



Original (due prior to contract execution)	Revised
1. The Contractor shall be responsible for obtaining all necessary permits and approvals for the construction work.	1. The Contractor shall be responsible for obtaining all necessary permits and approvals for the construction work, including but not limited to building permits, environmental permits, and zoning approvals.
2. The Contractor shall maintain accurate records of all construction activities and materials used.	2. The Contractor shall maintain accurate records of all construction activities and materials used, including but not limited to labor hours, material quantities, and equipment usage.
3. The Contractor shall ensure that all construction work is completed within the specified timeline.	3. The Contractor shall ensure that all construction work is completed within the specified timeline, with the exception of delays caused by unforeseen circumstances beyond the Contractor's control.
4. The Contractor shall provide regular progress reports to the Owner.	4. The Contractor shall provide regular progress reports to the Owner, including but not limited to weekly status reports and monthly progress summaries.
5. The Contractor shall be responsible for obtaining all necessary insurance coverage.	5. The Contractor shall be responsible for obtaining all necessary insurance coverage, including but not limited to general liability, workers' compensation, and professional liability.
6. The Contractor shall ensure that all construction work is performed in accordance with the applicable building codes and standards.	6. The Contractor shall ensure that all construction work is performed in accordance with the applicable building codes and standards, including but not limited to local, state, and federal regulations.
7. The Contractor shall be responsible for obtaining all necessary permits and approvals for the construction work.	7. The Contractor shall be responsible for obtaining all necessary permits and approvals for the construction work, including but not limited to building permits, environmental permits, and zoning approvals.
8. The Contractor shall maintain accurate records of all construction activities and materials used.	8. The Contractor shall maintain accurate records of all construction activities and materials used, including but not limited to labor hours, material quantities, and equipment usage.
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10. The Contractor shall provide regular progress reports to the Owner.	10. The Contractor shall provide regular progress reports to the Owner, including but not limited to weekly status reports and monthly progress summaries.
11. The Contractor shall be responsible for obtaining all necessary insurance coverage.	11. The Contractor shall be responsible for obtaining all necessary insurance coverage, including but not limited to general liability, workers' compensation, and professional liability.
12. The Contractor shall ensure that all construction work is performed in accordance with the applicable building codes and standards.	12. The Contractor shall ensure that all construction work is performed in accordance with the applicable building codes and standards, including but not limited to local, state, and federal regulations.

Reviewed by: _____ Date: _____ Approved _____ Rejected _____
Version Date: 07/01/2024

INSTRUCTIONS FOR PROJECT APPRENTICE UTILIZATION PLAN

Version Date: July 1, 2024

REQUIREMENTS FOR PROJECT APPRENTICESHIP UTILIZATION PLAN

- An initial apprentice utilization plan must be submitted on the form provided by the Port.
- The initial Apprentice Utilization Plan provides an estimate of all labor hours anticipated to be performed and plan for utilization of 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.
- The plan shall be revised as more information becomes available or changes are experienced in such things as scopes, subcontracting, apprentice availability, or the project schedule.
- Non-signatory contractors/subcontractors are subject to the requirement.

INSTRUCTIONS:

- Include a listing of all subcontractors and their trades, regardless 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.

Questions? Please contact your Port Project Manager