



Training Proposal for:

Eichleay, Inc.

Agreement Number: ET17-0253

Panel Meeting of: October 28, 2016

ETP Regional Office: Sacramento

Analyst: K. Smiley

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate Veterans	Industry Sector(s):	Engineering Construction Services Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Contra Costa, Los Angeles	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: 250	U.S.: 250	Worldwide: 250
Turnover Rate:	9%		
Managers/Supervisors: (% of total trainees)	0%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$438,000		\$0	\$0		\$438,000

In-Kind Contribution:	100% of Total ETP Funding Required	\$2,008,800
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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	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Adv. Tech	225	8-200	0-5	\$1,800	\$30.00
				Weighted Avg: 100			
2	Retrainee Priority Rate Veteran	Business Skills, Comm'l Skills, Computer Skills, Cont. Imp., Adv. Tech	15	8-200	0-5	\$2,200	\$30.00
				Weighted Avg: 100			

Minimum Wage by County: Job Numbers 1 & 2: \$17.02 per hour for Contra Costa and Los Angeles counties.

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
Job Number 1		
Engineer		70
Designer		20
Project Manager		10
Architects		12
Procurement Staff		25
Administrative Staff		30
Quality Assurance Staff		5
CAD Operator		18
Field Technician		20
Information Technology Staff		15
Job Number 2 - Veterans		
Engineer		1
Designer		1
Project Manager		1
Architects		1
Procurement Staff		1

Administrative Staff		2
Quality Assurance Staff		2
CAD Operator		1
Field Technician		3
Information Technology Staff		2

INTRODUCTION

Founded in 1953 and headquartered in Concord, Eichleay, Inc. (Eichleay) provides engineering, procurement, construction management and full life-cycle project management services. The Company provides services for several industries that include oil refineries and biopharmaceutical companies. This will be Eichleay's first ETP Agreement. The Long Beach and Concord facilities will participate in training.

PROJECT DETAILS

Eichleay has invested \$250,000 in new equipment and computer software in order to remain at the forefront of the engineering and project management industry. This equipment includes two 3D Laser Scanners to reverse engineer 3D digital data used in project development. 3D Laser Scanners will increase project management efficiencies and customer satisfaction. Eichleay staff must train in this equipment to ensure proper use and service of the scanners.

Eichleay also commissioned the development of the software program, Eichleay Quality System (EQS). This is a cloud-based system that provides immediate access to procedures, processes, forms and active projects. Training on this system will ensure all Eichleay staff has the resources to be successful in their roles.

Training Plan

Training will be delivered via Class/Lab, Computer-Based and Advanced Technology Training.

Business Skills (20%): Training will be offered to all occupations to improve customer satisfaction and internal processes. Courses include Project Management Boot Camp, Accounting and Payroll Systems and Procurement. Training will ensure workers know proper use of resources.

Commercial Skills (25%): Training will be offered to Project Managers, Architects, CAD Operator, Field Technicians, Procurement, Engineers, Designers and Administrative Staff to increase project management and construction knowledge and consistency. Topics include Constructability, Project Planning & Execution and Engineering Codes & Standards.

Computer Skills (35%): Training will be offered to all occupations. Training includes engineering, design and procurement specific software. Training in Primavera, EQS, CAESAR II Pipe Stress, Aspen and Prizm Software programs will ensure competency in all programs.

Continuous Improvement (15%): Training will be provided to all occupations to enhance project quality and reduce staff errors. Courses will include Quality systems, Six Sigma/LEAN principles, and Company quality and & processes.

Advanced Technology (5%)

Forty-five Engineers, Designers and CAD Operators will receive up to 40 hours of Computer-Assisted Drafting (CAD) technology and Laser Scanning training to update skills. These trainees are responsible for the engineering and design architecture. The trainer-to-trainee ratio will not

exceed 1:10 to allow in-depth coverage and personal attention from the instructor. All trainees have CAD, design and engineering experience and training will increase their level of proficiency. Due to the complicated nature of the course curriculum, the use of high-end equipment and software, and the high cost of experienced trainers, AT will be reimbursed at a higher rate (\$26). Eichleay estimates the cost of this training will be between \$18,000 -\$36,000.

Computer-Based Training (CBT)

Eichleay will provide CBT to staff on safety related topics. Courses will include Slips, Trips and Falls and Scaffold User Guidelines. CBT hours are capped at 50% of total training hours per-trainee. Safety training will not exceed 10% of total training hours per-trainee.

Veterans Program

The Panel has established a higher reimbursement rate and other incentives for training California veterans. Eichleay is committed to hiring and creating promotional opportunities for Veteran staff. Eichleay actively recruits veterans.

➤ Curriculum

At least 50% of total training in Job Number 2 must consist of vocational skills training. The remaining hours may consist of literacy training, as an exception to the standard 45% limitation.

Commitment to Training

Eichleay has an annual training budget of \$100,000 per facility. Training includes new-hire orientation, staff development and safety training. ETP funds will not displace their existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

The bulk of training will be provided by in-house subject matter experts, consisting of senior level engineers and dedicated technical trainers. Eichleay may also use a training vendor.

Eichleay has a detailed training plan and four staff members at its Concord location dedicated to monitoring, tracking and scheduling training for this project. They also have a dedicated training coordinator at their Long Beach facility.

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 & Payroll Systems
- Procurement
- Project Management Boot Camp

COMPUTER SKILLS

- Aspen Software
- Eichleay Quality Systems
- CAESAR II Pipe Stress Software
- Primavera Software
- Prizm Software

COMMERCIAL SKILLS

- Constructability
- Project Planning & Execution Skills
- Engineering Codes & Standards

CONTINUOUS IMPROVEMENT

- Quality Systems
- Six Sigma/Lean
- Company Quality Systems & Processes

Advanced Technology

0-40

COMMERCIAL SKILLS (Ratio 1:1)

- Computer-Assisted Drafting
- Cyclone
- CADWorx
- Laser Scanning

CBT Hours

0-5

COMMERCIAL SKILLS

- Defensive Driver Awareness (15 minutes)
- Ergonomics (45 minutes)
- Slips, Trips, Falls (30 minutes)
- Scaffold User Guidelines (30 minutes)
- Fall Protection Equipment (60 minutes)
- Trenching & Excavation Awareness (15 minutes)
- Ladder Safety, Noise & Hearing Conservation (30 minutes)
- Workplace Violence (30 minutes)

Safety Training cannot exceed 10% of total training hours per-trainee.

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