This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [ ] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [ “ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine. Paragraphs can be promoted (Tab) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to ‘format paint’ to reapply the format.

The 01 32 45T - Tenant Apprenticeship Program specification is to be used for projects where the tenant hires the Contractor (ie TI, TRA and ADR projects). In these cases, this specification would be used instead of the standard 01 32 45 – Apprenticeship Program specification.

1. GENERAL
2. SUMMARY
   1. The Port, in cooperation with other governmental, labor and employer groups, has determined that there is a need for increased apprentice opportunities in the construction industry and that an increase in such opportunities will benefit the Port and its constituents. This was initially established in 1993 under a Memorandum of Agreement (MOA) between the Port of Seattle and the King County Building Council, et al.
   2. The Contractor shall assist in locating, qualifying and increasing the skills of the region’s labor force in general and in particular, people of color and women.
   3. Consistent with the Contractor’s work force requirements and as permissible under Federal and in compliance with State regulations, the Contractor shall make full use of approved apprenticeship programs, for this project during the period of contract performance.

The goals below align with the Port PLA. If tenant is using a different PLA, or not using a PLA, adjust as needed.

1. PROJECT LABOR AGREEMENTS (PLA) APPRENTICE UTILIZATION GOALS
   1. For PLA Projects, the following Apprentice Utilization policy applies:
   2. Apprentice utilization goal is at least fifteen percent (15%) of the total labor hours, per craft, are performed by Apprentices registered to an approved apprenticeship program.
   3. Apprentice inclusion goals established for people of color is twenty one percent (21%) of the total Apprentice hours.
   4. Apprentice inclusion goals established for female apprentice training is twelve percent (12%) of the total Apprentice hours.
   5. Preferred Entry Apprenticeship goal is at least 1 in 5 apprentices used on the project overall are graduates from a pre-apprenticeship program.
   6. Facilitate the entry of veterans utilizing the ‘Helmets to Hardhats’ program (per Article 10 of the PLA).
   7. Although there are no specific goals at this time, the Port, in keeping with the broad intent and spirit of this program, strongly encourages the active recruitment and employment of persons with disabilities in any and all areas of employment opportunities.
2. Reserved
3. SUBMITTALS
   1. All submittals shall be completed in accordance with Section 01 33 00 – Submittals.
   2. The Contractor shall prepare and submit an Apprenticeship Utilization Plan (see attachment) that shows the overall plan for achieving the apprentice goals and requirements.
      1. All Contractors, Subcontractors, and Suppliers required to pay Prevailing Wages shall be included in the plan.
   3. Plan shall be submitted as part of the required Preconstruction Submittals, Section 01 32 19 - Preconstruction Submittals, and before Notice to Proceed is given.
4. APPRENTICESHIP PROGRAM REQUIREMENTS
   1. GENERAL REQUIREMENTS:
      1. The Contractor shall provide on-the-job training aimed at developing full journey level worker status in the various crafts involved in the project. In the event the Contractor identifies a portion of the contract work to be completed by Subcontractors or Suppliers required to pay Prevailing Wages, the Contractor shall determine how many, if any, apprentice hours are to be assigned to be completed by the Subcontractor or Supplier, provided however, that the Contractor shall retain the primary responsibility for meeting the apprentice goals set for the project.
      2. The Contractor shall identify the craft(s)proposed to accomplish the apprentice goals of the contract, the number of apprentices and hours assigned to the craft and the estimated beginning work date for the apprentices. (Reference Apprenticeship Utilization Plan attached) The apprentices labor hours shall be distributed across the craft classifications based on the Contractor’s needs and availability of journey level workers in the various craft(s). [PLA project apprenticeship goals shall be met on a per craft basis.] The Contractor will be credited the hours for each apprentice employed on the contract work that is currently enrolled or becomes enrolled in an approved apprenticeship program.
      3. This is not intended and shall not be used to discriminate against any applicant for employment, whether a protected group/individual or not.
   2. JOURNEY LEVEL WORKERS NOT ELIGIBLE
      1. No employee shall be employed as an apprentice in any classification in which the employee has successfully completed a training course leading to journey level worker status or in which the employee has been employed as a journey level worker. The Contractor should satisfy this requirement by including appropriate questions in the employee application or by other suitable means. Regardless of the method used, the Contractor’s records shall document the findings in each case.
5. ACCEPTABLE APPRENTICE PROGRAMS

For the purpose of this specification, acceptable Training Programs are those employing apprentices from the following:

* 1. Apprentices registered with a Washington State Department of Labor and Industries registered apprenticeship program pursuant to RCW 49.04.060.
  2. Apprentices registered with an approved Apprenticeship Program recognized by the Washington State Apprenticeship & Training Council Apprenticeship Reciprocal Agreement between Washington, Oregon and Montana; July 2013.

1. NOT USED
2. OTHER REQUIREMENTS

In addition to those other requirements already stated, the Contractor shall ensure the following:

* 1. COMPLIANCE:

Contractor will have fulfilled the responsibilities under this apprenticeship provision if the Contractor has complied with the apprenticeship labor hours goal for the project.

1. It is normally expected that an apprentice will begin training on the project as soon as feasible after start of work, utilizing the skill involved and remain on the project as long as training opportunities exist in the work classification or until the completion of the training program.
2. It is not required that all apprentices be retained for the entire length of the contract.
3. If contractor is not meeting one or more apprenticeship goals, as a minimum, Contractor shall substantiate their systematic and direct efforts towards the apprentice goals by providing documentation as follows:
   1. Written notification(s) to apprenticeship programs including people of color and female recruitment sources and community organizations of available employment opportunities with the Contractor/ Subcontractor/Supplier and/or known enrollment opportunities with unions;
   2. Records documenting the Contractor efforts and the outcome of those efforts, to employ apprentices including people of color and female applicants;
      1. The Port’s Apprenticeship Program is available to assist the Contractor/Subcontractor/Supplier in the event the project goals are not being met.
   3. Documentation shall be submitted in a timely manner. The Port’s Apprenticeship Program will be responsible for determining compliance.
   4. WAGE PROGRESSIONS:

The apprentice shall be paid in accordance with the provisions of RCW 39.12.021, which reads as follows:

* + 1. “Apprentice workers employed upon public works projects for whom an apprenticeship agreement has been registered and approved with the state apprenticeship council pursuant to RCW 49.04, must be paid at least the prevailing hourly rate for an apprentice of that trade. Any worker for whom an apprenticeship agreement has not been registered and approved by the state apprenticeship council shall be considered to be a fully qualified journey level worker, and, therefore, shall be paid at the prevailing hourly rate for journey level workers.”

Only apprentices registered with a Washington State Department of Labor and Industries registered apprenticeship program may be paid at an apprentice level hourly rate. All other apprentices shall be paid at journey worker level regardless of status within a craft.

* 1. MAINTENANCE OF RECORDS:

The Contractor shall provide information showing apprentice hours worked and wages paid as part of Electronic Payroll Information (EPI) at least monthly as described in Document 00 83 00 – Civil Rights, Title IV, and Non-Discrimination.

* 1. ASSISTANCE:

The Contractor shall advise employees and applicants for employment of available registered apprenticeship programs and entrance requirements for each.

1. PRODUCTS
2. EXECUTION

PART 4 MEASUREMENT AND PAYMENT

* 1. GENERAL
  2. No separate measurement or payment will be made for the work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the project.

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