EXHIBIT 4-K1

PRECONSTRUCTION CONFERENCE PLANNING GUIDE

PRE-CONFERENCE PLANNING

1. **Identify and notify conference participants of the time and place of the preconstruction conference**

2. **Prepare the materials that will be needed for the conference** (e.g. agenda, notes, forms and posters, roster of expected participants, and current, approved wage determination)

3. **Organize the materials into individual packets for each conference participant**

MODEL AGENDA FOR PRECONSTRUCTION CONFERENCE

1. **Identify the official representatives** of participating organizations and how they can be contacted for official roster (include with minutes)

2. **Identify the responsibilities of the architect or engineer, if applicable** (responsibilities may include construction supervision, initial review of contractor payrolls, and certification of partial payment requests, etc.)

3. **Identify the responsibilities of the grantee** (responsibilities may include on-site employee interviews, posting of appropriate posters, and resolution of labor complaints, etc.)

4. **Identify the responsibilities of the contractor** (responsibilities include conformance to prevailing wage determination, and other labor standards, civil rights regulations, Section 3 requirements, MBE/WBE requirements, and timely submission of required reports, etc.)

5. **General discussion of contract terms** (e.g. timing of requests for partial payments, etc.)

6. **Schedule for construction completion** (contractor should provide time frames for sequences of major construction activities from beginning of construction to final project completion)

7. **Subcontractors** (primarily the same responsibilities as contractor, e.g. prevailing wage rates and labor standards, etc.)
8. **Project inspection** (responsibilities of grantee's Labor Standards Officer, and architect/engineer should be discussed)

9. **Compliance with federal labor standards** (refer to checklist supplement)

10. **Compliance with civil rights regulations** (refer to checklist supplement)

11. **Notices that are required to be posted** (refer to checklist supplement)

12. **Forms the contractor must submit** (refer to checklist supplement)
PRECONSTRUCTION CONFERENCE CHECKLIST

PRE-CONFERENCE PLANNING

_____ 1. Identify, and notify conference participants of the time and place of the preconstruction conference

_____ 2. Prepare the materials that will be needed for the conference

_____ 3. Organize the materials into individual packets for each conference participant

PRECONSTRUCTION MODEL AGENDA

_____ 1. Identify the official representatives of participating organizations, and how they can be contacted for official roster

_____ 2. Identify the responsibilities of the architect, or engineer if applicable

_____ 3. Identify the responsibilities of the grantee (local government)

_____ 4. Identify the responsibilities of the contractor

_____ 5. General discussion of contract terms

_____ 6. Schedule for construction completion

_____ 7. Subcontractors

_____ 8. Project inspection (responsibilities of grantee (local government), and architect or engineer)

_____ 9. Compliance with federal labor standards

____  Davis-Bacon Act
____  Contract Work Hours and Safety Standards Act, As Amended
____  Copeland "Anti-Kickback" Act

_____ 10. Compliance with civil rights regulations

____  Executive Order 11246 as amended by Executive Order 11375
____  Minority and Women-Owned Business Enterprises: Executive Order 12432
____  Section 3 of the Housing and Urban Development Act of 1968
11. **Notices that are required to be posted**

- Department of Labor's Notice to Employees Working on Federal or Federally Financed Construction Projects *(Exhibit 4-L1)*
- Appropriate wage determination *(Exhibit 4-L2)* may be used to more simply display the wage decision. If Exhibit 4-L2 is not used, the entire wage decision must be posted.
- Montana Department of Commerce's Equal Employment Opportunity poster *(Exhibit 5-B)*
- Department of Labor's Job Safety and Health Protection poster *(Exhibit 4-M)*

12. **Forms the contractor must submit**

- Certified Payroll Forms *(WH-347, Exhibit 4-N1)*, or equivalent
- Statement of Compliance with Labor Standards and Prevailing Wage Requirements *(back page of Form WH-347, Exhibit 4-N1)*
- Names of persons authorized to sign payrolls
- Names of all subcontractors
- Contract Reporting Form *(Exhibit 3-I)*