



**Retrainee - Job Creation  
Training Proposal for:  
Drake Haglan & Associates, Inc.**

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| <b>Small Business</b> |
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**ET16-0266**

**Approval Date:** November 10, 2015

**ETP Regional Office:** Sacramento

**Analyst:** W. Sabah

**CONTRACTOR**

- Type of Industry: Engineering Services  
Priority Industry:  Yes  No
- Number of Full-Time Employees  
California: 37  
Worldwide: 37  
Number to be trained: 38  
Owner  Yes  No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 0%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$42,224
- In-Kind Contribution: \$90,288

**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<br>Priority Rate<br>SB <100                | Business Skills,<br>Commercial Skills,<br>Computer Skills,<br>Continuous Improvement | 36                        | 8-60<br><br>Weighted Avg:<br>44 | 0   | \$1,144                  | \$22.00             |
| 1       | Retrainee<br>Job Creation<br>Priority Rate<br>SB<100 | Business Skills,<br>Commercial Skills,<br>Computer Skills,<br>Continuous Improvement | 2                         | 8-60<br><br>Weighted Avg:<br>20 | 0   | \$520                    | \$27.00             |

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Sacramento
- Occupations to be Trained: Project Manager Level 1, Project Manager Level 2, Engineer Level 1, Engineer Level 2, Engineer Level 3, CADD Technician, Environmental Services Staff, Administrative/Marketing Staff, Owner
- Union Representation:  Yes  
 No
- Health Benefits: N/A

**SUBCONTRACTORS**

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: In-house Staff

**OVERVIEW**

Founded by Craig Drake and Dennis Haglan in 2007, Drake Haglan and Associates, Inc. (DHA) ([www.drakehaglan.com](http://www.drakehaglan.com)) is a full-services transportation engineering consulting firm located in Rancho Cordova. DHA provide many transportation engineering services including transportation design and planning, environmental services, construction management services, funding assistance, bridge design and rehabilitation, structure design, seismic retrofit design, feasibility study preparation, and advanced planning studies. The Company’s customers include engineering and construction clients in California cities and counties such as Sacramento, Tracy, Amador, Placer, and Santa Barbara counties and the USDA Forest Services. DHA has offices in Rancho Cordova, Modesto and Santa Barbara but only the Rancho Cordova office will participate in training.

## Need for Training

Transportation engineering is a constantly evolving field with new technologies that enable projects to be constructed quicker and more efficiently. Recently, Caltrans updated the California bridge design code from the Fourth Edition of the Load and Resistance Factor Design Bridge Design Specifications to the Sixth Edition. In addition, new and updated computer software now has the technology to implement three-dimensional bridge and roadway analysis, decrease construction durations and reduce construction costs. DHA is committed to training its staff on all of the latest design codes, programs, accounting and marketing skills to become more efficient at delivering projects to clients' on-time and under budget. The continuous regulation and design updates require training on new practices and key changes to the way transportation projects are designed, funded and constructed. ETP-funded training will allow staff to apply the best and recent design requirements to DHA's projects and become more competitive in qualifications based project selections.

## Retrainee – Job Creation

DHA is a growing company that has increased its revenue and full-time employees' every year since its establishment in 2007. Since 2008, DHA has grown from 9 permanent full-time employees to 37 full-time employees. In addition, DHA's revenue increases on an average of 42% annually. Over the years, DHA has been expanding their full transportation engineering services by assisting increased numbers of clients on their projects from the beginning concept level stage to the final construction stage. Since this increased need for their services, DHA's clientele has risen dramatically in the past few years. To support the demand of their customers, DHA plans to hire additional employees to assist clients on all levels of transportation engineering projects.

DHA has committed to hiring 2 new employees (Job Number 2). The date-of-hire for all trainees will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract.

## Training Plan

DHA trainees will receive between 8-60 hours of Class/Lab training.

**Business Skills:** Training will be offered to all occupations to improve written and verbal communication skills, develop presentation skills and increase productivity. Staff will also build techniques on pursuing new clients and maintaining existing clients. Training course topics will include Presentation Skills, Public Speaking, Technical Writing, Marketing and Proposal Development.

**Commercial Skills:** Training will be offered to all occupations on discipline specific training to enhance and update existing skills, learn new skills, streamline workflow and improve coordination between disciplines. Training will improve DHA's work products and allow them to become more competitive in qualifications based project selections. Training will include course topics such as Bridge Superstructure Design, Bridge Substructure Design, Retaining Wall Design, Seismic Design, Highway Design and Drainage Design.

**Computer Skills** Training will be offered to all occupations to increase knowledge on new and updated software skills. Training will focus on using new software technology to implement three-dimensional bridge and roadway analysis, decrease construction duration and reduce construction costs. Training course topics will include AutoCAD Civil 3D, CSI Bridge, CTBridge, Adobe Photoshop, In Design and Ajera Accounting Software.

**Continuous Improvement:** Training will be offered to all occupations. Staff will learn to apply proper techniques to projects in accordance to new design requirements and specifications. Training will also focus on improving organization, time management and compliance with regulatory requirements. Training course topics will include Industry Standards of Practice and Operations, Organization and Time Management, Workflow Planning and Project Scheduling.

### **RECOMMENDATION**

Staff recommends approval of this proposal.

**Exhibit B: Menu Curriculum**

**Class/Lab Hours**

8-60

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Presentation Skills
- Public Speaking
- Technical Writing
- Marketing
- Proposal Development

**COMMERCIAL SKILLS**

- Bridge Superstructure Design
- Bridge Substructure Design
- Retaining Wall Design
- Seismic Design
- Roadway Plan and Profile Design
- Roadway Intersection Design
- Highway Design
- Drainage Design
- Environmental Technical Study Preparation
- National Environmental Policy Act (NEPA)
- California Environmental Quality Act (CEQA)
- Construction Monitoring
- Accounting
- Graphics

**COMPUTER SKILLS**

- AutoCAD Civil 3D
- CSI Bridge
- CTBridge
- Adobe Photoshop
- InDesign
- Ajera Accounting Software

**CONTINUOUS IMPROVEMENT**

- Organization and Time Management
- Workflow Planning
- Project Scheduling
- Industry Standards of Practice and Operations

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.