

Pre-Job Meetings for Library Bond

Who: Prime Contractors (including onsite foreperson), Subcontractors, Trades Council, PNWRCC, Multnomah County (optional) will be in attendance. The pre-job meeting should be initiated by the Prime Contractor by contacting the Trades Council. The Trades Council will work with the applicable Trade representation (depending on the subcontractors in attendance) to plan and facilitate the pre-job meetings with the Prime Contractor, Subcontractors, Trades, and Multnomah County (optional).

Applicable to the following Library Bond contracts/locations:

DCA-CNSTR-13235-2021	Chapter 1: CMGC Services for Library Sort Center	Fortis Construction
DCA-CNSTR-13362-2022	Chapter 1: CMGC Services for Albina Library	Andersen Construction
DCA-CNSTR-13370-2022	Chapter 1: CMGC Services for North Portland Library	Andersen Construction
DCA-CNSTR-13369-2022	Chapter 1: CMGC Services for Midland Library	Swinerton Builders
DCA-CNSTR-13363-2022	Chapter 1: CMGC Services for Holgate Library	Swinerton Builders
DCA-CNSTR-14168-2022	Chapter 2: CMGC Services for East County Flagship Library	Fortis Construction
DCA-CNSTR-15333-2023	Chapter 3: CMGC Services for Belmont	Howard S Wright
DCA-CNSTR-15333-2023	Chapter 3: CMGC Services for St. Johns	Howard S Wright
DCA-CNSTR-15333-2023	Chapter 3: CMGC Services for Northwest	Howard S Wright

What: Meeting shall address, but not be limited to, expectations regarding: how to request apprentices from trade partners, planned workforce utilization, key employees, work dates, work hours, Project rules, employee transportation to and from the Covered Project site, safety, employee absenteeism, lunch, breaks, and craft work assignments. Subcontractors that subcontract out work in their awarded scope shall identify at the pre-job conference the portion of work to be subcontracted and the subcontractor to perform such work and any other pertinent information known for the project.

When: Trades Council shall be notified within 10 working days prior to the start of labor for each subcontractor on the project. Meeting shall be held within 10 working days prior to the start of labor for each subcontractor unless otherwise scheduled and agreed upon by all parties during the pre-construction meeting (i.e. ad-hoc, quarterly, semi-annually, by construction phase, etc).

Where: Video conferencing platform is preferred as to not impose a burden on attendees. In-person meetings may be conducted if held within 10 working days prior to the start of labor, with approval of all parties.

Why: Regional Workforce Equity Agreement Article 3.2. which states: Pre-Job Conference. Each Prime Contractor and all Subcontractors performing Covered Work shall have a pre-job conference with each Union representing craft workers the Prime Contractor and Subcontractors intend to employ on the Covered Project not less than ten (10) working days prior to the commencement of performance of work on the Covered Project. Each such Union shall facilitate such conference with the cooperation of the Prime Contractor. The conference shall address, but not be limited to, workforce, key employees work dates, work hours, Project rules, employee transportation to and from the Covered Project site, safety, employee absenteeism, lunch, breaks, and craft work assignments. Subcontractors that subcontract out work in their awarded scope shall identify at the pre-job conference the portion of work to be subcontracted and the subcontractor to perform such work. Those subcontractors shall be required to sign a Letter of Assent and participate in the pre-job conference. The Prime Contractor shall provide the Trades Council and PNWRCC with the Letters of Assent executed by all Subcontractors at the Pre-Job Conference. For any Subcontractor for which the subcontract and Letter of Assent are executed after that date, the Letter of Assent shall be provided to the Trades Council and PNWRCC not less than ten (10) working days prior to that Subcontractor's commencement of performance of work on the Covered Project.