



MEMORANDUM

TO: District Engineers

DATE: March 26, 2010

FROM: Russel W. Lenz, P.E.

SUBJECT: 2010 Wage Rate Survey
May 1, 2010 and end on December 31, 2010

Attached is a copy of a "Special Notice to Contractors" that will be disseminated to all contractors and subcontractors advising them that a statewide highway construction wage survey will begin on May 1, 2010 and end on December 31, 2010. Please ensure that all active highway construction project payrolls are either electronically received into the Texas Department of Transportation's (TxDOT's) Electronic Project Records System (EPRS) or manually entered into the system by the end of each month of the survey period. Detailed information regarding the survey will be presented in a series of webinars to be conducted on the following dates:

April 14, 2010
April 16, 2010
April 21, 2010
April 26, 2010

As you know, we currently do not require the submittal of certified payrolls on wholly funded state projects. However, this survey must include payroll data from wholly state funded as well as federally funded contracts. For this reason, we will require all contractors and subcontractors with wholly state funded contracts to submit certified payrolls during this 8-month timeframe. Non-compliance with this requirement may result in TxDOT withholding monthly payments.

Please do not hesitate to contact Baldemar Maldonado of the Construction Division at (512) 416-2532 if you have any questions or need additional information.

Attachment

cc: District Directors of Construction
District Wage Rate Coordinators
Associated General Contractors of Texas
Federal Highway Administration
Department of Labor

“Special Notice to Contractors”
“2010 Wage Rate Survey”

You are hereby notified that the Texas Department of Transportation (TxDOT) will begin a statewide highway construction wage survey beginning on May 1, 2010 and ending on December 31, 2010. Active highway construction contract payrolls received from contractors and subcontractors during this timeframe will be included in the survey. This includes both federal and **state** funded contracts. Currently, weekly certified payroll submittals are required only on federally funded projects. However, for this survey timeframe those contractors with wholly state funded projects will also be required to submit certified payrolls. This requirement is made in order to ensure that the proposed wage rate survey includes all projects under contract with the department. Non-compliance may result in TxDOT withholding monthly payments.

The wage rate data being extracted from these payrolls will have a direct impact on establishing the prevailing wage rates on future highway construction projects. For this reason, please ensure the accuracy of the information reported on contractor and subcontractor payrolls. For example:

- Working supervisors (foremen) are not required to be listed on payrolls unless they are performing labor duties covered by the Davis-Bacon and Related Acts (DBRA) more than 20% of the time. If the supervisor or foreman is working in a covered classification more than 20% of the time, be sure to properly list them in the work classification for the work which they performed and include only that rate paid to them for the covered work performed.
- Properly classify each employee in accordance with the prevailing wage classifications contained in the contract.
- If you have an employee performing in a classification that is not listed in the contract, submit an additional classification request. Do not include them on the payroll in an improper work classification.
- Guards, watchmen, policemen, survey crews, technicians, and service repairmen are not subject to the DBRA and are not required to be listed on project payrolls.
- Do not include overtime wages in the regular rate of pay.
- Do not include lodging or transportation in the regular rate of pay.

Detailed information regarding the survey will be presented in a series of webinars to be conducted on the following dates:

April 14, 2010
April 16, 2010
April 21, 2010
April 26, 2010

The webinars will begin at 9:00 a.m. and end at 11:00 a.m. The first hour will be dedicated to contractors and subcontractors and the second hour dedicated to the roles and responsibilities of TxDOT departmental personnel. You are encouraged to participate. The log-in instructions are attached.

If you have any questions regarding this notice, please contact Baldemar Maldonado of the Construction Division at (512) 416-2532.

2010 Wage Rate Survey Webinar Log-In Instructions

On April 14, 16, 21, and 26, 2010 from 9:00 to 11:00 (Central Time), we will conduct a statewide web conference to present detail information regarding the wage rate survey. During the webinar you will be able to ask questions. To participate in the webinar, you will need a phone and internet access. Web connections are limited to around 100 so please consolidate, if possible. Log-in instructions are below.

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Construction Division
Texas Department of Transportation
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Log-in instructions for web and audio portions are below.

Following are the instructions for logging into web portion and audio teleconference portion.

WEB LOG-IN

For your convenience, please print these instructions.

At the scheduled date and time of the web conference click on the below link:

<https://www.teleconference.att.com/servlet/AWMlogin>

Your web browser will open to AT&T's TeleConference Services.

In the spaces provided input the following information:

Meeting number: **8772269790**

Code: **6485575**

Email Address: Your desired email address

Enter Your Name: Your name and organization

Click the Submit button to go to the next screen.

This screen will ask you if you will be joining as a host or as a participant.

Click on the button marked "Participant" to go to the next screen.

You may encounter a pop up asking you to install ActiveX control: 'WebEx Client' from 'WebEx Communications Inc'. In some cases this notification will be shown in the information bar across the top of your screen. Single click on this information bar and at the drop down menu choose to Install ActiveX Control. You will get an Internet Explorer - Security Warning. Click on the Install button to install ActiveX. At this point ActiveX will install and you will join the web conference within approximately 2 minutes.

AUDIO PORTION

At the scheduled date and time of the teleconference follow these instructions:

On your phone you will enter the following number:

1-877-226-9790

You will receive a recorded message welcoming you to AT&T's teleconference service and asking you to enter your access code followed by the pound (#) key.

The access code will be: **6485575**

You will receive a recorded message instructing you to press the pound (#) key to join the conference as a participant. Press the pound (#) key on your conference phone. At this point, you will join the teleconference automatically. Please mute your phone when not speaking as others can hear what you are saying. We will address any questions after the presentation, as time permits.