

1-3 OJT Goal Setting (RCRO)



Details

Responsible Parties

- CDOT Region Civil Rights Office (RCRO)

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Procedure Objective

The purpose of this document is to assist the RCRO to set OJT contract goals on FHWA-funded construction contracts.

System Procedures

Information gathering for project goal analysis:

1. Once the CDOT Design Project Engineer/Project Manager (PE/PM) has provided the requested information (as outlined in process guide 1-1), the RCRO will begin to analyze the project information in order to determine an OJT contract goal.
2. The next step in the process is for the RCRO to look at the following submitted information:
 - a) The most final engineer's estimate
 - b) FM Budget to Actuals report of budget funding (ZF70 in SAP)
 - c) The CRO Construction Goal Setting Form. If this form is not being utilized, the following information shall be collected by the PE/PM for analysis:
 - i) Advertisement date
 - ii) Estimated construction dates (beginning and end)
 - iii) Number of working days, if applicable
 - iv) Brief description of the project
 - v) List anything that may impact the DBE/OJT goal (i.e., location, specialized work, emergency project status, etc.)
 - vi) Provide the funding type(s)(as well as provide the FM Budget to Actuals report).

For example: All State Funded, or Federal Funds (and list the type(s)): ARPA, FTA, and/or FHWA)

OJT Goal Analysis:

3. Evaluate the type of funding -- is there FHWA federal funding associated with the construction component? If there is FHWA funding only for the design contract, and zero FHWA funding for the construction contract, then there should not be an OJT goal assigned to the construction contract. The most effective way to identify the type of funding is through the use of ZF70 in SAP as provided by the design PE/PM. There are many different caveats as it relates to funding types.
 - a. 100% state funded projects -- no OJT goal and no (OJT) project special provision and standard special provision included in the specification package
 - b. FTA funded projects -- no OJT goal and no (OJT) project special provision and standard special provision included in the subrecipient specification package
 - c. Local agency projects should be evaluated for an OJT goal if there is federal funding through FHWA. If there is any type of federal funding through FHWA, the (OJT) project special provision (to include the contract OJT goal) and standard special provision shall be included.
 - d. ARPA funded projects -- no OJT goal and no (OJT) project special provision and standard special provision included in the subrecipient specification package if this is the only type of federal funding.
 - e. FHWA funding -- if there is **any** FHWA funding included in the construction contract, the project **must** be analyzed for an OJT goal, and the (OJT) project special provision (to include the contract OJT goal) and standard special provision shall be included, even if it is determined that the OJT contract goal is 0 hours.
4. Review the engineer's estimate to evaluate the scope of work for the project. Identify the likely scope of work that the Prime Contractor would perform for the project.
5. Review the engineer's estimate to determine the total contract value applicable to OJT goal setting. Goal setters shall total the force account items (included in the list of biddable items.) They would then subtract the total of the force account items from the category total. That figure should then be added to the other category totals that include biddable items. Non-biddable items will not be included in the total contract value applicable to OJT goal setting.

6. Review the following information when setting the OJT goal:

- a. Duration of the contract -- this information can be found in the Civil Rights Office (CRO) Construction Goal Setting Form or email (if the form is not utilized) from the Design PE/PM
- b. Dollar value of the contract
- c. Geographic location -- this information can be found in the CRO Construction Goal Setting Form/email from design PE
- d. Type of work -- this information can be found in the CRO Construction Goal Setting Form/email from design PE
- e. The need for journey-level workers in the area -- the entire nation needs journey-level workers not only to help train those with less knowledge, but they also need journey-level workers as those are the people with institutional knowledge of how to physically build structures.
- f. Recognition of the state's goal-- Colorado's goal is 55,000 hours of OJT participation.
- g. A satisfactory ratio of trainees to journeymen expected to be in the workforce for the project -- keep in mind that the CDOT PAC-UP ratio is 1-1. Other training programs will likely have different requirements. As the goal is set, the important factor is the realization that every program should have a mandatory ratio that must not be exceeded.

7. Using this chart as a fundamental basis for the total training hours to be required on a project is an important first step in the required analysis. However, it is also essential to factor in the criteria in step six (of this process guide) as listed above. The total number of required hours as listed in the chart may change with additional knowledge of specific considerations. For example, there are circumstances that might warrant changed amounts: a shorter project timeline, remote geographic areas, specialized scope of work, lack of trainees in a specific area, or abundant equipment operation, long construction periods, etc.

Contract Dollar Value	Training Hours to Be Provided on the Contract
Up to \$1M	0
>\$1M - \$2M	320
>\$2M - \$4M	640
>\$4M - \$6M	1280
>\$6M - \$8M	1600
>\$8M - \$12M	1920
>\$12M - \$16M	2240
>\$16M - \$20M	2560
Each \$5M increment thereafter	1280

8. The final step in this process is to have the RCRO fill out the Civil Rights Construction Goal

Setting Form, if used. If the form is not used, the RCRO shall email the established OJT contract goal to the Design PE/PM.

9. The RCRO has successfully set an OJT contract goal.