



NEW MEXICO DEPARTMENT OF TRANSPORTATION
CIVIL RIGHTS/EEO PRE-CONSTRUCTION REPORT

The purpose of this report is to ensure that the Contractor, through his EEO Representative, is aware of civil rights/EEO responsibilities under the Contract.

The Contractor and/or Contractor EEO Representative shall fill in the appropriate blanks of Part A, read Part B, and sign Part C; **Part D is for the Contracting Agency Use.**

PART A: Contractor Information for the Precon

Pre-Construction Conference Date: _____ Union _____
Open Shop _____

Contractor: _____

Project No.: _____ Control No: _____

Contract Amount: \$ _____ District _____ County _____

Location: _____

NMDOT or LPA Project Manager: _____

NMDOT or LPA Project Office Manager: _____

Company EEO Officer: _____

Project EEO Officer: _____

(Please attach EEO Officer Notification Letter(s))

Company EEO Policy Statement – (Please attach) Yes No

Minority / female referral contact letters and responses –(Please attach) Yes No

Evidence of indoctrination of supervisory personnel on your Company
EEO Policy by letter or meeting – (Please attach) Yes No

DBE Liaison Officer: _____

Contract DBE Participation Goal: _____

DBE Subcontractors/Vendors: _____

Peak Employment Date: _____

Estimated Peak Employment: _____

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 in LCPtracker. On 100% State funded projects one hard copy shall be submitted to 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/EEO Representative Signature

I am aware of the above-mentioned information and have received a copy of the *Contractor EEO and Affirmative Action Compliance Information Package*.

(Signature of Contractor and/or Contractor's Company EEO Officer) _____
Date

PART D: CONTRACTING AGENCY USE

- This form was completed by the PM at the pre-construction conference.
- This form was completed by the PM at an EEO pre-construction conference.
- This form was completed by the Contractor and/or Contractor's EEO Representative and submitted to the PM at the pre-construction conference.

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

Project Manager _____
Date

Comments and/or Other Signatures: _____

