

PRECONSTRUCTION CONFERENCE

AIRPORT: _____

AIP PROJECT NO. _____

PENNDOT PROJECT NOS. _____

CONTRACTOR: _____

AMOUNT: _____

TYPE OF CONSTRUCTION: _____

LOCATION OF CONFERENCE: _____

DATE OF CONFERENCE: _____

A. Minutes and Attendees

- 1. Designate person responsible for minutes _____
- 2. Circulate list for attendees _____

B. Scope of Project

- 1. Discuss the work proposed _____
- 2. Define the areas of project work _____
- 3. Outline effect on airport operations _____
- 4. Outline effect on NAVAIDS _____

C. Contract Relationships

- 1. FAA, NC Division of Aviation,
& Sponsor (Grant Agreement) _____
- 2. Sponsor & Contractor (Construction Contract) _____
- 3. Sponsor & Engineer (Engineering Agreement) _____
- 4. Contractor & Subcontractors _____
- 5. Engineer/Sponsor (Resident Project Representative
& Testing Lab) _____

D. Notice-to-Proceed and Contract Time

- 1. Sponsor's reason for delaying NTP?
(Land?) (Funds?) _____
- 2. Contractor's reasons for delaying NTP? (Permits?) _____
- 3. Proposed date for NTP? _____
- 4. Days allowed before time starts? _____
- 5. Length of contract? _____
- 6. Liquidated damages? _____
- 7. Project phasing? _____
- 8. Progress chart? _____

E. Utilities

- 1. Location of underground cables
PA 1 Call
a. FAA _____
b. Airport _____
c. Utility companies _____
- 2. Water lines _____
- 3. Gas Lines _____
- 4. Drainage structures _____
- 5. Responsibility _____

F. Project Coordination

- 1. On-site locations
a. Construction trailer _____
b. Employee parking/staging area _____
c. Equipment while not in use _____
d. Haul/access roads _____
e. Borrow/waste areas _____
f. Project Sign _____
- 2. Communications
a. Contractor to Resident Project Representative
or Engineer _____
b. Contractor & Resident Project Representative
to ATCT, FSS, airlines, Airport operator _____
c. Resident Project Representative to Engineer,
Testing lab, Sponsor, or FAA _____
d. Resident Project Representative
Name: _____
Telephone: _____
e. Contractor Representative _____

Name: _____

Telephone: _____

- f. Contractor shall provide 24 hr. emergency contact list

- 3. Responsibility for NOTAMS

- 4. Notification of FSS

- 5. Airfield Security

- a. Employment History

- b. SIDA Badges

G. Marking and Lighting

- 1. Equipment (AC 150/5210-5)

- 2. Hazardous Areas (AC 150/5340-1D)

- 3. Displaced Threshold (AC 150/5340-1D)

- 4. Closed Runway & Taxiway (AC 150/5340-1D)

- 5. Temporary Openings in Security Fence

H. Construction

- 1. Questions of interpretations: P & S?

- 2. Briefly discuss general provisions

- 3. Construction staking

- a. Responsibility - Contractors

- b. Maintenance - Contractor

- 4. Measurement

- a. Cross Sections? Weight?

- b. Must have accurate determinations

- c. Verify quantities for each phase of work

- 5. Testing sampling

- a. Copy of AC 150/5370-4 Appendix 1

- b. Responsibility

- c. Timeliness of results

- d. Submission of results (Copy to WADO)

- e. No payment until results received

- f. Quality Control Testing (Section 100)

- g. Acceptance Testing

- h. Cross-reference or tabulate results on retested areas

- i. Assure desired minimum number of tests for each phase before starting that phase

- j. Resident Project Representative will maintain a copy of all tests on job-site

- k. FAA is not obligated to participate in construction not in accordance with P & S _____
- 6. Manufacturer's Certificates: Shop Drawings _____
- 7. Electrical equipment approvals required _____
- 8. Project construction records - Resident
 - a. Bound diary - All significant events _____
 - b. Weekly progress (FAA 5370-1) _____
 - c. Approved Resident Project Representative will be on the job at all times _____
 - d. FAA not obligated to participate with RI which allows inferior construction _____
- 9. FAA Inspections _____
- 10. Allowability of costs depend on conformance to P & S _____
- 11. Final Quantities
 - a. Exact measurements ("As-Built") _____
 - b. Justifications required for overruns over 10% _____
- 12. Time extensions - Shutdowns for weather
 - a. Stop Order - Start Order _____
 - b. Extensions must be justified in writing to Engineer to FAA _____
- 13. Change Orders
 - a. Approval required before proceeding _____
 - b. Submission requirements
 - (1) Justification _____
 - (2) Cost breakdown _____
 - (3) Statement why items were not originally included _____
 - c. Contractor: Engineer: FAA: Sponsor: _____
 - d. Define major item _____
 - e. Payrolls _____
- 14. Payment Requests
 - a. Contractor's Request _____
 - b. FAA Request (FAA 5100-60 and cost summary) _____
 - c. Timing _____
- 15. Other _____

I. **SAFETY**

- 1. Open trenches which were excavated for electrical cables, drainage structures or for other reasons, as well as later settlement of the backfill of trenches. _____
- 2. Pavement "drop-offs" or "lips" which frequently are temporarily left at pavement tie-in areas or where _____

undercutting was required. _____

3. The inadvertent severance of buried cables which will disrupt the operation of necessary airport lighting or NAVAIDS. Make certain that the contractor fully understands that such severance may create hazards and disrupt operations and that he is liable for damages/repairs/replacements resulting from acts of his subcontractor's personnel. If cables vital to airport operations are severed, the repair work must continue around the clock until the repair is completed and approved. _____
4. The obliteration, inadvertent relocation or disturbance of the marking and/or lighting or displaced thresholds and marking of closed runways or taxiways. _____
5. Tapering of each new lift in the pavement section or construction of a temporary ramp is often times necessary at the end of a working day or construction sequence. This is very important when the construction area is considered to be usable for the operation of aircraft on emergency basis. _____
6. Temporary drainage provisions in the form of a ditch, swale or drainage pipe should remain in critical areas for as short a time as possible. _____
7. Spillage from haul or construction vehicles on active airport pavement. _____
8. Damage to existing in-use pavement, lighting, marking or NAVAIDS by construction forces. _____
9. Unattended temporary openings in security or perimeter fence. _____
10. Windrowing or temporary stockpiling of construction material for an extended period. _____
11. A congregation of spectators or sightseers at or near a critical location. _____
12. Contractor vehicular traffic through restricted critical areas or commissioned NAVAIDS facilities which should create electronic interference. _____
13. Discuss dust control and environmental factors, _____

such as burning, waste disposal, etc. _____

- 14. Discuss maintenance of sanitary facilities on the project site. _____

J. ENVIRONMENTAL

- 1. Compliance with Federal, State and Local laws _____
- 2. Compliance with Environmental Impact Statement for project _____
- 3. Air, water and noise _____

K. EEO

- 1. EEO Poster _____
- 2. DBE Participation ____%
- 3. Evidence of DBE solicitation _____
- 4. Pre-award compliance review held for contracts over \$1 million. _____
- 5. Compliance review _____
 - a. Review of hiring practices _____
 - b. Affirmative action program _____
- 6. Discuss need for non-discriminatory practices _____
- 7. Need for Form 257. Check for EEO compliance statement in bid proposal. _____

L. LABOR REQUIREMENTS

- 1. Distribute AC 150/5100-6 _____
- 2. Minimum wage rates posted at site _____
- 3. Posting of wage schedule (accessible) _____
- 4. Craft classification _____
- 5. Certified payrolls/records _____
 - a. Name/address/classification/rate of pay/hours worked/deductions made - for each employee _____
 - b. Payroll deductions - Federal, State, Local Taxes, Social Security, Union Dues, etc. _____
 - c. Certified copy to Sponsor/Engineer _____
 - d. Sponsor holds three years _____

- 6. Apprenticeship program (if apprentices on job, evidence of participation in approved apprenticeship program required) _____
- 7. Subcontractors _____
 - a. Responsibility same as for prime Contractor _____
 - b. Records must be provided Sponsor _____

INFORMATION FOR SPONSOR REVIEW OF PAYROLLS

Payrolls. The contractor's payrolls should be so prepared as to present an accurate record of the work performed and the wages paid to his laborers and mechanics during the weekly period covered. Payrolls are to be regularly and carefully reviewed by the Sponsor to determine that:

1. The classifications used are authorized and that classifications not listed in the wage determination decision of the Secretary of Labor, including any supplements thereto, have not been used. General classification designations or colloquial designations, such as _____ or _____, which are commonly used by construction workers when referring to groundmen and truck laborers, likewise do not provide adequate proper classification of workers. Specific classification designations which appear in the wage determination decision of the Secretary of Labor incorporated in the contract are necessary in order that the applicable wage rate can be readily determined.
2. Certified weekly payrolls contain the required minimum of information, i.e. (a) workman's name, (b) address, (c) correct classification (note that the present period of indenture must be noted for any registered apprentice), (d) exact hourly rate of pay, (e) daily and total weekly number of hours worked, (f) allowable deductions made, (g) total actual wages paid, and (h) Social Security number. In connection with addresses, the employee's address need only be reported on that payroll on which he first appears. Unless there is a change of address, the employee's address need not be shown on successive payrolls.
3. Certified weekly payrolls are received not later than one week following the close of any pay period.
4. Deductions made are shown to be generally permissible or otherwise authorized by the Secretary of Labor.
5. Computations are correct and that accurate wages were paid each workman during that period.
6. In the employment of laborers, helpers and apprentices, there has not been any disproportionate employment. Obviously, disproportionate ratios of labors, helpers and apprentices may well indicate that serious violations exist. Supervisory versus Labor.

PRECONSTRUCTION CONFERENCE ATTENDANCE

PROJECT: _____

AIRPORT: _____

DATE: _____

NAME	REPRESENTING	PHONE NO.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		

NAME

REPRESENTING

PHONE NO.

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36
