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AGENDA REPORT

TO: DEANNA J. SANTANA
CITY ADMINISTRATOR

FROM: Vitaly B. Troyan, P.E

SUBJECT: Civicorps Contract

DATE: April 17, 2013

City Administrator

Approval

Date

5/16/13

COUNCIL DISTRICT: City-Wide

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Enter Into A Three-Year Agreement With Civicorps Schools For An Amount Not-To-Exceed Two Hundred Twenty-Five Thousand Dollars (\$225,000) To Provide Recycling And Related Services And Waiving The Advertising And Competitive Request For Proposal/Qualification Requirements.

EXECUTIVE SUMMARY

Since 1991 the City has contracted with Civicorps Schools for recycling and related services. The current Agreement will expire on July 31, 2013. Section 2.04.051 B of the Oakland Municipal Code permits the City Council to waive the competitive selection process requirement if it finds that it is in the best interests of the City. Staff recommends that it is in the City's best interests for the City Council to waive the advertising and competitive RFQ/RFP process for this contract. As the only local conservation corps in Oakland, Civicorps Schools is uniquely qualified to provide this group of services, which is supported by state grants and includes job training, education, and development programs for local at-risk youth in service learning projects in addition to recycling services.

OUTCOME

Approval of the resolution will provide continued services to the City performed by Civicorps Schools:

- Providing interns to assist with the City's Recycling Hotline and public information and outreach
- Supporting used oil recycling promotional activities
- Providing recycling collection services to six large City facilities

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- Providing multi-family residential recycling support services
- Performing bicycle locker cleaning services
- Performing additional related work

BACKGROUND/LEGISLATIVE HISTORY

Since 1991, the Public Works Agency (PWA) has executed a series of Agreements with Civicorps Schools to provide a variety of services. Civicorps Schools has provided Recycling Hotline interns since 1993 and used oil recycling support services to the City since 1997. Civicorps Schools began providing bicycle locker cleaning services in 2007 and multi-family recycling support services in 2008, and has developed efficient and cost-effective systems to continue providing these services. Additional services performed under past Agreements include creek restoration and monitoring services. The City's existing Agreement with Civicorps Schools for recycling and related activities described above will expire on July 31, 2013.

ANALYSIS

The City is seeking to enter into an Agreement with Civicorps Schools to provide the required services. Civicorps Schools is a local, not-for-profit organization whose mission is to provide job training, education, and youth development programs by engaging local at-risk youth in service learning projects. The California Department of Resources Recycling and Recovery (CalRecycle) provides training and grant funding to Civicorps Schools for various activities, including funding to train and place youth with local governmental agencies to support recycling activities, and funding to collect beverage containers. As the only local conservation corps in Oakland Civicorps Schools is uniquely qualified to provide a package of services that includes providing a youth intern to support Recycling Hotline and outreach, support for used oil recycling and multi-family recycling activities, cleaning bicycle lockers, and collecting recyclables from City facilities.

The proposed Agreement will require Civicorps Schools to: (1) provide interns to assist with the City's Recycling Hotline and public information outreach; (2) support used oil recycling activities; (3) provide recycling collection service to six large City facilities; (4) provide multi-family residential recycling support services; (5) perform bicycle locker cleaning services; and (6) additional related work to be assigned on a task basis. The proposed Agreement includes performance standards and liquidated damages remedies for the City in the event of non-performance. City staff will monitor and evaluate Civicorps Schools' work under this Agreement to ensure that it conforms to the performance standards detailed in the Agreement, and that it continues to support the City's program goals.

Recycling Hotline Interns

Civicorps Schools will provide interns who are trained to assist with the City's 238-SAVE (7283) Recycling Hotline, as it has done since 1993. The Recycling Hotline responds to calls from residents inquiring about available recycling, green waste and garbage services, and

provides work order assignment, information and referrals. In addition, the Recycling Hotline serves as the central intake line for other Recycling Program services, including business recycling technical assistance, construction and demolition recycling and solid waste and recycling services for City facilities.

Oil Recycling Support

The City receives annual Used Oil Payment Program (OPP) payments from CalRecycle to fund used motor oil recycling activities. The City is required to complete Certified Oil Collection Center (Oil Recycling) monitoring annually to maintain eligibility for (OPP) payments. CalRecycle encourages (OPP) recipients to work with local conservation corps to provide these services. Civicorps Schools corpsmembers are trained by the State for Oil Recycling monitoring. Civicorps Schools will provide used oil recycling support activities including monitoring fifteen Oil Recycling centers, and assembling and delivering approximately 3,000 oil recycling kits consisting of jugs, filter bags, and instructions. The kits are made available to the public free of charge at retail stores where motor oil is sold.

City Facilities Recycling Collection

Civicorps Schools will provide recycling collection service to six large City facilities. Civicorps Schools will provide recycling collection service to these facilities: City Hall, 150 and 250 Frank H. Ogawa Plaza, Oakland Museum of California, Police Administration Building, and Heavy Equipment Shop. Smaller City facilities are provided recycling service under the City's Residential Recycling Agreements.

Multi-Family Residential Recycling Support

The City receives annual City/County Payment Program funding from CalRecycle to pay for used beverage container recycling activities. Through this funding Civicorps Schools will continue providing multi-family residential recycling support services, including delivery of educational outreach and promotional materials such as door-hangers with recycling program instructions and information, and in-unit recycling containers (bags).

Bicycle Locker Cleaning

Civicorps Schools will continue providing grant-funded cleaning of accumulated debris, liquids, and graffiti from bicycle storage lockers at two downtown locations in support of the City's Bicycle and Pedestrian Facilities Program. This service is funded by a Measure B: Bicycle/Pedestrian grant to the City. Civicorps Schools will clean the bicycle lockers located at the northwest corner of 14th Street and Broadway in Frank Ogawa Plaza adjacent to the 12th Street BART Station entrance; and the northeast corner of 20th Street and Broadway, adjacent to the 19th Street BART Station entrance.

PUBLIC OUTREACH/INTEREST

This item did not require any additional public outreach other than the required posting on the City's website.

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COORDINATION

Public Works staff has coordinated with the Office of the City Attorney and Budget Office for this report.

COST SUMMARY/IMPLICATIONS

The Agreement is for a three-year period in an amount not-to-exceed two hundred twenty-five thousand dollars (\$225,000). Sufficient funds to cover this contract are budgeted from multiple sources including the Recycling Program Fund 1710, Alameda County Source Reduction & Recycling Fund 2175, annual disbursements from CalRecycle, and the Measure B Bicycle/Pedestrian Pass Thru Fund 2212.

Expenditures include: \$35,000 annually for interns to assist the City's Recycling Hotline and outreach; \$24,000 annually to procure, store, and deliver to retail outlets 3,000 used oil recycling kits; \$5,000 annually for weekly recycling collection service at six large City facilities; \$2,000 annually for delivery to multi-family residential buildings of materials including instructional door hangers and posters, and recycling caddies for apartment units to store and transport recyclables to centralized recycling areas; \$2,000 annually for bicycle locker cleaning services in the downtown area. Funding for any additional work will be dependent on the projects identified and from the appropriate funding sources prior to task assignment, and shall be within the approved contract amount.

PAST PERFORMANCE, EVALUATION AND FOLLOW-UP

Since 1991, PWA has executed multiple agreements with Civicorps Schools. Civicorps Schools past and current performance has been, and continues to be, satisfactory. Measurements used to gauge and ensure satisfactory performance will continue through established contract management activities, which include monthly meetings of lead City and Civicorps Schools staff, review and verification of monthly invoices and reports, field monitoring, and performance incentives and liquidated damages. Staff has completed and filed the Schedule L, Consultant Performance Evaluation Form.

SUSTAINABLE OPPORTUNITIES

Economic: The Agreement with Civicorps Schools will provide green collar jobs and job training for Oakland youth. The activities encourage resource conservation and community stewardship opportunities.

Environmental: Execution of an Agreement with Civicorps Schools will help conserve natural resources through recycling. Civicorps Schools' activities related to oil recycling will help prevent pollution and conserve natural resources. By educating the public about used oil and oil filter recycling, this program helps the City to meet the public information and participation

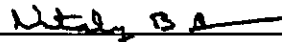
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component of its Countywide National Pollutant Discharge Elimination System Permit, established by the Federal Clean Water Act.

Social Equity: By executing an Agreement with Civicorps Schools to provide recycling and related services, the City supports Civicorps Schools' mission to train and educate Oakland's at-risk youth through performing community and environmental stewardship projects.

For questions regarding this report, please contact Susan Kattchee, Environmental Services Manager, 510-238-6382.

Respectfully submitted,



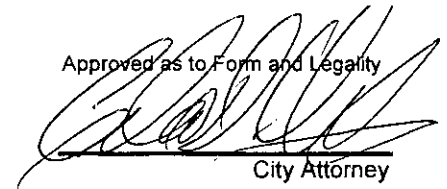
VITALY B. TROYAN, P.E.
Director, Public Works Agency

Reviewed by:
Brooke A. Levin, Assistant Director

Reviewed by:
Susan Kattchee, Environmental Services Manager

Reviewed by:
Becky Dowdakin, Recycling Program Supervisor

Prepared by:
Mark Gagliardi, Senior Recycling Specialist
Environmental Services Division



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RESOLUTION NO. _____ C.M.S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A THREE-YEAR AGREEMENT WITH CIVICORPS SCHOOLS FOR AN AMOUNT NOT-TO-EXCEED TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000) TO PROVIDE RECYCLING AND RELATED SERVICES AND WAIVING THE ADVERTISING AND COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATION REQUIREMENTS

WHEREAS, the City desires to enter into an agreement with Civicorps Schools for recycling and related services including: (1) provide interns to assist with the City's Recycling Hotline and public information and outreach; (2) support used oil recycling activities; (3) provide recycling collection services to six large City facilities; (4) provide multi-family residential recycling support services; (5) perform bicycle locker cleaning services; and (6) perform additional related work to further the City's Zero Waste Goal; and

WHEREAS, the activities included in the agreement with Civicorps Schools will be funded by a combination of sources including the Recycling Program Fund 1710, Alameda County Source Reduction & Recycling Fund 2175, grants from CalRecycle, and the Measure B Bicycle/Pedestrian Pass Thm Fund 2212; and

WHEREAS, Section 2.04.040 B 5 and 2.04.051 A, respectively of the Oakland Municipal Code (the "OMC") require the City to conduct a formal advertising and competitive Request For Qualifications/Proposals ("RFQ/RFP") selection process for professional services agreements over \$25,000.00; and

WHEREAS, Section 2.04.051 B of the OMC authorizes the City Council to waive the advertising and competitive RFQ/RFP selection requirement if it finds that it is in the City's best interests to do so; and

WHEREAS, staff recommends that it is in the City's best interests for the City Council to waive the advertising and competitive RFQ/RFP process for this contract because as the only local conservation corps in Oakland Civicorps Schools is uniquely qualified to provide this group of services, which is supported by state grants and includes job training, education, and development programs for at-risk youth in service learning projects in addition to recycling services; and

WHEREAS, the City Council finds that the services provided pursuant to the agreement authorized hereunder are of a professional, scientific or technical nature and are temporary in nature; and

WHEREAS, the City Council finds that this agreement shall not result in the loss of employment or salary by any person having permanent status in the competitive service; now, therefore be it

RESOLVED: pursuant to OMC Section 2.04.051 B, the City Council hereby finds and determines that it is in the best interests of the City to waive the advertising and competitive RFQ/RFP selection requirement of the OMC based on the reasons set forth in this Resolution and the Report accompanying this Resolution; and be it

FURTHER RESOLVED: That the City Council hereby awards, and the City Administrator is hereby authorized to enter into a three-year agreement for a total amount not-to-exceed two hundred twenty-five thousand dollars (\$225,000) with Civicorps Schools to provide recycling and related services; and, be it

FURTHER RESOLVED: That the City Administrator or his/her designee is hereby authorized and empowered to approve any subsequent amendments to or extensions of said agreement with the exception of those related to an increase in compensation or the allocation of additional funds provided that such amendments or extensions shall be reviewed by the City Attorney and filed with the City Clerk's Office; and be it

FURTHER RESOLVED: That a copy of the agreement will be on file in the City Clerk's Office and will be approved by the Office of the City Attorney.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, GALLO, GIBSON MCELHANEY, KALB, KAPLAN, REID, SCHAAF and PRESIDENT KERNIGHAN

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California