



## FORM 1: LOCAL HIRING WORKFORCE PROJECTION

**Contractor:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_ **Contract #:** \_\_\_\_\_

The Contractor must complete and submit this Local Hiring Workforce Projection (Form 1) within 15 calendar days from notice of award of each Bid Package. For purposes of this form, the terms "Bid Package" and "Trade Package" can be used interchangeably. The Contractor must include information regarding all of its Subcontractors who will perform construction work under the Bid Package regardless of Tier and Value Amount. Contractor shall not issue Notice to Proceed (NTP) for the applicable Bid Package Work until it submits a completed Form 1 to the City. The Contractor shall be responsible for any delays to NTP and resulting damages incurred by the City caused by Contractor's failure to submit an accurate and complete Form 1 for its workforce and the workforce of its Subcontractors in a timely manner.

### Will you be able to meet the mandatory Local Hiring Requirements?

- ☐ **YES** (Please provide information for all contractors performing construction work in Table 1 below.)  
☐ **NO** (Please complete Table 1 below and Form 4: Conditional Waivers.)

#### INSTRUCTIONS FOR COMPLETING TABLE 1:

- Please organize the contractors' information based on their Trade Craft work.
- For contractors performing work in various Trade Craft, please list contractor name in each Trade Craft (*i.e. if Contractor X will perform two trades, list Contractor X under two Trade categories.*)
- If you anticipate utilizing apprentices on this project, please note the requirement that 50% of apprentice hours must be performed by Local Residents.
- Additional blank form is available at our Website: [www.oewd.org](http://www.oewd.org). For assistance or questions in completing this form, contact (415) 701-4894 or Email: [Local.hire.ordinance@sfgov.org](mailto:Local.hire.ordinance@sfgov.org).

**TABLE 1: WORKFORCE PROJECTION**

Trade Craft	Contractor <i>List contractors by Trade Craft</i>		Est. Total Work Hours	Est. Total Local Work Hours	Est. Total Local Work Hours %
<i>Example:</i> Laborer	Contractor X	Journey	800	250	31%
		Apprentice	200	100	50%
<i>Example:</i> Laborer	Contractor Y	Journey	500	100	20%
		Apprentice	0	0	0
<i>Example:</i>	<b>TOTAL LABORER</b>	Journey	1300	350	<b>27%</b>
		Apprentice	200	100	<b>50%</b>
<i>Example:</i>	<b>TOTAL</b>		<b>1500</b>	<b>450</b>	<b>30%</b>
		Journey			
		Apprentice			
		Journey			
		Apprentice			
		Journey			
		Apprentice			

**DISCLAIMER:** If the Total Work Hours for a Trade Craft are less than 5% of the Total Project Work Hours, the Trade Craft is exempt from the Mandatory Requirement. Subsequently, if the Trade Craft exceeds 5% of the Total Project Work Hours at any time during the project, the Trade Craft is subject to the Mandatory Requirement.

Name of Authorized Representative \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_