



Preconstruction Conference Agenda – Part 2

Project Name and Number	Polychrome Area Improvements - AK NPS DENA 49(1)		
Contract Number	69056724C000099		
Date & Time	3/28/2024 9:00am	Meeting Location	Murie Science and Learning Center in Denali Natl. Park
Call In Number	+1 509-931-1572, 212554153#	Access Code	Meeting ID: 298 272 383 950 Passcode: ScJpk8
Virtual Attendees	Name	Title	Company/Agency

1. Contractor’s Organization

- A. WFLHD-298 (Contractor’s Delegation of Authority) submitted.
- B. Superintendent identified in writing.
- C. Safety and/or Traffic Control Officers identified in writing (FP-24 section 156.02).
- D. Quality Control Manager identified in writing (SCR 153).

2. Subcontracting (Tailor to your project requirements)

- A. Contractual relations between the Government and the subcontractors (FP-24 section 108.03).
 - 1. Subcontracting does not create any contractual relationship between subcontractors and the Government.
 - 2. The Contractor is responsible for the subcontractor’s performance and contract compliance.
 - 3. All correspondence from the subcontractor will be routed through the Prime Contractor.
- B. FAR clause 52.219-8 states that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in subcontracts under a Federal contract. This policy also states the importance of timely payments to these types of business concerns.
- C. Subcontracting plan. If the contract has a subcontracting plan, FAR clause 52.219-9 requires submittal of subcontracting reports in the Electronic Subcontracting Reporting System (eSRS); eSRS is located at <https://www.esrs.gov/https://SAM.gov>. Submit the Individual Subcontract Report (ISR) semi-annually during

contract performance for the periods ending March 31 and September 30. Submit the Summary Subcontract Report (SSR) annually for the twelve-month period ending September 30. Questions concerning eSRS should be addressed to the Contract section Contracting Officer.

- D. If the contract was awarded under a small business set-aside, the requirements of FAR clause 52.219-14 Limitations on Subcontracting will be in effect for the contract. The percentage of work performed by Prime Contractor will be administered in accordance with FAR Clause 52.219-14 and Subsection 108.02 Subcontracting.
- E. The Contractor shall report the required subcontract information in the Federal Sub-award Reporting System (FSRS), located at <https://sam.gov/fsrs>, within 14 days of award of a first-tier subcontract with a value of \$30,000 or more. (FAR 52.204-10).
- F. SF-1413 (Statement and Acknowledgment) furnished for each subcontract within 14 days of award of the contract (FAR 52.222-11; FP-24 section 108.03).
- G. Required labor clauses incorporated into the subcontracts (FAR 52.222-11).
- H. **Limits of subcontracted work:**
 - 1. FAR 52.219-4 applies if Full & Open Competition and awarded to HUBZone firm after applying 10 percent evaluation factor.
 - 2. FAR 52.219-3 applies if HUBZone Set-Aside.
 - 3. FAR 52.219-14 applies if Small Business Set-Aside or if 8a (sole source or MATOC). Minimum percent of work to be performed by the Prime is 15 percent.

3. Labor Provisions

- A. Contract Work Hours and Safety Standards (FAR 52.222-4).

No Contractor or subcontractor employing laborers or mechanics shall require or permit them to work over 40 hours in any workweek unless they are paid at least one and one-half times the basic rate of pay for each hour worked over 40 hours.

- B. Construction Wage Rate Requirements – Davis Bacon Act (FAR 52.222-6).

- 1. No laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates and fringe benefits as determined by the Secretary of Labor (SCR Page D-1).
- 2. Paid not less often than once a week.
- 3. Surveyors, Inspectors, and testers are not subject to Davis-Bacon wage rates.
- 4. Material source workers are not subject to Davis-Bacon wage rates unless the source is immediately adjacent to the project site.
- 5. The “owner/operator” classification applies only to trucks. Owner/operator need to be included on a certified payroll but not their hours worked or wages earned. Anyone other than the truck owner operating the truck must have their hours and wage rates appear on a payroll. (DOL 15e17)

- C. Payrolls.

- 1. Submit one copy of certified payrolls from both the Prime and the subcontractors to the CO weekly within seven days of the payment date [FAR 52.222-8(b)(1)]. <https://www.dol.gov/agencies/whd/forms>
- 2. Do not include full social security numbers and home addresses on payrolls.

3. Subcontractor payrolls are to be submitted through the Prime Contractor.
4. If classification codes are used, two copies are to be submitted with the first payroll.

D. Labor compliance reviews may be conducted on the job site.

Labor and payroll complaints will be reported to the Department of Labor.

E. Withholding of funds (FAR 52.222-7).

1. The Contracting Officer can withhold progress payments from contractors who violate the Davis-Bacon Act.
2. The Prime Contractor is ultimately responsible for payments.

F. Compliance with Copeland Act Requirements (FAR 52.222-10).

1. 29 CFR Part 3, Incorporated by reference.
2. Employees cannot be induced to give up portions of their pay.

G. Contractor obligation to file VETS-4212, Employment Reports on Veterans. The report is filed annually by September 30 to the Department of Labor at <http://www.dol.gov/vets/vets4212.htm>. (FAR 52.222-37).

4. **Bulletin Board Requirements (FP-24 107.03)**

- A. FHWA Form 1022, "Notice" that the project is subject to Title 18, U.S. Criminal Code, Section 1020;
- B. Department of Labor, Wage, and Hour Division (WHD), WHD 1321 Employee Rights Under The Davis-Bacon Act poster;
- C. Department of Labor, OSHA, Job Health and Safety: It's the Law poster;
- D. "General Wage Decision" contained in the contract;
- E. Company equal employment opportunity policy; and
- F. Emergency telephone numbers.
- G. WHD Publication, Employee Rights and Responsibilities Under the Family and Medical Leave Act poster;
- H. WHD 1462, Employee Polygraph Protection Act poster; and
- I. National Labor Relations Board (NLRA) Employee Rights Under the National Labor Relations Act poster

5. **Worker Safety**

- A. Contractor must furnish accident reports (FP-44 section 107.08). Maintain a "Log of Occupational Injuries and Illnesses," OSHA form 300, and make it available for inspection.

6. **Drug-free Workplace**

- A. Contractor's drug-free awareness program [FAR 52.226-7(b)(2)].
- B. Within 30 days of award, the Contractor is required to publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for such violations of such

prohibition [FAR 52.226-7(b)(1)].

C. Government remedies for noncompliance (i.e., suspension, debarment, suspension of payments, or termination for default) [FAR 52.226-7(d)].

A. **Paperwork** Masterworks

1. All documents including but not limited to Submittals, Serial Letters, Material Certifications, CDR's, QCR's, RFI's, Paynotes, Certified Payrolls, will be submitted utilizing Masterworks.
2. Who will need access to Masterworks? Form Masterworks 001 need to be completed, signed, and submitted.
3. FHWA will provide initial training. Schedule date for training.

B. Schedule.

1. Baseline Construction Schedule (SCR 155.03)
2. Construction Schedule, Narrative, Submittal Log, Certifications (SCR 155.06)

C. Specifications and Drawings (FAR 52.236-21, FP-24 and SCR 104.06)

1. Contractor's Daily Record of Construction Operations (CDR)

D. Construction operations report to be submitted within 24 hours for each day of work (Masterworks SCR 155.12).

E. Requests for Information (RFIs) Limit RFIs to technical questions (e.g. structural) that would prompt you to contact the CFT. Don't have the Contractor submit RFI's for routine questions that you'd answer as the PE.

F. Contractor Quality Control Reports (SCR 153.04)

1. Submit written quality control and construction operations reports daily according to the QCP.
2. Document meetings, work locations, labor and equipment used to include actual hours worked, testing and measurement activities, inspection results, deficiencies observed, corrective actions taken, and process changes
3. Report the results of QC inspections daily. Describe the results of reviews, inspections, measurements, and testing activities. Include the following certification signed by the QCM on all reports: "I certify that the information contained in this record is accurate and that work documented herein complies with the contract. Exceptions to this certification are documented as a part of this record."

G. Notice of Completion of Work, WFLHD 470 and Certification of Compliance, WFLHD 87. (SCR 153.04).

H. Pay Notes (FP-24 section 109 and SCR 109).

1. Format (Field Note Samples book);
2. Support documentation; and
3. Submittal time.

I. Weekly Erosion Control checks (FP-24, SCR 157.14, and General Permit).

- J. Weekly Traffic Control reports [FP-24 section 156.08].
- K. As-built Working Drawings [FP-14 section 104.06(c)].
- L. Physical Data provided electronically after solicitation. Manuals and other required forms are available on the flh website. <https://highways.dot.gov/federal-lands/construction>;
- M. Control Charts (SCR 153.05) (QL-Pay program) at: <https://flh.fhwa.dot.gov/resources/materials/qlpay/>
- N. Electronic documentation (SCR 103.06) – In addition to electronic, provide paper copies of the documents listed under 103.06
 - 1. Name files with a unique document name that includes the document date, document description, and project number as approved by the CO

7. **Contract Modifications**

- A. The Contracting Officer may make changes in the work within the general scope of the contract (FAR 52.243-4).
- B. Pricing of contract modification (FP-24 ad SCR section 109.06).
- C. Early notification of modification is required for an early settlement.
- D. Contractor must provide prompt written notice of constructive changes, delays, and differing site conditions (FAR 52.243-4, 52.236-2).
- E. Completed and upcoming contract modifications.

8. **Schedule (Tailor to your project requirements)**

- A. Preliminary work plan – provided 7 days prior to the Preconstruction Meeting.
- B. Baseline Schedule – Limit construction activities according to Subsection 108.01 until the Baseline Schedule is approved. No progress payment will be made until the Schedule Manager and Baseline Schedule submittal are approved.
- C. A mandatory 10 percent of the entire progress payment will be applied if the latest schedule submittal has not been received by the due date or the previous schedule submittal has not been approved. (SCR 155.15).
- D. Updated construction schedule due within 7 days following the closing date for progress estimates established in accordance with Subsection 109.08.
- E. Contracting Officer's recourse if Contractor fails to maintain progress explained in FAR 52.236-15.
- F. If the Contracting Officer determines the Contractor is not prosecuting the work with sufficient diligence to ensure completion within the time specified in the contract, the CO may terminate the Contractor's right to proceed with the work, or any separable part of it, in accordance with the default terms of the contract.
- G. Liquidated Damages (SF1442; **FP-24 Table 108-1**).
- H. **\$AMOUNT** for each calendar day beyond the fixed completion date that work is not substantially completed.

- I. Contract time extensions (FP-24 & SCR 108.04).
- J. Only delays or modifications that affect critical activities or cause non-critical activities to become critical will be considered for time extension.
- K. Suspension of work conditions (FAR 52.242-14).
- L. Stop work order (FP-24 section 108.06).
 - 1. Weather or soil conditions.
 - 2. Failure to correct unsafe conditions.
 - 3. Failure to carry out written orders given by the Contracting Officer.
 - 4. Failure to perform any provision of the contract.

9. General Requirements

- A. Insurance requirements (FP-24 section 107.05):
 - 1. Worker's compensation;
 - 2. Comprehensive or commercial general liability; and
 - 3. Automobile liability.
- B. Measurement and Payment – FP 24 and SCR Section 109.
 - 1. Prompt Payment Act and invoice certification process.
 - a. The Government shall make progress payments monthly as the work proceeds (FAR 52.232-5).
 - b. A proper invoice must include the items listed in subdivisions (a)(2)(i) through (a)(2)(ix) of this clause; [FAR 52.232-27(a)(2)], Form WFLHD 500.
 - c. Progress payment requirements (SCR Subsection 109.08).
 - d. Failure to provide required materials' documentation: test reports and certifications will result in nonpayment for the work in question.
 - 2. Prompt Payment Act application to subcontract payments.
 - a. Contractor's obligation to pay the subcontractor for satisfactory performance under its subcontract not later than seven days from receipt of payment out of such amounts as are paid to the Contractor under this contract [FAR 52.232-27(c)(1)].
 - b. The Contractor may not request payment from the Government for amounts withheld from the Subcontractor [FAR 52.232-27 (h)].
 - 3. Payment for materials on hand and preparatory work.
 - a. Invoices may include partial payment for material to be incorporated into the work, provided the material meets the requirements of the contract and is delivered on or in the vicinity of the project site

or stored in acceptable storage places; [SCR 109.08(f)(1) & 52.232-5(b)(2)].

- b. Partial payment does not constitute acceptance of material or work.
- c. The Contracting Officer may adjust partial payments as necessary to protect the Government.

4. Adjustments for Price Fluctuations (fuel & asphalt escalation).

a. SCR Subsection 109.06A lists the pay items that are subject to price adjustments.

5. Closing Date.

Closing date will be the designated by the CO per SCR 109.08(d).

The closing date for this contract will be: The **last day/15th day** of the month.

6. Payment Process.

- a. Pay notes submitted in Masterworks.
- b. Reviewing and Reconciling.
- c. Invoice with WFLHD 500.

7. Electronic Funds Transfer (FAR 52.232-27).

10. Quality Control

A. Material and workmanship (FAR 52.236-5).

- 1. All equipment, material, and articles incorporated into the work shall be new and of the most suitable grade for the purpose intended, unless otherwise provided in this contract.
- 2. Contractor employees the Contracting Officer deems incompetent, careless, or otherwise objectionable may be removed.

B. Superintendence by the Contractor (FAR 52.236-6).

At all times during the performance of the contract and until the work is completed and accepted, the Contractor shall directly superintend the work or assign and have on site, a competent superintendent who is satisfactory to the Contracting Officer and has the authority to act for the Contractor.

C. Qualifications of the surveyors, Inspectors, and testers (FP-24 section 152.02 and SCR 153.02).

D. Inspection.

- 1. The Contractor shall maintain an adequate **inspection system** and perform such inspections as will ensure that the work performed under the contract conforms to contract requirements [FAR 52.246-12(b) & SCR 153.01].
- 2. Presence or absence of a Government Inspector does not relieve the Contractor from any contract requirement [FAR 52.246-12 (d)].
- 3. References are made in FP-24 and SCR section 153 to section 154 for Quality Control sampling and testing

requirements.

4. Government assurance inspection.

- a. Notification of Completion of Work (Form WFLHD 470).
- b. Contractor Quality Control is accepted per SCR 153.06.

E. Submittal, approval, and review time for shop drawings. Correction procedures (FAR 52.236-21 & FP-24 section 104.06).

F. Contractor's weighing system and checking procedure.

1. Weighing Procedures and Devices (FP-24 & SCR; 109.03).

G. Maintain a clean work area (FAR 52.236-12).

H. Operations and Storage Areas (FAR 52.236-10).

1. Confine all operations (including storage of materials) on Government premises to areas authorized or approved by the Contracting Officer.

I. Protection of the work until final acceptance (FP-24 section 107.06).

Protect the work against injury, loss, or damage from all causes whether arising from the execution or nonexecution of the work. The Government will be responsible only for losses, injuries, and damages caused by declared enemies and terrorists of the Government and cataclysmic natural phenomenon such as tornadoes, earthquakes, major floods, and officially declared natural disasters.

J. Acceptance of work.

1. WFLHD Specific test procedures (SCR 106.01).
2. Visual Inspection (SCR 106.02).
3. Certification requirements (FP-24 section 106.03).
4. Measured or tested conformance (FP-24 section 106.04). An example is the embankment material requiring classification which then determines the T-99 method C or T-180 method D for determining density or roller method per 204.11 depending on sieve analysis.
5. Elements of statistical acceptance, target values, pay factors, QL-Pay, etc. (FP-24 section 106.05).

K. Work zone traffic safety (FAR 52.236-13, FP-24 & SCR section 107.08, 156).

Protection of the public, Government employees, and Contractor's employees.

11. CPARS Construction Evaluations Form

Final performance evaluations will be prepared when the project is completed.

Interim evaluations will be prepared:

- A. At the approximate mid-point, if the contract performance period (including winter shutdown) exceeds 1 year;
or

- B. Any time the Contractor’s performance is generally unsatisfactory for any element for a period of 30 days or longer; or
- C. Any time the Contractor’s overall rating is headed toward a Would-Not- Recommend rating.

An interim overall Would-Not-Recommend rating is not a prerequisite to a final overall Would-Not-Recommend rating.

The Contractor will receive either a Would-Recommend or a Would-Not-Recommend rating. See CPARS Construction Performance Evaluation Form at: <http://www.wfl.fhwa.dot.gov/resources/construction/forms/wflhd-forms.htm>.

The performance evaluation will be used to make responsibility determinations and source selection decisions on future Federal projects.

12. Service Contract Reporting

The Contractor must submit reports in the System for Award Management (SAM) annually by October 31 for services performed under the contract during the preceding Government fiscal year (Oct 1 through Sep 30). This report includes the contract number, total dollar amount invoiced during the fiscal year and the number of direct labor hours expended during the fiscal year. Contractors must also report this information for subcontracts exceeding \$500,000 (FAR 52.204-14 or 52.204-15).

13. Additional Comments.

- *At the completion of the meeting notes and comments will be collected and added to the agenda before it is provided for signature by the contractor and the government.*

CERTIFICATION: The preceding items have been discussed.

SIGNATURE (Contractor Representative) _____ Date: _____	SIGNATURE (FHWA Representative) _____ Date: _____
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