

ADDENDUM NO. 4

Skagit County Public Works

February 3, 2025

March's Point (Whitmarsh Landfill)

#WM33-14-2

NOTICE TO PROSPECTIVE BIDDERS

NOTICE IS HEREBY GIVEN BY SKAGIT COUNTY that the Contract Provision and Plans have been modified and supplemented as follows:

Proposal for Bidding Purposes:

DELETE ORIGINAL PROPOSAL AND REPLACE WITH REVISED PROPOSAL NO. 4, WHICH INCLUDES THE FOLLOWING CHANGE:

- Under Contracting Agency Alternatives, the Unit of Measure for Item No. 2 (Compost Berm) has been updated from TON to L.F. (linear feet).

Acknowledgement of receipt of Addendum No. 4

END OF ADDENDUM No. 4

Receipt of Addendum No. 4 must be acknowledged on page 7 of the "Proposal for Bidding Purposes" where indicated.

DATE OF BID OPENING: Monday, February 10, 2025, at 2:00 p.m.



Grace K. Kane, P.E.
County Engineer

Revised Bid Proposal No. 4

Proposal for Bidding Purposes

For the Construction of:

**SKAGIT COUNTY MARCH'S POINT
(WHITMARSH) LANDFILL PROJECT
#WM33-14-2**

SKAGIT COUNTY PUBLIC WORKS



ADDENDUM NO. 4

SKAGIT COUNTY
Public Works Department
1800 Continental Place
Mount Vernon, WA 98273

REVISED BID PROPOSAL NO. 4 PROPOSAL

March's Point (Whitmarsh) Landfill
#WM33-14-2

Skagit County, Washington
2025

All bid envelopes must be plainly marked on the outside, "**Sealed Bid, Skagit County March's Point (Whitmarsh) Landfill #WM33-14-2.**

Sealed Bids will be received at the following location before the specified time:

Bids may be hand delivered to: The Reception Desk of Skagit County Commissioners Office, located at 1800 Continental Place, Mount Vernon, WA.

Bids may be mailed to: Skagit County Commissioners
1800 Continental Place, Suite 100
Mount Vernon, Washington, 98273

The bid opening date for this project will be **Monday, February 10, 2025**. The bids will be publicly opened and read after **2:00 P.M.** on this date.

Bid Advertisement: Skagit Valley Herald – January 9 and January 16, 2025
Daily Journal of Commerce – January 9 and January 16, 2025

**ENTIRE PROPOSAL TO BE RETURNED AS YOUR BID PACKAGE
FAILURE TO SIGN OR COMPLETE ALL INFORMATION ON THE FORMS PROVIDED CAN
RESULT IN REJECTION OF THE PROPOSAL AS NON-RESPONSIVE**

REVISED BID PROPOSAL NO. 4

PROPOSAL

**BOARD OF SKAGIT COUNTY COMMISSIONERS
MOUNT VERNON, WASHINGTON 98273**

Attention:

This certifies that the undersigned has examined the locations of:

March's Point (Whitmarsh) Landfill #WM33-14-2

and that the plans, specifications, and contract governing the work embraced in this improvement, and the method by which payment will be made for said work is understood. The undersigned hereby proposes to undertake and complete the work embraced in this improvement, or as much thereof as can be completed with the money available in accordance with the said plans, specifications, and contract, and the following schedule of rates and prices:

Note: for work performed on this project the contractor should refer to Section 1-07.2(1) of the contract provisions and Department of Revenue Rule #171.

(Note: Unit prices for all items, all extensions, and total amount of bid shall be shown. All entries must be typed or entered in ink.)

Skagit County March's Point (Whitmarsh) Landfill

Item No.	Description	Spec	QTY	Unit of Measure	Unit Price	Total Price
1	MOBILIZATION	1-09.7	1.00	L.S.	\$ _____ . ____	\$ _____ . ____
2	MINOR CHANGES	1-04.4	1.00	EST.	\$25,000.00	\$25,000.00
3	LICENSED SURVEYING	1-05.4	1.00	EST.	\$40,000.00	\$40,000.00
4	RECORD DRAWINGS	SP 1.05.18	1.00	L.S.	\$ _____ . ____	\$ _____ . ____
5	SPCC PLAN	1-07.15(1)	1.00	L.S.	\$ _____ . ____	\$ _____ . ____
6	FIELD OFFICE BUILDING	8-34	1.00	L.S.	\$ _____ . ____	\$ _____ . ____

7	TEMPORARY CHAIN LINK FENCE	SP 8-12	2300.00	L.F.	\$ _____ .__	\$ _____ .__
8	SILT FENCE	8-01	500.00	L.F.	\$ _____ .__	\$ _____ .__
9	TURBIDITY CURTAIN	8-01	1600.00	L.F.	\$ _____ .__	\$ _____ .__
10	WATTLE	8-01	800.00	L.F.	\$ _____ .__	\$ _____ .__
11	EROSION/WATER POLLUTION CONTROL	8-01	1.00	EST.	\$110,000.00	\$110,000.00
12	COMPOST BERM (GROWSOURCE, BELLINGHAM, WA)	8-01	14000.00	L.F.	\$ _____ .__	\$ _____ .__
13	HIGH VISIBILITY FENCING	8-01	900.00	L.F.	\$ _____ .__	\$ _____ .__
14	STABILIZED CONSTRUCTION ENTRANCE	8-01	100.00	S.Y.	\$ _____ .__	\$ _____ .__
15	ESC LEAD	8-01	220.00	DAY	\$ _____ .__	\$ _____ .__
16	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	2-02	1.00	L.S.	\$ _____ .__	\$ _____ .__
17	TEMPORARY DEWATERING SYSTEM	8-01	1.00	L.S.	\$ _____ .__	\$ _____ .__
18	TEMPORARY DEWATERING SYSTEM OPERATION	8-01	156.00	DAY	\$ _____ .__	\$ _____ .__
19	EXISTING SAND EXCAVATION, SALVAGE, AND REUSE	2-13	14700.00	C.Y.	\$ _____ .__	\$ _____ .__
20	REFUSE EXCAVATION AND GRADING INCL. HAUL	2-13	52000.00	C.Y.	\$ _____ .__	\$ _____ .__

21	ADDITIONAL EARTHWORK	2-13	1.00	EST	\$80,000.00	\$80,000.00
22	GRAVEL BACKFILL FOR WALLS	2-13	3000.00	TON	\$ _____ . ____	\$ _____ . ____
23	BACKFILL FOR SAND DRAINS (GRANITE CONSTRUCTION, MT. VERNON, WA)	2-13	26000.00	TON	\$ _____ . ____	\$ _____ . ____
24	SELECT BORROW INCL. HAUL	2-13	41000.00	TON	\$ _____ . ____	\$ _____ . ____
25	COMMON BORROW INCL. HAUL	2-13	34000.00	TON	\$ _____ . ____	\$ _____ . ____
26	CRUSHED SURFACING TOP COURSE	2-13	1900.00	TON	\$ _____ . ____	\$ _____ . ____
27	TOPSOIL TYPE A (GROWSOURCE, BELLINGHAM, WA)	8-02.3(4)	62200.00	SY	\$ _____ . ____	\$ _____ . ____
28	BALLAST	2-13	1300.00	TON	\$ _____ . ____	\$ _____ . ____
29	GRAVEL BORROW INCL. HAUL	2-13	700.00	TON	\$ _____ . ____	\$ _____ . ____
30	OFFSITE DISPOSAL	SP 2-13	1.00	EST.	\$100,000.00	\$100,000.00
31	GEOSYNTHETIC CLAY LINER WITH LAMINATION (GCLL)	SP 2-12	57000.00	S.Y.	\$ _____ . ____	\$ _____ . ____
32	GEOSYNTHETIC CLAY LINER WITH LAMINATION (GCLL) ENHANCED	SP 2-12	17000.00	S.Y.	\$ _____ . ____	\$ _____ . ____
33	CONSTRUCTION GEOTEXTILE FOR PERMANENT EROSION CONTROL	2-12	160000.00	S.Y.	\$ _____ . ____	\$ _____ . ____

34	LANDFILL GAS VENT PIPING	SP 8-33	4030.00	L.F.	\$ _____ .__	\$ _____ .__
35	LANDFILL GAS VENT	SP 8-33	19.00	EACH	\$ _____ .__	\$ _____ .__
36	SEEDING AND FERTILIZING	8-02	13.00	ACRE	\$ _____ .__	\$ _____ .__
37	PLANTING (COMPOST FROM GROWSOURCE, BELLINGHAM, WA)	SP 8-02	1.00	L.S.	\$ _____ .__	\$ _____ .__
38	IRRIGATION SYSTEM	8-03	1.00	L.S.	\$ _____ .__	\$ _____ .__
39	COATED CHAIN LINK FENCE TYPE 3	8-12	4335.00	L.F.	\$ _____ .__	\$ _____ .__
40	DOUBLE 14 FT. COATED CHAIN LINK GATE	8-12	5.00	EACH	\$ _____ .__	\$ _____ .__
41	DOUBLE 20 FT. COATED CHAIN LINK GATE	8-12	2.00	EACH	\$ _____ .__	\$ _____ .__
42	COATED END, GATE, CORNER, AND PULL POST FOR CHAIN LINK FENCE	8-12	20.00	EACH	\$ _____ .__	\$ _____ .__
43	AFTERHOURS TEMPORARY DEWATERING SYSTEM OPERATION	SP 8-01	50.00	DAY	\$ _____ .__	\$ _____ .__
44	ADDITIONAL TANK MOBILIZATION	SP 8-01	4.00	L.S.	\$ _____ .__	\$ _____ .__
45	ADDITIONAL TANK OPERATION	SP 8-01	600.00	DAY	\$ _____ .__	\$ _____ .__

BID PROPOSAL SUMMARY

TOTAL BID AMOUNT	\$ _____ .__
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Contracting Agency Alternatives

1	TOPSOIL TYPE A (SUNLAND BARK AND TOPSOIL, ANACORTES, WA)	8-02.3(4)	62200.00	S.Y.	\$ _____ . ____	\$ _____ . ____
2	COMPOST BERM (SUNLAND BARK AND TOPSOIL, ANACORTES, WA)	2-13	14000.00	L.F.	\$ _____ . ____	\$ _____ . ____
3	BACKFILL FOR SAND DRAINS (MILES SAND AND GRAVEL, OAK HARBOR, WA)	2-13	26000.00	TON	\$ _____ . ____	\$ _____ . ____
4	PLANTING (COMPOST FROM SUNLAND BARK AND TOPSOIL, ANACORTES, WA)	SP 8-02	1.00	L.S.	\$ _____ . ____	\$ _____ . ____

PROPOSAL – Signature Page

The bidder is hereby advised that by signature of this proposal he/she is deemed to have acknowledged all requirements and signed all certificates contained herein.

The undersigned hereby agrees to pay labor not less than the prevailing rates of wages in accordance with the requirements of the special provisions for this project.

A proposal guaranty in an amount of five percent (5%) of the total bid based upon the approximate estimate of quantities at the above prices and in the form as indicated below is attached hereto:

- CASHIER’S CHECK In the amount of \$ _____ Dollars
- CERTIFIED CHECK In the amount of \$ _____ Dollars
(Payable to Skagit County)
- PROPOSAL BOND In the amount five percent (5%) of the total bid.

Receipt is hereby acknowledged of Addendum(s) No. (s) 1 , 2 , 3 , & 4

Signature of Authorized Official(s):

Proposal Must Be Signed →

PRINT NAME

Firm Name: _____

Address: _____

Telephone No.: _____

State of Washington Contractor’s License No. _____

UBI No. _____

Employment Security Department No. _____

Note:

- (1) This proposal form is not transferable, and any alteration of the firm’s name entered hereon without prior permission from the Skagit County will be cause for considering the proposal irregular and subsequent rejection of the bid.
- (2) Please refer to Section 1-02.6 of the Standard Specifications, “Preparation of Proposal”, or “Article 4” of the Instruction to Bidders for building construction jobs.

BID PROPOSAL MUST BE SIGNED.

**FAILURE TO SIGN OR COMPLETE ALL INFORMATION CAN RESULT
IN REJECTION OF THE PROPOSAL AS NON-RESPONSIVE.**

**SUBMIT THE
ENCLOSED PROPOSAL
BOND FORM WITH
YOUR PROPOSAL**

**USE OF OTHER FORMS
MAY SUBJECT YOUR
BID TO REJECTION**

PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we, _____

_____ of _____ as principal, and the _____ a corporation duly organized under the laws of the State of _____, and authorized to do business in the State of Washington, as surety, are held and firmly bound unto Skagit County in the full and penal sum of five (5) percent of the total amount of the bid proposal of said principal for the work hereinafter described for the payment of which, well and truly to be made, we bind our heirs, executors, administrators and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such, that whereas the principal herein is herewith submitting his or its sealed proposal for the following highway construction, to wit:

SKAGIT COUNTY March’s Point (Whitmarsh) Landfill #WM33-14-2

said bid and proposal, by reference thereto, being made a part hereof.

NOW THEREFORE, If the said proposal bid by said principal be accepted, and the contract be awarded to said principal, and if said principal shall duly make and enter into and execute said contract and shall furnish bond as required by Skagit County within a period of twenty (20) days from and after said award, exclusive of the day of such award, then this obligation shall be null and void, otherwise it shall remain and be in full force and effect.

IN TESTIMONY WHEREOF, The principal and surety have caused these presents to be signed and sealed this _____ day of _____, 2025.

(Principal)

(Surety)

(Attorney-in-fact)

Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

NOTICE TO ALL BIDDERS

To report rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (**January 6, 2025**), the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Bidder’s Business Name

Signature of Authorized Official*

Printed Name

Title

Date

City

State

Check One:

Sole Proprietorship Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:

If a co-partnership, give firm name under which business is transacted:

** If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

Local Agency Name
Local Agency Address

Local Agency Subcontractor List

Prepared in compliance with RCW 39.30.060 as amended

To Be Submitted with the Bid Proposal

Project Name _____

Failure to list subcontractors with whom the bidder, if awarded the contract, will directly subcontract for performance of the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical, as described in Chapter 19.28 RCW or naming more than one subcontractor to perform the same work will result in your bid being non-responsive and therefore void.

Subcontractor(s) with whom the bidder will directly subcontract that are proposed to perform the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

To the extent the Project includes one or more categories of work referenced in RCW 39.30.060, and no subcontractor is listed below to perform such work, the bidder certifies that the work will either (i) be performed by the bidder itself, or (ii) be performed by a lower tier subcontractor who will not contract directly with the bidder.

Subcontractor Name _____
 Work to be performed _____

Subcontractor Name _____
 Work to be performed _____

Subcontractor Name _____
 Work to be performed _____

Subcontractor Name _____
 Work to be performed _____

Subcontractor Name _____
 Work to be performed _____

* Bidder's are notified that it is the opinion of the enforcement agency that PVC or metal conduit, junction boxes, etc, are considered electrical equipment and therefore considered part of electrical work, even if the installation is for future use and no wiring or electrical current is connected during the project.



SKAGIT COUNTY

APPRENTICE UTILIZATION PLAN INSTRUCTIONS

RCW 39.04.300-320

REQUIREMENTS FOR PROJECT APPRENTICESHIP UTILIZATION PLAN

- An initial apprentice utilization plan must be submitted with the bid proposal, by the bid due date and time, on the form provided by the owner.
- The initial Apprentice Utilization Plan provides an estimate of all labor hours anticipated to be performed and plan for utilization of Washington State registered apprentices by the prime contractor and an/all subcontractors performing trade scopes on the project; and as known at the time of bid.
- Estimated subcontractors, scopes, hours, and listed percentages need to be reasonable within the scope and duration of project.
- The plan demonstrates that you, and the subcontractors, intend to meet the requirement or use **good faith efforts** to comply.
- An approved Plan is required prior to Notice to Proceed. An updated Plan is required upon any change to the originally approved plan (i.e. new subcontractor requests, Change Order Proposals, etc.).
- Non-signatory contractors/subcontractors are subject to the requirement.

INSTRUCTIONS:

- Include a listing of all subcontractors and their trades, regardless of if they will be using apprentices.
- Include an estimate from each subcontractor of how many hours they will perform on the project and how many of those hours will be performed by apprentices, as anticipated.
- List all state approved programs under which apprentices are enrolled or are going to enroll.
- Update the plan as the schedule changes, change orders are issued and/or new subcontractors are subcontracted, to verify that you can still meet the requirement through utilization.
- **Upload certified payroll** for every contractor, subcontractor, and hourly employee **weekly** into L&I's prevailing wage intents and affidavits portal.
- If, or as discovered, the prime or any subcontractor believes they cannot meet the apprenticeship utilization requirement a **good faith efforts approval process** must be started (see form attached)

Questions? Please contact:

Margo Gillaspy

margog@co.skagit.wa.us



SKAGIT COUNTY

Apprentice Utilization Good Faith Efforts Documentation RCW 39.04.300-320

Project: _____ Date: _____

Prime: _____

Prepared By (print name and title): _____

Requested apprentice utilization percentage (goal adjustment): _____

Contractor Statement

An adjustment to the apprentice utilization requirements for the above-named project is hereby requested. All contractors and subcontractors on the project understand the requirements, have performed the following documented good faith efforts, and have confirmed that the required apprentice utilization hours will not be able to be achieved for the **following rationale**. _____ (initial)

Rationale. Check all that apply.

- Demonstrated lack of availability of apprentices (regionally or by trade). [list trades]
- No Apprenticeship Program - State approved apprentice programs unavailable for the specific work type.
- Conflicting Federal Training Requirement.
- Apprentice to Journeymen Ratios and Lack of Available Hours - Not enough hours available on the job to accommodate the ratio, supervision, or work process required.
- Apprentice(s) Graduate During Project.
- Work Too Technical or Prescriptive Warranty Work - Warranty or specialty work requirements unable to accommodate apprentices.
- Disproportionately high ratio of material/product/equipment cost to labor.
- Funding requires federal, native American, or other employee training program that conflicts with Washington State apprentice utilization requirements.
- Other (see below): _____ (fill in)

Supporting documentation must be attached to substantiate the request. Check all that apply and attach.

- Emails, letters, or similar **communication with appropriate state apprenticeship program** confirming the assessment or denying apprentices or similar. Include, dates, time, responses, names, titles, and similar information.
- Manufacturer letter** or email statement of equipment, material, or product that substantiates the cost and/or the specialty nature of the item and the requirement for certified/specific installers or similar.
- Specification section**, funding requirement, or similar precluding or hindering state apprentice utilization requirements.
- Other: _____ (fill in)

Attach a revised Apprentice Utilization Plan showing where adjustments are requested.

Plan Reviewed by: _____
County Staff Name / Title Date

Apprentice Plan Approved: Yes No

**APPRENTICESHIP UTILIZATION GOOD FAITH EFFORT (GFE) & GOAL ADJUSTMENT
REQUEST: DOCUMENTATION AND PROCESSING GUIDANCE**

Must be submitted with an updated Apprenticeship Utilization Plan.

The Contractor, and trade subcontractors, must demonstrate that they have exercised “best efforts” to recruit apprentices and were still unable to meet the goal. ***One or more of the following*** rationales apply and are evidenced in this request.

GFE documentation must be submitted to Skagit County as soon as it is known that the apprenticeship requirement cannot be met. Waiting until completion or near completion of the project to submit information is not acceptable; time is of the essence.

Skagit County will review the Contractor’s good faith documentation to determine that:

1. The situation/s documented by the contractor represent a legitimate Good Faith Efforts, and
2. The shortfall in apprentice participation is attributable to the situation/s documented by the contractor in the GFE.

ACCEPTABLE GOOD FAITH EFFORTS

NO APPRENTICES AVAILABLE: The contractor **will document** their prior participation or contact with State-approved apprenticeship training program/s (such as a letter from the program/s or a copy of their current agreement with the program/s); their contacts with the apprenticeship program/s (such as copies of e-mails or letters requesting apprentices and the response from the program/s stating by letter or e-mail that no apprentices are available). On longer duration jobs it is expected the contractor document continued contact with the program/s as the project progresses.

NO APPRENTICESHIP PROGRAM: In situations where a **large portion of work** on a project is in an occupation without a State-approved apprenticeship program, the contractor must document the fact that there is no State-approved apprenticeship program, (such as a letter from L&I or the Washington State Apprentice Training Council, a printout of the programs on L&I’s website or documentation from approved training programs that apprentice training for that specific **occupation is not available**).

CONFLICTING FEDERAL TRAINING REQUIREMENT: Federal training requirements take precedence over the State apprenticeship requirement. The contractor must submit documentation demonstrating that Federal requirements are solely responsible for the relief being sought.

APPRENTICE TO JOURNEYMEN RATIOS AND LACK OF AVAILABLE HOURS: A contractor can document the ratio of journey level to apprentice worker limitations, hours in the job, and total crew size on the project makes it impossible to meet apprenticeship requirements. The contractor must submit documentation of their workforce by each occupation that can be apprenticed, total crew size, supervision level required and the number of apprentices that could be utilized on the project in order to demonstrate that the requirement cannot be met.

APPRENTICE/S GRADUATE DURING PROJECT: If an apprentice graduates during a project, a Contractor can submit documentation from the apprentice program and evidence of change in worker status. Estimated hours on the project would not change overall only the apprentice utilization percentage.

WORK TOO TECHNICAL OR PRESCRIPTIVE WARRANTY WORK: Work performed used on the project is too critical or technical to be performed by apprentices, even when working under the supervision of a journey level worker. In these circumstances, the contractor must document the critical or technical aspect of the work or equipment by demonstrating how rare/uncommon it is, how few employees are sufficiently skilled to perform or operate the work/equipment, any special training needed to do so, and

why it would not be reasonable to provide an apprentice the required training. **The contractor must also document the portion of the total project hours involved performing this work or operating equipment.** Any further documentation of concurrence from an approved apprenticeship program could supplement a waiver request. Further, if work by an apprentice will compromise or void the warranty provided by a manufacturer or surety, a contractor should provide a letter or communication from the 3rd party responsible for warranty or underwriting.

☐ **ADDED OR DELETED APPRENTICE WORK:** If the Owner has made a significant change to the contract that alters the contractor's plan for achieving the apprenticeship requirement, the contractor is encouraged to make reasonable attempts to meet the requirement a different way. The contractor should document the change in total labor hours based on the change to the contract by occupation and demonstrate the effect on apprentice hiring needs as compared to the original utilization plan and efforts made to acquire the additional apprentices.

☐ **APPRENTICE WORK CONDITION ISSUES:** If for any reason the contractor has a difficult time finding apprentices that will work on their project due to specific issues (night work, short shifts, irregular work) or an apprentice quits (drops out of program completely or finds a different opportunity) a time lag in getting a new apprentice on site may be a legitimate GFE reason. The contractor will document the date the apprentice began work, the duration of their work, when they quit, when the contractor called the apprentice program or began hiring a new apprentice and when the replacement apprentice arrived at the job site.

☐ **SMALL OR ESTABLISHED WORKFORCE:** It is not the intent of apprentice utilization requirements for contractor(s) to have to lay off journeymen or recently graduated apprentices to hire apprentices. In a small or established workforce with little turnover, apprentice opportunities may not exist. This can be a legitimate GFE reason if the contractor can demonstrate that when hiring opportunities do occur, they hire apprentices in State-approved training programs. The contractor must submit evidence showing the individuals on the crew for the project, their duration of employment, if they were hired as apprentices, and whether or not they graduated from a State-approved program. The contractor should also submit a list of recent hires companywide and whether or not they are/were apprentices in a State-approved apprenticeship program.

☐ **CLASSROOM TRAINING:** Apprentices must complete a certain amount of classroom training each year. Depending on the program, training could last up to two months. The training could be one continuous period or spread out. If an apprentice must leave the project to attend classroom training, the Owner may consider a reduction in apprentice utilization hours. The contractor must document the number of hours missed by the apprentice due to classroom training. (This is not the number of classroom training hours, but the number of hours they would have been on the job had they not been in classroom training.) Documentation by the instructor or program administrator and its classroom duration/timing is also required.

☐ **WORK TOO DANGEROUS:** *Generally, no work should be too dangerous for apprentices.* If a contractor can demonstrate that work occurs in an area where an apprentice could not be supervised, it may qualify as a GFE. The situation must be documented appropriately with communication from the Apprentice Program, pictures, and other safety considerations.

NOT A GOOD FAITH EFFORT:

CONTRACTOR CANNOT GET THEIR OWN APPRENTICESHIP PROGRAM APPROVED: A contractor cannot get their own apprenticeship program approved by the State in time to meet the contract requirements.

If the estimated total apprentice utilization percentage is under 15%, **good faith efforts must be made. Use separate form to document. A revised Apprentice Utilization Plan is to be attached to every good faith effort AUR adjustment request.*

- The owner reserves the right to request additional documentation or information to verify subcontractors, scope, trade, and/or hours of work.
- Those projects that do not meet the apprentice utilization goal (approved goal adjustments meet the goal) shall have a disincentive applied to the contractor, as outlined in the contract documents.

Reviewed By:

Agency Staff Name/Title

Date

Apprentice Plan Approved: Yes No