

CITY OF OAKLAND

OFFICE OF THE CITY ADMINISTRATOR
AGENDA REPORT

2007.06.12 PM 8:31

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Public Works Agency
DATE: June 12, 2007

RE: Supplemental Report On The Resolution Authorizing The City Administrator To Enter Into A Two Year Agreement From July 1, 2007 To June 30, 2009 With The Lake Merritt Institute For Professional Services To Provide Cleanup, Maintenance, Monitoring, Volunteer Coordination, And Technical Assistance At Lake Merritt In An Amount Not To Exceed Three Hundred Twenty Thousand Dollars (\$320,000), And To Extend The Initial Contract Period (July 1, 2007 To June 30, 2009), An Additional Two Years (Through June 30, 2011) If The Performance Standards In The Scope Of Work Are Met.

SUMMARY

This supplemental report provides a response to the Public Works Committee's request for information on the Lake Merritt Institute's (LMI) performance during the June 2005 to May 2007 professional services agreement (Agreement) with the City of Oakland.

FISCAL IMPACT

This report is informational and as such, does not have any fiscal impacts.

BACKGROUND

During the presentation of the Resolution Authorizing the City Administrator to enter into a new agreement with the Lake Merritt Institute (LMI), staff was requested by the Committee to provide information on the Lake Merritt Institute's performance during the June 2005 to May 2007 Professional Services Agreement with the City of Oakland. Specifically, the Committee requested "a supplemental report that provides background information on the 82% ranking that the Lake Merritt Institute received for their past performance." The "82% ranking" referenced in the original staff report is the average score given by the six evaluators of LMI's May 2007 Clean Lakes contract proposal. The 82% is the proposal score and is unrelated to LMI's past performance. LMI's past performance is evaluated on contract-based performance standards and monthly reports. Attachment 1 provides the performance standards and the result of staff evaluation of the performance standards for the June 2005 through May 2007 LMI Professional Services contract with the City of Oakland.

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SUSTAINABLE OPPORTUNITIES

There are no economic, environmental or social equity opportunities associated with the actions of this report.

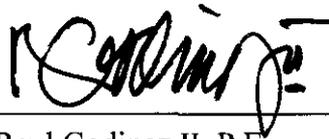
DISABILITY AND SENIOR CITIZEN ACCESS

There is no disability and senior citizen access opportunities associated with the actions of this report.

ACTION REQUESTED OF THE CITY COUNCIL

This supplemental report is for informational purposes, therefore no action is requested.

Respectfully submitted,

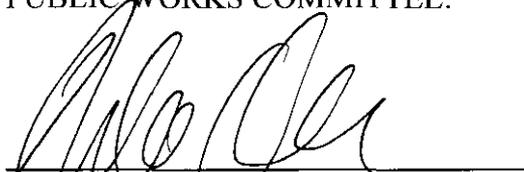


Raul Godinez II, P.E.
Director, Public Works Agency

Reviewed by:
Brooke A. Levin, Assistant Director
Department of Facilities & Environment

Prepared by:
Lesley Estes, Watershed Program Supervisor
Environmental Services Division

APPROVED AND FORWARDED TO THE
PUBLIC WORKS COMMITTEE:



Office of the City Administrator

ATTACHMENT

Attachment 1 – Performance Standards and Results for Clean Lake Professional Services Agreement

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CLEAN LAKE CONTRACT – SUPPLEMENTAL REPORT

The Environmental Services Division (ESD) receives monthly reports regarding the performance standards for the Clean Lake Contract (FY06-07) from the Lake Merritt Institute (LMI), which includes copies of all public education materials. LMI has met all of the performance standards listed below as well as respond to special requests for technical assistance or to respond to unexpected situations.

The following are the performance standards for the Clean Lake professional services agreement (Agreement) with The Lake Merritt Institute (LMI) for June 1, 2005 to May 31, 2007. The results below were reported for the period July 2006 to April 2007.

Standard: LMI will coordinate volunteers for the removal of litter from Lake Merritt at least five days per week. LMI will continue to support individual, unscheduled clean-ups by those using the “U-Clean-It” stations.

Total number of Volunteers (July 2006 to April 2007)	1,280
Total number Volunteer Labor Hours (July 2006 to April 2007)	2,027
Total number of Clean-up Days (July 2006 to April 2007)	197

Standard: LMI will record volumes of litter removed from the Lake on a daily basis reported to ESD at the end of each month.

Total number of pounds of Trash Collected (July 2006 to April 2007)	33,540
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Standard: LMI will obtain necessary equipment to provide for the efficient collection of litter by volunteers for use in picking up litter from the Lake and the perimeter of the Lake.

All necessary equipment obtained and maintained.

Standard: LMI will participate in two cleanup events (Earth Day, held in April and Creek to Bay, held in September) as lead coordinator at the Lake, including outreach, setup, planning of activities for day of event and other related tasks.

LMI acted as lead coordinator for both events.

Standard: LMI will provide annual totals for number of trash bags removed.

Total number of Bags of Trash Removed (July 2006 to April 2007)	1,422
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Standard: LMI will make efforts to remove algae in areas that are inaccessible with the Harvester, especially during the Harvesting season, April through August. The City will advise Alameda County Flood Control of the water levels to be maintained during the Harvesting season (April-August).

Algae were continuously removed from the Lake April through August.

Standard: LMI will provide water quality monitoring activities in Lake Merritt at the request of ESD.

LMI has provided assistance to staff as requested.

CLEAN LAKE CONTRACT – SUPPLEMENTAL REPORT

Standard: LMI will provide technical assistance on water quality and natural resource issues to ESD in their communication with the San Francisco Bay Regional Water Quality Control Board.

LMI has provided assistance to staff as requested.

Standard: LMI will maintain the educational component of the proposed storm drain filter (CDS system). Maintain the signs, provide and stock brochures, monitor and document to ensure the system is operating properly and to prepare a report evaluating the unit's effectiveness.

It has been noted to LMI that its outreach materials, newsletter and signage need improvement. In the proposal received from LMI for FY 2007-2009, LMI has brought on a new subcontractor, a local environmental public affairs consulting firm (Pacific Municipal Corporation), to complete much of the required public education materials. ESD expects to see an improvement with the public education tasks.

Standard: LMI will continue to participate with the City of Oakland's Lake Merritt Water Quality Technical Committee.

LMI participates consistently in the committee.

Standard: LMI will continue to assist with enforcement by delivering The Lake Merritt Institute's educational handouts to those seen dumping paint, cement, grease, or any other substance in the watershed. The ESD inspector will be notified of such violations.

LMI notifies inspector when necessary.