**Design Consultant Letterhead**

**or**

**New Jersey Department of Transportation Memo Format**

**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:** Designer Project Manager (Insert Name, Consultant 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)

Contract Number: Click or tap here to enter text.

Municipality & County Click or tap here to enter text.

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

UPC Number: Click or tap here to enter text.

DP#: Click or tap here to enter text.

NJDOT Job Number: Click or tap here to enter text.(Insert PE job no. or CE no.)

Attached is the Final Design Engineer’s Estimate and printed Ganntt Chart/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 in CES)

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

c: Y. Bhavsar (only CPM projects), Requestor, Designer *(Insert Name)*, NJDOT Project Manager *(Insert Name)*

Project Name: (Insert project name & contract 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 Name: (Insert project name & contract 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 |