

June 15, 2023

Mike LeBeau, Lisa MacManus City of Duluth - Properties and Facilities Management 1532 West Michigan Street Duluth, MN 55806

# PROPOSAL FOR PROFESSIONAL SERVICES LINCOLN PARK SITE IMPROVEMENTS PREVAILING WAGE REVIEW ASSISTANCE

The City of Duluth is in need of assistance for verification of prevailing wage payments made by the Contractor/Subcontractors for the Lincoln Park Site Improvements construction project in order to verify compliance with the state and federal labor laws. After our discussion with your team, LHB can provide you with the following scope of services:

## **Scope of Services**

- Payroll Compliance Review: LHB will review Contractor's submitted prevailing wage documentation for accuracy and completion and will return incomplete or inaccurate payroll documentation to the Prime Contractor for resubmittal. Significant wage issues will be reported to the City upon identification. Documentation (reports) will be compiled and submitted to the City on a quarterly basis.
- 2. Monthly Field Wage Interviews: LHB will conduct on the jobsite spontaneous monthly field checks to interview workers for verification of wages. A monthly interview form containing required employment data and wages will be filled out and delivered to the City for reporting on a quarterly basis.
- 3. Monthly Employment Compliance Report (EEO 13 Form): Because this project has federal funding, the Contractor will be required to submit EEO 13 Forms for all work completed. These forms will be reviewed, compiled and submitted to the City on a quarterly basis.
- 4. Month End Trucking Report (METR) Review: The Prime Contractor will forward all METRs to LHB for review. LHB will verify compliance with required trucking rates and submittal of required forms. In addition, LHB will work with the Contractor to verify that independent truck operators (ITOs) on the jobsite have up to date cab cards, insurance, and commercial driver's license (CDL) documentation on record. LHB will provide ITO verification to the City as needed.
- 5. Apprenticeship State Ratio Verification: LHB will verify with the Prime Contractor how many apprentices are working on the jobsite to identify if the state ratios for journeymen to apprentices is being adhered to. If there is non-compliance, LHB will document the ratio and notify the City and Prime Contractor.
- 6. Verification of Poster Board Display: LHB will verify the presence of a poster board at the job site displaying the relevant wage information. If a poster board is not present or is not legible, LHB will notify the City and Prime Contractor.

### **Assumptions**

- 1. LHB understands there are three separate contracts related to the Lincoln Park Improvements project. LHB will provide the services described herein for the Playground project (Prime Contractor: Flagship) and the site work project (Prime Contractor: Rachel Contracting).
- 2. LHB will provide the above deliverables on a quarterly basis, or as needed, to the City's representative. It is our understanding that the City will submit required documentation to the State for compliance (if required) and will have ultimate authority and responsibility in regards to the contract requirements.
- 3. LHB's proposed fee is based on an estimated weekly average of five (5) labor hours to conduct the above scope of services.
- 4. LHB assumes verification checks will need minimal coordination and review efforts with Contractor(s) working on the jobsite. If submittals and verifications are consistently inaccurate or incomplete, LHB will need more labor time to perform and deliver the documentation and will work with the City team to increase the scope of services fee.

#### **Proposed Fee**

LHB proposes an hourly fee with an estimate of Eleven Thousand Seven Hundred Fifty Dollars (\$11,750) including reimbursable expenses.

#### **Terms and Conditions**

Upon your approval of this proposal, LHB will work with the City's Purchasing department on an Amendment agreement consistent with the terms and conditions of the original project's agreement form.

We appreciate the opportunity to provide you with our services. We look forward to working with you. Please contact me at 218-310-3084 if you have any questions.

LHB, INC.

HEIDI S. BRINGMAN, PROJECT MANAGER/LA

JOSEPH D. LITMAN, CHIEF OPERATING OFFICER

Joseph D. Fitman

c: LHB Project No. 170032

Heidi Pringaran

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Project Name Client Preparer Lincoln Park - Prevailing Wage Review City of Duluth Joe Litman Project Number Date 170032 June 15, 2023

Project Breakdown	P1 Project	P3 Profess.	P4 Profess.	P5 Profess.	P6 Profess.	P8 Profess.	P11 Profess.	T1 Senior	T3 Senior	T5 Lead	T6 Inter.	T10	T12		Total Labor
Task Description	Principal \$ 240	\$ 205	\$ 180	\$ 170	\$ 160	\$ 140	\$ 110	Tech. \$ 130	Tech. \$ 115	Tech. \$ 100	Tech. \$ 95	Tech. \$ 75	Tech. \$ 65		Costs (\$)
Playground Project (Flagship)	Φ 240	φ 203	φ 100	Φ 170	φ 100	Φ 140	Φ 110	φ 130	φ 113	φ 100	φ 95	Φ 13	φ 03	\$	-
· tajgraana · rojoot (r tagemp)														\$	-
Data Gathering						1								\$	140.00
- v														\$	-
Payroll/METR Review (18 weeks)						2			36					\$	4,420.00
														\$	-
Monthly Field Wage Interviews (4 ea)						2								\$	280.00
														\$	-
														\$	-
														\$	-
Site Work Project (Rachel Contracting)														\$	-
														\$	
Data Gathering						1								\$	140.00
Devrell/METD Deview (40 weeks)						2			E4					\$ \$	6,490.00
Payroll/METR Review (18 weeks)									54					\$	6,490.00
Monthly Field Wage Interviews (4 ea)						2								\$	280.00
Working Field Wage Interviews (4 ea)														\$	200.00
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Total Hours		-	-	-	-	10		-	90		-	-	-	_	44 750 55
Travel Expenses	Qty	Rate	Cost	Mail / D. II	Other Direct Expenses					ost	Labor Cost			\$	11,750.00
Travel Exp (Airfare, Meals, Hotel, Rental Car, Gas, etc.)			-	Mail / Delivery										\$	-
		-	-	Printing							Direct Costs			Ф	-
		-	-	Other							Subconsultants 1				
		-	-								Subconsultants 1 Subconsultants 2				
			-								Subconsi				
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Total Travel Costs					Total Direct Costs -									\$	11,750.00