



CITY OF VANCOUVER
Policies and Procedures

Title: Apprenticeship Policy	
Policy and Procedure Number: COV-300-002	Supersedes (Number and Title):
Scope (Identify "citywide" or the affected department(s) and, optionally, the department's division(s)): Citywide	
Effective Date: 12/1/2020	Approved by (Name, Title and Signature): Natasha Ramras, Chief Financial Officer

DocuSigned by:
Natasha Ramras
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Purpose:

- 1) Clarify and establish procedures for the City's Apprenticeship Program.

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1.0 Definitions

Total Hours: The total hours of work performed by all workers (apprentice or journeyperson) receiving hourly wages on a public works project; this includes hours worked by the prime contractor and all subcontractors. Labor hours do not include hours performed by supervisors, superintendents, owners, and workers who are not subject to prevailing wage requirements.

Apprenticeship Program: Means an apprenticeship program approved or recognized by the Washington State Apprenticeship and Training Council or similar programs approved by the Washington State Department of Labor and Industries (L&I).

Contractor(s): Means the Prime Contractor and any subcontractors

Monthly Utilization: Means the total number of apprenticeship hours used for one month as reported on the Monthly Utilization report.

Apprenticeship Utilization: Means the total number of hours used during the duration of the project as reported on the Apprenticeship Utilization form.

2.0 Overview

The City of Vancouver recognizes that a well-trained construction work force is critical to the ability of constructing successful public works projects. Apprenticeship training programs are particularly effective in providing training and experience to individuals seeking to enter or advance in the work force. By providing for apprenticeship utilization on public works projects, the City can create opportunities for training and experience that will help assure that a trained work force will be available in sufficient numbers in the future for the construction of public works projects.

3.0 Program Requirements

All public works construction projects estimated to cost \$500,000 dollars or more, will require the Contractor to have a percentage of their labor hours performed by apprentices enrolled in an approved Apprenticeship Program. The percentage of hours required for projects are based on the engineer's estimate for the project as follows:



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Engineer's Estimate	Required Minimum Labor Hours
Under \$500,000	N/A
\$500,001 - \$1,500,000	3%
\$1,500,001 - \$3,000,000	4%
\$3,000,001 - \$8,000,000	5%
\$8,000,001 - \$12,000,000	6%
Above \$12,000,000	8%

The Prime Contractor will be required to submit a Monthly Utilization Report with their request for payment, or before the City processes a monthly pay estimate, to aid in the tracking of apprenticeship utilization. The Monthly Utilization Report shall report on the cumulative delivery of apprentice hours by, by trade, for the project by all Contractors. At the conclusion of the project the Contractors will be required to complete an Apprentice Utilization form. This form must be completed and submitted prior to payment of the final pay estimate. For unmet apprenticeship hours, a \$100 per hour penalty will be assessed and deducted from any amounts due to the Contractor from the final pay estimate.

If the Contractor can demonstrate a good faith effort was made to meet the apprenticeship requirement, the penalty may be waived by the Procurement Manager or designee. The City, at its sole discretion, may reduce or waive the goal if the contractor has demonstrated to the satisfaction of the City that it has utilized its "good faith efforts" to meet the established percentage requirement but remains unable to fulfill the goal. Good faith effort may be demonstrated by providing documentation that demonstrates one or more of the following scenarios:

- Apprentice retention issues
- Apprentice to Journeyperson ratio requirements
- Classroom Training resulting in less hours on the project
- Added or deleted work affecting apprenticeship participation
- Displace member of current workforce
- Inability to find available apprentices

Following review of the documented good faith effort the City will provide the contractor a determination within five business days. If a delay in providing a determination will occur the City will notify the contractor of the delay and provide a revised determination date. The City's decision is not appealable.

4.0 Waiver or Reduction of Goals

Prior to bids, the Chief Financial Officer or designee may waive or reduce the apprenticeship participation percentage on Public Works construction projects based on documentation submitted by the project manager. These factual findings must show that at least one of the following conditions exist (1) a disproportionately high ratio of material costs to labor hours on the particular projects does not make feasible the required minimum level of apprentice participation; (2) the project is less than 30 calendar days or working days in duration and will render apprentice utilization unfeasible at the required levels.

5.0 Exemption Related to Grant Funding

This policy shall not apply if state or federal grant funding requirements do not allow for a local training or apprenticeship policy.



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6.0 References

RCW 39.04.320: Apprenticeship training programs—Public works contracts—Adjustment of specific projects—Report and collection of agency data—Apprenticeship utilization advisory committee created

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