**NJDOT – Local Aid**

**Request for Trainees**

Instructions: LPA Consultant to complete Trainee/Apprentice Classifications on pages 2 and 3 and submit to the Local Aid PM for submittal to NJDOT Civil Rights

**To:** Office of Civil Rights - Contract Compliance

[DOT.CRContCompl@dot.nj.gov](mailto:DOT.CRContCompl@dot.nj.gov) & [Cheryl.taliaferro@dot.nj.gov](mailto:Cheryl.taliaferro@dot.nj.gov)

**From:** Local Aid Project Manager (Insert Name, E-Mail, & Phone Number)

**Date:**Click or tap to enter a date.

**Subject:** **Request for Training Requirements (Trainees)**

Project Name/Route: (Insert project name)

Municipality & County Click or tap here to enter text.

Federal Project Number: Click or tap here to enter text.

NJDOT Job Number: Click or tap here to enter text.(Insert PE job number)

LPA Designer Name and Contact Information:

Attached is the Final Design Engineer’s Estimate and construction schedule. The Estimate should be considered confidential and should only be made available to Department personnel on a need-to-know basis. Based on the following criteria, we are asking that you provide us with the number of Trainees and Hours for the above referenced Project.

Type of Work: (Description from Key Sheet)

Length of Project: Click or tap here to enter text.(in miles)

Estimated Duration: xxx Working Days (Start of Construction to Substantial Completion)

Estimated Cost: $ 0,000,000.00 (Final Design Engineer’s Estimate)

The work to be performed on this Project consists of the following:

(Insert applicable Type from attached Project Work Codes Sheet)

Attached is the *Trainee Apprentice* *Classifications* and the total days of work for each Classification.

**Division of Civil Rights**

The number of training positions will be , where feasible, consisting of at least APPRENTICES

and TRAINEES. TRAINEE HOURS = \_\_\_\_\_\_\_\_\_\_\_\_

By: Date: \_\_\_\_\_\_\_\_\_\_\_\_

Division of Civil Rights & Affirmative Action

Return to: NJDOT Local Aid Project Manager *(Insert Name) and email address*

Project Name: (Insert project name & Federal Project Number)

LPA Consultant- Firm and contact name

**Trainee/Apprentice Classifications**



Project Name: (Insert project name & Federal Project Number)

**Trainee/Apprentice Classifications**



**Note:** The Designer may add operations and classifications as appropriate for the particular project.

\* Based on the type of work performed on the project, the Designer shall determine the total number of people needed for each appropriate classification within the operation(s) and insert in “Number of People” column.

\*\* The Designer shall determine the number of working days needed for each classification within the needed operation(s) and insert in the “Total Days of Work” column.

**Project Work Codes**

## Use to provide Project Work Code

## Example: **1GPS** = New Construction with Grading, Paving and Structures

|  |  |
| --- | --- |
| **CODE** | **TYPE** |
| 1 | Construction |
| 2 | Reconstruction |
| 3 | Widening & Resurfacing |
| 4 | Resurfacing |
| 5 | Bridge Repair |
| 5 | Intersection Improvements |
| 6 | Safety & Traffic Control |
| 7 | Miscellaneous |
| 8 | Unique |
| 9 | Railroad |
|  |  |
| C | Paving, Concrete |
| P | Paving, Bituminous |
| D | Drainage |
| F | Fencing |
| G | Grading |
| S | Structures |
| V | Viaduct |
| BC | Barrier Curb |
| CH | Channelization |
| DE | Demolition |
| DL | Dualization |
| JH | Jughandle |
| LT | Lighting |
| PB | Pedestrian Bridge |
| RC | Ramp Connection |
| SI | Signs (Note: SIS = Sign & Sign Support Structure) |
| BGR | Guide Rail |
| BKW | Bikeway |
| BUS | Bus Shelter Stop |
| CIR | Traffic Circle (Used only for Reconstruction) |
| ISL | Island Connection |
| LND | Landscape |
| PLN | Planting |
| PPT | Pavement Painting |
| SGL | Traffic Signals |
| SPT | Structure Painting |
| STA | Station (Used for Railroad Stations) |
| TWS | Truck Weigh Station |