

CONNECTICUT DEPARTMENT OF TRANSPORTATION
PRECONSTRUCTION MEETING / EQUAL OPPORTUNITY SEGMENT

Preconstruction Date: _____

Location: _____

General Contract Information

I. Contract No.: _____ Federal No.: _____

II. Contractor: _____

III. Contract Value \$ _____

IV. Date of Award _____ Anticipated Start Date: _____

V. Calendar Days: _____ Trainees: _____

Inspection Consultant Firm: _____

Individual responsible for EEO on the Project Site:

- a. Contractor _____
- b. Municipal Administrator _____
- c. Chief Inspector _____
- d. State Project Engineer _____

VI. DBE Goal _____%

VII. SBE Goal _____%

VIII. Labor Market Area: _____

IX. Affirmative Action Program Current? YES _____ No _____

The following posters and directives must be posted on site, or located in an area that all employees are able to access; (to be given at meeting)

- a. Directive on Posting Information
- b. The Law (English)
- c. The Law (Spanish)
- d. Wage rate information Federal-Aid Highway Project (English)
- e. Wage rate information Federal-Aid highway Project (Spanish)
- f. NOTICE
- g. Sexual harassment is illegal
- h. Job Safety & Health Protection shall govern
- i. Affirmative Action Policy (contractor to provide)
- j. Prevailing Wage Rates
- k. Copy of any job vacancies & openings

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General Staffing Information

I. Is your Company affiliated with a Union (s)? Yes Or No

II. If Union affiliated, which unions do you have signed agreements with:

- a. _____
- b. _____
- c. _____

III. How many Employees, from your company, will be needed to complete the project? _____

IV. What Job classifications will you be utilizing?

V. Do you currently have minorities in your workforce? Yes or No

Do you currently have females in your workforce? Yes or No

VI. Will the above noted minority and/or female employees be part of this project?
Yes or No

VII. What would your company do if the Unions were unable to provide you with minorities or females to meet the goals?

VIII. _____

IX. What recruitment sources do you intend to utilize in order to staff this project? I.e. use existing workforce, hire, advertise, walk-ins, etc.

X. The contract has a _____% minority requirement because the project is located with the _____ Labor Market Area(s).

XI. The contract has a 6.9% Women in construction provision, which encourages you to hire, train and utilize women in non-traditional crafts.

XII. You are aware of the A(76) Affirmative Action Provision which states in part that a “good faith effort” must be made when hiring in job classification that do not have minority or female participation in order to increase the overall participation?

Yes or No

XIII. You are aware of the Governor’s Executive Order #17 requiring you to list (register) all employment openings with the Office of the Connecticut State Employment Service in the area where the work is to be performed.(copy of this letter is required at time of preconstruction meeting) Yes or No
can register on line at DOL website “ www.ctdol.state.ct.us “

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DBE/SBE Subcontractor Information

I. Name the firms that you have signed agreements/intend to use to meet the DBE contract goal of _____%: (This goal is based on the ORIGINAL contract value)

II.

Subcontractor	D/SBE	Peward Value	% of Contract	Anticipated Start Date

With regard to the above named DBE/SBE subcontractors, do you agree with, have knowledge of and adhere to the following?

- a. The special requirements regarding the “requests to sublet” as they apply to the DBE/SBE firms?
Yes or No
- b. All subcontractors must have an ethics affirmation (Form 6) on file. This affidavit can be found at <http://www.ct.gov/opm/>
- c. An approved Affirmative Action Plan Statement (AAP) for each firm is required to be on file with the Division of Contract Compliance for each subcontract valued at \$10,000 or more on federally-assisted projects or \$10,000 or more on state-funded projects.
- d. Contractors are reminded that in accordance with the Standard Specifications, Article 1.05.12 Payrolls, certified payrolls are required to be submitted for every employee working on each project. The requirement also applies to each subcontractor, including rental rates for truck or other equipment used for the project work. Forms are available at www.ct.gov/dot/construction
- e. That no payment can be made for any work performed by your DBE/SBE (or any subcontractor) prior to written approval from the Municipality?
Yes or No
- f. Prior notification of the start dates of your subcontractors (ALL) must be given to the Chief inspector?
Yes or No
- g. You must notify the Chief Inspector of any problems you may have with your DBE/SBE subcontractors immediately? Yes or No
- h. The DBE/SBE goal is based on the “original” value?
Yes or No

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- i. Documentation is necessary when a DBE/SBE is unable or unwilling to perform or is terminated from the project for just cause? Yes or No
- j. "Good faith efforts" must be made to find other DBE/SBE firms to increase the DBE/SBE participation? Yes or No
- k. Credit for DBE suppliers is limited to 60% of the value of the material to be supplied, provided such material is obtained from a regular DBE dealer? Yes or No

Credit for DBE manufactures is 100% of the value of the manufactured product?
Yes or No

- l. Connecticut Department of Transportation DBE Supplier/Manufacturer Affidavit is located in your contract and must be filled out in order to obtain credit towards the DBE goal for DBE supplier/Manufacturers? Yes or No
- m. A Quarterly report indicating work done and dollars paid to your DBE/SBE firms must be submitted in order to monitor the DBE/SBE goal? Yes or No

DBE/SBE Subcontractor Payrolls Requirements

- I. Your current payroll week begins on _____ and Ends on _____.
- II. Who is the person responsible for payrolls at your office?
 - a. _____ phone _____
- III. Do you agree with, have knowledge of and adhere to the following?
 - a. Are you aware that payrolls will be submitted to the Municipality within five days after the employees are paid? (2 copies are required) Yes or No
 - b. The payroll records shall contain the name, last 4 digits of the employees social security number, and address of each employee, classification, hourly rates, fringe benefits or cash equivalent, daily and weekly number of hours worked, deductions made and actual wages paid?
Yes or No
 - c. If you are using computer-generated payroll, or payroll service, the payrolls must meet the State's payroll requirements?
 - d. Both a State and Federal compliance certification statement shall accompany each payroll submitted by the contractor/subcontractor.
 - e. The contract Prevailing Wage Rates and Benefits must be clearly stated on each payroll so the Municipality inspectors can complete their Labor Wage Checks.

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You should provide a copy of the current prevailing wage rates to all subcontractors and remind them that prevailing wages are to always be paid when working on state projects. Please ask if you are not sure if the operation being worked on falls under prevailing wage.

- f. Have you reviewed the Prevailing Wage Rates for each jog classification that you intend to utilize on this project? Yes or No
- g. Are you aware each July 1st prevailing wage rates change and must be adhered to?
Yes or No
- h. The Municipality will be forwarding to the Department of Labor, a Contracting Agency Certification Form, indicating a contact person from your company that the DOL can contact if there is a problem with the certified payrolls.
- i. To ensure that the prevailing wage rates and proper benefits are being paid, our Municipality inspectors will be periodically taking Labor Wage Checks on the contractor's employees and your subcontractors.
- j. These checks will be compared with the payrolls to validate the pay rate.
- k. You will be made aware of any discrepancies and given ample time to correct the situation. If the matter can not be resolved, we will forward the issue to the Department of Labor for their review.
- l. In case of conflict between the minimum wage rates prescribed by the U.S. Department of Labor and those prescribed by the State of Connecticut Department of Labor, the higher of the two rates prevail.
- m. Payrolls will no longer be accepted with just owner listed. The Owner must list his wage rate.
- n. NTC Certified Payrolls, dated 4/1/09. This notice alerts the contractors to the updated requirements for the submittal and content of certified payrolls as a result of recent changes to the CFR's. The notice is also posted on the DOT web page under www.ct.gov/dot/construction.

Do you have any comments or questions pertaining to these rates or the information presented above?

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Subcontractor Payments:

- I. You agree to pay your subcontractors for work performed within thirty days after you receive payment from the Department for the work performed by them? Yes or No
- II. You agree to release retained monies to the subcontractor within thirty days after satisfactory completion of the entire subcontractor's work? (Refer to Article 1.08.01) Yes or No
- III. You agree to prepare, for the DBE/SBE signature, a Verification of payment statement, which lists the dates, check numbers and dollar amounts paid to each DBE/SBE subcontractor working on this project?
Yes or No
- IV. You agree to submit to the Municipality a detailed "good faith effort" package, including all documentation of the events pertaining to a DBE/SBE shortfall should one occur.
Yes or No

Training and Registration of Apprentices Requirements:

- I. The training requirement for this project is _____.
- II. If you have any questions or need assistance with the On-the-Job-Training requirements or the trainees, please contact the Office of Construction. All requests for trainees, approvals 1409's and assistance with training programs can be directed to with a copy to the District:

Ms. Debra Goss
State of Connecticut
Department of Transportation
P.O. Box 317546
Newington, Connecticut 06131-7546

- III. Contractor or Subcontractor employing apprentices or trainees under approved programs shall complete a Davis-Bacon apprentice Certification Questionnaire and forward this information to:

Mr. Jack M. Guerrero
Apprenticeship Program manager
Connecticut Department of Labor
200 Folly Brook Boulevard
Wethersfield, Connecticut 06109-1114

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Trucking

Should DBE trucking firms be used to meet part of your DBE goal, only that work, which is performed by the bona fide DBE owner/operator, will be applied towards the DBE goal. A non-DBE owner/operator may perform work for the DBE subcontractor but no credit for their participation will be applied towards the DBE goal.

When submitting your Verification of Payment Statement for the trucking firm, you must breakout that portion which was done by the non-DBE trucking firms

Due to the various scenarios involved in the use and subcontracting of trucking firms on Conn DOT projects the following decision matrix is used to indicate the appropriate type of submittal and subcontract approval that is required:

1. Is the firm proposed for DBE/SBE credit?
Yes- **Submittal A** is required
No – go to next question.
2. Is the firm hired by a Supplier or a Disposal Facility?
Yes – no action required.
No – Go to next question
3. Is the firm only hauling to/from a commercial facility? In this scenario, the firm is solely performing in the capacity of a material man/hauling/supplier.
Yes – **Submittal C** is required.
No – go to next question.
4. Is the firm working within the project limits or to/from location established exclusively for the project?
Yes – **Submittal A** is required
No – go to next question
5. Is the firm an owner-operator?
Yes – **Submittal B** is required
No – go to next question
6. Other:
Yes – **Submittal A** is required

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Submittal A (same as in Subcontractor Approval)	Submittal B	Submittal C
Required: • CLA-12 • AAP • Ethics Statement • Certified Payrolls	Required • Owner Operator Certification by Prime and Owner Operator • AAP • Ethics Statement • Certified Payrolls	Required • List of trucking firms • Ethics Statement for each firm.
• Prime submits to Municipality • Upon Municipality approval entered into Volume IV and approval letters transmitted	• Prime submits to Municipality • Municipality provides Prime with approval letter if all conditions are met.	• Prime submits to Municipality • No response required from Municipality, unless conditions not met.

The Owner Operator Certification indicated under Submittal B must include a certification statement by the owner operator that they are the owner and operator of the truck and not an employee of another entity; the make, model and plate of the truck' a copy of the registration and a copy of the lease agreement if they are not the owner.

The list of trucking firms indicated under Submittal C must include the name and address for each trucking firms, and indicate the hauling/supply operations that they will be utilized on.

If you have any doubt about whether a trucker is a subcontractor or not or if prevailing wages need to be paid, please call the Municipality.

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OSHA Requirements:

NTC Contractor Training Requirement for 10-Hour OSHA Construction Safety and Health Courses, dated 3/11/09. This notice alerts the contractors to the updated requirements for 10-hour health and safety training in accordance with Connecticut General Statute 32-53b and Public Act No. 08-83. This notice will be included in future contracts and applies to any contract that is awarded on or after July 1, 2009. Proof of compliance with the provisions of the statute shall consist of a student course completion card issued by the federal Occupational Safety and Health Administration or other such proof as deemed appropriate by the commissioner of the Connecticut Department of Labor, dated no earlier than five year prior to commencement of the project. Each employer shall affix a copy of the construction safety course completion card for each applicable employee to the first certified payroll submitted to the Municipality on which the employee's name first appears.

Signature of Contractor

A copy of this report will be provided to you. You may refer to this report and address any questions you may have to _____ EEO Representative at Telephone Number _____.

Signature required by the Contractors EEO Officer or representative as documentation that this information was reviewed and materials provided.

Contractor's EEO Officer or Representative:

Signature

Date

Print Name

Title

Cc:

Municipal Administration
District MSAT
State Office of Compliance