



# Tenant Finish Projects at Denver International Airport

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Certified Payroll System:

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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 (CSA) periodically adjusts for our local market.



- For DIA tenant finish projects, the Building and CSA rate categories are the ones most often used.
- Heavy 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.
- **CSA:** determinations by the Career Service Authority issued for special classifications not covered by the US Department of Labor, 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.



# 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 DIA.
- The tenant or the tenant's representative engages the prime/general contractor and/or subcontractors to build out or renovate their leased DIA space.



# TENANT RESPONSIBILITIES

- Tenants are obliged to provide the prime/general contractor with the applicable rates obtained from the Prevailing Wage Office at DIA.
- Tenants also need to inform their contractors that Prevailing Wage requirements apply to all onsite work at DIA at all subcontractor tiers.



# CONTRACTOR RESPONSIBILITIES

- Prime/general contractors, in turn, 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 provided 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

- The tenant's selected general contractor completes and returns the Pre-NTP Form to our office before starting work at the tenant's DIA location.
- The Pre-NTP Form includes the applicable Prevailing Wage rates, bid date, contract signature date, project location, project duration, and all subcontractors scheduled to work on the project and their respective scopes of work.



## CONTRACTOR RESPONSIBILITIES – continued

- 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 accessed at: [www.lcptracker.net](http://www.lcptracker.net).



## 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:
  - (1) Prevailing Wage reports are current in LCPtracker
  - (2) 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,  
PLEASE CHECK WITH THE AUDITOR'S OFFICE  
& THE DIA PROJECT MANAGER TO CONFIRM  
THAT ALL ISSUES HAVE BEEN RESOLVED AND  
ALL PUNCH LIST WORK HAS BEEN  
COMPLETED AND REPORTED IN LCPtracker.**

