



**Training Proposal for:
Architects Orange**

Agreement Number: ET16-0341

Panel Meeting of: January 22, 2016

ETP Regional Office: San Diego

Analyst: J. Davey

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Construction Engineering Green Technology Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Orange	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 208	U.S.: 208	Worldwide: 208
Turnover Rate:	9%		
Managers/Supervisors: (% of total trainees)	19%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$212,760		\$0	\$0		\$212,760

In-Kind Contribution:	100% of Total ETP Funding Required	\$430,500
-----------------------	------------------------------------	-----------

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr, PL-Comm Skills	197	8-200	0-30	\$1,080	\$16.75
				Weighted Avg: 60			

Minimum Wage by County: Job Number 1: \$16.51/hr. for Orange County

Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.

Used to meet the Post-Retention Wage?: Yes No Maybe

Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation

Occupation Titles	Wage Range	Estimated # of Trainees
Accounting/Administrative Staff I		8
Accounting/Administrative Staff II		11
Associates		13
Designer I		28
Designer II		2
Draftsperson		12
IT Professionals		3
Job Captain		56
Project Manager I		11
Project Manager II		49
Project Manager III		4

INTRODUCTION

Founded in 1974 and located in the City of Orange, Architects Orange is a full-service architectural and construction planning firm that specializes in retail, residential, industrial, food service, and hospitality projects. The firm's services include program development and site planning, architectural building design, project management/scheduling, construction drawings/specifications, construction administration, and jurisdictional approval processing. The firm competes for business with companies located out-of-state. Customers include contractors, trade workers, and city planners.

PROJECT DETAILS

The architectural industry is constantly changing as design technology and tools keep evolving. To remain competitive, Architects Orange has developed a comprehensive company-wide program to increase worker skills. Training was developed to respond to company growth, standardize best practices, and stay proactive with customer needs. This includes the most up-to-date architectural design software. Training will also focus on energy-saving, sustainable, and green design to meet industry and government mandates.

Training Plan

Training is intended to not only teach workers new skills, but to also update their old skills, which may have become redundant/obsolete. This will ensure that the entire workforce stays relevant and continues delivering great value.

Business Skills (10%): This training will be offered to all occupations in skills such as accounting, business plan, communication, leadership and other related skills. Training will help employees manage projects with greater knowledge and develop better communication skills with internal staff and external customers.

Commercial Skills (10%): This training will be offered to Associates, Project Managers, Designers, Job Captains, and Draftspersons. Skills such as building construction standards, structural systems, design standards, and other skills will focus on comprehension, key terms, practical and technical skills of architecture, and construction/how to get a design built.

Computer Skills (30%): This training will be offered to all occupations to effectively utilize the Company's new and existing automated systems, support projects and manage overall business operations. Training will be provided in Bluebeam Revu, Revit, AutoCAD, Rhino, BIM and other related software training. In addition, IT Professionals will receive training in the most recent networking, system security, and server skills.

Continuous Improvement (10%): This training will be offered to all occupations in quality control and team management. Training will promote company-wide teamwork and improve services that will help save time and enhance delivery processes.

Productive Laboratory - Commercial Skills (40%):

Productive Laboratory (PL) trainees may produce goods or services for profit as part of the training in the courses identified under the Curriculum. The instructor must be dedicated to training delivery during all hours of training, and special attendance rosters will be used to assist in monitoring.

PL will be delivered to all occupations. The trainees will work one-on-one (trainer-to-trainee ratio 1:1) with an experienced Architect, Senior Project Manager III or Job Captain learning how to properly assemble a set of architectural-record drawings required for permitting and construction of various building types.

Tasks will be structured around five major areas: design, design development and production, construction documentation, construction administration, and project management. Each task will be taught as a stand-alone and as part of a standardized system of observable and measureable skill competencies.

The trainer (Project Manager III or Job Captain) will have a checklist of tasks and will check off once a trainee accomplishes the task. The trainer will observe the tasks, provide necessary feedback and direction, and certify proficiency via the checklist. Trainees will receive up to 40 hours of PL.

Computer-Based Training

Architects Orange will provide up to 30 hours per trainee in supplemental Computer-Based Training (CBT) in Computer Skills. CBT will allow trainees to improve their skills in these areas at their own pace.

Commitment to Training

Architects Orange represents that ETP funds will not displace the existing financial commitment to training. Safety training is, and will continue to be, provided in accordance with all pertinent requirements under state and federal law. Architects Orange spends \$42,000 annually to train staff in skills such as computer software (mandatory based on job-specific needs), sustainability, LEED certification, business, and other as-needed courses. Training is provided mostly on the job but also in class/lab venues. The Company is committed to ongoing education initiatives and will continue training on an ongoing and as needed basis to meet the demands of clients.

➤ Training Infrastructure

Administration of the project will be shared among the Training Manager, HR Coordinator, and Controller.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

To Be Determined

Exhibit B, Menu Curriculum

Class/Lab Hours

8 – 200

Trainees may receive any of the following:

BUSINESS SKILLS

- ✚ Accounting
- ✚ Business Plan
- ✚ Communication Skills
- ✚ Financial Strategies
- ✚ Leadership
- ✚ Marketing
- ✚ Negotiation and Agreements
- ✚ Project Interview and Forecasting

COMMERCIAL SKILLS

- ✚ Building and Construction Standards
- ✚ Architectural Standards
- ✚ Structural Systems
- ✚ Design Standards
- ✚ International Green Construction Code
- ✚ Leadership in Energy and Environmental Design (LEED)
- ✚ Sustainable Design Strategies
- ✚ CalGreen Codes and Standards
- ✚ Zero Energy Buildings

COMPUTER SKILLS

- ✚ 2D Drafting Standards
- ✚ Bluebeam Revu – Document Management
- ✚ Adobe Creative Cloud (Photoshop, AfterEffects, InDesign, etc.)
- ✚ Building Information Modeling
- ✚ Computer-Assisted Design/Autodesk
- ✚ Revit, AutoCAD, 3Ds Max, Showcase, Navisworks Simulate, Sketchbook Designer
- ✚ SketchUp
- ✚ Rhino
- ✚ Financial Forecasting Software
- ✚ Job Costing Software
- ✚ Deltek – Time and Expense Management
- ✚ Microsoft Office (Intermediate/Advanced)
- ✚ Microsoft Project
- ✚ Networking
- ✚ Cisco
- ✚ VMware
- ✚ Information Systems Security
- ✚ Microsoft Certified Solutions Expert/Server Infrastructure

CONTINUOUS IMPROVEMENT

- ✚ Quality Control
- ✚ Team Management

PL Hours

0 - 40

COMMERCIAL SKILLS (1:1 trainer-to-trainee ratio)

-  Design – Parameters, Guidelines
-  Design Development & Production
-  Construction Documentation Development
-  Construction Administration
-  Project Management/Administration

CBT Hours

0 - 30

COMPUTER SKILLS

-  Shoretel Best Practices (2 hr.)
-  Bluebeam Revu – Document Management (8 hrs.)
-  Computer Assisted Design – Autodesk Software (10 hrs.)
-  Adobe Creative Cloud (8 hrs.)
-  SketchUp (2 hrs.)
-  Financial Forecasting Software (2 hrs.)
-  Deltek (2 hrs.)
-  Microsoft Office (4 hrs.)
-  Microsoft Project (2 hrs.)

Note: Reimbursement for retraining is capped at 200 total hours per-trainee, regardless of method of delivery. CBT is capped at 50% of total training hours, per-trainee. PL is capped at 40 total training hours, per-trainee.