

## PROJECT WORKFORCE UTILIZATION CHECKLIST

*“A contractor or subcontractor employing a worker as defined in NRS338.040...shall use one or more apprentices for at least 10% of the total work hours on vertical construction and 3% of the total hours for horizontal construction of the total hours of labor worked for each apprenticed craft or type of work to be performed on the public work when more than three employees of each craft are employed at the site of work.”*

1. As part of the bid submission package, a prime/bidder must upload a completed **Project Workforce Utilization Checklist**, attached herein as page 2, into TMWA’s Electronic Bidding System (NGEM) on the Response Attachments tab.
2. By 5:00 pm the next business day following bid-opening, the apparent 3 lowest bidders must also submit a completed **Project Workforce Utilization Checklist** for all named (used) subcontractors. This form must be submitted via email to the contract administrator identified on the Event Details tab in NGEM, or delivered directly to **TMWA at 1355 Capital Blvd, Reno, NV 89502 Attn: Purchasing and Contracts**.
3. Within 10 business days of bid-opening, the apparent low bidder must submit a **Request for Waiver** form, (if applicable) provided by TMWA on the Attachments tab in NGEM, for the prime/bidder and all named (used) subcontractors. All supporting documentation for waiver(s), must be submitted with the Request for Waiver form. The Request for Waiver form and supporting documentation may be sent via email to the contract administrator identified on the Event Details tab in NGEM, or delivered directly to **TMWA at 1355 Capital Blvd, Reno, NV 89502 Attn: Purchasing and Contracts**.

A request for waiver (for cause) can be submitted if:

- a. There are no Apprentices available from an Apprenticeship Program as recognized by the Nevada State Apprenticeship Council within the jurisdiction where the public work is to be completed;
  - b. The project requires the performance of uniquely complex or hazardous work that require skill and expertise of a greater percentage of journeymen; or
  - c. A request for Apprentices from a Registered Apprenticeship Program was denied, or not approved within 5 business days of submission.
4. It is incumbent upon the prime/bidder to determine the status of any and all apprenticeship programs within the jurisdictional area of the work being performed.

## INSTRUCTIONS TO COMPLETE ATTACHED FORM

1. Mark “Yes” or “No” for each craft identified on the attached form that will require more than 3 employees that are employed by each employer from that craft to perform work on the noted project. **All crafts must be marked either “Yes” or “No”, even if that craft is not utilized on the noted project.**
2. Mark “Yes” or “No” for each craft identified on the attached form to indicate if an apprenticeship **Request for Waiver** form will be needed. Refer to item 3 above for instructions regarding the submission of this form.
  - a. Submit a separate Request for Waiver form for each craft identified in which a waiver is needed, identifying the reason the waiver is needed as well as all documentation/evidence needed to support the Request for Waiver.
  - b. The **Request for Waiver** Form must be submitted even for crafts that do not have an Apprenticeship Program as recognized by the Nevada State Apprenticeship Council within the jurisdiction where the public work is to be completed, if more than 3 employees are anticipated to be utilized from that craft on the noted project. Per the Labor Commissioner’s Advisory Opinion issued on January 28, 2020 – this requirement will be waived for the Truck Driver classification based on the fact that there are currently no Registered Apprenticeship Programs for Truck Drivers.

***Failure to submit the Project Workforce Utilization Checklist form(s), Request for Waiver(s) (if applicable) and supporting documentation described above, within the required time, may deem the bid non-responsive. TMWA reserves the right to accept or reject any Request for Waiver form and to submit the same to the Labor Commissioner in its sole and absolute discretion.***

# TRUCKEE MEADOWS WATER AUTHORITY

## Project Workforce Utilization Checklist

For Compliance with the Nevada Apprenticeship Utilization Act, 2019

PWP No.: \_\_\_\_\_ Contractor/Subcontractor: \_\_\_\_\_

Craft/Trade	More than 3 Employees Anticipated?	Waiver Needed?	Craft/Trade	More than 3 Employees Anticipated?	Waiver Needed?
Air Balance Technician	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Mechanical Insulator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Alarm Installer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Millwright	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Boilermaker	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Operating Engineer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Bricklayer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Operating Eng. Steel Fabricator/Erector	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Carpenter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Operating Eng. – Piledriver	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cement Mason	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Painter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrician – Communication Tech.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Piledriver (non-equip)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrician – Line	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Plaster	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrician – Neon Sign	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Plumber/Pipefitter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrician – Wireman	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Refrigeration	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Elevator Constructor	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Roofer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fence Erector	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sheet Metal Worker	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Flag Person	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Soil Tester (certified)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Floor Coverer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Soils & Material Tester	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Glazier	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sprinkler Fitter	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Highway Stripper	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Surveyor (non-licensed)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
HOD Carrier – brick mason/plasterer tender	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Taper	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Iron Worker	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Tile/Terrazzo Worker/Marble Mason	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Laborer	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Traffic Barrier Erector	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Lubrication and Service Engineer (mobile & grease rack)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Trucker Driver	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
			Well Driller	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

I affirm I am fully authorized to sign on behalf of the contractor/subcontractor listed above, and that the information provided is true and correct to the best of my knowledge. Additionally, I acknowledge any changes to the anticipated workforce, which may have an impact on compliance with the Nevada Apprenticeship Utilization Act, 2019, will require the submittal of a revised form within five (5) calendar days of the change.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_