



**Construction
Career
Collaborative**

GENERAL CONDITIONS-SPECIFICATIONS

Construction Career Collaborative

3825 Dacoma Street

Houston, Texas 77092

713-999-1013

www.C3.org

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I. ABOUT C3

As a 501(c)(3) nonprofit alliance of socially responsible **Owners, Contractors and Specialty Contractors**, Construction Trade Organizations and Design Professionals, we will positively affect the issues facing the commercial construction industry in the Greater Houston region in order to create a safe, skilled and sustainable craft workforce.

Industry sources indicate that the missing link in the effort to promote industry training has been the broad participation and support of the Owner. As the driving force in the construction industry, the Owner is the vital link to the building of any project. Owners are critical to the workforce development process, and without their commitment to workforce standards, those standards become optional.

Owner demand for skilled **Craft Workers** on all commercial projects will necessitate that **Employers** ensure that all **Employees** meet the standards of an “hourly employee” and that they have achieved the required safety and skills training.

C3 Accredited Contractors and Specialty Contractors agree that the following principles are necessary and agree to adhere to the following:

- A. Advance the issues that positively impact the financial security, health and well-being of our construction craft workforce



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- B. Actively search for, develop and adopt the best construction safety standards
- C. Commit to the development and delivery of continuous skills training linked to construction career paths for our craft workforce.

II. ELIGIBILITY

Owners can deem any commercial construction project to be a **C3 Project**. Additionally, C3 Projects and owners may be brought forward by Contractors or Specialty Contractors. Awareness is created and contract language is put into place through the C3 **General Conditions** or in the bidding process through the **Request for Proposal** document.

Any commercial construction company in the Houston Region is eligible to become a C3 Accredited Employer or Project Participant. They can be General Contractors, Construction Managers and Specialty Contractors of every trade and tier. Companies can be union-shop or merit-shop organizations.

1) C3 accreditation is provided at three levels

a) Accredited Employer

Applicant agrees to the following checklist of assurances:

- i) I have watched the *Joining C3* video.
- ii) All Craft Workers are paid by the hour. All Craft Workers are W2 earners and do not receive a Form 1099.
- iii) Overtime for Craft Workers is paid in compliance with federal overtime laws.
- iv) Workers Compensation Insurance is provided for all Craft Workers as required by the Texas Workers Compensation Act.
- v) To fully participate in the review of hourly payroll practices as described above.
- vi) Incumbent Field Supervisors (manager, foreman etc.) will be OSHA 30-hour trained prior to arrival on a C3 Project, or within 18 months of submittal of this application, whichever occurs first. New-hire Field Supervisors will be OSHA 30-hour trained prior to arrival on a C3 Project or within 6 months of employment, whichever occurs first.
- vii) Incumbent Craft Workers will be OSHA 10-hour trained prior to arrival on a C3 Project job site, or within 18 months of submittal of this application, whichever comes first. New-hire Craft Workers will be OSHA 10-hour trained prior to arrival on a C3 Project job site, or within 4 months of employment, whichever occurs first.
- viii) To provide the C3 Safety Training - 12 Month Modules on a monthly basis for Craft Workers if required and/or participate in C3 Safety Training if offered on my C3 Project.
- ix) To record and track credentials in the C3 Training Database for all Craft Workers employed by your company.



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- x) To support craft training by participating in the C3 Craft Training Endorsement Program.
- xi) To require each Specialty Contractor performing labor on a C3 Project on your behalf to submit an application to C3.
- xii) To provide C3 a list of Specialty Contractors providing labor on your behalf.
- xiii) To advocate C3 principles to Owners, Contractors, and Specialty Contractors.
- xiv) To pay an annual accreditation fee.

b) Project Participant

Applicant agrees to the following list of assurances:

- i) I have watched the *Joining C3* video and have submitted the survey to C3.
- ii) All C3 Project Craft Workers are paid by the hour. All C3 Project Craft Workers are W-2 earners and do not receive a Form 1099.
- iii) Overtime for C3 Project Craft Workers is paid in accordance with federal overtime laws.
- iv) Employment taxes, tax and non-tax reporting requirements for all C3 Project craft workers are in compliance with applicable federal/state laws.
- v) Workers Compensation Insurance is provided on behalf of all C3 Project craft workers as required by the Texas Workers' Compensation Act.
- vi) To fully participate in review of hourly payroll practices described above.
- vii) Supervisors (manager, foreman, etc.) on a C3 Project will be OSHA 30-hour trained prior to arrival on site.
- viii) Craft workers on a C3 Project will be OSHA 10-hour trained prior to arrival on site.
- ix) To provide the C3 Safety Training - 12 Month Module on a monthly basis for Craft Workers if required and/or participate in C3 Safety Training if offered on my C3 Project.
- x) To record and track credentials in the C3 Training Database for all Craft Workers employed by your company. (Link will be sent after approval. Action must be taken within 60 days of approval.)
- xi) To have each Specialty Contractor performing labor on the project on your behalf to submit an application to C3.
- xii) To advocate for C3 principles to Owners, Contractors, and Specialty Contractors.
- xiii) To pay a C3 application fee with application.

c) Certified Staffing Agency/Professional Employment Organization (PEO)

Applicant agrees to the following list of assurances:

- i) This application applies to all Craft Workers employed by this staffing agency on behalf of all C3 Accredited Employers and C3 Project Participants.
- ii) All project associated Craft Workers are paid by the hour. All project associated Craft Workers are W-2 earners and do not receive a Form 1099.



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- iii) Overtime for project associated craft workers is being paid in accordance with federal overtime laws. Employment taxes, tax and non-tax reporting requirements for all project associated Craft Workers are in compliance with applicable federal/state laws.
- iv) Workers compensation insurance is being provided on behalf of all project associated Craft Workers as required by the Texas Workers' Compensation Act.
- v) To fully participate in review of hourly payroll practices described above.
- vi) Field Supervisors on a C3 Project will be OSHA 30-hour trained prior to arrival on site.
- vii) Craft Workers on a C3 Project will be OSHA 10-hour trained prior to arrival on site.
- viii) To provide the C3 Safety Training - 12 Month Modules on a monthly basis for Craft Workers if required and/or participate in C3 Safety Training on C3 Projects.
- ix) To record and track credentials in the C3 Training Database for all Craft Workers employed by your company. (Link will be sent after approval. Action must be taken within 60 days of approval.)
- x) To advocate C3 principles to Owners, Contractors, and Specialty Contractors.
- xi) To pay an annual accreditation fee.

III. Accreditation Process

Companies seeking accreditation shall:

- 1) Watch *Joining C3* video on C3 website and submit survey to C3.
- 2) Download the application from the C3 website at www.constructioncareercollaborative.org
- 3) Mail the completed application, **Certificate of Insurance**, and the appropriate enrollment fee (check or money order) to:

Construction Career Collaborative
P.O. Box 920920
Houston, Texas 77292

Or email application and Certificate of Insurance to info@constructioncareercollaborative.org and contact C3 for online payment options.

- a) C3 will review application and notify in writing of application acceptance or need for additional documentation within 5 business days.
- b) C3 will add company to the **C3 Training Database**.



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- 4) Upon acceptance, the Craft Training Endorsement program will commence for all Accredited Employers. Project Participants that want to participate in the craft training endorsement process should contact C3 People Development at peopledev@constructioncareercollaborative.org to discuss options.

IV. C3 REQUIREMENTS

Scheduled and For Cause Compliance visits will be conducted throughout the year on C3 Projects with the Accredited Employers, Project Participants and Certified Staffing Agencies/PEOs who are providing labor on the project. This is necessary to ensure that C3 Principles are being followed and maintained by all parties. The following must be done for a company to remain in compliance.

- 1) Compliance with hourly payroll practices - All Accredited Employers, Project Participants and Certified Staffing Agencies/PEOs will comply with "Hourly Payroll Practices" as detailed below:
 - a) All jobsite Craft Workers are paid by the hour.
 - b) All jobsite Craft Workers are W-2 earners.
 - c) Overtime for jobsite Craft Workers is being paid in accordance with federal overtime laws.
 - d) Employment taxes, tax and non-tax reporting requirements for all jobsite Craft Workers are in compliance with applicable federal and state laws.
 - e) All Contractors, Specialty Contractors, and Certified Staffing Agencies/PEOs authorize the release of any documents requested, including **Pay Stubs**, to ensure compliance with C3 "Hourly Payroll Practices" as detailed above.
 - f) Workers' Compensation Insurance is being provided on behalf of all jobsite Craft Workers as required by the Texas Workers' Compensation Act. C3 requires that a Certificate of Insurance illustrating that applicant provides Workers' Compensation Insurance coverage for its craft workforce when submitting all C3 applications and accreditation renewals.
 - g) If your company contracts with other companies to perform craft labor on your behalf, those companies must either be C3 Accredited Employers, Project Participants or Certified Staffing Agencies/PEOs and follow all C3 requirements.
- 2) All Accredited Employers, Project Participants and Certified Staffing Agencies/PEOs providing labor on a C3 Project will comply with the following OSHA minimum safety criteria:
 - a) Supervisors on a C3 Project will be OSHA 30-Hour trained prior to arrival on site.
 - b) Craft Workers on a C3 Project will be OSHA 10-Hour trained prior to arrival on site.
 - c) An image file of each Craft Worker's and each Supervisor's OSHA card or certificate must be uploaded to the C3 Training Database.
 - d) *Only* Accredited Employers are given a grace period to have all of its craft workforce earn the required OSHA safety credential. For example:
 - i) OSHA 30-hour – Incumbent Supervisors will be OSHA 30-Hour trained within 18 months.



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- New hire Supervisors will complete OSHA 30-hour within 6 months of employment or prior to arrival on a C3 Project jobsite, whichever occurs first.
- ii) OSHA 10-hour – Incumbent Craft Workers will be OSHA 10-hour trained within 18 months. New hire Craft Workers will complete OSHA 10-hour within 4 months of employment or prior to arrival on a C3 Project jobsite, whichever occurs first.
 - iii) Contact a C3 representative to discuss any alternate time frame extending beyond 18 months.
- 3) Accredited Employers, Project Participants, and Certified Staffing Agencies/PEOs are required to use the C3 Training Database.
- a) All jobsite Craft Workers must be entered into the C3 Training Database along with verifiable information related to safety training.
 - b) The following items can be used to confirm OSHA training:
 - i) OSHA card image
 - ii) OSHA certificate image
 - c) All data will be kept in the strictest of confidence and only accessed by the C3 Training Database administrator, C3 staff and the Contractor for the specific C3 Project.
- 4) The Contractor managing a C3 Project will:
- a. Periodically supply C3 with a Specialty Contractor List and project plan milestones to assist in scheduling C3 Jobsite Compliance Visits throughout the project
 - b. Verify OSHA compliance of all Craft Workers and Supervisors prior to or upon arrival at a C3 Project jobsite
 - c. Deliver the C3 Orientation video in English and Spanish the first time a Craft Worker or Supervisor arrives on the jobsite.
 - i. With approval from C3, an Affidavit for off-site C3 Orientations may be accepted in place of C3 Orientations given on the jobsite but only in rare cases where project schedule, lack of equipment or facilities, or other extenuating circumstances that would prevent the Contractor from deliver the C3 Orientation onsite.
 - d. All C3 Project jobsites will participate in the **C3 Safety Training – 12 Month Modules** that are provided by C3, and the Contractor must submit a headcount of all participants as part of the **Monthly Metrics**. These modules are also available for download from the C3 website.
 - e. Monthly Reporting
 - i. The Contractor working on a C3 Project will submit Monthly Metrics to C3. This is not required of Specialty Contractors.
 - ii. The Contractor working on a C3 Project will submit monthly sign-in sheets collected from C3 Orientations on that project.
 - f. Collaborate with C3 to determine where C3 signage approved for posting by the owner will be displayed on the jobsite.
- 5) C3 will provide to qualified parties access to all necessary application and compliance documents either via the C3 website or through email request to the C3 compliance manager.



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V. C3 COMPLIANCE PROCESS

C3 has developed a compliance process to verify that all Contractors, Specialty Contractors and Certifies Staffing Agencies/PEOs providing craft labor on C3 Projects adhere to C3 requirements as listed in the program's principles. This two-step process is meant to ensure compliance with C3 requirements.

- 1) Step one is an **Internal Compliance Review** of the C3 Training Database using C3 Orientation sign-in sheets that are submitted by the Contractor's project team each month.
- 2) Step two is a **Jobsite Compliance Visit** with the Contractor designed to provide personal interaction with the project team and as well as any Craft Worker or Supervisor providing labor on site to review compliance with C3 requirements.
- 3) Follow up: Any compliance discrepancies identified as part of the jobsite visit are to be corrected within 7 business days of receipt of reports. C3 must be notified in writing how and when discrepancies are corrected. Failure to correct these discrepancies may result in Conditional Status designation for the violating company.
- 4) For the full [C3 Policy and Procedure Manual](#), please visit www.C3.org.

VI. CONDITIONAL STATUS

Conditional Status occurs when a company is found to be out of compliance and has failed to demonstrate an effort to remedy identified compliance issues. Conditional Status will result in a company being turned off in the C3 Training Database, have current C3 Project Managers, Contractor and Owner notified of conditional status, inability to be awarded new C3 work, and assessment of a \$400 administrative fee upon reinstatement to C3.

- 1) Company found to be out of compliance during a compliance visit
 - a) Compliance violations including but not limited to improper pay practices, failure to enroll employees or assign them to the project in the C3 Training Database, or upload OSHA documentation for each employee.
 - b) Suspension of accreditation until remediation occurs
- 2) Company fails to enroll in C3 while working on a C3 Project
 - a) If they seek to provide labor on a new C3 Project, they will be required to pay the fee of the past C3 Project in addition to the fee on the current C3 Project on which they wish to participate and a \$400 administrative fee.
 - b) Contractors that fail to uphold C3 Principles for all Specialty Contractors working on their behalf on a C3 Project will be put on notice for their failure to comply with C3 Principles and requirements. The Owner of the C3 Project will be made aware of the situation via a letter from the Executive Director of C3.



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- 3) Company fails to comply with Craft Training Endorsement Requirements
 - a) If company completes Craft Training Endorsement Self-Assessment at the Pre-Program Participation Level and
 - fails to meet a required milestone or contact C3 they will be deemed out of compliance and have 45 days to remediate
 - OR
 - fails to obtain a minimum endorsement level of *Recognized* from C3 by the end of the 12th month after submission of Craft Training Self-Assessment, they will have 45 days to remediate
 - b) If company completes Craft Training Endorsement Self-Assessment at either the *Recognized, Leader, or Champion* Participation Level and fails to schedule or attend the review with C3, within 60 days of submission, they will have 45 days to remediate prior to being placed on Conditional Status.
 - c) If company fails to move back into compliance within 45 days, company will be placed on Conditional Status and
 - Company will be turned off in the C3 Database.
 - If currently on a C3 Project(s), Contractor/Project Manager will be notified.
 - A \$400 administrative fee will be assessed to turn the company back on in the C3 Training Database.

VII. RECORD KEEPING AND DATA

C3 has developed web-based software used to electronically track Companies, Craft Workers' and Supervisors' credentials and C3 Projects. Only C3 General Contractors can see the Craft Workers on their C3 Project jobsite when using the C3 Training Database. Specialty Contractors (subcontractors) can only see their employees or the employees of those working on their behalf (sub tier Specialty Contractors). Specialty Contractors (subcontractors) cannot see the employees of other companies in the database.

The information contained in the C3 Training Database is confidential and intended for the use of the C3 Staff and Accredited C3 companies only. It is not intended for public use. This data is password protected and the publication or distribution of the Craft Worker information contained within is strictly prohibited.

Information submitted in the Monthly Metrics reports is aggregated and used for benchmarking of C3 as an organization. Aggregate data may be publicized but individual project data will not be identifiable.

Additional documentation provided to C3, including but not limited to, project schedules, project directories, Historically Underutilized Business (HUB) status, job set up sheets, and training materials are kept confidential unless specific permission is granted by submitting company.



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VIII. GLOSSARY OF C3 TERMS

Accredited Employer	A Contractor or Specialty Contractor, of any and every tier, who is in full compliance with C3 principles for its entire craft workforce within the Greater Houston area on all projects and C3 Projects.
Advocate	Organizations who endorse C3 Principles and communicate endorsement through their organizations or membership. Advocates may also provide support through annual in-kind and/or financial support.
C3 Project	A specific commercial construction project designated by an Owner to be deemed a C3 Project holding to the organization's principles. Contractors and Specialty Contractors may also recommend a project for C3 participation.
C3 Safety Training – 12 Month Modules	Monthly safety training required by C3 and conducted by the Contractor on all C3 Projects. Other Accredited Employers and Project Participants are encouraged to provide the training even though they are not on a C3 Project.
C3 Training Database	Web based software developed by C3 to electronically track Craft Workers' and Supervisors' safety credentials. The software is utilized on C3 Projects by Contractors, Specialty Contractors and Certified Staffing Agencies/PEOs.
Conditional Status	Status assigned to companies found to be out of compliance with C3 Requirements.
Contractor	A General Contractor or Construction Manager.
Craftsperson/Craft Worker	One who performs any labor on a project or C3 Project, is paid hourly and is not an independent subcontractor. They are a W2 earner and do not receive a 1099.
Employee	Anyone other than a Craft Worker or Supervisor associated with the accredited company.
Employer	Contractor, Specialty Contractor of all tiers or Certified Staffing Agency/PEO that employs Craft Workers and Supervisors.
General Conditions - Specifications	Contract language for Owner Endorsers and Contractors to incorporate into project specifications that was developed by C3 as a standard of compliance as it pertains to craft employees performing any labor on their projects.
Internal Compliance Review	Internal review of the use of the C3 Training Database by Accredited Employers, Project Participants and Certified Staffing Agencies/PEOs.. Report is not published but is used as a tool for Jobsite Compliance Visits.
Jobsite Compliance Visit	Scheduled and For Cause Compliance visits conducted throughout the year with Accredited Employers, Project Participants and Certified Staffing Agencies/PEOs working on C3 Projects. A report is generated for C3 Board of Directors and Owner Endorser review.



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Monthly Metrics	Internal C3 document submitted by the Contractor of a C3 Project indicating man hours, safety metrics, and training headcounts.
OSHA	Occupational Safety and Health Administration.
OSHA 10-Hour Safety Credential	Construction Safety Training, which meets the requirement of the OSHA Training Institute, that is required by C3 for all Craft Workers.
OSHA 30-hour	Construction Safety Training which meets the requirement of the OSHA Training Institute, that is required by C3 for all Supervisors managing Craft Workers.
Owner	Also referred to as a construction user. The entity that engages the Contractor and deems a project to be a C3 project.
Owner Endorser	Owner (construction user) that supports C3 by endorsing and communicating the principles of C3. Endorsers include C3 Principles in the form of C3 General Conditions - Specifications or include language on all available projects. It is the goal of C3 that Owner Endorsers would include C3 Principles on all of their projects (including master or enabling type agreements).
Pay Stub	A document that is given to an employee with each paycheck and that shows the amount of money that the employee earned and the amount that was removed for taxes, insurance costs, etc. Also known as an income statement or earning statement.
Professional Employment Organization (PEO)	Operates in a co-employment relationship with its clients, by including the clients' workers on their own payroll. In such a relationship, PEO becomes employer of record for tax and insurance purposes. PEO exercises decision making on human resource management and shares legal responsibilities as co-employer.
Project	A specific project designated by an Owner that is deemed a C3 Project, holding to the organization's principles.
Project Participant	A Contractor or Specialty Contractor, of every tier, who is in full compliance with C3 Principles for all its Craft Workers on a designated C3 Project.
Request for Proposal	A document that outlines C3 Principles and project requirements for Specialty Contractors interested in bidding on a C3 Project. The form must be signed and returned to the Contractor at the time of bid.
Specialty Contractor	A subcontractor of any tier working for a Contractor or another Specialty Contractor.
Staffing Agency	C3 approved staffing agencies that endorse the C3 Principles and provide labor to Contractors and Specialty Contractors that meet the OSHA 10 and 30 safety training requirements, pay their employees according to C3 requirements and provide workers compensation insurance.
Supervisors	Site-specific, company-designated Supervisors, managers, foremen or anyone with management responsibilities.
Sustainable Craft Workforce	A craft workforce that, through its own environment can sustain itself at the necessary level of worker satisfaction and required expertise indefinitely into the future. It is an environment that encompasses, by necessity, elements of financial security, health and well-being, training and education for employees; stability, ethical conduct, moral behavior and talent pools for contractors; and efficiency, productivity improvements, and social acceptability/responsibility for Owners.



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Appendix A

Fee Structure Table

Fee changes will apply to all projects announced after August 31, 2019.

Effective September 1, 2019, the following changes to the C3 fee structure will occur:

C3 Accredited Employer fee	\$2,000 annually
C3 Certified Staffing Agency/PEO fee	\$2,000 annually
C3 Project Participant fee scale through 12/31/2021	<ul style="list-style-type: none"> • For the first C3 Project commencing construction after September 1, 2019, the fee will be ¾% of the sum of all contracts held by that Specialty Contractor on the project. <ul style="list-style-type: none"> ○ Minimum fee of \$200 and a maximum fee of \$2,800. • For the second C3 Project commencing construction after September 1, 2019, the fee will be 1% of the sum of all contracts held by that Specialty Contractor on the project. <ul style="list-style-type: none"> ○ Minimum fee of \$300 and a maximum fee of \$3,500. • For all subsequent C3 Projects, the fee will be 1½% of the sum of all contracts held by that Specialty Contractor on each project. <ul style="list-style-type: none"> ○ Minimum fee of \$500 and a maximum fee of \$5,000.
Craft Training consultation services available for C3 Accredited Employers and Project Participants	<p>Accredited Employers</p> <ul style="list-style-type: none"> • Unlimited consultation and endorsement free of charge <p>Project Participants</p> <ul style="list-style-type: none"> • One complimentary one-hour session <ul style="list-style-type: none"> ○ Subsequent consultation hours can be purchased for \$150 per hour*. <p style="text-align: right;"><small>*Must be paid by credit card in advance of service. Subject to a 3.5% processing fee</small></p>

C3 Project Participant status will be eliminated effective 1/1/2022. Companies on C3 Projects will maintain their C3 Project Participant status through completion of their current project(s).