

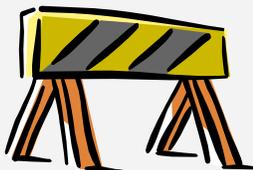
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## Prevailing Wage Quality Assurance Review Procedures

There are three levels of quality assurance (QA) reviews within the construction administration process to ensure proper procedures and documentation is used in the oversight of the prevailing wage program. The levels include:

- Local agency project oversight
- Transportation Service Center (TSC) project oversight
- Statewide program oversight

The following procedures outline the process for QA reviews for prevailing wage oversight. Conduct QA reviews each construction season at each level to verify appropriate oversight is being accomplished and documented on federal and state prevailing wage projects. It is recommended the QA review take place during the active portion of the construction project. This allows for implementation of corrective action, if necessary, for the remainder of the project and subsequent projects. Document and discuss all deficiencies and issues found during the QA review with the delivery engineer. Do follow-up reviews to assess if the deficiencies and issues have been addressed. MDOT Form 1965, *Prevailing Wage Quality Assurance Review Checklist*, is available to assist with the QA review, and is available on MDOT's Web site. You can use the form for each level of review. Upon completion of the QA review, prepare a cover letter summarizing the findings and attach the completed checklist(s) to it; distribute as indicated on the checklist form.

### Local Agency Level

The TSC delivery engineer is responsible for performing the QA review at the local agency project level. In some regions, the region coordinator for prevailing wage, local agency engineer or local agency technician may assist the delivery engineer. Complete a minimum of one QA review for each local agency that has a construction project during the year. Additional reviews may be necessary if problems are found with the program oversight and documentation by the agency or their consultant. If TSC personnel complete the QA review, forward a copy of the review findings to the region coordinator for information, and for coordination with the TSC of possible follow-up actions. The region coordinator is to forward a copy of the findings to the Construction and Technology (C&T) Division's prevailing wage compliance specialist.

### TSC Level

The region coordinator for prevailing wage is responsible for conducting QA reviews for each delivery engineer in each TSC. Review a minimum of 10 percent of each delivery engineer's projects, with a minimum of one project if the engineer has ten projects or less. The region coordinator is to forward a copy of the findings to the C&T Division's prevailing wage compliance specialist.

### **Statewide Level**

The C&T Division's prevailing wage compliance specialist is responsible for conducting QA reviews to assess the prevailing wage compliance program for consistency and uniformity across all areas of the state, and to determine training needs for the TSCs and local agencies. This assessment will be completed using the reports provided by the various region coordinators for prevailing wage, and by conducting independent QA reviews across the state. A minimum of one review will be completed in each region. In addition, one consultant administered project will be selected for QA review. Additional reviews may be added based on the findings from the statewide review and/or the information contained in the review findings provided by the region coordinators for prevailing wage.