



PROJECT LABOR AGREEMENT

REFERENCE MANUAL

DARRIN LAMBRIGGER, P.E.
ACTING DIRECTOR OF CONSTRUCTION MANAGEMENT

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A. PURPOSE AND POLICY OVERVIEW

The purpose of this reference manual is to provide guidelines for the oversight of contractors' and consultants' compliance with Port of Long Beach (POLB) Project Labor Agreement (PLA) requirements. A PLA is a negotiated pre-hire collective bargaining agreement with one or more labor organizations that establishes the labor terms and conditions to facilitate the delivery of on-time and on-budget projects by prohibiting strikes, work stoppages, and lockouts. They also establish worker utilization goals for Local Workers (Los Angeles/Orange County residents), Disadvantaged Workers, and/or Veterans. The Board of Harbor Commissioners (BHC) has approved and executed six PLAs with the Los Angeles/Orange County Building and Trades Council (LAOCBTC) and its signatory unions:

Closed:

- Middle Harbor Phase 1, Stage 1 (1 Project) - Approved March 1, 2010
- Middle Harbor Phase 1, Stage 2 (1 Project) - Approved December 12, 2011
- North Middle Harbor (7 Projects) - Approved July 2, 2012

Active:

- Gerald Desmond Bridge Replacement Project (1 Project) - Approved July 2, 2012
- Middle Harbor Phase 2 & 3 (6 Projects) - Approved April 27, 2015
- Port-Wide PLA (23 Projects – As of September 2017) - Approved May 23, 2016

PLA Administration is a collaborative effort between the Labor Compliance Program (LCP) and consultants assisting the Port with PLA administration services. This manual contains an overview of the fundamental provisions of the Port's PLAs and shall be used as a supplemental resource for PLA Administrators. This manual does not cover every PLA provision; PLA Administrators shall refer to each PLA for a complete set of goals, rules, and procedures.

Depending on the project, PLA Administrators may also monitor and enforce California prevailing wage requirements, and if applicable, Davis-Bacon Act requirements. For more information on Labor Compliance procedures, please refer to the Port of Long Beach's Labor Compliance Procedures Manual.

Should applicable sections of the PLAs undergo alteration, amendment or deletion, the Port of Long Beach will modify the affected portions of this manual accordingly.

The Port's PLAs and forms are available at www.polb.com/laborcompliance.

B. ROLES AND RESPONSIBILITIES

1. **Construction Manager (CM):** Oversees the construction of projects and receives invoice payment recommendations based on PLA compliance; meets with PLA Administrator as needed.
2. **Director of Construction Management (DCM):** Division head that oversees the Port's Labor Compliance Program and PLAs; negotiates PLAs.
3. **Front Desk (FD):** Directs PLA related submittals and communications to LCP.
4. **Inspector (I):** Facilitates on-site visits and worker interviews; provides inspector reports as needed.
5. **Labor Compliance Program (LCP):** Oversees and administers compliance with all aspects of Labor Compliance and PLAs; may also serve as a PLA Administrator.
6. **Manager of Labor Compliance and Administration (MLCA):** Responsible for the coordination, oversight, and enforcement of the Port's LCP and PLAs; serves as the Port's PLA Administrator.
7. **PLA Administrator (PLAA):** Oversees some or all of the duties necessary for the successful implementation and administration of a PLA, including Jobs Coordination.
8. **PLA Jobs Coordinator (PLAJC):** Responsible for working with contractors, unions, community organizations, and pre-apprenticeship programs to identify employment candidates that meet the PLA's worker utilization goals.

Other Roles:

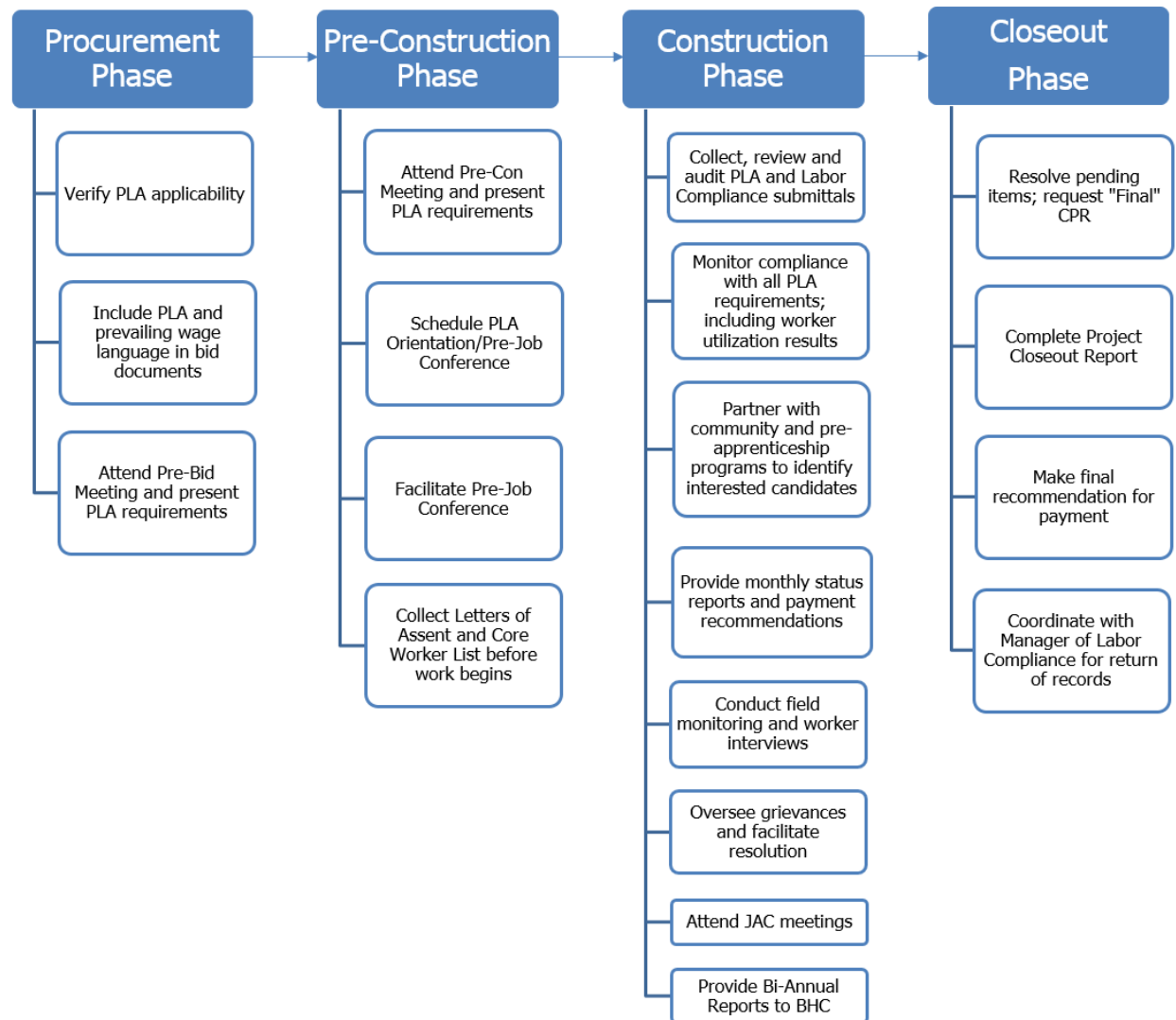
9. **City Attorney (C/AT):** Provides legal counsel to LCP staff, as needed.
10. **Records Center Supervisor (RCS):** Coordinates with LCP staff to ensure California Public Records Act (CPRA) requests are processed in a timely manner and supervises Records Center functions.
11. **Specifications Section (SS):** Works with LCP to ensure that applicable PLA and prevailing wage language is included in bid documents for Engineering Bureau specifications.

C. ABBREVIATIONS / ACRONYMS

The abbreviations defined below represent key terms used in this manual and in the administration of Project Labor Agreements. For more abbreviations, please see the Port's Labor Compliance Manual.

§	Section	LCO	Labor Compliance Officer
BHC	Board of Harbor Commissioners	LCP	Labor Compliance Program
BHR	Basic Hourly Rate	MH	Middle Harbor
C/AT	City Attorney	MLA	Master Labor Agreement
CAC	California Apprenticeship Council	MLCA	Manager of Labor Compliance and Administration
CBA	Collective Bargaining Agreement	NWCP	Notice of Withholding of Contract Payments
CCS	Contract Compliance Section	OD	Legal Office of the Director's Legal Unit
CM	Construction Manager	OPRL	Director's Office of Policy, Research, and Legislation
CMD	Construction Management Division	OT	Overtime
COLB	City of Long Beach	PDI	Predetermined Increase
CPE	Contractor Performance Evaluation	PLA	Project Labor Agreement
CPR	Certified Payroll Records	PLAA	PLA Administrator
CPRA	California Public Records Act	PLAJC	PLA Jobs Coordinator
CWPA	Civil Wage and Penalty Assessment	PM	Project Manager
DAS	Division of Apprenticeship Standards	POLB	Port of Long Beach
DBA	Davis-Bacon Act	PPE	Personal Protective Equipment
DBRA	Davis-Bacon Act and Davis-Bacon "related Acts"	PRE-CON	Pre-Construction
DCM	Director of Construction Management	PW	Public Works
DIR	Department of Industrial Relations	PWD	Prevailing Wage Determination
DLSE	Division of Labor Standards Enforcement	RCS	Records Center Supervisor
DOL	U.S. Department of Labor	RFP	Request for Proposals
DT	Double Time	RSOQ	Request for Statement of Qualifications
FBS	Fringe Benefit Statement	SB854	Senate Bill 854
GDB	Gerald Desmond Bridge	SNP	Statement of Non-Performance
GWD	Davis-Bacon General Wage Determination	SOC	Statement of Compliance
I	Inspector	SS	Specifications Section
JAC	Joint Administrative Committee	THR	Total Hourly Rate
LAOCBTC	Los Angeles /Orange County Building and Trades Council	TWIC	Transportation Worker Identification Credential
LBCC	Long Beach City College	WD	Wage Determination
LC	Labor Code	WHD	Wage and Hour Division

D. PLA ADMINISTRATION PROCESS



1. Project Labor Agreements Overview

1.1 Labor Compliance Program Responsibilities

The Port's LCP will be responsible for the following duties:

1. Coordination, oversight, and enforcement of the Port's PLA requirements.
2. Monitor and enforce prevailing wage requirements on PLA projects, as needed.
3. Review the Port's Specifications Section's weekly reports for upcoming PLA projects and notify PLA Administrators of upcoming bid advertisements, Pre-Bid Meetings, and Pre-Construction Meetings.
4. Work with the Port's Program Manager and Specifications Section to ensure that appropriate PLA and Labor Compliance language is included in bid specifications.
5. Attend Pre-Bid Meetings, Pre-Construction Meetings, and Pre-Job Conferences and present information on PLA and/or prevailing wage requirements.
6. Educate Port staff, contractors, and the public on PLA requirements.
7. Communicate and meet with PLA Administrators, contractors and unions to resolve issues, as needed.
8. Conduct on-site interviews and verify required job postings.
9. Review PLA Administrators' monthly PLA reports.
10. Prepare bi-annual PLA updates to the Board of Harbor Commissioners.

1.2 Contractor Requirements

The Port's PLAs contain the following obligations for contractors:

1. PLA Pre-Job Conferences: The prime contractor is required to conduct a Pre-Job Conference with all the unions signatory to the PLA prior to commencing work. A sample Pre-Job Conference form is included in this manual as Exhibit A. The Pre-Job Conference has two objectives:
 - a. To ensure that contractors and unions are fully informed of the PLA requirements.
 - b. To discuss contractor job assignments/scope of work and what union the work will be assigned to.

2. Letter of Assent: The prime contractor and all tier subcontractors must sign the PLA's Letter of Assent and be bound by each and every provision of the PLA. This letter must be submitted before commencement of construction. A sample is included in this manual as Exhibit B.
3. Payment of Prevailing Wages: Contractors are required to pay prevailing wages to all workers performing covered work and abide by all California Labor Code requirements, and if applicable, Davis-Bacon Act requirements.
4. Fringe Benefit Contributions: Contractors are required to make fringe benefit contributions to union trust funds on behalf of workers.
5. Trust Fund Subscriptions: Non-union contractors must sign union trust fund subscriptions with the appropriate union trust fund in order to pay fringe benefit payments on behalf of workers. The subscription agreement will not extend beyond the PLA project and contractors will not be required to become signatory to the union.
6. Union Referred Workers: Contractors are required to use signatory union hiring halls as a source for all craft workers. Contractors must use the PLA's Craft Request Form to request workers from the unions. A sample form is included in this manual as Exhibit C.
7. Core Workers: Non-union contractors may use Core Workers on a one-to-one hiring ratio with union referred workers. A Core Worker is a worker who appears on the contractor's active payroll for 60 of the 100 working days immediately before award of the construction contract, who possess all licenses required by state and federal law for the project work, and who has the ability to safely perform the basic functions of the applicable trade. Contractors must submit a Core Worker List prior to commencing work to identify all Core Workers to be used (See Exhibit D).
8. Worker Utilization Goals: Contractors are required to comply with the PLA's worker utilization goals for Local Workers, Disadvantaged Workers, and Veterans; goals are based on total project hours.

1.3 Union Requirements

The Port's PLAs contain the following obligations for signatory unions:

1. No Disruption of Work: The unions agree not to strike, picket, or otherwise disrupt work on site, and to instruct their members to continue working if another agency does begin to strike or picket.
2. Craft Workers/Craft Request Forms: The unions shall be the primary source of all Craft labor employed on the PLA projects. Unions agree to accept the PLA's Craft Request Form so that contractors can request Local Workers, Disadvantaged

Workers, Veterans, and apprentices. Unions agree to refer requested workers regardless of their place in the unions' hiring list and normal hiring procedures.

3. Work Opportunities: Unions agree to cooperate with contractors to support the development of increased number of workers in the project area. Unions agree to exert best efforts to refer and/or recruit Local Workers, Disadvantaged Workers, and Veterans to fulfil the requirements of contractors.

1.4 PLA Administrator Responsibilities

PLA Administration is a collaborative effort between the Labor Compliance Program and consultants assisting the Port with PLA administration services. The role of the PLA Administrator, includes, but is not limited to, the following:

1. Provide support to the Director of Construction Management and Manager of Labor Compliance and Administration to administer the PLA and assist with interpretation and notifications.
2. Work with Port staff to discuss, develop solutions and resolve issues.
3. Inform contractors about PLA and prevailing wage requirements at pre-bid meetings and pre-construction meetings.
4. Facilitate the orderly settlement of labor disputes and grievances without strikes or lockouts.
5. Monitor relations between unions and contractors and maintain grievance documentation.
6. Work with contractors to resolve PLA and Labor Compliance discrepancies.
7. Act as a Jobs Coordinator and monitor contractors' compliance with worker utilization goals; work with contractors to ensure that goals are met or exceeded.
8. Collect, analyze, and maintain files related to PLA and Labor Compliance, including, but not limited to: certified payroll reports, union trust fund letters, Letters of Assent, evidence of core worker qualifications, veteran status, and workforce compliance.
9. Provide monthly PLA status reports and recommendations for contractor payments.

1.5 PLA Coverage

The Port's PLAs cover work done for a specific project (Gerald Desmond Bridge Replacement) or set of projects (Middle Harbor Phase 2/3; Port-Wide PLA). Each PLA has an article entitled "Scope of Agreement" that will outline the work that will be covered. Generally speaking, covered work is largely the same as work covered by prevailing wage, unless the PLA specifically states otherwise. PLAs also contain exclusions for certain types of work, such as supervisory and administrative work, and Port of Long Beach employees. The PLA Administrator shall confer with the Port's Manager of Labor Compliance and Administration for questions regarding scope of work and PLA applicability.

It is important to clarify that the Port-Wide PLA only applies to projects listed in the PLA's Projects List, and does not apply to all Port of Long Beach projects. It is "Port-Wide" in the sense that it could apply to any project within the Port's geographical area, or "Port-Wide" area. The BHC has the authority to add or remove any project to the PLA's Projects List. Projects likely to be added will be of a higher threshold and with a more complex scope of work. The BHC may add projects upon review of the Engineering Bureau's Capital Improvement Projects update, or at the time a project goes to the Board for approval of a Baseline Project Budget. Since the Port-Wide PLA was approved, the Board of Harbor Commissioners has added two projects to the PLA's Projects List, bringing the total number of projects covered by the Port-Wide PLA to 23 projects.

2. Pre-Construction Phase

2.1 Pre-Bid Meeting

A Pre-Bid Meeting is held following the advertisement date of a construction project and before the bid due date. The PLA Administrator attends Pre-Bid Meetings for PLA covered projects to briefly outline the PLA provisions, including Letters of Assent, prevailing wage requirements, union trust fund subscriptions, Core Workers, and Worker Utilization Goals. The PLA Administrator should stress to potential bidders that they should make clear to their potential subcontractors (both union and non-union) that the project is subject to a PLA. Contractors that are more fully informed of the PLA obligations can make the best decisions as to whether to bid on a PLA covered project and which subcontractors to utilize. The PLA Administrator shall use PowerPoint slides similar to the ones included in this manual as Exhibit E.

2.2 Pre-Construction Meeting

A Pre-Construction Meeting is held after award of a construction contract and prior to the commencement of work. The PLA Administrator attends Pre-Construction Meetings to briefly outline the PLA provisions and prevailing wage requirements (as directed by Port staff), and remind the prime contractor that a separate Pre-Job Conference must be scheduled before the Notice to Proceed date. The PLA Administrator shall work with the LCP to put together a PLA and Labor Compliance packet. The PLA Administrator shall provide this packet to the prime contractor at the pre-construction meeting, containing forms, instructions, and information on ongoing submittals. Depending on the timing of the Notice to Proceed date, the PLA Administrator may need to coordinate the Pre-Job Conference with the prime contractor prior to the Pre-Construction Meeting.

For more information on the forms included in the Labor Compliance and PLA packet, see this manual's section 2.5.

2.4 Pre-Job Conference

The PLAs require a Pre-Job Conference prior to the commencement of work. The PLA Administrator shall coordinate with the prime contractor to schedule this meeting, and ensure that invitations are sent to each union signatory to the PLA, the Los Angeles/Orange County Building and Trades Council, the Construction Manager, the Port's Manager of Labor Compliance & Administration, and all listed subcontractors.

The Pre-Job Conference has two main purposes:

1. To ensure that contractors and unions are fully informed of their rights and obligations under the PLA, including documentation expected of them and the timeline for its submittal.

2. To discuss contractor job assignments, so that both contractors and unions are clear on what work each contractor is performing, and what union the work is being assigned to.

In order for the Pre-Job Conference to be as productive as possible, the PLA Administrator shall work closely with the prime contractor ahead of time to discuss the scope of work and job assignments in detail. The scope of work submitted with bid proposals may have vague descriptions such as "concrete work." A description like that is likely to make several unions think that their scope may be covered, and lead to disputes. In order to avoid potential jurisdictional disputes, the PLA Administrator shall ensure that the prime contractor completes the Pre-Job Conference form to explicitly state the work being performed by each contractor so that unions have the opportunity to discuss the assignments and make its case before construction commences.

If needed, the PLA Administrator may schedule a PLA Orientation Meeting with prime contractors prior to the Pre-Job Conference to go over the the PLA's requirements and the Pre-Job Conference Form.

2.5 PLA Forms

The PLA Administrator shall provide the prime contractor with a packet containing the following PLA and Labor Compliance forms:

1. Prevailing Wage and Project Labor Agreement Requirements Letter: LCP staff prepares this letter, which outlines prevailing wage and PLA requirements. A sample letter is included in this manual as Exhibit F.
2. Document Submittal Schedule: Lists the required Labor Compliance and PLA submittals, with instructions and deadlines. A sample form is included in this manual as Exhibit G.
3. Checklist of Labor Law Requirements: This form outlines the applicable prevailing wage requirements and must be signed by the prime contractor and each subcontractor.
4. Public Works Contract Award Information (DAS Form 140): To be submitted for each apprenticeable trade by the prime contractor and all subcontractors.
5. Fringe Benefit Statement: This form identified the trust fund(s) to which a contractor will be making fringe benefit contributions on behalf of its employees.
6. Public Works Payroll Reporting Form & Certification, Statement of Compliance, and Statement of Non-Performance: If contractors will be submitting hardcopy certified payroll reports, they must use these forms, or their own forms, as long as all the same information is provided. Each certified payroll report must be accompanied by a Statement of Compliance signed by an officer or authorized agent of the company.

7. Subcontractor List: This form provides the PLA Administrator notice of which lower tier subcontractors should be expected on the job.
8. Pre-Job Conference Form: Used by the prime contractor at Pre-Job Conferences to make all union work assignments. A sample form is included in this manual as Exhibit A.
9. Letter of Assent: All contractors performing work on the project must submit a Letter of Assent prior to commencing work. The Letter of Assent is included as an appendix in the PLA and should be transferred onto the contractor's letterhead. A sample letter is included in this manual as Exhibit B.
10. Core Worker List: Contractors who are using their own Core Workers must identify their Core Workers using this form prior to commencing work on the project. Union-signatory contractors whose workers are already members of a signatory union to the PLA should still submit this form and indicate which union they are signatory to. A sample form is included in this manual as Exhibit D.
11. Disadvantaged Worker & Veteran Verification: This form is used to verify a workers Disadvantaged or Veteran status. A sample form is included in this manual as Exhibit H.
12. Craft Request Form: This form is to be used by contractors to request craft workers (including apprentices) from applicable unions. A sample form is included in this manual as Exhibit C.
13. Public Works Affidavit: The prime contractor submits this form once the project is complete to certify that prevailing wage laws have been followed. The prime contractor may collect this form from each of its subcontractors, though this is not a requirement and they do not need to be provided to the PLA Administrator. A sample is included in this manual as Exhibit I.

3. Construction Phase

3.1 Prevailing Wages and Fringe Benefits

The PLAs require that workers covered by the PLA be classified in accordance to the work performed and be paid the hourly wage rates for those classifications in compliance with the applicable prevailing wage rate determination established pursuant to the California Labor Code by the Department of Industrial Relations (DIR). Prevailing wages consist of a "Basic Hourly Rate" that must be paid to the worker and a fringe benefit portion that may be paid either to the worker or an approved plan, fund, or program. However, when working on a PLA covered project, contractors are required to pay the fringe benefit portion to the applicable union trust fund on behalf of workers, as designated in the Schedule A Agreement. The Schedule A Agreement is part of the various union Collective Bargaining Agreements (CBA), also known as Master Labor Agreements (MLA).

Union contractors are already required to make fringe benefit contributions to union trust funds on behalf of workers. However, non-union contractors must sign a union trust fund subscription with the appropriate trust fund in order to make these payments. The subscription agreement will not extend beyond the PLA project and contractors will not be required to become signatory to the union after their portion of the project is complete.

Contractors are required to make monthly payments on behalf of their workers based on the number of hours worked. The payments are made directly to the union trust fund and must be accompanied by a form provided by the trust fund. The PLA Administrator shall review certified payroll reports and monthly trust fund reports to ensure that payments are paid in accordance with prevailing wages and applicable union dues.

There is substantial overlap between prevailing wage requirements and PLA requirements. Since the PLA explicitly requires contractors to pay prevailing wages, any prevailing wage violation is also a PLA violation. The PLA Administrator shall refer to the Port of Long Beach's Labor Compliance Manual for detailed guidelines on monitoring and enforcing prevailing wage requirements.

Prevailing wage enforcement includes, but is not limited to, the following:

1. Collecting, reviewing and auditing contractors' certified payroll reports for timeliness, completeness, accuracy, and payment of prevailing wages
2. Notifying contractors of discrepancies and resolving issues/make employees whole
3. Monitoring compliance with apprenticeship requirements
4. Conducting on-site worker interviews and verifying required job site postings
5. Investigating worker and third party complaints

6. Making monthly recommendations for contractor payments based on the contractor's level of compliance

3.2 Core Worker Provisions

The PLAs require contractors to use the union hiring halls as the primary source for workers. For contractors that are already union signatory, this is essentially the same process as how they would normally do business. However, non-union contractors may use up to a certain number of Core Workers alongside the union hiring hall referrals.

The PLAs define a Core Worker as an employee who appears on the Contractor's active payroll for 60 of the 100 working days before award of the construction contract by the BHC, who possess all licenses required by state and federal law for the project work, and who has the ability to safely perform the basic functions of the applicable trade. All Port PLAs except for the Gerald Desmond Bridge PLA also require Core Workers to be a resident of the Los Angeles or Orange Counties for 100 consecutive days prior to the award of the construction contract by the Board. The following are the number of Core Workers allowed by each PLA:

- Middle Harbor Phase 1, Stage 1 PLA: 10 Core Workers
- Middle Harbor Phase 1, Stage 2 PLA: 10 Core Workers
- North Middle Harbor PLA: 5 Core Workers
- Gerald Desmond Bridge Replacement PLA: 5 Core Workers
- Middle Harbor Phase 2 & 3 PLA: 5 Core Workers
- Port-Wide PLA: 5 Core Workers

Contractors utilizing Core Workers must provide a list of their Core Workers the PLA Administrator before performing any work using a Core Worker List (Exhibit D). Union-signatory contractors whose workers are already members of a signatory union to the PLA should still submit a Core Worker List and indicate which union they are signatory to. A signatory union may request a copy of the Core Worker List at any time, and may request verification of the worker's eligibility for Core Worker status. To confirm Core Worker status, the PLA Administrator may ask the contractor for verification of employee address, payroll registers showing the employee's presence on the payroll for the required duration, and any license or certifications requested to work on the project.

The PLAs require a one-to-one alternating referral procedure between Core Workers and union referrals. A Core Worker may be selected, and then one employee from the hiring hall of the affected trade or craft, then a second Core Worker, then a worker from the hiring hall. This process is repeated until contractors have hired the maximum number of Core Workers allowed for that craft, or until the contractors requirements are met, whichever occurs first. Thereafter, all additional employees in the affected trade or Craft shall be hired exclusively from the union hiring hall.

Note: Apprentices are treated the same as journeymen for the purposes of complying with referral procedures.

Violations of the PLA's referral provisions are remedied through the grievance procedure established in the PLAs. The PLA Administrator shall provide assistance in mediation, when appropriate.

3.3 Worker Utilization Goals

In recognition of the fact that the communities closest to the projects are impacted by the construction of the projects, the parties signatory to the PLA agree to support the development of increased numbers of construction workers from residents of these communities. The unions agree that, to the extent allowed by law, and as long as they possess the requisite skills and qualifications, they will exert best efforts to refer/recruit Local Workers (Los Angeles/Orange County residents), Disadvantaged Workers (see each PLA for criteria), and Veterans. Toward that end, the Port's PLAs establish the following worker utilization goals:

- Middle Harbor Phase 1, Stage 1
 - Local Workers: 30% of all project hours
 - Disadvantaged Workers: 10% of all project hours
- Middle Harbor Phase 1, Stage 2
 - Local Workers: 30% of all project hours
 - No Disadvantaged Worker Goal
- North Middle Harbor
 - Local Workers: 30% of project hours
 - Disadvantaged/Veteran Workers: 10% of all project hours
- Gerald Desmond Bridge Replacement Project
 - No Local Worker Goal due to federal funding restrictions
 - Disadvantaged/Veteran Workers: 5% aspirational goal
- Middle Harbor Phase 2 & 3
 - Local Workers: 30% of all project hours
 - Disadvantaged/Veteran Workers: 10% of all project hours
- Port-Wide PLA
 - Local Workers: 40% of all project hours
 - Disadvantaged Workers: 15% of all project hours
 - Veterans: 10% of all project hours

Note: The Port-Wide PLA is the first Port of Long Beach PLA to have a Veteran goal that is independent from the Disadvantaged Worker category.

It is important to note that the worker utilization goals are only set within the region and not within the City of Long Beach because the Port of Long Beach is subject to the Tidelands Act, prohibiting the use of funds exclusively for the City of Long Beach. However, PLA Administrators still track hours worked by Long Beach residents.

In addition to Local Workers, Disadvantaged Workers, and Veterans, the unions also agree to support the operation of apprentice referral programs to place interested candidates into their apprentice training programs. The Middle Harbor Phase 2 and 3 PLA and the Port-Wide PLA allow up to 30% of each craft's work force to comprise of apprentices (unless the Division Apprenticeship Standards establish a lower or higher maximum percentage), of which 25% of such apprentice work force may consist, to the extent available, of first year apprentices.

The prime contractor has the primary responsibility for ensuring that PLA worker utilization goals are met. If a contractor does not have enough workers meeting the worker utilization requirements, they shall use the PLA's Craft Request Form (Exhibit C) to request Local Workers, Disadvantaged Workers, Veterans, and/or apprentices.

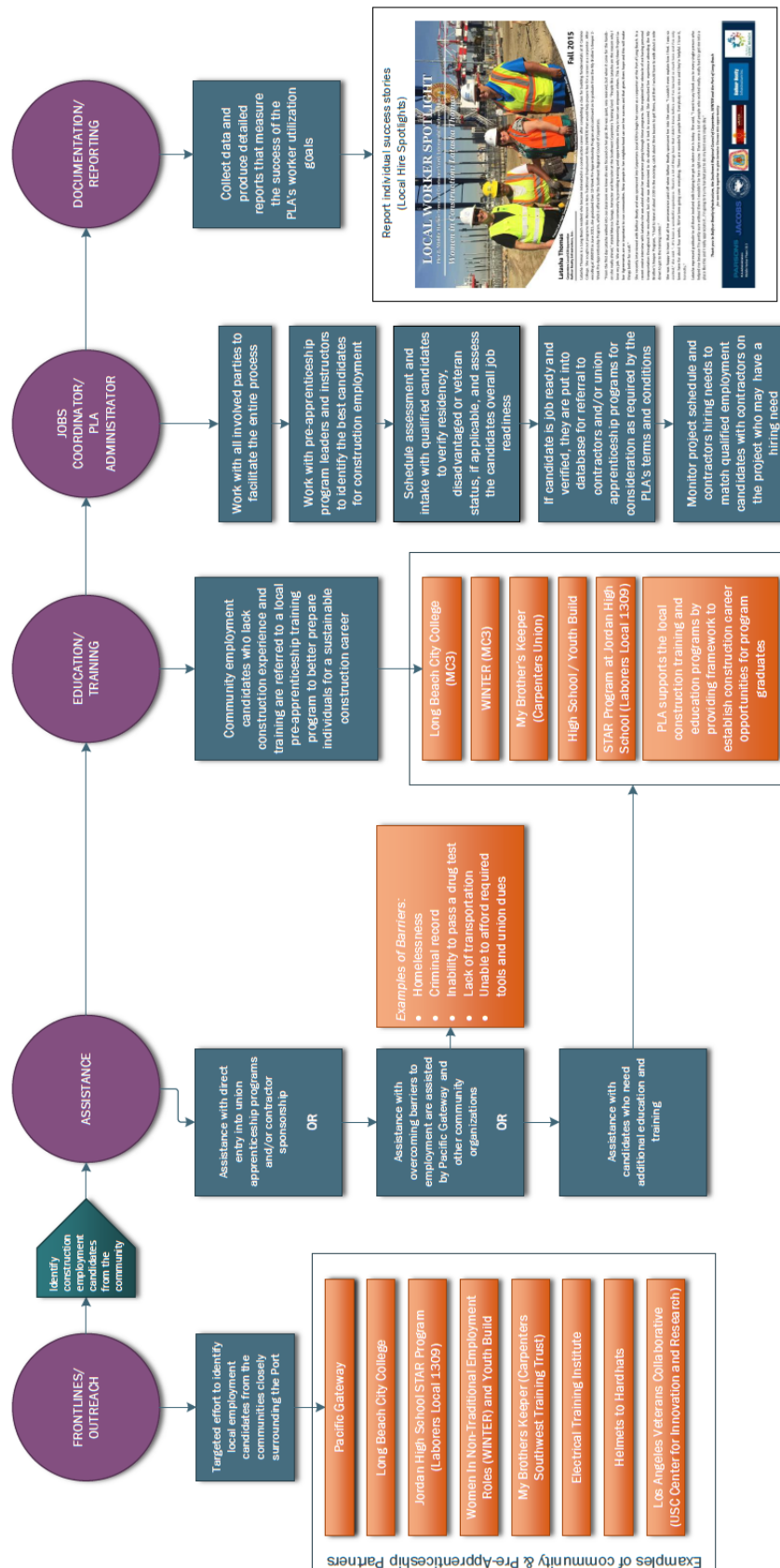
The PLA's Jobs Coordinator will assist the prime contractor and their subcontractors in meeting the worker utilization goals. For more information on the Jobs Coordinator role, please see this manual's section 3.4.

3.4 Jobs Coordinator Role

With the exception of the Gerald Desmond Bridge PLA, the Port's PLAs specifically require that an independent, third-party must perform the role of a Jobs Coordinator. The Jobs Coordinator plays an important role in helping contractors meet the PLA's worker utilization goals. The Jobs Coordinator is responsible for working with contractors, unions, community organizations, and pre-apprenticeship programs to identify employment candidates that meet the PLA's worker utilization goals. The Jobs Coordinator monitors a project's schedule and contractor's hiring needs to match qualified candidates with contractors on the project. The Jobs Coordinator may also refer interested candidates to contractors for sponsorship or union apprenticeship programs for consideration. The Jobs Coordinator also certifies Disadvantaged Worker candidates.

The Jobs Coordinator shall proactively work with the prime contractor to ensure that worker utilization goals are met and that the prime contractor demonstrates the following: 1.) It understands the requirements and intends to comply; 2.) It actively communicates the requirements to its subcontractors and ensures that they comply; and 3.) It is familiar with the process of requesting targeted workers from the union hall.

The following flowchart shows how the Jobs Coordinator interfaces with all of the various organizations to help facilitate Local, Disadvantaged, and Veteran Workers on Port of Long Beach PLA Projects.



3.5 Partnerships

PLA Administrators foster relationships and build partnerships with unions, community organizations, and pre-apprenticeship programs to further advance the objective of placing qualified workers on PLA projects and reaching the Local Worker, Disadvantaged Worker, and Veteran goals. Past and current partnerships include, but are not limited to:

- Bridging Outstanding Opportunities with Tradeswoman Skills (B.O.O.T.S): Four-week pre-apprenticeship program specifically developed for women to provide hands-on training needed to succeed in the carpentry trade.

www.swctf.org

- Helmets to Hardhats: National non-profit program that connects veterans with skilled training and career opportunities in the construction industry.

www.helmetstohardhats.org

- Long Beach City College Pre-Apprenticeship Program: Multi-Craft Core Curriculum that prepares participants for union apprenticeship programs or employment in the construction field; six-week program.

www.lbcc.edu/post/construction-pre-apprenticeship-training

- My Brother's Keeper: Pre-apprenticeship program offered by the Southwest Regional Council of Carpenters.

www.swctf.org

- Pacific Gateway Workforce Investment Network: Pre-screens individuals interested in the Long Beach City College Pre-Apprenticeship program and provides job placement assistance to graduates and offers with overcoming barriers to employment, including assistance with cost of tools, TWIC cards, and other items required to work on projects.

www.pacific-gateway.org

- Women in Non-Traditional Employment Roles (W.I.N.T.E.R.): Multi-Craft Core Curriculum program that provides training and opportunities for women interested in a construction career.

www.winterwomen.org

3.6 PLA Reports

The PLA Administrator is responsible for the collection and reporting of contractors' compliance with PLA requirements, including worker utilization goals. The PLA Administrator shall provide the following status reports detailing contractors' compliance with PLA and Labor Compliance requirements:

1. **Monthly Discrepancy Notice:** Identifies PLA and Labor Compliance delinquencies/ violations and requests evidence to ensure compliance is met and corrections are made. This report is sent to the prime contractor, the Construction Manager, the LCP, and other staff as directed.
2. **Monthly Worker Utilization Report:** Details the current worker utilization results (including Long Beach residents) attained by the prime contractor and subcontractors. This report is sent to the prime contractor, the Construction Manager, the LCP, and other staff as directed.
3. **Monthly Recommendation for Contractor Payment:** Provides a recommendation for payment based on the prime contractor's compliance with prevailing wage laws and PLA documentation obligations. The recommendation will include the withhold amount, and the reason for the recommendations (Underpayment of prevailing wage; missing certified payroll reports; apprenticeship issues; etc.). This report is sent to the Construction Manager, the LCP, and other staff as directed.
4. **Monthly PLA Status Report:** Provides an overview of the status of the PLA, including project activities, summary of open issues, grievances, and jurisdictional disputes, and worker utilization percentages. This report is sent to the Construction Manager, the LCP, and other staff as directed.
5. **Bi-Annual Reports:** Report provided to Board of Harbor Commissioners that summarizes the status of each active PLA for the period of January 1 – June 30, and July 1 – December 31. A sample is included in this manual as Exhibit J.

In addition to these reports, the Port may request other reports on an as needed basis, including, but not limited to, data on workers by Long Beach City Council District, worker demographics, and apprenticeship information. PLA Administrators will also provide information as requested for the DIR's Annual Report, which covers Labor Compliance activities for the period of July 1 through June 30.

3.7 Resolving Discrepancies/Delinquencies

When a contractor is missing required documentation such as certified payroll reports or Letters of Assent, this should be noted in the monthly invoice payment recommendation. If the delinquency remains uncorrected until the next monthly recommendation, it can provide the basis for a withholding of progress payments. The PLA Administrator shall discuss with the Manager of Labor Compliance and Administration on the appropriate schedule for escalating issues.

If withholding is necessary for missing certified payroll reports, in accordance with California Labor Code Section 1776, the withhold amount should be based on a penalty of \$100 per worker per day until strict compliance is effectuated. The number of days delinquent can be counted from the first date the contractor was instructed to provide the payrolls or notified of their delinquency. If a potential prevailing wage underpayment is issued, the withholding amount should be sufficient to cover the potential amount of the underpayment, plus Labor Code Section 1775 penalties of \$200 per worker per day. For more detailed information on the withholding process, please refer to the Port of Long Beach's Labor Compliance Manual.

If a contractor is falling behind on worker utilization requirements, the PLA Administrator shall meet with the contractor, affected subcontractors, and Construction Manager. Continued failure or inability to meet these requirements should be noted in the monthly status report and escalated to the LCP for further action as necessary.

3.8 On-Site Visits and Worker Interviews

Both LCP and PLA Administrators may perform on-site visits and worker interviews to corroborate the authenticity of information provided by contractors and to verify compliance with PLA and prevailing wage requirements. Site visits and worker interviews are valuable for PLA administration purposes. For example, a lower-tier subcontractor may be performing work on the project without being properly reported by the contractor. A site visit can verify their presence on the project and trigger corrective action early on. For more information on conducting on-site visits and worker interviews, please refer to the Port of Long Beach's Labor Compliance Manual.

3.9 Contractor Performance Evaluations

The Port of Long Beach evaluates a prime contractor's performance at the 50% and 100% project completion timeline (unless otherwise specified) through the Contractor Performance Evaluation (CPE) process. The CPE process serves as a performance measure and a basis from which to determine if the contractor has completed performance of its services in accordance with the agreed-upon scope and other terms and conditions stated in the contract, and how the contractor will be evaluated for future work. At the request of the Labor Compliance Program, the PLA Administrator shall provide responses to the following Labor Compliance/PLA Questions:

- Wage violation penalties filed and sustained
- Did the Contractor submit work force/labor documentation as required including subcontractors?
- Did the Contractor adhere to applicable labor laws?
- Were completed Certified Payrolls submitted as required or as requested by the Port?

3.10 Joint Administrative Committee

Each PLA calls for the establishment of a Joint Administrative Committee (JAC) to monitor compliance with the terms and conditions of the PLA. The JAC is comprised of representatives selected by POLB, the Building Trades Council, and the Prime Contractor.

The JAC will meet as required, but it is advisable to hold a meeting at the beginning of a project to establish a working relationship. The JAC will meet to discuss the implementation of the PLA and the progress of the project. Topics may include the interpretations of the PLA language, the status of jobs coordination, worker utilization results, outreach efforts, on going grievances, and working conditions. The JAC is not empowered to make changes to the text of the PLA, but can vote or work by consensus to establish guidelines for how the PLA will be interpreted or implemented.

The PLA Administrator shall assist the Port with scheduling the meeting, providing input on issues to include on the agenda, providing updates on worker utilization results, and facilitating the meeting, as needed.

3.11 Grievances

The Port's PLAs contain grievance procedures designed to provide parties a method of dispute resolution. The PLA Administrator shall oversee the processing of grievances and facilitate the timely resolution of any dispute. Grievances must be settled according to the procedures established in the PLAs. The grievance resolution is a three-step procedure:

- Step 1: The business representative of the local union involved should first attempt to settle the matter by oral discussion with the contractor no later than five working days after first becoming aware of the occurrence giving rise to the dispute or grievance.
- Step 2: If not resolved in Step 1, the Union shall submit a written grievance to the contractor involved and meet within five working days after they first meet to hear the grievance. The Union may, within ten calendar days after meeting with the contractor, submit a written grievance to arbitration.
- Step 3: After the notice of intent to submit a grievance to arbitration, the parties have five working days to attempt by mutual agreement, to select an arbitrator from those listed in the PLA to hear the dispute. The decision of the arbitration shall be final and binding on the parties to the dispute.

The time limits specified in any step of the grievance arbitration procedure may be extended by mutual agreement of the parties involved.

The PLA Administrator may get involved before a formal grievance is filed, as it is possible to save all parties time and money by providing neutral, trustworthy information

based on knowledge of the PLA, previous decisions, and the project. The PLA Administrator should not limit actions to the formal steps of the grievance process; meetings and discussions between the parties may take place before any written grievance is filed.

This grievance procedure shall only be used for disputes that may arise concerning the application or the interpretation of the terms of the PLA. For disputes that may arise for work interruptions or jurisdictional disputes, please see this manual's sections 3.12 and 3.13. Please refer to the appropriate PLA for more detailed information on the grievance arbitration procedure.

3.12 Work Interruptions

A key provision of PLAs is the prohibition of job interruptions, including work stoppages, strikes, and lockouts. If workers on a project participate in any work stoppages, strikes, or lockouts, the contractor may lay off these workers for lack of work or delay of work. Signatory unions have an affirmative duty to instruct their members to cross any picket lines and continue work without interruptions. If a work disruption does happen, the PLAs contain a special expedited arbitration procedure to determine whether it is in fact a prohibited action. The PLA Administrator may facilitate this process by following the procedures stipulated in the PLA. Please refer to the appropriate PLA for more detailed information on the expedited arbitration process.

3.13 Jurisdictional Disputes

One of the most common areas of disagreement on a PLA project is regarding the assignment of work with the possibility of multiple unions claiming jurisdiction over the same work. The Port's PLAs give contractors the sole right to assign work during a Pre-Job Conference, in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry (The Plan).

The Plan is a document to which the Building Trades all agree and contains a mechanism and set of standards for resolving jurisdictional disputes. PLAs explicitly prohibit the use of grievance procedures for jurisdictional disputes and requires that the Plan be used instead. Should a union file a grievance to dispute the assignment of work, the PLA Administrator should refer the union to the Building Trades for more information about submitting a case to the Plan.

Should a Plan arbitrator rule that work should be reassigned to a different union than the one performing it, the PLA requires the contractor to reassign the work immediately from that day forward and for the unions involved to respect that decision.

To avoid potential jurisdictional disputes, the PLA Administrator should ensure that the prime contractor completes the Pre-Job Conference form to disclose all work and explicitly state the work being performed so that unions have the opportunity to discuss the assignments and make its case before construction commences.

3.14 California Public Record Act Requests

The Port of Long Beach is committed to transparent and open government practices and responds to requests for public records pursuant to the California Public Records Act (CPRA). The PLA Administrator shall refer all CPRA requests, including requests from unions, joint labor-management groups, and independent compliance organizations, to the Manager of Labor Compliance and Administration. The Port will process all CPRA requests pursuant to Government Code Section 6253.

4. Closeout Phase

4.1 Project Closeout and Records

It is the responsibility of the PLA Administrator to monitor and enforce PLA and if applicable, Labor Compliance requirements throughout the project, including taking reasonable, vigorous and prompt action to determine whether violations exist and to enforce compliance. This will help to ensure that the project closeout process will be efficient and issue-free due to continual compliance monitoring. The PLA Administrator shall receive all required final documents and conduct a final review of the project. If there are no outstanding issues, the PLA Administrator shall recommend final payment.

During this process, the PLA Administrator shall discuss with the Manager of Labor Compliance and Administration the method of providing the project's documents and records to the Port.

4.2 Project Closeout Report

The PLA Administrator shall complete a Project Closeout Report which summarizes a project's PLA and Labor Compliance activities. A sample Project Closeout Report is included in this manual as Exhibit K.

5. LIST OF EXHIBITS

Exhibit A: Pre-Job Conference Form

Exhibit B: Letter of Assent

Exhibit C: Craft Request Form

Exhibit D: Core Worker List

Exhibit E: Pre-Bid PowerPoint Slides

Exhibit F: Prevailing Wage and Project Labor Agreement Requirements Letter

Exhibit G: Document Submittal Schedule

Exhibit H: Disadvantaged Worker and Veteran Verification

Exhibit I: Public Works Affidavit

Exhibit J: PLA Info Only Memo

Exhibit K: Project Closeout Report

Exhibit A: Pre-Job Conference Form (Page 1 of 4)



**Port of
LONG BEACH**
The Green Port

Project Labor Agreement Pre-Job Conference Form

Project Information	
Project Name:	
Specification Number:	Contract Number:
Contract Award Amount:	Pre-Job Conf. Date & Time:
Estimated Start Date:	Conference Location:
Estimated End Date:	

General Contractor Information	
Prime Contractor:	
Address:	
Phone:	
Email:	Fax:
Prime Contractor's License Number:	

Project Description

Heavy Equipment to Be Utilized on Job

1

Exhibit A: Pre-Job Conference Form (Page 2 of 4)

Jobsite Information	
Project Address:	
Site Phone:	Email:
Fax:	Jobsite Labor Rep:
Project Manager:	Jobsite Safety Rep:
Job Superintendent:	Manpower Ordered By:

Jobsite Scheduling Information	
Number of Shifts:	Start / Stop Times:
Pay Day:	Ending Day of Pay Period:

Jobsite Facilities
Location(s) of First Aid Facilities:
Location(s) of Sanitary Facilities:
Location(s) of Drinking Water Facilities:
Description of Jobsite Parking:
Name of Selected Hospital:
Hospital Address:
Hospital Phone Number:

[illegible]

Exhibit A: Pre-Job Conference Form (Page 4 of 4)

Subcontractor Information – Complete or Attach Subcontractor Listing	
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Start Date:	End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Start Date:	End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Start Date:	End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Start Date:	End Date:
Contact Person:	Phone:
Email:	Contractor License Number:
Subcontractor Name:	
Type/Scope of Work:	
Address:	
Start Date:	End Date:
Contact Person:	Phone:
Email:	Contractor License Number:

4

Exhibit B: Letter of Assent

ATTACHMENT "A"
COMPANY LETTERHEAD

Director of Construction Management
Port of Long Beach

SUBJECT: LETTER OF ASSENT
Port-Wide Project Labor Agreement

Dear Mr./Ms. _____:

This is to certify that the undersigned Contractor has examined a copy of the subject Project Labor Agreement entered into by and between the City of Long Beach Harbor Department and the Los Angeles/Orange County Building and Construction Trades Council and the signatory Unions. The undersigned Contractor hereby agrees to comply with all of the terms and conditions of the aforementioned Project Labor Agreement as such labor Agreement may, from time to time, be amended by the parties or interpreted pursuant to its terms.

It is understood that the signing of this Letter of Assent shall be as binding on the undersigned Contractor as though the Contractor had signed the above referred Agreement. Contractor shall require all its subcontractors, of whatever tier, to become similarly bound for all work within the scope of this Agreement.

This Letter of Assent shall become effective and binding upon the undersigned Contractor on the date signed below, and shall remain in full force and effect until the completion of the above stated project.

Sincerely,

(Name of Construction Company)

By: _____
(Name and Title of Authorized Executive)

Dated: _____

(Contractor's State License Number)

cc: Los Angeles/Orange County Building and Construction Trades Council

Exhibit C: Craft Request Form (Page 1 of 2)

ATTACHMENT C

PORT OF LONG BEACH,
PORT-WIDE PROJECT LABOR AGREEMENT
CRAFT REQUEST FORM

TO THE CONTRACTOR: Please complete and fax this form to the applicable union to request Craft workers that fulfill the hiring requirements for this project. After faxing your request, please call the Local to verify receipt and substantiate their capacity to furnish workers as specified below. Please print your Fax Transmission Verification Reports and keep copies for your records.

The Port of Long Beach, Port-Wide Project Labor Agreement establishes a goal that 40% of all hours worked on the Project shall be from workers residing in Los Angeles and Orange counties. In addition, a goal of 15% of the total work hours performed on the Project shall be from Disadvantaged Workers and 10% of the total work hours performed on the Project shall be from Veterans regardless of their place of residence.

TO THE UNION: Please complete the "Union Use Only" section on the next page and fax this form back to the requesting Contractor. Be sure to retain a copy of this form for your records.

CONTRACTOR USE ONLY

To: Union Local # _____ Fax# () _____ Date: _____
Cc: POLB Director of Construction Management
From: Company: _____ Issued By: _____
Contact Phone: () _____ Contact Fax: () _____

PLEASE PROVIDE ME WITH THE FOLLOWING UNION CRAFT WORKERS.

Craft Classification (i.e., plumber, painter, etc.)	Journeyman or Apprentice	Local Resident, Disadvantaged Worker, Veteran, or General Dispatch	Number of Workers Needed	Report Date	Report Time

TOTAL WORKERS REQUESTED =

Please have worker(s) report to the following work address indicated below:

Project Name: _____ Site: _____ Address: _____
Report to: _____ On-site Tel: _____ On-site Fax: _____
Comment or Special Instructions: _____

Exhibit C: Craft Request Form (Page 2 of 2)

UNION USE ONLY

Date dispatch request received:
Dispatch received by:
Classification of worker requested:
Classification of worker dispatched:

WORKER REFERRED

Name:		
Date worker was dispatched:		
Is the worker referred a: (check all that apply)		
JOURNEYMAN	Yes ____	No ____
APPRENTICE	Yes ____	No ____
LOCAL RESIDENT	Yes ____	No ____
DISADVANTAGED WORKER	Yes ____	No ____
VETERAN	Yes ____	No ____
GENERAL DISPATCH FROM OUT OF WORK LIST	Yes ____	No ____

[This form is not intended to replace a Local Union's Dispatch or Referral Form normally given to the employee when being dispatched to the jobsite.]

Exhibit D: Core Worker List



Core Worker List

Contractor Name: _____

Project Name: _____ **Specification No.:** _____

Submitted By: _____ **Telephone No.:** _____

The following is a list of Core Workers which in accordance with the Project Labor Agreement (Article II, Section 2.8),

- Appears on the Contractor's active payroll for sixty (60) of the one hundred (100) working days before award of the construction contract by the Board;
- Who possesses all licenses required by state and federal law for the Project Work;
- Who has the ability to safely perform the basic functions of the applicable trade as required;
- Who resides within Los Angeles or Orange Counties for one hundred (100) consecutive days prior to the award of the construction contract by the Board

Per Port-Wide PLA Article VIII, Section 8.1.1, the prime contractor/consultant and any subcontractor/sub consultant, at any tier, must submit this form prior to commencing work on the project. If no Core Workers are used, please indicate on the form and submit to the PLA Administrator.

Placement Priority (Non Union)	Name	SSN	Trade	Hire Date	Date Last Employed	Home Zip Code

Certification:

I certify that the information contained hereon is true and correct. If it is determined that the information reported hereon is not true and correct, I will not be allowed to do work (begin, finish, complete) for the Port of Long Beach.

Signature: _____ **Date:** _____

Title: _____

Please use additional sheets as necessary.

Rev. 8/16/2017

Exhibit E: Pre-Bid PowerPoint Slides (Page 1 of 2)

Labor Compliance Requirements

- Bid Advertisement Date:
- Prevailing Wage Determination:
- DIR Contractor Registration: All contractors must be registered in order to bid and be awarded a contract
- Projects covered by a PLA are exempt from submitting electronic CPRs to Labor Commissioner
- For more information, please visit: www.dir.ca.gov

Port of **LONG BEACH**

Project Labor Agreement (PLA) Requirements

- **Letter of Assent:** By accepting the award of a construction contract for the project as a contractor or subcontractor, the contractor/employer agrees to sign the Letter of Assent and be bound by each and every provision of the PLA.
- **Union Trust Fund Subscription Agreements:** Shall be signed by non-union contractors with the appropriate union trust fund(s) to cooperate for this project without becoming signatory to the union.
- **PLA Pre-job Conference:** Each prime contractor will conduct a pre-job conference with the unions prior to commencing work.
- **Labor Compliance:** State Labor Code and prevailing wage requirements will be monitored and enforced; proper prevailing wage payments and documentation are required for invoice payment; contractors will submit certified payroll reports and other Labor Compliance and PLA documentation to the Port.

Port of **LONG BEACH**

Exhibit E: Pre-Bid PowerPoint Slides (Page 2 of 2)

Project Labor Agreement (PLA) Requirements

- **Fringe benefit contributions** to be made on behalf of craft workers to union trust fund(s).
- **Craft worker hiring procedure** requires non-union contractors to follow an alternating referral procedure between core employees and union referrals:

Contractor's Core Workforce	Union Referral
1st employee (core)	2nd employee (union)
3rd employee (core)	4th employee (union)
5th employee (core)	6th employee (union)
7th employee (core)	8th employee (union)
9th employee (core)	10th employee(union)

Port of **LONG BEACH**

PLA – Community Workforce Development

- A minimum of ____% of all hours of Project Work shall be performed by Local Residents.
- A minimum of ____% of total hours worked shall be performed by Disadvantaged Workers and/or veterans.
- Contractors must document all good faith efforts made to locate and hire Local Residents including copies of facsimile transmittals to the Jobs Coordinator.
- In recognition of the fact that the communities closest to the project will be impacted by the construction of the project, the Parties agree to support the development of increased numbers of construction workers from the residents of these communities.
- Outreach to Helmets to Hardhats and partnerships with local pre-apprenticeship programs and union apprenticeship programs.
- Useful forms include the Craft Request Form, Zip Code Lists, and Veteran/Disadvantaged Worker Verification Form.

Port of **LONG BEACH**

Exhibit F: Prevailing Wage and Project Labor Agreement Requirements Letter (Page 1 of 4)

Date

Mr.
[Job Title]
[Contractor Name]
[Address]

Subject: Prevailing Wage & Project Labor Agreement Requirements
Project:
Specification No.: HD-S Contract No.: HD- DIR Project ID:

Dear Mr.:

This letter is to inform you that the Port of Long Beach's [Project Name] is subject to California prevailing wage, labor laws, apprenticeship requirements, and the Port of Long Beach's (POLB) [Name of Applicable PLA] (PLA). All tier contractors are required to maintain and submit payroll records to them for all employees working on the project. Additionally, site visits and worker interviews will be conducted to verify compliance with the applicable laws. The PLA and labor compliance requirements are located in the General Conditions of the project specification and are highlighted in this letter for your convenience.

Labor Compliance & Prevailing Wage Requirements

Per Article 15 of the contract General Conditions, and pursuant to California Labor Code Sections 1770 through 1777, it is mandatory that the contractor "Not pay less than the general prevailing rate of per diem wages, and the general prevailing rate of holiday and overtime work in the locality in which the public work is to be performed for each craft, classification, or type of workers needed to execute the contract." Per Diem wages include employer payments for health and welfare, pension, vacation, travel time, and subsistence pay, as provided for in the above-mentioned Labor Code. The general prevailing rate of per diem wages and the general prevailing rate of holiday and overtime work for each craft, classification or type of work are available on the Department of Industrial Relations (DIR) website at <http://www.dir.ca.gov/DLSR/PWD>.

This project specification was advertised for bids on [Insert Date], the applicable Prevailing Wage Determination is [Insert Determination], and the DIR Project ID is [Insert Project ID]. Please note that this includes all predetermined increases as noted in the determination.

It is the responsibility of the prime contractor and subcontractors to know and to perform in accordance with the provisions of California Labor Code Sections 1770 to 1784 on public works projects. Failure to pay prevailing wages shall be subject to the penalties set forth in Section 1775.

Senate Bill 854 - Public Works Contractor Registration & eCPR Exemption

Senate Bill 854 (SB 854) made changes to the administration and enforcement of the State's prevailing wage laws. Most recently, Senate Bill 96 (SB 96) established that all tier contractors performing work on public works contracts over \$25,000 in value must continue to register on-line with the DIR, pay an annual fee, and

Exhibit F: Prevailing Wage and Project Labor Agreement Requirements Letter (Page 2 of 4)

[Contractor Name]
Prevailing Wage & Project Labor Agreement Requirements
[Date]
Page 2 of 4

submit electronic certified payroll reports directly to the Labor Commissioner's Office. However, as this project meets the DIR's exception by having a qualifying Project Labor Agreement, contractors working on this project are only required to submit CPRs to the Port of Long Beach.

Apprentice Employment

Per the contract specification, it is the responsibility of the contractor to know and to perform the work in accordance with current requirements regarding payment of prevailing wages and employment of apprentices on public works projects.

The provisions in Section 1777.5 of the California Labor Code concern the employment of apprentices by the contractor or any subcontractor under him. The contractor and any subcontractor under him shall comply with the requirements of Sections 1777.5 in the employment and utilization of apprentices. Any contractor found in willful non-compliance shall be subject to the penalties set forth in Section 1777.7.

The California labor law requires the prime contractor and all subcontractors to:

- Notify either the Apprenticeship Committee (if approved to train), or all applicable Apprenticeship Committees for every craft or trade you intend to employ on the project.
- Employ apprentices with a ratio of at least one hour of apprentice labor to five hours of journeyman labor
- Pay training fund contributions

For complete instructions and forms that are to be completed, visit the Division of Apprenticeship Standards (DAS) website at <https://www.dir.ca.gov/das/>. Documents submitted to Apprenticeship Committees, Dispatch Requests for Apprentices and payments made to training fund contributions must be kept on record by the prime contractor and subcontractors.

Labor Compliance Jobsite Postings

In accordance with California Labor Code Section 1771.4 (a)(2), the prime contractor is required to post jobsite notices as prescribed by regulation. These notices include Industrial Welfare Commission (IWC) Wage Order No. 16 (Labor Code 1183(d)) and a copy of the prevailing wage determination for each craft, classification or type of worker needed to execute the contract, to be posted at each job site (Labor Code Section 1773.2).

Certified Payroll Records & Labor Compliance Document Submittals

Copies of all CPRs, certifications, Fringe Benefit Statements, and pertinent payroll documents must be maintained on file by the Prime Contractor (for all employees including those of all subcontractors) and by the subcontractors. Records will be provided to the Port weekly.

The following labor compliance forms are included for your use:

1. Checklist of Labor Law Requirements
2. Public Works Contract Award Information – DAS 140
3. Fringe Benefits Statement
4. Industrial Welfare Commission Wage Order No. 16
5. Subcontractor List

Exhibit F: Prevailing Wage and Project Labor Agreement Requirements Letter (Page 3 of 4)

[Contractor Name]
Prevailing Wage & Project Labor Agreement Requirements
[Date]
Page 3 of 4

Project Labor Agreement (PLA) Requirements**PLA Pre-Job Conference & Work Assignments**

In accordance with the POLB PLA Article [Insert Article Number], Section [Insert Section], the prime contractor shall conduct a pre-job conference with the unions prior to commencing work. All contractors which have been awarded work by such prime contractor, or its contractors, shall attend the pre-job conference. The purpose of the conference will be to, among other things, determine craft manpower needs, schedule of work for the contract and project work rules/owner rules. The Trades Council and the Port's Director of Construction Management shall be advised in advance of all such conferences and may participate if they wish. All work assignments shall be disclosed by the contractors at a pre-job conference. Should additional project work be awarded subsequent to the holding of the pre-job conference, the contractors performing such work will conduct a separate pre-job conference for such newly awarded work no later than two weeks prior to commencement of additional work.

Subscription Agreement

In accordance with the Port of Long Beach's PLA Article [Insert Article Number], Section [Insert Section], contractors not signatory to the established Labor/Management Trust Fund Agreements shall sign a Subscription Agreement with the appropriate Labor/Management Trust Fund covering the work performed under this agreement.

Local Hire Goal

A minimum of [Insert Applicable Percentage]% of all hours of Project Work shall be performed by "Local Residents" as defined in PLA Article [Insert Article Number], Section [Insert Section]. In recognition of the fact that the communities closest to the project will be impacted by the construction of the PLA project, the parties agree to support the development of increased numbers of construction workers from the residents of these communities.

Disadvantaged Worker and Veteran Goals

A minimum of [Insert Applicable Percentage]% of total hours worked shall be performed by Disadvantaged Workers. The criteria for qualifying as a "Disadvantaged Worker" is defined in PLA Article [Insert Article Number], Section [Insert Section], and the criteria for "Veteran" is defined under PLA Article [Insert Article Number], Section [Insert Section]. The "Jobs Coordinator" shall verify criteria and appropriate documentation for an individual to qualify as a Disadvantaged Worker or Veteran.

Contractors and unions will use best efforts to utilize the services of the Helmets-to-Hardhats program as a resource for employment opportunities. The unions and the employers agree to coordinate with Helmets-to-Hardhats to create and maintain an integrated database of veterans interested in working on the project and of apprenticeship and employment opportunities for the project, and to conduct reasonable outreach in good faith, to ensure veterans know about project employment opportunities. To the extent permitted by law, the unions will give credit to such veterans for bona fide, provable past experience relevant to the applicable trade or craft. (Article [Insert Article Number], Section [Insert Section])

Required Document Submittals

Letter of Assent: By accepting the award of a construction contract for the project, whether as a contractor or subcontractor, the contractor/employer agrees to sign the Letter of Assent and be bound by each and every provision of the PLA (Article [Insert Article Number], Section [Insert Section]).

Exhibit F: Prevailing Wage and Project Labor Agreement Requirements Letter (Page 4 of 4)

[Contractor Name]
Prevailing Wage & Project Labor Agreement Requirements
[Date]
Page 4 of 4

Core Worker List: Prior to each contractor performing work on the project, each contractor utilizing their own workforce, shall provide a list of their "Core Workers" to the Port of Long Beach and the Trades Council and may not use "Core Workers" on the project until having provided such a list (Article [Insert Article Number], Section [Insert Section]).

Craft Request Form: All contractors shall use the Craft Request Form in the PLA, and the procedures written therein to request any and all workers from the unions. Contractors and unions agree to maintain copies of all craft request forms including transmission verification documents that are date/time imprinted. All Craft Request Forms and transmission verification documents shall be available for inspection upon request by the Port of Long Beach (Article [Insert Article Number], Section [Insert Section]).

Disadvantaged Worker & Veteran Verification Form: As stipulated by PLA Article [Insert Article Number], Section [Insert Section], contractors shall use the Disadvantaged Worker & Veteran Verification Form to track the hiring and retention of Disadvantaged Workers and Veterans contracted for the project. If qualified, an employee's hours may be applied towards the Local Resident, Disadvantaged Worker, and Veteran targeted hiring.

PLA Pre-Job Conference Form: All work assignments shall be documented on the Pre-Job Conference Form by the prime contractor and shall be distributed at the pre-job conference with the unions.

The following PLA documents are included for your use:

1. PLA & Labor Compliance Document Submittal Schedule
2. Letter of Assent
3. Core Worker List
4. Craft Request Form
5. Disadvantaged Worker & Veteran Verification Form
6. Public Works Affidavit (for prime contractor only)
7. PLA Pre-Job Conference Form (for prime contractor only)

The above information is to assist you with complying with applicable State of California prevailing wage, labor laws, apprenticeship requirements, and the Port of Long Beach's [Name of Applicable PLA]. It is not intended to be all-inclusive, as it is the contractor's responsibility to know and comply with all applicable laws governing the work.

If you need additional information regarding these requirements, please call me at (562) 283-7200.

Sincerely,

Adriana I. Ramirez
Manager, Labor Compliance & Administration

Attachments

cc: w/o attachments
[Construction Manager]
DCC

Exhibit G: Document Submittal Schedule



Project Name: _____

Specification No.: _____

PLA Document Submittal Schedule				
Document/Form	Due Date	Frequency	Submitted By	Information
Pre-Job Conference Form	Prior to Work Start	As needed	Prime Contractor	Provided to the Trades Council, the Director of Construction Management and PLA Administrator
Letter of Assent	Prior to Work Start	One Time	All Contractors (all tiers)	As required by PLA Article IV, Section 4.2
Core Worker List	Prior to Work Start	One Time	All Contractors (all tiers)	- As required by PLA Article VIII, Section 8.1.1 - Core Ratio – 1:1; Maximum Five (5) Core Workers - Original to LAVOC Building and Construction Trades Council - If no Core Workers, please note on form and provide copy
Craft Request Form & Transmittal Confirmations	As the need to request workers arises.	As needed	All Contractors (all tiers)	- As required by PLA Article VIII, Section 8.9 - Originals submitted to applicable Union in addition to required union forms - Copies of submitted forms and transmittal confirmations to be provided
Disadvantaged Worker & Veteran Verification	As needed	Upon worker hire/dispatch	All Contractors (all tiers)	Provide verification of worker qualification upon worker hire/dispatch
Labor Compliance Public Works Affidavit	Along with Final CPR Submission	One Time	Prime Contractor Only	Copy provided with final CPR submission

Labor Compliance Document Submittal Schedule				
Document/Form	Due Date	Frequency	Submitted By	Information
Checklist of Labor Law Requirements	Prior to Work Start	One Time	All Contractors (all tiers)	Copy provided prior to work start
DAS-140 & Transmittal Confirmations	Prior to Work Start	One Time	All Contractors (all tiers)	- Original submitted to all applicable apprenticeship programs - Copy provided prior to work start
Fringe Benefit Statement	Prior to Work Start	One Time; As Needed	All Contractors (all tiers)	Fringe Benefit Statement must be submitted prior to work start, then re-submitted when benefits increase
Certified Payroll Report (CPR) or Statement of Non-Performance & Statement of Compliance	Weekly after the submission of the first CPR	Within ten days of weekend ending date	All Contractors (all tiers)	- Must be maintained in accordance with Labor Code Section 1776 - Original signed CPR must be provided on a weekly basis within 10 days of the payroll weekend ending date - Must provide any back-up documentation (i.e. employee other deduction authorization forms, apprenticeship registration, special shifts, etc.)
Employer's Monthly Trust Fund Letter	10 th of each month	Monthly	All Contractors (all tiers)	In accordance with PLA Article IX Section 9.2.2, Labor Code Section 1776 and California Code of Regulations Section 16000
Payroll Confirmation	10 days after request	Upon Request	All Contractors (all tiers)	Copy provided on a monthly basis
Authorization of Payroll Deduction	As needed	Upon Request	All Contractors (all tiers)	Provide check stub, cancelled check, or direct deposit confirmation upon request
Subcontractor List	Prior to Work Start	One Time; As Needed	Prime	Provide as subcontractors are added

Rev. 9/05/2017

Exhibit H: Disadvantaged Worker and Veteran Verification Form



Disadvantaged Worker & Veteran Verification

TO BE VERIFIED – PROVIDE JOB COORDINATOR WITH COMPLETED FORM AND ATTACH THE REQUIRED DOCUMENTS

Worker Name: _____ Address: _____ City/Zip Code: _____ Phone: _____ Email: _____ Employer: _____ Project: _____	JOB COORDINATOR CONTACT: [INSERT CONTACT NAME] [INSERT CONTACT EMAIL] [INSERT WORK PHONE] [INSERT CELL PHONE] [INSERT FIRM NAME] [INSERT FIRM ADDRESS]
--	---

Local Hire Project Goal: 40% (Project Labor Agreement, Article VIII, Section 8.6.1)
 Disadvantaged Worker Project Goal: 15% (Project Labor Agreement, Article VIII, Section 8.6.2)
 Veterans Project Goal: 10% (Project Labor Agreement, Article VIII, Section 8.6.2)

In accordance with the Port of Long Beach, Port-Wide Project Labor Agreement (PLA), Article II, Section 2.10, a "Disadvantaged Worker" is defined as an individual who faces one of the following barriers to employment:

Disadvantaged Worker	Document Type For Verification (Must attach verification documents)
☐ 1. Homeless	☐ Letter from shelter or temporary living space ☐ Shelter voucher ☐ Release/check out paperwork from shelter ☐ Other: _____
☐ 2. Being a custodial single parent	☐ Department of Public Social Services (DPSS) Notice of Action ☐ DPSS Certification ☐ Income Tax Return (to show qualifying child lived with the individual for 6+ months) ☐ Other: _____
☐ 3. Receiving public assistance, including, without limitation, unemployment benefits	☐ Public Agency's Certification form ☐ Copy of Welfare Card/EBT Card ☐ Check stub from Public Assistance Agency ☐ Letter from Public Assistance Agency ☐ Paperwork from Agency showing benefits received ☐ CalWorks or medical forms ☐ Food Stamp letter (SNAP, CalFresh)
☐ 4. Lacking a GED or high school diploma	☐ Self-Certification ☐ Other: _____
☐ 5. Currently unemployed	☐ Unemployment Insurance Benefits printout ☐ Statement of remaining benefit ☐ Letter from Agency assisting with unemployment ☐ Employment Development Department (EDD) printout
☐ 6. Emancipated from the foster care system	☐ Declaration of Emancipation from DPSS ☐ Record from County Foster Care ☐ Transition Housing Referral forms for emancipated foster youth ☐ Other: _____
☐ 7. An individual whose income as an unrelated individual or whose family income is below seventy percent (70%) of the Lower Living Standard Income Level as determined and published by the U.S. Department of Labor applicable to the area in which the individual resides	☐ Income Tax Return ☐ Family Size ☐ Self-Certification
☐ 8. Being an apprentice with less than 15% of the apprenticeship hours required to graduate to journey level	☐ Union Dispatch Slip ☐ Apprentice status from union apprenticeship program
Veteran Status	Document Type For Verification (Must attach verification documents)
☐ 1. Veteran	☐ DD214

I certify that the above information and attach documentation is true and correct.

Worker Signature: _____ Date: _____

Verified by: _____ Date: _____

Exhibit I: Public Works Affidavit**Labor Compliance
Public Works Affidavit**

The undersigned Contractor on:

Project Name: _____

Specification No.: _____ Contract No.: _____

Hereby certifies that it has complied with the provisions of the California Labor Code Sections 1720 et seq., and has paid all employees the specified general prevailing rate of per diem wages to its employees and any amounts due pursuant to Section 1813.

The Contractor further certifies that it and all of its subcontractors have paid all employee benefit contributions to the applicable Trust Funds as required by the Project Labor Agreement and applicable Prevailing Wage Determinations(s).

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Contractor Name: _____

Address: _____

Phone Number: _____

Email: _____

Rev. 8/16/2017

Exhibit J: PLA Info Only Memo (Page 1 of 7)



Memorandum

Information Only

DATE: October 13, 2017

TO: Board of Harbor Commissioners

FROM: Darrin Lambrigger, P.E., Acting Director of Construction Management

SUBJECT: Project Labor Agreement Biannual Update
January 1, 2017 through June 30, 2017

Executive Summary

The Board of Harbor Commissioners has approved and executed six Project Labor Agreements (PLAs) with the Los Angeles/Orange County Building and Trades Council and its signatory unions. This biannual update provides a summary of the Port of Long Beach's active PLAs for the period of January 1, 2017 through June 30, 2017:

- Port-Wide PLA (23 projects; est. \$743 Million)
- Middle Harbor Redevelopment Program, Phase 2 and 3 (6 projects - 3 active; est. \$434 Million)
- Gerald Desmond Bridge Replacement Project (1 project; \$792 Million)

Key Points

- There have been no work disruptions or jurisdictional disputes
- There have been 6 grievances filed; 4 grievances settled
- Worker utilization results:

Category	Percent of Total Worker Hours	
	Middle Harbor Phase 2/3	Gerald Desmond Bridge
Local LA/OC Workers	74%	63%
– Long Beach Only	13%	8%
Disadvantaged/Veterans	13%	12.5%

Fiscal Impact

The three active PLAs cover 30 projects with an estimated total construction value of \$1.96 billion.

Background

The PLAs establish labor terms and conditions to facilitate the delivery of on-time and on-budget projects by prohibiting strikes, work stoppages, and lockouts. They also establish worker utilization goals for Local Workers (Los Angeles/Orange County residents), Disadvantaged Workers, and/or Veterans. These goals are only set within the region and not within the City of Long Beach because the Port is subject to the Tidelands Act, prohibiting use of funds exclusively for the City of Long Beach; however, staff still tracks these hours. This update provides a summary of the three active PLAs for the period of January 1, 2017 through June 30, 2017. The previous update was provided on February 24, 2017.

Exhibit J: PLA Info Only Memo (Page 2 of 7)

Board of Harbor Commissioners
Information Only
PLA Biannual Update
10/13/17
Page -2-

Description of Current Issues

During this reporting period, the Middle Harbor Redevelopment Program, Phase 2 and 3 and Gerald Desmond Bridge Replacement PLAs have functioned as intended in the area of labor/management relations as there have been no work disruptions among project contractors or subcontractors. In regards to the Port-Wide PLA, the first two projects, the Harbor Scenic Drive/Pier J Intersection Improvement Project (HD-S2518) and the Pier J Berths J245-J247 Landside Rail Girder Upgrade Project (HD-S2555) will start construction in October 2017.

In consideration that the communities closest to these projects will be impacted, each PLA establishes worker utilization goals related to Local Workers, Disadvantaged Workers, and/or Veterans. The worker utilization goals have been exceeded on all active projects to date. The Middle Harbor Redevelopment Program, Phase 2 and 3 PLA has a 30% Local Worker and 10% Disadvantaged/Veteran Worker goal. Local Workers have performed a total of 74% of project hours; Disadvantaged/Veteran Workers have performed a total of 13% of project hours; Long Beach residents have performed a total of 13% of project hours.

The Gerald Desmond Bridge Replacement Project PLA has a 5% aspirational goal for Disadvantaged/Veteran Workers, but does not have a Local Worker goal due to federal funding restrictions. Disadvantaged/Veteran Workers have performed a total of 12.5% of project hours; Local Workers have performed a total of 63% of project hours; Long Beach residents have performed a total of 8% of project hours.

The Port-Wide PLA has a 40% Local Worker, 15% Disadvantaged, and 10% Veteran Worker goal. There were no active Port-Wide PLA projects during this reporting period. With the first two Port-Wide PLA projects anticipated to start construction in October 2017, staff will have worker utilization data for the Port-Wide PLA on the next biannual report.

More detailed reports for each PLA are attached. Staff will continue to provide biannual updates to the Board on the progress of each active PLA.

Recommended by:


Sean Gamette, P.E.
Managing Director, Engineering

Approved by:


Mario Cordero
Executive Director

DL:air

Attachment: Port-Wide PLA Update
Middle Harbor Redevelopment Program, Phase 2 and 3 PLA Update
Gerald Desmond Bridge PLA Update

Exhibit J: PLA Info Only Memo (Page 3 of 7)Port-Wide PLA Update***On-going Activities***

Since the Board approved the Port-Wide Project Labor Agreement (PLA) on May 23, 2016, staff has been proactive in building partnerships and fostering relationships to facilitate the implementation of the PLA's unique requirements. This update reflects the PLA's progress from January 1, 2017 through June 30, 2017:

- Toured the Southern California Laborers Training School and Electrical Training Institute to learn about their apprenticeship programs
- Attended Long Beach City College's inaugural Construction Pre-Apprenticeship Program Career Fair to connect with Pre-Apprenticeship program graduates and discuss potential opportunities on PLA projects
- On April 25, 2017, conducted a Port-Wide presentation to educate staff on Port-Wide PLA requirements; attended by 35 Port of Long Beach employees
- Conducted Port-Wide PLA presentations to Engineering Design on May 10, 2017
- On August 1, 2017, released a Request for Proposals for Labor Compliance and PLA management software for storing, maintaining, and reporting on certified payroll reports, PLA documentation, and workforce data.
- Worked with the Port's Specifications section to update PLA language in construction specification documents

Construction Update

The first two Port-Wide PLA projects will start construction in October 2017: the Harbor Scenic Drive (South of Plaza) and Pier J Intersection Improvement Project (HD-S2518) and the Pier J Berths J245-J247 Landside Rail Girder Upgrade Project (HD-S2555). The pre-construction meeting for HD-S2518 was held on August 24, 2017; the pre-construction meeting for HD-S2555 was held on September 6, 2017.

New Projects Added to Port-Wide PLA

Pursuant to Article 3.2 of the Port-Wide PLA, the Harbor Department, at its sole discretion, may add projects to the Port-Wide PLA Projects List. Since the last PLA biannual update, the Board has approved the addition of two projects: the Pier J Berths J245-J247 Landside Rail Girder Upgrade Project (HD-S2555) and the Double Track Access from Pier G to Pier J Project (HD-S2559). The Board approved the contract for HD-S2555 on June 26, 2017 and the bid advertisement for HD-S2559 on August 24, 2017.

Port-Wide PLA Administration Support

On August 14, 2017, the Board approved a professional services contract with TSG Enterprises Inc. (TSG) for Port-Wide PLA administration services. The contract amount is \$834,684 with a term of three years and an option for two additional one-year extensions. TSG's services include encouraging close cooperating amongst the contractors and the signatory unions to promote efficiency of construction operations; providing for the orderly settlement of labor disputes and grievances; promoting worker utilization of local residents, disadvantaged workers, and veterans; and providing labor compliance services depending on staff workload and availability.

Exhibit J: PLA Info Only Memo (Page 4 of 7)

Middle Harbor Redevelopment Program, Phase 2 and 3 PLA Update

Parsons Constructors, Inc. (PCI), sub-consultant of Jacobs Project Management Co., administers the Middle Harbor Redevelopment Program, Phase 2 and 3 PLA. This update reflects the PLA's progress from January 1, 2017 through June 30, 2017.

Labor-Management Relations and Labor Compliance Enforcement

PCI has maintained open communication with unions, project contractors, and other stakeholders in an effort to swiftly mitigate any potential issues. PCI receives, tracks, reviews and reports on the contractor submittal of PLA documents and their continued efforts to ensure compliance with the POLB's PLA requirements. There was one grievance filed for failure of a subcontractor to use workers referred from a union hall. This grievance was settled and closed in 2017.

Grievances Filed	Grievances Settled	Jurisdictional Disputes	Work Disruptions
1	1	0	0

Jobs Coordination

PCI has performed the following activities in a continued effort to foster relationships and build partnerships that further advances the objective of placing qualified workers on POLB Middle Harbor Phase 2 and 3 projects and reaching the PLA local hiring and disadvantaged goals:

- Continued the development of an Active Candidates Log with candidates pre-screened from the LBCC Pre-Apprenticeship Program, Helmets to Hardhats, Women in Non-Traditional Employment Roles and other partners and provided the potential candidates to active contractors.
- Continued to build partnerships with Local and Union Pre-Apprenticeship Training Programs including but not limited to the Southwest Carpenters "BOOTS" program, Operating Engineers Training Fund to facilitate the utilization of local hires and apprentices.
- Continued discussions with active contractors regarding their current and upcoming hiring needs, schedules, and accommodation of recommended apprentices and veterans.
- Collection and verification of Disadvantaged Worker forms, back up documentation, and veteran DD214 forms to ensure the requirements are met.
- Provided Community Economic Development Efforts attainment on the Middle Harbor Phase 2 & 3 active projects. This report highlighted those contractors who are exceeding the Local Hire and Disadvantaged/Veteran goals and those who would use added effort in increasing their numbers.

Worker Utilization Results

The Middle Harbor Phase 2 and 3 PLA contains a Local Worker utilization goal of 30% of project hours and a Disadvantaged/Veteran worker utilization goal of 10% of project hours. As of June 2017, the overall Middle Harbor Phase 2 Local Worker goal for all active projects has been exceeded with 74% of all project hours being performed by Local Workers. The Disadvantaged/Veteran worker goal for all active projects has been exceeded with 13% of all active project hours being performed by those workers who meet the disadvantaged criteria. The 13% attainment reflects Disadvantaged and Veteran workers who have performed over 44,874 hours of labor on the project.

Exhibit J: PLA Info Only Memo (Page 5 of 7)

PORT OF LONG BEACH – PLA ADMINISTRATION
MIDDLE HARBOR PHASE 2 and 3 – LOCAL HIRE / DISADVANTAGED AND VETERAN WORK UTILIZATION
Middle Harbor Program Phase 2 and 3, PLA Bi-Annual Update – June 30, 2017

Project	Local Workers			Long Beach Residents			Disadvantaged / Veteran Workers			Total	
	Workers	% Hours	Hours	Workers	% Hours	Hours	Workers	% Hours	Hours	Workers	Hours
TOTAL Middle Harbor Ph 2 & 3	701	74%	258,255	86	13%	47,147	73	13%	44,874	1,047	350,257
HD-8719 (HD-S2367): Twinning Inspection	32	79%	5,470	4	5%	358	2	1%	40	49	6,902
HD-S2367: Pier E/Intermodal Railroad	491	75%	204,577	54	15%	39,820	43	14%	36,983	747	271,181
HD-8546: Amec Foster Wheeler	7	99%	2,862	2	6%	169	-	0%	-	8	2,885
HD-S2377: Pier E, East Basin Fill, Ph 3	136	65%	43,677	25	10%	6,770	22	11%	7,580	198	67,380
HD-S2389A: Traffic Signal Pico Ave	32	87%	1,538	1	2%	32	6	15%	272	42	1,778
HD-8719 (HD-S2389A): Twinning Inspection	2	100%	18	-	0%	-	-	0%	-	2	18
HD-8708: Gahagan & Bryant Associates	1	100%	114	-	0%	-	-	0%	-	1	114

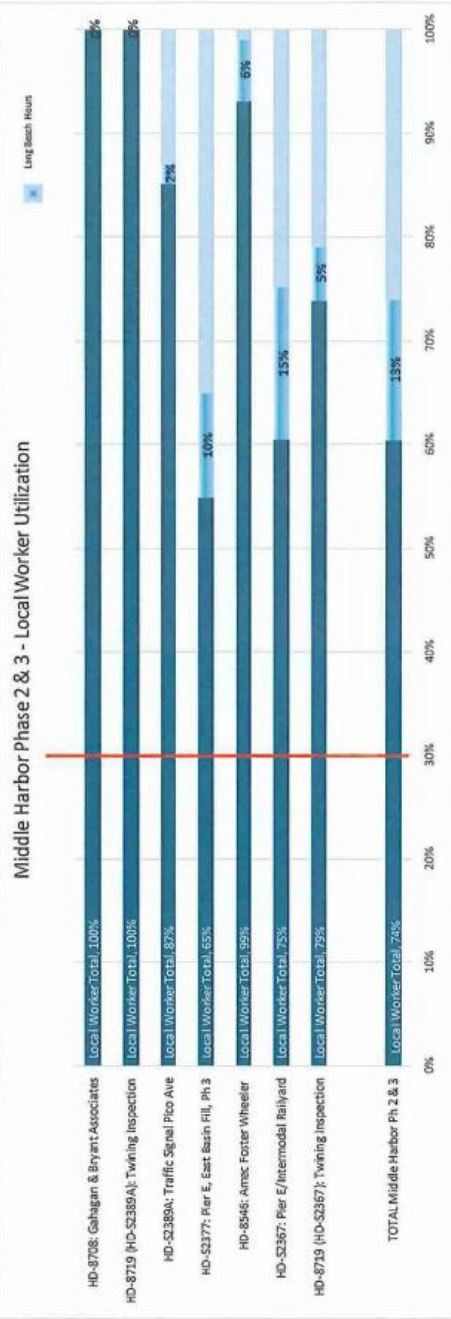


Exhibit J: PLA Info Only Memo (Page 6 of 7)

Gerald Desmond Bridge (GDB) Replacement PLA Update

Safework, Inc., sub-consultant of WSP USA, Inc. (formerly Parsons Brinckerhoff, Inc.) on the Project Management Construction Management Team (PMCM), administers the GDB PLA and provides oversight to ensure the prime contractor, Shimmick Construction Co., Inc./FCC Construction S.A./Impregilo S.P.A., a Joint Venture (SFI), adheres to PLA requirements. This update reflects the PLA's progress from January 1, 2017 through June 30, 2017.

Labor-Management Relations and Labor Compliance Enforcement

Safework, Inc. (Safework) has maintained open communication with unions, project contractors, and other stakeholders in an effort to swiftly mitigate any potential issues. Safework participates in monthly coordination sessions with SFI, outlining PLA provisions and prevailing wage requirements that include compliance strategies, methods, and progress. Safework receives, tracks, reviews, and reports on contractors' submittal of certified payroll reports, labor compliance, and PLA documents to ensure that contractors are adhering to the California Labor Code, prevailing wage, and PLA requirements. Safework provides monthly payment recommendations and status reports detailing each contractor's level of compliance.

There were five grievances filed within this reporting period. These grievances proceeded from failure of contractors to use workers referred from union halls or failure to hold pre-job conferences. Three of these grievances have been settled and closed; two of these grievances are currently going through the grievance resolution process as stipulated in Article XIV of the PLA.

Grievances Filed	Grievances Settled	Jurisdictional Disputes	Work Disruptions
5	3	0	0

Worker Utilization Results

Though the GDB PLA does not require a Jobs Coordinator, the PMCM has participated in disadvantaged worker outreach programs, in partnership with Pacific Gateway Workforce Investment Network and union apprenticeship programs.

The GDB PLA contains a five percent aspirational goal for Disadvantaged Workers. As of June 2017, the aspirational goal has been exceeded with 12.5 percent of all project hours being performed by Disadvantaged Workers. The number of Disadvantaged Workers utilized by all project contractors is 861 out of the total 6,898 workers. This attainment reflects Disadvantaged Workers who have performed over 234,305 hours of labor on the project.

Due to federal funding, the GDB PLA does not contain a Local Worker goal; however, Safework tracks these hours. As of June 2017, Local Workers have performed 63 percent of all project hours. Long Beach workers have performed eight percent of all project hours worked; this reflects 347 Long Beach workers who have performed over 153,374 hours of labor on the project.

Exhibit J: PLA Info Only Memo (Page 7 of 7)

PORT OF LONG BEACH – PLA ADMINISTRATION
 Gerald Desmond Bridge Replacement Project PLA, PLA Bi-Annual Update – June 30, 2017

PROJECT	Local Workers			Long Beach Residents			Disadvantaged and Veteran Workers - 5% Goal			Total	
	Workers	% Hours	Hours	Workers	% Hours	Hours	Workers	% Hours	Hours	Workers	Hours
GDBR	3036	63%	1,185,356	347	8%	153,374	861	12.5%	234,305	6,898	1,874,436

LOCAL WORKER UTILIZATION

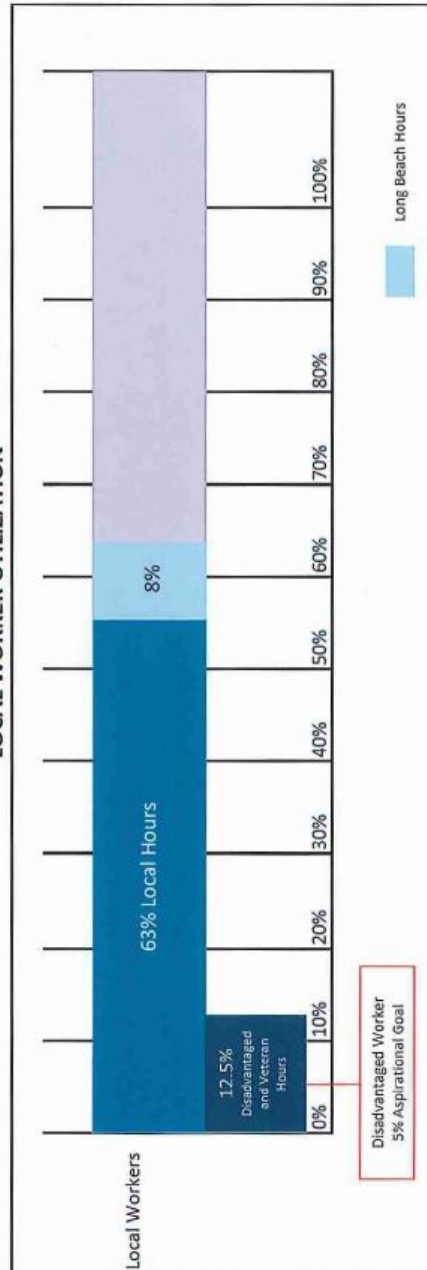


Exhibit K: Project Closeout Report (Page 1 of 5)



Project Closeout Report

Project Name: _____
 Prime Contractor: _____
 Specification/Contract#: HD-SXXX / HD-XXXX
 Project Labor Agreement: _____
 Bid Advertisement Date: _____
 Final Acceptance Date: _____
 Notice of Completion Date: _____

Summary of Labor Compliance and Project Labor Agreement Activities

1. Contract Documents Containing Prevailing Wage Requirements (Identify)
 - Notice Inviting Bids, Instructions to Bidders, General Conditions
2. Applicable Prevailing Wage Determination: _____
3. Pre-Construction Meeting: _____ (Port Staff will attach Pre-Con Meeting Summary)
4. Pre-Job Conference: _____ (Pre-Job Notice, Sign-In Sheet, Pre-Job Conference Form Enclosed)
5. Project Labor Agreement Documents Received (Enclosed)

Contractor/Subcontractor	Letter of Assent	Core Employee List

Exhibit K: Project Closeout Report (Page 2 of 5)

6. Project Overall Worker Utilization Attainment

	No. of Workers	% Hours	No. of Hours
Local Workers			
Disadvantaged Workers/Veterans			
Long Beach Residents			
Apprentices			

Note: All Worker Utilization Attainment Reports and Verification Forms Enclosed

7. Classifications Used on the Project (Journeyman)

Craft/Classification	Contractor
Example: Carpenter	ABC Contractor; 123 Contractor
Example: Cement Mason	XYZ Contractor; 345 Contractor
Example: Laborer	ABC Contractor; XYZ Contractor

8. Classifications Used on the Project (Apprentice)

Craft/Classification	Contractor
Example: Carpenter	ABC Contractor; 123 Contractor
Example: Cement Mason	XYZ Contractor; 345 Contractor
Example: Laborer	ABC Contractor; XYZ Contractor

9. Certified Payroll Reports Received (Enclosed)

Contractor/Subcontractor	First CPR (W/E)	Final CPR (W/E)	Total No. of CPRs
Ex: ABC Contractor (Prime)			
Ex: 123 Contractor			
Ex: XYZ Contractor (Sub of 123 Contractor)			

Exhibit K: Project Closeout Report (Page 3 of 5)

10. Independent Confirmation of Prevailing Wages

Contractor/Subcontractor	Type of Confirmation
Ex: ABC Contractor	Worker Interviews/Paystubs
Ex: XYZ Contractor	Worker Interviews
Ex: 123 Contractor	Paystubs

11. Confirmation of Employer Payments (Health & Welfare, Pension, Vac/Holiday)

Contractor/Subcontractor	Recipients of Contributions
Ex: ABC Contractor	Carpenters Southwest Administrative Corporation; Construction Laborers Trust Funds for Southern California;
Ex: XYZ Contractor	Cement Masons Southern California Health and Welfare Fund; Construction Laborers Trust Funds for Southern California;

Note: All confirmation of employer payments for each month are enclosed.

12. Summary of Prevailing Wage Complaints Received

13. Summary of Grievances Filed

14. Summary of Jurisdictional Disputes

15. Summary of Work Disruptions

16. Total Wages Paid to Workers

- Local Workers: _____
- Disadvantaged Workers/Veterans: _____

Exhibit K: Project Closeout Report (Page 4 of 5)

17. Total Benefits Paid on Behalf of Workers

- Local Workers: _____
- Disadvantaged Workers/Veterans: _____

18. Restitution Amounts Recovered

Contractor/Subcontractor	Additional Amount Paid to Workers	Additional Training Fund	Explanation
Ex: ABC Contractor	\$10,000	\$3,000	Underpayment of prevailing wage

19. Requests for Approval of Forfeiture to Labor Commissioner

Contractor/Subcontractor	Amount	Date of Request	Approved/Modified/Denied
Ex: ABC Contractor	\$60,000	01/01/2017	Modified - \$50,000

20. Contractor Payments Withheld

Contractor/Subcontractor	Amount	Status
Ex: ABC Contractor	\$50,000	Discrepancies were rectified and amount withheld was recommended for release

Note: All recommendations for payment enclosed.

Exhibit K: Project Closeout Report (Page 5 of 5)

21. Litigation Pending Under Labor Code § 1742

22. Contractor Performance Evaluations

- 50% CPE (Enclosed)
- 100% CPE (Enclosed)

23. Summary of Obstacles, Project Successes and Lessons Learned

Report Completed By:

Name and Title (Please Print)

Signature

Date

Approved By:

Adriana Ramirez, Labor Compliance Officer

Date

Page 5 of 5