





King County

## INSTRUCTIONS FOR FILING APPRENTICE UTILIZATION PLAN

The **Apprentice Utilization Plan (AUP)** is to be completed by the Contractor, and submitted to the Business Development and Contract Compliance Division upon request, or following Notice of Selection, but no later than five (5) working days prior to the **Pre-Construction Conference**. The AUP must be approved by the Business Development and Contract Compliance Division before the Notice to Proceed is issued. The Plan must be consistent with the draft Construction Schedule. The Contractor must provide all information requested on the AUP form. Failure to comply May be considered a material breach of contract.

### Definitions:

Trade/Craft	The given trade or craft expected to be utilized by the Contractor or its Sub-contractors throughout the duration of the project.
Labor Hours	The estimated total number of labor hours required in each trade or craft on the project.
Number of Apprentices	The estimated total number of apprentices in each trade or craft that is required for the project.
Apprenticeship Hours	The estimated total number of hours to be worked by apprentices in each craft or trade that is required for the project.
Apprentice Percentage	For each craft or trade, apprentice hours divided by labor hours, multiplied by one hundred (100), rounded to two(2) decimal places. For example: If apprentice hours equals 80 for a craft or trade and labors hours equal 520 for the same craft or trade, apprentice percentage for that craft or trade is $(80/520) \times 100 = 15.38$ percent.
Work Start Date	The approximate date Bidder/Contractor expects to start work on the project.
Totals	The sum of each craft or trade in each <b>Column</b> .
Apprenticeship Participation Requirement	The Labor Hours Percentage established for the Contract.
Project Start Date	Date of <b>Notice to Proceed</b> .