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Auditor

City and County of Denver  
Auditor's Office/Prevailing Wage  
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## **PRE-NOTICE TO PROCEED (PRE-NTP) FORM** **Prevailing Wage Submittal for Tenant Improvements**

**DIA Tenant Project Number:** \_\_\_\_\_ (provided by the DIA Project Manager)

The undersigned Prime/General Contractor hereby acknowledges that: (1) For the above-referenced project he/she has reviewed the Prevailing Wage reporting requirements of the Auditor's Office at Denver International Airport as outlined in the **Prevailing Wage Overview-Denver**; and that (2) He/she has included in the total project contract amount all of the costs associated with the compliance requirements as further defined below and in the attached **Exhibits A and B**.

The undersigned also certifies that to the best of his/her knowledge, the information provided in those exhibits is accurate and affirms that:

- The Prime/General Contractor and subcontractors at all tiers are required to pay Prevailing Wages on the project, and that the Prevailing Wages used to determine the contract amount have been based on the City of Denver's **Prevailing Wage Schedule** as noted in **Exhibit A**.
- The Prime/General Contractor has received the **applicable Prevailing Wage rates** and has distributed them to all of the project's subcontractors.
- The Prime/General Contractor will be responsible for submitting the required weekly project payroll reports in LCPtracker in a timely manner, and ensuring similar compliance by all of its subcontractors.
- The Prime/General Contractor will promptly notify the Auditor's Office of changes to **Exhibit B – Contractor/Subcontractor Listing**.
- The Prime/General Contractor will verify that all subcontractors are set up and have submitted reports in LCPtracker.
- The Prime/General Contractor will obtain written notification from the Auditor's Office prior to final project close-out that all Prevailing Wages have been properly paid and that there are no other outstanding issues.
- The Prime/General Contractor will submit, when applicable, the **Affidavit - Contractor Performed Work Personally** (Form 73).

\_\_\_\_\_  
Contractor's Authorized Signature

\_\_\_\_\_  
Date

**Exhibits A and B** shall be completed in their entirety and attached to this form at the time of its submission to the Auditor's Office for review and approval. **Incomplete forms will not be accepted.**

**PROJECT INFORMATION**

Tenant Project Name: \_\_\_\_\_

DIA Project Manager: \_\_\_\_\_

DIA Properties Manager: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Project Description: \_\_\_\_\_

Total Estimated Construction Value: \_\_\_\_\_

Contract Bid Date: \_\_\_\_\_

Contract Execution Date: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Projected End Date: \_\_\_\_\_

**LOCATION INFORMATION**

(Check Applicable Boxes)

- Terminal East
- Terminal West

- Mod 1
- Mod 2
- Mod 3

Level

- One
- Two
- Three

- Four
- Five
- Six

- Concourse A
- Concourse B
- Concourse C

- Sub Core - East
- SubCore - West
- SubCore - East Inboard
- SubCore - West Inboard
- Central Core

- Basement
- Apron
- Concourse
- Mezzanine
- Roof

- Car Rental Facilities
- South Campus Area
- North Campus Area
- Other

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LCPtracker:** Before the prime/general contractor begins work on a Tenant Finish or other similar project at Denver International Airport, the Prevailing Wage Investigator will use the information provided in the completed Pre-NTP Form to set up the project in LCPtracker, an online payroll reporting system. The prime/general contractor will then input all of the project’s subcontractors. For an overview of LCPtracker, please consult [www.lcptracker.net](http://www.lcptracker.net). This online reporting system is not optional.

**Owner Operators:** Companies in which the owner does hands-on work on the project must complete the **Affidavit - Contractor Performed Work Personally** (Form 73). Appropriate documentation is required with the Affidavit, as noted in the bottom half of Form 73.

**EXHIBIT A**  
**City Of Denver Prevailing Wage Schedules:**  
(Check Applicable Boxes)

**Provide the publication date and modification number found on the cover page of the respective Prevailing Wage Schedule.**

|   |                         |                        |
|---|-------------------------|------------------------|
| <input type="checkbox"/> Building           | Publication Date: _____ | Modification No. _____ |
| <input type="checkbox"/> Heavy              | Publication Date: _____ | Modification No. _____ |
| <input type="checkbox"/> Highway            | Publication Date: _____ | Modification No. _____ |
| <input type="checkbox"/> OHR (formerly CSA) | Publication Date: _____ | Modification No. _____ |

**EXHIBIT B**  
**Contractor / Subcontractor Listing**

Company Name (**Prime**): \_\_\_\_\_

Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Trades: \_\_\_\_\_

Awarded Contract Amount \_\_\_\_\_

Contact Person (Payroll): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

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Company Name (**Subcontractor**): \_\_\_\_\_

Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Trades: \_\_\_\_\_

Awarded Contract Amount \_\_\_\_\_

Contact Person (Payroll): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

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Company Name (**Subcontractor**): \_\_\_\_\_

Address: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Trades: \_\_\_\_\_

Awarded Contract Amount \_\_\_\_\_

Contact Person (Payroll): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

**Note: This page may be reproduced and reused to list additional subcontractors should more space be needed.**