

# DWSRF CONTRACT TRAINING

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Office of Financial Services,  
Washington State Department of Health

# Agenda

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- Contract Requirements
- Davis-Bacon Requirements
- Procuring a Contractor
- Invoicing
- Completion and Closeout
- D.H.A.P. / A.P.E. Map
- Reference Table
- Questions & Answers

# Contract Requirements Overview

- You have 4 years to complete your project and 18 months to start construction
- Repayment of your loan will start October 1 after contract signing (principal & interest)
- Davis-Bacon Requirements are mandatory
- (A.I.S.) *American Iron and Steel* is also required on your project and may be inspected
- Must be current in the BETA.SAM.GOV database
- Section 106/SERP must be complete before any ground Disturbance can occur (Submit copy of approval letter)
- Borrowers must maintain a dedicated repayment account for the life of the loan
- Build America, Buy America Act (BABA)

# BABA

## APPENDIX 1

**Example Build America, Buy America (BABA) Act Construction Contract Language**  
ALL CONSTRUCTION CONTRACTS MUST HAVE A CLAUSE REQUIRING COMPLIANCE WITH THE BABA REQUIREMENTS. THIS IS AN EXAMPLE OF WHAT COULD BE INCLUDED IN A PROJECT'S CONSTRUCTION CONTRACT. EPA MAKES NO CLAIMS REGARDING THE LEGALITY OF THIS CLAUSE WITH RESPECT TO STATE OR LOCAL LAW:

*The Contractor acknowledges to and for the benefit of the \_\_\_\_\_ (“Owner”) and the \_\_\_\_\_ (the “Funding Authority”) that it understands the goods and services under this Agreement are being funded with federal monies and have statutory requirements commonly known as “Build America, Buy America;” that requires all of the iron and steel, manufactured products, and construction materials used in the project to be produced in the United States (“Build America, Buy America Requirements”) including iron and steel, manufactured products, and construction materials provided by the Contractor pursuant to this Agreement. The Contractor hereby represents and warrants to and for the benefit of the Owner and Funding Authority (a) the Contractor has reviewed and understands the Build America, Buy America Requirements, (b) all of the iron and steel, manufactured products, and construction materials used in the project will be and/or have been produced in the United States in a manner that complies with the Build America, Buy America Requirements, unless a waiver of the requirements is approved, and (c) the Contractor will provide any further verified information, certification or assurance of compliance with this paragraph, or information necessary to support a waiver of the Build America, Buy America Requirements, as may be requested by the Owner or the Funding Authority. Notwithstanding any other provision of this Agreement, any failure to comply with this paragraph by the Contractor shall permit the Owner or Funding Authority to recover as damages against the Contractor any loss, expense, or cost (including without limitation attorney’s fees) incurred by the Owner or Funding Authority resulting from any such failure (including without limitation any impairment or loss of funding, whether in whole or in part, from the Funding Authority or any damages owed to the Funding Authority by the Owner). If the Contractor has no direct contractual privity with the Funding Authority, as a lender or awardee to the Owner for the funding of its project, the Owner and the Contractor agree that the Funding Authority is a third-party beneficiary and neither this paragraph (nor any other provision of this Agreement necessary to give this paragraph force or effect) shall be amended or waived without the prior written consent of the Funding Authority.*

# Davis-Bacon Requirements

## Roles and Responsibilities: Wage Determinations (WD's)

Find the correct WD and include in Bid order	Use WD in bid specs to develop bid proposal	Confirm that the correct WD is included in Bid
Submit the WD to SRF Project Manager for approval (private entities)	Initiate the conformance process for missing WD (if necessary)	Approve WD for Private entities.
Monitor <a href="http://www.beta.sam.gov">www.beta.sam.gov</a> during bid period for changes	Require all subcontractors to follow WD included in the prime contract	Provide EPA Davis-Bacon contract language to recipients to include in bids
Award the contract within 90 days of bid opening to “lock in” the WD	Include EPA Davis-Bacon contract language in all sub-contracts	
Include EPA Davis-Bacon contract language in contracts and bid specs	Check <a href="http://www.beta.sam.gov">www.beta.sam.gov</a> to ensure subs are not excluded from federal contracts	
Check <a href="http://www.bea.sam.gov">www.bea.sam.gov</a> to ensure winning bidder is not excluded from federal contracts		

# Davis-Bacon Wage Decisions

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- You must insert the applicable federal wage decision in your bid specs
- Which Wage Determination Schedule is the “Right one?”
  - Building – Other enclosed structures
  - Highway – Almost anything paved
  - Heavy – Everything Else (typical DWSRF projects)
- Additional guidance on [BETA.SAM.gov](https://beta.sam.gov). Your DOH project manager can assist you in obtaining your wage decision. For non-municipalities, your DOH project manager must pull your wage decision

# Finding A Wage Determination



1. Go to [www.Sam.gov](http://www.Sam.gov)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

[Sign In](#)

## Wage Determinations

Legacy Website



A wage determination (WD) is a set of wages, fringe benefits, and work rules that the U.S. Department of Labor has ruled to be prevailing for a given labor category in a given locality.

Help me find a wage determination

2. Select Public Building or Works  
(rates for laborers)

I know the WD number

Search by WD Number

e.g. DBA or SCA Identifier

☒ Show active only

I do not know the number

Start your search by selecting a category

Public  
Building  
or Works



Wage rates for laborers  
and mechanics

Service  
Contracts



Wage rates for service  
employees

Service Contract Act  
(SCA)



# Finding A Wage Determination

## Continued...

### 4. Click on the Wage Determination

Filter By

### 3. Select Parameters and Search

Location

State

Washington

County/ Independent City

Select...

DBA Construction Type

Heavy

Keywords

Status

Davis-Bacon Act WD #: [WA20220002](#)

State  
Washington

Counties  
Benton, Franklin

DBA Wage  
Determination

Modification Number  
1

Construction Types  
Building, Heavy,  
Highway

Published Date  
Feb 24, 2022

Davis-Bacon Act WD #: [WA20220043](#)

State  
Washington

Counties  
Adams

DBA Wage  
Determination

Modification Number  
2

Construction Types  
Heavy

Published Date  
Feb 24, 2022

Davis-Bacon Act WD #: [WA20220044](#)

State  
Washington

Counties  
Clallam

DBA Wage  
Determination



# Finding A Wage Determination

## Continued. . .

### 5. Then you will get a form that looks like this.

Modification Number	Publication Date
0	01/07/2022
1	02/18/2022
2	02/25/2022

CARP0030-001 06/01/2020

	Rates	Fringes
CARPENTER.....	\$ 46.92	18.02
(HOURLY ZONE PAY: WESTERN AND CENTRAL WASHINGTON - ALL CLASSIFICATIONS EXCEPT MILLWRIGHTS AND PILEDRIVERS)		

Hourly Zone Pay shall be paid on jobs located outside of the free zone computed from the city center of the following listed cities:

Seattle	Olympia	Bellingham
Auburn	Bremerton	Anacortes
Renton	Shelton	Yakima
Aberdeen-Hoquiam	Tacoma	Wenatchee
Ellensburg	Everett	Port Angeles
Centralia	Mount Vernon	Sunnyside

Zone Pay:	
0 -25 radius miles	Free
26-35 radius miles	\$1.00/hour
36-45 radius miles	\$1.15/hour
46-55 radius miles	\$1.35/hour
Over 55 radius miles	\$1.55/hour

(HOURLY ZONE PAY: WESTERN AND CENTRAL WASHINGTON - MILLWRIGHT AND PILEDRIVER ONLY)

Hourly Zone Pay shall be computed from Seattle Union Hall, Tacoma City center, and Everett City center

Zone Pay:	
0 -25 radius miles	Free
26-45 radius miles	\$ .70/hour
Over 45 radius miles	\$1.50/hour

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ELEC0046-006 01/01/2022

	Rates	Fringes
ELECTRICIAN.....	\$ 64.31	26.28

# U.S. Department of Labor Payroll Form

## Page 1

U.S. Department of Labor  
Wage and Hour Division

### PAYROLL

(For Contractor's Optional Use; See Instructions at [www.dol.gov/whd/forms/wh347instr.htm](http://www.dol.gov/whd/forms/wh347instr.htm))



Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

NAME OF CONTRACTOR <input type="checkbox"/> OR SUBCONTRACTOR <input type="checkbox"/>	ADDRESS	1215-0149 2/31/2011
<a href="http://www.dol.gov/whd/forms/wh347instr.htm">http://www.dol.gov/whd/forms/wh347instr.htm</a>		
PAYROLL NO.	FOR WEEK ENDING	PROJECT AND LOCATION
		PROJECT OR CONTRACT NO.

(1) NAME AND INDIVIDUAL IDENTIFYING NUMBER (# & LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER) OF WORKER	(2) NO. OF WITH-HOLDING EXEMPTIONS	(3) WORK CLASSIFICATION	(4) DAY AND DATE DAY OF THE WEEK HOURS WORKED EACH DAY	(5) TOTAL HOURS	(6) RATE OF PAY	(7) GROSS AMOUNT EARNED	(8) DEDUCTIONS					(9) NET WAGES PAID FOR WEEK
							FICA	WITH- HOLDING TAX		OTHER	TOTAL DEDUCTIONS	
			O S									
			O S									
			O S									
			O S									
			O S									
			O S									
			O S									
			O S									
			O S									
			O S									

O=Overtime  
S=Standard time

Only last 4 of SSN#

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(x). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(x)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

# U.S. Department of Labor Payroll Form

## Page 2

Date \_\_\_\_\_

I, \_\_\_\_\_  
(Name of Signatory Party) (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

\_\_\_\_\_ on the  
(Contractor or subcontractor)

\_\_\_\_\_ ; that during the payroll period commencing on the  
(Building or Work)  
\_\_\_\_\_ day of \_\_\_\_\_, and ending the \_\_\_\_\_ day of \_\_\_\_\_

all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

\_\_\_\_\_ from the full  
(Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

D

in addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

D - Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

EXCEPTION (CRAFT)	EXPLANATION

REMARKS:

*Need a wet signature, or  
certified scanned electronic signature*

NAME AND TITLE	SIGNATURE
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1001 OF TITLE 18 AND SECTION 231 OF TITLE 31 OF THE UNITED STATES CODE.	

# What if a Classification is not on my determination?

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- Generally, try to use the existing classifications
  - Can an existing classification perform the work?
- Additional wage rate classifications can be requested from DOL.  
Requested rates may take 60 days or more
  - Use Form Standard Form 1444
- Try to get agreement on the wage determination before hand.
  - Contractor
  - Laborer
- “Reasonable” compared to other wage rates already in the determination

# Contractor Requirements

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- Pay workers at least the prevailing wage (highest rate of state and federal)
- Pay weekly
- Post wages on job site
- Post information posters on job site
- Provide certified payrolls to you (WHD-347)
- Document Fringe Benefits

# Monitor for Labor Standards Requirements

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- Review Certified Payrolls
  - Weekly Submission (including Subcontractors)
  - Contractor responsible for review of subs payrolls
  - Fringe Benefits/Zone Pay
  - Verify apprentices
- Conduct onsite review
  - Davis Bacon Poster
  - Federal Wage Decision
  - A.I.S. Site Visit

# Monitor for Labor Standards Requirements

Continued. . .

- Conduct Employee Interviews:
  - One per contractor per trade
  - Use Interview form
- Submit 21-day Labor Package to DOH for Approval, this package includes the following:
  - Statement of Intent
  - First 2 weeks of Certified Payroll
  - Employee Interviews



# Procuring A Contractor For Professional Services

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- For Professional Services, Municipalities who participate with MSRC (Loans under \$350,000) may use the Consultant Roster found on their website
- All others must follow a competitive process by advertising a Request for Professional Services in a newspaper of general circulation
- Borrowers must have a documented process for reviewing proposals and statements
- Check SAM.GOV for federal exclusion and print out your finding to keep in your records

# Procuring Contractor for Construction

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- Bidding Your Project
  - Federal wage decisions must be placed in your bid specs
  - DOH must review your bid specs (front end specs) to assure all federal requirements are included
  - DOH must approve your bid advertisement before publishing in the newspaper
  - Ad must run once a week for two weeks with there being 14 days between last publication and bid opening
  - Check with DOH ten days prior to your bid opening for modifications to the wage decision (10-day wage check)
  - Contact DOH when less than two bids are received

# Procuring a Contractor for Construction

## Continued. . .

- After your Bid Opening
  - Check SAM.GOV for federal exclusion on Contractor selected and any Sub-Contractors performing work on this project. Print out your findings and submit them with your Notice to Proceed
  - Conduct a pre-construction conference and retain minutes of this conference in your files (Send copy of minutes to DOH)
  - Issue a Notice To Proceed (18 months) on the form provided and send a copy to your DOH project manager with an affidavit of bid solicitation and advertisement

# Submitting an A-19 Invoice Voucher

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- Use the A19 provided
- Project Status Report must be submitted with each invoice
- Copies of invoices supporting the request must be included
- A Summary Sheet of invoices is required for the review process
- Must be current in Beta.SAM.GOV
- Must have an active account with State Treasurer
- Construction Draw Requests
  - Environmental process must be complete
  - Approval of construction documents from DOH engineer
  - Must issue a Notice To Proceed to construction within 18 months of contract execution
  - 21-day Labor package must be submitted and approved by your project manager
  - Labor Standards Certification must be included

\_\_\_\_\_

Washington State Department of Health | 20

# DWSRF Progress Report Form



## DWSRF Project Status Report

DOH Agreement No.:	
Loan Recipient:	
Project Title:	
Contract Manager:	
Contract Manager's Email Address:	
Reporting Period:	
Approx. project completion %:	%
Scheduled completion date:	
Draw/ Progress report No.:	
Please describe the progress you have made on your projects scope of work.	
Identify below, and attach copies of, any relevant deliverables being submitted for this reporting period (e.g., reports, permits, meeting minutes, etc.)	
Provide an explanation for any anticipated delays or any problems encountered.	

# Project Completion

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- Submit the Construction Completion Report to your DOH Engineer; send copy to DOH project manager
- Submit project completion request by email to your contract manager.
- DOH Project Manager will:
  - Provide a Project Completion Amendment for signature if needed.
  - Process your final A19 request



# Project Completion Report



## CONSTRUCTION COMPLETION REPORT FORM

In accordance with WAC 246-290-120 (5), a **Construction Completion Report** is required for all approved construction projects. Operators **must** submit a Construction Completion Report to us within sixty (60) days of completion and before use of any water system facility. This includes any source, water quality treatment, storage tanks, booster pump facilities, and distribution projects.

*Please type or print legibly in ink:*

_____ Name of Water System	_____ DOH System ID No.:
_____ Name of Purveyor (Owner or System Contact)	_____ DOH Project No.:
_____ Mailing Address	_____ Date Construction Documents (if applicable)
_____ City State Zip	_____ Approved by DOH (If applicable)

**PROJECT NAME AND DESCRIPTIVE TITLE:** \_\_\_\_\_

**CHECK ONE:** ☐ Entire Project Completed. ☐ Description of Portions Completed.

### **PROFESSIONAL ENGINEER'S ACKNOWLEDGMENT** *(Complete items below-Attach additional sheets as needed)*

The undersigned professional engineer (PE), or their authorized agent, has inspected the above-described project which, as to layout, size and type of pipe, valves and materials, reservoir and other designed physical facilities, has been constructed and is substantially completed in accordance with construction documents reviewed by the purveyor's engineer or approved by the Department of Health. In the opinion of the undersigned engineer, the installation, physical testing procedures, water quality tests, and disinfection practices were carried out in accordance with state regulations and principles of standard engineering practice.

I have reviewed the disinfection procedures ☐, pressure test results ☐, and results of the bacteriological test(s) ☐ for this project and certify that they comply with the requirements of the construction standards/specifications approved by the Department of Health. (Check all boxes that apply that are consistent with the nature of the project.)

This project changes the physical capacity of the system to serve consumers. The system is now able to serve \_\_\_\_\_ equivalent residential units (ERUs.) ☐ Not applicable



_____ Date Signed
_____ Name of Engineering Firm
_____ Name of PE Acknowledging Construction
_____ Mailing Address
_____ City State Zip
_____ Engineer's Signature
_____ State/Federal Funding Type (if any)

*Please return completed form to your regional office checked below.*

<input type="checkbox"/> NWRO Drinking Water Department of Health 20425 72 <sup>nd</sup> Ave. S, Ste 310 Kent, WA 98032-2388 253-395-6750	<input type="checkbox"/> SWRO Drinking Water Department of Health PO Box 47823 Olympia, WA 98504-7823 360-236-3030	<input type="checkbox"/> ERO Drinking Water Department of Health 16201 E. Indiana Ave, Suite 1500 Spokane Valley, WA 99216 509-329-2100
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For people with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).

*The operator must attach a completed Water Facilities Inventory (WFI) form in accordance with WAC 246-290-120(6), if applicable. Contact your regional office for WFI forms or additional Construction Completion Report forms.*

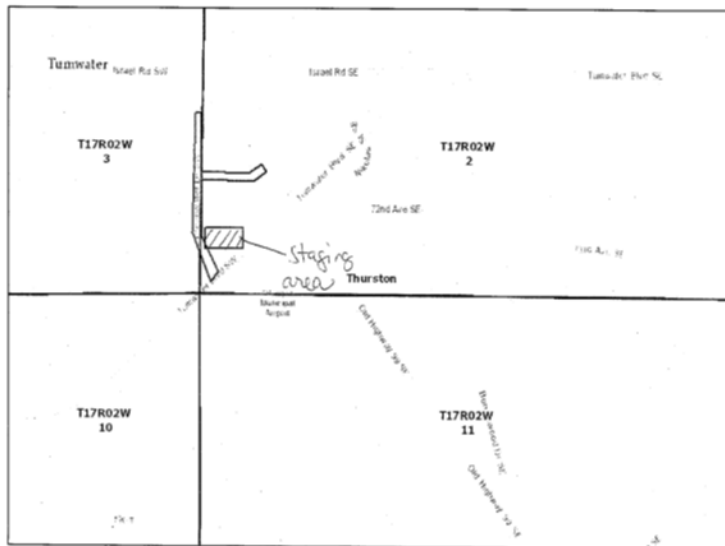
DOH Form 331-121-F (01/10)

# Department of Archeology and Historic Preservation (DAHP) Map

Map 1 is project as approved; Map 2 is actual completed construction.

## Map 1

Department of Archaeology and Historic Preservation



February 23, 2017

**Override 1**

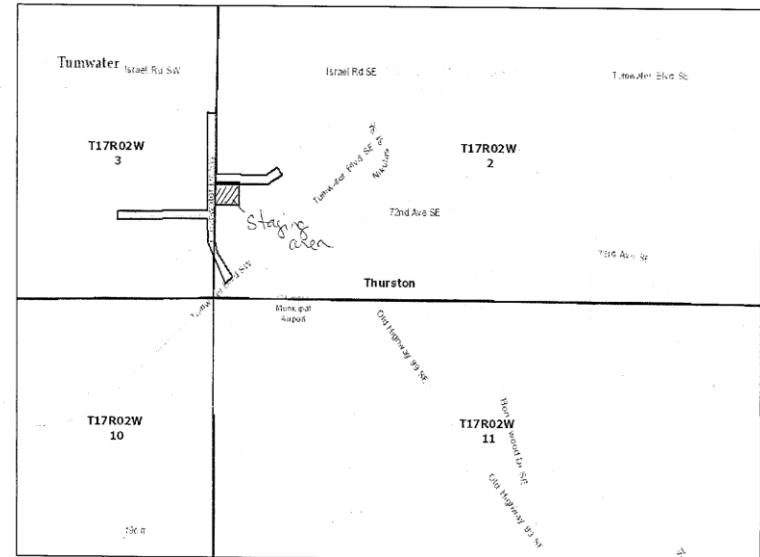
- ☐ Township Range & Sections
- ☐ County

Original APE - approved via review

Sources: ERI, HERS, DeLoma, Interview, Howard P. Gray, GIBCO, JECOT, EAO, NPS, NICHV, Gaudin, KIN, Katsube NL, Ordinance Survey.

## Map 2

Department of Archaeology and Historic Preservation



February 23, 2017

**Override 1**

- ☐ Township Range & Sections
- ☐ County

actual — • added portion  
• moved staging area  
needs reviewed again

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeBCO, IGN, Kadaster NL, Ordnance Survey.

# SAM.GOV



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

## The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

### ? I manage an entity. What do I need to do?

For more information about this transition, visit [SAM.gov](#) or the Federal Service Desk, [FSD.gov](#). You can search for help at [FSD](#) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

☐ Do not show this message again

OK

# Quick References for DWSRF Loans

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Federal Wage Decision

[wwwbeta.sam.gov](http://wwwbeta.sam.gov)

Washington State Labor & Industries Prevailing Wage

[www.ini.wa.gov](http://www.ini.wa.gov)

Office of Minority and Women's Businesses

[www.omwbe.wa.gov](http://www.omwbe.wa.gov)

Municipal Research and Services Center (MSRC)

[www.msrc.org](http://www.msrc.org)

Washington Small Business Development

[www.wsbsd.org](http://www.wsbsd.org)

Washington Society of CPA's

[www.wscpa.org](http://www.wscpa.org)

Washington State DOH/ODW

[www.doh.wa.gov/eph/dw](http://www.doh.wa.gov/eph/dw)

Federal Excluded Parties List

[www.SAM.gov](http://www.SAM.gov)

# QUESTIONS?

PLEASE CONTACT YOUR DWSRF CONTRACT MANAGER



Eloise Rudolph

[Eloise.Rudolph@Doh.wa.gov](mailto:Eloise.Rudolph@Doh.wa.gov)



Dennis Hewitt

[Dennis.Hewitt@doh.wa.gov](mailto:Dennis.Hewitt@doh.wa.gov)

Brittany Cody-Pinkney

[Brittany.cody-Pinkney@doh.wa.gov](mailto:Brittany.cody-Pinkney@doh.wa.gov)



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