

REQUIRED CERTIFIED PAYROLL DOCUMENT PACKAGE
Gerald Desmond Bridge Replacement Project ▪ Contract Number: HD: 7961

This **REQUIRED CERTIFIED PAYROLL DOCUMENT PACKAGE** has been prepared to facilitate compliance on the Gerald Desmond Bridge Replacement Project. It is not a replacement or substitute for contract documents. As a compliance document, it is important to forward this package to the individual(s) who is responsible for certified payroll and all related documents. Victoria Duran, the Payroll Coordinator for Shimmick/FCC/Impregilo JV (SFI JV) will be monitoring your weekly certified payroll submittal and other related documents required in LCPtracker. Once the authorized person from your company has received and reviewed the certified payroll package, they MUST complete the start date form and acknowledgment form and fax back to Victoria Duran @ (949) 398-6199 or vduran@sfi@gdb.com. This package and its attachments (to be provided at the preconstruction meeting) were generated to specifically help assist in this process.

Weekly Certified Payroll – LCPTRACKER

SFI uses an online electronic payroll system called “LCPtracker” to handle all of the reporting and documentation required for the GDBR Project. This program is provided at NO COST to you and is easy to use. Training and support is available to all contractors through various methods. ALL certified payroll will be submitted through LCPtracker on a weekly basis and payroll related documents will be uploaded directly into the system.

ALL Owners, Independent Contractors and Sole-Proprietors performing their own work independently are required to submit certified payroll, through LCPtracker, for the work they are performing. They are required to identify the trade they are working as, the hours & days worked, the total hourly prevailing wage rate required for that work and the amount earned for that work only. You will not be required to provide additional payroll information, i.e.; gross amount earned, deductions taken or net paid. Equipment use must be reported and billed separately.

Please Contact Victoria Duran for Login information and project setup. Once your company submits the first certified payroll report, you will continue to submit until the completion of your work. Your company is responsible for setting up and assigning your lower tier subs in LCPtracker and making sure that they are submitting their certified payrolls and all required documents into the LCPtracker system.

Please note that the following forms are **MANDATORY** and must be uploaded into LCPtracker before starting work on the site – All templates are available for download under E-Documents in LCPtracker:

- Letter of Assent
- DAS140 Public Works Contract Award Information
- Checklist of Labor Law Requirements
- Fringe Benefit Statement

Project Labor Agreement/Letter of Assent

Immediately upon execution of an agreement or upon notice to start work on the project each subcontractor will submit to SFI JV a Letter of Assent acknowledging the Project Labor Agreement (PLA) in place for this project. By accepting the award of a contract for the project, the company agrees to sign the Letter of Assent (as shown in PLA, Attachment A) and be bound by each and every provision of the agreement. A copy of the executed PLA has been provided in this package.

DAS140 Form – Contract Award information must be sent to your appropriate Apprenticeship Committee prior to working on our project. The DAS140 Form can be sent either by facsimile or mail. You must forward copies of the DAS140 Form that was sent to your Apprenticeship Committee along with proof of delivery to applicable Apprenticeship Committees. Proof of delivery can entail: a certified receipt from the US Postal office, a signed tracking slip or a copy of the facsimile transmission sheet. Please review the DAS140 form and make sure that you follow the instructions on the form. If you are approved to train, submission of a DAS7 “Agreement to Train Apprentices” signed by the state will be requested.

Checklist of Labor Law Requirements – **Must submit prior to your first payroll** documents concerning federal and state labor law requirements applicable to the contract.

Fringe Benefits Statement – **Must submit prior to your first payroll** documents and again with each increase in rates and/or fringes for craft employees and with additional craft employees not previously submitted.

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In addition, the following forms are required to be uploaded into LCPtracker:

- Trust Fund Contribution Report (due monthly)
- Project Labor Agreement (PLA Summary)
- Apprentice Certification
- Federal Annual EEO Report – Form FHWA-1391
- Request for Craft Employees/Apprentices/Disadvantaged Workers
- Employee Payroll Deduction Authorization Form
- Summary of Sub-Tier Contractors
- Final Completion Form

Trust Fund Contribution Report – Companies not signatory to the established Labor Management Trust Fund Agreements will sign a “subscription agreement” with the appropriate Labor Management Trust Fund covering the work performed under this agreement. Submission of a copy of the Trust Fund Report is due each month along with your Invoice. Letters of Good Standing from the applicable union(s) as proof that the **Trust Fund Contributions are being paid timely are submitted to SFI JV.**

Project Labor Agreement (PLA) Summary

The contractor to whom the contract is awarded and its subcontractors hired for the public works project regardless of tier are required to comply with the terms and conditions set forth in the Contract PLA. Covers work defined by the Agreement shall be performed pursuant to the terms and conditions of this Agreement regardless of how work was awarded.

Apprentice Certification - All apprentices must be verified through the Department of Industrial Relations prior to commencing work on any Public Works project. A copy of the Apprentice Certification must be submitted with the first payroll worked by the Apprentice. The link listed below will direct you to the site and the specific screen in order to verify apprenticeship standing and to print the certification for the apprentice. <http://www.dir.ca.gov/DAS/appcertpw/AppCertSearch.asp>

Federal-Aid Annual EEO Report Form FHW-1391

This annual report will be submitted by the 5th of August each year for the duration of the project, indicating the number of minority, women, and non-minority group

employees currently engaged in each work classification required by the contract work. This information is to be reported on Form FHWA-1391 for the hours worked the last full week in July from all contractors regardless of tier. If on-the job training is being required by special provision, the contractor will be required to collect and report training data.

Request for Craft Employees/Apprentices/Disadvantaged Workers

This form should be used for all requests for dispatch from construction trades for work on this project. The Project Labor Agreement (PLA) for this project contains a 5% veterans/Disadvantaged Worker aspirational goal. In the event that referral facilities maintained by the Unions are unable to fill the requisition of contractor/employer, the contractor/employer shall be free to obtain workers from any source.

Employee Payroll Deduction Authorization Form

This form is to be completed if any additional payroll deductions are removed from payroll other than the normal deductions permissible by Law.

Contractor Sub-Tier List

This form **must** be submitted with your first payroll and on a monthly basis until the completion of the project.

Final Completion Form

When your company has completed the project, you must write in the upper top right hand corner FINAL on your last certified payroll and fax a copy to: **SFI JV, Attention: Victoria Duran.** Make sure you provide the Last Physical work day. You must still upload your Final payroll through LCP Tracker.

**Please direct your questions to the Victoria Duran, Payroll
Coordinator for SFI JV Gerald Desmond Bridge Replacement Project.
Contact Information: (949) 398-6183 or vduran@sfigdb.com**

Welcome aboard!!