

CONSTRUCTION TRAINING PROGRAM REQUIREMENTS

Section 00840 IDIQ

The **City of Austin (OWNER) Construction Training Program (the “Program”)** is intended to train workers on City of Austin’s construction projects in order to develop a pool of qualified, ready-to-work skilled and semi-skilled construction workers. This training commitment is not intended and shall not be used to discriminate against any applicant.

1. DEFINITIONS

1.1 *Capital Contracting Office (CCO)* – The City of Austin’s Office responsible for administering the Construction Training Program

1.2 *City’s Approved Minimum Wage Rate* – a minimum wage rate established by the City of Austin for workers performing construction activities on City of Austin contracts

1.3 *Construction-Ready Trainee* – a graduate or current trainee of a Pipeline training program, or a graduate or current enrollee in a DOL-registered apprentice program, DOL-approved OJT program, or DOL-certified Bilingual Training Program

1.4 *Pipeline* – group of organizations that provide pre-employment, pre-apprentice, or apprentice readiness training related to construction

1.5 *Training Plan* – a plan identifying how a contractor intends to meet its training requirement, subject to COA review and approval

1.6 *Construction Training Program Reporting Form* – a form provided by the OWNER which documents the contractor’s training activities and/or hours worked for each trainee

2. TRAINEE GOALS

2.1 The Construction-Ready Trainee requirement for each Work Assignment will be based on the Chart below:

Project (Construction) Budget	Trainee Requirement
\$500K to \$2.5M	2 Construction-Ready Trainees
Over \$2.5M to \$5M	4 Construction-Ready Trainees
Over \$5M to \$10M	6 Construction-Ready Trainees

3. CONTRACTOR’S RESPONSIBILITIES

3.1 Prior to the Notice to Proceed for each Work Assignment over \$500,000, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, specifying how the CONTRACTOR intends to satisfy the requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’S Training Plan as approved by the OWNER.

3.2 In the event that a CONTRACTOR subcontracts a portion of the contract work, CONTRACTOR shall determine if the requirements of the program will be assumed by the subcontractor(s). The CONTRACTOR should ensure that this training provision is made applicable to such subcontract;

however, the CONTRACTOR shall retain the responsibility for meeting the training requirements imposed by this provision.

3.3 Trainee must be paid at least the City's Approved Minimum Wage Rate.

3.4 OWNER will provide a list of available Pipeline organizations. The CONTRACTOR shall contact those Pipeline organizations as needed in order to recruit workers for the program.

3.5 The CONTRACTOR shall submit a Construction Training Program Reporting Form to the CCO monthly for each trainee, as specified in the approved Training Plan. This shall indicate work classification and graduation details, as well as training status changes. The report shall indicate the Work Assignments they are each working on and the number of hours worked for the previous month. If a trainee is terminated or resigns, the CONTRACTOR is required to make a reasonable effort to replace the trainee within 30 calendar days.

3.6 Prior to a worker performing work on the project, the CONTRACTOR must submit to CCO a completed Employee Certification Form for each Trainee.

3.7 **CONTRACTOR's Reasonable Efforts to Comply.** The CONTRACTOR will be responsible for demonstrating the steps taken to meet the trainee requirement. If CONTRACTOR has fewer trainees employed on the project than specified in the Training Plan, the CONTRACTOR must submit evidence of recruitment efforts. These shall include the following:

3.7.1 contacts the OWNER for a current list of approved Pipeline organizations

3.7.2 log of applicants contacted

3.7.3 log of training organizations contacted

3.7.4 document of outreach efforts made to all available training organizations (per current OWNER list) to satisfy the requirement

3.7.5 documentation of CONTRACTOR's recruitment efforts performed until requirements are met or project is complete as part of the Construction Training Program Reporting Form

4. **NON-COMPLIANCE**

4.1 Lack of demonstrated reasonable effort to comply with the Construction Training Program will be reflected in the Contractor's Performance Evaluation and may impact the receipt of future business with the City of Austin.

END