



# AGENDA REPORT

**TO:** Jestin D. Johnson  
City Administrator

**FROM:** G. Harold Duffey  
Director, Oakland Public  
Works

Megan Wier  
Acting Director, Oakland  
Department of  
Transportation

**SUBJECT:** On-Call Project Management Support  
Services 2024

**DATE:** February 26, 2024

City Administrator Approval

  
Jestin Johnson (Mar 14, 2024 22:44 PDT)

Date: Mar 14, 2024

## **RECOMMENDATION**

**Staff Recommends That The City Council:**

- 1. Adopt A Resolution Authorizing The City Administrator To Execute Professional Services Agreements For On-Call Public Works Project Management Support Services That Follow All City Advertising And Competitive Solicitation Requirements And Are Awarded In Direct Service For A Period of Four (4) Years With The Following Firms: 1) Acumen Building Enterprises Inc., 2) Consolidated CM, 3) Cummings Management Group, 4) Dabri Inc., 5) Hollins Consulting Inc., 6) Mack 5, And 7) Terraphase Engineering, Each For An Amount Not To Exceed One Million Dollars (\$1,000,000) Annually For A Grand Total Amount That is Not-to-Exceed Four Million Dollars (\$4,000,000)**
- 2. Adopt A Resolution Authorizing The City Administrator To Execute Professional Services Agreements For On-Call Transportation Project Management Support Services That Follow All City Advertising And Competitive Solicitation Requirements And Are Awarded In Direct Service For A Period of Four (4) Years With The Following Firms: 1) Acumen Building Enterprises Inc., 2) Consolidated CM, 3) Dabri Inc., 4) Diablo Engineering Group, 5) Hollins Consulting Inc., And 6) VSCE, Each For An Amount Not To Exceed Two Million Dollars (\$2,000,000) Annually For A Grand Total Amount That is Not-to-Exceed Eight Million Dollars (\$8,000,000).**

## **EXECUTIVE SUMMARY**

Oakland Public Works Department (OPW) and the Oakland Department of Transportation

Public Works & Transportation Committee  
March 26, 2024

(OakDOT) manage a range of major capital projects in support of the City's Capital Improvement Program (CIP). With the passage of two infrastructure bond measures in recent years, Measure KK and Measure U, the increased number of funded capital projects has outpaced the hiring of permanent project management staff to manage the backlog of projects. On-call project management support services will provide the necessary short-term management resources and subject matter expertise to support the delivery of CIP projects. On-call project management support services will augment and complement OPW and OakDOT staffing to deliver a range of major capital improvements to libraries, recreation and community centers, senior centers, public safety facilities (police and fire), parks and open space, trails, creeks, waterways, storm drainage systems, transportation streetscape, streets and sidewalks, paving rehabilitation, bridges and structures, bike and pedestrian safety programs, transportation planning, grants, emergency roadway repairs, and other transportation safety related projects and programs through various phases of planning, design, and construction in a timely and cost-effective manner.

Approval of the proposed resolutions will enable the City to deliver projects promptly and efficiently by authorizing the City Administrator to enter into professional services agreements with qualified public works and transportation project management firms for a period of four (4) years to provide on-call project management support services that follow all City advertising and competitive solicitation requirements, as well as the City's Local/Small Local Business Enterprise (L/SLBE) program requirements. In addition, to ensure support and development of the City's small local businesses, in coordination with Department of Workplace and Employment Standards (DWES), the on-call contract will administratively reopen annually to add new certified small local businesses as needed.

## **BACKGROUND / LEGISLATIVE HISTORY**

With the passage of Measure KK – Affordable Housing & Infrastructure Bond in 2016, Measure U – Affordable Housing and Infrastructure Bond in 2022, successful grant applications, and unscheduled projects, the volume of funded capital improvement projects has increased steadily from previous budget cycles, from approximately \$286.6 million in Fiscal Year (FY) 2021-2023 to \$329 million for FY 2023-2025. OPW and OakDOT are responsible for delivering various capital improvement projects in a timely and cost-effective manner and is currently managing more than 120 funded or partially funded capital improvement projects. On-call project management support services are urgently needed to augment and complement existing City staff, expedite delivery of projects that must meet critical funding deadlines, and handle tasks during peak workloads by providing subject matter expertise in the areas of scope/budget/schedule management, community outreach and engagement management, risk management, project oversight, quality assurance/quality control, permitting support and coordination with external agencies.

The City utilizes on-call professional services contracts solicited through a competitive process in accordance with Oakland Municipal Code (OMC) Section 2.04.051. The services are utilized as projects arise and result in significant reductions in time and processes associated with procurement of professional services on an individual project-by-project basis. On-call professional services support numerous major capital improvement projects funded by various

capital improve funds, bonds, and grants.

On October 6, 2023, the City issued a joint Request for Qualifications (RFQ) to provide on-call project management support services for both OPW and OakDOT. The advertised contract amounts for each OPW contract was \$1,000,000.00 annually for a period of four (4) years and \$2,000,000 annually for each OakDOT contract also for a period of four (4) years. The City received eight (8) Statements of Qualifications (SOQs) for the on-call public works project management support services category on November 30, 2023. OakDOT received six (6) Statements of Qualifications (SOQs) for the on-call transportation project management support services category of November 30, 2023.

Additional small and very small local firms will have the opportunity to join the pool of qualified on-call project management/transportation management support services firms through an annual prequalification process that will be implemented throughout the four-year term. This prequalification process will increase direct contracting opportunities for small and very small local firms and the execution of these new contracts will be within the contract authority in the proposed resolution and the contract length will be the remaining number of years left in the four-year term.

## **ANALYSIS AND POLICY ALTERNATIVES**

The on-call project management support services will augment and complement City staffing to deliver a range of major capital improvements. Services will include, but are not limited to:

- Overall project management support
- Schedule, budget/cost and scope management
- Community outreach and engagement management
- Risk management
- Project development and oversight
- Stakeholder and partner agency coordination
- Coordination and support of permitting with external agencies
- Guidance on alternate project delivery methods

The proposed resolution supports Citywide priorities of **holistic community safety and building vibrant, sustainable infrastructure**. The on-call services will provide the City with subject matter experts to assist in managing major capital improvement projects that improve public infrastructure and facilities and help to deliver projects in a timely, efficient and cost-effective manner. Approval of these contracts will reduce the timeline and expenditures in procuring consultant services on a case-by-case formal basis from an average of 42 weeks to 12 weeks. The formal process to hire consultants can take up to 42 weeks which consists of advertisement and solicitation of a Request for Proposal (RFP) or RFQ, evaluation of proposals, interviews, City Council approval of a contract and contract execution to comply with the City's standard procurement policy identified in OMC Section 2.04. The contract capacity was developed based on the number and total funding of active projects, including the list of funded projects in the FY 2023-2025 budget that have not yet been initiated due to the shortage of permanent staff resources.

For the on-call public works project management support services category, an evaluation panel consisting of two (2) representatives from OPW Project & Grant Management Division and one (1) representative from OPW Watershed and Stormwater Management Division evaluated and ranked the SOQs in accordance with the procurement process set forth in the RFQ. For the on-call transportation project management support services category, an evaluation panel consisting of (2) representatives from OakDOT's Major Projects Division, and (1) representative from OakDOT's Great Streets Division evaluated and ranked the SOQs in accordance with the procurement process set forth in the RFQ. Each panel member scored the SOQs using a consistent scoring matrix based on the categories listed below following:

1. Completeness of the SOQ – Completeness, clarity, organization and conformance of the firm's SOQ to the RFQ content.
2. Demonstrated Project Management Ability – Ability to provide exceptional supportive project management services to a public agency client.
3. Stakeholder Engagement – Prior experience and ability to work with City staff, regulatory agencies, community groups and other stakeholders, translating various requirements and interests into successful projects.
4. Technical Expertise – Specific experience of the firm to provide adept technical assistance, project management, project controls and quality assurance/quality control for architectural and engineering projects.

The City received eight (8) SOQs for the on-call public works project management support services category. Based on the evaluation results, contract requirements, and an assessment of OPW needs, the following seven (7) firms are recommended for on-call project management support services contracts for \$1,000,000.00 annually over a period of four (4) years:

1. Acumen Building Enterprises, Inc.
2. Consolidated CM
3. Cummings Management Group
4. Dabri, Inc.
5. Hollins Consulting, Inc.
6. Mack 5
7. Terraphase Engineering

The City received six (6) SOQs for the on-call transportation project management support services category. Based on the evaluation results, contract requirements, and an assessment of OakDOT needs, the following six (6) firms are recommended for on-call project management support services contracts for \$2,000,000.00 annually over a period of four (4) years:

1. Acumen Building Enterprises, Inc.
2. Consolidated CM
3. Dabri, Inc.

4. Diablo Engineering Group
5. Hollins Consulting, Inc.
6. VSCE

Work will be assigned through task orders based on a competitive, informal RFP process to the most qualified and responsive firm. When a project need arises, the City will issue an informal RFP to the pool of firms listed in this resolution. The RFP will include the project scope of work, schedule, project criteria, and an anticipated consultant budget.

Firms must come into compliance with the City's L/SLBE requirements at the task order level and a compliance analysis will be performed by DWES at the time of task order issuance to ensure firms meet the City's L/SLBE participation requirement.

No minimum amount of work is implied or guaranteed, and no appropriation is made as a result of this action. Individual task orders amounts will vary but cumulatively will not exceed the approved contract amounts. Consultants are required to meet the City's Compliance programs and will be reviewed for compliance to execute each task order.

The City will coordinate with DWES to administratively add new qualified small local businesses on an annual basis to provide firms with additional opportunities to join the on-call pool.

The proposed contracts are professional, technical nature, and temporary in nature. The City lacks the equipment and qualified personnel to perform the work and entering into this contract will not result in the loss of employment or salary by any person having permanent status in competitive service. As noted below, the labor unions have been informed of the project, and no comments were received.

### **FISCAL IMPACT**

The approval of these contracts will not result in additional appropriation of funds. The services will be funded through appropriations within the various individual projects. Funding will be identified prior to the performance of the design services. Each consultant agreement for on-call public works project management support services will be for an amount not-to-exceed \$1,000,000 annually for four-year terms. Each consultant agreement for on-call transportation project management support services will be for an amount not-to-exceed \$2,000,000 annually for four-year terms. Contract amounts not exercised cannot be rolled over into the next year. The addition of any new small or very small local business contracts through the term will be within the overall contract authority in the proposed resolution.

There is no impact on the General Purpose Fund, and no additional funding is requested.

### **PUBLIC OUTREACH / INTEREST**

To expand and diversify the professional services consultants working with the City, staff participated in a matchmaking event on July 26, 2023, called Doing Business with the City of

Oakland, which provided an overview of the FY 2023-2025 Capital Improvement Program to contractors and consultants. The event, co-hosted by DWES, OPW and OakDOT, provided opportunities for networking and insight into upcoming capital improvement projects. The event also provided information on the L/SLBE Program and capacity building and technical assistance resources for small businesses (see **Attachment A**).

Staff provided notice to labor representatives on September 6, 2023, per the terms and conditions of the current Memorandums of Understanding with the International Federation of Professional and Technical Engineers (IFPTE) Local 21, Service Employees International (SEIU) Local 1021, and International Brotherhood of Electrical Workers (IBEW) Local 1245 prior to the formal issuance of the RFQ. A legal advertisement for the RFQ was posted on October 6, 2023 to a total of five (5) newspapers in various languages including the East Bay Times, Oakland Post, El Mundo, World Journal, and The Korea Times. The City's web-based procurement system iSupplier and CIPLIST.com were utilized for distribution of the RFQ with documents available free of charge online.

The City's iSupplier system distributes notifications to Oakland-certified local and non-local professional service providers (e.g., landscape architects, architects, engineers, interior designers, project management, construction management and planning firms); regional trade and business groups, including the Oakland Metropolitan Chamber of Commerce, Oakland Black Board of Trade & Commerce, Bay Area Business Roundtable, and the Construction Bidboard. If a company enters a North American Industry Classification System (NAICS) code, they are notified about projects with this code.

In addition to iSupplier and the established disparity outreach list, the Capital Contracts Division (CCD) also utilizes CIPLIST.com, a free, web-enabled site to announce and distribute solicitations. It is used to push out notifications to plan rooms and builders' exchanges such as ARC North America, Builders Exchange of Alameda County, Contra Costa Builders Exchange, Dodge Data & Analytics, East Bay Blueprint, East Bay Blueprint, iSqFT, Northern California Electrical Construction Industry, Peninsula Builders Exchange, San Francisco Builders Exchange, and Solano-Napa Builders Exchange. Through CIPLIST.com, any company or entity may register to be automatically notified of all City of Oakland solicitations without restrictions.

City staff attended an event on October 11, 2023, sponsored by the Northern California branch of the Construction Management Association of America (CMAA) meant to encourage networking between public agencies and various project and construction management firms in the City and throughout the Bay Area (see **Attachment B**). The City promoted the on-call project management support service RFQ to various small, local and minority owned and encouraged and generated interest for firms to attend a pre-submittal meeting on October 20, 2023, hosted by City staff from CCD, DWES, OPW and OakDOT, to promote participation and answer questions.

## **COORDINATION**

This report and the resolution have been reviewed by the Budget Bureau of the Finance Department and for form and legality by the Office of the City Attorney.

### **SUSTAINABLE OPPORTUNITIES**

**Economic:** The contracts will generate business tax, sales tax, and other revenues for the City by those firms who work on the projects. Local, Oakland-based businesses will be utilized in the construction of many of the projects developed through use of these contracts.

**Environmental:** Projects completed under these contracts will comply with the City's Equitable Climate Action Plan, energy conservation mandates in the building code, and the Leadership in Energy and Environmental Design ordinance, as applicable, to improve the City's infrastructure and promote a cleaner environment.

**Race & Equity:** The proposed on-call contracts will support projects that improve and extend the useful life of City infrastructure and facilities and/or create new City facilities and parks for public use, or new transportation programs and infrastructure, particularly in neighborhoods with historic under-investment to its infrastructure. Project funding allocations follow the prioritization process adopted in 2018 for [Oakland's Capital Improvement Program](#) that centers equity as a key factor in seven (7) of the nine (9) prioritization factors. As applicable, the on-call firms will be responsible for ensuring that projects comply with applicable accessibility codes and the Americans with Disabilities Act.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) FINDINGS**

There are no California Environmental Quality Act (CEQA) impacts associated with the recommendation to award on-call professional services contracts.

**ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council:

1. Adopt A Resolution Authorizing The City Administrator To Execute Professional Services Agreements For On-Call Project Management Support Services That Follow All City Advertising And Competitive Solicitation Requirements And Are Awarded In Direct Service For A Period of Four (4) Years With The Following Firms: 1) Acumen Building Enterprises Inc., 2) Consolidated CM, 3) Cummings Management Group, 4) Dabri Inc., 5) Hollins Consulting Inc., 6) Mack 5, 7) Terraphase Engineering, Each For An Amount Not To Exceed One Million Dollars (\$1,000,000) Annually.
2. Adopt A Resolution Authorizing The City Administrator To Execute Professional Services Agreements For On-Call Transportation Project Management Support Services That Follow All City Advertising And Competitive Solicitation Requirements And Are Awarded In Direct Service For A Period of Four (4) Years With The Following Firms: 1) Acumen Building Enterprises Inc., 2) Consolidated CM, 3) Dabri Inc., 4) Diablo Engineering Group, 5) Hollins Consulting Inc., And 6) VSCE, Each For An Amount Not To Exceed Two Million Dollars (\$2,000,000) Annually For A Grand Total Amount That is Not-to-Exceed Eight Million Dollars (\$8,000,000) Annually.

For questions regarding this report, please contact Calvin Hao, OPW Acting Project & Grant Management Division Manager, at 510-238-7395 or Nicole Ferrara, OakDOT Division Manager, at 510-238-4720.

Respectfully submitted,

  
G. Harold Duffey (Mar 14, 2024 12:49 PDT)

**G. HAROLD DUFFEY**  
Director, Oakland Public Works

  
Megan Wier (Mar 14, 2024 14:17 PDT)

**MEGAN WIER**  
Acting Director, Oakland Department of  
Transportation

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Attachments (2):

- A: Doing Business with Oakland Event Flyer
- B: CMAA – Meet The Primes Event Flyer