



## Citywide Project Labor Agreement Professional Services Pre-Job Conference Form

In accordance with PLA Article 16, each Contractor is required to conduct a Pre-Job Conference with the Unions not later than ten (10) calendar days prior to commencing work.

Prime Consultant Information				
Prime Consultant Name:				
Address:				
Phone:				
Email:		Fax:		
License Number:				
PLA Pre Job Conference Meeting Information				
Date & Time:		Location:		
General Information				
As-Needed Services: (Yes or No)		If Yes, list Task Order Number:		
Contract No:		Contract (or Task) Award Amount:		
Estimated Start Date:		Estimated End Date:		
Contract Name:				
Jobsite Scheduling Information				
Number of Shifts:		Start / Stop Times:		
Pay Day:		Ending Day of Pay Period:		
Heavy Equipment to Be Utilized on Job		Craft/Contractor		
Project Craft Workforce Estimate				
Craft		Workforce needed for Project		
Sample: Widget Installer		5		
Contractor Jurisdictional Work Assignments				
<p>As required by PLA Article 8, the assignment of work will be solely the responsibility of the contractor performing the work involved; and such work assignments will be in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (the "Plan") or any successor plan.</p> <p>All jurisdictional disputes on this project shall be settled in accordance with PLA Article 8</p>				
Jurisdictional Work Assignments				
<u>Contractor name &amp; Sub to</u>	<u>Scope of Work</u>	<u>Union OR Non-Union</u>	<u>DBE or Non DBE</u>	<u>Union Work Assignment (Local #)</u>
SAMPLE: ABC Contractor / Prime Contractor	Widget Installation	Union	DBE	Widget Union Local 1234

<u>Contractor name</u>	<u>Scope of Work</u>	<u>Union OR Non-Union</u>	<u>DBE or Non DBE</u>	<u>Union Work Assignment (Local #)</u>

Subcontractor Information – Complete or Attach Subcontractor Listing	
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Estimated Start Date:	Estimated End Date:
Contact Person:	Phone:
Email:	Contractor License Number: