



NEW MEXICO DEPARTMENT OF TRANSPORTATION

CIVIL RIGHTS/EEO PRE-CONSTRUCTION REPORT

The purpose of this report is to ensure that the Contractor, through their Company EEO Officer, is aware of Civil Rights/EEO responsibilities under the contract.

The Contractor/Company EEO Officer shall complete Part A, read Part B, and sign Part C; **Part D is for Contracting Agency Use.**

PART A: CONTRACTOR INFORMATION FOR THE PRE-CONSTRUCTION CONFERENCE

Pre-Construction Conference Date: _____

Contractor: _____

Union Non-Union (check one)

Project Number: _____ Control Number: _____

Contract Amount: \$ _____ District: _____ County: _____

Location: _____

Company EEO Officer: _____

Project EEO Officer: _____

NMDOT or LPA Project Manager: _____

NMDOT or LPA Project Office Manager: _____

Scheduled Peak Employment Date: _____

Estimated Peak Number of Employees: _____

Contract DBE Participation Goal: _____

PART B: LABOR COMPLIANCE

The Contractor is responsible for submittal of Certified Payrolls by its own organization and that of its subcontractors on a weekly basis. On Federal-aid projects Certified Payrolls will be submitted via LCPtracker. On 100% State funded projects one hard copy shall be submitted to the Project Manager. The Contractor is aware of and will comply with the prevailing wage rate requirements under the contract.

The construction contract is subject to the provisions of the USDOL Field Operations Handbook, Davis-Bacon Act, Copeland Act, Contract Work Hours and Safety Standards Act, and Related Acts.

PART C: CONTRACTOR/COMPANY EEO OFFICER SIGNATURE

I have read the information listed above and have received the *Contractor EEO Packet*.

Company EEO Officer Printed Name	Signature	Date
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PART D: CONTRACTING AGENCY USE (PLEASE CHECK APPROPRIATE BOXES, SIGN, AND DATE)

- This form was received at least ten days prior to the Pre-Construction Conference.
- This form was not received at least ten days prior to the Pre-Construction Conference.

The following were submitted with the A-1237 form (check applicable items):

- EEO Policy Statement
- Superintendent Indoctrination Letter
- Documentation of Recruitment Efforts
- On-The-Job Training Letter (if applicable)

The information contained in this form has been reviewed and verified with exceptions and action items noted below.

Project Manager Printed Name	Signature	Date
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Notes: _____

