of overtime

Preparation and submission of payrolls

Posting of wage rates and labor poster

Job classification / Davis Bacon Wage Determination Date: _____

Responsibilities of the General Contractor for the correctness of subcontractor payroll

Responsibility for compliance of lower tier sub-contractors on the project

Storage of Materials

Impact of work on Agency/services providers/consumers/clients

Labor guideline packets were furnished to all in attendance, containing sample forms and exhibits.

Agency Staff explained the responsibilities of the project architect to administer the construction contract, chanted to the construction contract, requests for payments, release or retained payments, storage of materials on-site, progress schedules, processing forms, project completion permission to occupy, final inspection, and the warranty period. Agency and/or HUD representatives will make periodic inspections and will perform on-site labor review functions during the course of construction. Following a question and answer time and further general discussion period, the meeting was adjourned. In attendance were the following:

Name	Address	Firm	Phone
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1. _____

2. _____

3. _____

4. _____

- 5. _____
- 6. _____
- 7. _____
- 8. _____

NOTES:

FOR OFFICE USE ONLY

Required Documentation has been received and file is clear to reimburse project: __ yes __ no

Certifying Official Name/Title: _____

Certifying Official Signature: _____