

RECORD OF PRECONSTRUCTION CONFERENCE

Date: Apr. 5, 1995

NAME OF ASSOCIATION (phone)	ADDRESS (Including Zip Code and	Tel
Housing Authority of the City of Caldwell	PO BOX 70 CALDWELL ID 83606 459-2232	362-3365 - FAX
NAME OF CONSULTING ARCHITECT (FIRM) Crowder Associates	ADDRESS (Including Zip) PO BOX 1757 BOISE ID 83701-1757 342-7489	
NAME OF CONTRACTOR (FIRM) W.T. Seufert Construction	ADDRESS (Including Zip) 7640 HIDDEN VALLEY DR BOISE ID 83709 362-2061	362 - 3765 FAX - Seufert 459 - 8952 - office
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Zip)	Tad's 887-5700 Paget Ken's 386-0688
LOCATION OF CONFERENCE USDA-RECD State Office, Boise		

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representative of Association, Architect, Contractor and RECD:

ASSOCIATION: Don Downing	ARCHITECT: Ray Crowder - inspect - also DAVID-Bacon
HEADQUARTERS: Caldwell	HEADQUARTERS: Boise
CONTRACTOR: W.T. Seufert	RECD: Larry Stachler/Gary Hayne
HEADQUARTERS: Boise	HEADQUARTERS: Caldwell/Boise

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

Assures Authority obtains desired facility. Certifies payment estimates. Prepares any change orders. Construction inspection. Responsible for enforcement of contract provisions including compliance with the Davis-Bacon Act. Issue Statements of Substantial Completion. Approves shop drawings.

F. Procedures for Making Partial Payments

Partial payment estimate prepared on the 30th of each month. Must use Form FmHA 1924-18 or add certification statement and signature blocks therefrom to AIA Document 702. Architect may withhold payment if defective work is not remedied; if the contractor is behind his schedule. 10% retainage.

change con. Mtg to 1st week of month.

G. Guarantee on Completed Work: (Materials, Installed Equipment, Workmanship, Etc.)

One year after final acceptance. Performance Bond in effect during guarantee period.

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

(Handicapped accessibility)

8. Contractor's Schedule:

A. Analyze Work Schedule in sufficient Detail to Enable Consulting Architect to Plan His Operations:
(Consideration must be given to needs of Association and the planned operations of other contractors.)

Schedule showing monthly quantity completions for major items must be furnished before first payment estimate. Send copy to FmHA District Office & State Office.

B. Equipment to Be Used by Contractor:

*Good
compaction on subgrade*

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:

accordian door furnished.

None.

B. Procedures to be adopted by contractor in accounting for and storing such materials:

N/A

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

Monitors architect's & contractor's activities and provides FMHA with report each month explaining (1) any schedule slippage; (2) quantity overruns (analysis & explanation); (3) any significant problems, delays, or adverse conditions and the action taken or contemplated to resolve immediately; (4) any favorable developments. Approves change orders and payment estimates. Member of final inspection team, works through architect. Transmits weekly payroll records to RECD.

4. Responsibilities of RECD District Loan Specialist (Must see that approval conditions are observed and represents the Government's interests.)

Monitors construction. Signs acceptance of payment estimates. Forwards Change Orders to RECD State Office with recommendations regarding acceptance. Orders funds only when and in amount needed.

5. Responsibilities of Contractor: (Review contract terms.)

Furnishes all materials, labor, and equipment necessary to construct per plans & specifications. Notifies architect of any discrepancies. Completes job on schedule.

6. Responsibilities of Any Other Agency Contributing to the Project:

--- No other agencies.

7. General Discussions of Contract:

A. Alternative Specifications: (Does everyone understand the alternatives applicable to the contract as awarded?) *None*

B. Initiating Construction: (Notice to Proceed)

C. Completion Time for Contract: (Does everyone understand contract requirements and methods of Computing?)

280 calendar days after commencement. Commence within 7 days after "Notice to Proceed"

D. Liquidated Damages:

\$500 per calendar day

} *Request in writing*

E. Requests for Extension of Contract Time:

Must be made in writing to consultant or owner promptly.

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11. Change Orders: (Detailed explanation of procedures to be followed and clearance which must be obtained before changes are implemented.)

Use Form FmHA 1924-7. Required before additional work accomplished. Call for verbal approval if holding up work.

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12. Staking of Work: (Clearly Define responsibilities of Architect and Contractor. Line and Grade must be furnished by Architect.)

Architect to furnish baseline and bench marks per contract.

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13. Project Inspection:

- A. Functions of Consulting Architect, including Records and Reports:

All inspections must be recorded each day, in a hardbound book with consecutively numbered pages in ink so as to be acceptable in a court of law. Copy of page entries to District Office each week.

- B. Responsibilities of Owner:

Monitor, pre-final, final inspection, 11-month inspection after substantial completion.

- C. Responsibilities of RECD: *Larry Stecker*

Same as owner's.

- D. Safety and Sanitary Regulations:

OSHA and AGC's Manual.

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14. Final Acceptance of Work: (Include requirements for tests and cleanup of project site.)

When everything 100% complete.

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15. Labor Requirements:

A. Equal Employment Opportunity Requirements:

No discrimination based on race, color, age, sex, religion, national origin, or handicap. Want-ads to state and EO employer. EO provisions to be put in sub-contracts over \$10,000. Written policy on EO communicated to all employees. Have certified: facilities for employees not segregated. If over 50 employees & \$50,000, Affirmative Action Plan.

B. Davis-Bacon Act: In effect. Reviewed 1901-D requirements. *A part of contract*

1901-D - Ord documents
Records kept 3 yrs Larry - Form 440-29 *Review pay sheets* 4-20 / 10-20-95

C. Other Federal Requirements: *signs - posted*

Copeland Anti-Kickback law.

D. State and Local Requirements: *county & state*

E. Union Agreements: *- Lea Electric is union.*

Send non-discrimination notice to any unions involved.

F. Reports Required:

If over 50 employees & \$50,000 contract, file SF 100 with 30 days of award and annually on or before March 31 of each year. If over \$50,000 and 50 employees, within 120 days of award file a written Affirmative Action Plan. Form CC-257, "Monthly Employment Utilization Report" - contractor to keep in his permanent contract file.

16. Equal Employment Provisions of Contract: *E.O. provision*

Covered in Guide . Contractors given Form FmHA 400-3.

17. Right-of-Way and Easements:

A. Explain any Portion of Project not available to Contractor:

B. Contractors Responsibilities During Work Covered by Contract:

Protect adjacent property.

C. Coordination with Railroads, highway departments and other organizations:

18. Placement of Project Signs and Posters:

Minimum Wages (with rates) at site. Equal Employment Opportunity Poster in office where hiring and on job trailer. Include "USDA-Rural Economic & Community Development Loan" on project sign.

19. Handling Disputes:

First try informally in conference with all parties.

NOTED AND CONCURRED WITH, But understood not to be a modification of any existing contracts or agreements:

(Signatures of Members of Governing Board of Association)

(Board Member)

(Consulting Architect Representative)

(Board Member)

(Contractor Representative)

(Contractor Representative)

(RECD Representative)

COMMISSIONERS MEETING
APRIL 5, 1995

LOCATION: USDA-RECD State Office, Boise

PRESENT: Gary Hayne, Larry Stachler, Joe Dalton, Ray Crowder
Don Downen, Dave Cornwell, Lew Kerfoot, David Linden
Tad House, Ken Campbell, W. T. Seufert, Larry Yardly

PRECONSTRUCTION CONFERENCE:

This conference included The Housing Authority of
Caldwell, Crowder Assoc., W.T. Seufert Const., and
RECD agency.

All involved covered the FmHA form 1924-16 which
considered all aspects of the project including the
Davis-Bacon requirements.

MOTION: Dave Cornwell made a motion that was seconded by Lew
Kerfoot that the board sign the "notice to proceed" for
Seufert Construction. Motion carried.

MOTION: Lew Kerfoot made a motion to approve 'Change Order #1'
(change of board)? Dave Cornwell seconded the motion.
Motion carried. *2016 savings from plywood to
oriented strand board
standboard*

MOTION: Dave Cornwell made a motion to authorize Don Downen to
sign (*Engineering design*) to Idaho Power. Lew Kerfoot seconded
the motion. Motion carried.
for underground connections

REQUEST: Seufert Construction requested from the Board written
permission to store appliances off-site. The Board will
consider the request and reply during the May Board Mtg.

4-5-95

Pre-Const. Conference -

1. ~~Sign to Motion~~ to sign the notice to proceed
Dave - 1
Lew - 2 carried

2. Change Order #1 - change of board
1 Lew
2 Dave carried

3. Idaho Power ~~to sign contract to~~
authorize Don to sign contract to
1. Dave
2. Lew carried

Attendees

Gary Haines
Larry Stricker
Ray Crowley
Don Downer
Dave Cornell
Lew Kerfoot
David Lind
Tad House
Ken Campbell
W.H. Seward
Larry Gardley

Newsletter

{ children to stay away
for construction area.

Letter permitting contractor
to store off site, application

LIST OF EQUIPMENT ITEMS REQUESTED BY FARMWAY VILLAGE

1. Two New Kubota FZ 2400 4WD Riding Lawn Mower
\$23,587.00 each
 2. Sweepster Model TP60 GED Pick-Up Sweeper
\$15,500.00
 3. Used Full-Size Pick-Up for staff, repairs & maintenance
\$ 9,326.00
- Total \$72,000.00