



**Training Proposal for:  
P2S Engineering, Inc.  
Agreement Number: ET15-0168**

**Panel Meeting of:** June 27, 2014

**ETP Regional Office:** North Hollywood

**Analyst:** M. Webb

**PROJECT PROFILE**

Contract Attributes:	Job Creation Initiative HUA Retrainee SB <100	Industry Sector(s):	Engineering Construction Services  Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Los Angeles, San Diego	Repeat Contractor:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 84	U.S.:84	Worldwide: 84
<u>Turnover Rate:</u>	1%		
<u>Managers/Supervisors:</u> (% of total trainees)	N/A		

**FUNDING DETAIL**

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$106,600		\$0	\$0		\$106,600

In-Kind Contribution:	100% of Total ETP Funding Required	\$162,606
-----------------------	------------------------------------	-----------

**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 SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	82	8-60	0	\$1,040	\$16.04
				Weighted Avg: 40			
2	Job Creation Initiative SB<100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Impr	20	8-60	0	\$1,066	\$16.04
				Weighted Avg: 41			

**Minimum Wage by County: Job Number 1:** \$16.04 in Los Angeles County; \$15.60 in San Diego County; and \$15.98 in Orange County. **Job Number 2 (Job Creation):** \$13.37 in Los Angeles County; \$13.00 in San Diego County and \$13.32 in 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
<b>JOB NUMBER 1</b>		
Administration Staff		14
Engineers 1		15
Engineers 2		43
Managers		5
Supervisors		5
<b>JOB NUMBER 2 (Job Creation)</b>		
Administration Staff		4
Engineers 1		6
Engineers 2		4
Managers		4
Supervisors		2

**INTRODUCTION**

Founded in 1991, P2S Engineering, Inc (P2S) is a consulting, engineering, and commissioning company that provides services in construction planning, design, and project management. Clients include a variety of institutions such as building industries and government facilities.

## **PROJECT DETAILS**

To remain competitive, P2S must provide customers with the latest trends in technology. The use of Building Information Modeling software such as *REVIT*, continues to play a significant role in the engineering and construction process. Engineers use this software to design facilities using a 3D model which serves as a valued amenity in the design and development process.

Additionally, the Company recently acquired an engineering firm located in the City of San Diego. This new location specializes in design for healthcare facilities. Additional employees must be hired and trained to ensure that they are up to date with standards, codes and practices with Office of Statewide Health Planning and Development Standards for Acute Care and Infection Control.

This will be the Company's third ETP Agreement. The Curriculum for the prior project (ET12-0446) was developed to increase computer software program skills for all trainees. Courses delivered to staff included AutoCAD 2012, REVIT, and Leadership Energy Environmental Design 2012. For this proposal, the Company will train in the same computer topics; however, all staff will receive more advanced topics as compared to the previous Agreement. Engineers will receive additional training to adapt the same computer programs to the healthcare and Biometrics industries. Training will not be duplicated.

Last year P2S hired a total of 27 new employees. These trainees require training in the same topics listed in prior ETP Agreements. Project management, risk management, and commercial skills training evolves each year to encompass best practices, case studies, and code/standard changes. These courses include updated content not taught in former training sessions. Engineers and Support staff will also receive training in Project Management to improve skill set needed to transition into new markets.

### **Retrainee - Job Creation**

The Panel offers incentives to companies that commit to hiring new employees. Training for newly hired employees is reimbursed at a higher rate and trainees are subject to a lower post-retention wage.

Because of the acquisition, P2S has committed to hiring 20 new employees (Administrative Staff, Engineers, Managers/Supervisors) in this proposal (Job Number 2). All newly hired employees will require training to ensure they are knowledgeable of the Company's engineering services. Training in these areas will also teach them how to improve customer service skills. To be eligible for reimbursement under this job number, the trainees must be hired within the three-month period prior to Panel approval or during the term of contract.

### **Training Plan**

**Business Skills (20%):** Training will be offered to all occupations to improve in areas such as project management and Business Development.

**Commercial Skills (30%):** Training will be offered to Engineers and Supervisors/Managers to ensure they are able to provide customers with consultant and design services. Trainees will continue to learn how to apply new design techniques to new projects taken on by the company.

**Computer Skills (35%):** Training will be offered to all occupations in an effort to improve efficiency. Courses to be provided include AutoCAD, Building Information Modeling (BIM), and MS Office.

**Continuous Improvement (15%):** Training will be offered to all occupations to offer improvement in all areas for each department. Topics include Meeting Management and Quality Improvement.

## **Commitment to Training**

P2S's current budget for training is approximately \$327,000 per year. The Company provides ongoing company-wide and job-specific training for employees to ensure they are providing services to meet the demand of customers.

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

Training for the Company is scheduled to begin July 2014. P2S has hired a third party to provide administrative services for this Agreement.

## **RECOMMENDATION**

Staff recommends approval of this proposal.

## **ACTIVE PROJECTS**

The following table summarizes performance by P2S under an active ETP Agreement:

Agreement No.	Approved Amount	Term	No. Trainees (Estimated)	No. Completed Training	No. Retained
ET12-0446	\$99,840	06/30/12-06/29/14	102	81	TBD*

\*Based on data from the ETP Tracking System, a total of 4,001 training hours have been delivered to 81 trainees. P2S is on track to earn 100% of the funding amount (\$99,840).

## **PRIOR PROJECTS**

The following table summarizes performance by P2S under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET11-0284	Long Beach	05/13/11-05/12/12	\$48,048	\$44,525 (93%)

## **DEVELOPMENT SERVICES**

P2S retained Training Funding Source in Seal Beach to assist with development of this proposal for a flat fee of \$4,500.

## **ADMINISTRATIVE SERVICES**

P2S also retained Training Funding Source to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.

## **TRAINING VENDORS**

To Be Determined

**Exhibit B: Menu Curriculum****Class/Lab Hours**

8-60

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Administrative Processes
- Business Development
- Client Relationships
- Communication
- Financial Management
- HR & Administration
- Leadership
- Project Management
- Risk Management
- Time Management

**COMMERCIAL SKILLS**

- Acute Care Design
- Commissioning
- Engineering MEP
- Energy Systems
- Infection Control
- Leadership Energy Environmental Design (LEED)
- Office of Statewide Health Planning and Development Standards (OSHPD Standards)
- Office of Statewide Health Planning and Development Codes (OSHPD Codes)
- Power System
- Sustainable Building Design
- Sustainable MEP Design

**COMPUTER SKILLS**

- AutoCAD
- Building Information Modeling (BIM)
- Customer Relationship Management
- Computer Operations
- Financial Accounting
- MS Office
- Project Management
- REVIT MEP

**CONTINUOUS IMPROVEMENT**

- Meeting Management
- Process Improvement
- Quality Improvement

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