



HQ Local Programs

Apprentices

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Date: 7/8/2024

**HQ LP Project Development
HQ Local Programs**

Purpose

This bulletin will provide interim guidance on implementation of apprenticeship requirements for Local Agency Projects.

Background

In the 2023 Legislative Session, RCW 39.04 was revised to include apprenticeship requirements for public works contracts awarded by a municipality. Effective July 1, 2024, municipalities must include apprenticeship requirements in their public works contracts for projects estimated to cost over \$2,000,000. Since 2005, The Washington State Department of Transportation (WSDOT) has been required, by law, to include apprenticeships in all projects exceeding 2 million dollars; however, the requirements for WSDOT are different than the requirements that are going into effect for municipalities.

Agency	% of Labor Hours	Monetary incentive for the meeting goal	Penalty for not meeting the goal.
WSDOT	15%	None	Sanctions affecting Prequalification
Municipalities	15%	Bid Item Required	Bid Item Required

Guidance

At this time, FHWA has not approved the use of an apprentice incentive and penalty to use for projects that have FHWA funding. Local Programs is seeking written guidance for Agencies to include in their documentation showing that the apprenticeship program will not be allowed. This bulletin will be updated when we get additional information from FHWA.

Apprenticeship Programs may be allowed for other federal funding sources. Contact your funding partner (FRA, FAA, or other) to determine if the new state law is compatible with their funding.

For projects with State or Local funding only, RCW 39.04 applies. Agencies will need to have apprenticeship specifications and forms included in their contract documents. The APWA specification team has worked closely with Municipal Research and Services Center and the State Department of Labor and Industries to provide a general special provision that complies with RCW 39.04. The GSP is available for download at [WSDOT Local Programs General Special Provision Page](#).



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Resources

[MRSC - Public Works Contracts](#)

424-004 Apprentice Utilization Plan- [Electronic forms | WSDOT \(wa.gov\)](#)

1-07.9(3) Apprentices GSP - [Local Agency General Special Provisions \(GSPs\) | WSDOT \(wa.gov\)](#)

Implementation Plan

Beginning July 1, 2024, Municipalities that advertise projects with State or Local funding will be required to include apprenticeship requirements in their special provisions.

Agencies that have already advertised state or locally funded project that have not included apprentice specifications and forms will need to issue an addendum or change order to be in compliance with the new State law.

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