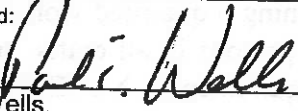


To: SUPERSEDED BY EI 06.019 EFFECTIVE 01/11/07		New York State Department of Transportation ENGINEERING INSTRUCTION	EI 04-028
Title: DESIGN GUIDANCE - SPECIAL SPECIFICATION 691.02----20 TRAINING REQUIREMENTS			
Distribution: ☐ Manufacturers (18) ☐ Surveyors (33) ☒ Local Govt. (31) ☒ Consultants (34) ☒ Agencies (32) ☒ Contractors (39) ☐ _____ ()		Approved:  P. T. Wells, Asst Commissioner and Chief Engineer Date 6/3/04	

ADMINISTRATIVE INFORMATION:

- **Effective Date.** This Engineering Instruction (EI) is effective immediately.
- **Superseded Issuances.** This EI does not supersede any Engineering Instructions.
- **Disposition of Issued Material.** The guidance transmitted with this EI will be incorporated into a future revision to Chapter 21 of the Highway Design Manual (HDM).

PURPOSE:

The purpose of this EI is to issue guidance for designers regarding the use of Special Specification 691.02----20, *Training Requirements*.

TECHNICAL INFORMATION:

- Special specification 691.02----20 *Training Requirements* is being issued concurrently with EI 04-027.

Design Guidance.

For contracts with an Engineers Estimate of \$8 million or more, submitted for the letting of 09/09/04 and later, Designers shall include special specification 691.02----20, subject to concurrence of the Regional Construction Engineer.

For contracts with an Engineers Estimate of \$8 million or more, submitted for lettings earlier than 09/09/04, Designers shall confer with the Regional Construction Group to determine if an amendment should be processed to include special specification 691.02----20; such determination is based on the likelihood of the contract including meaningful and effective construction training opportunities compared to future contracts to be let in the Region, and the Region's need to address programmatic construction contract EEO shortfalls. Concurrence from OEODC and the Construction Division will be required.

For contracts with an Engineers Estimate of \$1 million or more and less than \$8 million, Designers shall confer with the Regional Construction Group to determine if special specification 691.02----20 should be included by exception to the standard criteria (i.e., inclusion of special specification 691.02----20 in contracts with an Engineers Estimate of \$8 million or more); such determination is based on the likelihood of the contract including meaningful and effective construction training opportunities compared to future contracts to be let in the Region, the Region's need to address programmatic construction contract EEO shortfalls and the need to evaluate the potential benefits of a lower criterion in future years. Concurrence from OEODC and the Construction Division will be required.

The quantity for special specification 691.02----20 *Training Requirements* should be estimated as 1,000 (the unit price for a Dollars-cents item is \$1.00) placed in the largest engineering share.

BACKGROUND:

Minorities and females are currently under-represented on many projects, and EEO goals are frequently not being met. Training to address under-representation is an affirmative action program under Federal regulations (23 CFR 230.111). In addition, the construction industry continues to face challenges in recruiting and retaining a qualified workforce. To ensure the availability of trained minorities, females, and disadvantaged persons in all crafts, and to assist the industry in addressing workforce development needs, a training requirement in NYSDOT contracts continues to be indicated.

CONTACT:

Direct general questions regarding this EI to Norman Schips of the Design Quality Assurance Bureau at (518) 485-8611 (e-mail NSchips@dot.state.ny.us).

Direct questions regarding EEO Training Requirements to Naim Orayfig of the Office of Equal Opportunity Development and Compliance at (518) 457-1129 (e-mail NOrayfig@dot.state.ny.us).