

PROJECT NAME/NUMBER:
PRE-CONSTRUCTION MEETING DATE:

PROJECT START DATE: _____ **COMPLETION DATE:** _____

[INTERIM COMPLETION DATE(S)]: _____ **NOTICE TO PROCEED:** _____

FIELD OFFICE LOCATION: _____

POSTER BOARD LOCATION: _____

KEY CONTACT PEOPLE

CONTRACTOR: _____

CONSTRUCTION INSPECTOR/FIRM _____

CONTRACTOR EEO OFFICER: _____

CONTRACTOR PAYROLL MAIN CONTACT: _____

OTHERS: _____

SUBCONTRACTORS: _____

MISCELLANEOUS USEFUL NOTES

- ▶ **Poster Package** _____ (fill in appropriate county) wage rates apply to this project. Prior to the start of construction, display your job site posters, including wage rates (**please display all pages of the wage rates**), in an outside location where they can be seen easily by all employees. If your project does not have a job office due to the nature of the work and/or the length of the contract, the posters must be displayed at the home office where hiring is conducted and each employee must be provided copies of all the notices or posters and sign a statement acknowledging they received and understood the content of all the notices or posters.

Please remember to provide copies of the wage rates to **ALL** of your sub-contractors.

- ▶ **Equal Employment Opportunity (EEO):**

- **Every** Contractor is required to have an EEO & Affirmative Action (AA) Plan and to widely publicize it. Contractors must also have a Sexual Harassment Policy & Complaint procedure that all employees are made aware of. **The Company AA/EEO Officer is** _____.
- **All AA/EEO/Harassment** policies and programs must be REVIEWED ANNUALLY with all employees who hire and supervise personnel.
- **Document** all recruitment efforts; keep copies of newspaper ads, letters, etc.
- **A** list of female and minority recruitment sources is available on the VTrans website: <http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/information> and in the OJT manual.
- **Maintain** a working environment free of harassment and discrimination.
- **Prime contractor** is responsible for actions of own employees and the actions of any subcontractors with respect to sexual harassment and discrimination.

- ▶ **DBE/Prompt Pay:**

- For FY2019-FY2021, the DBE Participation Rate = 7.2% for the Agency's overall annual goal on FHWA-funded projects. DBE Directory is available on line & searchable by scope.
- Vermont's Prompt Pay Statute requires **payment from prime to all subs within seven days of prime receiving payment**. The prime contractor should report monthly to the Construction Inspector using the [MAB Prompt Pay Monthly report form](#).
Contact Sonya Boisvert, VTrans Civil Rights office, 802-828-2644, sonya.boisvert@vermont.gov with any questions about DBEs or Prompt Pay requirements.



Labor Compliance:

Davis-Bacon/Certified Payrolls

- Contractors are required to submit their payrolls and subcontractor payrolls on a weekly basis to the Construction Inspector. Certified payroll is to be submitted within 7 days of the end of the week for which it applies.
- Each Payroll must include a Statement of Compliance (Side 2 of [Wh347 payroll form](#)). Each Statement of Compliance form must be completed in its entirety and signed. Person completing for the contractor must choose either (a) or (b) on the back of the form and document exceptions in (c). More information can be found in the WH347 instructions. A sample form can also be downloaded from the

USDOL website: <https://www.dol.gov/whd/forms/wh347instr.htm>

- Additional Work Classifications: If there are work classifications not included on the wage rate schedule, a request must be **submitted through VTrans** on the USDOL SF1444 form. Subs should submit through the Prime. A copy of the SF1444 form can be downloaded from the VTrans website: <http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/davis-bacon> .

The prime contractor must fill out the form and let the inspector know and then submit it to Sonya Boisvert of the VTrans Civil Rights section with a copy to the VTrans Project Supervisor. Approval may take up to 30 days. Employees must continue to be paid during this period and adjustments may need to be made when a rate is provided.

If you need help with the form please contact Sonya Boisvert, 802-828-2644, email: sonya.boisvert@vermont.gov.

Additional Information on Civil Rights Requirements may be found at the following links:

Davis-Bacon and Related Acts, Questions and Answers:
https://www.fhwa.dot.gov/construction/contracts/dbra_qa.pdf

Certified Payroll Labor Compliance Handout:
<http://vtrans.vermont.gov/sites/aot/files/civilrights/documents/laborcompliance/CertifiedPayrollshandout.pdf>

USDOL Wage and Hour Division, Prevailing Wage Recourse Book:
<https://www.dol.gov/whd/govcontracts/pwrp/toc.htm>

Labor Compliance links (from VTrans webpage)
<http://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/labor-compliance>.

Equal Opportunity Toolkit - <https://vtrans.vermont.gov/civil-rights/doing-business/contractors-center/compliance>