



Major Projects Project Stabilization Agreement (PSA)

PRE-JOB CONFERENCE FACT SHEET

OVERVIEW

- A Pre-Job Conference is required for all contractors at all tiers before they begin work on contracts subject to BART's Major Projects Project Stabilization Agreement.
- The Conference should take place as soon as reasonably possible after Notice to Proceed, and no later than three weeks prior to starting work.

PARTICIPANTS

- Building and Construction Trades Council with jurisdiction covering the contract
- Affiliated Unions
- Prime Contractor
- Subcontractors
- PSA staff from BART's Office of Civil Rights
- Project Management / Construction Management team (optional)

MEETING OUTLINE

Overview of the Pre-Job Conference and Introductions (Building Trades Council and BART PSA Staff)

Project Description (Prime Contractor)

- Provide a project overview and description of work. The description should be clear and with enough **detail** to ensure that attendees are given an understanding of the contract's scope.
- Provide a preliminary Project Schedule including key milestone dates such as mobilization date, interim completion dates or milestones for components of the work, and a target completion date.
- Describe self-performed scopes of work.
- Assign self-performed scopes of work to specific crafts and state the number of workers within each craft.

Work Assignments

- The Pre-Job Conference is facilitated by BART PSA Staff who will request that each Subcontractor describe their scope of work in detail and provide craft assignments.
- Subcontractors should be prepared to answer **specific** questions about their scope of work and assignments from Union representatives.
- Unions may dispute craft assignments. BART will note these claims and distribute with Pre-Job Conference minutes; however, each Union is responsible for following the Jurisdictional Dispute procedures as described in Article 13 of the PSA.

Workforce Goals (PSA Jobs Coordinator)

- Discuss PSA Workforce Goals and process and distribute Workforce Forms.

REQUIRED FORMS

Prior to scheduling the Pre-Job Conference, contractors at all tiers must submit a signed Agreement to be Bound and completed Pre-Job Form to BART PSA Staff. Contractors at all tiers must submit a completed Workforce Projection Form to the PSA Jobs Coordinator prior to starting work.

CONTACTS

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