1.0 Policy
The WSIP Project Labor Agreement (PLA) is required for each WSIP Construction Contract with an Engineer's Estimate equal to or greater than $ Five (5) million.

This CM Procedure applies to all personnel working on the Water System Improvement Program (WSIP) to the extent that their Work is affected by these WSIP Construction Management (CM) Procedures and does not conflict with specific San Francisco Public Utilities Commission (SFPUC) Policies or the contract under which the Work is executed.

2.0 Description
This CM Procedure specifies the requirements for executing the WSIP Project Labor Agreement ("PLA"). The purpose of the PLA is to promote efficiency of construction of the WSIP ("the Project") by facilitating communication, education and partnerships among the SFPUC, Craft Unions, Contractors, and contract-enforcement agencies to identify and resolve issues, to enhance understanding and compliance with the labor-related policies and regulations, and to provide for peaceful settlement of labor disputes and grievances without strikes or lockouts, thereby promoting the public interest in assuring the timely and economical completion of the Project.

3.0 Definitions
3.1 WSIP Project Labor Agreement – Letter of Assent
The Contractor and all Subcontractors, regardless of tier, must sign an Letter of Assent to the PLA to be awarded the WSIP Project Contract. This letter binds the Contractor and all Subcontractors to the terms, including amendments and supplements (if any), of the PLA. It does not bind any Contractor to a union agreement.
3.2 **Project Labor Agreement (“PLA”)**

The PLA provides the framework and guidelines for the SFPUC, the Contractor, all Subcontractors, the applicable craft unions, and the contract-enforcement agencies to identify and resolve issues and provide peaceful settlement of labor disputes and grievances without strikes or lockouts.

3.2.1 The PLA defines the requirements for bidding including, but not limited to, application of California prevailing wages, fringe benefit payments, rest periods, substance abuse testing, trucking and attendance at the Pre-Job Conference.

3.3 **Pre-Job Conference**

The Pre-Job Conference is mandatory for the successful Contractor and all Subcontractors, the SFPUC Project and Program Construction Managers, and the affected Building & Construction Trades Council.

3.3 Scheduled prior to the Notice-to-Proceed (NTP), the purpose of the meeting is for the Contractor and Subcontractors to inform interested construction unions of project particulars including work hours, safety & health, parking, peak craft workforce and jurisdictional assignment of respective scopes of work. Substance abuse testing and local area employment considerations are also covered in the Pre-Job Meetings.

3.4 **Project Labor Plan**

Contractors will be required to prepare a Project-Specific Labor Plan addressing local workforce participation, recruitment and retention of apprentices, craft manpower requirements, and contingency plans to alleviate any craft shortages that might be experienced during construction.

3.4.1 The Project Labor Plan identifies the responsible person to address and resolve the identified issues, as well as any grievances that might arise. The plans are reviewed by the PLA Administrator and Project CM and approved by the Regional Project Manager.

3.5 **Local Area Employment**

Under the PLA, consideration is given to local area workers seeking employment. Special emphasis is placed on enrolling local area residents in apprenticeship programs and providing employment opportunities on WSIP projects.

3.5.1 The Program Controls and Support Bureau (PCSB) is responsible for providing program estimates for construction workforce demands, updated annually. This information is forwarded to the PLA Administrator, who will be responsible for working with the
prime contractor and subcontractors and the affected unions to identify opportunities for local area hiring. The PLA Administrator will inform the Project and Program Construction Managers of the progress of the Local Area Hiring Plan. Project Managers and/or Construction Managers might be required to participate in discussions with Contractors to the extent deemed necessary by the PLA Administrator.

3.6 **Substance Abuse Testing**

Under the PLA, all new hires are required to pass a substance abuse test and be cleared for work. The Contractor is required to work with a pre-qualified third party administrator to implement this requirement. The PLA Administrator coordinates this program.

4.0 **Responsibilities**

4.1 **Regional Project Manager (Regional PM)**

The Regional PM, with assistance of the RCM, manages the coordination of all construction projects within his/her assigned region; manages and administers the construction management contracts in that region; and, reports to the Deputy Director of Construction throughout the project’s Construction and Close-Out Phases.

4.2 **Project Construction Manager (Project CM)**

The Project CM manages and administers the project construction contracts; implements quality plans to assure all construction work is completed in conformance to the Contract Documents; implements environmental compliance requirements and procedures; manages schedules, costs, and change orders; assists with Public Outreach efforts; and, maintains all construction documentation and records.

4.2.1 The Project CM serves as prime point of contact between the Contractor and the SFPUC and external stakeholders. Supervises and directs the performance of the project CM team and ensures conformance to established policies and procedures for management of the project. The Project CM reports to the Regional Construction Manager (RCM).

4.3 **Project Labor Agreement (PLA) Administrator**

The PLA Administrator is responsible for managing the implementation of and compliance with the Project Labor Agreement on behalf of the SFPUC. The PLA Administrator provides support to Contractors and to signatory Unions in the PLA implementation on the specific project.
5.0 Implementation

5.1 Contract Preparation
The PLA Administrator ensures that the WSIP Project Labor Agreement
and Letter of Assent are included in Contract Documents for WSIP
Projects with an Engineer’s Estimate equal to or greater than $5 million.

5.2 Requirements Briefing
The PLA Administrator briefs the Regional PM and Project CM on the
merits and requirements of the PLA and how they relate to the specific
region and project.

5.3 Meeting Participations
The PLA Administrator participates in Pre-Bid and Pre-Construction
Meeting to explain the PLA requirements to the Contractors and
Subcontractors, chairs the Pre-Job Conferences, and participates in
arbitration and mediation processes.

5.4 Pre-Job Conference
The PLA Administrator organizes and facilitates the Pre-Job Conferences
in which the PLA requirements are reviewed and work scopes are
assigned to respective crafts, which includes:

5.4.1 Substance Abuse Testing: Information on substance abuse testing
for general notification and pre-construction meetings to discuss
any issues that might arise prior to implementation on the project.

5.4.2 Craft Assignments: If disagreement with one or more craft
assignments occur; the Union and/or Unions are required to file a
written appeal with the Contractor and the PLA Administrator, which
is then adjudicated as prescribed in the PLA.

5.5 PLA Administration
The PLA Administrator coordinates the grievance procedure on jurisdiction
claims and other disputes, as prescribed in the PLA.

5.6 Employment Programs
The PLA Administrator coordinates local area employment programs as
provided for in the PLA:

5.6.1 Works with Program Control and Support Bureau to develop
craft workforce demand to support the project;

5.6.2 Works with the Project CM, RPM, Prime Contractor and
Subcontractors and the affected unions to identify opportunities
for local area hiring;

5.6.3 Reports on local area employment program status at weekly
progress meetings.
5.7 **Substance Abuse Testing**

The PLA Administrator coordinates substance abuse testing:

5.7.1 Contractor works with a pre-qualified third party administrator to implement substance abuse testing; and, is responsible for certifying that all workers on the job site have passed the pre-employment drug test and have been certified for work on the project;

5.7.2 PLA Administrator provides quality assurance through periodic and routine audits of test results.

6.0 **Other Procedural Requirements**

Substance Abuse Testing (reference PLA)

7.0 **References**

7.1 **Technical Specifications**

None

7.2 **CM Procedures**

No. 004 Submittals

7.3 **Others**

Following SFPUC Documents are found in the designated Website

- Bidding Under PLA
- Letter of Assent
- WSIP Project Labor Agreement

http://sfwater.org/custom/bid/planlist.cfm/bidtype/1/MC_ID/15/MSC_ID/147/MTO_ID/331

8.0 **Attachments**

040 – 1 Revision Control Log
## Revision Control Log

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<thead>
<tr>
<th>Revision No.</th>
<th>Revision Date</th>
<th>What changed?</th>
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<tr>
<td>Rev 1</td>
<td>August 28, 2009</td>
<td>• Removed “WSIP” from Sections 3.2, 4.1 and 4.2</td>
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<tr>
<td></td>
<td></td>
<td>• Revised Section 7.0; added Sections 7.1 and 7.2</td>
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<td>• Added Attachment 1; Revision Control Log</td>
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<td>February 16, 2009</td>
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**Attachment 040 – 1**

**Revision Control Log**