



Apprentice Utilization Plan - Instructions

The Apprentice Utilization Plan (AUP) is to be completed by the prime Contractor. The Plan shall be submitted to the Port of Seattle. Please submit this Excel workbook as a Submittal.

Instructions:

Please enter information on the anticipated trades, hours, and workers for the project on the "Data Entry" tab. All Contractors, Subcontractors, and Suppliers required to pay Prevailing Wages shall be included. Click the "Update Summary" button at the top when you have entered or updated your plan information. The "Plan Summary" tab will aggregate the information you have entered and show the planned utilization by craft and the overall project. Do not edit any information directly on the "Plan Summary" tab. Then enter your answers to the questions on the "Narrative" tab about your existing union agreements (if any) and planned strategies to reach the apprenticeship goals.

Per section 01 32 45 Apprenticeship Program, the following Apprentice goals apply:

- * Apprentice utilization goal: at least 15% of total labor hours, on the project overall, are performed by Registered Apprentices
- * Apprentice inclusion goals: at least 15% of Apprentice hours by people of color
- * Apprentice inclusion goal: at least 10% of Apprentice hours by women

Compliance with apprentice goals-will be monitored via your Electronic Payroll (EPI), which shall be submitted via CDS at least monthly.

More information about Registered Apprenticeship in WA: <https://lni.wa.gov/Licensing-Permits/Apprenticeship/offer-a-registered-apprenticeship>

More information on Apprenticeship Preparation Programs: <https://lni.wa.gov/Licensing-Permits/Apprenticeship/Apprenticeship-Preparation>

CMS portal: <https://docmgt.portseattle.org/>

CDS portal: <https://hosting.portseattle.org/cds/>



Apprentice Utilization Plan - Data Entry

***Applies to Contractor, Subcontractor(s) and Supplier(s) required to pay Prevailing Wages**

Contract #:	Prime:
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Prime:

Contract Name: _____

PLA? No

PLA? NO

[illegible]



Apprentice Utilization Plan - Summary

Contract #: _____ Prime: _____

Contract Name: _____ PLA? NO _____

	Sum of # Workers - Peak	Sum of # Workers - Average	Sum of Total Labor Hours	Sum of Apprentice Hours	Sum of # Apprentice s	Apprentice Utilization %
Craft						
(blank)						#DIV/0!
Grand Total						#DIV/0!



Apprentice Utilization Plan - Narrative

Contract #: _____ Prime: _____

Contract Name: _____ PLA? No

Please provide a narrative describing how apprenticeship goals on this project will be met. Include specific actions that will be taken to meet inclusion goals for the overall project.

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