



**Training Proposal for:
VCA Consultants, Inc.**

Small Business

ET16-0423

Approval Date: April 11, 2016

ETP Regional Office: San Diego

Analyst: H. Bernard

CONTRACTOR

- Type of Industry:
 - Engineering
 - Construction
 - Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 88
 - Worldwide: 88
 - Number to be trained: 68
 - Owner Yes No

- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 16%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$95,472
- In-Kind Contribution: \$146,084

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	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement	68	8-200	0	\$1,404	\$16.51
				Weighted Avg: 54			

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Orange
- Occupations to be Trained: Aministrative Staff, CAD Operations Staff, Engineer, Production Staff, Project Manager
- Union Representation: Yes
 No
- Health Benefits: Job #1: \$2.65 per hour

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: Sustained Solutions and other vendors TBD

OVERVIEW

VCA Consultants, Inc. (VCA), founded in 1979 as VanDorpe Chou Associates, provides structural engineering consulting, building code administration and green, sustainability consulting services to both public and private clients. VCA will take the lead in this proposal with its sister company, The Code Group. The Code Group provides plan check, inspection, and green building compliance services. Both companies are co-owned and co-located, with a combined number of less than 100 employees.

PROJECT DETAILS

This is the second ETP Agreement for VCA and The Code Group. The Companies are currently completing their first ETP Agreement (ET15-0203) which trained staff in Computer, Commercial and Continuous Improvement skills. In that proposal, VCA hired 14 Job Creation trainees, providing a discipline for training that helped workers collaborate and share knowledge.

An upswing in the construction industry has increased business and requires the Company to train staff in order to remain competitive. The Company must continue to provide their workers with highly technical skills training on new features and enhancements to existing software (VCA Calc2016) and other software as may be utilized. Given technology changes, many of the

skill sets delivered in the first Agreement need updating. Numerous changes in building codes and technology also require more training.

In this proposal, the Company will focus on the following training initiatives:

- California Building Code 2016 dictates minimum standards of buildings and structures and is updated every two years. Training in the 2016 code allows the Company to stay compliant with the new codes.
- CalGreen Code, 2016 updates which requires all new buildings be energy efficient and environmentally sensitive. This code is updated every two years.
- AutoCAD 2016 computer-aided drafting software used for drafting. This software is continually updated. VCA staff will be trained in incorporating the latest advancements to the program.
- VCA Calc 2016 is software developed by VCA used for the designing of wood structures and was recently updated to incorporate new building codes and design methods.
- Ajera 8.0 used for project management. Training in this Agreement will focus on the software's reporting tools that staff is unfamiliar with.

Trainees will not receive training in topics delivered under the first Agreement.

Training Plan

VCA will roll out training in weekly and monthly sessions, continuing its schedule from the first Agreement. Training will be in the areas shown below:

Business Skills - Training will be provided to Project Managers and Administrative Staff. Training will be delivered in customer service, strategic planning and project management.

Commercial Skills – Training will be provided to CAD Operations Staff, Project Managers, Engineers and Production Staff to train staff on technical skills including 2016 code and LEED updates, Building Design Modeling Skills, solar and energy efficiencies. These training sessions will provide VCA staff with the critical technical job skills that are required by VCA customers. These sessions will also familiarize trainees with the changes in the Company's business environment.

Computer Skills - Training will be provided to all occupations. As new building codes are released, staff needs to be trained to incorporate new concepts and new requirements into their current software applications. Trainees will focus on the latest versions of VCA's internal design software, VCA Calc 2016 and on the reporting functions of the Ajera 8.0 project management and accounting software. Trainees will also receive training on updates to BlueBeam Revue 2016, Enercalc Application and Revit 2016.

Continuous Improvement – Training will be provided to all occupations. Training will focus on leadership skills, process improvement and team building. This training will focus on increasing efficiencies to ensure that trainees are functioning at their highest production level.

Waiver Request to 60-Hour Cap

VCA requests a waiver to the small business 60-hour cap in order to provide training of up to 200 hours, with a weighted average of 54 per-trainee. The industry requires a substantial commitment of training in technical skills. In the first Agreement, VCA had a waiver on the cap,

such that 41% of the trainees exceeded 60 hours of training. The hours proposed in this project are supported by performance in the prior Agreement.

RECOMMENDATION

Staff recommends approval of this proposal.

ACTIVE PROJECTS

The following table summarizes performance by VCA under the first ETP Agreement, which is still active:

Agreement No.	Approved Amount	Term	No. Trainees Enrolled	No. Completed Training	No. Retained
ET15-0203	\$83,044	8/1/14 – 7/31/16	73	53	0*

*VCA has completed all training and retention. To date, it has entered 3,212 eligible training hours for reimbursement, which equates to \$83,512 in potential earnings, 101% of the approved agreement amount. VCA has submitted the Final Closeout and has 53 placements in review. This Agreement is expected to close prior to the end-of-term.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- Customer Service
- Client Relations
- Leadership Skills

COMMERCIAL SKILLS

- 2013 International California Building Standards
- 2016 California Building Green Standards
- California Energy Code – 2016 Updates
- Leadership Energy Environmental Design (LEED) – 2016 Updates
- Building Design Modeling Skills
- Solar Electrical Generation
- Mechanical, Electrical & Plumbing Energy Efficiencies

COMPUTER SKILLS

- AutoCAD 2016
- Revit 2016
- VCA Calc 2016
- BlueBeam Revue 2016
- Enercalc Application Skills 6.14
- Ajera 8
- ShoreTel Communicator Software

CONTINUOUS IMPROVEMENT

- Project Management
- Planning and Strategy Skills
- Team Building
- Process Improvement Techniques

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