

## CHAPTER 11. POST-AWARD ORIENTATION

**11.1 Purpose.** This chapter outlines the Resident Engineer's responsibility in conducting the post-award orientation conferences, more popularly known as the pre-construction or pre-work conferences. For the construction phase, it is the first step in a contractor/government partnership.

### 11.2 References.

- a. FAR 42.302 - Contract Administration Functions.
- b. FAR 42.5 - Post-award Orientation.
- c. IOC/CEHND Memorandum of Agreement, dated 28 February 1994.

**11.3 Structure of Conferences.** Post-award conferences usually consist of two separate conferences between government and contractor representatives. However, due to the complexity of the Chemical Demilitarization Systems contracts, three separate conferences will be conducted immediately after award and prior to starting construction. These conferences will cover the following:

- a. General Items: Chain of commands, authorities, responsibilities, points of contacts, safety, security, environmental, etc.
- b. Contract Administration Plan: Change orders, modifications and claims, etc.
- c. Contractor Quality Control/Quality Assurance (CQC/QA).

### 11.4 Responsibility (FAR 42.504-1).

a. *Conferences:* The Contracting Officer, or the Resident ACO, will schedule and conduct the post-award conferences during the Limited-Notice-to-Proceed period and prior to starting any construction activities.

b. *Record of Conferences (AR 42.503-3):* It is the responsibility of the conference chairperson to prepare, or direct the preparation of, detailed conference minutes and provide copies to all participants. It is vital that everything of importance be included in these minutes, since oral communications tend to be remembered differently by different individuals. If any disagreement occurs between the Government and the contractor, the minutes will prove invaluable. Meeting minutes will be signed by both the contractor and the Contracting officer, and will, after a proper signature by both parties, become a part of the official contract file.

During these conferences the Contracting Officer may make commitments or give directions within the scope of his or her authority and will put in writing and sign any commitment or direction, whether or not it changes the contract. Participants without authority to bind the Government will not take action that in any way alters the contract. The chairperson will include, in the summary report (see FAR 42.503-3), a copy of all information and guidance provided to the contractor.

**11.5 Benefit.** Post-award conferences are, in most instances, the very first time contractor and government representatives meet face-to-face. This conference will set the stage and tone for the contractor/government relationship for the entire contract. Therefore, contractor personnel should leave this conference with the feeling that government representatives treated them fairly, and with the knowledge that strict compliance with the contract provisions is required. Government representatives should project a combination of competency, fairness, and diplomacy. They should recognize the rights of the contractor and his personnel, and exhibit full respect for their ability and dignity.

**11.6 Attendance.** For each conference, the individuals attending should represent the following:

*a. General Items Conference:*

- (1) The contractor
- (2) Major subcontractors
- (3) The Resident ACO and staff
- (4) The Center Engineer
  - ChemDemil Construction Directorate
  - ChemDemil Project Manager
  - Safety Engineer
  - Administrative Contracting Officer
- (5) Base/Arsenal/Depot personnel
  - Directorate of Engineering and Housing
  - Security
  - Environmental
- (6) The Using Agency (PMCD)
- (7) The Architect-Engineer
- (8) Contracting Officer

*b. Contract Administration Conference:*

- (1) The contractor
- (2) Major subcontractors
- (3) The Resident ACO and staff
- (4) The Center Engineer
  - ChemDemil Construction Directorate
  - ChemDemil Project Manager
  - Safety Engineer
  - Administrative Contracting Officer
- (5) Base/Arsenal/Depot personnel
  - Directorate of Engineering and Housing
  - Security
  - Environmental
- (6) The Using Agency (PMCD)
- (7) The Architect-Engineer
- (8) Contracting Officer

c. *Contractor Quality Assurance Conference:*

- (1) The contractor
- (2) Major subcontractors
- (3) The Resident ACO and staff
- (4) The Center Engineer
  - ChemDemil Construction Directorate
  - ChemDemil Project Manager
  - Safety Engineer
  - Administrative Contracting Officer
- (5) The Using Agency (PMCD)
- (6) Contracting Officer

**11.7 Exhibits.** A typical attendee roster (a sign-in sheet) and general agendas for each of the conferences are included as exhibits 11\*1 through 11\*4. The agendas are not inclusive. It is the responsibility of each conference chairperson to develop his or her agenda based on the contract specific requirements and site conditions.



**POST-AWARD CONFERENCES**

**GENERAL ITEMS CONFERENCE AGENDA**

Contract No: \_\_\_\_\_

Project: \_\_\_\_\_

Contractor: \_\_\_\_\_

Time and Date: \_\_\_\_\_

Place: \_\_\_\_\_

1. Introduction and Outline of Conferences

- Introduction of attendees
- Outline of conference
- Outline of chains of command
- Office arrangement/layout

2. Safety

- EM 385-10-1, Safety and Health Requirements Manual
- Accident prevention
- Accident reporting
- Clean work area
- Activity hazard analysis

3. Security

- Record checks
- Passes and parking
- Badging
- Escorts

4. Facility Engineering

- Utility tie-ins
- Utility outages
- Road closures, etc.
- Area use

Exhibit 11\*2. General Items Conference Agenda.

5. Design Briefing

- Briefing on design criteria
- Briefing on critical areas to observe during construction

6. User (PMCD) coordination

7. Labor Relations

- Davis-bacon Act
- Contract Work Hours Standards Act
- Apprentices
- Payroll and payroll records
- Compliance with Copeland Act Requirements
- Withholding of funds
- Contractor termination
- Subcontracts

8. Defense Priorities and Allocations System (DPAS)

- Priorities, allocations, and allotments
- Buy American Act
- Government-furnished property
- Salvage materials and equipment

9. Environmental Protection and acquiring permits

10. Contractor Organization

- Responsible representative at home office
- Project Manager
- Contract Administrator
- Construction Manager
- Safety Manager
- Quality Control Manager
- Property Management Specialist
- Plan of operation

Exhibit 11\*2. General Items Conference Agenda **(Continued)**

11. Discussion

Critical Items  
Problem Areas  
Questions

Exhibit 11\*2. General Items Conference Agenda (Cont'd)

**POST-AWARD CONFERENCES**

**CONTRACT ADMINISTRATION CONFERENCE AGENDA**

Contract No: \_\_\_\_\_  
Project: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Time and Date: \_\_\_\_\_  
Place: \_\_\_\_\_

1. Introduction and Outline of Conference

- Introduction of attendees
- Outline of conference
- Outline of chains of command

2. Administrative and Technical Requirements

- Contract clauses
- Special clauses
- Using service regulations
- Correspondence procedures
- Payment schedule and reporting
- Pay estimates and payments
- Insurance and bonds
- Mail handling
- Labor provision and payroll submittals
- Labor classification and wage rates
- Affirmative Action Program
- Requests for Information (RFI's)

3. Discussion

- Critical Items
- Problem Areas
- Questions

Exhibit 11\*3. Contract Administration Conference Agenda.

**POST-AWARD CONFERENCES**

**QUALITY ASSURANCE/QUALITY CONTROL CONFERENCE AGENDA  
(SUGGESTED TOPICS)**

Contract No: \_\_\_\_\_  
 Project: \_\_\_\_\_  
 Contractor: \_\_\_\_\_  
 Time and Date: \_\_\_\_\_  
 Place: \_\_\_\_\_

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|---|---|
| <p>1. Introduction and Outline of Conference</p> <p style="padding-left: 40px;">Introduction of attendees<br/>                 Outline of conference<br/>                 Outline of chains of command</p> <p>2. Safety (Reiterated)</p> <p style="padding-left: 40px;">EM385-1-1, Safety and Health<br/>                 Requirements Manual<br/>                 Accident prevention<br/>                 Accident reporting<br/>                 Clean Work Site<br/>                 Activity Hazard Analysis</p> <p>3. Contractor Organization</p> <p style="padding-left: 40px;">Responsible representative at home office<br/>                 Responsible representative at job site<br/>                 Quality control personnel</p> | <p>Contractor supervision of work<br/>                 Authorities of representatives<br/>                 Plan of operation<br/>                 Special inspection and testing requirements</p> <p>4. Labor Relations</p> <p>5. Capturing Lessons Learned</p> <p>6. Contractor Performance Appraisals</p> <p style="padding-left: 40px;">Interim appraisals<br/>                 Final appraisals</p> <p>7. Submittals and Shop Drawings</p> <p>8. Discussion</p> <p style="padding-left: 40px;">Four Phase Inspection System<br/>                 Critical Items<br/>                 Problem Areas<br/>                 Questions</p> |
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Exhibit 11\*4. QA/QC Conference Agenda.