3-10-93 Special Bre-Const. Meets For J.U.B. 678 1654 plane Wood Stone 9: - 9562 Fax 1. Review of Re-const. Conference Moter: approve autensten vote for sense 1. DANA Carried at The sinclude requet for chairman to sign future anticipation water There is an approved Cartrail w/ woodstone Sign Egrunt. 3-14-95

NAME <u>OZGANIZATION</u> RECD , CALQUECC Housery authority J-y-B Engineer, Inc J-U-/13 Engineers, Inc



March 21, 1995

# J-U-B ENGINEERS, Inc. ENGINEERS • SURVEYORS • PLANNERS

250 S. Beechwood Avenue, Suite 201 Boise, ID 83709-0944

> 208/376-7330 FAX: 208/323-9336

P.O. Box 70 Caldwell, ID 83606

Honorable Chairman and Board Members:

RE: 1995 Wastewater Treatment Plant Modifications Project
Bid Award Recommendation

On March 14, 1995, bids on the above-mentioned project were publicly opened and read. A total of five (5) bids were received and are tabulated below.

<u>Bidder</u>	Total Lump Sum Price
Woodstone Construction	\$ 127,277.00
Trammels, Inc.	\$ 129,600.00
Bezates Construction, Inc.	\$ 132,000.00
Warrington Construction, Inc.	\$ 154,500.00
BMI Construction	\$ 239,651.00

All bids appear to be responsive and in conformance with the contract documents. We are recommending that the Board execute notice of award to the apparent low bidder – Woodstone Construction, Burley, Idaho. This bidder appears to be capable of performing the work.

Enclosed for your review are five (5) assembled contract documents. For your convenience, yellow tabs are attached on the appropriate documents requiring signatures for initialization of the contract award. The documents will then be routed to the contractor for signing. Bonding certificates of insurance and the signed contract will then be returned.

Please call me at 376-7330 if you have any questions.

Sincerely,

J-U-B ENGINEERS, Inc.

Bryan D Donaldson, P.E. Assistant Area Manager

BDD/mep Enclosures

cc: Larry Stachler – FmHA

Form UnitA 1924-16 (%zv. 2/87)

### RECORD OF PRE-CONSTRUCTION CONFERENCE

DATE.

NAME OF ASSOCIATION	ADDRESS (Including Zip Cinde and Telephone) P.O. Box 70 459-2232
HOUSING AUTHORITY OF THE CITY OF CALDWELL	P.O. Box 70 459-2232 Caldwell, ID 83606 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 37647330
J-U-B ENGINEERS, INC.	250 S. Beechwood Ave., #201 37647330 Boise, ID 83709-0944 FAX 323-9336
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including / ip Code and Telephone) 678-1650
WOODSTONE, INC.	P.O. Box 98 Burley, ID 83318  FALL 899 9562
Farmway Village Office, Caldwell, ID	
	BE DISCUSSED
1. Identification of Official Representatives of Association, Architect, E	
•••	ARCHITECT/ENGINEER: Brian Donaldson
HEADQUARTERS: Caldwell	HEADQUARTERS: Boise
CONTRACTOR Bob Hambleton	FmHA: Larry Stachler
HEADQUARTERS: Burley  2. Responsibilities of Consulting Architect/Engineer: (Does not "superior to the consulting Architect/Engineer: (Does not to the consult	HEADQUARTERS: Caldwell
orders. Requests any other funding as soon	n as allowed. General review of the work by a ses resident inspector. Issues Statements of
each month explaining (1) any schedule sl (3) any significant problems, delays or a templated to resolve immediately; (4) any and payment estimates. Member of final in 4. Responsibilities of FmHA Representative: (Must see that approval conditions construction. Signs acceptance of	or's activities and provides RECD with a report ippage; (2) quanity overruns (analysis & expland dverse conditions and the action taken or comfavorable developments. Approves change orders spection team, works through engineer.  Inditions are observed and represents the Government's interests.) If payment estimates. Signs acceptance of change echnical change, otherwise forwards to State
5. Responsibilities of Contractor: (Review contract terms.) Furnishes all materials, labor and equipmentications. Notifies engeneer of any discontractions. Notifies engeneer of any discontractions. Notifies engeneer of any discontractions.	ment necessary to construct per plans and spec- repancies. Completes job on schedule.
7. General Discussion of Contract: A. Alternative Specifications: (These everyone understand the alternative Contractions)	natives applicable to the contract as awarded?)
B. Initiative Construction: (Notice to Proceed.)  ASAP after review of contracts and bonds	by RECD engineer.

C. Completion Time for Contract. (Does everyone understand contract requirements and methods of Computing!)	
90 DAYS	
D. Liquidated Damaggs:	
PER CONTRACT	
E. Requests for Extension of Contract Time:	
Must be made in writing to consultant or owner promptly.	
F. Procedures for Making Partial Payments:	
Partial payment estimate prepared on the 25 of each month. Must use Form FmHA	424-18
or add certifications statement and signature blocks per the form. Engineer may withher	old
payment if defective work is not remedied; if contractor is behind his schedule.	
G. Guarantee on Completed Work: (Materials, Installed Equipment, Workmanship, Etc.)	
One year from final acceptance. Performance bond in effect during guarantee period.	
one year real acceptance. Terrormance bond in effect during grantimete person	
H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.	
8. Contractor's Schedule:  A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: (Consideration must be given to needs of Association and the planned operations of other contractors.)	
Schedule showing monthly quanity completions for major items must be furnished before	the
-first-payment-estimate. Send copy to RECD District Office & State Office.	
B. Equipment to be Used by Contractor:	
Tours Eg for Ciner	
' ()	
C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials.)	
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9. Sub-Contracts: (Review and approval of proposed Sub-Contractors and their work schedules.)	
	-
	<del>-</del>
10. Status of Materials Furnished by Association:	
A. Schedule for Future Deliveries:	_

B. Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials:
Use of Form FmHA 424-7 is required beforeadditional work accomplished including quanity overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not
applicable, negotiated unit or lump sum prices. Contracotor is warmed they may not be pai for changes if not covered by fully apprved change order. Call for verbal approval it hol
up work.  12. Staking of Work: (Clearly Define responsibilities of Architect/Engineer and Contractor, Line and Grade must be furnished by Architect/ Engineer.) Engineer Will Worth Will But Tenerore
13 Project Inspection: A. Functions of Consulting Architect/Engineer, Including Records and Reports: All inspections must be recorded each of in a hardbound book with consecurtively 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 construction, attend pre-final, final and 11 month inspection after substantial of
C. Responsibilities of FmHA: Same as owner's.
• •
D. Safety and Sanitary Regulations: OSHA and AGC''S Manual.
14. Final Acceptance of Work: (Include requirements for tests and cleanup of project site.)
When work per plans and spec's are 100% complete.
15. Labor Requirements:  A. Equal Employment Opportunity Requirements:
No discrimination. Want ads to state and EO employer. EO provisions to be put in sub-
Certification required: facilities for employees not segregated. Over 50 employees: AAPL
Will apply. Will not apply.
c. Other Federal Requirements: Copeland Anti-Kickback Law.
D. State and Local Requirements:
E. Union Agreements:

F. Heports Hequited: If over 100 employees, file SF 100 within 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 awa file a written Affirmative Action Llan. Form CC-257, "Monthly Employment Utilization Repowill be kept in the contractors permanent contract file.

6.	Equal Employment Provisions of Contract:
	Covered in FmHA Supplemental General Conditions. Contractors were given Form FmHA 400-3.
	Spokane Home Town Plan in effect for 10 Norhtern Counties.
17.	Rights-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:
	Equal Opportunity Poster in office where hiring and the "on job" trailer. The project sign will be in place no later than: N/A . Project sign will be per the specification and bid documents.
19	Handling Disputes:  First by conference with all parties and secondly by legal means available to parties inwolved.
NC	OTED AND CONCURRED WITH, But understood not to be a modification of well-existing contracts of agreements:
(S	Board of Association)  (Contractor Representative)
	(Chairman) (Chairman) (Chairman)
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L	Jan Dowell rary Jacken
_	(Finil A Representative)
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# Form Field 1924-16 (Rev. 2/87)

#### RECORD OF PRE-CONSTRUCTION CONFERENCE

NAME OF ASSOCIATION	ADDRESS (Including Zin Code and Telephone)
HOUSING AUTHORITY OF THE CITY OF CALDWELL	ADDRESS (Including Zip Code and Telephone) P.O. Box /0 459-2232 Caldwell, ID 83606 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM)	· · · · · · · · · · · · · · · · · · ·
J-U-B ENGINEERS, INC.	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 37697330 Boise, ID 83709-0944 FAX 323-9336
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Zip Code and Telephone)
WOODSTONE, INC.	P.O. Box 98
LOCATION OF CONFERENCE	Burley, ID 83318
Farmway Village Office, Caldwell, ID	
SUBJECTS TO  1. Identification of Official Representatives of Association, Architect, E	BE DISCUSSED
1. Identification of Official Representatives of Association, Architect, c	ingmeer, Contractor and Pintia:
ASSOCIATION: Don Downen	ARCHITECT/ENGINFER Brian Donaldson
HEADQUARTERS:Caldwell	HEADQUARTERS: Boise
contractor: Bob Hambleton	FmHA: Larry Stachler
HEADQUARTERS: Burley	HEADQUARTERS: Caldwell
2. Nesbonsionines of Consulting Alcintect/Engineer, 17005 nm, 31005 i	ASC THE CONTRACTOR & CONTROLLES, CHAINMENT OF ASSCRIBATIONS.
Assures CEHA obtains desired facility. Ce	rtifies payment estimates. Prepares any change
orders. Requests any other funding as soon	n as allowed. General review of the work by a
registered professional engineer. Supervi	ses resident inspector. Issues Statements of
Substantial Completion. Provides as-built	drawings. Approves shop drawings.
3. Responsibilities of Association's Governing Body: (Actual contraction)	ig Organization.)
Monitors consultant, inspector & contract	or's activities and provides RECD with a report
each month explaining (1) any schedule sl	ippage; (2) quanity overruns (analysis & explana
(3) any significant problems, delays or a	dverse conditions and the action taken or com-
templated to resolve immediately; (4) any	favorable developments. Approves change orders
and payment estimates. Member of final in	spection team, works through engineer.
4. Responsibilities of FmHA Representative: (Must see that approval co	
Monitors construction. Signs acceptance o	f payment estimates. Signs acceptance of change
	echnical change, otherwise forwards to State
Director for approval. Orders funds only	when and in amount needed.
	-
5. Responsibilities of Contractor: (Review contract terms.)	
Furnishes all materials, labor and equipment	ent necessary to construct per plans and spec-
ifications. Notifies engeneer of any disc	repancies. Completes job on schedule.
6. Responsibilities of Any Other Agency Contributing to the Project:	
7. General Discussion of Contract: A. Alternative Specifications: (Does everyone understand the altern	natives applicable to the contract as awarded?)
8. Initiative Construction: (Notice to Proceed.)	•
·	lu PECD aminous
ASAP after review of contracts and bonds	by Kran engineer.

Requests for Extension of Contess Trans.  Must be made in writing to consultant or owner promptly.  Focusions to thekeng brains bymans: Partial psyment estimate prepared on the2.5. Or each month. Must use Form Fall A 426.  Payment if defective work is not remedied; if contractor is behind his serve special contractor is behind his serve behavior.  Louise gear from final acceptance, Performance bond in effect during guarantee period.  Louise sear from final acceptance, Performance bond in effect during guarantee period.  Louise sear from final acceptance, Performance bond in the Obsenious John Willeam.  Louise sear from final socoptance, Performance by the Ond Discussion by All Farner.  Louise sear from final contract and Specifications of barens special Discussions by All Farner.  Louise sear from final contract and Specifications for major items must be given to secularly assumed to all offer ounders.  Listedian and fire framed operations of older ounders.  Listedian and the plant operations of our major items.  Listedian and the plant operations of our major items.  Listedian and the plant of ounders are fired framed and blue ounders.  Listedian and the plant of the p		
Hust be made in writing to consultant or owner promptly.  Foreigness of the consultant of consultant or owner promptly.  Foreigness of contractive settings to consultant or the LACA of each month, what use Form-Fmile 424 payment if defective work is not remedied; if contractor is leptind his schedule.  Foreigness on Completed Work; Mainthi, hundled Equipment, Next mushing, fire.)  L. Onner year from tinal acceptance, Performance, bond in effect during guarantee period.  L. Contents on Completed Work; Mainthi, hundled Equipment, Next mushing fire.)  L. Contents on Completed Work; Mainthi, hundled Equipment, Next mushing fire.)  L. Contents on Completed Work; Mainthi, contract on the fire of the		2. Status of Materials Furnished by Association: A. Schedule for Future Deliverles:
Requests for Exemision of Contest Times:  Must be made in writing to consultant or owner promptly.  Focesions for Making Parlial Paymonts:  Focesions for Making Parlial Paymonts:  For add certifications statement and signature blocks per the form. Engineer may withhold between son Completed Work; Maturials, Installed Engineer, Invariantly for is Debind his schedule.  Lone year from tinal acceptance, Performance bond in effect during guarantee period.  Lone year from tinal acceptance. Performance bond in effect during guarantee period.  Lone year from tinal acceptance. Performance bond in effect during guarantee period.  Lone year from tinal acceptance. Performance bond in effect during guarantee period.  Lone year from the formance and specifications which because special Discussions by All Parlia.  Schedule showing monthly quantly completions to Pan His Operations to the first to acceptance.  Schedule showing monthly quantly completions for major items must be furnished before the effect between the plant of the contractors.  Eigetpinent to be that by Contractor:  Equipment to be that by Contractor:  Equipment to be that by Contractor:  Equipment to be that by Contractor:	<u></u>	
Lequidated Demagner:  According to Mather in writing to consultant or owner promptly.  Percentures for Making Partial Payments:  Procedures for Making Partial Payments at a special on the Action of Action Payment of Action Payments and Special Payments. If contractor is local payments are decedured. Work manufup, Ric.)  Procedures on Completed Work is intelled Equipment, Work manufup, Ric.)  Procedures on Completed Work is intelled Equipment, Work manufup, Ric.)  Procedures on Completed Work is intelled Equipment, Work manufup, Ric.)  Procedures on Completed Work is intelled Equipment, Work manufup, Ric.)  Procedures on Completed Work is a factorially manufactured Dominion by All Partial Science Demand of Payment Capital Science on Complete Operation on the Manufactured Action Payment Capital Science on Complete Operations and the planned operations of other complete Complete Dominions for major items must be given to meet of Action Payment Capital Copy to REOD District Office & State Office.  Eiset payment to be Used by Contractor:  B. Equipment to be Used by Contractor:		Sub-Contracts: (Review and approved to proposed Sub-Contractors and their work schedules.)
Near to Receive to Receive the Receive on the Second month. Must use Borm Phily.  Procedure to Making Partial Payments:  Procedure to Completed Work: Alements and standard Computer of Marking Payment of The Corm. Engineer may withhold on year from final acceptance, Performance Donal in effect during guarantee period.  Procedure and Specifications which Daseve Special Discussions by All Parties.  Procedure and Specifications which Daseve Special Discussions by All Parties.  Procedure and Specifications which Daseve Special Discussions by All Parties.  Procedure and Specifications of the Completions to Plan His Operations: (Considerations must be Alivon to meets of Acceptance and Specifications of the Completions to Plan His Daseve Work Schedules.  Procedure and Specifications of the Completions for major items must be furnished Defore the Acceptance of Payment Schedules.  Procedure and Specifications of the Completions for major items must be furnished Defore the Payment of Payment Completed Completions for Major items must be furnished Defore the Eight Receptance of Payment Completed Completed District of Office & State Office.  By Equipment to be Used by Content Copy to MECD District Office & State Office.		C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials.)
Hequests for Marking Partials Permater Times:  Requests for Marking Partials Depresed on the ASAM of each month. Must use Born Brail A 424 or add certifications at Sections and Sections and Sections at Sections and Section		
Liquidated Damague:  Requests for Extension of Contract Time:  Requests for Extension of Contract Time:  Partial be made in writing to consultant or owner promptly.  Partial payment estimate prepared on the SG-M of each month, Must use Form Fmlk 424 payment if defective work is not remedied; if contractor is hehind his schedule.  Partial payment and statement and signature blocks per the form. Engineer may withhold beyone on Completed Work: (Matrials, Installed Equipment, Must manship, Etc.)  One year from final acceptance, Performance bond in effect during guarantee period.  Johe year from final acceptance, Performance bond in effect during guarantee period.  Johe year from final schedules.  Johe year from the Contract and Specifications which Daserva Special Discussions by All Partial  Johnstein and Specifications which Daserva Special Discussions by All Partial  Johnstein and Specifications which Daserva Special Discussions by All Partial  Johnstein and Specifications of the Contract of the Special Discussions of the Special Dis		B. Equipment to be Used by Contractor:
Figurest for Extension of Contract Time:  Must be made in writing to consultant or owner promptly.  Partial payment estimate prepared on the standard certifications at at emedied; if contractor is hehind his schedule. By withhold to a set on Completed Work: (Matrials Installed Equipment, Northwanship, Fic.)  One year from final acceptance. Performance bond in effect during guarantee period.  One year from final acceptance. Performance bond in effect during guarantee period.		A. Analyze Work Schedule in Sufficient Detell to Enable Consulting Engineer to Pien Fits Operations; [Considerations of other confractors.]
Hequests for Extension of Contract Tune:  Must be made in writing to consultant or owner promptly.  Procedures for Making Partial Payments:  Partial payment estimate prepared on the ACM of each month, Must use Form Fimily 424 or add certifications statement and signature blocks per the form. Engineer may withhold payment if defective work is not remedied; if contractor is behind his schedule.		
Liquidated Demagnes:  Requests for Extension of Construct Time:  Must be made in writing to consultant or owner promptly.  Procedures for Making Partial Payments:  Partial payment estimate prepared on the Sark of each month. Must use Form FmltA 424 or add certifications statement and signature blocks per the form. Engineer may withhold or add certifications statement and signature blocks per the form. Engineer may withhold or add certifications statement and signature blocks per the form. Engineer may withhold or add certifications statement and signature blocks per the form. Engineer may withhold or add certifications statement and signature blocks per the form. Engineer may withhold or add certifications statement and signature blocks per the form.		). Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.
Liquidated Demages:		One year from final acceptance. Performance bond in effect during guarantee per
	withhold	Partial payment estimate prepared on the 25 M of each month. Must use Form or add certifications statement and signature blocks per the form. Engineer may payment if defective work is not remedied; if contractor is behind his schedul. Guerentee on Completed Work: (Matrials Equipment, Work manship, Fic.)  One year from final acceptance. Performance bond in effect during guarantee per
shop of	withhold	Must be made in writing to consultant or owner promptly.  Procedures for Making Partial Payments:  Procedures for Making Payments:  Procedures fo
,, W)	withhold ———	or add certifications statement and signature blocks per the form. Engineer may payment if defective work is not remedied; if contractor is hebind bis schedul.

B. Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials:	
11. Change Orders: (Detailed explanation of procedure to be followed and clearance which must be obtained before changes are implemented.)	
Use of Form FmHA 424-7 is required beforeadditional work accomplished including quanity	
overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not	
applicable, negotiated unit or lump sum prices. Contracotor is warned they may not be paid	i
for changes if not covered by fully apprved change order. Call for verbal approval it hold	lir
up work.	
12. Staking of Work: (Clearly Define responsibilities of Architect/Eigeneer and Contractor, Line and Grade must be furnished by Architect/ Engineer.)  Engineers will live work estimates	
submit	
13. Project Inspection: A. Functions of Consulting Architect/Engineer, Including Records and Reports: All inspections must be recorded each dain a hardbound book with consecurtively 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:	зy
Monitor construction, attend pre-final, final and 11 month inspection after substantial co	mc
C. Responsibilities of FmHA:	
Same as owner's.	
D. Safety and Sanitary Regulations:	
OSHA and AGC''S Manual.	
14. Final Acceptance of Work: (Include requirements for tests and cleanup of project site.) When work per plans and spec's are 100% complete.  ### Clarge orders	
WHEN WOLK DEL PLANS and Speed & ale 200% completel.	
15. Labor Requirements: A. Equal Employment Opportunity Requirements:	
No discrimination. Want ads to state and EO employer. EO provisions to be put in sub=	
contracts over \$10,000. Written policy on EO communications to all employees.	
Certification required: facilities for employees not segregated. Over 50 employees: AAPla	n
B. Davis-Bacon Act:	
Will apply. Will not apply.	
C. Other Federal Requirements:	
Copeland Anti-Kickback Law.	
D. State and Local Requirements:	
E. Union Agreements:	
F. Haports Haquired: If over 100 employees, file SF 100 within 30 days of award and annually or	1
or before March 31 of each year. If over \$50,000 and 50 employees, within 120 days of awa file a written Affirmative Action Llan. Form CC-257, "Monthly Employment Utilization Repo	ar:
Will be kept in the contractors permanent contract file.	

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	•
(Contractor Representative)	(เกมเทากา)
(5341610255445A 1015611105)	Board of Association)
1	natures of Members of Governing
รรุบอาเมอก รายเกตอน (การการการการการการการการการการการการการก	ED AND CONCURRED WITH, But understood not to be a modification of a
	inwolved.
ndly by legal means available to parties	First by conference with all parties and secon
	and bid documents.
Project sign will be per the specificat	will be in place no later than:
ng and the "on job" trailer. The project	Equal Opportunity Poster in office where hirin
	Placement of Project Signs and Posters:
	•
(ous:	C. Coordination With Railroads, Highway Departments and Other Organizate
	Protect adjacent property.
	3. Contractors Responsibilities During Work Covered by Contract:
	A. Explain any Portion of Project Not Available to Contractor:
	Rights-of-Way and Easements:
ern Counties.	spokane Home Town Plan in effect for 10 Norhte
	Covered in FimMA Supplemental General Condition
	Equal Employment Provisions of Confract:

Sec. 2

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#### NOTICE TO CONTRACTORS AND APPLICANTS

Attached is a r	nondiscrimination poster.	In accordance	with the terms of your c	onstruc-
tion contend with	HOUSING AUTHORITY OF	THE CITY OF	CALDWELL	
non contract with	(Name o	f Borrower or I	Recipient of Grant)	

the poster is to be displayed in all employment offices, on bulletin boards, and in other conspicuous places available to employees and applicants for employment. The poster must be displayed in the same manner by your subcontractors who are subject to the equal opportunity provisions of your contract, and you are required to furnish them with such posters. Additional copies of the posters may be obtained from this office.

Any reference to Federal Government contract or contractors in the standard forms or posters is to be interpreted to include any contract for construction work financed in whole or in part with a Farmers Home Administration direct or insured loan or grant.

If the contract equals \$50,000 or more and you have 50 or more employees, you will find attached Form AD-425, "Contractor's Affirmative Action Plan for Equal Employment Opportunity," to be used as a guide in developing the required written affirmative action compliance programs which must be on file at each of your offices within 120 days.

"Subcontractors" as used herein means any subcontractor holding a subcontract which calls for supplies or services required for the performance of the prime contract except subcontracts which either (1) do not exceed \$10,000 (\$100,000 if for standard commercial supplies or raw materials) or (2) are below the second tier and do not call for construction work at the site of construction, including any temporary location or facility established by the subcontractor specifically to meet the demands of his subcontract.

The Department of Agriculture Compliance Officer may conduct compliance reviews of contracts covered by Executive order 11246, as amended. You will be notified if such a review is scheduled.

May 10, 1995

Date

Larry Stachler

Cakhkx **X**xxxxxxxxX

Districť Loan Specialist

WOODSTONE, INC.

Name of Contractor

Burley, ID 83318

Address of Contractor

FHA 400-3 (Rev. 11-1-71)

Position 6

# Form FintIA 1924-16 (Rev. 2/87)

## RECORD OF PRE-CONSTRUCTION CONFERENCE

NAME OF ASSOCIATION	ADDRESS (Including Zip Code and Telephone) P.O. Box 70 459-2232
HOUSING AUTHORITY OF THE CITY OF CALDWELL	P.O. Box 70 459-2232 Caldwell, ID 83606 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 376-7330
J-U-B ENGINEERS, INC.	250 S. Beechwood Ave., #201 376-7330 Boise, ID 83709-0944 FAX 323-9336
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Lip Code and Telephone) 678-1654
WOODSTONE, INC.	P.O. Box 98 Burley, ID 83318  FALL BY 8 4562
LOCATION OF CONFERENCE Farmway Village Office, Caldwell, ID	
	D BE DISCUSSED
1. Identification of Official Representatives of Association, Architect, 1	Engineer, Contractor and FmHA:
ASSOCIATION: Don Downen	ARCHITECT/ENGINEER: Brian Donaldson
HEADQUARTERS: Caldwell	HEADQUARTERS: Boise
contractor: Bob Hambleton	FmHA: Larry Stachler
HEADQUARTERS: Burley  2. Responsibilities of Consulting Architect/Engineer: (Does not "super	HEADQUARTERS: Caldwell
2. Responsibilities of Consulting Architect/Engineer: (Does not "super	vise" the contractor's employees, equipment or operations.)
Assures TEMA obtains desired facility. Ce	rtifies payment estimates. Prepares any change
orders. Requests any other funding as soo	n as allowed. General review of the work by a
modiatored professional engineer Supervi	ses resident inspector. Issues Statements of
registered professional engineer. Supervi	designed Approved then drawings
Substantial Completion. Provides as-built	drawriigs. Whitenes such drawriigs.
each month explaining (1) any schedule sl	or's activities and provides RECD with a repor
(3) any significant problems, delays or a	adverse conditions and the action taken or com-
templated to resolve immediately: (4) any	ravorable developments. Approves change order
and payment estimates. Member of final in	nspection team, works through engineer.
4. Responsibilities of FmHA Representative: (Must see that approval of Monitors construction. Signs acceptance of	onditions are observed and represents the Government's interests.) of payment estimates. Signs acceptance of change
orders it no increase in costs or major	technical change, otherwise forwards to State
Director for approval. Orders funds only	when and in amount needed.
5. Responsibilities of Contractor: (Review contract terms.)	
Furnishes all materials, labor and equip	ment necessary to construct per plans and spec-
ifications. Notifies engeneer of any disc	crepancies. Completes job on schedule.
8. Responsibilities of Any Other Agency Contributing to the Project:	•
7. General Discussion of Contract:  A. Alternative Specifications: (Dues everyone understand the alternative Contractions)	rnatives applicable to the contract as awarded?)
B. Initiative Construction: (Notice to Proceed.)	•
ASAP after review of contracts and bonds	thy RECD engineer.
Marke appearance and annual control and a second a second and a second a second and	
***	EmHA 1924-16 (Rev. 2/87)

90 DAYS	<del></del>
D. Liquidated Damages:	*
12x Contribut	
E. Requests for Extension of Contract Time:  Must be made in writing to consultant or owner promptly.	
Partial payment estimate prepared on the 25 of each month. Must use For add certifications statement and signature blocks per the form. Engineer may payment if defective work is not remedied; if contractor is behind his schedule.	nav withhold
G. Guarantee on Completed Work: (Materials, Installed Equipment, Work manship, Etc.)  One year from final acceptance. Performance bond in effect during guarantee p	period.
H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.	<del></del>
. Contractor's Schedule: A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: (Consideration must be given Association and the planned operations of other contractors.)  Schedule showing monthly quanity completions for major items must be furnished—first—payment estimate. Send copy to RECD District Office & State Office.	
8. Equipment to be Used by Contractor:  Accident to face the face of the contractor	
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 then work schedules)	
	<u> </u>

B. Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials:
Use of Form FmHA 424-7 is required beforeadditional work accomplished including quanity overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not
applicable, negotiated unit or lump sum prices. Contracotor is warned they may not be paid for changes if not covered by fully apprved change order. Call for verbal approval it hold up work.
12. Staking of Work: (Clearly Define responsibilities of Architect/Engineer and Contractor. Line and Grade must be furnished by Architect/ Engineer.) Engineer Will World with the Ibn Tlacrover
13. Project Inspection: A. Functions of Consulting Architect/Engineer, Including Records and Reports: All inspections must be recorded each d in a hardbound book with consecurtively 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 construction, attend pre-final, final and 11 month inspection after substantial c  C. Responsibilities of FmHA:
Same as owner's.
D. Safety and Sanitary Regulations:  OSHA and AGC**S Manual.
14. Final Acceptance of Work: (Include requirements for tests and cleanup of project site.)
When work per plans and spec's are 100% complete.
And Change Orden's
A. Equal Employment Opportunity Requirements:  No discrimination. Want ads to state and EO employer. EO provisions to be put in sub-
contracts over \$10,000. Written policy on EO communications to all employees.  Certification required: facilities for employees not segregated. Over 50 employees: AAPla
Will apply. Will not apply.
C. Other Federal Requirements:
Copeland Anti-Kickback Law.
D. State and Local Requirements:
E. Union Agreements

F. Hepons Required: If over 100 employees, file SF 100 within 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 awa file a written Affirmative Action Llan. Form CC-257, "Monthly Employment Utilization Repowill be kept in the contractors permanent contract file.

16.	Equal Employment Provisions of Contract:
	Covered in FmHA Supplemental General Conditions. Contractors were given Form FmHA 400-3.
	Spokane Home Town Plan in effect for 10 Norhtern Counties.
17.	Rights-of-Way and Easements. A. Explain any Portion of Project Not Available to Contractor:
	8. 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:
	Equal Opportunity Poster in office where hiring and the "on job" trailer. The project sign will be in place no later than: N/A . Project sign will be per the specifications and bid documents.
19.	Handling Disputes: <u>First by conference with all parties and secondly by legal means available to parties involved.</u>
NC	TED AND CONCURRED WITH, But understood not to be a modification of affirentiating contracts of agreements.
(Si	Board of Association)  (Contractor Representative)
	Inall E. Ereme
Z.	Select Mercol Dig Sindly
Z	Consulting Architect/Figure or Representative)
	(l-mll/A Representative)
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•	Provisions of Contract:	
Covered in E	MHA Supplemental General Conc	ditions. Contractors were given Form FmHA 400-3
Spokane Home	Town Plan in effect for 10 M	Norhtern Counties.
Rights-of-Way and A. Explain any Por	Easements: tion of Project Not Available to Contractor:	
B. Contractors Res	sponsibilities During Work Covered by Contract:	
Protect adja	acent property.	
C. Coordination W	ith Railroads, Highway Departments and Other C	Organizations:
_	ct Signs and Posters:	•
and bid docu	uments.	hiring and the "on job" trailer. The project s . Project sign will be per the specificati
First by con involved.		secondly by legal means available to parties
	RRED WITH, But understood not to be a modific	action of any averting contracts or agreements
DIED AND CONCOR	RED WITH, But understood not to be a modific	until of any existing commercia or agreements.
ignatures of Members Board of Assoc	s of Governing action!	
Doura of Masoc	,	(Contractor Representative)
	(Chairman)	(Contractor Representative)
	(Board Member)	(Consulting Architect/Engineer Representative)
	(Board Member)	(FmHA Representative)
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B. Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials:
1. Change Orders: (Detailed explanation of procedure to be followed and clearance which must be obtained before changes are implemented.)  Use of Form FmHA 424-7 is required beforeadditional work accomplished including quanity
overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not
applicable, negotiated unit or lump sum prices. Contracotor is warned they may not be paid
for changes if not covered by fully apprved change order. Call for verbal approval it hold
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Engineer.)
13. Project Inspection: A. Functions of Consulting Architect/Engineer, Including Records and Reports: All inspections must be recorded each d in a hardbound book with consecurtively 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 construction, attend pre-final, final and 11 month inspection after substantial c
C. Responsibilities of FmHA:
Same as owner's.
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D. Safety and Sanitary Regulations: OSHA and AGC''S Manual.
USHA and AGC 5 Manual.
' '
14, Final Acceptance of Work: (Include requirements for tests and cleanup of project site.)
When work per plans and spec's are 100% complete.
15. Labor Requirements:  A. Equal Employment Opportunity Requirements:
No discrimination. Want ads to state and EO employer. EO provisions to be put in sub=
contracts over \$10,000 Written policy on EO communications to all employees.
Certification required: facilities for employees not segregated. Over 50 employees: AAPla
B. Davis-Bacon Act:
Will apply. Will not apply.
C. Other Federal Requirements:
Copeland Anti-Kickback Law.
D. Casto and Local Consistences:
D. State and Local Requirements:
E. Union Agreements:
E Beaut Burning If 100 ampleyees file CE 100 within 30 days of gyard and annually o
F. Heports Hequired: If over 100 employees, file SF 100 within 30 days of award and annually on hefore March 31 of each year. If over \$50,000 and 50 employees, within 120 days of award and annually of the head of the second se
or before March 31 of each year. If over \$50,000 and 50 employees, within 120 days of aw file a written Affirmative Action Llan. Form CC-257, "Monthly Employment Utilization Rep
Will be kept in the contractors permanent contract file.
Will be kept in the contractors permanent contract rise.

C. Completion Time for Contract. (Does everyone understand contract requirements and methods of Computing?)	
D. Liquidated Damages:	
E. Requests for Extension of Contract Time:  Must be made in writing to consultant or owner promptly.	
F. Procedures for Making Partial Payments: Partial payment estimate prepared on the of each month. Must use Form FmHA	424-18
or add certifications statement and signature blocks per the form. Engineer may withh payment if defective work is not remedied; if contractor is behind his schedule.	old
G. Gusrantee on Completed Work: (Materials, Installed Equipment, Workmanship, Etc.)  One year from final acceptance. Performance bond in effect during guarantee period.	
H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.	
·	
Contractor's Schedule:  A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: (Consideration must be given to needs of Association and the planned operations of other contractors.)	
Schedule showing monthly quanity completions for major items must be furnished before <u>first-payment estimate</u> . Send copy to RECD District Office & State Office.	≥ the
B. Equipment to be Used by Contractor:	
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	_
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 then work schedules)	-
	<b>_</b>
10. Status of Materials Furnished by Association:  A. Schedule for Future Deliveries:	_

Form FigHA 1924-16 (Rev. 2/87)

#### RECORD OF PRE-CONSTRUCTION CONFERENCE

NAME OF ASSOCIATION	ADDDESS Underland 2m Cale and Telephone
	ADDRESS (Including Zip Code and Telephone) P.O. Box 70 459-2232
HOUSING AUTHORITY OF THE CITY OF CALDWELL	Caldwell, ID 83606 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 37697330
J-U-B ENGINEERS, INC.	250 S. Beechwood Ave., #201 37697330 Boise, ID 83709-0944 FAX 323-9336
NAME OF CONTRACTOR IFIRM	· ·
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Zip Code and Telephone) P.O. Box 98
WOODSTONE, INC.	Burley, ID 83318
LOCATION OF CONFERENCE	Ductey, 1D 00010
Farmway Village Office, Caldwell, ID	
	D BE DISCUSSED
1. Identification of Official Representatives of Association, Architect, E	Engineer, Contractor and FmHA:
ASSOCIATION:Don_Downen	ARCHITECT/ENGINEER. Brian Donaldson
Caldwall	USAPOUARTERS Boise
HEADQUARTERS:Caldwell	HEADOUARTERS:
CONTRACTOR: Bob Hambleton	FmHA: Larry Stachler
HEADQUARTERS: <u>Burley</u> 2. Responsibilities of Consulting Architect/Engineer: (Does not "super-	HEADQUARTERS: Caldwell
2. Responsibilities of Consulting Architect/Engineer: (Does not "super	vise" the contractor's employees, equipment or operations.)
	rtifies payment estimates. Prepares any change
orders. Requests any other runding as soo	n as allowed. General review of the work by a
registered professional engineer. Supervi	ses resident inspector. Issues Statements of
Substantial Completion. Provides as-built	Grawings. Approves snop Grawings.
	· · · · · · · · · · · · · · · · · · ·
3. Responsibilities of Association's Governing Body: (Actual contraction Many themse account to the second	or's activities and provides RECD with a report
Monitors consultant, inspector & contract	or s activities and provides Reco with a report
(2) any cionificant problems delegate st	ippage; (2) quanity overruns (analysis & explana dverse conditions and the action taken or com-
and payment estimates. Member of final in	Tavorable developments. Approves change orders
	<u> </u>
4. Responsibilities of FmHA Representative: (Must see that approval community of Signs acceptance of Monitors construction. Signs acceptance of	of payment estimates. Signs acceptance of change
orders if no increase in costs or major t	echnical change, otherwise forwards to State
Director for approval. Orders funds only	
5. Responsibilities of Contractor: (Review contract terms.)	
	ent necessary to construct per plans and spec-
ifications. Notifies engeneer of any disc	repancies. Completes job on schedule.
6. Responsibilities of Any Other Agency Contributing to the Project:	
o. Desponsion ties of Any Other Agency Contributing to the Project:	•
7. General Discussion of Contract:	
A. Alternative Specifications: (Does everyone understand the alternative	natives applicable to the contract as awarded?)
	•
B. Initiative Construction: (Notice to Proceed)	
ASAP after review of contracts and bonds	by RECD engineer.
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B. Procedures to be Adopted by Contractor in Accounting for and Storing Such Materials:
1. Change Orders: (Detailed explanation of procedure to be followed and clearance which must be obtained before changes are implemented.)  Use of Form FmHA 424-7 is required beforeadditional work accomplished including quanity
overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not applicable, negotiated unit or lump sum prices. Contracotor is warned they may not be paid for changes if not covered by fully apprved change order. Call for verbal approval if hold
UP WORK.  12. Staking of Work: (Clearly Define responsibilities of Architect/Engineer and Contractor, Line and Grade must be furnished by Architect/Engineer,)  Engineer.)
13. Project Inspection: A. Functions of Consulting Architect/Engineer, Including Records and Reports: All inspections must be recorded each da
in a hardbound book with consecurtively 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 construction, attend pre-final, final and 11 month inspection after substantial construction of FmHA:
Same as owner's.
D. Safety and Sanitary Regulations: OSHA and AGC'S Manual.
14. Final Acceptance of Work: (Include requirements for tests and cleanup of project site.) When work per plans and spec's are 100% complete.
·
15. Labor Requirements: A. Equal Employment Opportunity Requirements:
No discrimination. Want ads to state and EO employer. EO provisions to be put in sub=contracts over \$10,000. Written policy on EO communications to all employees.  Certification required: facilities for employees not segregated. Over 50 employees: AAPla
B. Davis-Bacon Act: Will apply. Will not apply.
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C. Other Federal Requirements: Copeland Anti-Kickback Law.
D. State and Local Requirements:
E. Union Agreements:
•

F. Reports Required: If over 100 employees, file SF 100 within 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 awar file a written Affirmative Action Llan. Form CC-257, "Monthly Employment Utilization Repor Will be kept in the contractors permanent contract file.

6. Equal Employment Provisions of Contract:		
	eral Conditions	. Contractors were given Form FmHA 400-3.
Spokane Home Town Plan in effec		
7. Rights-of-Way and Easements: A. Explain any Portion of Project Not Available to C	contractor:	
B. Contractors Responsibilities During Work Covere	d by Contract:	
Protect adjacent property.		
C. Coordination With Railroads, Highway Departme	nts and Other Organization	is:
8. Placement of Project Signs and Posters:		
will be in place no later than: and bid documents.  9. Handling Disputes:	ice where hiring	and the "on job" trailer. The project si Project sign will be per the specification
	rties and second	ly by legal means available to parties
OTED AND CONCURRED WITH, But understood not		
Signatures of Members of Governing Board of Association)	•	(Contractor Representative)
	(Chairman)	(Contractor Representative)
(Boa	rd Member)	(Consulting Architect/Engineer Representative)
·	rd Member)	(FmHA Representative)
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Form FinIIA 1924-16 (Rev. 2/87)

### RECORD OF PRE-CONSTRUCTION CONFERENCE

NAME OF ASSOCIATION	ADDRESS (Including Zip Code and Telephone) P.O. Box 70 459–2232
HOUSING AUTHORITY OF THE CITY OF CALDWELL	Caldwell, ID 83606 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM)	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 37697330
J-U-B ENGINEERS, INC.	250 S. Beechwood Ave., #201 37697330 Boise, ID 83709-0944 FAX 323-9336
NAME OF CONTRACTOR (FIRM)	ADDRESS (Including Zip Code and Telephone) P.O. Box 98
WOODSTONE, INC.	Burley, ID 83318
Farmway Village Office, Caldwell, ID	
	BE DISCUSSED
1. Identification of Official Representatives of Association, Architect, E	
ASSOCIATION:Don_Downen	ARCHITECT/ENGINEER: Brian Donaldson
HEADQUARTERS:Caldwell	HEADQUARTERS: Boise
contractor: <u>Bob Hambleton</u>	FmHA: Larry Stachler
HEADQUARTERS: Burley	HEADQUARTERS: Caldwell
2 Responsibilities of Consulting Architect/Engineer: (1903 10) 3(0)	чуст (не сонугасног с етрюусех, едифтем от ореганом».)
Assures CEHA obtains desired facility. Cer	rtifies payment estimates. Prepares any change
orders. Requests any other funding as soon	n as allowed. General review of the work by a
registered professional engineer. Supervis	ses resident inspector. Issues Statements of
Substantial Completion. Provides as-built	drawings. Approves shop drawings.
•	_
3. Responsibilities of Association's Governing Body: (Actual contract)	w Oreantzation.)
Monitors consultant inspector & contract	or's activities and provides RECD with a report
riolitors consultant, inspector a contract	ippage; (2) quanity overruns (analysis & explana
each month explaining (1) any schedule si	lippage, (2) quality overtains (analytic a england
(3) any significant problems, delays of a	dverse conditions and the action taken or com-
templated to resolve immediately; (4) any	Favorable developments. Approves change orders
and payment estimates. Member of final in	spection team, works through engineer.
4 Responsibilities of EmHA Benresentative: Must see that approval co	onditions are observed and represents the Government's interests.)
Monitors construction. Signs acceptance of	f payment estimates. Signs acceptance of change
orders it no increase in costs or major i	echnical change, otherwise forwards to State
Director for approval. Orders funds only	when and in amount needed.
Director for approvar. Orders raines only	When dra In allocate treatest
5. Responsibilities of Contractor: (Review contract terms.)	
Furnishes all materials, labor and equipment	ent necessary to construct per plans and spec-
ifications. Notifies engeneer of any disc	repancies. Completes job on schedule.
11100010101 1100111100 0118011001 01 011	
6. Responsibilities of Any Other Agency Contributing to the Project:	•
7. General Discussion of Contract:	
A. Alternative Specifications: (Does everyone understand the alternative	natives applicable to the contract as awardenty
-	•
B. Initiative Construction: (Notice to Proceed.)	
ASAP after review of contracts and bonds	by RECD engineer.
	,
	22 114 1004 14 10 1007

E. Haquest for Extension of Contract Time: Must be made in writing to consultant or owner promptly.  F. Procedures for Making Partial Payment: Partial payment estimate prepared on the	D. Landshard Demonstr	
E. Requests for Extension of Contract Times:  Must be made in writing to consultant or owner promptly.  F. Procedures for Making Partial Payments:  Partial payment estimate prepared on the of each month. Must use Form Field 424 or add certifications statement and signature blocks per the form. Engineer may withhold payment if defective work is not remedied; if contractor is behind his schedule.  G. Guarantee on Completed Work: (Materials, Installed Equipment, Invahamship, Etc.)  One year from final acceptance. Performance bond in effect during guarantee period.  H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.  Contractor's Schedule:  A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan the 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 the first payment estimate. Send copy to RECO District Office & State Office.  B. Equipment to be Used by Contractor:  C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Sumage of Materials.)	J. Erdundated Carnages.	
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C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials.)	A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: [Consideration must be given to be Association and the planned operations of other contractors.]  Schedule showing monthly quanity completions for major items must be furnished by	
C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials.)	B. Equipment to be Used by Contractor:	
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Sub Contracts: (Review and approval of proposed Sub-Contractors and then work schedules.)	C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials.)	
0. Status of Materials Furnished by Association:		