

SPECIAL PRE CONSTRUCTION CONFERENCE HELD NOVEMBER 4, 1971

MEETING WAS HELD IN THE COUNCIL ROOM.

PERSONS PRESENT AT THE SPECIAL CONFERENCE:

G.B. SIMMONS, CONSULTING ENGINEER
 D.R. GREEN, TRI CITY CONSTRUCTION CO.
 DENNIS A DORIN, TRI CITY CONSTRUCTION CO.
 NOBLE LEIGHTON, RESIDENT ENGINEER
 JACK MURRAY, MAYOR
 MARVIN KAehler, COUNCILMAN
 MARVIN GOFF, CITY COMMISSIONER
 REX GANDY, LEADMAN
 BOBBY JOE LATURNER, CITY CLERK
 GENE HUFFORD, HUD

MR. GENE HUFFORD, REPRESENTING HUD, WAS HERE TO GO OVER AND OUTLINE THE BASIC REQUIREMENTS OF THE FEDERAL GOVERNMENT DURING THE CONSTRUCTION OF AN APPROVED PROJECT. LISTED BELOW ARE THE SIXTEEN BASIC REQUIREMENTS:

1. HUD NEEDS ONE COPY OF CONSTRUCTION SCHEDULE AND CHART AND ONE COPY IS TO BE POSTED BY CONTRACTOR.
2. SCHEDULE OF AMOUNTS FOR CONTRACT PAYMENT AND ALL SUB CONTRACTS ARE TO BE SUBMITTED BY THE ENGINEER TO THE CITY FOR PAYMENT.
3. PERIODIC ESTIMATE FOR PARTIAL PAYMENT. HUD MUST APPROVE THE FIRST AND LAST PAYMENT, BUT SHALL RECEIVE ONE COPY OF EACH ESTIMATE, THIS SHALL INCLUDE THE ELIGIBLE AND INELIGIBLE PORTIONS OF CONTRACT PAYMENTS.
4. CONSTRUCTION ACCOUNT TRANSACTIONS. THIS REPRESENTS THE BUDGET FOR THE PROJECT. CONSTRUCTION COSTS IS TO BE KEPT WITHIN THIS BUDGET; SHOULD A TRANSFER OR CHANGE BE MADE IT MUST BE DONE THRU THE APPROVAL OF HUD.
5. SUBCONTRACTORS. ALL SUBCONTRACTORS MUST BE APPROVED BY HUD AND THE CERTIFICATE OF APPROVAL GOES TO THE CITY AND TO THE CONTRACTOR.
6. INSURANCE. INSURANCE REQUIREMENTS ARE PER SPECIFICATIONS OF THE CONTRACTS.
7. CONTRACTORS PAYROLL. ALL PAYROLL RECORDS ARE TO BE KEPT ON FILE FOR A THREE YEAR PERIOD.
8. WAGE RATES. ALL WAGE RATES ARE TO BE POSTED AT THE PROJECT SITE.
9. EQUAL EMPLOYMENT OPPORTUNITYNO DISCRIMINATION IN EMPLOYMENT.
10. APPRENTICE RATES. BEFORE APPRENTICES ON THE PROJECT CAN BE USED, WRITTEN EVIDENCE HAS TO BE SUBMITTED TO THE HUD OFFICE FOR APPROVAL.
11. SUPERVISION OF CONSTRUCTION. ALL FEDERAL APPROVED PROJECTS HAVE TO HAVE INSPECTION AND SUPERVISION TO ASSURE THE PROJECT IS COMPLETED AS PLANNED.
12. CONTRACT CHANGES. AFTER CONSTRUCTION CONTRACT ARE EXECUTED AND THE OWNER HAS REVIEWED THEM HE MAY FIND SOME CHANGES NECESSARY. TO MAKE CHANGES A CONTRACT CHANGE ORDER HAS TO BE APPROVED BY HUD.
13. EXTENSION OF TIME FOR COMPLETION. ANY TIME EXTENSIONS HAS TO BE SUBMITTED TO HUD ALONG WITH WRITTEN PROOF AS TO WHY THE TIME EXTENSION IS NEEDED.
14. ACCIDENT PREVENTION. CONSTRUCTION PROJECT SHOULD BE IN COMPLIANCE WITH THE MANUAL ISSUED BY THE ASSOCIATED GENERAL CONTRACTORS OF AMERICA, INC. IN CASE OF ANY ACCIDENTS A COPY OF THE REPORT IS TO BE SENT TO HUD.
15. CONSTRUCTION SIGNS. POSTED AS PER SPECIFICATIONS.
16. PROJECT AUDITS. A COMPLETE AUDIT OF THE PROJECT IS TO BE MAINTAINED BY THE CITY.

MEETING WAS ADJOURNED

Jack Murray