

PREVAILING WAGE QUALITY ASSURANCE REVIEW CHECKLIST

CONTRACT ID

Quality Assurance Review Level (check appropriate level)

Local Agency Level

TSC Level

Statewide Level

1. Job Site Postings

- Confirm proper posters and prevailing wage information are posted on the jobsite.

COMMENTS

- This item may not be needed if job site postings were confirmed during the field reviews or interim documentation reviews for local agency projects and documented in the project file.

COMMENTS

2. Wage Rate Interviews

- Review form 1156 for completeness.

COMMENTS

- Verify interview information has been compared to the corresponding certified payrolls.

COMMENTS

- Verify that follow-up actions have been taken when required.

COMMENTS

- Verify that the project file contains proper documentation when reduced frequency for interviews is used.

COMMENTS

3. Documentation Review

- Verify form 1952 has been used to document certified payroll review.

COMMENTS

- Verify form 1954 completed for each contractor with delinquencies noted and notice logs completed if applicable.

COMMENTS

- Verify form 1955 has been submitted with weekly payrolls from the prime contractor with all appropriate information included.

COMMENTS

- Verify that appropriate apprentice and trainee documentation is submitted by the contractors and placed in the project file when apprentices and trainees are shown on certified payrolls.

COMMENTS

4. Certified Payroll Review

- Using form 1952, verify that certified payrolls are complete, containing all required information and proper signatures.

COMMENTS

- Verify notices have been issued for deficient payrolls and follow-up actions have been taken when applicable.

COMMENTS

5. Violations and Restitution

- When violations are discovered, verify appropriate actions have been taken.

COMMENTS

- Verify resolution has been obtained in a timely manner or appropriate actions have been taken (mutually agreed extension to resolve or proper notices, non-compliance damages and Contractor Performance Evaluations issued).

COMMENTS

REVIEWED BY

DATE

The findings are to be summarized in a cover memo for distribution with this form.

Distribution:

Local Agency Level: Original – Delivery Engineer/Designated Representative
 Copy – Region Coordinator for Prevailing Wage
 Copy – C&T Division Prevailing Wage Compliance Specialist

TSC Level: Original – Region Coordinator for Prevailing Wage
 Copy – Associate Region Engineer-Delivery
 Copy – TSC Manager
 Copy – C&T Division Prevailing Wage Compliance Specialist

Statewide Level: Original - C&T Division Prevailing Wage Compliance Specialist
 Copy – Region Coordinator for Prevailing Wage
 Copy – Associate Region Engineer-Delivery