

DELEGATION ORDER



Training Proposal for:

Bay Cities Paving & Grading, Inc.

Agreement Number: ET15-0389

Approval Date: February 23, 2015

ETP Regional Office: San Francisco Bay Area

Analyst: A. Nastari

PROJECT PROFILE

Contract Attributes:	Priority Rate Retrainee SET	Industry Sector(s):	Construction Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Contra Costa	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Operating Engineers Local Union No. 3 - Oakland Dist. 20 and Stockton Dist. 30; Laborers Training and Retraining Trust Fund for Northern California - Hayward #304, San Jose #270, Martinez #324 and Stockton #73		
Number of Employees in:	CA: 300	U.S.: 300	Worldwide: 300
<u>Turnover Rate:</u>	12%		
<u>Managers/Supervisors:</u> (% of total trainees)	20%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$22,680		\$0	\$0		\$22,680

In-Kind Contribution:	100% of Total ETP Funding Required	\$47,915
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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 SET	Computer Skills, Commercial Skills, OSHA 10/30	60	8 - 200	0	\$378	\$27.40
				Weighted Avg: 21			

Minimum Wage by County: The Statewide Average Hourly Wage is \$27.40
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
 \$4.77 per hour may be used to meet the Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Administrative Assistants		4
Foremen		30
Office Managers		3
Project Engineers		8
Project Managers		8
Superintendents		7

INTRODUCTION

Bay Cities Paving & Grading, Inc. (Bay Cities Paving) provides construction services in roadway paving, grading, and excavation. The Company contracts with the State (CalTrans), local city governments, and private businesses such as shopping malls, parking lots, and commercial sites. Bay Cities Paving’s engineers work directly with clients to identify paving needs, layout designs, determine materials (asphalt/concrete/slurry), provide cost analysis, schedule projects, and provide assistance through completion of the project.

Bay Cities Paving has experienced increased competition during bidding processes from contractors who are better equipped with the latest technological software programs and skills, enabling them to reduce overall operational costs. The training plan is designed to overcome this deficit.

The Laborers Training and Retraining Trust Fund for Northern California and the Operating Engineers Local Union No. 3 support Bay Cities Paving’s ETP training plan for its represented Foremen and Superintendents.

PROJECT DETAILS

To remain competitive, Bay Cities Paving purchased two essential software programs that are widely used by the construction industry:

- **Heavyjobs** is utilized nationwide providing Project Managers, Superintendents, and Foremen with minute-by-minute operational analysis required to avoid unnecessary delays in productivity and expenses. It supports Administrative Assistants through the elimination and manual entry of daily time card reviews, as well as Time and Material Billing. Staff will have a more accurate day-by-day analysis of operational expenses, material and productivity costs allow for more accurate bids and increased project management.
- **Nice Touch Solutions software** is the industry standard for internet “Extra Work Bills (iEWB)” as required by Caltrans from contractors. All contractors must use iEWB to send bills electronically to the resident engineer for processing. The upgraded program allows all parties (Caltrans, General Contractors, and Subcontractors) to view, from “The Cloud” or general server, Time and Material billed for use on a job, resulting in paperless transactions. The system updates automatically, thereby eliminating redundant data entry and increasing productivity.

Administrative Assistants will be trained in Excel VBA (Visual Basic for Applications), Excel Power User, and Access Database. This will improve accuracy of information, eliminate duplication of invoices and payments. The overall gain is increased efficiencies and elimination of duplication of processes.

Bay Cities Paving also needs to train its Project Engineers in Storm Water Pollution Prevention Program (SWPPP). This is a specialized program required for all CalTrans and other public works jobs. The new regulations stipulate training on how to appropriately design and implement pollution prevention plans. The training will further ensure Bay Cities Paving is eligible to compete in job bidding.

Special Employment Training

The Company is eligible for funding using SET under the Special Employment Training (SET) program. Under SET, the participating employer is not required to demonstrate out-of-state competition. To qualify under SET, trainees must be earning at least the statewide average hourly wage at the end of the retention period.

Retention

As a construction company, Bay Cities Paving also requests the alternative retention of at least 500 hours within 272 days with one employer, in addition to standard retention.

Commitment to Training

Bay Cities Paving reports an annual training budget of \$15,016 which is used to train Office Management, Project Management, Administrative Assistants, Foremen, Superintendents, and Project Engineer mandatory training such as Sexual Harassment, and Safety Training. Additional training in Human Resources and Notary Commissioner Training is on an as needed basis.

Bay Cities Paving 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.

➤ Training Infrastructure

Bay Cities Paving has designated a staff member to administer the ETP funded training, including overseeing that trainees are attending training, hours are accurately documented, and meeting with ETP staff to ensure ETP procedures are in compliance as required by the program.

Impact/Outcome

It is expected that Project Engineers will receive SWPPP Certification and Superintendents and Foremen will acquire OSHA 10/30 Certifications upon completion of their training.

OSHA 10/30

OSHA 10/30 training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of training for journey-level and 30 hours for frontline supervisors.

This training is not required as a condition of doing business in California. However, the coursework must be approved by, and the instructors must be certified by Cal-OSHA. When delivery is by CBT all training hours must be delivered in a classroom over a finite period of time, and the vendor must have a certified instructor present to confirm attendance.

Completion of the training results in a certificate that expands employment opportunities. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30-hour course. OSHA 10/30 is not included in the 10% limitation on safety training, nor in the 50% limitation on CBT.

Training Plan

Computer Skills (50%): This training will be offered to Administrative Assistants, Foremen, Office Managers, Project Managers, Project Engineers, and Superintendents in Heavyjobs, Nice Touch, Excel VBA, Excel Power User, and Access Database. The Excel and Access programs enhance workers existing software skills. Training in Heavyjobs and Nice Touch are new programs which will be delivered by program specialists.

Commercial Skills (5%): This training will be offered to Project Engineers and Project Manager in SWPPP which will be delivered by a certified SWPPP instructor.

OSHA 10/30 (45%): This training will be offered to Foremen and Superintendents and will be delivered by a certified OSHA instructor.

RECOMMENDATION

Staff recommends approval of this proposal with modified retention.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

Global Environmental Network of Santa Ana has been retained to provide Storm Water Pollution Prevention Program training for a fee of \$3,990.

Heavy Construction Systems Specialists of Chico has been retained to provide Heavy Construction software Computer Skills.

Nice Touch Solutions of Alamo has been retained to provide Computer Skills training for a fee of \$3,830.

AcademyX, of San Francisco has been retained to provide Computer Skills in Excel and Access programs training for a fee of \$1,695.

Certified training vendors for the OSHA 10/30 will be provided when identified.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 200 Trainees may receive any of the following:

COMPUTER SKILLS

- + HeavyJobs (Heavy Construction Software)
- + Nice Touch (Extra Work Billing Software)
- + Excel VBA
- + Excel Power User
- + Access Database

CONTINUOUS IMPROVEMENT

- + Storm Water Pollution Prevention Program (SWPPP)

OSHA 10/30

- + OSHA 10 (requires completion of 10 hours)
- + OSHA 30 (requires completion of 30 hours)

*Safety training will be limited to 10% of total training hours per-trainee. This cap does not apply to OSHA 10/30.

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.



OPERATING ENGINEERS LOCAL UNION No. 3

1620 SOUTH LOOP ROAD, ALAMEDA, CA 94502 • (510) 748-7400 • FAX (510) 748-7412
Jurisdiction: Northern California, Northern Nevada, Utah, Hawaii, and the Mid-Pacific Islands

Business Manager Russell E. Burns

January 5, 2015

Employment Training Panel
1100 J Street, 4th Floor
Sacramento, CA 95814

To Whom It May Concern,

I am writing on behalf of the Operating Engineers Local Union No. 3. We support the proposed training funded in part by the Employment Training Panel. This training will be covered under Bay Cities Paving and Grading, Inc. Single Employer Training Contract. The proposed training will assist our union members in developing new technical skills such as, paperless daily attendance tracking, daily equipment/material tracking, and field operations analysis through Heavy Jobs software programs; and practical skills such as recognition and prevention of unsafe or hazardous condition job sites through the OSHA 10/30 training program.

Sincerely,

Russell E. Burns
Business Manager
IUOE General Vice President

REB:smcd:iuoe3/afl-cio



Laborers Training and Retraining Trust Fund for Northern California

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Email: training@norcalaborers.org • Website: www.norcalaborers.org

Commitment • Integrity • Quality • Teamwork • Balance

January 9, 2015

To Whom It May Concern:

The Laborer's Training & Retraining Trust Fund for Northern California is pleased to submit this letter of support to the Employment and Training Panel (ETP) on the behalf of Bay Cities Paving and Grading, Inc. for their Single Employer Training Contract.

The proposed training will assist our members in developing new technical skills such as, paperless daily attendance tracking, daily equipment/material tracking, and field operation analysis through the HeavyJobs software programs. Additionally, practical skills such as recognition and prevention of unsafe or hazardous conditions on construction job sites through the OSHA 10 & 30 training programs.

If you should have questions regarding this letter, please feel free to contact me at lgonzales@norcalaborers.org or call 925.828.2513.

Sincerely,

Leonard Gonzales, Executive Director
Laborer's Training & Retraining Trust Fund for
Northern California