

**DELEGATION ORDER**



**Training Proposal for:  
HELIX Environmental Planning, Inc.**

**Small Business**

**ET17-0210**

**Approval Date:** September 9, 2016

**ETP Regional Office:** San Diego

**Analyst:** K. Campion

**CONTRACTOR**

- Type of Industry: Services
  - Number of Full-Time Employees
    - California: 65
    - Worldwide: 65
    - Number to be trained: 99
  - Out-of-State Competition: NAICS Code Eligible
  - Special Employment Training (SET):  Yes  No
  - High Unemployment Area (HUA):  Yes  No
  - Turnover Rate: 4%
  - Repeat Contractor:  Yes  No
- Priority Industry:  Yes  No
- Owner  Yes  No

**FUNDING**

- Requested Amount: \$51,480
- In-Kind Contribution: \$82,820

**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 SB <100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, HAZWOPER, PL-Commercial Skills	99	8 - 60	0	\$520	\$15.60
				Weighted Avg: 20			

It will be made a condition of contract that trainees will never be paid less than the State or local minimum wage rate as in effect at the end of retention (Final Payment) regardless of the wage expressed in this table. The highest minimum wage rate will prevail.

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): San Diego, Orange, Riverside, and Sacramento
- Occupations to be Trained: Admin. Suport Staff, Biologist, Geographic Information System Specialist, Planner, Project Leader, Technician/Technical Staff, Principal
- Union Representation:  Yes  
 No
- Health Benefits: Job #1: \$3.12 per hour

**SUBCONTRACTORS**

- Development Services: Training Funding Source (TFS) in Seal Beach assisted with development for a flat fee of \$2,900.
- Administrative Services: TFS will also provide project administrative services for an amount not to exceed 13% of payment earned.
- Training Vendors: Pacific Safety Center in San Diego will provide HAZWOPER training for an amount to be determined.

**OVERVIEW**

Established in 1991 and headquartered in La Mesa (San Diego County), HELIX Environmental Planning, Inc. (HELIX) ([www.helixepi.com](http://www.helixepi.com)) is an environmental consulting company that provides environmental consulting and design services on a variety of project types located throughout California. HELIX’s customers include public and private entities, and its services

include helping customers comply with environmental laws and regulations, manage natural and cultural resources, and design sustainable projects. HELIX has five facilities in California: San Diego County (2), Irvine, Riverside and Folsom; all of which are locations for the proposed training.

HELIX'S sister company, HELIX Environmental Construction Group (HECG), provides environmental construction services and is co-owned and co-located in La Mesa. Each entity has less than 100 employees; the total number of employees combined is 99 worldwide. HELIX will hold the ETP contract, and HECG will join as a participating employer for this Agreement. This will be the second Agreement between ETP and HELIX. HECG did not participate in the prior ETP Agreement.

In the first ETP project, training focused on expanding its renewal energy services. HELIX representatives report that the Company now has new training needs.

HELIX offers a full range of cultural resource management services to its customers including archaeological studies, management services, historic structure assessments, Native American consultation and coordination and interpretative display design. The Company reports that its clients are now demanding increased services in the area of special permits, which has propelled HELIX to expand its services and provide cutting edge technical and communication tools. In the past, the Company had to subcontract out some of the permitting processes for clients with Bureau of Land Management (BLM) permits; now this has been brought in-house, and allows HELIX to be able to work on all BLM-owned land throughout California, thereby reducing typical delays for clients. As such, some workers must be trained in new processes. Additionally, the Company has expanded its Telecommunications Group for environmental planning services, which will help customers minimize environmental risks, keep projects on task and reduce future costs, which requires training in environmental planning and habitat restoration.

The need for training is also being driven by the implementation of several new computer software programs and applications including new feature of Autodesk AutoCAD, and new electronic devices for fieldwork.

HELIX reports that, although some of the proposed curriculum topics appear similar to what was trained in the prior Agreement, most have been updated with new/different content. Only newly-hired employees or those trainees not trained in the previous Agreement will receive training in topics listed in the prior Agreement. Therefore, there will be no duplication of training for the same trainees delivered in the prior contract.

## **Training Plan**

The majority of the training will be class/lab. However, due to the proximity of the five company locations, a small percentage of the training will be delivered via e-learning, virtual classroom. In-house instructors will conduct the majority of the training, but a training vendor will provide Hazwoper training. Other vendors may be identified and utilized during the term of the Agreement.

**Business Skills** – This training will be provided to all occupations to help trainees identify and understand client expectations, use client centric language, measure client satisfaction and take corrective action to improve client satisfaction. Trainees will learn Project and Product Management tools, Team Building, Budgeting and Time Management, and Strategic Planning to

increase employee collaboration. Employees will learn to set objectives, and implement action plans.

**Commercial Skills** – This training will be provided to Technicians, Biologists, Geographic Information System Specialists, Planners, Project Leaders, and Principals so employees can provide Wetland Restoration & Enhancement, learn Hydric Soils for Wetland Delineation and use Hydrology Tools for Wetland Restoration and Determination. Trainees will also learn Water Quality Monitoring techniques.

**Computer Skills** – This training will be provided to all occupations. Trainee will learn how to use air quality software including thermodynamics, chemistry, heat transfer, aerosol loading, and dense gas effects. AutoCAD training will include latest new features of Autodesk AutoCAD like Smart Dimensioning, enhanced searchable PDFs, so employees work faster, smarter and better and improve workflow.

**Hazardous Waste Operations and Emergency Response Standard (HAZWOPER).** This training will be provided to Technicians and Sr. Technical Staff who must learn workplace hazards associated with Hazard recognition/evaluation/control while working in the Field. This training is a series of courses specifically designed for workers who handle hazardous substances as first-responders, or clean up as needed at a hazard disposal or emergency site. It consists of 40 hours of classroom or CBT training, for workers stationed at the hazard site; and 24 hours for workers who visit the site (e.g., engineers). Field training is also required, although not funded by ETP. Completion of the training results in a certificate that expands employment opportunities. Each certification requires an 8-hour annual refresher course. This coursework must be approved by Cal-OSHA, and the instructors must be certified by Cal-OSHA.

### **Productive Laboratory (PL)**

PL training will be provided to approximately 14 Biologists, Technicians and Technical Staff. These trainees may produce goods for profit as part of training in the courses identified under the Curriculum. All PL training will be in Commercial Skills and will supplement Class/Lab coursework. PL training is conducted in the field at the work job site.

To ensure trainees reach optimal skills levels to identify biological habitats and properly evaluate wetlands, identify animal and plant species and learn how to properly relocate animal and plant species. Trainees will receive up to 24 hours of PL-Commercial Skills training in Biological/Habitat Evaluation Skills, Plant Identification Restoration Skills and Wetlands Identification Skills.

The trainer's time will be dedicated to training delivery during all hours of training. Instructors will be subject matter experts. Trainers will demonstrate how to identify plants, animals, wetlands, habitants and will also demonstrate different restoration techniques. The trainer will then supervise the trainee conducting these same tasks, until the trainee is proficient in executing these tasks. Trainers will work directly with trainees at a 1:1 trainer to trainee ratio. The trainer's time will be dedicated to training delivery during all hours of training.

### **Request for 2-year Contract term**

Given the scheduled delivery of training and the number of trainees to be trained, HELIX is requesting a 2-year contract term.

**RECOMMENDATION**

Staff recommends approval of this proposal.

**PRIOR PROJECTS**

The following table summarizes performance by Helix Environmental Planning under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET14-0136	San Diego	9/03/13 – 9/02/15	\$55,250	\$40,193 (73%)

**Exhibit B: Menu Curriculum****Class/Lab &  
E-Learning Hours**

8 - 60

Trainees may receive any of the following:

**BUSINESS SKILLS**

- ✦ Budgeting and Financial Management
- ✦ Client Relations
- ✦ Leadership
- ✦ Marketing, Proposal and Business Development
- ✦ Organizational and Time Management
- ✦ Project Management
- ✦ Professional and Interpersonal Communication
- ✦ Product Knowledge
- ✦ Quality improvement Strategies
- ✦ Strategic Planning
- ✦ Team Building
- ✦ Technical Editing and Writing

**COMMERCIAL SKILLS**

- ✦ Air Quality and Permitting
- ✦ Biological Permitting
- ✦ Biological/Habitat Evaluations and Identification
- ✦ Biology Operations
- ✦ California Environmental Quality-Act (CEQA)
- ✦ Construction Management
- ✦ Environmental Risk Assessment
- ✦ Environmental techniques
- ✦ Gray Water and Rainwater Harvesting
- ✦ Habitat Restoration/Revegetation Planning & Studies
- ✦ Hazwoper
- ✦ Landscape Irrigation
- ✦ Railway Safety
- ✦ Visual Impact Assessment
- ✦ Wetlands Evaluations
- ✦ Wildlife Techniques

**COMPUTER SKILLS**

- ✦ Adobe Software Programs (Adobe PDF, InDesign, Photoshop, Illustrator, etc.)
- ✦ Air quality and dispersion modeling including AERMOD
- ✦ AutoCAD
- ✦ ARC GIS and Specialized GIS software updates
- ✦ Device Training (IPADs, GPS Units, Cameras, etc.)
- ✦ Financial Accounting Systems
- ✦ Google Earth Pro-Sketchup
- ✦ Microsoft Software Programs (Excel, Word, Access)
- ✦ Noise Modeling
- ✦ Technical/Administrative Software Program Skills

**OSHA – HAZWOPER** (requires certified instructor)

- Hazardous Waste Disposal

**Productive Lab Hours**

0 – 24

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

- ✚ Biological/Habitat Evaluations Skills
- ✚ Plant Identification/Restoration Techniques
- ✚ Wetlands Evaluation Skills

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery. PL is capped at 24 hours per-trainee.