

THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF LOS ANGELES, CA

PRECONSTRUCTION CONFERENCE AGENDA

CONFERENCE DATE: _____

FIRM NAME: _____

ATTENDED BY: _____

1. Preconstruction Conference Agenda
2. Memorandum - M/WBE/OBE Outreach
3. Exhibit A - Affidavit/Outreach Program Requirements
4. Exhibit B - EO-M/WBE Utilization Report
5. Exhibit C - M/WBE Utilization Report
6. Approved Organizations for Local Hiring Program
7. MWBE/OBE Outreach/Good Faith Effort Documentation
8. MBE Certified Construction Firms - City of Los Angeles Minority Business Opportunity Center (MBOC)
9. MBE Certified Construction Firms - City of Los Angeles, Department of Public Works
10. W/MBE Construction Advertising News Organization

I. REGULATIONS

1. Equal Employment Opportunity — Executive Order 11246 (Summary) (I – 1) _____
2. Standard Federal EEO Construction Contract Specifications — Executive Order 11246 (I – 2) _____
3. Federal Register-Part VII (Goals for Minority Participation) (I – 3) _____
4. California Labor Code (Sections 1770-1781) (I – 4) _____
5. Federal Labor Standards Provisions FEDERAL ONLY (I – 5) _____
6. The Davis Bacon Act, As Amended FEDERAL ONLY (I – 6) _____
7. Policy on Payment of Prevailing Wages By Private Developers or Owners (I – 7) _____

II. FIRST TIME/ONE TIME SUBMITTALS (PRIME/SUBS)

1. Sample Letter to Union Representative (*for Union Contractors only*) (II – 1) _____
2. Public Works Fringe Benefit Statement (*Original Signature*) (II – 2) _____
3. Certification of Understanding and Authorization (*Original Signature*) (II – 3) _____
4. Contractor's/Subcontractor's Concerning Labor Standards and Prevailing Wage Requirements (*Original Signature*) (II – 4) _____

III. WEEKLY REPORT (PRIME/SUBS)

1. Public Works Payroll Reporting Form (III - 1 & III – 2) _____
2. Statement of Compliance (WH-348) (III – 2) _____
3. Statement of Non Performance (III - 3) _____

IV. MONTHLY REPORTS

(PRIME/SUBS)

- 1. Resident Employment Plan (EO-16) (PRIME/GENERAL ONLY) (IV - 1)
- 2. Training Fund Contributions (CAC-2) (NON-UNION ONLY) (IV - 2)

V. EMPLOYMENT OF APPRENTICES SUMMARY

(PRIME/SUBS)

- 1. Summary Employment of Apprentices (V - 1)
- 2. Public Works Contract Award information (DAS-140) (V - 2)
- 3. Request for Crafts Employees (Union)/Jobs Coordinator (*when applicable*) (V - 3)
(or) Request for Dispatch of an Apprentice (DAS-142)
- 4. Division of Apprenticeship Standards Committee List (V - 4)

(MINIMUM-MAXIMUM APPRENTICE RATIO)

■ **REQUIRED INFORMATION:**

- i. First Four Letters of Last Name
- ii. First Letter of First Name
- iii. Last Four Numbers of Social Security Number

- 5. Maximum Allowed Apprentice Ratio (Approved D.A.S. Standards) (V - 5)
- 6. Sample Apprentice Certification Letter (SEE WEB ADDRESS BELOW TO RETIEVE A COPY) (V - 6)

- <http://www.dir.ca.gov/DAS/appcertpw/AppCertSearch.asp>

VI. FORMS

(PRIME/ONLY)

- 1. Prime Contractor's List of Subcontractors and Sub tiers (EO-8) (VI - 1)
- 2. Request Authorization to Release Final Payment/Retention (VI - 2)
- 3. Superintendent's Daily Report (VI - 3)

4. STRATEGIC PLAN SECTION 1.1.1 *

VII. MISCELLANEOUS

- 1. Preconstruction Conference Minutes (VII - 1)
- 2. Prevailing Wage Penalty Assessments (VII - 2)
- 3. Sample Payroll Check & Stub (VII - 3)
- 4. Sample Timecard/Timesheet (VII - 4)

VIII. PREVAILING WAGE DETERMINATION

- a) State

- b) Residential

- c) Federal

Mods

STAFF MONITORING ACTIVITIES:

Print Name:

Signature:
