

Minneapolis Department of Civil Rights

PRE-CONSTRUCTION BOOKLET

This Pre-Construction Booklet is to be completed by the general contractor and submitted to the department for review.

Project Name: _____

Project Address: _____

General Contractor: _____

Contact Person: _____

Telephone & Fax Numbers: _____

Email Address: _____

Estimated Start Date: _____

Estimated End Date: _____

Contract Amount \$ _____

Date Submitted: _____

Return this completed booklet to: Contract Compliance Officer
 Minneapolis Department of Civil Rights
 350 South 5th Street, Room 239
 Minneapolis, MN 55415-1371
 or
 Fax: 612-673-2599
 or
 Email: firstname.lastname@ci.minneapolis.mn.us

Questions regarding the material in this booklet may be directed to the Contract Compliance Officer or the Contract Compliance Manager at 612-673-3012.

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CONTRACTOR HOURS FORM

(To be completed by each company supplying on-site construction hours)

Record the anticipated number of project construction hours for the various categories.
Return the completed form to the general contractor prior to the start of the project.

Total Project Hours = Total Skilled Hours (C) + Total Unskilled Hours (E)

Percentage of Female Hours = Female Hours (B) ÷ Total Project Hours (A)

Percentage of Skilled Minority Hours = Skilled Minority Hours (D) ÷ Total Skilled Hours (C)

Percentage of Unskilled Minority Hours = Unskilled Minority Hours (F) ÷ Total Unskilled Hours (E)

Project Name _____

Subcontractor _____

Type of Work Performed _____

Total Dollar Amount of the Subcontract _____

	HOURS	PERCENT
A. Total Project Hours	_____	
B. Total Female Hours (Skilled and Unskilled Hours)	_____	_____
C. Total Skilled Hours	_____	
D. Total Skilled Minority Hours	_____	_____
E. Total Unskilled Hours	_____	
F. Total Unskilled Minority Hours	_____	_____

Construction projects must meet or exceed the following goals:

6% of the total project hours must be **female hours**

11% of the total skilled hours must be **minority skilled hours**

11% of the total unskilled hours must be **minority unskilled hours**

If there are insufficient numbers of females or minorities in your current workforce, specify what actions your company will take to place females and/or minorities on this project.

PROJECT HOURS FORM

Transfer information from the Contractor Hours Forms (page 3) to this form.

Calculate female and minority percentages as follows:

- 1. Total columns 1, 2, 4, 5, 7 and 8.
- 2. Divide female hours by total project hours _____ % Must exceed or equal 6%.
- 3. Divide skilled minority hours by total skilled hours _____ % Must exceed or equal 11%
- 4. Divide unskilled minority hours by total unskilled hours _____ % Must exceed or equal 11%

Project Name:	1 Total Project Hours	2 Female Hours	3 Female %	4 Total Skilled Hours	5 Skilled Minority Hours	6 Skilled Minority %	7 Total Unskilled Hours	8 Unskilled Minority Hours	9 Unskilled Minority %
General Contractor(s):									
1.									
2.									
Subcontractors with Employment Hours:									
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
Total									

PROJECT HOURS FORM (Continued)

Project Name:	1 Total Project Hours	2 Female Hours	3 Female %	4 Total Skilled Hours	5 Skilled Minority Hours	6 Skilled Minority %	7 Total Unskilled Hours	8 Unskilled Minority Hours	9 Unskilled Minority %
Subtotal from Previous Page:									
Subcontractors with Employment Hours:									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
Grand Total									

EXAMPLES OF SKILLED AND UNSKILLED TRADES

If the trade does not appear on list, consult the Contract Compliance Officer.

SKILLED WORKERS

Asbestos Removal Worker	Plasterer
Asbestos Worker	Plumber
Boilermaker	Power Equipment Operator
Bricklayer	Roofer
Carpenter	Sheet Metal Worker
Cement Mason	Sign Hanger
Drywall Finisher	Soft Floor Layer
Electrician	Sprinkler Fitter
Elevator Mechanic	Terrazzo Worker
Glazier	Tile Setter
Iron Worker	Truck Driver
Lather	
Marble Setter	
Millwright	
Other Skilled	
Painter & Decorator	
Pile Driver	
Pipe Fitter	
Pipe Fitter HVAC	

UNSKILLED WORKERS

Laborer
Tender
Other

LIST OF SUBCONTRACTORS, SUPPLIERS AND VENDORS

If your company has been certified as an MBE or WBE, please indicate.
 Verify certification status at: <http://www.govcontracts.org/>.

MBE = Minority-owned Business Enterprise
 WBE = Woman-owned Business Enterprise

Subcontractor/Supplier/Vendor Name and Address	Contact Person Phone, Fax and Email	Description of Goods/Service/Trade	Amount of Contract	MBE or WBE
1. _____ _____	_____	_____	_____	_____
2. _____ _____	_____	_____	_____	_____
3. _____ _____	_____	_____	_____	_____
4. _____ _____	_____	_____	_____	_____
5. _____ _____	_____	_____	_____	_____
6. _____ _____	_____	_____	_____	_____
7. _____ _____	_____	_____	_____	_____

LIST OF SUBCONTRACTORS, SUPPLIERS AND VENDORS (Continued)

Subcontractor/Supplier/Vendor Name and Address	Contact Person Phone, Fax and Email	Description of Goods/Service/Trade	Amount of Contract	MBE or WBE
8. _____ _____	_____	_____	_____	_____
9. _____ _____	_____	_____	_____	_____
10. _____ _____	_____	_____	_____	_____
11. _____ _____	_____	_____	_____	_____
12. _____ _____	_____	_____	_____	_____
13. _____ _____	_____	_____	_____	_____
14. _____ _____	_____	_____	_____	_____



Memorandum

To: General Contractors
From: Johnnie Burns, Contract Compliance Manager
Date: April 21, 2009
RE: **NEW ONLINE REPORTING REQUIREMENTS**

Department of Civil Rights

Michael S. Jordan
Director

350 South 5th Street - Room 239
Minneapolis MN 55415-1314

Office 612 673-3012
Fax 612 673-2599
TTY 612 673-2157

The Department of Civil Rights is happy to announce a new program that allows contractors to submit certified payrolls electronically. The LCPtracker system provides for online submission of certified payrolls and workforce participation, eliminating the need for time-consuming report preparation and review.

All you need is a computer and an internet connection, and there is no cost to the contractors. In addition, all data will be kept confidential.

This new web-based system will be accessible to all city departments, prime contractors, MBE/WBE firms and subcontractors. Online submission is required for all new construction projects. Rather than submitting hard copy payrolls and CC-57 forms online, contractors will upload payroll information online.

Attached is an informational form that MUST be completed by your firm. The information contained in this form will enable the City of Minneapolis to add companies to the database and to assign approved project files. Please complete this form and return it as soon as possible.

Currently, there are two ways of submitting payrolls on LCPtracker. The first is to log into the system and enter the data manually. After the initial setup, submitting the certified payrolls for a crew of 5 to 20 employees should take approximately 20 minutes. The second way is to create an interface with LCPtracker. The LCPtracker system has existing interfaces with many standard payroll systems. If you use a customized system, LCPtracker will assist you in setting up an interface.

Please visit the LCPtracker website at <http://www.LCPtracker.com> to learn more about the program. If you have questions after you review the program, please contact Johnnie Burns, Manager of Contract Compliance at 612-673-3076 or by e-mail at johnnie.burns@ci.minneapolis.mn.us.



City Information
and Services

www.ci.minneapolis.mn.us

Affirmative Action Employer

ONLINE REPORTING FORM



* = *Required Field*

*Company Name:

*Federal tax ID Number:

*Contractor License No., or 10-Digit
phone No.

Contractor License Expiring Date:

Insurance Certificate Number:

Specialty License Number:

Motor Carrier Permit Number:

Worker's Compensation Policy No.

Union Non-Union Mixed

WBE MBE SBE DBE

Ethnicity:

Principal Name:

Principal Title:

*Contact Name:

*Phone Number:

*Contact Fax:

*Contact E-Mail: (Login Information will be sent to this e-mail address)

* Address 1

Address 2

*City:

* State:

* Zip Code:

Standard Hrs. Per Day: