

# A&E Outreach New Prevailing Wage Cost Proposal Questions and Answers

## Uncompensated Overtime

**Question 1:** Is this the same as Straight Time Overtime on a time sheet?

**Response:** If the firms incorporate the Salary Variance Method to account for uncompensated overtime, the firms may bill uncompensated overtime at the straight time rate. Exempt employees do not get paid premium overtime for non-prevailing wage work.

**Question 2:** At which point is this determined for exempt employees?

**Response:** Uncompensated overtime for Caltrans contracts, will be determined on a weekly basis. The exempt employee must work over 40 hours per week (assuming regular 5/40 schedule) on Caltrans contract before uncompensated overtime exists.

**Question 3:** For the internally generated ICR, what must be submitted to replace the audited ICR for subs?

**Response:** Labor Summary Reports and ICR schedule showing the credit amount of the total uncompensated hours.

**Question 4:** If a salary employee works a 9/80 or 10/40 work week, over 8 hours may be charged on a day. Their rate is the standard, not an OT rate. How do these rules apply?

**Response:** When a salary employee works an alternative work schedule (9/80 or 10/40) and more than more than 80 hours in a two week pay period, the firm can bill uncompensated hours if the firm using the Salary Variance Method.

**Question 5:** If exempt employee is performing PW work most companies would pay them 1.5x and 2X for OT. That is not what CT pays?

**Response:** Please see the response to the similar question in the PW Cost Proposal section.

## Non-Prevailing Wage Cost Proposal

**Question 6:** Will you provide your presentation to us?

**Response:** The content will be available as a PDF version to meet ADA compliant for public posting.

**Question 7:** CT Interpretative Guidance regarding Premium OT effective 9/29/20 has not been rescinded. The Premium portion of OT is still to be an ODC with no OH applied per your slide.

**Response:** Please refer to this web page for Caltrans Interpretative Guidance, Premium Overtime section. [Interpretive Guidance - General A&E Contract Resources | Caltrans](#)

**Question 8:** What is the intent of the Yr 1 rate being 50% of the Yr 2 rate? for the escalation?

**Response:** As you noted, the previous escalation had 0% for the 1st year. Based on the discussion with ACEC, the escalation for the 1st year is set at 50% vs. 0% compared to the previous escalation. Please keep in mind that the first 6 months from the RFQ advertisement is typically in the contract procurement process.

**Question 9:** If subs are not A&E firms, how are their rate sheets submitted without ICR rates?

**Response:** IOAI and the DPAC Facilitator will review rate sheets for completeness. In addition, Vendors may submit Vendor rate sheets for review.

**Question 10:** The Exempt Employees sheet is strictly for Exempt-Hourly, correct? If not, why are Non-Exempt and Exempt-Salary an option?

**Response:** The template provides for selection of exempt hourly, exempt salary, and non-exempt employees.

**Question 11:** Is this replacing the CP-1/CP-2 forms?

**Response:** CP-1 and CP-2 forms are not utilized for Caltrans A&E contracts.

**Question 12:** The components of the ICR are not used in the spreadsheet and the formulas. Why are the 3 components of ICR need to be input in this spreadsheet in lieu of the full ICR?

**Response:** The 3 components (Fringe Benefit %, Overhead %, and General Administration %) will equal the full ICR. If your firm has a single rate, the Overhead % can be input as applicable.

**Question 13:** If your firm has exempt salary and exempt hourly employees, can all employees be shown on the exempt salary form?

**Response:** Yes. Please use the dropdown to select the appropriate selection.

**Question 14:** When will this template be active for the contracts 2024? or starting 2025?

**Response:** The template is already being utilized for contracts.

**Question 15:** Can we receive this new non-pw template now?

**Response:** Yes.

**Question 16:** Where can we download?

**Response:** Due to ADA compliance, the templates are not available on the website.

**Question 17:** Can you please show where we can find the new non-PW template on the site?

**Response:** Due to ADA compliance, the templates are not available on the website.

**Question 18:** As part of the New Templates within the FD Folder- it states the cost files and folders will be provided, based on the website--by sending an email to Caltrans AECustomer Service. Is that still true?

**Response:** The website states "[All required forms](#) are included in the folders and may be requested by emailing [AE Customer Service](#)". The folders are provided in the Financial Document Request email after the final ranking.

**Question 19:** If our exempt employees are paid for every hour they work, what tab do we use?

**Response:** Typically, the "Firm Name\_Payroll Employees" sheet will be used.

**Question 20:** We requested and contact the AE Customer Service---so far no response. Is there another contact?

**Response:** Please allow reasonable time to respond to your request. If this is for a specific contract, please contact the A&E Analyst.

**Question 21:** The components of the ICR are not used in the spreadsheet and the formulas. Why are the 3 components of ICR need to be input in this spreadsheet in lieu of the full ICR?

**Response:** See above response to the same question.

**Question 22:** In the samples that were released a few weeks ago, there were some formatting issues for employees 79 and 80 (Rows 566 through 579). Were those issues fixed?

**Response:** Yes.

**Question 23:** DPAC Template folders request ODC file twice – once in Stage A part of RAD files and again in Stage B. Is it possible to eliminate one of them to avoid duplication?

**Response:** Stage A, RAD ODC backup information is required for review. Stage B, RFD ODC ADM 2033 sheet is submitted.

**Question 24:** On that note, the ODC folder in the RAD folder is empty. Has that been fixed?

**Response:** The folder is for consultants to upload required documents and zip these folders during the RAD Stage A submittal. The ODC template or ADM-2033 form is located in the RFD folder under the 8-CCP.

**Question 25:** Is there a template for field rates?

**Response:** There is a dropdown in cell C9 where the Caltrans Field Office may be selected.

**Question 26:** Is the rate escalation dates the same for all contracts?

**Response:** Escalation rates are same for all contracts in the same calendar year; the actual effective dates for escalation vary per contract and are advertised in the RFQ.

**Question 27:** Is there a template for ODCs for the RAD folder?

**Response:** All templates including the ADM-2033 form for ODC is located in the RFD folder under the 8-CCP.

**Question 28:** What if we have a combination of Field and Home staff, does the template allow us to pick and choose which rates to choose based on the staff type being proposed?

**Response:** No. Please submit two sheets. One sheet will be for “Consultant Home Office” and one sheet will be for “Caltrans Field Office”.

**Question 29:** What about On-Call staff, if you have a separate ICR for them?

**Response:** If your firm has a different ICR for full time vs. part-time or temporary/on-call employees, please use a separate sheet for different ICR(s). If the on-call staff is a 1099 employee, please use the tab for “Independent Contractor”.

Prevailing Wage Cost Proposal

## Prevailing Wage Cost Proposal

**Question 30:** Can I submit my email to obtain these files?

**Response:** The required financial documents will be provided in the Financial Documents Structure Folders during the contract negotiation phase. The cost proposal template may be requested via email.

**Question 31:** If we have an employee who is Salary Exempt, but may do Prevailing Wage work (which now Exempt Salary isn't in effect, because they have to be paid for each hour worked, and any OT or DT), should we be using a different designation such as Exempt hourly on the Prevailing Wage lines?

**Response:** If the employee is classified as exempt salary, you should use the same designation, whether they are performing prevailing wage work or non-prevailing wage work. Use the drop-down menu in Column B to select either Prevailing Wage or Non-Prevailing Wage work as appropriate. Per the CA PW Law, all workers employed on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations (DIR). The cost proposal template columns 1 ~ 5 list the prevailing wage determined by the DIR, which includes OT and DT for all workers regardless of exempt salary, exempt hourly, non-exempt, or independent contractor. For exempt employees who are exempt from premium overtime when working overtime, their standard rates must meet DIR determinations; the greater the DIR prevailing wage for overtime or their standard rate will be reimbursed. DIR has no determination stating that exempt employees shall be paid at 1.5x or 2x at their actual standard rate.

**Question 32:** 1.5 of the PW determination... which is the minimum. not your internal higher rate.

**Response:** For exempt employees working overtime, the greater the DIR prevailing wage for overtime or their standard rate will be reimbursed. DIR has no determination stating that exempt employees shall be paid at 1.5x or 2x at their actual standard rate when working overtime.

**Question 33:** It was mentioned that Fringe was not required. Why is it being asked for in the Non-Prevailing Wage rows? Also, if this is for Prevailing Wage employees, why are rows mixed in for Non-Prevailing Wage employees?

**Response:** The estimate fringe in Column K is not required for employees performing non-prevailing wage work. The template is designed for employees performing both prevailing wage and non-prevailing wage work. When consultants utilize this template to enter information for employees working on both PW and non-PW tasks, all information can be entered in one sheet, which is the same as the old template.

**Question 34:** How are formulas added for contracts that have more than four years? Also, it seems that the top button adds home employees while the bottom button adds prevailing wage employees. It seems that might be inefficient, especially when there are 30 or 40 employees. Is that going to be revisited?

**Response:** There are 8 rows to enter the Effective Date of Hourly Rate. This is sufficient for contracts more than 4 years. The top or bottom row employee can be changed to either prevailing wage or non-prevailing wage to suit your needs.

**Question 35:** Previously there was error in the OT/DT formulas for exempt employees, has that been fixed?

**Response:** Yes.

**Question 36:** Looks like Under the new template/interpretation, there is no more delta base on OT/DT anymore, the difference between total 1.5/2.0 and employee 1.5/2.0 is reimbursed as ODC.

**Response:** Delta Base is the difference between the employee's standard hourly wage and the base wage identified in the DIR determination. Delta base with applicable multiplier is included in the Loaded Hourly Billing Rate (LHBR) for overtime, as the Overtime LHBR = Straight time LHBR + premium overtime.

**Question 37:** That is what we need to know – how to copy a specific employee.

**Response:** Please enter every employee's information per the instructions. This Excel sheet allows copy/paste in the shaded fields when using the same tab.

**Question 38:** The current requirement for Offer Letters to be dated before the RFQ release is problematic, as staff qualifications are not yet specified at that stage. If the cut-off date for Offer Letters were aligned with the RFQ submittal date instead, firms would have a better understanding of the qualifications required and could include appropriate staff accordingly. The existing early cut-off date limits this flexibility. Would Caltrans consider shifting the Offer Letter cut-off to the RFQ submittal date rather than the release date?

**Response:** Per the "Must Read" instructions, "Consultants (including Safe Harbor Rate firms) must submit information showing the salary breakdown for the Payroll period **prior to the RFQ date**". The "Must Read" instructions also state, "If payroll records are not available for newly hired employees the payroll period prior to the RFQ date, provide copies of Offer Letters **and supporting Payroll**". The Offer Letter shall be dated prior to

the RFQ date, as it outlines the hourly rate and fringe benefits for the newly hired employees, which will be entered in the cost proposal. These rates must cover the RFQ date to be consistent with other employees. However, the Offer Letter may include the language for the on-call status if this is the hiring intent.