

HOURLY LABOR RATE WORKSHEET: SELF-PERFORMED WORK

Rev: 07/01/2019

This worksheet is to be completed by the contractor or subcontractor to calculate their hourly labor rates for self performed work under the designated contract (refer to 'Change Orders' in contract General Conditions for further information). All fields highlighted in pale yellow require completion, and fields highlighted in pale blue will automatically populate. Refer to tab "Instructions" for additional guidance on how to complete the form. Once the calculated total hourly rate has been accepted by the University, the rates are good for the life of the contract and will not be subject to change.

LABOR RATES ARE FOR SELF PERFORMED WORK BY THE SUBMITTING CONTRACTOR AND ARE NOT TRANSFERABLE

PROJECT NAME:		PROJECT NO.:	
CONTRACTOR OR SUBCONTRACTOR		SUBMISSION DATE:	
PROJECT'S CONTRACTUAL SUBSTANTIAL COMPLETION DATE:		RATE GOOD-THROUGH DATE:	
SELF-PERFORMED CLASSIFICATION OF WORK:		WORK UNDER CONTRACT	
		EXPERIENCE LEVEL:	

Item	Percent Rate	Wage Rate Calculation			Notes
		Regular Time	Overtime	Double Time	
Base Labor Rate			\$ -	\$ -	Refer to Instructions for details on what to
Fringe Benefits: ¹					
Medical / Health ¹			-	-	
Pension / Ret ¹			-	-	
Life Insurance ¹			-	-	
Disability ¹			-	-	
Union Fund Costs ¹			-	-	
OT Fringe Cost ¹					
Fringe Benefits Subtotal		\$ -	\$ -	\$ -	
Total Wage Hourly Rate		\$ -	\$ -	\$ -	= Base Labor Rate + Fringe Benefit Subtotal
Benefits Paid Cash		\$ -	\$ -	\$ -	
Total Cash Hourly Rate		\$ -	\$ -	\$ -	= Base Labor Rate + Benefits Paid Cash
Burden: Taxes & Insurance ²					
Social Security	6.20%	-	-	-	Rate verified annually
Medicare	1.45%	-	-	-	Rate verified annually
Federal Unemployment (FUTA) ³		-	-	-	See Instructions for Sample Calculati
State Unemployment (SUTA) ³		-	-	-	See Instructions for Sample Calculati
Workers Compensation ³		-	-	-	See Instructions for Sample Calculati
Burden Subtotal		\$ -	\$ -	\$ -	
Other (GL insurance, travel, safety, indirect labor, small tools, parking, training, non-hourly union expense, etc.)		N/A	N/A	N/A	Included in OH&P per AIA 201
TOTAL HOURLY RATE (Total Hourly Rate + Burden):		\$ -	\$ -	\$ -	

Note: For change order work, profit mark-ups, small tools, insurance and other costs deemed overhead in accordance with the provisions within AIA 201 General Conditions, under 'Change in the Work', shall not be applied to the Total Hourly Rate calculated above. The Total Hourly Rate, including the various components, are subject to audit and may require adjustment based on the outcome of these procedures. Once accepted by the University, the Total Hourly Rate shall govern and shall not be adjusted for the duration of the project. It remains the contractor's responsibility to compensate workers the appropriate prevailing wage and fringe, when applicable, regardless of the amounts utilized within the calculation of the Total Hourly Rate above.

¹ Listed benefits are limited to recognized bona fide benefits as defined by DOL. Place an "X" in column "Benefit Paid Cash" if appropriate. Project Labor Agreements (PLA) may have certain allowable costs on an hourly basis in excess of standard employee benefits; utilize "Union Fund Costs" for these instances. On rare occasions, certain unions have increased fringe costs when overtime / double time are incurred; utilize "OT Fringe Cost" to capture these situations; otherwise leave these cells blank.

² Tax & Insurance Burden is applied to the Total Cash Hourly Rate, which includes Base Labor Rate plus Benefits Paid Cash. Refer to instructions for additional information and assistance with completing this section.

³ SUTA, FUTA & WCI rates which received an adjustment within the instruction page require justification; the adjustment and justification are reiterated below:

Adjustment to Rate:
SUTA 0.00%
FUTA 0.00%
WCI -

By signing below, the submitter certifies and declares under penalty of perjury under the laws of the State of Connecticut that the foregoing is true and correct.

Rates certified by: _____ Company Name: _____ No signature does not relieve the submitter of any penalties

(print name)

Signature: _____ 9/9/2020

HOURLY LABOR RATE WORKSHEET INSTRUCTIONS



**University Planning, Design and Construction (UPDC) &
Capital Projects and Facilities Procurement (CPFP)**

The following instructions provide guidance and assistance in completing the Hourly Labor Rate Worksheet (HLRW). Where practical, additional instruction and drop-down lists have been included in the HLRW in specific fields. Data should be entered into all fields highlighted in pale yellow; all fields highlighted in pale blue will automatically populate and are locked for editing. Required fields in these instructions are indicated by "*" and are highlighted in pale red. Once accepted by the University, the resulting Total Hourly Rates at the bottom of the HLRW are the labor rates that should be used on all change order requests.

These instructions contain sample calculations to assist in the determination of acceptable rates for FUTA, SUTA and Workers' Compensation Insurance (WCI). These calculations are not to be submitted with the HLRW, and the HLRW is not linked to the rate determined by the sample calculation; however a brief rationale to document a departure from the sample calculation is required within the relevant section below (refer to pale red fields). The rationale and the amount of departure from the sample calculation is included on the HLRW via electronic linking, and is attested to by the signor.

General Information Section:

Complete the information requested, noting the following: a) the form is to be completed by the contractor or sub self-performing the work identified. By submission of this document, the company is responsible for the content provided; b) the classification selected should agree with the contractor's workers' comp policy; c) the contracted work description provides a link between the classification selected and the hourly rate utilized on form; d) if multiple worker classifications are applicable to this project, provide separate rate sheets for each classification and worker level. General/Area Foreman classifications are intentionally excluded as these are considered management positions and a part of overhead and profit. Work that may be considered not "trade work" is not exempt from these hourly rate requirements.

Wage Rate Calculation Section: Comprised of Base Labor Rate, Fringe Benefits and Allowable Burden on these costs. Refer to the following sections for further detail. Owners self-performing work shall not be entitled to a rate higher than a foreman rate for the applicable trade work, regardless of amounts on certified payroll.

Base Labor Rate: This rate should be consistent with the prevailing wage rate or union wage rate, if applicable, and supportable with certified payroll. For non-prevailing / non-union rate projects, the rate must be a reasonable blend of the workers performing the trade work, and should not exceed prevailing wage.

Fringe Benefits: The total of the Fringe Benefit column should match the total of the fringe benefits from the prevailing wage or union wage agreements, and often can come directly from the Collective Bargaining Agreement, if applicable. The categories listed in the HLRW detail the various types of benefits and are consistent with the certified payroll form; however the fringe category 'other' is narrowly defined on the HLRW as certain hourly union related costs. This line would include amounts that, combined with the other fringe categories, comprise the total package for the union agreement. Other costs commonly identified as 'other', such as training and/or safety, are components of overhead and profit, and are excluded from the hourly labor rate.

Allowable Burden: Allowable Burden includes Taxes and Workers' Compensation Insurance (WCI).

Taxes: Taxes are comprised of FICA, SUTA and FUTA (described in greater detail below). The employer portion of FICA taxes (combination of Social Security and Medicare taxes) are hardcoded into the form and contractors are reimbursed 100% for this tax burden. The rates for SUTA and FUTA are to be entered by the contractor utilizing the following information / calculation:

SUTA (a.k.a. State Unemployment Tax): Paid by the employer; imposed on the first \$15K of annual earnings only, at a variable rate determined by the Department of Labor for each employer.

FUTA (a.k.a. Federal Unemployment Tax): Paid by the employer; imposed on the first \$7K of annual earnings only, at a constant rate for all employers nationally, plus a potential incremental rate linked to State borrowings from the Federal Unemployment Fund (a.k.a. Credit Reduction).

The calculations below are based on an annual averaging methodology, which is an allowable technique to determine an appropriate tax rate for the burden of SUTA and FUTA taxes. Due to the timing of the tax burden, where the majority of the cost is typically incurred in the first quarter of a calendar year, and special SUTA assessments, which are periodically issued from the Department of Labor, an adjustment field has been included to tailor the annual average rate to the specific needs of the contractor. Any adjustments must be supportable and the total annual tax rate can not exceed the statutory maximum rate. All adjustments require a rationale to be provided on these instructions, and the adjustment and the rationale are included on the HLRW automatically, which are being attested to by the signee. For convenience, the most common rationales can be selected from a drop down list. The Total Annual Rate for both SUTA and FUTA will need to be populated in the appropriate cell in the HLRW - the HLRW will not automatically update based on the calculations below.

	SUTA		FUTA
Total Annual Payroll:			
Annual Tax Paid:			
Average Rate:	0.00%		0.00%
Adjustment to Rate**:			
Total Annual Rate:	0.00%	Manually populate this rate on HLRW	0.00%
Rationale for Adjustment**:			

Workers' Compensation Insurance: WCI is based upon several factors, and is primarily composed of: a) the Base Rate, based on the type of work the Contractor performs; b) a Class Premium Discount, which reduces the Base Rate for certain classifications, and c) the firm's Experience Modification Rating (EMR), which is based on the Contractor's specific claim history. The Base Rate is statutorily regulated and can be derived from the WCI policy premium calculation provided by the insurance company. The Class Premium Discount is not applicable to all classifications, but can also be identified from the premium calculation when applicable. The net of these two components are considered the WCI Net Base Rate, and generally represent the rate to be utilized on the HLRW. To reward Contractors with a low EMR, the Net Base Rate used on the HLRW does not need to be adjusted lower for earned discounts; however, an adjustment is allowed to compensate Contractors that incur additional premiums for higher EMR's. Additionally, certain policies have several ancillary costs that potentially could result in a net higher premium to the Contractor. To adjust the Net Base Rate for these circumstances, complete the adjustment field and rationale cells below. This adjustment field should only be used if the net of all adjustments, except for EMR, result in higher premium charges. Once the Adjusted WCI rate has been determined, populate the appropriate cell in the HLRW.

WCI Net Base Rate:		
Adjustment to Rate**:		Rationale for Adjustment**:
Adjusted WCI Rate:	0.00%	Manually populate this rate on HLRW