



PRE-CONSTRUCTION MEETING
PROJECT LABOR AGREEMENT & CALIFORNIA LABOR CODE
RESPONSIBILITIES & REQUIREMENTS
(For Projects subject to the PLA)

I. REQUIRED SUBMITTALS (Submittal Schedule & Forms)

a. LCP Checklist – Submit before you start work on the project.

- i. Review and sign
 1. Payment of Prevailing Wage Rates
 - a. Public Works Project requires the payment of prevailing wages to all employees
 - b. The prevailing wage determination applicable to this project can be found on the California Department of Industrial Relations website at: <http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm>
 - c. You must refer to the Prevailing Wage Determinations that were in effect at the time the project was first advertised for bids.** *Note: contractors are responsible for all predetermined increases.*
 2. Apprentices
 - a. All contractors must make a "good faith effort" to employ apprentices (if craft is apprenticeable).
 - b. Submit a DAS-140 (Public Works Contract Award Information) to your appropriate Apprenticeship Committee. Submit a copy of your certified mail certificate as proof of your submittal.

b. Letter of Assent – Submit before you start work on the project.

- i. Section 2.5(b) of the PLA states that all contractors, all tiers, shall sign and submit a Letter of Assent prior to the commencement of work.
- ii. The Letter of Assent confirms that the contractor is accepting and is bound by the terms and conditions of the PLA, including the requirement to send fringe benefit payments to a Union Trust Fund.

c. Core Employees Listing – Submit before you start work on the project.

- i. Section 3.6(d) of the PLA states that all contractors, all tiers, shall submit a Core Employees Listing upon request.
- ii. Core Employees are defined in PLA §3.6(c); they must reside in the District, and must appear on the contractor's payroll for 50 of the 100 working days prior to the award of contract.
- iii. Pursuant to the requirements of SB 1362 and California Labor Code §3099.2, all employees performing **electrical work** for a subcontractor holding a C-10 license **must be certified**. If employees working on project are found to be not certified, they shall be immediately removed. Failure to provide proof of this documentation on all employees will be considered a violation and subject the subcontractor to corrective action up to and including being removed from the project.

- iv. Contractors are strongly recommended to list everyone who qualifies as a Core Employee and **may** be working on the project; Core Employees Lists may not be revised after work begins.

d. Verification of Core Employees – Submit as requested.

- i. Section 3.6(d) of the PLA states that a contractor must provide proof of its core employees' eligibility.
- ii. Copies of the contractor's payroll registers (or similar payroll records) are typically used to validate the core employees' eligibility.

e. DAS-140 – Submit before you start work on the project.

- i. Requirement to "announce" that you will be working on a public works project (compliance is proven via submittal of DAS-140)
- ii. This form should be sent to the local apprenticeship committee for your craft.
- iii. If you need the contact information for your applicable apprenticeship committee, refer to <http://www.dir.ca.gov/Databases/das/pwaddrstart.asp> .

f. Subcontractor listing – Submit before you start work on the project.

- i. The subcontractor listing should include all subcontractors who will be doing prevailing wage labor on the project. If there are none, write "NONE."
- ii. Include subcontractors' addresses, phone numbers and license numbers.
- iii. Contractors of every tier are responsible for ensuring that their subcontractors submit the PLA Letter of Assent before beginning work.

g. Fringe Benefit Statement - Submit before you start work on the project.

- i. Contractors must pay fringe benefits to the appropriate union trust fund according to PLA §5.2(b).
- ii. Indicate each benefit amount for every individual craft you employ on this project. If there are several crafts, separate sheets may be necessary.
- iii. Write the contact information for the trust fund in the designated areas.
- iv. If contribution amounts change, such as after a predetermined prevailing wage increase, submit a new Fringe Benefit Statement.

h. CPRs & Statements of Compliance – Submit for each week you work on the project.

- i. CPRs must be submitted for every week that work was performed on the project.
- ii. Make sure that you include an accurate work classification for all your workers. (e.g. 'Laborer Group 2', 'Laborer Group 1 Apprentice level 1')
- iii. CPRs are not valid unless accompanied by a signed statement of compliance.
- iv. For weeks in which you did not perform any work, you must submit a Statement of Non-Performance.
- v. The last payroll should be clearly marked "Final" – when we see the final payroll, we will begin closeout procedures.

i. Trust Fund Reports – Submit monthly

- i. Copies of the Trust Fund Reports sent to the trust fund and copies of the contribution checks must be submitted monthly – this proves the benefits were paid for every hour worked on *this* project.
- ii. Letters from the union are not sufficient because the funds do not verify that the hours reported are the same as the hours worked.