



APPRENTICESHIP TRAINING PROGRAM ABBREVIATED PROGRAM REQUIREMENTS

The Apprenticeship Training Program is a mandatory Metro Parks Tacoma program adopted to provide apprenticeship opportunities for people enrolled in State-approved Apprenticeship Programs. It requires Contractors performing qualifying public works projects or service contracts to ensure that 15 percent of the total labor hours worked on the project are performed by apprentices approved by the Washington State Apprenticeship Council (SAC). The Contractor shall be responsible for meeting the Apprenticeship Training Utilization Goal requirements of the contract, including overall compliance for all hours worked by Subcontractors. Contractors may obtain further information by contacting Metro Parks Tacoma's Apprenticeship Training Program office at (253) 305-1040, fax (253) 305-1049, or e-mail elainer@tacomaparks.com. The Apprenticeship Training Program Coordinator can assist contractors in the recruitment of qualified entry-level workers to work on Metro Parks Tacoma's Public Works projects. The Apprenticeship Training Program office is located in Metro Parks Tacoma main headquarters, 4702 South 19th Street, Tacoma, WA 98405.

APPRENTICESHIP TRAINING PROGRAM REQUIREMENTS:

- 1. APPRENTICESHIP TRAINING PROGRAM UTILIZATION GOAL (ATPUG):** The Contractor is required to ensure that 15 percent of the total labor hours worked on the project are performed by apprentices approved by SAC. Metro Parks Tacoma's Project Manager and/or Project Architect/Engineer, in consultation with the Apprenticeship Training Program Coordinator, determines the ATPUG for each qualifying Building, Civil or Service project. The ATPUG is known as the Project Manager's / Engineer's Estimated Apprenticeship Training Program Hours, which is reflected in the *Prime Contractor Apprenticeship Training Program Utilization Plan* contained in the specification.
- 2. GOOD FAITH EFFORT DEFINED:** Contractors shall make a GOOD FAITH EFFORT (GFE) to recruit and hire apprentices as necessary for qualifying Public Works projects or improvements. Contractors that are unable to meet Metro Parks Tacoma's 15 percent Apprenticeship Training Program Utilization requirement must demonstrate that they have made GFE's to do so. GFE's shall provide for consideration of the following factors:
 - The contractor's actions and procedures showing its recruitment and hiring of apprentices from Labor Unions, Construction Industry Training Council, and/or the Tacoma-Pierce County Workforce Development System.
 - The contractor's actions and procedures showing its recruitment and hiring from employment and training resources that are referred by the Apprenticeship Training Program Coordinator or from any other employment and training organizations known to the contractor
- 3. SUBCONTRACTOR NOTIFICATION:** Prime Contractors shall notify all Subcontractors of the Apprenticeship Training Program requirement. Subcontractor apprentice labor hours may be utilized towards achievement of the ATPUG.
- 4. "CORE EMPLOYEE"** shall mean an employee whom the Contractor or Service Provider can demonstrate was actively employed by the Contractor or Service Provider for at least 1,000 hours in the calendar year prior to bid opening plus one month following bid opening, and who was performing work in the construction trades.
- 5. APPRENTICESHIP TRAINING PROGRAM CONTRIBUTIONS*:** Contractors cannot rely solely upon the payment of the Apprenticeship Training Program Contribution for purposes of satisfying the Apprenticeship Training Program Utilization Goals.

Contractors making a good faith effort to meet the Apprenticeship Training Program utilization goals, but unable to meet such goals:

- shall be assessed \$1.50 for each Apprenticeship Training Program hour that is not achieved.

Contractors that have failed to make a GOOD FAITH EFFORT:

- First contract that the Contractor fails to meet Good Faith Efforts
Shall contribute \$3.00 for each Apprenticeship Training Program Hour that is not achieved
- Second contract that the Contractor fails to meet Good Faith Efforts
Shall contribute \$4.50 for each Apprenticeship Training Program Hour that is not achieved
- Third contract that the Contractor fails to meet Good Faith Efforts
Shall contribute \$6.00 for each Apprenticeship Training Program Hour that is not achieved, and may be grounds for being debarred from bidding on future Metro Parks Tacoma contracts

*Penalty may be waived if in the best interest of Metro Parks Tacoma.

6. **WITHHOLDING PROGRESS PAYMENTS:** The Apprenticeship Training Program Coordinator may withhold progress payments if the required forms are not submitted according to the Apprenticeship Training Program form submittal schedule.

ATP Document Submittals:

1. ***PRIME CONTRACTOR APPRENTICESHIP TRAINING PROGRAM UTILIZATION PLAN (PCATPUP):*** The Contractor is required to provide the *PCATPUP* at the **Pre Construction meeting** showing the 15% ATPUG to be achieved for the project. The Contractor must identify in the *PCATPUP* the estimated labor hours to be worked on the project by trade/craft persons.
2. ***APPRENTICE (STATE-APPROVED) VERIFICATION FORM:*** Contractor must provide the ATP office with a form for every person for whom the contractor will claim credit toward meeting the ATPUG.
3. ***APPRENTICESHIP TRAINING PROGRAM WEEKLY PAYROLL REPORT:*** The Prime and Sub Contractors must complete and attach this form to the front of each weekly Certified payroll when submitting to the Apprenticeship Training Program office for review.
4. ***WEEKLY CERTIFIED PAYROLL:*** The Prime and Sub Contractors must submit weekly Certified Payrolls that include, employee name, address, social security number, craft/trade, class, hours worked on this job, rate of pay, and gross wages paid including benefits for this job.
5. ***L&I STATEMENT OF INTENT TO PAY PREVAILING WAGES:*** The ATP office shall be provided with a copy for every contractor on the job.
6. ***L&I AFFIDAVIT OF WAGES PAID:*** The ATP office shall be provided with a copy for every contractor on the job.
7. ***DOCUMENT VERIFICATION:*** The Apprenticeship Training Program office will send this form to the Prime Contractor at Physical Completion. The Contractor must verify the information contained in the form and return to the Apprenticeship Training Program office within 10 days.