FEDERAL HIGHWAY ADMINISTRATION

**EASTERN FEDERAL LANDS HIGHWAY DIVISION**

# PRECONSTRUCTION CONFERENCE HANDOUTS

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| Copies of Contract Plans, Contract Booklet, Amendments | |
| Copies of Conference Agenda | |
| Conference Sign-Up Sheet | |
| Delegations of Contracting Officer Authority | |
| Contractor Quality Control Plan – Guidelines | Included in the CD |
| Partnering Charter Example |
| Partnering Guide Book |

* Government-Furnished Survey & Stakeout Data *(if applicable)*

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| **Forms and Templates:**   * FHWA-1413: Contractor’s Daily Record of Construction Operations * FHWA-1775: Notice of Subcontract Award – Supplemental Information * SF-1413: Statement and Acknowledgment of Subcontractor * SF-1415 Consent of Surety and Increase of Penalty * SF-1444: Request for Authorization of Additional Classification and Rate * Invoice Certification Form (FAR Clause 52.232-5) (with each invoice) * Subcontractor Payment form (EFL-FM-CON-9) (with each invoice) * WH-347: PAYROLL, Statement of Compliance & Instructions | Included in the CD |

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| **Materials Handouts:** *(Choose materials handouts applicable to the project.)*   * Requirements of Aggregate for Subbase, Base, Surface Courses * Requirements for Asphalt Surface Treatments * Requirements for Asphalt Concrete Mix Design * Requirements for Portland Cement Concrete Mix Design * Requirements for Suppliers/Manufacturers Materials Certifications (and example) * FHWA 1600E –Laboratory Test Request Form * Materials Certification of Compliance, EFL-FM-CON-17 (with each submittal) * QL-Pay 6.0 User’s Manual | Included in the CD |

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| **Bulletin Board Posters:**   * How To Post Notices (EEOC – P/E - II) * 2 EEO is the Law – English (EEOC - P/E - 1) – Spanish (EEOC - P/S - 1) * 2 Employee Wage Rights Under Davis-Bacon – English (WH 1321) – Spanish (WH 1321 SPA) * 2 Job Safety & Health Protection – English (OSHA 3165) – Spanish (OSHA 3167) * Title 18 Notice (FHWA 1022) * Uniform Services/Veteran Rights Poster – English   *Obtain other documents or posters as required by Contract (Refer Section 107.03)* | Included in the package |