

ALLIANCE
NORTHWEST



BREAKOUT SESSION

Navigating Apprentice Utilization Plans



NAVIGATING APPRENTICE UTILIZATION PLANS

**ALLIANCE
NORTHWEST**



ABOUT MRSC

Municipal Research Services Center (of Washington)

Research and Consulting Services for Washington Local Governments and State Agencies

On-demand resources:

- Training (webinars and workshops)
- Research and practices on 1000s of local government topics
- Newsletters, articles, and subject matter discussions
- “Ask MRSC” Consultation
- Document library



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PRESENTER



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***Disclaimer:** the information presented is based on experience and current practices and is not intended to be legal advice or represent contractors or labor and industries.*

OUTCOMES & LEARNING OBJECTIVES



What You'll Gain:



A clear understanding of apprentice utilization requirements



Step-by-step guidance on plan creation



Practical tips and strategies for implementation



Perfect For:



Contractors and subcontractors employing prevailing wage workers



Non-signatory contractors: This session is essential for your success!



POLLING

Are you familiar with the specific apprentice utilization requirements for public construction projects in Washington?



APPRENTICE UTILIZATION REQUIREMENTS

What is it?

The requirement to use state-registered apprentices for **15%** of **all labor hours** on a project

When does it apply?

(public works construction) projects advertised and estimated to cost **\$2M** or more

APPRENTICE UTILIZATION REQUIREMENTS

Who does it apply to?

Every contractor or subcontractor, that employs a worker that is to be paid a prevailing wage

What is an apprentice?

A worker that is registered in a **state approved** apprentice program

APPRENTICE UTILIZATION REQUIREMENTS

- For **all contractors and subcontractors** that employ hourly workers
 - pay the prevailed wage
 - contribute to the labor hours on the project
- Contractors and subcontractors must contact state-approved programs regardless of current business practice or union status





QUESTIONS ON APPRENTICE UTILIZATION REQUIREMENTS

- When does Apprentice Utilization Requirements apply?
- Who does the requirement affect?

APPRENTICE UTILIZATION PLAN

What is an apprentice utilization plan?

- A non-binding list that shows **all** the apprentice opportunities on the project
 - Subcontractors
 - Scope
 - Trades/Work Classifications
 - Estimated labor hours
- Precursor to LNI's Intent to Pay Prevailing Wage
- Typically, on a form provided by the public agency
- Not always required

The screenshot shows the 'Apprentice Utilization Plan' form from the Washington State Department of Enterprise Services. The form includes fields for Contract Number, Contract Title, Date Submitted, Prime Contractor, and Apprenticeship Utilization Requirement. It also features a table for utilization based on planned values, with rows for Contract Total Labor Hours and Contract Total Apprentice Hours. Below this is a table with five columns: Anticipated Start Date, Contractor, Occupation (Trade), Total labor hours (including apprentices), and Apprentice hours. The table has five empty rows for data entry.

Anticipated Start Date	Contractor	Occupation (Trade)	Total labor hours (including apprentices)	Apprentice hours

APPRENTICE UTILIZATION PLAN

Tips:

If planning to bid, either to the public agency or the prime/tier sub always think when preparing a bid...

- How many labor hours you are estimating
- Classification of work/scope of work/prevailing wage
- How many journey level hours needed
- How many journey to apprentice hours (ratio) would be needed or
- *How you can contribute to the apprentice utilization requirement*

[illegible]

APPRENTICE UTILIZATION PLAN

- **Prime contractors** should communicate *to the public agency* regarding the subs, trades, journey level and apprentice level hours estimated for the whole project
- **Prime contractors** should communicate *to each sub* requesting a bid from the requirement for apprentice utilization and how **THEY** plan to address the requirement





QUESTIONS ON APPRENTICE UTILIZATION PLANS

- What is an apprentice utilization plan?
- When is it required?
- How should subs communicate their estimated hours and any apprentice opportunities?

OVERVIEW: HIRING AN APPRENTICE

To hire a registered apprentice, a contractor/subcontractor must:

- Be licensed as a contractor through LNI
- Create and sponsor your own apprenticeship program that is registered with the State or
- Join an existing registered apprenticeship program as a **training agent**

In other words, you as an employer and your employee must be part of the state program.

<https://lni.wa.gov/licensing-permits/apprenticeship/offer-a-registered-apprenticeship>

HIRING AN APPRENTICE

State workforce development (apprentice) programs typically require:

- On the job training with oversight from a journey level worker
- In class course work
- A commitment by both the employer and employee to complete programs
 - Hiring an apprentice may mean you need to use the apprentice over several projects
 - The goal is to train the workforce, not staff a project



QUESTIONS ABOUT HIRING AN APPRENTICE

- What additional steps may be required outside of the “normal” hiring of an employee?
- What challenges are you facing?



CASE STUDY

Current solicitation

CASE STUDY: STORMWATER FACILITY PROJECT

1-07.9(3) Apprentices
(July 8, 2024 APWA GSP)

Supplement this section with the following:

Apprentice Utilization

This Contract includes an **Apprentice** Utilization Requirement. Fifteen percent or more of project Labor Hours shall be performed by **Apprentices** unless Good Faith Efforts are accepted. **Apprentice** Utilization will be determined using the Department of Labor and Industries (L&I) online Prevailing Wage Intent & Affidavit (PWIA) system.

Apprentice Utilization Plan

The Contractor shall submit an "**Apprentice** Utilization Plan" by filling out the **Apprentice** Utilization Plan Form (WSDOT Form 424-004) within 30 calendar days of execution, however no later than the preconstruction meeting, demonstrating how and when they intend to achieve the **Apprentice** Utilization Requirement. The Plan shall be in sufficient detail for the Engineer to track the Contractor's progress in meeting the utilization requirements. An **Apprentice** Utilization Plan shall be updated and resubmitted as the Work progresses or when requested by the Engineer.

https://www.kitsap.gov/pw/Documents/97003141_Suquamish%20RSWF_Contract%20Provisions_Final.pdf

Kitsap County Suquamish Regional Stormwater Treatment Facility Bid Date: March 11

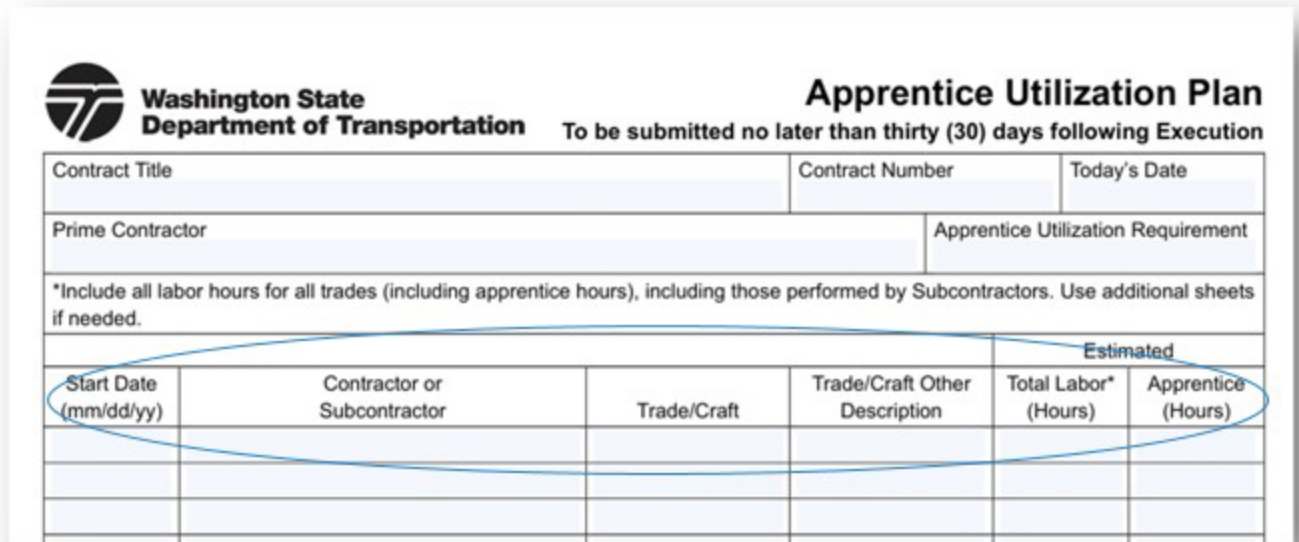
CALL FOR BIDS
KITSAP COUNTY
DEPARTMENT OF PUBLIC
WORKS STORMWATER
PROJECT NO. 97003141
SUQUAMISH REGIONAL
STORMWATER
TREATMENT FACILITY
BID OPENING: DATE:
MARCH 11, 2025 TIME: 11:00
AM
PRE-BID MEETING: DATE:
MARCH 4, 2025 TIME: 10:00
AM
LOCATION: 18408 Angeline
Ave NE, Suquamish, WA
98392

DESCRIPTION OF WORK

This contract is a stormwater improvement project which provides for the construction of a regional stormwater quality treatment facility, including drainage conveyance, catch basins, flow splitters, waterline relocation, sidewalk and pedestrian ramps, and repaving and landscaping for the improvement areas in accordance with the Contract Documents. The engineer's estimate ranges from \$3,500,000 to \$4,500,000.

FILLING OUT AN APPRENTICE UTILIZATION PLAN (AUP)

- All subcontractors
- All labor classifications employed
- Trade/craft is the same as labor classifications and should meet the prevailing wage category
- Estimate of Labor Hours comes from your bid to the prime



The form is titled "Apprentice Utilization Plan" and is issued by the Washington State Department of Transportation. It includes a header with the department's logo and name, and a submission deadline: "To be submitted no later than thirty (30) days following Execution". The form is divided into several sections: a header section for Contract Title, Contract Number, and Today's Date; a section for Prime Contractor and Apprentice Utilization Requirement; a note stating: "*Include all labor hours for all trades (including apprentice hours), including those performed by Subcontractors. Use additional sheets if needed."; and a table for labor hours. The table has six columns: Start Date (mm/dd/yy), Contractor or Subcontractor, Trade/Craft, Trade/Craft Other Description, Total Labor* (Hours), and Apprentice (Hours). The table is circled in blue. The word "Estimated" is written above the last two columns.

				Estimated	
Start Date (mm/dd/yy)	Contractor or Subcontractor	Trade/Craft	Trade/Craft Other Description	Total Labor* (Hours)	Apprentice (Hours)

<https://wsdot.wa.gov/publications/fulltext/forms/424-004.PDF>

FILLING OUT AN AUP – SCOPE OF WORK

- **Confirm your scope of work**
- Assess work force and labor classifications based on prevailing wage

 **Washington State Department of Transportation** **Apprentice Utilization Plan**
To be submitted no later than thirty (30) days following Execution

Contract Title Suquamish Regional Stormwater Treatment Facility		Contract Number		Today's Date	
Prime Contractor Gary Merlino			Apprentice Utilization Requirement 15%		
*Include all labor hours for all trades (including apprentice hours), including those performed by Subcontractors. Use additional sheets if needed.					
Start Date (mm/dd/yy)	Contractor or Subcontractor	Trade/Craft	Trade/Craft Other Description	Total Labor* (Hours)	Apprentice (Hours)
06/25/25	All City Fence	Fence erector		60	0

DESCRIPTION OF WORK

This contract is a stormwater improvement project which provides for the construction of a regional stormwater quality treatment facility, including drainage conveyance, catch basins, flow splitters, waterline relocation, sidewalk and pedestrian ramps, and repaving and landscaping for the improvement areas in accordance with the Contract Documents. The engineer's estimate ranges from \$3,500,000 to \$4,500,000.

FILLING OUT AN AUP – SCOPE OF WORK

Scopes of Work

<https://lni.wa.gov/licensing-permits/public-works-projects/scopes-of-work>

Fence Erectors and Fence Laborers



PDF WAC 296-127-01328

Fence erectors and fence laborers.

For the purpose of the Washington state public works law, chapter 39.12 RCW, fence erectors and fence laborers erect and repair metal and wooden fences and fence gates around industrial farms and along highways using power tools and hand tools.

The work of the fence erectors includes, but is not limited to:

(1) Fence erector.

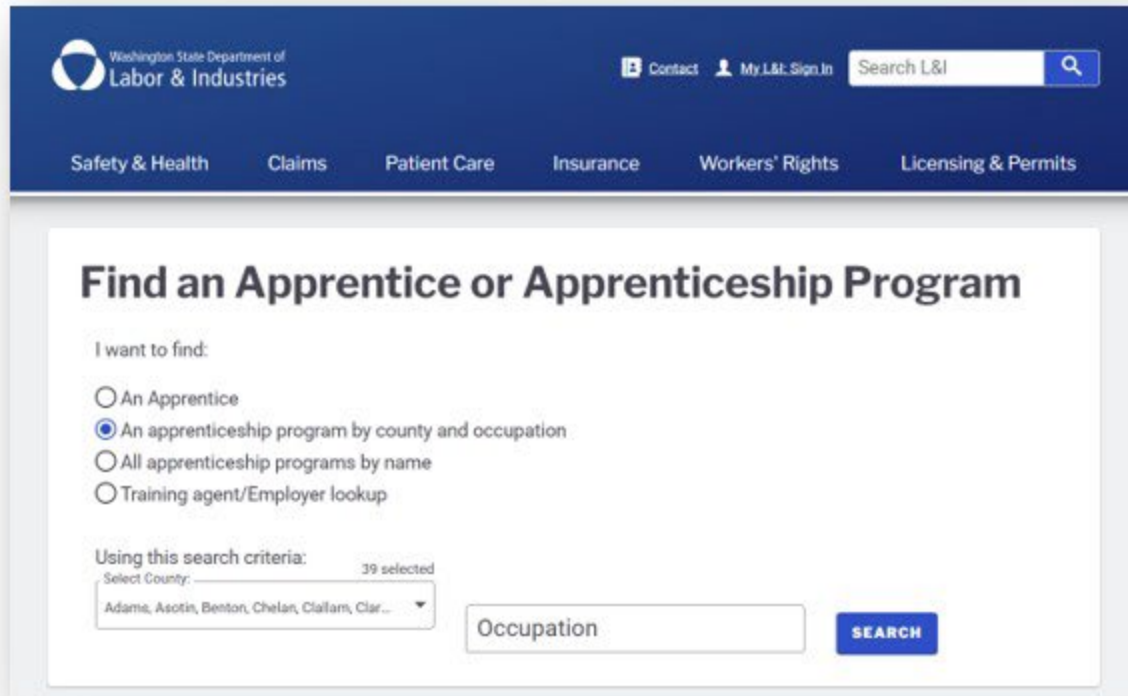
- Lays out fence line, using tape measure, and marks for postholes.
- Digs postholes with mechanical posthole digger or power-driven auger.
- Aligns posts, using line or by sighting along edges of posts.
- Verifies vertical alignment of posts with plumb bob or spirit level.
- Attaches fence-rail support to post, using hammer and pliers.
- Cuts metal tubing, using pipe cutter, and inserts tubing through rail support.
- Completes top fence rail of metal fence by connecting tube sections, using metal sleeves.
- Attaches rails or tension wire along bottoms of posts to form fencing frame.
- May weld metal parts together, using portable gas welding equipment.
- Stretches wire, wire mesh, barbed wire, or chain link fencing between posts and attaches fencing to frame.
- Assembles gate and fastens in position, using hand tools.
- Saws required length of lumber to make rails for wooden fence.
- Nails top and bottom rails to fence posts, or inserts them in slots on posts.
- Nails pointed slats to rails to construct picket fence.
- Erects alternate panel, basket weave, and louvered fences.

(2) Fence laborer. In addition to assisting the fence erector in the performance of the tasks described above, the work of the fence laborer includes, but is not limited to:

- Digs holes for posts with spade or posthole digger.
- Blasts rock formations with dynamite to facilitate digging of holes.
- Sets metal or wooden posts in upright position in holes.
- Mixes concrete by hand or by use of a cement mixer.
- Pours concrete around base of posts or tamps soil into holes to embed posts.
- All the cleanup required in connection with the erection of fences.

[Statutory Authority: Chapter 39.12 RCW, RCW 43.22.270 and 43.22.051, WSR 00-15-077, § 296-127-01328, filed 7/19/00, effective 7/19/00.]

FILLING OUT AN AUP – APPRENTICE LOOKUP



The screenshot shows the Washington State Department of Labor & Industries website. The header includes the department's logo, navigation links for Contact, My L&I, Sign In, and a Search L&I bar. Below the header, a horizontal menu lists various services: Safety & Health, Claims, Patient Care, Insurance, Workers' Rights, and Licensing & Permits. The main content area is titled 'Find an Apprentice or Apprenticeship Program'. It features a section 'I want to find:' with four radio button options: 'An Apprentice', 'An apprenticeship program by county and occupation' (which is selected), 'All apprenticeship programs by name', and 'Training agent/Employer lookup'. Below this, a section 'Using this search criteria:' shows '39 selected' and a 'Select County:' dropdown menu with 'Adams, Asotin, Benton, Chelan, Clallam, Clar...' as the selected option. There is also an 'Occupation' text input field and a blue 'SEARCH' button.

Apprentice Registration and Tracking System (**ARTS**)



<https://secure.lni.wa.gov/arts-public/#/program-search>

FILLING OUT AN AUP – APPRENTICE LOOK UP

Find an Apprentice or Apprenticeship Program

I want to find:

- ☐ An Apprentice
- ☒ An apprenticeship program by county and occupation
- ☐ All apprenticeship programs by name
- ☐ Training agent/Employer lookup

Using this search criteria:

Select County: 1 selected

Kitsap

Occupation

Fence

SEARCH

 Your search returned no results, please check your spelling and try again.

Check



FILLING OUT AN AUP – APPRENTICE LOOKUP

Choose a County
Kitsap

Choose a Trade
Fence Erectors

Effective date:

- Use the **bid due date** for a project (the date that general contractor bids are due) if the contract award date is less than six months after.
- Otherwise, use the **award date**.
- Rates apply until the project is completed.
- All sub-contractors use the same bid due date and award date.

Month
3

Day
15

Year
2025

GET WAGES

DOWNLOAD (CSV)

Reset

① The Prevailing Wage program is not aware of or has not identified that an apprentice program is available for the Trade and County you have selected. If you believe this is an error please contact our staff at (360) 902-5335 and ask for a PWIA administrator.

Double Check



<https://secure.lni.wa.gov/wagelookup/rates/apprentice-rates>

FILLING OUT AN AUP – APPRENTICE LOOK UP

Practice Tip:

- If there is a (apprentice) wage, there is a way



<https://secure.lni.wa.gov/wagelookup/rates/apprentice-rates>

Choose a County
Kitsap

Choose a Trade
Laborers

Effective date:

- Use the **bid due date** for a project (the date that general contractor bids are due) if the contract award date is less than six months after.
- Otherwise, use the **award date**.
- Rates apply until the project is completed.
- All sub-contractors use the same bid due date and award date.

Month
3

Day
15

Year
2025



GET WAGES

DOWNLOAD (CSV)

 Reset

View mode:



 Print

 Benefits Keys

Kitsap County Laborers

Step	Starting Hours	Ending Hours	Occupation ^	Wage	Holiday	Overtime	Note
1	1	1000	Laborer/Western WA	\$44.39	15J	11P	8Y
2	1001	2000	Laborer/Western WA	\$49.26	15J	11P	8Y

FILLING OUT AN AUP – APPRENTICE LOOK UP

Find an Apprentice or Apprenticeship Program

I want to find:

- ☐ An Apprentice
- ☒ An apprenticeship program by county and occupation
- ☐ All apprenticeship programs by name
- ☐ Training agent/Employer lookup

Using this search criteria:

Select County: 1 selected
Kitsap

Occupation

laborer

SEARCH

Program Name ^	Occupation	Program ID	County
Construction Industry Training Council of Washington - Laborer	Laborer	1953	All counties in Washington, All counties in Idaho

Common Programs and Trades

- Carpentry
- **Laborer**
- Electrical

<https://catalog.citcwa.org/>

FILLING OUT AN AUP – APPRENTICE LOOK UP

ID#1953

Construction Industry Training Council of Washington - Laborer

1930 116th Avenue NE, Bellevue, WA . ☎425-454-2482 . [Visit their website](#)

Select Occupation: Laborer

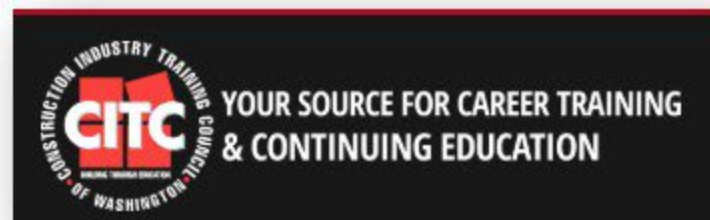
Operating in the following counties: All counties in Washington, All counties in Idaho

Journey wage:
\$32.13

Program length:
6000 hours
[View Hours History](#) ▼

Join the Program

1. [Review the Program Standards](#) , including Minimum Qualifications (Section II).
2. Contact the Program.
3. Follow the program's apprenticeship application procedures.





QUESTIONS ABOUT HOW TO LOOK UP PROGRAMS AND WAGES

- How do you find apprentice programs?
- How do you find apprentices already in programs?
- How do you get ahold of programs?
- What is **one apprentice opportunity** that almost always applies to construction projects?

A background image showing three construction workers in profile, looking towards the right. They are wearing white hard hats and clear safety glasses. The worker in the center is wearing a yellow and orange headband. The image is slightly blurred and has a dark overlay.

WHAT TO DO IF....

Navigating some of the
common challenges

WHAT TO DO IF...

The prime doesn't mention apprentice utilization in their call to bid?

- Recommend asking the question and clarify before putting a bid together

Scopes covered, but don't have any employees registered in a state-approved program?

- Register yourself and your prospective or newly hired employees and start planning early
- Attempt to hire and apprentice already enrolled

Scopes you perform don't appear on any apprentice program?

- Fill out the AUP with "0" planned hours for apprentice utilization
- Work with the prime to document **Good Faith Efforts**

GOOD FAITH EFFORTS

What are “good faith efforts?”

- Good faith efforts (GFEs) are **documented** attempts made by contractors/subcontractors to hire a state registered apprentice.

What is common documentation for GFEs?

- Emails or letters from state approved programs stating
- No apprentices are available
- No program exists for the scope of work
- Project doesn't support one or more of the apprentice program conditions (time, ratio, etc.)

COMMON MISCONCEPTIONS

- Penalties apply if you **can't** provide an apprentice, or some how otherwise comply
- All apprentice programs **require** union signature
- Hiring apprentices **doesn't cost extra or is "easy"**
- State programs **require you to hire** apprentices that are far outside a service radius of the project
- **all public works projects** will have 15% apprentice utilization on all projects



OPEN DISCUSSION

- What haven't we covered?
- What have you experienced?
- Who has the most creative socks on?

FINAL THOUGHTS...FOR TODAY



This is encouragement to:

- Ask questions about how the State can support your business growth
- Get involved in State workforce development programs even if you are not bidding
- Let the Washington State Apprenticeship Training Council know which scopes you do and what resources you need to train your employees
- It is widely known that there are not enough apprentices to work on all the construction projects...
 - unless we listen to the businesses the “right” resources cannot be developed, and apprentices will continue to be limited, and contractors may not be able to pass on their businesses to the next generation

RESOURCES

- **Labor and Industries and the Washington State Apprenticeship & Training Council:**

Email: Apprentice@Lni.wa.gov

Phone: 360-902-5320

Mailing Address:

Washington State Department of Labor & Industries

Apprenticeship Section

PO Box 44530

Olympia, WA 98504-4530

- **Construction Industry Training Council of Washington (CITC) and state approved programs:**

<https://secure.lni.wa.gov/arts-public/#/program-search>

- **Prime Contractors!**

THANK YOU

pwtraining@mrsc.org
a.Kondelis@ppp-wa.com

MRSC.org



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