

PRECONSTRUCTION CHECKLIST

PROJECT: _____

DATE: _____ CONTRACT: _____

1. AUTHORITY OF GOVERNMENT PERSONNEL:

- a. The Contracting Officer is the only person authorized to bind the U.S. Government, and then only to the extent of the authority invested in him/her by the appointment.
- b. The VA Project Manager is designated as the Contracting Officer's representative for the purpose of technical supervision and acceptance. The VA Project Manager is responsible for the inspection of the work called for in the contract schedules, including related specifications and contract terms regarding on-site work requirements. Pursuant to the delegation of authority (attached), the Project Manager does not have the authority to make changes to the contract in amount or time.
- c. The VA Project Manager for this project is _____
- d. No other office or individual has the authority to act in any manner on behalf of the U.S. Government in the performance of this contract. The VA Project Manager will refer any changes or questions regarding this contract to the Contracting Officer.

2. CONTRACT PROGRESS SCHEDULES AND REPORTS:

- a. The Contractor shall submit a schedule of cost to the Contracting Officer within 10 calendar days after date of receipt of the Notice to Proceed. The approved cost schedule will be one of the bases for determining progress payments for work completed. In accordance with FAR 52.236-1, Performance of Work by the Contractor, the schedule must indicate what portion(s) of the work the contractor intends to perform with his/her own workforce to meet the 15% requirement.
- b. The Contractor shall submit a progress chart, within 10 calendar days after issuance of a Notice to Proceed, which indicates the anticipated installation of work versus the elapsed contract time, which shall be represented in the form of a bar graph. The starting date of the schedule shall be the date of the Notice to Proceed and the ending date shall be the original contract completion date.
- c. Submittals, samples and shop drawings. Project Engineer will explain distribution procedures

3. PAYMENT REQUESTS: Payments shall be made monthly by the VA according to the value of completed work from the Contractor's approved Schedule of Costs. All invoices should be submitted to Austin Texas as outlined in the contract. In accordance with the Prompt Payment Act, the fourteen (14) day timeframe for payment shall commence on the date a proper invoice is received by the C.O. Included with the pay request shall be the payroll sheets for the Contractor and Subcontractors.

5. PROTECTION OF SURROUNDING AREA:

- a. In performing this contract, the Contractor shall provide for protecting the lives and health of employees and other persons; preventing damage to property, materials, supplies, and equipment and avoiding work interruptions.

b. Any damage caused by the Contractor or his personnel will be restored and repaired at the expense of the Contractor.

6. DAILY LOGS: The Contractor shall provide the VA Project Manager with daily logs. Project Engineer will explain frequency. The daily log shall identify the number of laborers, supervisors and each branch of work and will be used to verify payrolls submitted.

7. SAFETY: The VA Safety Officer has the authority to stop work if a serious safety violation is being committed.

8. CHANGES:

a. The Contracting Officer, from information furnished by the COTR may, by a written order, make changes to the drawings and/or specifications that are within the general scope of the contract. No other person is authorized to make revisions, changes, or deletions from the contract.

b. Proposals for changes in work shall be submitted to the Contracting Officer according to the requirements contained in Clauses 52.243-4 and 852.236-88 of the General Conditions. Proposals in excess of \$1,000 must include:

1. Itemized breakdown of labor and material costs.
2. List of subcontractors performing the work.
3. Overhead & Profit percentages.

c. Change Orders (Proceed Orders): There may be some instances (as described in Clause 52.343-4 of the General Conditions) where the need to proceed with a change in work is absolutely necessary. In these cases, written authorization will be issued by the Contracting Officer to proceed with the work. An equitable adjustment will be negotiated within 30 calendar days.

9. SUBCONTRACTORS: The Contractor shall submit a list of subcontractors which will include names and addresses and the nature of work involved (SF 1413). The Contracting Officer reserves the right to disapprove any proposed Subcontractor who has had prior record of unsatisfactory work at this site, or any Federal or non-Federal Agency.

10. LABOR STANDARDS PROVISIONS AND PAYROLLS:

a. A copy of the rates and wages shall be posted by the Contractor in a prominent place at the work site.

b. Apprentices will be permitted to work only under a Bona Fide apprenticeship program. Concurrent with or prior to the first payroll listing, certificates of apprenticeship from a recognized council shall be submitted to the Contracting Officer.

11. CORRESPONDENCE:

All correspondence from the Contractor shall bear: (a) Contract Number, (b) Project Title, and (c) Project Name.

