

Origination Form

Specifications

Name:	Taylor Carlquist	Standard Specification Section:	
Email:	taylor.carlquist@dot.state.fl.us	Special Provision:	SP0071600
Date:	2025-06-09T12:57:51Z	Associated Specs:	N/A

Summary:

Proposing a new Special Provision which revises Standard Specification 7-16 to include additional requirements for electronic payroll.

Justification:

To add a special provision for using electronic payroll. Use with the approval of the Director, Office of Construction

Do the changes affect other types of specifications?

Neither

List Specifications Affected:

Other Affected Documents/Offices	Contacted	Yes/No
Other Standard Plans		No
Florida Design Manual		No
Structures Manual		No
Basis of Estimates Manual		No
Approved Product List		No
Construction Office		No
Maintenance Office		No
Materials Manual		No
Traffic Engineering Manual		No

Are changes in line with promoting and making progress on improving safety, enhancing mobility, inspiring innovation, and fostering talent; explain how?

Yes, updating our Special Provisions to align with District needs and ensure compliance with federal guidelines and wage rates.

What financial impact does the change have; project costs, pay item structure, or consultant fees?

None

What impact does the change have on production or construction schedules?

None

How does this change improve efficiency or quality?

Districts will have the ability to incorporate this new special provision upon approval from the Director, Office of Construction.

Which FDOT offices does the change impact?

Construction

What is the impact to districts with this change?

None

Does the change shift risk and to who?

No

Provide summary and resolution of any outstanding comments from the districts or industry.

Comments and Responses are available on the Track the Status of Revisions hyperlink located on the Specifications landing page: <https://www.fdot.gov/programmanagement/Specs.shtm>

What is the communication plan?

Through the established specification revision process (e.g., Internal and Industry Review)

What is the schedule for implementation?

The Standard Specifications eBook and Workbook are effective July 1st every year.

**LEGAL REQUIREMENTS AND RESPONSIBILITY TO THE PUBLIC – WAGE RATES
AND ELECTRONIC PAYROLL FOR FEDERAL-AID PROJECTS
(REV 6-9-25)**

ARTICLE 7-16 is expanded by the following:

Apply payment of predetermined minimum wages to the Contract.

The U.S. Department of Labor (USDOL) Wage Rates applicable to the Contract are listed in table below, as modified up through ten calendar days prior to the opening of bids.

<u>Wage Rate Decision Number</u>	<u>Associated Work</u>
<u>Insert Wage Rate</u>	<u>Insert Information Here</u>
<u>Insert Wage Rate</u>	<u>Insert Information Here</u>

Obtain the applicable General Decision(s) (Wage Tables) through the Department's Office of Construction website and ensure that employees receive the minimum compensation applicable. Review the General Decisions for all classifications necessary to complete the project. Request additional classifications through the Engineer's office when needed.

For guidance on the requirements for the payment of wages and benefits and the submittal of certified payrolls, and for general guidance and examples of multiple wage rates when assigned to a Contract, refer to the Department's Office of Construction website. Questions regarding wage rates and the applicability of wage tables should be submitted in accordance with 2-4.

Use an electronic certified payroll system to satisfy the requirements of FHWA-1273 Sections IV and V, Statements and Payrolls, as well as the provisions of 23 CFR 635.119, 29 CFR Parts 1, 3, & 5, 48 CFR Part 633, and any requirement related to certified payrolls and statements of compliance.

Price and payment will be full compensation for all monthly subscription services and training. Payment will be made under the mobilization Pay Item.

Approval from the Department requires the software vendor to submit a request that states software to be used meets the following minimum requirements:

1. Software must be web based and commercially available.
2. Vendor must host database and application, and applications must be able to accommodate the required number of employees and contractors anticipated to be employed or subcontracted under the Contract.
3. Vendor must provide timely system support and maintenance.
4. Vendor must provide regularly scheduled system backup to ensure no loss of data occurs.
5. Vendor must ensure system help desk is available for use during normal business hours for the Eastern Time Zone.
6. Vendor must provide training to Contractor and subcontractors on the Vendor's system.
7. Software must have the ability to export data in a FDOT designated format for submittal by Contractor to FDOT.

8. Vendor must provide FDOT with read access to the Contractor's payroll information in the Vendor's system at FDOT's request.

9. Vendor must provide assurance of the confidentiality of all sensitive information to be protected to the full extent of the law. System must be able to produce public reports without name, race/gender, and social security numbers.

10. Software must be able to collect and store all information required by the USDOL Form WH-347 and the accompanying Statement of Compliance. In addition, it must be able to capture gender and race of each individual employee on the payroll, to meet the FDOT goal for same. The software must be able to calculate and alert user of mathematical employees in column 7 of the above stated form.

11. Software must have an electronically secure means of storing the signature of the Contractor's representative to be used on the Statement of Compliance and must have USDOL approval of the process used to secure the signature.

12. Software must have the ability to upload Contractor's data from the company's internal payroll software into the labor compliance software and must also be available via Internet for use by Contractors who don't have internal payroll software and who must enter data manually.

13. Software must have the ability to utilize more than one wage table assigned to a contract, thereby assuring rates paid to workers meet the prescribed rate for the applicable table.

14. Software must have the ability to allow additional classifications (when approved by FDOT and USDOL) to be entered into the system for that particular project by the Software Owner.

15. Software must have the ability to store and cross check with payrolls, the approved USDOL deductions for the Contractor.

16. Software must have the ability to alert the Contractor and subcontractors of errors in the weekly certified payroll before the data is passed either from subcontractor to the Contractor or from the Contractor to FDOT. It must have means of retaining the history of each submitted payroll, for instance where errors are found by the system, return to the Contractor or subcontractor for correction, and resubmit corrected payroll.

17. Automated system must allow for tracking of non-performance work weeks without the need to log onto system during those periods. The system must be able to record when non-performance period begins and then later record when that same nonperformance period ends. During time of non-performance work, contracting firms will not be required to compensate for periods of non-use.