

FACT SHEET #5 – OVERVIEW OF DB COMPLIANCE PROCESS

DAVIS-BACON PROVISIONS FOR CLEAN AND DRINKING WATER SRF PROJECTS

Steps to take before and after the bid to ensure compliance

DAVIS-BACON PRE-BID STEPS IN SRF PROCESS

1. **WAGE DETERMINATION REQUEST.** WID Construction Section staff will select the proper wage determination.
 - A project Consulting Engineer must request a Davis-Bacon wage determination from the WID Construction Section staff along with contacting [Roger Bergeron](#) by e-mailing a completed SF 1444 form found on the [WID Website](#).
 - WID Construction Section obtains the wage determination from the Department of Labor based on a description of the project and sends it directly to the Consulting Engineer and project Owner via e-mail. The Consulting Engineer will insert the wage determination in the bid specs or as an addendum.
2. **BID OPENING.** The project specs are released for bid by the Consulting Engineer.
3. **PROJECT AWARDED & PROJECT OWNER ACTION.** The winning contractor is awarded the project. The project Owner issues a Notice of Award and a Notice to Proceed.
4. **DETERMINE COMPLIANCE MONITOR.** Each borrower will be required to monitor contractor compliance using its own staff or consultants. These persons will coordinate compliance with WID Construction Section and they will collect payrolls/conduct interviews. See next sections for detailed information on compliance monitoring.

COMPLIANCE STEPS AFTER BID AND BEFORE CONSTRUCTION BEGINS:

1. **POST THE WAGE DECISION AND NOTICE TO ALL EMPLOYEES POSTER.**

The prime contractor is required to display a copy of the applicable wage decision and Form WH-1321, *Notice to All Employees* poster. See the one-page guidance sheet on “FORMS – DESCRIPTIONS & LINKS” for more information.
2. **MISSING CLASSIFICATION REQUESTS.**

After the contract is awarded, the WID Construction Section must officially request the addition of the missing job classification and wage rate. WID Construction Section should help Consulting Engineers and Contractors coordinate this. For more information, please contact Roger Bergeron or by calling 802-760-8135.
3. **ONGOING SUPPORT.**

Project Owners and their Consulting Engineer handle the day-to-day administrative tasks for monitoring payrolls and conducting Davis-Bacon interviews while the WID Construction Section acts as a liaison to the Department of Labor and EPA to troubleshoot and resolve issues.