

3-10-95

# Special Pre-Const. Meeting For J.U.B.

1. 678 1659 phone Wood Stone  
9562 Fax

1. Review of Pre-Const. Conference  
other sheet.

Notes: approve anticipation note for <sup>sent</sup> ~~sent~~  
JEP show 1. Dave

2. Lew Carried

at office

(also met mtg should  
include request for chairman  
to sign future anticipation note)

Check if there is an approved  
contract w/ Wood Stone.

agenda

Sign agreement. 3-14-95

NAME

ORGANIZATION

LARRY STANLER	REEDS, CALDWELL
Robert Shephard	Housing Authority of Caldwell
Dick	Housing Authority
Richard L. Riger	Woodstone Inn
Paul Cornwall	Housing Authority
Bob Flancheton	Woodstone, Inc
Bryan D. Donaldson	J-U-B Engineers, Inc
Paul Olanore	Housing Authority
Roy Marjer	J-U-B Engineers, Inc
Navil Landa	Housing Authority



**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

March 21, 1995

Housing Authority of Caldwell  
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>	<u>Total Lump Sum Price</u>
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



RECORD OF PRE-CONSTRUCTION CONFERENCE

DATE:

NAME OF ASSOCIATION HOUSING AUTHORITY OF THE CITY OF CALDWELL	ADDRESS (Including Zip Code and Telephone) P.O. Box 70 Caldwell, ID 83606	459-2232 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM) J-U-B ENGINEERS, INC.	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 Boise, ID 83709-0944	376-7330 FAX 323-9336
NAME OF CONTRACTOR (FIRM) WOODSTONE, INC.	ADDRESS (Including Zip Code and Telephone) P.O. Box 98 Burley, ID 83318	678-1654 FAX 899-9562
LOCATION OF CONFERENCE Farmway Village Office, Caldwell, ID		

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representatives of Association, Architect, Engineer, Contractor and FmHA:

ASSOCIATION: Don Downen ARCHITECT/ENGINEER: Brian Donaldson  
 HEADQUARTERS: Caldwell HEADQUARTERS: Boise  
 CONTRACTOR: Bob Hambleton FmHA: Larry Stachler  
 HEADQUARTERS: Burley HEADQUARTERS: Caldwell

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

Assures CHA obtains desired facility. Certifies payment estimates. Prepares any change orders. Requests any other funding as soon as allowed. General review of the work by a registered professional engineer. Supervises resident inspector. Issues Statements of Substantial Completion. Provides as-built drawings. Approves shop drawings.

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

Monitors consultant, inspector & contractor's activities and provides RECD with a 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 engineer.

4. Responsibilities of FmHA Representative: (Must see that approval conditions are observed and represents the Government's interests.)

Monitors construction. Signs acceptance of payment estimates. Signs acceptance of change orders if 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 equipment necessary to construct per plans and specifications. Notifies engineer of any discrepancies. 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 alternatives applicable to the contract as awarded?)

NONE

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 Damages:

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<sup>th</sup> of each month. Must use Form EmHA 424-18 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, 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.

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 quantity 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:

Special Eq for Lanes

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:

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 before additional work accomplished including quantity overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not applicable, negotiated unit or lump sum prices. Contractor is warned they may not be paid for changes if not covered by fully approved 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 will work with contractor

13 Project Inspection:

A. Functions of Consulting Architect/Engineer, 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 construction, attend pre-final, final and 11 month inspection after substantial completion

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 Orders

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: AAPlan

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. 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 award file a written Affirmative Action Plan. Form CC-257, "Monthly Employment Utilization Report" Will be kept in the contractor's 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 Northern 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 specifications and bid documents.

19. Handling Disputes:

First by conference with all parties and secondly by legal means available to parties involved.

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

(Signatures of Members of Governing Board of Association)

Donald E. Downe (Chairman)
Robert Herbert (Board Member)
Wanda Cornwall (Board Member)
Paul [unclear]

Bob [unclear] (Contractor Representative)
Byrd [unclear] (Contractor Representative)
Consulting Architect/Engineer Representative
Harry Seachler (FmHA Representative)

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 HEADQUARTERS: Burley HEADQUARTERS: Caldwell

2. Responsibilities of Consulting Architect/Engineer: (Does not "supervise" the contractor's employees, equipment or operations.)  
Assures CEHA obtains desired facility. Certifies payment estimates. Prepares any change orders. Requests any other funding as soon as allowed. General review of the work by a registered professional engineer. Supervises resident inspector. Issues Statements of Substantial Completion. Provides as-built drawings. Approves shop drawings.

3. Responsibilities of Association's Governing Body: (Actual contracting Organization.)  
Monitors consultant, inspector & contractor's activities and provides RECD with a 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 engineer.

4. Responsibilities of FmHA Representative: (Must see that approval conditions are observed and represents the Government's interests.)  
Monitors construction. Signs acceptance of payment estimates. Signs acceptance of change orders if 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 equipment necessary to construct per plans and specifications. Notifies engineer of any discrepancies. 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 alternatives 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 Damages:

E. Request 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 25th of each month. Must use Form En1A 424-18 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, 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 Discussion by All Parties.

B. 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 quantity 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:

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:

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 before additional work accomplished including quantity overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not applicable, negotiated unit or lump sum prices. Contractor is warned they may not be paid for changes if not covered by fully approved change order. Call for verbal approval if holding up work.

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

*Engineers will have work estimates submit*

13. Project Inspection:

A. Functions of Consulting Architect/Engineer, 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 construction, attend pre-final, final and 11 month inspection after substantial completion

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.

*+ change orders*

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: AAPlan

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. 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 award file a written Affirmative Action Plan. Form CC-257, "Monthly Employment Utilization Report" Will be kept in the contractor's permanent contract file.



UNITED STATES DEPARTMENT OF AGRICULTURE  
FARMERS HOME ADMINISTRATION

COPY

NOTICE TO CONTRACTORS AND APPLICANTS

Attached is a nondiscrimination poster. In accordance with the terms of your construction contract with HOUSING AUTHORITY OF THE CITY OF CALDWELL,  
*(Name of Borrower or 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.

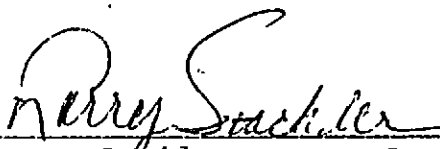
Any reference to Federal Government contract or contractors in the standard forms or posters is to be interpreted to include any contract for construction work financed in whole or in part with a Farmers Home Administration direct or insured loan or grant.

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 ~~XXXXXXXXXXXXXXXXXXXX~~  
District Loan Specialist

WOODSTONE, INC.  
*Name of Contractor*

Burley, ID 83318  
*Address of Contractor*

DATE:

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NONE

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ASAP after review of contracts and bonds by RECD engineer.

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90 Days

D. Liquidated Damages:

Per Contract

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Must be made in writing to consultant or owner promptly.

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Partial payment estimate prepared on the 25<sup>th</sup> of each month. Must use Form EmHA 424-18 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.

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One year from final acceptance. Performance bond in effect during guarantee period.

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Special Eq for Camera

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Engineer will work with contractor

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Monitor construction, attend pre-final, final and 11 month inspection after substantial completion

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 Orders

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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: AAPlar

B. Davis-Bacon Act:

Will apply. Will not apply.

C. Other Federal Requirements:

Copeland Anti-Kickback Law.

D. State and Local Requirements:

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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 Northern 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 specifications and bid documents.

19. Handling Disputes:

First by conference with all parties and secondly by legal means available to parties involved.

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)

Donald E. Deane (Chairman)
Robert Herbert (Board Member)
Walter Ross (Board Member)
Paul C. ...

Bob Hamilton (Contractor Representative)
Byron D. ... (Consulting Architect/Engineer Representative)
Larry ... (FmHA Representative)



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*(Chairman)*

*(Board Member)*

*(Board Member)*

*(Contractor Representative)*

*(Contractor Representative)*

*(Consulting Architect/Engineer Representative)*

*(FmHA Representative)*

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DATE:

NAME OF ASSOCIATION HOUSING AUTHORITY OF THE CITY OF CALDWELL	ADDRESS (Including Zip Code and Telephone) P.O. Box 70 Caldwell, ID 83606	459-2232 FAX 455-2816
NAME OF CONSULTING ENGINEER (FIRM) J-U-B ENGINEERS, INC.	ADDRESS (Including Zip Code and Telephone) 250 S. Beechwood Ave., #201 Boise, ID 83709-0944	376-7330 FAX 323-9336
NAME OF CONTRACTOR (FIRM) WOODSTONE, INC.	ADDRESS (Including Zip Code and Telephone) P.O. Box 98 Burley, ID 83318	
LOCATION OF CONFERENCE Farmway Village Office, Caldwell, ID		

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representatives of Association, Architect, Engineer, Contractor and FmHA:

ASSOCIATION: Don Downen ARCHITECT/ENGINEER: Brian Donaldson  
HEADQUARTERS: Caldwell HEADQUARTERS: Boise  
CONTRACTOR: Bob Hambleton FmHA: Larry Stachler  
HEADQUARTERS: Burley HEADQUARTERS: Caldwell

2. Responsibilities of Consulting Architect/Engineer: (Does not "supervise" the contractor's employees, equipment or operations.)  
Assures CHA obtains desired facility. Certifies payment estimates. Prepares any change orders. Requests any other funding as soon as allowed. General review of the work by a registered professional engineer. Supervises resident inspector. Issues Statements of Substantial Completion. Provides as-built drawings. Approves shop drawings.

3. Responsibilities of Association's Governing Body: (Actual contracting Organization.)  
Monitors consultant, inspector & contractor's activities and provides RECD with a 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 engineer.

4. Responsibilities of FmHA Representative: (Must see that approval conditions are observed and represents the Government's interests.)  
Monitors construction. Signs acceptance of payment estimates. Signs acceptance of change orders if 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 equipment necessary to construct per plans and specifications. Notifies engineer of any discrepancies. 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 alternatives applicable to the contract as awarded?)

B. Initiative Construction: (Notice to Proceed)

ASAP after review of contracts and bonds by RECD engineer.

**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 before additional work accomplished including quantity overruns. Estimate overruns, final cleanup change order. Use unit price bid or if not applicable, negotiated unit or lump sum prices. Contractor is warned they may not be paid for changes if not covered by fully approved change order. Call for verbal approval if holding up work.

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

**13. Project Inspection:**

**A. Functions of Consulting Architect/Engineer, 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 construction, attend pre-final, final and 11 month inspection after substantial completion.

**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-contracts over \$10,000. Written policy on EO communications to all employees. Certification required: facilities for employees not segregated. Over 50 employees: AAPlan

**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. 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 award file a written Affirmative Action Plan. Form CC-257, "Monthly Employment Utilization Report" Will be kept in the contractor's 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 Northern 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: . Project sign will be per the specifications and bid documents.

19. Handling Disputes:

First by conference with all parties and secondly by legal means available to parties involved.

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)*

*(Contractor Representative)*

*(Chairman)*

*(Contractor Representative)*

*(Board Member)*

*(Consulting Architect/Engineer Representative)*

*(Board Member)*

*(FmHA Representative)*

RECORD OF PRE-CONSTRUCTION CONFERENCE

DATE:

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A. Alternative Specifications: (Does everyone understand the alternatives applicable to the contract as awarded?)

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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 withhold 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.

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

B. 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 quantity 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:

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: