



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

This REQUIRED 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 have compliance responsibility. This document is directing you to our website <http://www.sfigdb.com> which contains documents related to compliance. Information specific to this document are found under the Subcontractors Tab: Key Documents, Labor Compliance and EEO Policy Tab. Your company has the responsibility to also attain and forward all compliance documents to SFI JV from your sub-tiers. This package and its attachments were generated to specifically assist in this process.

**Main Office location: SFI JV 11 Golden Shore Suite 330 Long Beach, CA 90802**

### **Key contacts:**

**Subcontract Coordinator:** Bree Crow 949/398-6153 [bcrow@shimmick.com](mailto:bcrow@shimmick.com)

**Labor Compliance Manager:** Victoria Duran 949/398-6182 [vduran@sfigdb.com](mailto:vduran@sfigdb.com)

**Original RFP Forms:** The following forms will be requested as first-time submission documents and must be maintained throughout the project: [Bidders List Survey Form](#), [Form 6 Equal Employment Opportunity Certification](#) and [Form 9 Certification Regarding Use of Contract Fund for Lobbying](#).

**Posted: Bidder's List Survey Form, Form 6, Form 9**

**The Project has an 11% Underutilized Disadvantaged Business Enterprise (UDBE) commitment on this project.** SFI JV, subcontractors and suppliers will take all necessary and reasonable steps in accordance with 49 Code of Federal Regulations Part 26 to ensure that UDBE'S and DBE's have the maximum opportunity to complete for and perform on this Contract. If you qualify, believe you may qualify or any sub tier working with you may qualify as a UDBE, contact California Department of Transportation Office of Business & Economic Opportunity at <http://www.dot.ca.gov/hq/bep/> to receive information concerning certification **and** Denise Williams [denise@dbeworldwide.com](mailto:denise@dbeworldwide.com) or 866/338-6280 who is responsible

for UDBE Outreach Communication for the project. If you are a certified UDBE or DBE Include a copy of your certification with first time documents.

### **Exhibit E: Reporting Due on the Project:**

Three (3) reports as outlined in Exhibit E are due on the **23<sup>rd</sup>** of each month. The last submission of any reporting due for the project should indicate that it is the **final** submission due. You will be noticed of any change to this schedule. Please send by email to [bcrow@shimmick.com](mailto:bcrow@shimmick.com).

1 Summary of Subcontractors

2 UDBE/ DBE Subcontractor Supplier List

3 Attachment A: Subcontractor Payment Monthly Progress Report

**Posted: Exhibit A- K and \*Please note submission reports within Exhibit E: DBE Special Provisions, Monthly Report – Summary of Subcontractors, UDBE/DBE Subcontractor Supplier List, Attachment A Subcontractor Payment Monthly Progress Report**

### **Project Labor Agreement and Letter of Assent**

Immediately upon execution of an agreement or upon notice to start work on the project each subcontractor, vendor and supplier will submit to SFI JV a Letter of Assent acknowledging the Project Labor Agreement 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.

Contractors not signatory to the established Labor/Management Trust Fund Agreement for the craft workers they employ, shall sign a “subscriptions agreement” with the appropriate Labor/Management Trust Fund covering the work performed under the Agreement. before work is commenced on the Project, provided that the subscription agreement does not extend the Contractors’ obligations beyond project work.

**Posted: Exhibit I Executed Project Labor Agreement and Letter of Assent**



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

### **Insurance**

As part of your agreement and/or commencement of work physically performed on the project, you have a responsibility to procure and maintain insurance throughout the duration of this project. The insurance requirements have been defined to you As a prerequisite for working on this project, proof of insurance is required a minimum of one (1) full month prior to the start of work. If your notice period is inside of one-month, forward insurance documents and contact our office immediately. Certificate of Insurance should be sent to Bree Crow by email at [bcrow@shimmick.com](mailto:bcrow@shimmick.com).

*Posted: Exhibit J Sample Insurance Certificate and endorsements*

### **Monthly Progress Payment Billing Request**

Monthly Progress Payment Requests are due on the **26th of each month** for the preceding month. If we do not receive your Monthly Progress Payment Billing Requests on or before the **26<sup>th</sup>** of the month, your company will not receive a Progress Payment for that month. Send by email only to Bree Crow [bcrow@shimmick.com](mailto:bcrow@shimmick.com). Hard copies are not required. Your company will be prompted each month by an Sub Pay Billing email. Your company's monthly subcontractor hours must be forwarded each month by return email or detailed on your progress billing.

Each Sub Pay Billing will require a Conditional Release submission prior to release of the payment. Unless otherwise specified by the Subcontractor Coordinator. Additionally, any of your lower tier subcontractors or vendors that have filed a Preliminary Notice for this project will also produce a conditional release. Your office is responsible for forwarding all Unconditional Releases (including sub-tiers and vendors) once your payment is received. Your next scheduled payment cannot be released without receipt of the necessary Unconditional Releases. Unless otherwise specified by the Subcontractor Coordinator.

*Posted: Conditional Release (Progress and Final), Unconditional Release (Progress and Final)*

### **Invoicing**

SFI JV routes all vendor invoices through a Paperless Environment for processing through approval and payment. Please note that the project is a SFI JV project and all Invoices must be clearly identified. Invoices for this project can be mailed to the Management Offices at:

**SFI JV 11 Golden Shore Suite 300 Long Beach, CA 90802**

**or sent by Email:**

**Vendor Invoicing - Juan Fernandez - [jfernandez@sfigdb.com](mailto:jfernandez@sfigdb.com)**

Your invoices will be paid according to the established terms of SFI JVs Credit Application, Long Form Purchase Order or Short Form purchase order. Your invoices must clearly identify Job 138, Gerald Desmond Bridge Replacement Project, HD-7961, purchase order number and the responsible SFI JV person associated with the order.

### **LABOR COMPLIANCE**

#### **Weekly Certified Payroll**

SFI JV uses an online electronic payroll system called "LCPTracker" to handle reporting and documentation required for the project. This program is provided at NO COST. Training and support is available to all subcontractors through various methods including but not limited to periodic group training sessions, individual training/support from Victoria Duran our Labor Compliance Manager, or by calling LCP Tracker support. Additionally, User Portal for Training Materials, Support and Live Chat is located on the LCPTracker website: [www.lcptracker.com](http://www.lcptracker.com). All certified payroll must be submitted through LCPTracker on a weekly basis. Payroll related documents will be uploaded directly into the system.

The Preconstruction Checklist provided to SFI JV from the Port of Long Beach dated December 12, 2012, is attached in its' entirety on the website. The Checklist details and *reiterates* compliance for this project.



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

The weekly submission through LCPtracker of Public Works Payroll Report or an Owner Operator Listing Report is mandatory for all subcontractors and/or vendors that are physically providing labor on this project. The reports are due each week along with a signed Statement of Compliance. The reports must detail the requirements outlined in the Port of Long Beach Preconstruction package. The contract number HD-7961 is required on all payroll documents. Once your company submits the first certified payroll report, you will continue to submit until the completion of your work. If your company did not work on the project for any week, you must submit a Non-Performance through LCPtracker. Please note, your company is also responsible for submissions through LCPtracker to SFI JV for any of your lower tier subcontractors.

All Owners, Independent Contractors and Sole-Proprietors performing their own work independently, are also required to submit certified payroll through LCPtracker. This group is required to identify the trade they are working as, the hours and days worked, the total hourly prevailing wage rates required for that work and the amount earned for the work only. They are not required to provide additional payroll information i.e.: gross amount earned, deductions taken, or net paid, unless specified otherwise

**Posted: POLB Preconstruction Checklist, Exhibit D: Labor Code Requirements, Exhibit F: Federal Requirements, FHWA Form 1273**

### The Process

Victoria Duran will monitor your weekly certified payroll submission and other related documents required in LCPtracker. The authorized person from your company will review the Labor Compliance component contained on our website: [www.sfigdb.com](http://www.sfigdb.com) under the Subcontractors tab, and submit first time documents by email to [vduran@sfigdb.com](mailto:vduran@sfigdb.com) for review. At the completion of the review, Victoria will assign and issue login information for LCPtracker and request the import of the documents into LCPtracker.

### **First Time Documents due immediately for review and eventual import into LCPtracker:**

- PLA Compliance
- Letter of Assent
- DAS140 Public Works Contract Award Information along with proof of delivery to the applicable apprentice committee
- Fringe Benefit Statement
- Checklist of Labor Law Requirements
- Start Date Form
- Contractor's Sub Tier Listing

### **First Time Documents due, which do not require import into LCPtracker:**

- Form 6 Equal Employment Opportunity Certification
- Form 9 Certification Regarding Use of Contract Fund for Lobbying
- Bidder's Survey List
- DBE Certificate (if applicable)

### EXPLANATION OF FORMS

#### PLA Compliance Form

Acknowledgment Form required by signature to comply with the terms and conditions in the Contract PLA.

Letter of Assent – Acknowledgment of Project Labor Agreement in place for the project. Due as first time document.

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



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

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.

Fringe Benefits Statement – Initial submission with 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. Fringe Benefit Statement must be re-submitted upon change of in rates.

Checklist of Labor Law Requirements – Initial submission with first payroll documents concerning federal and state applicable labor law requirements.

Start Date Form – Form requests the initial start date of work for your company and contact information necessary to assign a LCPtracker login.

Contractor's Sub Tier Listing – Detail listing which provides contact information of all sub tiers working under your company.

DAS142 Form – **One Time Submission During Life of Project** This form is used to request apprentices from the applicable Apprenticeship Committee. In response to your written request, this form can support your claim against a violation with labor compliance that an apprentice was not available within 72 hours of your request. This document is not imported into LCPtracker.

Subcontractor Final Affidavit - Final Submission Document Prior to receiving your final payment you must submit a Final affidavit stating that the specified general prevailing rates have been paid pursuant to California Labor Code Section 1813. Payroll Prevailing wage rates applicable to this contract were established by the Director of Industrial Relations and the U.S. Department of Labor, Wage and Hour Division. This document is not imported into LCPtracker.

**NOTE:** Documents detailed below are standard forms used for the submission of labor compliance documents through LCPtracker. All documents must be imported into LCPtracker. You may elect to use your own in-house payroll forms provided your forms address all required information. We have provided documents on our website for your use only if needed.

Weekly Certified Payroll Form – *Weekly submission of certified payroll documents for the entire length of your work.* Forms must address all required information. The form must detail the contract number HD-7961 and your company's physical address.

Statement of Compliance – Accompanies weekly submission with the certified payroll documents for the entire length of your work.

Owner-Operator Listing – *Weekly required submission for approved Owner-operator only of payroll documents for the entire length of your work.*

Owner-Operator Listing Statement of Compliance – Accompanies weekly submission with the owner-operator listing for the entire length of your work.

Statement of Non-Performance – Required input into LCPtracker for any un-worked week.

Apprentice Certification - All apprentices must be verified through the Department of Industrial Relations prior to commencing work on any Public Works project. Their certificate 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 to verify apprenticeship standing and to print the certification for the apprentice.  
<http://www.dir.ca.gov/DAS/appcertpw/AppCertSearch.asp>. Victoria Duran must approve all apprentice certification once imported into LCPtracker.



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

Training Fund Contribution or Letters of Good Standing – Companies not signatory to the established Labor Management Trust Fund Agreements will sign a “subscription agreement” (DAS7 Form) with the appropriate Labor Management Trust Fund covering the work performed under this agreement. Submission of a copy of the Trust Fund Report along with the cancelled check is due for the prior month by the last day of the following month **OR** Good Standing Letter from the applicable union(s) as proof that the Training Fund Contributions are being paid.

Federal-Aid Highway Construction Contractors Annual EEO Report Form FHWA-1391  
This annual report will be submitted each July 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. If on-the job training is being required by special provision, the contractor will be required to collect and report training data.

EEO Officer Contract Compliance Checklist - This document is found under the EEO Policy tab, please thoroughly review the contents of the Checklist and Exhibit F-2 FHWA Form 1273 and return the sign document by email to As a contractor or subcontractor on a highway construction project receiving federal funds, we (and you) are required to implement an equal employment opportunity program. For that reason, we strongly suggest you carefully review Title 23 of the Code of Federal Regulations, Part 230. Within this Part, you will find various regulations that describe both of our obligations. This notice is not intended to take the place of your reading the regulations, but is instead aimed at highlighting certain things that we think are important. Our subcontract with you requires that you not unlawfully discriminate and that you take affirmative action to ensure equal employment

opportunity. Among other things, you need to adopt an EEO policy; designate an EEO officer within your organization; disseminate your policy; make sure you’re recruiting, training, promotion and personnel actions are taken without regard to

characteristics such as race, religion, color, gender, or national origin; and submit annual employment data reports to Caltrans. We expect you to use your best efforts to increase employment opportunities for minorities and women. To the extent you rely on unions as a source of employees, you also are to use your best efforts to obtain the unions’ cooperation to increase employment opportunities for minorities and women. The regulations require us to hold meetings with managers, supervisors and employees to discuss subjects such as equal opportunity, complaint procedures, and policies prohibiting harassment. We expect you to comply with your obligations under the regulations, and to inform us promptly if you encounter any difficulty in satisfying your equal opportunity obligations in terms of your work with us as a subcontractor. We appreciate your commitment and efforts in this regard.

***Posted: PLA Compliance Form, Letter of Assent, DAS 140 Form with Instructions, Fringe Benefit Statement, Checklist of Labor Law Requirements, Start Date Form, Contractors Sub Tier Listing, DAS 142 Form, Subcontractor Final Affidavit, Weekly Certified Payroll Form CEM-2502 with Statement of Compliance, Owner Operator Listing Form CEM-2505 with Statement of Compliance, Statement of Non-Performance, Apprentice Certification, Training Fund Contributions or Letters of Good Standing, Federal-Aid Highway Construction Contractors Annual EEO Report FHWA-1391, EEO Officer Contract Compliance Checklist, Copy of Labor Code Section(s) specifically 1771, 1771.5, 1776, 1777.5, 1813 and 1815.***

### QUESTIONS REGARDING THIS PACKAGE?

Please see contact information provided on the first page of this document.