



# TENANT FINISH PROJECTS AT DENVER INTERNATIONAL AIRPORT

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## DENVER REVISED MUNICIPAL CODE 20-76

- For Tenant Finish projects at Denver International Airport, Prevailing Wage -- covered under Section 20-76 of the City and County of Denver's Revised Municipal Code -- has a \$2,000 threshold
- The value is the total of all materials and labor by contractors at all tiers on the project
- Section 20-76 mandates payment of Prevailing Wages by the prime/general contractor and all sub- contractors at all tiers



## PREVAILING WAGE

- Prevailing wages are hourly wages (including fringe benefits) based on Federal Davis-Bacon Wage Rates, which the City and County of Denver's Career Service Authority (OHR/CSA) periodically adjusts for our local market



## PREVAILING WAGE

- For DEN tenant finish projects, the Building and CSA rate categories are the ones most often used
- Heavy or highway rates can sometimes apply
- Current rates are posted on the Auditor's Office website at [www.denvergov.org/auditor](http://www.denvergov.org/auditor) under the Prevailing Wage section, in Prevailing Wage Determinations Categories



## WAGE CATEGORIES

- **Building:** covers everything inside the foundation/footprint of the building
- **OHR/CSA:** determinations by the Career Service Authority issued for special classifications such as tile finishers, floor grinders and sign erectors
- **Heavy:** covers everything outside the building foundation/footprint, including non-habitable structures, such as car washes, toll booths, kiosks and parking garages
- **Highway:** covers car rental parking lots



## TENANT FINISH

- Tenant finish projects, which may or may not have a formal pre-bid meeting, include food and beverage concessionaires, car rental agencies, commercial airlines or other companies leasing space at DEN
- The tenant or the tenant's representative engages the prime/general contractor and/or subcontractors to build out or renovate their leased DEN space



## TENANT RESPONSIBILITIES

- Tenants should direct their selected general contractors to our office for the applicable Prevailing Wage rates
- Tenants should inform their contractors that Prevailing Wage requirements apply to all onsite work at DEN



## CONTRACTOR RESPONSIBILITIES

- Prime/general contractors need to provide their project subcontractors at all tiers with the applicable Prevailing Wage rates when soliciting their bids/quotes
- The wage rates are good for one year from the bid date listed by the general contractor on the Pre-NTP form
- Prevailing Wage also covers punch list work at the tenant's location and any periodic renovations under the terms of their rental agreement





## CONTRACTOR RESPONSIBILITIES CONTINUED

- Tenants should direct their selected general contractors to our office for the applicable Prevailing Wage rates
- Tenants should inform their contractors that Prevailing Wage requirements apply to all onsite work at DEN
- The information on the completed Pre-NTP Form is used to set the project up in LCPtracker, the electronic payroll reporting system used by the Auditor's Office
- An overview of LCPtracker can be accessed at:
- [www.lcptracker.com](http://www.lcptracker.com)



## CONTRACTOR RESPONSIBILITIES CONTINUED

- Contractors at all tiers submit their weekly payroll reports in LCPtracker, where the applicable Prevailing Wage work classifications and rates have been locked in
- Contractors report their employees, work classifications, straight time and overtime hours
- Contractors are obliged to pay their employees weekly by check or direct deposit – no exceptions



## PROJECT PAYMENT AND CLOSE-OUT

- The general contractor directly invoices the tenant
- Before making payments, the tenant should verify with the Auditor's Office that:
  - Prevailing Wage reports are current in LCPtracker
  - There are no outstanding issues
- The tenant is entitled to withhold retention (up to 10% of the contract value) during construction



## PROJECT PAYMENT AND CLOSE-OUT – CONTINUED...

Before authorizing final payment

- Check with the auditor's office the DEN project manager to confirm that all issues have been resolved and all punch list work has been completed and reported in LCPtracker

