

Workforce Development Framework for Select Design-Build Projects Procured by the City of Tampa UPDATED: August 10, 2022

This framework applies to design-build projects that have been procured by the City of Tampa and contained Request for Qualifications language requiring the design-build team to implement a workforce development program. The components of this framework incorporate ideas included in the design-build team proposals, as well as thoughts and insights shared at a workshop that was held on April 7, 2021. The meeting attendees at the workshop included the City of Tampa leadership, Brad Baird, Deputy Administrator of Infrastructure, and Brenda McKenzie, Director of Workforce Partnerships and Special Projects, and representatives from six (6) of the design-build teams that received grant awards as of the date of the workshop.

The mission of this initiative is to support the achievement of Mayor Castor's strategic goal of Enhancing Workforce Development through creating pathways to careers in the infrastructure industry by recruiting, hiring, training, and retaining talent.

This framework will evolve as lessons are learned through the implementation of the design-build team's Workforce Development Plans (WDP). The performance metrics and reporting will be re-evaluated and modified on an on-going basis to enhance the program outcomes.

Workforce Development Program Framework:

A. The WDP is to be received by our office for Design-Build projects as follows:

- 1. Design Component of the WDP shall be submitted 45-days after award of the Initial Services Agreement (ISA) Notice to Proceed (NTP) is issued.**
- 2. Construction component updates to the WDP, as necessary to include new construction information, is due 45-days after each Guaranteed Maximum Price (GMP) NTP is issued. Any future amendments of the WDP are due 45-days after each subsequent GMP NTP until the GMP schedule is completed.**

B. Program Elements

Core elements to be included in the WDP are:

1. Identifying trades/professional positions to be included in the WDP
2. Recruiting and hiring entry-level employees in the construction trades, project management, engineering, architecture, geotechnical, surveying, and public engagement
3. Formalized, on-going career development and training programs for all trade and professional employment positions

C. Performance Metrics and Reporting

Performance metrics to be included in the WDP are:

1. Number of candidates hired by employment position
2. Overall retention goal and specific goals by employment position
3. Hours of training provided overall, by employment position and by employee
4. Certifications completed by construction trade employees

**Workforce Development Framework for Select Design-Build Projects
Procured by the City of Tampa UPDATED: August 10, 2022**

The reporting that should be included in the WDP is:

1. Hiring
 - a. Trades
 - b. Apprenticeship (when applicable)
 - c. Entry-level professionals
2. Retention
 - a. Overall retention rate
 - b. Retention rate by employment position
 - c. Retention tracking by employee
3. Training
 - a. Overall program
 - b. By employee
 - c. By employment position

D. Additional elements for consideration in the WDP are:

1. Internships - High schools, Trade schools, Colleges and Universities
2. STEM (Science, Technology, Engineering and Mathematics) outreach into local high schools and trade schools