The **City of Austin 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.

**Training Requirement.** Establishment of the Construction Training Requirement for each project will be based on project scope, dollar amount, and opportunities available to achieve the training requirements. The requirements will be established either prior to solicitation, or during contract negotiations, using the criteria in Charts A and B. Program requirements will be subject to availability of Trainees and Graduates.

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| **Chart A - Evaluation Criteria** |
| 1. Material cost vs labor cost 2. Scope of work 3. Schedule of values (a comprehensive list of work for a particular project) 4. Project duration and schedule 5. Unique aspects of the project 6. Available training programs for the specific training plan 7. Workforce determined by the number of workers that will be on the project enough days to establish a training program. |



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| \* Graduates cannot satisfy more than half of the training requirement; current employees of a company may also be enrolled in a COA-Approved  DOL Registered/ Approved/Certified Program to meet the requirement. |

[1) Click link to view COA-Approved list of Pipeline Organizations for Construction Ready Trainees.](http://austintexas.gov/department/construction-training-program)

[2) Click link to view COA-Approved list of DOL-Registered/Approved/Certified Apprenticeship, OJT, or Bilingual Training Programs.](http://austintexas.gov/department/construction-training-program)

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| **NOTE: BLUE Sections MUST BE EDITED BY PROJECT MANAGER TO MEET SPECIFIC PROJECT NEEDS.**   * Delete this and all other instruction boxes prior to final printing. * Delete brackets. |

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| **List any specific security requirements or employment restrictions this project has for workers onsite.** |

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| Use the following pages for vertical projects with a construction budget greater than or equal to $10M and a Section 00830BC Wage Determination \*\*\*\*Delete Other Two Options\*\*\*\* |
| 1. **DEFINITIONS**  1.1 *Apprentice* – a worker currently enrolled in a DOL-registered Apprenticeship Program.  1.2 *Apprentice Graduate* – a worker who can provide evidence of graduating from a DOL-registered Apprenticeship, DOL-certified Bilingual Training Program.  1.3 *Apprenticeship Program* – a work training program registered by the DOL and conforming to the requirements of 29 CFR 29-30.  1.4 *Capital Contracting Office (CCO) –* The City of Austin’s Office responsible for administering the Construction Training Program.  1.5 *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.  1.6 *DOL or U.S. DOL* – United States Department of Labor  1.7 *Journeyman* – a fully-trained tradesperson, who may or may not be a union worker, and may or may not have completed apprenticeship training through a DOL-registered Apprenticeship Program.  1.8 *Trainee* – For the purposes of the City of Austin Construction Training Program, those individuals enrolled in or graduates of a DOL certified Bilingual Training Program or DOL Registered Apprenticeship Program.  1.9 *Training* *Plan* – a plan identifying how a contractor intends to meet its training requirement, subject to OWNER’s review and approval.  1.10 *Construction Training Program Training Report –* a form provided by the OWNER which documents the contractor’s training activities and trainee status.  1.11 *Vertical Construction Project* – a project which includes significant vertical structural components or buildings requiring building construction trades.  1.12 *Workforce* –the estimated number of full-time employees to be employed on the project and taking into consideration training opportunities.  2. **TRAINING REQUIREMENT**  2.1 For Vertical Construction Projects with a construction budget over $10,000,000, a minimum of 15% of the Workforce must be current enrollees or Graduates of a U.S. DOL-registered Apprenticeship Program or DOL-certified Bilingual Training Program. Graduates must not satisfy more than half of the training requirement.  2.2 Any Apprentices enrolled in a DOL-registered Apprenticeship program must be paid at least the percentage of the prevailing journeyman wage rate as specified in the Apprenticeship Program for that trade but may NOT be paid less than the City's Approved Minimum Wage Rate. 3. CONTRACTOR’S RESPONSIBILITIES 3.1 Prior to the issuance of the Notice to Proceed, the CONTRACTOR shall provide a Training Plan for  OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy the contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan approved by the OWNER.   |  | | --- | | **Use the following 3.1 for DB or CMR solicitations, otherwise delete.** |   3.1 Prior to the issuance of the Guaranteed Maximum Price Notice to Proceed, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy the contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan approved by the OWNER.   |  | | --- | | **Use the following 3.1 for Austin Water solicitations equal to or greater than $10M, otherwise delete.** |   3.1 No later than 14 calendar days after the bid opening date, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy the contract’s requirements under this Section 00840. The CONTRACTOR will have fulfilled its responsibilities under this Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan 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. 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 CONTRACTOR shall provide training in the construction trades. CONTRACTOR may pay a percentage of the prevailing wage rate for each trade as specified in the DOL-registered apprenticeship program, but not less than the City’s Approved Minimum Wage Rate.  3.4 OWNER will provide a list of available DOL-registered apprenticeship and DOL-certified bilingual, training organizations. The CONTRACTOR shall contact those training organizations as needed in order to recruit workers for the program.  3.5 The Trainees may be distributed among the work classifications on the basis of the CONTRACTOR’s needs and the availability of journeymen in the various classifications.  3.6 The CONTRACTOR shall submit a Training Report to OWNER for each Trainee no later than 30 calendar days after the Notice-to-Proceed. This Training Report must be submitted monthly thereafter for the duration of the project or to report no activity if applicable. This shall indicate work classification and graduation details, as well as training status changes. If a Trainee is terminated or resigns, the CONTRACTOR is required to make a reasonable effort to replace the Trainee within 30 calendar days.  3.7 For each trainee performing work on the project, the CONTRACTOR must submit to CCO the following:  3.7.1 evidence of enrollment in the appropriate training program,  3.7.2 completed Employee Certifications, as stipulated in Section 00830 (Wage Rates and Payroll Reporting), for each Trainee, and  3.7.3 summary of planned training for the enrollee from the training provider  3.8 The CONTRACTOR must provide the Trainee a copy of the training program.  3.9 The Trainee(s) shall remain on the project as long as training opportunities exist or until the training is completed.  3.10 The allowable ratio of Apprentices to Journeymen in any craft classification shall not be greater than the ratio permitted to CONTRACTOR as stated in the registered Apprenticeship Program.  3.11 **CONTRACTOR’s Reasonable Efforts to Comply.** The CONTRACTOR will be responsible for demonstrating the steps taken to meet the training requirement. If CONTRACTOR has fewer Apprentices and/or Apprentice Graduates employed on the project than specified in the Training Plan, the CONTRACTOR must submit evidence of recruitment efforts, including:  3.11.1 contacts made to OWNER for a current list of approved training providers  3.11.2 log of applicants contacted  3.11.3 log of training organizations contacted  3.11.4 documented outreach efforts made to all available training organizations (per current OWNER list) to satisfy the requirement  3.11.5 documentation of CONTRACTOR’s recruitment efforts performed until program requirements are met or project is complete as part of the Construction Training Program Training Report  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. |

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| Use the following pages for horizontal projects with a construction budget equal to or greater than $10M and a Section 00830HH Wage Determination \*\*\*\*Delete Other Two Options\*\*\*\* |
| 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 *DOL or U.S. DOL* – United States Department of Labor  1.4 *Horizontal Construction Project* – civil construction, such as roads, bridges, and utilities  1.5 *Journeyman* – a fully-trained tradesperson, who may or may not be a union worker, and may or may not have completed a DOL-approved OJT Training Program  *1.6 Trainee* – For the purposes of the City of Austin Construction Training Program, those individuals enrolled in or graduates of a DOL-approved OJT Training Program  1.7 *On-The-Job-Training* (OJT) *Program* – a DOL-approved training program as described under 29 CFR 5.16  1.8 *Training Plan* – a plan identifying how a contractor intends to meet its training requirement, subject to OWNER’s review and approval  1.9 *Construction* *Training Program Training Report* – a form provided by the OWNER which documents the contractor’s training activities and trainee status.  1.10 *Workforce* –the estimated number of full-time employees to be employed on the project, taking into consideration training opportunities  2. **TRAINING REQUIREMENTS**  2.1 For Horizontal Construction Projects with a construction budget over $10,000,000, a minimum of 15% of the Workforce are to be Graduates of or current enrollees in a DOL-approved OJT Training Program or DOL-certified Bilingual Training Program. Graduates must not satisfy more than half of the training requirement.  2.2 Any OJT Trainees enrolled in a DOL-approved training program must be paid at least the percentage of the prevailing journeyman wage rate as specified in the training program for that trade, but may NOT be paid less than the City's Approved Minimum Wage Rate. 3. CONTRACTOR’S RESPONSIBILITIES 3.1 Prior to the issuance of the Notice to Proceed, the Contractor shall provide a Training Plan for OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy its contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan approved by the OWNER.   |  | | --- | | **Use the following 3.1 for DB or CMR solicitations, otherwise delete.** |   3.1 Prior to the issuance of the Guaranteed Maximum Price Notice to Proceed, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy the contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan approved by the OWNER.   |  | | --- | | **Use the following 3.1 for Austin Water solicitations equal to or greater than $10M, otherwise delete.** |   3.1 No later than 14 calendar days after the bid opening date, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy the contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan 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 CONTRACTOR shall provide training in the construction trades. CONTRACTOR may pay a percentage of the prevailing wage rate for each trade as specified in the DOL-approved training program, but not less than the City’s Approved Minimum Wage Rate.  3.4 OWNER will provide a list of available DOL-approved training organizations. The CONTRACTOR shall contact those training organizations as needed in order to recruit workers for the program.  3.5 The Trainees may be distributed among the work classifications on the basis of the CONTRACTOR’s needs and the availability of journeymen in the various classifications.  3.6 The CONTRACTOR shall submit a Training Report to OWNER for each Trainee no later than 30 calendar days after the Notice-to-Proceed. This Training Report must be submitted monthly thereafter for the duration of the project. This shall indicate work classification and graduation details, as well as training status changes. If a Trainee is terminated or resigns, the CONTRACTOR is required to make a reasonable effort to replace the Trainee within 30 calendar days.  3.7 For each trainee performing work on the project, the CONTRACTOR must submit to CCO the following:    3.7.1 evidence of enrollment in the appropriate training program,  3.7.2 completed Employee Certifications, as stipulated in Section 00830 (Wage Rates and Payroll Reporting), for each Trainee,  3.7.3 summary of planned training for the enrollee from the training provider  3.8 The CONTRACTOR must provide the Trainee a copy of the training program.  3.9 The Trainee(s) shall remain on the project as long as training opportunities exist or until the training is completed.  3.10 **CONTRACTOR’s Reasonable Efforts to Comply.** The CONTRACTOR will be responsible for demonstrating the steps taken to meet the training 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:  3.10.1 contacts made to OWNER for a current list of approved training providers  3.10.2 log of applicants contacted  3.10.3 log of training organizations contacted  3.10.4 documented outreach efforts made to all available training organizations (per current OWNER list) to satisfy the requirement  3.10.5 documentation of CONTRACTOR’s recruitment efforts performed until program requirements are met or project is complete as part of the Construction Training Program Training Report  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. |

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| Use the following pages below for ALL projects with a construction budget LESS than $10M. Add the number of trainees below and delete the brackets.\*\*\*\*Delete Other Two Options\*\*\*\* |
| 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, enrollee or graduate of a DOL-registered Apprenticeship Program, enrollee or graduate of a DOL-approved Training Program, and/or an enrollee or graduate of a 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 OWNER’s review and approval  1.6 *Construction Training Program Training Report* –a form provided by the OWNER which documents the contractor’s training activities and trainee status  2. **TRAINING REQUIREMENT**  2.1 The Construction Ready Trainee requirement for this project is <insert the number of trainees>.  3. **CONTRACTOR’S RESPONSIBILITIES**  3.1 No later than 10 business days after Council Award, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, specifying how the CONTRACTOR intends to satisfy the contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan approved by the OWNER.   |  | | --- | | **Use the following 3.1 for DB or CMR solicitations, otherwise delete.** |   3.1 Prior to the issuance of the Guaranteed Maximum Price Notice to Proceed, the CONTRACTOR shall provide a Training Plan for OWNER’s approval, listing the anticipated trades to be used. The plan shall specify how the CONTRACTOR intends to satisfy the contract requirement. The CONTRACTOR will have fulfilled its responsibilities under Section 00840 of the contract by having complied with the CONTRACTOR’s Training Plan 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 Training Report to OWNER for each Trainee no later than 30 calendar days after the Notice-to-Proceed. This Training Report must be submitted monthly thereafter for the duration of the project. This shall indicate work classification and graduation details, as well as training status changes. 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 For each trainee 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, including:  3.7.1 contacts made to OWNER for a current list of approved training providers  3.7.2 log of applicants contacted  3.7.3 log of training organizations contacted  3.7.4 documented 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 program requirements are met or project is complete as part of the Construction Training Program Training Report  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. |