

Instructions for Completing Your Wage Determination Request

1. Project Information

1. Fill out all information completely in this section.
2. If an exact contract dollar amount is not available, give the best estimate possible.
3. If a prior determination number was issued, don't forget to list it, if not, enter N/A.
4. Check the type(s) of work the wage rates will apply to. This is important to assure correct rates. If more than one type applies, don't forget to check each. Use the following guide to determine the classification of your construction project.

Building Construction

Building construction generally is the construction of sheltered enclosures with walk-in access for the purpose of housing persons, machinery, equipment or supplies. It includes all construction of such structures, the installation of utilities, and the installation of equipment, both above and below grade.

Generally, for wage determination purposes, a project consists of all construction necessary to complete a facility regardless of the number of contracts involved so long as all contracts awarded are closely related in purpose, time and place. For example, demolition or site work preparatory to building construction is considered a part of the building project for wage determination purposes. When a project, such as a water and sewer treatment plant, includes construction items that by themselves would be otherwise classified, a multiple classification may be justified if the construction items are a substantial part of the project. However, a separate classification would not apply if such construction items are merely incidental to the total project to which they are closely related in function. For example, water and sewer line work, which is a part of a building project, would not generally be separately classified. When construction is "incidental" in function, 20% of project cost is used as a rough guide for determining when construction is also "incidental" in amount to the overall project level, as well as incidental grading, utilities and paving.

The following are examples of Building Construction in the CDBG program:

- Alterations and additions to buildings
- Apartment buildings over 4 stories
- Civic & Community Centers
- Commercial & industrial buildings
- Fire stations
- Water & sewage treatment plants (buildings only)

Residential Construction

Residential projects for Davis-Bacon purposes are those involving the construction, alteration, or repair of single family houses or apartment buildings of no more than four stories in height. This includes all incidental items such as

site work, parking areas, utilities, streets and sidewalks. Some examples are:

- Town or row houses
- Apartment buildings (4 stories or less)
- Single family houses
- Mobile home developments
- Multi-family housing

Heavy Construction

Heavy projects are those projects that are not properly classed as “buildings”, “highway”, or “residential.” Unlike these classifications, heavy construction is not a homogeneous classification. Because of its catchall nature, projects within the heavy classification may sometimes be distinguished based on their particular project characteristics, and separate schedules issued. Examples are:

- Dredging projects
- Water and sewer line projects
- Dams
- Demolition (non construction related)
- Drainage projects
- Electrification projects (outdoor)
- Flood control projects
- Land reclamation
- Marine Construction
- Pipe lines
- Pumping stations (prefab units - not buildings)
- Reservoirs
- Sewage collection and disposal lines
- Sewers (sanitary, storm, etc.)
- Shoreline maintenance
- Storage tanks
- Water mains
- Water supply lines (not incidental to building)
- Water & sewage treatment plants (other than buildings)
- Wells

Highway Construction

Highway projects include the construction, alteration or repair of roads, streets, highways, runways and related areas not incidental to building or heavy construction. Examples are:

- Base courses
- Bituminous treatments
- Concrete pavement
- Excavation - embankment (for road construction)
- Fencing (highway)
- Guard Rails
- Highway signs
- Bridges
- Parking lots
- Resurfacing streets & highways
- Roadbeds

- Storm sewers (incidental to road construction)
- Street paving

2. Project Description

Give an accurate, detailed narrative of the proposed project. If the project is multifaceted, describe each specific section. Also, indicate what the projected use of the project will be. Attach an additional page if needed.

REMEMBER!

- **Submit your request at least 15 days prior to the proposed bid solicitation date.** This is essential to allow the necessary time for the request to go through the system.
- If your current determination looks as though it may run out prior to the contract award, submit another request immediately. The date of the contract award must predate the expiration date of the determination, or the determination is void.
- All requests for wage determinations should be sent to:

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